V I R G I N I A:

At a meeting of the Washington County Board of Supervisors held Tuesday, January 13, 1998, at 7:00 p.m., at the County Administration Building in Abingdon, Virginia, the following were present:

PRESENT:

James T. Osborne, Chairman
Bobby D. Ingle, Vice Chairman
Kenneth G. Mathews
Joe W. Derting
John B. Roberts, Sr.
Jackson Barker
Dulcie M. Mumpower

Mark K. Reeter, County Administrator
John A. Martin, County Attorney
Mark W. Seamon, Accounting/Purchasing Manager
Sandra M. Hatfield, CPS, Administrative Assistant

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1 **Call to Order**

The meeting was called to order by Mr. James T. Osborne, Chairman of the Board, who welcomed everyone in attendance.

2 **Invocation and Pledge of Allegiance - Jackson Barker**

Mr. Jackson Barker gave the Invocation and led in the Pledge of Allegiance.

3 **Approval of the Agenda**

On motion of Mr. Ingle, second by Mrs. Mumpower, it was resolved to approve the Agenda with the following additions:

Revised Resolution No. 98-1;
Amended Certificate of Commendation for Patrick Henry High School Rebel Football Team;
Additional Certificate of Records Disposal for Recreation Department Records, 1981-1988;

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

4 **Approval of Minutes of December 9, 1997**

On motion of Mrs. Mumpower, second by Mr. Barker, it was resolved to approve the Minutes of the regular meeting of December 9, 1997, as written.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

5 **Presentation of Plaques**:

On behalf of the Board of Supervisors the following Plaques were presented:

a. **John S. Battle High School Horticulture Team, 13th In United States, F.F.A. Floriculture Contest, Kansas City, Missouri, November 10, 1997**

Mr. Phil McCroskey, Teacher and Coach of the John S. Battle High School Horticulture Team, and Team Members, were presented with a plaque in recognition of placing 13th in the United States at the F.F.A. National Floriculture Contest in Kansas City, Missouri, November 10, 1997. Mr. McCroskey introduced the team members and commented on the various components of the competition.

Present for the presentation was Mr. Lee Brannon, Principal, John S. Battle High School.

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b. **Patrick Henry High School Rebel Football Team, Hogoheegee District Champions 1997, Washington County Champions 1997**

Mr. Richie Thomas, Head Football Coach, Patrick Henry High School, and several Rebel Football Team members were present to receive a plaque in recognition of their 1997 championship football season. Coach Thomas introduced several team members commenting on their athletic abilities, and commending them for holding an excellent academic standing throughout the school year.

Present for the presentation was Mr. Ronald Fore, Principal, Patrick Henry High School.

6 **Organization of the Board of Supervisors, Calendar Year 1998**

The following action was taken on organization of the Board of Supervisors for calendar year 1998.

a. **Election of Chairman**

On motion of Mrs. Mumpower, second by Mr. Barker, it was resolved to elect Bobby D. Ingle as Chairman of the Washington County, Virginia Board of Supervisors for calendar year 1998.

The vote on this motion was as follows: (6-0-1)

Mr. Derting	***Aye***	***Mr. Ingle***	***Abstain***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

Mrs. Mumpower thanked Mr. Osborne for his years of leadership and service as Chairman stating that he has represented Washington County well.

Mr. Ingle expressed his appreciation to the Board, asking each member for their assistance in helping him carry out some of the past functions of the Chairmanship.

Under the 1997 By-Laws adopted by the Board of Supervisors, Mr. Osborne will remain seated as Chairman of the meeting until the meeting is adjourned, at which time Mr. Ingle was assume the Chairmanship.

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b. Election of Vice-Chairman

On motion of Mr. Ingle, second by Mr. Mathews, it was resolved to elect Dulcie M. Mumpower as Vice Chairman of the Washington County, Virginia Board of Supervisors for the calendar year 1998.

The vote on this motion was as follows: (6-0-1)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Abstain***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

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On behalf of the Board, Mr. Osborne officially welcomed Mr. John B. Roberts, Sr. who represents Taylor Magisterial District for the term January 1, 1998 to December 31, 2001.

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c. **Adoption of By-Laws, General Policies & Operating Procedures for Calendar Year 1998**

On motion of Mr. Barker, second by Mr. Roberts, it was resolved to adopt the following By-Laws, General Policies & Operating Procedures for Calendar Year 1998.

COUNTY OF WASHINGTON
BOARD OF SUPERVISORS

BY-LAWS, GENERAL POLICIES, AND OPERATIONAL PROCEDURES FOR CALENDAR YEAR 1998

Statement of Intent and Purpose

The intent of these By-laws, General Policies, and Operational Procedures of the Washington County Board of Supervisors are as follows:

(1). To establish ways and means by which the Board of Supervisors as the governing body of Washington County, Virginia shall conduct itself in the performance of its duties and responsibilities;

(2). To establish certain procedures to be followed by the Board of Supervisors as individual members and as a governing body, and by appointed officials and employees of the Board of Supervisors, to help ensure legality, fairness and consistency in the conduct of governance of Washington County; and

(3). To establish certain rules and guidelines considered vital to the conduct of the Washington County government and the proper functioning of its elected and appointed officials, employees, agencies, departments, organizations; and the promotion and protection of the interests of the citizens of the county.

To these ends these By-laws, General Policies and Operational Procedures are so adopted.

CHAPTER ONE

BY-LAWS OF THE BOARD OF SUPERVISORS

By-laws Definitions

As used in these By-laws, the following terms are defined:

Action of Record:

An action taken or decision made by the Board recorded in the Minutes of the Meetings. Action of Record may take the following forms:

a. Motions and seconds with votes of the members of the Board recorded.

b. Consensus agreement of the Board without vote by the Board.

c. Directive of the Chairman in the exercise of that office during the conduct of an official meeting of the Board.

Adjourned Meeting:

Pursuant to '15.2-1416 of the Virginia Code, an official meeting of the Board which may be adjourned to a later date and time not beyond the date and time fixed for the next Regular Meeting of the Board. An Adjourned Meeting is not considered a Special Meeting of the Board, but rather a continuation of the original official meeting.

Annual Meeting:

Pursuant to '15.2-1416 of the Virginia Code, the Board's first meeting in the month of January.

Board:

The Washington County Board of Supervisors.

Committees:

Pursuant to '15.2-1411 of the Virginia Code, a designated group of persons which may be formed by the Board for the purpose of undertaking work on matters germaine to the interests of the Board or county. Formal Board Committees may be of two (2) types, as follows:

A. Standing Committee:

A Committee composed of two (2) members of the Board and such other persons as may be appointed by the Board to serve, the purpose of which shall be confined to review, study and development of recommendations on matters of county personnel, ordinances and policies,

B. Select Committee:

A Committee composed of up to three (3) members of the Board and such other persons as may be appointed by the Board to serve, the purpose of which shall be of in-depth review, investigation, oversight, research, development and/or reporting on or about

a particular matter or matters of interest to the Board or county.

<u>County Code:</u>

The Washington County Code.

<u>Directive:</u>

An exercise of discretionary authority granted to the Chairman from the Board empowering the Chairman as follows:

a. To enforce the protocols of Article 8.5. of these By-laws for the conduct of business and discourse before the Board to ensure proper decorum, civility, fairness and order.

b. To cause the removal of any person or persons without charge of civil or criminal offense for misconduct, disruption or disturbance of a meeting of the Board of Supervisors consistent with adopted policies and procedures of the Board;

c. To charge any person or persons with civil or criminal offenses pursuant to federal, state or local laws for the misconduct, disruption or disturbance of a meeting of the Board;

<u>Ex-officio:</u>

A form of membership or appointment to a body or group where the individual may participate in proceedings or discussions, but may not serve in an official leadership capacity nor vote in an official manner.

<u>Item of Business:</u>

A matter to be presented before the Board at an official meeting, specified on the Meeting Agenda or modification thereof, and which may be subject to an Action of Record.

<u>Meeting or official meeting</u>:

Any Annual, Regular, Adjourned or Special Meeting of the Board.

<u>Primary Motion:</u>

The first motion presented following informal discussion of any Item of Business at a Board meeting.

<u>Regular Meeting:</u>

All official meetings of the Board scheduled no less than once per calendar month at the Annual Meeting.

<u>Substitute Motion:</u>

A motion presented succeeding and in lieu of a primary motion on any Item of Business at a Board meeting.

<u>Special Meeting:</u>

A meeting of the Board approved and scheduled by appropriate action. Action of Record may be taken on any Item of Business presented at a Special Meeting. A Special Meeting may be approved and scheduled during any official meeting of the Board pursuant to '15.2-1417 of the Virginia Code

or called pursuant to '15.2-1418 of the Virginia Code (otherwise known as a Called Special Meeting). The following terms may also be used to further define and specify purposes for Special Meetings:

A. Joint Special Meeting

A Joint Special Meeting may be conducted simultaneously with one or more corporate and politic bodies for the purpose of review, inquiry and discussion of matters of mutual interest or in the interest of expedient disposition of public business matters. Action of Record may be taken at said meeting, and a quorum of both the Board and other body(ies) is required to Call to Order and conduct a Joint Special Meeting.

B. Public Information Meeting

A Public Information Meeting shall be limited to the dissemination of information to and/or from the public where no Action of Record will be taken by the Board at said meeting. A quorum of the Board is not required to Call to Order and conduct a Public Information Meeting.

C. Public Hearing

A public hearing shall be conducted at said meeting and the Board may take Action of Record on such matters as may arise from the Public Hearing. A quorum of the Board is required to Call to Order and conduct a Public Hearing.

D. Rescheduled Meeting

A Rescheduled Meeting shall be for the purpose of conducting a Regular Meeting of the Board where, by virtue of necessity or at the discretion of the Board, a Regular Meeting cannot be conducted on its prescribed date or time or at its prescribed location pursuant to these By-laws. Action of Record may be taken on any Item of Business presented at a Special Meeting, and a quorum of the Board is required to Call to Order and conduct a Rescheduled Meeting.

E. Workshop Meeting

A Workshop Meeting shall be for the purpose of in-depth review, inquiry and discussion of specified Items of Business where Action of Record may be taken by the Board. A quorum of the Board is not required to Call to Order and conduct said meeting, but no Action of Record may be taken in the absence of a quorum. Workshop Meetings may also be called and scheduled for the purposes of presentations to the Board for educational and informational purposes.

Special Meetings as defined herein are not exclusive of each other and may be concurrently conducted.

Virginia Code:

The 1950 Code of Virginia, as amended.

Construction

As used in these By-laws, the masculine shall include the feminine, and the singular the plural unless otherwise specified herein. The word "shall" is mandatory and not directory; the word Amay@ is permissive and discretionary. The word "approve" shall be considered to be followed by the words "or disapprove"

Article 1. General

1.1. The County of Washington is a political subdivision of the Commonwealth of Virginia, and is

bestowed all powers and authorities granted generally to counties without charters as set forth in the Virginia Code.

Article 2. Board of Supervisors

2.1. The County of Washington is governed by a Board consisting of seven (7) Supervisors elected from the citizenry of Washington County, one (1) Supervisor from each of the county's seven (7) Election Districts. Terms of each Supervisor are for four (4) years and may be successive. Qualifications for election to the Board of Supervisors are prescribed in the Virginia Code and Election Districts shall be defined by ordinance and set out in the County Code.

2.2. The Board of Supervisors is the governing body of the County of Washington and exercises all powers and authorities granted generally to counties without charters as set forth in the Virginia Code.

2.3. The Board of Supervisors may authorize by appropriate action and annually provide for such sums for their salaries and expenses as members of the Board pursuant to the Virginia Code.

Article 3. Officers of the Board of Supervisors

3.1. Pursuant to '15.2-1422 of the Virginia Code, the Board shall elect annually from its membership a Chairman and Vice-Chairman.

3.2. The term of office of the Chairman and Vice-Chairman shall be one (1) calendar year, or until the election of new officers at the Annual Meeting.

Article 4. Election of Officers

4.1. Election of officers of the Board shall be held at the Annual Meeting. In the absence of a quorum of the Board at the Annual Meeting, the current seated officers shall continue to exercise their offices until such time as a quorum is present at a subsequent Regular Meeting of the Board, at which time election of officers shall be held.

4.2. Election of officers of the Board shall be the first Item of Business after Reading and Approval of Minutes at the meeting which elections are to be held.

4.3. Nominations for officers shall be conducted in open session upon motion and second by Board members and acceptance of the nomination. No member of the Board may be nominated as an officer if not present at the meeting. A motion with second a majority vote of the Board members present is required to close nominations, at which time election of officers will be conducted starting with the last accepted nomination first. A majority vote of a quorum of the Board is needed to elect officers.

4.4. In the event of a tie vote during the election of officers, either by an abstaining vote or an even quorum of the Board present and voting, election of that officer shall be tabled to the next Regular Meeting of the Board, and the Board shall proceed with other officer elections. In the event of a subsequent tie vote, the officer shall be selected by a single blind lot drawing from the slate of accepted nominations. Officers selected in this manner shall be fully vested with all duties and powers accorded the office pursuant to the Virginia Code and these By-laws. The current seated officers shall continue to exercise their offices until new officers are elected or selected in this event.

4.5. Upon election of new officers, the current seated Chairman and Vice-Chairman shall continue to exercise their offices until the adjournment of the meeting of the Board at which elections were held. Immediately upon adjournment of such meeting, these offices shall be relinquished to the newly elected officers.

Article 5. Duties and Powers of Officers of the Board of Supervisors

5.1. In accordance with accepted rules of order and parliamentary practice, the Chairman is to preside at all meetings of the Board. The Vice-Chairman shall act with the full power and authority of the Chairman in the absence of the Chairman at any meeting of the Board. In the absence of both the Chairman and Vice-Chairman, the most senior member of the Board (by virtue of total time holding elected office as a member of the Board) shall chair the meeting and exercise the full power and authority of Chairman in the capacity of Acting Chairman. Where used in these Bylaws, Chairman shall also be construed to mean Acting Chairman.

5.2. When the Board is engaged in official meetings, whether held in the Board of Supervisors Meeting Room or at some other location, the building and associated grounds constituting the meeting place are under the control of the Chairman for the orderly conduct of the meeting. In addition to the exercise of parliamentary powers, the Chairman or Acting Chairman is empowered to issue Directives which shall be recorded as an Action of Record in order to facilitate orderly conduct of meetings.

5.3. The Chairman of the Board is empowered to administer oaths and execute all official documents pursuant to '15.2-1410 of the Virginia Code and shall be the head of the county government pursuant to '15.2-1423 of the Virginia Code.

5.4. The Chairman shall adhere to and is empowered to enforce the protocols of Article 8.5 during official meetings of the Board. The Chairman shall act as parliamentarian of the Board, and shall seek the advice of the County Attorney or, in his absence, the County Administrator in the interpretation of the provisions of these By-laws and other established procedures for the conduct of meetings.

5.5In the event of concurrent absences of the Chairman and Vice-Chairman from any meeting of the Board, the most senior members of the Board (by virtue of total time holding elected office as a member of the Board) shall assume the position of Acting Chairman and Acting Vice-Chairmen, respectively, for that meeting. Where there is equal status in seniority, Board members of equal seniority may first choose or yield to one of their own to chair the meeting, or employ a single blind lot drawing to select the Acting Chairman and/or Acting Vice-Chairman for the meeting. Once so selected, these Board members shall again assume these respective offices in the event of subsequent concurrent absences of the Chairman and Vice-Chairman for the remainder of the year until the time of the next Annual Meeting of the Board.

5.6. In the event of a vacancy in the office of Chairman due to death, resignation or removal from office as a member of the Board, the Vice-Chairman shall assume the position of Acting Chairman and the most senior member of the Board (by virtue of total time holding elected office as a member of the Board) shall assume the position of Acting Vice-Chairman. In the event of a similar vacancy in the office of Vice-Chairman, the most senior member of the Board shall assume the position of Acting Vice-Chairman. In the event of concurrent vacancies in both the office of Chairman and Vice-Chairman, the most senior members of the Board shall respectively assume these offices. Where there is equal status in seniority, Board members of equal seniority may first choose or yield to one of their own to assume the vacant office, or employ a single blind lot drawing to select the Acting Chairman and/or Acting Vice-Chairman. Election of new officers shall occur pursuant to Article 4 of these By-Laws at the first Regular Meeting after the vacancy on the Board has been filled pursuant to '15.2-1424 of the Virginia Code. In this event, such newly-elected officers shall serve until the next Annual Meeting of the Board. Officers selected in this manner shall be fully vested with all duties and powers accorded their office pursuant to the Virginia Code and these By-laws.

5.7. The Chairman shall be an ex-officio member of all Standing and Select Committees and Advisory Boards of the Board, privileged to attend and participate in all meetings of such Committees and Advisory Boards, including sequestered or private meetings, but shall not vote on

Committee matters unless appointed as a Committee member.

Article 6. Meetings of the Board of Supervisors

6.1. The Annual Meeting of the Board for Calendar Year 1998 and 1999 shall be held on the second Tuesday of January of those years. The Regular Meetings of the Washington County Board of Supervisors for Calendar Year 1998 shall be on the second and fourth Tuesday of each month. These Annual and Regular Meetings shall be Called to Order at 7:00 p.m. and shall be held at the Board of Supervisors Meeting Room in the County Administration Building at 205 Academy Drive, Abingdon, Virginia. The Annual and Regular Meeting date, place and time shall continue indefinitely unless changed by appropriate action of the Board.

6.2. The Board will attempt to complete all Items of Business at the Annual and Regular Meetings by 11:00 p.m.. The Board may adjourn such meetings from day to day, or from time to time or from place to place not beyond the time fixed for the next Regular Meeting, until the business before the Board is complete.

6.3. If the Annual or any Regular Meeting day falls on a legal holiday, the meeting may held on the holiday or be rescheduled as determined by the Board by Action of Record taken at the Annual Meeting or any Regular or Special Meeting prior to the holiday. If rescheduled other than at the Annual Meeting, public notice shall be served pursuant to '15.2-1416 of the Virginia Code.

6.4. Special Meetings of the Board may be approved and scheduled, or a Called Special Meeting conducted by the Board pursuant to '15.2-1417 and '15.2-1418 of the Virginia Code. A Special Meeting may also be scheduled or called for specific purposes, as follows:

a. Joint Special Meeting;
b. Public Information Meeting;
c. Public Hearing;
d. Rescheduled Meeting;
e. Workshop Meeting.

Special Meetings of the Board may be scheduled at the Annual Meeting for the calendar year and set out in the Operational Procedures of the Board.

6.5. The Annual, Regular and Special Meetings of the Board shall be open to the public. The Board reserves the right to enter Executive Session pursuant to the Virginia Code at any official meeting.

6.6. Executive Sessions or "closed meetings" will be restricted for those proper purposes enumerated in the Virginia Code and all Executive Sessions will be held in strict accordance with Virginia law.

6.7. No gathering of members of the Board of Supervisors, whether there be a number equal to or exceeding a quorum of the Board or a lesser number, shall be considered an official meeting of the Board unless such gathering takes place at a bona fide Annual, Regular, Adjourned or Special Meeting as set forth in this Article. No Action of Record may be taken on any matter outside of the time, place and location of an official meeting of the Board.

6.8. The Sheriff of Washington County shall provide at least one (1) deputy to attend the Annual and Regular Meetings of the Board and, upon request of the Board or County Administrator, at any other official meeting. When in attendance of any official meeting, deputies shall be under the direction of the Chairman of the Board during the period of the official meeting, and under the direction of the County Administrator, Acting County Administrator, or his designee during the period prior to the meeting's Call to Order and immediately upon Adjournment of the meeting.

Article 7. Agendas for Board of Supervisors Meetings

7.1. The Annual and Regular Meetings of the Board shall have a formal Meeting Agenda prepared by the County Administrator or his designee. Agendas for Special Meetings are optional at the discretion of the Board of Supervisors or County Administrator.

7.2. The Order of Business of the Meeting Agenda for the Annual and Regular Meetings of the Board for Calendar Year 1998 shall be generally as follows:

a. Call to Order and Determination of Quorum
b. Welcome, Invocation and Pledge of Allegiance
c. Approval of the Agenda
d. Approval of Minutes
e. Public Hearings
f. General Business
g. Citizen Comments
h. Administrative, Legal and Departmental Reports
i. Consent Agenda
j. Board Member Reports
k. Adjournment

Deviations from the Order of Business may be made at the discretion of the County Administrator during the preparation of the Meeting Agenda, and by the Board as a modification of the Meeting Agenda at the time of Approval of the Agenda. The Board by motion with second and majority vote of those present may eliminate any of the above items in the Order of Business for a specific meeting or meetings, or for the calendar year in its entirety, and may also restore any item so eliminated or add other items by like Action of Record at any meeting.

7.3. A request for modification of the Meeting Agenda shall be made from the Board Table and only by members of the Board, County Administrator, or County Attorney. Approval of modification requires majority vote of Board members present. A modification made at the time of Approval of the Agenda shall be reflected in the Minutes of the Meeting at which the modification was made.

7.4. The Board shall take no Action of Record on any matter which is not on the Meeting Agenda unless a modification to the Meeting Agenda is requested at the time of Approval of the Agenda. Modification of the Meeting Agenda requires a majority vote of Board members present. Upon Approval of the Agenda, no further modifications may be made. Executive Sessions are exempt from the provisions of this paragraph.

7.5. The Meeting Agenda and supporting documents comprising the Meeting Agenda Book should be delivered to members of the Board a minimum of three (3) calendar days in advance of the meeting date. The supporting documentation should include recommendations on actions prepared by county administrative personnel and other county officials if a recommendation is available and appropriate.

Article 8. Conduct of Meetings of the Board of Supervisors

8.1. The Board will generally follow Roberts' Rules of Order (Robert, Henry M.; Rules of Order and Parliamentary Practice), the provisions of Article 8.4. notwithstanding. In following these rules of parliamentary procedure, the Board intends that special attention will be given to the following:

a. Protecting the rights of each individual member of the Board, county administrative employees and the public.

b. Preserving and ensuring a spirit of harmony and cooperation within the Board, and

between individual Board members.

c. Allowing full and free discussion among the members of the Board in order to ensure that all viewpoints are considered prior to taking action on behalf of the county.

8.2. Where provisions of these By-laws differ from similar procedures established by Robert's Rules of Order, provisions of these By-laws shall prevail.

8.3. At any official meeting of the Board, all members of the Board present at such meeting, the County Administrator or Assistant County Administrator, County Attorney, Recording Clerk (or person acting in the capacity of the Recording Clerk) and County Accounting and Purchasing Manager as may also be present are authorized to be seated at the Board Table during the conduct of said meeting. The Chairman or Acting Chairman shall be seated in the center position of the Board Table, with the Vice-Chairman or Acting Vice-Chairman to his right and most senior Board member to his left. In the absence of the County Administrator from a Board meeting, the Assistant County Administrator shall serve in his capacity. In the absence of both the County Administrator and Assistant County Administrator, the County Attorney shall serve.

8.4. The following rules and procedures shall prevail at meetings of the Board:

a. A quorum of the Board is a majority of the membership comprising at least four (4) of the seven (7) members of the Board. A quorum must be present to Call to Order and continue an official meeting and to take Action of Record.

b. The Chairman shall Call to Order an official meeting at the designated time and determine a quorum. If a quorum is not present at the designated time, the Chairman may direct a delay of up to fifteen (15) minutes in the start of the meeting at his discretion. Any further delay in the start of the meeting may be made only with the consensus agreement of the majority of those Board members present.

c. Should for any reason a quorum not be maintained continuously during any official meeting, the meeting shall adjourn at that time. A Board member's physical presence on the grounds of the location of the meeting shall be considered as being present at the meeting and satisfactory for the maintenance of a quorum. Board members shall notify the Chairman if required to leave the grounds of the location of the meeting, either temporarily or for the remainder of the meeting.

d. All informal/formal discussions of Items of Business and Actions of Record must be made from the Board Table. Any Board member away from the Board Table but maintaining physical presence at the meeting location at the time of an Action of Record will be counted as having cast an abstaining vote.

e. Informal discussion of an Item of Business by Board members is permitted while no primary or substitute motion is pending.

f. A second to a primary and substitute motion is required in order to formally discuss and/or vote upon the motion. Voting shall be by show of hands. The Chairman shall verbally summarize the vote upon conclusion of an Action of Record, noting by individual name those Board members abstaining or voting in the minority on the Item of Business.

g. Any member of the Board may terminate debate or discussion of an Item of Business and call for a vote on a pending motion by "calling for the question" after being recognized by the Chairman.

h. An abstaining vote is neither an affirmative nor a negative vote and has no effect on the vote, or the status of the quorum.

i. ***A tie vote fails. A tie-breaker pursuant to '15.2-1421 of the Virginia Code is not designated by the Board.***

j. ***A substitute motion will be voted on prior to the primary motion, in reverse order (i.e. the substitute motion will be voted on first). Only one (1) substitute motion will be considered prior to a vote on the primary motion.***

k. ***The Chairman is authorized to speak in discussions, and can vote on all motions and/or all questions but may not Acall for the question@ or make a primary motion, substitute motion or second. The Chairman may temporarily relinquish the position and conduct him/herself as a member of the Board for the purpose of making a primary motion on an Item of Business. The Chairman may do so by passing the gavel to the Vice-Chairman or Acting Vice-Chairman prior to the start of discussion of an Item of Business. Upon completion of the Item of Business, the gavel shall be returned to the Chairman.***

l. ***A primary motion may be amended prior to vote with the concurrence of the originating Supervisor of the primary motion, and with second. The amended primary motion is then treated as the primary motion, and not a substitute motion. A primary motion may not be amended if a substitute motion is pending until conclusion of vote on the substitute motion. An amendment to a primary motion opposed by the originating Supervisor shall not be voted on until action is taken on the original primary motion.***

m. ***If a primary or substitute motion is made at a Board meeting where at least six (6) members are present and the motion is voted on and fails, the same or a substantively similar motion cannot be reconsidered by the Board during that fiscal year except by a primary or substitute motion made by a member of the Board who voted on the prevailing side where there are no less than six (6) Board members present, and only if two-thirds (2/3) of the Board members present vote to reconsider the motion again.***

n. ***A primary or substitute motion may be made to tentatively act upon an Item of Business where a final Action of Record is anticipated at a later date. All Items of Business tentatively acted upon by the Board shall be considered bound by the tentative action if not otherwise reconsidered by the Board within three (3) calendar months of the date of the tentative action.***

o. ***A motion to Table an Item of Business for consideration at a future meeting, or to remain Tabled indefinitely may be made either as a primary or substitute motion but not by consensus agreement. An action to Table an Item of Business to a later time within the same meeting may be passed by consensus agreement of a majority of Board members present.***

8.5. ***The following protocols will be followed at meetings of the Board:***

a. ***Official meetings of the Board are open to public observation and, as set out herein, public participation. When not addressing the Board and/or attending public as herein described, those present at an official meeting shall be respectful of the rights of others.***

b. ***Board members are to be polite and courteous in addressing other members of the Board and all those present at Board meetings, and all Board members are to maintain proper decorum in their conduct at meetings of the Board (i.e., refrain from "name calling", derogatory remarks and other forms of personal affronts).***

c. ***Those persons and organizations with Items of Business before the Board should be represented at an official meeting if so requested by the Board of Supervisors,***

individual members of the Board, the County Administrator, County Attorney, or any person acting on behalf of these.

d. Those persons and organizations with Items of Business before the Board may address the Board upon recognition and invitation of the Chairman to approach the Podium, whereupon they shall identify themselves, any title and organization they represent, and provide a mailing address to facilitate any correspondence needed subsequent to the Item of Business. As a guideline, presentations to the Board pursuant to an Item of Business should be limited to ten (10) minutes. The Chairman at his discretion may end a presentation after such time has elapsed or may permit continuation of same. The Board by Action of Record may overrule the Chairman's decision in this regard.

e. The discourse of those presenting at the Podium shall be made part of the Minutes of the Meeting subject to Article 9 of these By-laws.

f. Those individuals of the public attending any official meeting of the Board of Supervisors without an approved Item of Business on the Meeting Agenda or modification thereof shall not be permitted at the Podium at any time other than during the Open portion of a public hearing or Citizen Comments. No person shall address the Board during an official meeting from the audience unless recognized by the Chairman.

g. At any official meeting of the Board where a public hearing is set on the Meeting Agenda, or a Public Hearing of the Board pursuant to Article 6.4., the Chairman shall first permit general presentation and discussion of the matter of the public hearing from the Podium and/or from the Board Table. At the conclusion of such presentation/ discussion, the Chairman shall Open the public hearing and invite those of the public attending the meeting to the Podium to comment.

h. At the discretion of the Chairman, or with the consensus agreement of the majority of the Board, those speaking during the open portion of a public hearing may be limited to a specified length of time for comments at the Podium. The Chairman at his discretion may provide a verbal advisory to a speaker at the Podium when thirty seconds remain of the specified time to conclude comments. During public hearings, speakers may address the Board only on matters pertaining or germaine to the issue for which the public hearing is being held. No speaker is to engage in political statements, personal attacks upon members of the Board of Supervisors, county employees or officials, or any other person, nor are speakers entitled to use abusive language or discuss matters outside the purview of the public hearing or Board of Supervisors. Violation of this rule shall enable the Chairman by directive to take appropriate measures to rule the speaker out of order and to have the speaker removed from the meeting, if necessary and take such other steps the Chairman deems appropriate, including bringing appropriate charges against the person and bringing the charges in the name of the Board of Supervisors.

I. No discourse at a public hearing, whether during general presentation and discussion or during the Open portion of the hearing is required to be entered into the Minutes unless conducted at the Podium.

j. The Chairman may limit the number of those wishing to speak at a public hearing when in the Chairman's judgement a fairly representative exchange of views and comments on the matter has been achieved.

k. Questions asked by speakers during the course of the Open portion of a public hearing may be addressed at the conclusion of the speaker's comments by the appropriate party, and before the next speaker approaches the Podium. Deviation from this rule may be permitted by the Chairman.

l. *Upon conclusion of speakers at the Podium, the Chairman shall Close the public hearing. A motion with second and majority vote of a quorum of Board members present at a public hearing may overrule the Chairman's decision to Close the public hearing or to limit speakers, in which event speakers may continue until the Board by majority vote ends the public hearing. A motion with second and majority vote of a quorum of Board members present shall also Close the public hearing in this event. An Action of Record may be taken at the Close of a public hearing at the discretion of the Board.*

m. *Citizen Comments are restricted to five (5) minutes per speaker and are limited to residents of Washington County or owners of property located within Washington County. The matters on which speakers may address the Board are limited to legitimate matters of county business. No speaker is to engage in political statements, personal attacks upon members of the Board of Supervisors, county employees or officials, or any other person, nor are speakers entitled to use abusive language or discuss matters outside the purview of the authority of the Board of Supervisors. Violation of this rule shall enable the Chairman by directive to take appropriate measures to rule the speaker out of order and to have the speaker removed from the meeting, if necessary, and take such other steps the Chairman deems appropriate, including bringing appropriate charges against the person and bringing the charges in the name of the Board of Supervisors.*

n. *All persons wishing to speak during Citizens Comments must do so from the Podium, whereupon they shall identify themselves, any title and organization they represent, and provide a mailing address. The Chairman at his discretion may provide a verbal advisory to a speaker at the Podium after four (4) minutes and thirty (30) seconds have elapsed to conclude comments. With the consensus approval of a majority of Board members present at the Board Table during Citizen Comments, additional time may be afforded a speaker to conclude comments.*

o. *Questions asked by speakers during the course of the Citizens Comments may be addressed at the conclusion of the speaker's comments by the appropriate party, and before the next speaker approaches the Podium. Deviation from this rule may be permitted by the Chairman.*

p. *Board Member Reports shall facilitate the presentation of comments and proposed Items of Business not otherwise part of the Meeting Agenda by individual Board members in round table fashion. Matters may be presented for discussion, action or scheduled for further consideration as an Item of Business at a future meeting of the Board. If making an individual presentation, comments or report, a Board member shall be limited to five (5) minutes, at which time the Chairman shall suspend further presentation from the Board member and request action by consensus agreement of Board members present at the Board Table to permit additional time to conclude the presentation. No Board member may yield time or place under Board Member Reports to any other Board member or other person. No member of the Board shall have any other position reserved for them on the Meeting Agenda other than under Board Member Reports.*

8.6. *The Board may at its pleasure adopt specific rules and procedures relative to the conduct of certain types of public hearings other than those set forth in this Article. Such specific rules and procedures shall be adopted in the manner prescribed for amendment of these By-Laws set forth in Article 13 and shall become part of these By-Laws upon adoption. Where a public hearing is conducted by another party on behalf of or before the Board, the rules and procedures governing that public hearing may be as prescribed by the party conducting same.*

Article 9. *Minutes of the Meetings of the Board of Supervisors*

9.1. At all official meetings of the Board at which a quorum is present Minutes of the meeting shall be taken which shall be approved by the Board and recorded in the office of the Washington County Clerk of Circuit Court.

9.2. Public Information Meetings and Workshop Meetings as defined in these By-laws may be recorded as Minutes at the direction of the Board. At any such meeting where an Action of Record is taken, Minutes shall be taken and approved by the Board and recorded.

9.3. Pursuant to '15.2-1536 and '15.2-1538 of the Virginia Code, the County Administrator shall serve as Clerk of the Board and shall carry out the duties specified in '15.2-1539 of the Virginia Code. The County Administrator may designate a Recording Clerk to take and prepare the Minutes of the Board and to assist in the exercise of the office of Clerk of the Board. Minutes may be prepared on the basis of both written notes and audio recordings. Where technically possible, audio recordings shall be made of all official meetings of the Board, subject to the provisions of Paragraph 9.2 of this Article. The specific language of the Minutes of any given meeting shall be at the discretion of the County Administrator, who shall endeavor to render the Minutes in the most accurate and neutral way possible. The County Administrator shall review and correct all Minutes prior to dissemination to the Board for adoption.

9.4. The Board shall generally prescribe the form and content of the Minutes of its meetings in keeping with professionally accepted standards for same. At minimum, the Minutes shall contain the styling of the Item of Business stated on the Meeting Agenda or modification thereof, the Action of Record, the vote by individual member or consensus expression of the Board, or directive of the Chairman. Where practical, a brief synopsis of any discussion of the Item of Business shall also be included.

9.5. Minutes of any meeting shall generally be presented at the next or following Regular Meeting of the Board where at least five (5) working days exist between the successive meetings.

9.6. Minutes shall not be considered official until approved by the Board and recorded. After approval of the Board but prior to recordation, the County Administrator may make additions or corrections to the Minutes which do not materially affect the substance or content of the Minutes. These include, but are not limited to: correction of mis-spellings, typographical errors and incorrect grammar; page renumbering; clarification of content and errors of omission. Should evidence of an error in a recorded vote be discovered after approval but prior to recordation, the County Administrator shall attempt to verify same and correct by the best available means, including corroboration by individual Board members and other reliable witnesses to the meeting.

9.7. Should an error or evidence of an error in the Minutes of any Meeting of the Board be discovered after recordation, the County Administrator shall bring the error before the Board at the next official meeting as is practical. The Board by vote of a majority of those members present at the meeting at which the error was made may correct the Minutes by amendment. Members of the Board not present at said meeting shall abstain from voting on the correction. Should no majority of Board members present at the meeting in which an error was made in the Minutes be or remain seated as members of the Board, a majority vote of the presently seated Board members may then correct the Minutes by amendment.

9.8. Amendment to the recorded Minutes of any Meeting shall be entered as an Action of Record in the Minutes of the Meeting at which the amendment was made. In addition, the recorded Minutes shall be altered to include the amendment, either by insertion of a new, corrected page in sequence or by separate Amendment Addendum at the beginning or first page of the recorded Minutes of the Meeting to be corrected. Whether by insertion of a new, corrected page or by Amendment Addendum, the correction shall be clearly documented as a correction of previously recorded Minutes, indicating the first date of recordation, the date of Board action to amend the Minutes, and the date of recordation of the amended Minutes.

9.9. Where audio recordings of Board meetings are made, the County Administrator shall

cause their preservation for a period of time not to exceed two (2) calendar years from the date of the meeting, at which time they may be discarded. Where preserved, audio recordings shall be considered publicly accessible without charge upon prior appointment for review through the office of County Administrator.

9.10 Where video recordings of Board meetings or portions thereof are made, the preservation of said recordings shall be at the discretion of the County Administrator. The Board may direct the preservation of specific recordings, and the County Attorney may request preservation of specific recordings only if such recordings are needed to support legal proceedings, pending or anticipated.

9.11. Verbatim transcription of the proceedings of any meeting in its entirety shall not be undertaken except by majority vote of the Board and only in instances where excerpted verbatim transcriptions of a portion or portions of the proceedings are insufficient to address the need. Any verbatim transcription generated, whether of an entire meeting or portion(s) thereof, shall not be adopted or made part of the official Minutes of any meeting.

9.12. Individual members of the Board and the County Attorney may request excerpted verbatim transcription of a portion or portions of any meeting through the County Administrator. If requested by a member of the Board, the County Administrator and/or the Recording Clerk will make a reasonable effort to generate a requested transcription prior to any subsequent meeting of the Board; the generation of such transcription is subordinate to the preparation and review of the Minutes and other duties and responsibilities of the involved personnel. A request by the County Attorney shall be made only if such transcription is needed to support legal proceedings, pending or anticipated. The County Administrator at his discretion may make any verbatim transcription requested generally available to all members of the Board.

9.13. Unapproved Minutes shall be released publicly upon incorporation into and completion of the Meeting Agenda Book. At the discretion of the County Administrator, unapproved Minutes may be released publicly at an earlier time; availability of completed unapproved Minutes shall not compel release at such earlier time.

9.14. No recording device may be used during any Executive Session of the Board unless the majority of the members of the Board present at the meeting vote to allow recording of the Executive Session. Any such recording shall remain in the sole custody of the County Administrator, County Attorney, Chairman or other member of the Board designated by the Board.

Article 10. Appointments of the Board of Supervisors

10.1. The Board at its pleasure may, and where required and in accordance with the Virginia Code or other law, shall from time to time establish and make appointments of its members and other persons to various positions, groups, organizations, committees, advisory boards and other bodies, both formal and informal, for such purposes as are in the interest of the Board and county.

10.2. Except as otherwise provided in these By-laws or other law, appointments of the Board may be made at any official meeting upon motion with second and majority vote of a quorum of the Board and recorded as an Action of Record.

10.3. Except as otherwise provided by Action of Record or by law, all appointees of the Board shall be authorized and expected to represent the interests of the Board and county in all matters to which their appointment is charged.

10.4. Except as otherwise provided by law, all appointments of the Board shall discharge their duties with diligence, and may be removed prior to the end of the term of said appointment by motion with second and majority vote of a quorum of the Board and recorded as an Action of Record. Any vacancy in an appointment may be filled in the manner as the original and for the remainder of the original term of the appointment.

10.5. Pursuant to '44-146.19 B. 2. of the Virginia Code, the Board at the Annual Meeting shall appoint one of its members or the County Administrator to be Director of Emergency Services of the county. The Director shall serve in that capacity until the next Annual Meeting, at which time he may be reappointed or a successor appointed at the pleasure of the Board. A vacancy in the Director's position may be filled by a majority vote of the Board at any Regular or Special Meeting. During a declared state or local emergency, in the absence of the Director of Emergency Services, the Chairman or Vice-Chairman of the Board shall assume the duties and responsibilities of that position pursuant to the Virginia Code. In the event either the Chairman or Vice-Chairman is the Director, the County Administrator shall serve as the third designee to assume responsibility in the absence of the Chairman or Vice-Chairman. The Emergency Services Coordinator of the county shall be an administrative employee of the office of County Administrator, subject to the personnel policies of the Board.

10.6. The Board shall officially recognize no prerogative of any of its members to make or nominate appointments to any group, organization, committee, advisory board or other body except in accordance with the provisions of these By-laws or other law.

Article 11. Committees and Advisory Boards of the Board of Supervisors

11.1. Pursuant to '15.2-1411 of the Virginia Code, the Board may at its pleasure establish Standing and Select Committees of the Board and Advisory Boards by Resolution and vote of a majority of the Board members at any official meeting. Committees may be solely composed of members of the Board or may be jointly composed of Board members and other individuals appointed or otherwise authorized to participate in Committee activities. Board approval of such other individuals is not required unless specified by Resolution. Advisory Boards shall be composed persons other than members of the Board and may include other individuals appointed by Advisory Board members to participate in Advisory Board activities. Board approval of such other individuals is not required unless specified by Resolution. Board members may be appointed as ex-officio members of Advisory Boards.

11.2. A Resolution establishing any Standing and Select Committees shall state the purpose and scope of activities of the Committee, including any specific responsibilities for and grant of authority to pursue the matter for which it has been established. The Resolution shall state the composition of the members of the Committee, either by name or title, and may designate who shall chair the Committee, by name or title. No member of the Board may be appointed to a Standing or Select Committee if not present at the meeting at which appointments are made. A majority vote of a quorum of the Board is needed to appoint Committee members.

11.3. Unless otherwise specified within the establishing Resolution, Select Committees shall be re-established and Committee appointments made at each Annual Meeting of the Board. Failure to re-establish dissolves the Select Committee as of adjournment of the Annual Meeting. Standing Committees shall remain until dissolved by motion and vote of a majority of Board members at any official meeting and recorded as an Action of Record. Board members appointed to Standing Committees shall remain Committee members for their present term of office on the Board, or until resignation from the Committee or replaced by a subsequent appointment by motion and vote of the Board. Other persons appointed by the Board to Standing Committees shall remain until resignation or replaced by a subsequent appointment. Appointments to Standing and Select Committees may be for successive terms.

11.4. Unless otherwise specified within the establishing Resolution, Standing and Select Committees may organize and direct their own affairs in the manner which their members deem appropriate to the matter which they are charged. These include, but are not limited to, adoption of Committee by-laws or procedures, designation of Committee officers, the taking of Minutes of Committee meetings, the appointment of sub-committees or working groups, solicitation of assistance in pursuit of Committee matters, and such other things as deemed appropriate by Committee members.

11.5. Meetings and activities of Standing and Select Committees shall be open to the public. Any Standing or Select Committee, when conducting business matters which are exempt from public disclosure pursuant to the Virginia Code may sequester itself for all or a portion of the Committee meeting at which such matters are being discussed.

11.6. Advisory Boards shall be subject to the provisions governing Select Committees of the Board pursuant to this Article except that meetings of Advisory Boards may be privately conducted at the discretion of its members unless otherwise provided in the Resolution establishing same.

11.7. The Board at its discretion may establish compensation for all Standing or Select Committee and Advisory Board members not to exceed fifty ($50.00) dollars per meeting pursuant to '15.2-1411 of the Virginia Code. Such compensation shall be specified in the Resolution establishing the Committee or Advisory Board, subject to Board appropriation of funds. Unless specified, no Committee or Advisory Board member may receive compensation.

11.8. Standing and Select Committees of the Board and Advisory Boards may only be established pursuant to this Article. Nothing herein shall be construed so as to prevent meetings or consultations by and between members of the Board, county administrative officials and employees and other parties for the purpose of pursuing matters of interest to the Board and county.

Article 12. Offices of County Administrator and County Attorney

12.1. Pursuant to '15.2-1536 of the Virginia Code, the Board shall appoint a County Administrator and a County Attorney. The County Administrator and County Attorney shall be employees of the Board, serving at the pleasure of the Board, and shall have their compensation established by the Board.

12.2. The County Administrator shall be the chief administrative officer for the county pursuant to '15.2-1540 of the Virginia Code. The County Administrator shall exercise all powers, duties and responsibilities pursuant to '15.2-407 and '15.2-1541 of the Virginia Code and in accordance with the County Code and Board policies.

12.3. The County Attorney shall exercise all powers, duties and responsibilities pursuant to '15.2-1542 of the Virginia Code and in accordance with the County Code and Board policies.

12.4. In the event of vacancy in the office of County Administrator due to death, resignation or removal from office, the Assistant County Administrator shall assume responsibility as Acting County Administrator until such time as the Board shall again fill that office. At the Board=s discretion upon motion and vote of a majority of Board members at any Regular or Special Meeting, a county administrative employee other than the Assistant County Administrator may be designated as Acting County Administrator.

12.5. In the event of vacancy in the office of County Attorney due to death, resignation or removal from office, the Board may engage the services of private legal counsel to serve in the capacity of Acting County Attorney until such time as the Board shall again fill that office.

Article 13. Adoption and Amendment of By-laws of the Board of Supervisors

13.1. These By-laws of the Board shall be adopted annually immediately after Election of Officers of the Board. Upon adoption, the provisions of these By-laws shall take effect immediately and shall continue until amended or re-adopted.

13.2. Amendment to these By-laws may be made as an Item of Business on the Meeting Agenda or modification thereof at any Regular Meeting, Adjourned Meeting, Special Meeting, Called Special Meeting, and/or Rescheduled Meeting of the Board. Amendment to these By-laws shall be by vote of a majority of Board members and recorded as an Action of Record. Unless

otherwise specified, any amendment is effective upon adoption; no amendment may be made retroactively effective.

13.3. Within five (5) working days of adoption or amendment of these By-laws, the County Administrator shall produce a consolidated copy of these By-laws or cause incorporation of any amendment thereto and shall forward by mail or hand-delivery a copy to each member of the Board, the County Attorney, and office of Circuit Court Clerk of Washington County. The County Administrator may distribute other copies as deemed necessary and appropriate. A consolidated copy shall be made available for public inspection and purchase in the office of the County Administrator.

Article 14. Limitations of By-laws of the Board of Supervisors

14.1. If any provision or requirement of these By-laws be found inconsistent with the provisions of the Virginia Code, the County Code, or any other law or statute, it shall be deemed void. In this event, all remaining provisions of these By-laws shall remain in full force and effect.

Article 15. Adoption and Amendment of General Policies and Operational Procedures of the Board of Supervisors

15.1 The Board may from time to time adopt such other General Policies and Operational Procedures as it deems necessary and appropriate to its conduct and to matters under its charge, such policies and procedures being consistent with these By-laws and other law.

15.2. Matters which the Board may address by General Policies and Operational Procedures generally shall be those not otherwise addressed by law but which are material to the conduct, operation and interests of the Board or county.

15.3. Adoption and amendment of General Policies and Operational Procedures shall be made in a manner similar to that prescribed for the By-laws of the Board as set out in Article 13 and subject to the limitations set out in Article 14 herein.

CHAPTER TWO

GENERAL POLICIES OF THE BOARD OF SUPERVISORS

Article 1. Political Activities of County Administrative Officials and Employees and Use of County-owned and County-controlled Property and Facilities for Political Activities.

1.1. The Washington County Board of Supervisors (hereinafter the Board) recognizes and respects affiliation and participation in the political processes of the United States, the Commonwealth of Virginia, the County of Washington and other localities by administrative officials and employees of the Board. In establishing the policy set forth in this Article, the Board endorses the following principles:

a. Board administrative officials= and employees= political rights shall be protected.

b. No politically-motivated interference, pressure or coercion shall be permitted in the execution of the lawful duties, services and responsibilities of Board administrative officials and employees.

c. The execution of lawful duties, services and responsibilities by the Board of Supervisors and its administrative officials and employees shall be rendered without political bias or the perception of political bias.

1.2. The Board shall take no action, directly or indirectly, in prohibition of or punishment

for the exercise and expression of political affiliation and participation in political processes of the federal, state and local governments by its administrative officials and employees which are not part of or performed during the exercise of the officials' or employee's job-related activities.

1.3. While in performance of lawful duties, services and responsibilities, administrative officials and employees shall in discourse and manner abstain from any form of political expression or exercise, including, but not limited to, the following:

a. The circulation of political petitions and campaign materials of any form.
b. The wearing of items endorsing a particular candidate for public office.
c. The production of any item, material or other work-product for use in political initiatives or campaigns.
d. To portray, suggest or imply in any manner that the Board or any administrative official, employee, department or agency thereof endorses or opposes any candidate for public office, or endorses or opposes any political issues or ideas.
e. To knowingly solicit or endorse contribution of monies to any political candidate or party.
f. To knowingly permit or acquiesce in the conduct of the above by any administrative official, employee or candidate for public office, whether incumbent or seeking, during the exercise of duties, services and responsibilities by administrative officials and employees.

The provisions herein and of this Article generally are not intended to limit the constitutional rights of Board administrative officials and employees in their capacity as private citizens. They are intended to reasonably limit expression and exercise of political affiliation and participation while acting in the capacity of a public employee, during the exercise of job-related duties, services and responsibilities. Such restrictions are designed to further the principle of political neutrality in the conduct of public employees on the job.

1.4. The Board shall not permit the following political activities to be conducted within or on the grounds of any property or facility owned and/or under the direct control of the Board:

a. The conduct of campaign activities by any federal, state or local candidate, whether incumbent or seeking, whether by the candidate for office in person or by his representative.
b. The posting or distribution of campaign signs, printed materials or other items for any federal, state or local candidate for office, whether incumbent or seeking.
c. The use of any equipment or motor vehicle as part of any federal, state or local political campaign or initiative.

This provision shall be interpreted to include those properties and facilities used by the Constitutional Officers of Washington County which are owned in the name of the Board or which are directly controlled through leasehold or other arrangement by the Board.

1.5. The Board recognizes that properties and facilities under its ownership and control have utility and convenience to the conduct of certain types of political activities. Accordingly, the Board shall permit the following types of activities under the following conditions:

a. The holding of organized political party meetings of the federal, state and local governments, through prior arrangement with the office of the County Administrator.
b. The holding of organized political debates, discussions and other public forums providing the opportunity for free and open political discourse between candidates for public office, through prior arrangement with the office of the County Administrator.
c. The conduct of interviews with the electronic media and press by candidates for public office, whether incumbent or seeking.

In a. and b. herein, the office of the County Administrator may set the time, place and manner of

use of the property or facility consistent with good order and the uninterrupted operations of the county government. Once use is arranged and approved, the conduct of discourse shall not be further regulated by the Board or any administrative official or employee. Upon conclusion of the use, the property or facility shall be restored to its original state and order at the expense of the participating parties or sponsor of the event.

1.6 Nothing herein this Article shall be construed so as to prohibit or limit activities or discourse on political matters properly authorized as part of a county administrative official's or employee's job-related functions.

1.7. Any violation or breach of this policy shall be investigated by the County Attorney or other such other person as may be designated by the Board. If the violation or breach is proven, the investigating party shall report his findings and recommendations to the County Administrator (in the event of the involvement of a county administrative employee), and/or to the Board. The County Administrator shall take such measures as required under Board personnel or other policies or deemed appropriate in disciplinary action against any county administrative employee, including termination of employment. The Board may also take such lawful action as it deems appropriate.

1.8. All previous policies and procedures adopted by the Board related to political activities of county administrative officials and employees and use of county-owned or county-controlled property and facilities for political activities, except those policies not in conflict with the above as set forth in the Washington County Board of Supervisors Personnel Policies and Procedures Manual for Administrative Division Employees, are hereby repealed.

Article 2. Custody and Control of County Properties and Facilities

2.1. The Washington County Board (hereinafter the Board) hereby vests the day-to-day authority over and control of the county office buildings properties, facilities and equipment and county employees using same, and the responsibilities of various officials and employees for maintaining control over areas assigned to them and maintaining a proper working environment as follows:

a. The building and associated grounds of the County Administration Building, 205 Academy Drive, Abingdon, Virginia shall be under the control of the Board and the County Administrator.

b. When the Board is engaged in an official meeting, the County Administration Building and associated grounds are under the control of the Chairman of the Board or Acting Chairman or his designee for the orderly conduct of the meeting. Upon prior to and upon adjournment of an official meeting, authority and control are returned to the County Administrator or Acting County Administrator or his designee.

c. When the Board is not engaged in an official meeting, subject to the further provisions herein, the building and associated grounds are under the control of the County Administrator or Acting County Administrator or his designee for the orderly conduct of the County's business.

d. Because of the unique relationship which exists between the Board and the County Attorney, the County Attorney shall be responsible for controlling the office area which is specifically assigned to him/her and support staff and is authorized and directed to take appropriate steps to maintain the security of the office area and to maintain an appropriate working environment.

e. When the County Administration Building is open to conduct county business, the County Administrator is in control of the building and associated grounds (subject to the provisions contained in the previous paragraph); however, in the absence of an express statement to the contrary, county administrative department heads are delegated the authority and responsibility to control and manage their employees, equipment and office areas occupied by or assigned to the department and to the department's employees.

f. When more than one department shares an office area or space, in the absence of an

express written statement of policy by the Board or by the County Administrator to the contrary, each department head is delegated responsibility and authority to control and manage the area or space assigned to the department and the department's employees.

g. When more than one department shares employees, in the absence of a statement or policy (by the Board or by the County Administrator) to the contrary, each department head is delegated responsibility and authority to control and manage the support staff and equipment assigned to the department.

h. When more than one department shares an office area, equipment or employees in the County Administration Building and the department heads do not agree on the proper action, management, or use of the shared space, items or personnel, the disagreement shall be submitted to the County Administrator or ActingCountyAdministrator (person designated by the County Administrator or the Board to make decisions in the County Administrator's absence) who shall resolve the disagreement in the manner; if neither the County Administrator nor the Acting County Administrator is present and the dispute requires an immediate resolution, the County Attorney may resolve the dispute if he/she is present; if the County Administrator is not present and a decision may reasonably be delayed until the County Administrator returns, the dispute will be reduced to writing and the decision will be made by the County Administrator on his return.

2.2. Any county administrative employee so empowered by this Article may take lawful action to cause the removal of any person disrupting the conduct of county business in his/her assigned office area. Consent or direction of the County Administrator, Acting County Administrator, or County Attorney is not required for such lawful action to be taken. If such action is taken, the administrative employee taking the action shall immediately document same in writing and advise the County Administrator, Acting County Administrator and/or County Attorney as soon as practical.

2.3. County buildings, facilities and properties owned or held in leasehold or other arrangement in the name of the Board of Supervisor but which are used principally by the judiciary, Constitutional Officers of Washington County and other organizations, agencies and individuals shall be for the purposes of the Article considered under the authority and control of those officers, organizations, agencies and individuals. Nothing herein shall prohibit the development of similar policies by those individuals in charge of same. The County Administrator, Acting County Administrator or County Attorney shall not exercise day-to-day authority and control over same, but may act in an emergency or other circumstance to protect the orderly conduct of county business if no other responsible official or employee is in charge.

Article 3. Freedom of Information

3.1. It is the policy of the Washington County Board of Supervisors (hereinafter the Board) that all public records of the county shall be open and accessible to citizens of the Commonwealth of Virginia and the news media for public inspection and review in accordance with the guidelines and requirements of the Virginia Freedom of Information Act, Section 2.1-340 et seq. of the 1950 Code of Virginia, as amended (hereinafter the Act).

3.2. In furtherance of the policy, the Board authorizes the County Administrator, in consultation with the County Attorney, to develop and implement such administrative practices, and/or written administrative policies and procedures as deemed necessary and appropriate for the handling of requests for information made pursuant to the Act.

Article 4. Conduct of the Office of the County Administrator

4.1. In addition to the provisions of Article 12 of the Washington County Board of Supervisors=(hereinafter the Board) By-Laws, the Board adopts the following ethical code regarding the office of County Administrator of Washington County (adapted for use from the International City/County Management Association (ICMA) Code of Ethics and Guidelines, first adopted by the ICMA Executive Board in 1924 and Revised in January, 1994):

a. The County Administrator shall be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

b. The County Administrator shall affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

c. The County Administrator shall be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the respect and confidence of the elected and appointed officials, employees and the public may be merited.

d. The County Administrator shall recognize that the chief function of the local government is at all times to serve the best interests of all the people.

e. The County Administrator shall submit policy proposals to elected and appointed officials, provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals, and uphold and implement local government policies adopted by those officials.

f. The County Administrator shall recognize that the credit for the establishment of local government policies lies with the elected and appointed officials; responsibility for policy execution rests with the administrative officials and employees of the local government.

g. The County Administrator shall refrain, in word and conduct, from politically partisan participation in the election of local government officials, and from all partisan political activities which would impair performance as a professional administrator.

h. The County Administrator shall make is his/her duty to continually improve upon professional abilities and to develop the competence of employees in his/her charge in the execution and delivery of their assigned responsibilities.

I. The County Administrator shall keep the public informed on local government affairs, encourage communication between the citizenry and all elected and appointed officials, emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

j. The County Administrator shall resist any encroachment on professional responsibilities, maintaining a position that he/she should be free to carry out official policies, duties and responsibilities without interference and to proceed without discrimination on the basis of principle and justice.

k. The County Administrator shall handle all matters relating to local government personnel on the basis of merit, fairness and impartiality, especially those pertaining to appointments, compensation, promotions and discipline.

l. The County Administrator shall not seek nor accept any pecuniary or substantial material favors from his/her position, nor shall he/she maintain or establish private business relationships or investments which conflict or have the potential of conflicting with official duties.

4.2. The County Administrator shall treat all elected and appointed officials of Washington County with the respect and courtesy due such offices, and shall treat the interests and positions of all such officials with equal respect and deference.

4.3. In making policy proposals, the County Administrator shall attempt to provide genuinely viable policy options to the degree which professional standards will permit, and to treat all such options provided in such a way as to depict real choice among the options provided.

4.4. Where the County Administrator knows that a decision or policy of the local government is legally wrong, or where uniform application of such decision or policy would thwart or circumvent the true intent of same, the County Administrator shall not cause implementation of said decision or policy if such is within his/her authority and responsibility; but instead shall bring the matter to the attention of the appropriate officials at the earliest possible time.

4.5. Where circumstances will permit, the County Administrator shall not request or by surprise or immediate necessity require a decision by elected and appointed officials where sufficient time and supporting information has not been previously provided.

Article 5. Use of County Employee Services and County-owned and County-controlled Property by Individual Members of the Board of Supervisors

5.1. While recognizing that members of the Washington County Board of Supervisors (hereinafter the Board) are vested with no distinct powers or authority to act as individual office-holders, the Board does grant its members certain privileges with respect to the use of the services of county administrative employees and county property as set forth in this Article.

5.2. Members of the Board may at their discretion have prepared for their use stationary bearing their individual names, office title, election districts, home or other address(es) and telephone number(s) with the County Seal affixed, the cost of which may be paid from the general revenues of the county subject to annual appropriation and purchased or obtained in reasonable quantity through the office of the County Administrator. Such stationary is the personal property of the Board member, and may only be used for purposes set out in Section 5.4. of this Article. Members of the Board may also use official county stationary for correspondence to be forwarded under their signature.

5.3. Individual Board members may at their discretion request correspondence be prepared on their personal stationary or official county stationary for their signature by county administrative employees. Board members shall make such requests through the office of the County Administrator or his/her designee. The County Administrator or his/her designee shall direct the appropriate county personnel to prepare the correspondence as part of the employee's regular duties. Correspondence prepared in this manner may be transmitted through the regular mail or by electronic means, the cost of which may be paid from the general revenues of the county. The preparation and distribution of such correspondence is subordinate to the other duties and responsibilities of the employee to which such work is assigned. Reasonable effort will be made to complete such correspondence within two (2) county working days from the date it is received and assigned.

5.4. Correspondence written by or for individual members of the Board by County administrative employees in this manner shall be limited to subject matter immediately germaine to the activities or interests of the Board of Supervisors as the governing body of the county. County employees may not be used to prepare oral or written presentations, working papers, maps, drawings, renderings or other forms of written or graphic materials, or to undertake research or compile information from sources not immediately available to the employee where the subject matter of such materials does not relate to or reflect any activity or interest of the Board as the governing body of the county. County employees may be used to prepare such materials where the content of same has been previously discussed and approved by the whole Board, and is reflective of the official position of the Board as the governing body of the county.

5.5. Mass-mailings of correspondence by individual Board members is prohibited. Mailings of twenty-five (25) or fewer identical or substantively similar letters by individual Board members at any one time is permissible.

5.6. The services of county employees and the use of county-owned and county-controlled property may not be employed to prepare or otherwise facilitate the production and distribution of any materials or information associated with political campaigns or election activities of the federal, state or local governments, including the re-election of incumbent members of the Board. Individual Board members shall not use their personal stationary or official county stationary in any way associated with political campaigns or election activities of the federal, state or local governments, including personal re-election campaigns.

5.7. Individual members of the Board may use county-owned property such as telephones, motor vehicles and data processing equipment so long as the use of same is consistent with the provisions of this Article.

Article 6. Budget Policy

6.1The Washington County Board of Supervisors (hereinafter the Board) vests the day-to-day management of monies appropriated to the various Funds of the County Operating Budget; and, specifically, to the budgetary departments within those Funds, to the administrative, executive or elected heads of various offices, departments, agencies and organizations subject to the provisions set forth in this Article.

6.2. The fiscal year County Operating Budget shall be set out so as to allocate the total amount appropriated to the various Funds and their respective budgetary departments among one or more line-items. Such line-items shall be established so as to provide for the convenient, adequate and accountable management of the budgetary department as a whole.

6.3. There shall be no transfer of funds among line-items within budgetary departments of the General Fund and E-911 Project Fund without prior approval of the Board. Requests for Board approval of such transfers shall be directed to the County Administrator or his/her designee, and shall be presented to the Board as an Item of Business at a regular or special meeting. Requests for line-item transfers within the County Library Fund shall be approved by the County Library Board of Trustees prior to such transfers being effected.

6.4. Unless otherwise prohibited pursuant to the fiscal year Appropriations Resolution, allocation of expenditures may exceed the amounts budgeted per individual line-item as long as the total appropriation for the budgetary department remains in balance.

6.5. The heads of all offices, departments, agencies and organizations shall ensure that expenditures allocated against line-items within their budgetary departments are consistent with the intended purpose of such line-items. Where there exists a discrepancy between the nature of an expenditure and the intended purpose of the line-item to which it is allocated, the County Administrator or his/her designee may redirect allocation of that expenditure to a more appropriate line-item at his/her discretion.

6.6. At the conclusion of each quarter of the county fiscal year, a Quarterly Budget Report shall be prepared by the County Administrator or his/her designee. The Report shall show on a line-item by line-item basis all fiscal year-to-date expenditures and balances for all budgetary departments of the various Funds of the County Operating Budget, as well as such other information deemed relevant by the County Administrator for full disclosure of the state of the County Operating Budget. The Report shall be reviewed by the Board as an Item of Business at a regular or special meeting as soon as practical at the end of each quarter fiscal year period.

6.7. Excess or unneeded funds originating from the general tax revenues of the county in personnel-related line-items within the various budgetary departments of the General Fund, E-911 Project Fund, and County Library Fund may be administratively transferred to the Reserve for Contingencies line-item of the General Fund at the discretion of the County Administrator. The County Administrator or his/her designee shall notify the heads of affected budgetary departments at the time such transfers are made. Heads of affected budgetary departments and the County Library Board of Trustees may appeal such transfers to the Board.

6.8. The provisions of this Article shall not apply to line-items within budgetary departments representing a single total appropriation to a specific office, department, agency or organization.

6.9. This Article shall become effective July 1, 1997 for the county fiscal year beginning July 1, 1997 through June 30, 1998. This Article shall be continued for subsequent fiscal year

periods unless amended or abolished pursuant to the provisions of Board's By-Laws.

Article 7. Audit Requirements for Recipients of County Funds

7.1. It is the policy of the Washington County Board of Supervisors (hereinafter the Board) to require recipients of county funds in excess of ten thousand dollars ($10,000.00) per county fiscal year be subject to an annual independent financial review or audit. The provisions of 7.8. notwithstanding, this Article shall apply to those organizations which receive an appropriation of $10,000.00 or more in funds from the general tax revenues of the county from time of appropriation of the County Operating Budget through October 31 of any county fiscal year.

7.2. The guidelines for independent financial reviews or audits shall be recommended by the county auditor and approved by the Board. The approved guidelines shall be set forth in writing and considered part of this Article. These guidelines may be amended or modified from time to time upon recommendation of the county auditor and approved by the Board. Organizations may use more stringent review or audit procedures so long as the applicable guidelines are substantially met.

7.3. In general, the county guidelines for reviews or audits shall be for the purpose of establishing and maintaining proper internal controls regarding the expenditure of county funds by recipient organizations. These guidelines shall also be for the purpose of facilitating full disclosure of the nature of expenditure of county funds by or on behalf of recipient organizations. These guidelines shall be liberally construed so as to be inclusive of all transactions involving county funds. To the degree possible, disclosure of the expenditure of other funds of the recipient organization shall be to an extent only to facilitate disclosure of expenditures involving county funds. The guidelines may differ for various recipient organizations so long as the purposes set out herein are satisfied, with prior approval of the Board. A certified public accountant who is not an employee or member of the recipient organization shall be engaged to undertake the review or audit.

7.4. The period covered by the first review or audit shall be for the county fiscal year period beginning July 1, 1997 through June 30, 1998, and for each successive county fiscal year period thereafter. Where recipient organizations undertake a review or audit in general compliance with the county guidelines on the basis of a calendar year operating cycle other than the county fiscal year, these reviews or audits shall be acceptable as long as a review or audit is submitted for a period encompassing July 1, 1997.

7.5. Organizations subject to this Article shall forward one (1) copy of their first review or audit to the office of the County Administrator no later than October 1, 1998, and each October 1 thereafter for reviews or audits of each successive county fiscal year. Said documentation shall be made available for review by the Board and public within five (5) working days of its receipt unless disclosure would be detrimental to a current or pending criminal or civil investigation of a recipient organization. The office of the County Administrator shall retain all reviews or audits for a period of two (2) calendar years from the date of their receipt, after which time they may be discarded.

7.6. The Board reserves the right to withhold disbursement of appropriated funds to any recipient organization failing to comply with the provisions of this Article, and to take any other lawful action deemed necessary or appropriate. Specific Board action shall be required to direct withholding of appropriated funds, or to take such other action in response to the failure of any recipient organization to comply with the provisions of this Article. The County Administrator or his/her designee shall advise the Board as to which recipient organizations fail to meet the October 1 submission deadline. Extensions of the October 1 deadline may be granted by the Board.

7.7. The Board may make available to recipient organizations full or partial funding to defray the cost of reviews or audits, subject to appropriation of funds for this purpose. Failure to provide such funding shall not relieve the requirements of this Article. Nothing herein shall be construed to obligate the Board to provide funding to defray the cost of reviews or audits already required of certain organizations prior to the enactment of this Article, nor to require a separate, independent financial review or audit of any recipient organization which is a component unit of

the state, federal and/or local government(s) and already subject to annual audit. Nothing herein shall be construed to relieve or supersede more stringent audit requirements set forth by law.

7.8. The provisions of this Article may be applied to other organizations receiving county funds by majority vote of the Board at any official meeting. The Board may similarly exempt any recipient organization from the provisions of this Article.

7.9. Recipient organizations subject to the provisions of this Article originally adopted by the Board effective July 1, 1997 requiring reviews or audits for the county fiscal year period beginning July 1, 1996 through June 30, 1997 are relieved from the requirement to submit a review or audit for that period. Organizations are encouraged to voluntarily submit reviews or audits for that period by March 31, 1998. The provisions of 7.7. of this Article shall apply with respect to voluntary submissions.

7.10. This Article shall become effective January 13, 1998 for the county fiscal year beginning July 1, 1997 through June 30, 1998. This Article shall be continued for subsequent county fiscal year periods unless amended or abolished pursuant to the provisions of Board's By-Laws.

County Guidelines Pursuant to Article 7, Audit Requirements for Recipients of County Funds of the Washington County Board of Supervisors General Policies for Calendar Year 1998

Recipient Organization Responsibility:

1. The recipient organization is responsible for implementing and maintaining an accounting system which will accurately report the sources and uses of cash so as to produce a statement of cash receipts and disbursements for the organization's fiscal or operating year.

2. The recipient organization is responsible for implementation and maintenance of an internal control structure over the cash receipts cycle and cash disbursements cycle. The internal control structure should be designed to give assurance that cash is safeguarded against unauthorized use or disposition, and that transactions are executed in accordance with the organization's Board of Director's (or other executive body) authorization.

3. The recipient organization is responsible for compliance with applicable laws, regulations, and risk management. Compliance requirements include but are not limited to Internal Revenue Code section 501(C)3 status, the filing of required tax returns and/or reports, and maintaining adequate insurance coverages.

4. The recipient organization is responsible for engaging the services of a certified public accountant who is not an employee or member of the recipient organization to undertake the audit.

Audit Standards:

1. The audit period shall span at least one (1) complete county fiscal year period (July 1 through June 30).

2. The auditor (certified public accountant) shall give an opinion as to the fair presentation of the recipient organization's Statement of Cash Receipts and Disbursements. Generally Accepted Auditing Standards will be followed in issuing the opinion.

3. The auditor shall conduct a study and evaluation of the recipient organization's internal control structure over cash receipts and disbursements as it relates to the Statement of Cash Receipts and Disbursements. The auditor shall issue a report in regard to the internal control structure and make recommendations, if any, on ways to strengthen said internal controls.

4. The auditor will test the organization's compliance with laws, regulations, and risk management

that are material to the organization. A report shall be issued by the auditor as to the organization's compliance or non-compliance.

5. The auditor shall issue a report which at a minimum will include: (1) the recipient organization's Statement of Cash Receipts and Disbursements, (2) the auditor's opinion on the Statement of Cash Receipts and Disbursements, (3) the auditor's report on internal controls, and (4) the auditor's report on compliance.

6. The auditor will use applicable professional standards in conducting the audit and issuing the reports.

CHAPTER THREE

OPERATIONAL PROCEDURES OF THE BOARD OF SUPERVISORS

Section 1. Designated Holidays

The holidays for Administrative Division employees (defined in the Board of Supervisors Personnel Policies and Procedures Manual for Administrative Division Employees) for Calendar Year 1998 are as follows:

Lee-Jackson-King Day	***January 19***
Washington's Birthday	***February 16***
Good Friday (Exchange for Election Day)	***April 10***
Memorial Day	***May 25***
Independence Day	***July 3 (Observed)***
Labor Day	***September 7***
Columbus Day	***October 12***
Veteran's Day	***November 11***
Thanksgiving	***November 26 and 27***
Christmas	***December 24 and 25***
New Year	***January 1***

County administrative offices shall be closed on designated holidays (certain Administrative Division personnel and/or administrative departments may be required to work on such designated holidays). Additional holidays may be added by action of the Board of Supervisors.

The holidays set forth above shall be only for Administrative Division employees. These holidays are not intended to be established for county employees of other Divisions of the county government as defined in the Board of Supervisors Personnel Policies and Procedures Manual for Administrative Division Employees.

Section 2. Designated Recessed, Adjourned and/or Special Meetings of the Board of Supervisors

The following Select Committee Meetings and Board Recessed, Adjourned and/or Special Meetings have been designated and scheduled for Calendar Year 1998:

<u>FY 1998-1999 County Operating Budget Meetings:</u>

Board of Supervisors Workshop Meeting to Review County FY 1998- 1999	

Operating Revenue Estimates.....	*March 26*
Joint Board of Supervisors/School Board Workshop Meeting on Proposed FY 1998-1999 School Budget.....	*April 8*
Board of Supervisors Workshop Meeting to Receive County Administrator's Recommended FY 1998-1999 County Operating Budget.....	*April 23*
First Board of Supervisors Workshop Meeting to Receive Departmental and Agency Reports Concerning FY 1998-1999 County Operating Budget Requests.....	*May 5*
Second Board of Supervisors Workshop Meeting to Receive Departmental and Agency Reports Concerning FY 1998-1999 County Operating Budget Requests.....	*May 7*
Board of Supervisors Public Hearing on County Administrator's Recommended FY 1998-1999 County Operating Budget.....	*May 13*
First Board of Supervisors Workshop Meeting for Adjustments to County Administrator's Recommended FY 1998-1999 County Operating Budget.....	*May 19*
Second Board of Supervisors Workshop Meeting for Adjustments to County Administrator's Recommended FY 1998-1999 County Operating Budget.....	*May 21*
Third Board of Supervisors Workshop Meeting for Adjustments to County Administrator's Recommended FY 1998-1999 County Operating Budget.....	*June 2*
Fourth Board of Supervisors Workshop Meeting for Adjustments to County Administrator's Recommended FY 1998-1999 County Operating Budget.....	*June 4*
Fifth Board of Supervisors Workshop Meeting for Adjustments to County Administrator's Recommended FY 1998-1999 County Operating Budget.....	*To Be Arranged*
Board of Supervisors Regular Meeting - Adoption of FY 1998-1999 County Operating Budget and Establishment of County Tax Rates for FY 1998-1999.....	*June 9*
Board of Supervisors Regular Meeting - Approval of the FY 1998-1999 County Appropriations Resolution.....	*June 23*

The above schedule is tentative and subject to change. All Select Committee and Board Adjourned and Special Meeting times are tentatively set for 7:00 PM and meeting locations shall be announced and appropriately publicized where required.

<u>Annual Legislative Meeting:</u>

October 19

The above meeting is tentative and subject to change. This may be either an Adjourned or Special Meeting of the Board tentatively set for 6:00 PM and meeting location shall be announced and appropriately publicized if required.

Section 3. Designated Public Hearings of the Board of Supervisors

The Board of Supervisors shall conduct all required Public Hearings on matters relating to zoning and subdivision within twenty-one (21) calendar days of the date of such matters=first public hearing or reading before the Washington County Planning Commission, or as soon as may be practical and lawful. Should any zoning or subdivision matter be deemed to require expedient disposition, either due to circumstances of necessity or where a Joint Public Hearing and Meeting would appear to be in the interests of both the Planning Commission and Board of Supervisors, the County Administrator, in consultation with the County Zoning and Subdivision Official, County Attorney and Chairmen of the Board of Supervisors and Planning Commission, may at his discretion schedule a Joint Public Hearing and Meeting where action on the matter may be taken concurrently.

Section 4. Schedule of Invocations at Meetings of the Board of Supervisors

Month of January ..... Bobby D. Ingle
Month of February ..... Jackson H. Barker
Month of March ..... Kenneth G. Mathews
Month of April ..... Joe W. Derting
Month of May ..... J. T. Osborne
Month of June ..... John B. Roberts, Sr.
Month of July ..... Dulcie M. Mumpower
Month of August ..... Bobby D. Ingle
Month of September ..... Jackson H. Barker
Month of October ..... Kenneth G. Mathews
Month of November ..... Joe W. Derting
Month of December ..... J. T. Osborne

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

7 **Consideration of Board Appointments by the Washington County Board of Supervisors, Calendar Year 1998**

The following action was taken on Board appointments for Calendar Year 1998:

a. **Appointment of County Director of Emergency Services**

On motion of Mr. Barker, second by Mrs. Mumpower, it was resolved to appoint County Administrator, Mark K. Reeter, to the position of Director of Emergency Services for calendar year 1998.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

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b. **Appointment of Board Representative to Abingdon Senior Services, Inc.**
c. **Appointment of Board Representative to Abingdon Day Care Center Advisory Board**

On motion of Mr. Barker, second by Mr. Ingle, it was resolved to reappoint Mr. L. B. Atkins to represent Washington County on the Senior Services, Inc. Board of Directors for a one year term effective January 1998 and Abingdon Day Care Center Advisory Board for a one year term effective January 1998..

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

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d. **Appointment of Board Representative to People, Inc. Of Southwest Virginia**

On motion of Mr. Barker, second by Mr. Ingle, it was resolved to appoint Mr. John B. Roberts, Sr. to represent Washington County on the Board of Directors of People Incorporated of Southwest Virginia for a one year term effective January 1998.

The vote on this motion was as follows: (6-0-1)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Abstain***
Mr. Barker	***Aye***				

*****

e. **Appointment of Board Representative and Alternate to District III Governmental Cooperative**

On motion of Mr. Derting, second by Mr. Ingle, it was resolved to reappoint Jackson Barker to serve a one year term as the Washington County, Virginia Board of Supervisors representative to District Three Governmental Cooperative Board of Directors effective January 1998.

The vote on this motion was as follows: (6-0-1)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Abstain***				

No Alternate appointment to District III Governmental Cooperative was made.

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8 a. **Adoption of Resolution No. 98-1 Re-Establishing Select Committees and Advisory Boards of the Board of Supervisors for Calendar Year 1998**

On motion of Mr. Derting, second by Mr. Roberts, it was resolved to adopt the following resolution:

RESOLUTION 98-1

RE-ESTABLISHMENT OF SELECT COMMITTEES AND ADVISORY BOARDS OF THE BOARD OF SUPERVISORS FOR CALENDAR YEAR 1998

WHEREAS, pursuant to the By-Laws of the Washington County Board of Supervisors for Calendar Year 1998, Select Committees and Advisory Boards of the Board of Supervisors may be formed, the purpose of which shall be for in-depth review, investigation, oversight, research, development and/or reporting on or about a particular matter or matters of interest to the Board or County, and

WHEREAS, the Board of Supervisors has determined there presently exist such matters which warrant the establishment of Select Committees and Advisory Boards;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Washington County, Virginia that it hereby establishes and makes appointments to Select Committees and Advisory Boards as of January 13, 1998:

Emory/Meadowview/Town of Glade Spring Sewer Projects Committee, for the purpose of review, oversight, investigation, development of recommendations and reporting on matters pertaining to the Emory/Meadowview Regional and Town of Glade Spring Sewer Projects, in coordination with the Washington County Service Authority, Washington County Industrial Development Authority, Town of Glade Spring, and Emory & Henry College.

Appointments to this Committee are J. T. Osborne and Joe Derting as representatives of the Board of Supervisors. Other Committee member appointments may be made by the above-named organizations on the basis of equal representation. The County Administrator and/or Assistant County Administrator and General Manager of the Service Authority shall assist in the work of this Committee. These Committee members may seek additional Committee participants as deemed necessary and appropriate in pursuit of Committee matters.

Capital Improvements Program (CIP) Development and Capital Improvements Program Finance Committees, as originally established and for the purposes set out by Resolution of the Board of Supervisors dated December 27, 1994.

Appointments to the CIP Development Committee are J.T. Osborne and Bobby Ingle; to the CIP Finance Committee, Joe Derting, as representatives of the Board of Supervisors.

Aircraft Personal Property Tax Study Committee, for the purpose of studying the personal property tax on aircraft and to submit its recommendations for the tax on aircraft to the Board of Supervisors.

Appointments to this Committee are Bobby Ingle as the Board of Supervisors' representative, County Treasurer Fred Parker, Commissioner of Revenue Melvin Ritchie, and a representative from the Virginia Highlands Airport Commission to be appointed by the Commission. These Committee members may seek additional Committee participants as deemed necessary and appropriate in pursuit of Committee matters.

Washington County Transportation Advisory Board, for the purpose of review, investigation, development of recommendations and reporting on matters pertaining to primary and secondary road improvements and transportation planning in Washington County, including coordination with planning activities of other localities and jurisdictions within and adjoining Washington County. All meetings of this Advisory Board shall be open to the public.

Appointments to this Committee are: Preston Byrd, Jr. (A-91 Election District), Henry Green (B-91 Election District), Don Montgomery (C-91 Election District), (Appointment tabled), (D-91 Election District), Don Stout (E-91 Election District), Thomas Ilowicki (F-91 Election District), and [Appointment tabled], (G-91 Election District). The Mayors and/or Town Managers of Abingdon, Damascus and Glade

Spring, and representatives of the City of Bristol, Virginia may serve as ex-officio members of this Committee. The County Administrator and/or Assistant County Administrator and County Attorney shall assist in the work of this Committee. These Committee members may seek additional Committee participants as deemed necessary and appropriate in pursuit of Committee matters.

Washington County Recreation Advisory Board, for the purpose of review, investigation, development of recommendations and reporting on matters pertaining to youth and adult recreational needs in Washington County, including review and recommendations concerning annual County funding of recreational organizations. All meetings of this Advisory Board shall be open to the public. The terms of Advisory Board members shall be for four years, subject to annual re-establishment of this Advisory Board.

Appointments to this Advisory Board are: [Appointment tabled] (A-91 Election District, term ending January 11, 2002), J.C. Scott (B-91 Election District, term ending June 30, 2000), Michael Overstreet (C-91 Election District, term ending June 30, 2000), Rebecca Selfe (D-91 Election District, term ending June 30, 2001), Janet Campbell (E-91 Election District, term ending June 30, 1999), Laura Bailey (F-91 Election District, term ending June 30, 2001), Wayne Fields (G-91 Election District, term ending June 30, 1998), and Eleanor Hutton (At-Large, term ending June 30, 2000). The County Administrator and/or Recreation Manager shall assist in the work of this Advisory Board. These Advisory Board members may seek additional Advisory Board participants as deemed necessary and appropriate in pursuit of Advisory Board matters.

BE IT FURTHER RESOLVED that these Committees and Advisory Boards organize and conduct themselves in the manner they deem appropriate in pursuit of matters in their charge and in accordance with all state and local law.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

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b. **Appointment of Board Representatives to Emory/Meadowview/Town of Glade Spring Sewer Project Committee (2)**

On motion of Mr. Ingle, second by Mr. Mathews, it was resolved to appoint Messrs. James T. Osborne and Joe W. Derting to the Emory/Meadowview/Town of Glade Spring Sewer Project Committee for calendar year 1998.

The vote on this motion was as follows: (5-0-2)

Mr. Derting	***Abstain***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Abstain***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

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c. **Appointment of Board Representatives to Capital Improvements Program (CIP) Development and Capital Improvements Program Finance Committees**

On motion of Mr. Mathews, second by Mr. Barker, it was resolved to reappoint Messrs. James T. Osborne and Bobby Ingle to the Capital Improvements Program, Development and Capital Improvements Program Committee for calendar year 1998
and reappoint Mr. Joe W. Derting to the Capital Improvements Program, Finance Committee for calendar year 1998.

The vote on this motion was as follows: (4-0-3)

Mr. Derting	**Abstain**	**Mr. Ingle**	**Abstain**	**Mr. Mathews**	**Aye**
Mr. Osborne	**Abstain**	**Mrs. Mumpower**	**Aye**	**Mr. Roberts**	**Aye**
Mr. Barker	**Aye**				

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d. **Appointments to Aircraft Personal Property Tax Study Committee**

On motion of Mrs. Mumpower, second by Mr. Ingle, it was resolved to appoint Supervisor Bobby Ingle, Treasurer Fred Parker, Commissioner of Revenue Melvin Ritchie, and Virginia Airport Commission Chairman Thomas A. Phillips to the Airport Personal Property Tax Study Committee for calendar year 1998.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

*****

e. **Appointments to Washington County Transportation Advisory Board**
(1997 Appointments: Byrd Preston, Jr. (A-91 Election District); Henry Greene (B-91 Election District); Don Montgomery (C-91 Election District); John Morefield (D-91 Election District); Ralph Barr, Jr. (E-91 Election District); Thomas Ilowecki (F-91 Election District); Leonard Harmon (G-91 Election District)

On motion of Mr. Mathews, second by Mr. Ingle, it was resolved to reappoint Mr. Byrd Preston, Jr. to the Washington County Transportation Advisory Board representing Harrison Magisterial District for calendar year 1998.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

On motion of Mr. Ingle, second by Mr. Mathews, it was resolved to reappoint Mr. Henry Green to the Washington County Transportation Advisory Board representing Jefferson Magisterial District for calendar year 1998.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

On motion of Mr. Derting, second by Mr. Ingle, it was resolved to reappoint Mr. Don Montgomery to the Washington County Transportation Advisory Board representing the Madison Magisterial District for calendar year 1998.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

Mr. Osborne requested the appointment from the Monroe Magisterial District be tabled to January 27, 1998.

On motion of Mr. Roberts, second by Mr. Barker, it was resolved to appoint Mr. Donald L. Stout to the Washington County Transportation Advisory Board representing the Taylor Magisterial District for calendar year 1998.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

On motion of Mr. Barker, second by Mr. Derting, it was resolved to reappoint Mr. Thomas Ilowicki to the Washington County Transportation Advisory Board representing the Tyler Magisterial District for calendar year 1998.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

Mrs. Mumpower requested the appointment from Wilson Magisterial District be tabled until January 27, 1998.

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9 **Consideration of Board Appointments**

The following action was taken on Board Appointments:

a. **Virginia Highlands Community College Board, Resignation of John B. Roberts, Sr. (Term to Expire June 30, 1998)**

On motion of Mr. Derting, second by Mr. Ingle, it was resolved to appoint Mr. Mark Graham to represent Washington County on the Virginia Highlands Community College Board of Directors filling the unexpired vacancy left by John B. Roberts, Sr., for a term effective immediately to June 30, 1998.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***

Mr. Barker	***Aye***

*****

b. **Highlands Juvenile Detention Center Commission, Dorinda Eggers, Term Expires February 28, 1998**

On motion of Mr. Ingle, second by Mr. Mathews, it was resolved to appoint Jackson H. Barker to serve on the Highlands Juvenile Detention Center Commission for a four year term March 1998 to March 2002.

The vote on this motion was as follows: (6-0-1)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Abstain***				

*****

c. **Board of Building Code of Appeals *(Appointments Expired January 11, 1998)***

:: **Harry McKinney** **Madison District**

On motion of Mr. Derting, second by Mrs. Mumpower, it was resolved to reappoint Harry McKinney to represent the Madison Magisterial District on the Board of Building Code of Appeals for a four year term effective January 13, 1998 to January 13, 2002.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

:: **Lawrence Lewis** **Taylor District**

On motion of Mr. Roberts, second by Mr. Mathews, it was resolved to appoint James F. Necessary to represent Taylor Magisterial District on the Board of Building Code of Appeals for a four year term effective January 13, 1998 to January 13, 2002.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

:: **Leon Denton** **Tyler District**

Mr. Barker requested the appointment to the Building Code of Appeals from Tyler Magisterial District be tabled until January 27, 1998.

*****

d. **Industrial Development Authority (*Appointment Expires January 28, 1998*)**

:: **Robert Duncan** **Jefferson District**

On motion of Mr. Ingle, second by Mr. Barker, it was resolved to reappoint Robert Duncan to represent the Jefferson Magisterial District on the Industrial Development Authority for a four year term effective January 13, 1998 to January 13, 2002.

The vote on this motion was as follows: (7-0)

Mr. Derting	*Aye*	*Mr. Ingle*	*Aye*	*Mr. Mathews*	*Aye*
Mr. Osborne	*Aye*	*Mrs. Mumpower*	*Aye*	*Mr. Roberts*	*Aye*
Mr. Barker	*Aye*				

*****

e. **Washington County Recreation Advisory Committee (*Appointment Expired January 11, 1998)***

:: **Michael Hagy** **Harrison District**

Mr. Mathews requested the appointment to Washington County Recreation Advisory Board from Harrison Magisterial District be tabled until January 27, 1998.

*****

f. **List of Expiring Appointments as of June 30, 1998**

Received and noted a list of expiring appointments to Boards and Commissions to be filled .

10 **Recommendation to Judge for Appointment to Board of Zoning Appeals**

a. **Lacy Love (*Appointment Expired January 1, 1998)***

Mr. Barker made a motion to recommend to Judge Charles Smith the reappointment of Lacy Love to the Board of Zoning Appeals. There was no second to the motion, and the Board did not cast a vote.

On motion of Mrs. Mumpower, second by Mr. Ingle, it was resolved to submit the name of Michael Anderson to Judge Charles H. Smith, Jr., Circuit Court, for consideration of appointment to the Board of Zoning Appeals for a five year term to be effective immediately.

The vote on this motion was as follows: (7-0)

Mr. Derting	*Aye*	*Mr. Ingle*	*Aye*	*Mr. Mathews*	*Aye*
Mr. Osborne	*Aye*	*Mrs. Mumpower*	*Aye*	*Mr. Roberts*	*Aye*
Mr. Barker	*Aye*				

*****

b. **Robert Vinyard *(Appointment Expired January 1, 1998)***

There was consensus agreement to table action on this appointment until January 27, 1998.

11 **Presentation of Service Pin:**

The following service pins were presented by Chairman James T. Osborne.

a. **Mark K. Reeter, 5 Years**
b. **John S. Roberts, Sr., Board of Supervisors, Taylor Magisterial District**

12 **Recess**

On motion of Mr. Mathews, second by Mr. Roberts, it was resolved to take a brief recess.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

13 **Request for Special Use Permit (Continued from December 9, 1997):**

a. ***Mark E. Norris***: Request for a Special Use Permit to operate a small business in general, more specifically, a lumber yard for the purpose of cutting, storing and selling of lumber on property located on the North side of State Route 748 near the intersection of Route 748/750 in an A-1 (Agricultural, Limited) zone, *Jefferson Magisterial District.*
Mr. Osborne opened the public hearing to receive comments both in support of and opposition to request for special use permit filed by Mark E. Norris.

The following persons spoke in opposition to granting a special use permit by Mark Norris for reasons of concern over potential fire hazard and safety of homes, water run-off and soil erosion, devaluation of properties: Lisa Newell; Kim Wynegar; Brenda Cardwell. Lisa Newell requested Mr. Norris consider erecting a privacy fence around the saw mill operation.

Mr. Mark E. Norris addressed the Supervisors explaining he has a small lumber yard business, and claiming there is no water run-off. Mr. Norris agreed to erect a privacy fence to cover the lumber, lay rock and do what is necessary to keep the area neat and orderly.

In response to Mr. Mathews' inquiry concerning the hours of operation, Mr. Norris stated his operating hours would be after 4:00 p.m., Monday to Friday, and all day on Saturday. He stated he would not operate the lumber yard on Sunday.

There being no further comments, Mr. Osborne declared the public hearing closed.

On motion of Mr. Ingle, second by Mrs. Mumpower, it was resolved to deny request of Mark E. Norris for a Special Use Permit to operate a small business in general, more specifically, a lumber yard for the purpose of cutting, storing and selling of lumber on property located on the North side of State Route 748 near the intersection of Route 748/750 in an A-1 (Agricultural, Limited) zone, Jefferson Magisterial District.

The vote on this motion was as follows: (6-1)

Mr. Derting	*Aye*	*Mr. Ingle*	*Aye*	*Mr. Mathews*	*Nay*
Mr. Osborne	*Aye*	*Mrs. Mumpower*	*Aye*	*Mr. Roberts*	*Aye*
Mr. Barker	*Aye*				

14 **Request for Supplemental Appropriation, Washington County School Board, $207,231, Federal and State Funds**

On motion of Mr. Derting, second by Mathews, it was resolved to approve the following supplemental appropriations of federal and state funds to the FY 1997-98 School Board Budget:

Learn and Serve Grant	*$ 12,000*
Technology Literacy Challenge Grant	*$ 30,000*
Virginia Guaranteed Assistance Program Grant	*$ 82,000*
Title VI, Innovative Education Strategies	*$ 62,536*
Virginia Department of Education Field Service Office	*$ 20,695*
Total	*$ 207,231*

The vote on this motion was as follows: (7-0)

Mr. Derting	*Aye*	*Mr. Ingle*	*Aye*	*Mr. Mathews*	*Aye*
Mr. Osborne	*Aye*	*Mrs. Mumpower*	*Aye*	*Mr. Roberts*	*Aye*
Mr. Barker	*Aye*				

Mr. Barker filed a disclaimer disclosing he has a personal interest in certain aspects of the Washington County Budget related to appropriations to the Washington County School Board; that he is an employee of the Washington County School Board and appropriations to the Board could indirectly affect his position, salary, employment benefits, etc.; that he is a member of a group of employees which is affected by the amount of the appropriation to the Washington County School Board; and, that he can participate in this transaction fairly, objectively and in the public interest.

15 **Acceptance of DMV $1,500 Mini-Grant to Upgrade Radar Unit and Appropriate Funds to Sheriff's Office (Captain Fred Newman)**

On motion of Mr. Barker, second by Mrs. Mumpower, it was resolved to accept DMV Mini-Grant in the amount of $1,500 to upgrade the radar unit, and appropriate these funds to the Sheriff Department.

The vote on this motion was as follows: (7-0)

Mr. Derting	*Aye*	*Mr. Ingle*	*Aye*	*Mr. Mathews*	*Aye*
Mr. Osborne	*Aye*	*Mrs. Mumpower*	*Aye*	*Mr. Roberts*	*Aye*
Mr. Barker	*Aye*				

16 **Mount Rogers Planning District Commission Request for Resolution in Support of Increased State Contribution to Planning Districts (Tom Taylor, Executive Director)**

On motion of Mr. Ingle, second by Mr. Roberts, it was resolved to adopt Resolution 98-2 endorsing an increase in minimum state funding for Planning District Commissions.

RESOLUTION NO. 98-2

Supporting Additional Funding
Virginia=s Planning District Commissions

WHEREAS, Washington County is a member of the Mt. Rogers Planning District Commission;

WHEREAS, the Mt. Rogers Planning District Commission=s purpose as stated in the Code of Virginia is A.. encouraging and assisting governmental subdivisions to plan for the future ...@; and

WHEREAS, the Mt. Rogers Planning District Commission in order to accomplish that purpose must employ and maintain a professional and competent staff; and

WHEREAS, the General Assembly commissioned JLARC to study planning districts in 1995; and

WHEREAS, the JLARC report recommended that the General Assembly Aconsider increasing the minimum funding amount to a Planning District Commission@; and

WHEREAS, amendments have been submitted for several years requesting a $100,000 minimum, and

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Supervisors hereby requests that you co-patron and support the budget amendment requesting a $100,000 minimum contribution by the state to the support of Virginia=s Planning District Commissions.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

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17 **Proposed Change to By-Laws, Virginia Highlands Airport Commission (Thomas C. Phillips, Jr., Chairman)**

On motion of Mr. Derting, second by Mr. Mathews, it was resolved to approve the following amendment to the Virginia Highlands Airport Commission By-Laws:

Article VI - EMPLOYMENT

6.1 The Commission may hire or appoint those persons for such positions from time to time as deemed appropriate for the effective management of the airport, and maintain its own personnel policy adopted by the Commission.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

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18 **Award of Bids for Food and Related Supplies, Washington County Jail**

On motion of Mrs. Mumpower, second by Mr. Ingle, it was resolved to award bid to Institutional Distributors, Inc. in the amount of $46,482.13 for food and related supplies for the Washington County Jail from January 1, 1998 through December 31, 1998.

The vote on this motion was as follows: (7-0)

Mr. Derting	*Aye*	*Mr. Ingle*	*Aye*	*Mr. Mathews*	*Aye*
Mr. Osborne	*Aye*	*Mrs. Mumpower*	*Aye*	*Mr. Roberts*	*Aye*
Mr. Barker	*Aye*				

19 **Request for Reimbursement of Advertising Expenses for Positions Funded by Compensation Board, Commonwealth Attorney=s Office**

On motion of Mrs. Mumpower, second by Mr. Barker, it was resolved to approve an appropriation of $730.80 from Reserves for Contingency to the office of the Commonwealth Attorney, Line Item 22100/3600 for the cost of advertising expenses incurred for two new permanent positions funded by the Compensation Board.

The vote on this motion was as follows: (7-0)

Mr. Derting	*Aye*	*Mr. Ingle*	*Aye*	*Mr. Mathews*	*Aye*
Mr. Osborne	*Aye*	*Mrs. Mumpower*	*Aye*	*Mr. Roberts*	*Aye*
Mr. Barker	*Aye*				

20 **Audit of Financial Records, Mendota Community Association, Incorporated**

On motion of Mr. Barker, second by Mrs. Mumpower, it was resolved to appropriate $800.00 from reserves for contingency to the Mendota Community Association, reimbursing the cost of obtaining an audit of their financial records for the year ending June 30, 1997.

The vote on this motion was as follows: (4-2-1)

Mr. Derting	*Nay*	*Mr. Ingle*	*Aye*	*Mr. Mathews*	*Nay*
Mr. Osborne	*Aye*	*Mrs. Mumpower*	*Aye*	*Mr. Roberts*	*Abstain*
Mr. Barker	*Aye*				

21 **Request Approval for Destruction of Records, 1985 to 1993, Records No Longer Required and Qualify for Destruction Under Records Retention and Disposition Schedule**:

a. **County Administrator Records:**
   :: **General Correspondence;**
   :: **Agenda and Supporting Documentation Files - Duplicates/Triplicates (One Original Master Copy is required as a permanent record)**

b. **Board of Supervisor Records:**
   :: **Public Hearing Notices;**

:: **Sewer Project Files;**

c. **Personnel:**
:: **Recruitment and Promotion Files;**
:: **Legal Case Files**

d. **County Attorney:**
:: **General Correspondence;**
:: **Governing Body Agenda Files;**
:: **Real Estate and Personal Property Delinquent Tax Suit**

On motion of Mr. Mathews, second by Mr. Derting, it was resolved by a 7-0 vote to submit to Virginia State Library Archives and Records Division the following records from Board of Supervisors, County Administrator, County Attorney, Personnel and Recreation Department dating from FY 1981-1993 identified for destruction.

County Administrator Records:
:: **General Correspondence;**
:: **Agenda and Supporting Documentation Files - Duplicates/Triplicates**

Board of Supervisor Records:
:: **Public Hearing Notices;**

Personnel:
:: **Recruitment and Promotion Files;**
:: **Legal Case Files**

County Attorney:
:: **General Correspondence;**
:: **Governing Body Agenda Files;**
:: **Real Estate and Personal Property Delinquent Tax Suit**

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

22 **Citizen Comments**

At this time, Mr. Osborne asked Mr. Ingle to read the rules for citizen comments, and invited comments from citizens on items that do not appear on the Agenda.

Lacy Love addressed the Board expressing his viewpoint that zoning regulations are not followed.

Patrick Mannix addressed the Supervisors relative animal control laws; legal cases concerning heat pump, Democratic Committee; Sheriff-s Office policies; newspaper reporting.

22 **County Administrator Comments**

a. **Invitation, Congressman Rick Boucher, Thursday, January 22, 1998, 6:00 p.m., Humphreys Dining Hall, Emory & Henry College, Discussion on Steps to Establish a Small Business Incubator, Washington, Smyth Counties and City of Bristol**

Received invitation to attend meeting concerning a possible Small Business Incubator project in Washington, Smyth Counties, and City of Bristol, Thursday, January 22, 1998, 6:00 p.m., Emory & Henry College.

Mr. Reeter reported Steven Richardson, County Recycling and Special Projects Manager, was given an Award of Merit from Bristol Chamber of Commerce for his leadership in the South Holston Lake Clean Up.

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23 **County Attorney Reports**

County Attorney, John A. Martin, briefly reported on a judicial ruling relative to vending machine sales and how this may have a potential impact on Washington County.

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24 **Consent Agenda**

On motion of Mr. Mathews, second by Mr. Barker, it was resolved to approve the following consent agenda items:

a. **Payment of Bills, December 1997**
b. **Request for Refund, Building Permit No. 11589, Bill Counts, $834,00**
c. **Cancelled Check No. 072799, Roy R. Evans, $198.20, Duplicate Payment**
d. **Supplemental Appropriation, Line Item 3550/8209 (Equipment Other), $299.65**

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

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25 **Board Member Reports**

Individual Supervisors welcomed Mr. Roberts to the Board, expressed their congratulations to Mr. Ingle for his election to the Chairmanship, and commending Mr. Osborne for his leadership and service.

On motion of Mr. Barker, second by Mr. Ingle, it was resolved to contribute $250.00 from Reserves for Contingency to the Virginia FFA Foundation, Inc.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

Mr. Roberts reported on the recent Virginia Association of Counties New Board Member Conference he attended stating it was very helpful and informative. He expressed his appreciation to the Board.

Mr. Osborne commented the Board is scheduled to do a performance evaluation on the County Attorney. There was consensus agreement to schedule it for the January 27, 1998 meeting.

Mr. Osborne reported meeting with Mayor Farnham Jarrard, City of Bristol, recently to discuss the County-City agreement on the Clear Creek Development. He reported they discussed the possibility of submitting the original City-County Agreement of December 1995 to the three judge panel without change. Mayor Jarrard was scheduled to report back to the City Council on this matter.

26 **Adjournment**

On motion of Mr. Derting, second by Mr. Mathews, it was resolved to adjourn the meeting.

The vote on this motion was as follows: (7-0)

Mr. Derting	***Aye***	***Mr. Ingle***	***Aye***	***Mr. Mathews***	***Aye***
Mr. Osborne	***Aye***	***Mrs. Mumpower***	***Aye***	***Mr. Roberts***	***Aye***
Mr. Barker	***Aye***				

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James T. Osborne, Chairman