V I R G I N I A:

At a meeting of the Washington County Board of Supervisors held Tuesday, January 11, 1994, at 7:00 p.m., at the County Administration Building in Abingdon, Virginia, the following were present:

PRESENT:

Joe W. Derting, Chairman
James T. Osborne, Vice Chairman
Kenneth G. Mathews
Bobby D. Ingle
Maurice H. Parris
Jackson Barker, Jr.
Dulcie M. Mumpower

Bruce E. Bentley, County Administrator
Cliff Walsh, County Attorney
Mark W. Seamon, Director of Accounting
Sandra M. Hatfield, CPS, Executive Secretary

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1. Call to Order

The meeting was called to order by Mr. Joe W. Derting, Chairman of the Board.

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2. Invocation and Pledge of Allegiance - J. T. Osborne

Mr. Osborne gave the Invocation and led in the Pledge to the flag.

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3. Approval of the Agenda

On motion Mr. Osborne, second by Mr. Parris, it was resolved to approve the Agenda with the following additions:

5.h Chairperson's Institute
10.b Resolution in Support of Restoration of FOG Home Funding (Buckey Boone, Director, Office on Youth)
14.f Antenna Placement Request by Abingdon Fire Department

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

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4. Approval of Minutes of Regular Meeting of December 28, 1993

On motion of Mr. Barker, second by Mr. Osborne, it was resolved to approve the minutes with the following correction:

Page 6955, Item 14.d, Vacation Days Request:

Include the following vote on the motion to authorize vacation days for the County Administrator:

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

Mr. Derting	Aye	Mr. Litton	Aye	Mr. Mathews	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye"

The vote on the motion to approve the Minutes of December 28, 1993, as corrected, was as follows (5-0-2):

Mr. Mathews	Aye	Mr. Ingle	Abstain	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Abstain				

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5. Organization of the Board of Supervisors:

The following action was taken on the Organization of the Board of Supervisors:

a. Election of Chairman

On motion of Mr. Parris, second by Mrs. Mumpower, it was resolved to nominate James T. Osborne to serve as Chairman of the Board of Supervisors for 1994.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Abstain	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

Mr. Derting turned the gavel over to Mr. Osborne.

Mr. Osborne addressed the Supervisors expressing his appreciation for their support. Mr. Osborne reflected on Mr. Derting's tenure as Chairman, commending him for for doing a good job, and emphasizing that he represented the County well attending meetings daily. He called for the help and unity of each Supervisor during his Chairmanship, expressing his hope that the Supervisors will voluntarily accept assignments and not wait for appointments to be made.

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b. Election of Vice Chairman

On motion of Mr. Barker, second by Mr. Parris, it was resolved to nominate Mrs. Dulcie M. Mumpower as Vice Chairman for the 1994 calendar year.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Abstain				

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c. Establish Term of Office for Chairman

On motion of Mrs. Mumpower, second by Mr. Ingle, it was resolved to establish the term of office for Chairman as one year for the 1994 calendar year.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

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d. Establish salary of Chairman (1993: $350/Mo)

f. Establish salary for Vice Chairman (1993: $325/Mo.) and Board Members (1993: $300/Mo.)

On motion of Mr. Barker, second by Mr. Mathews, it was resolved to establish the following salaries retroactive to January 1, 1994:

Chairman at $500.00 per month;
Vice Chairman at $475.00 per month;
Members at $450.00 per month.

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

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

At a later point in the meeting, the following action was taken:

On motion of Mr. Barker, second by Mr. Mathews, it was resolved to transfer $6,300 from Reserves for Contingency to cover increases in Board Member salaries.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Nay	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Nay				

NOTE: On January 25, 1994, the following action was taken with regard to salaries for Board Members:

On motion of Mr. Barker, second by Mr. Mathews, it was resolved to rescind action of January 11, 1994 to increase Board Member salaries and authorized the County Attorney to research the matter and bring the information to the Board so that it can be properly considered at a public hearing, Agenda Items 5.d, Establish Salary for Chairman, and 5.f, Establish Salary of Vice Chairman, and further it was resolved that this action be noted for reference in the Minutes of January 11, 1994.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

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e. <u>Establish Term of Office for Vice Chairman</u>

On motion of Mr. Parris, second by Mr. Derting, it was resolved to establish the term of office for Vice Chairman as one year for the 1994 calendar year.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

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g. Adoption of Policy and Operational Procedures

Mr. Cliff Walsh, County Attorney, presented proposed policy and operational procedures. After review, the following action was taken on adoption of policy and operational procedures:

There was general discussion of: placement of "Citizen Comments" on the Supervisors meeting agenda; establishing regular meeting dates.

On motion of Mr. Mathews, second by Mr. Barker, it was resolved to establish the regular meetings of the Washington County Board of Supervisors for the 1994 calendar year as the second Tuesday and fourth Tuesday of each month.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

On motion of Mr. Mathews, second by Mr. Barker, it was resolved to establish the meeting time as 7:00 p.m. for the 1994 calendar year.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

On motion of Mr. Mathews, second by Mr. Derting, it was resolved to restrict the Citizen Comment period to five minutes per speaker for the 1994 calendar year.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

On motion of Mr. Barker, second by Mrs. Mumpower, it was resolved to place Citizen Comments on the Board Meeting Agenda as an item immediately preceding County Administrator Comments.

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

Mr. Mathews	Nay	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

Mr. Bill Bish, Jr. inquired about citizens commenting on agenda topics as they are being discussed by the Supervisors. It was determined that the matter is not addressed in the policies and procedures. Mr. Bish was advised that if a citizen wishes to be placed on the Agenda, the procedure is for that person to contact the County Administrator with their request, and the County Administrator will respond with an answer.

On motion of Mr. Mathews, second by Mr. Barker, it was resolved to require a second to any motion made by the Supervisors for the calendar year 1994.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Nay	Mr. Barker	Aye
Mrs. Mumpower	Aye				

On motion of Mr. Barker, second by Mr. Ingle, it was resolved to table action on a proposed public/citizen comment form for use in requesting information to be on the Agenda.

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

Mr. Mathews	Nay	Mr. Ingle	Aye	Mr. Derting	Nay
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

On motion of Mr. Ingle, second by Mr. Mathews, it was resolved to adopt the following Request for Documents Form.

REQUEST FOR DOCUMENTS: ON_____

BY Name_____PHONE_____

Address_____

_____

I request the documents listed below and agree to pay the charges associated with locating, copying, and refiling the originals. I understand that the photocopy charge is $.25 per page and that the time expended in locating, copying, and refiling the documents will be dependant upon the number of documents in my request, the age of the documents, the accuracy of my description and various other factors.

List of Documents:

_____

_____

_____

REQUEST ACCEPTED BY _____ ON _____

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

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Mr. Mathews referred to subsections i, ii, and iii of Policy Regarding Custody and Control of County Office Building expressing his reluctance to delegate the responsibility and authority to department heads for the control and management of the area assigned the department and department's support staff.

On motion of Mr. Ingle, second by Mrs. Mumpower, it was resolved to adopt the policy and operational procedures for the 1994 calendar year as follows:

WASHINGTON COUNTY, VIRGINIA

POLICY AND OPERATIONAL PROCEDURES

Purpose: Board of Supervisor meetings are held to conduct the business of the county government. The general purpose is to act in public upon matters that usually have been researched by the staff and Board and considered by board members prior to the meeting.

The County Administrator will answer all questions and respond to all recommendations made by a board member. Those items needing the attention of the board or policy matters will be scheduled for a future board agenda.

General Operational Statements:

Board of Supervisor packets containing a tentative agenda and supporting documents should be mailed to Supervisors a minimum of three business days in advance of the meeting date. The supporting documentation should include the County Administrator's or staff's recommendation, if such a recommendation is available and appropriate.

Generally only agenda items will be considered by the Board and the Board of Supervisors should not be expected to act on items presented for the first time at a board meeting or on items which are not supported by backup documentation provided sufficiently before the preparation of Board packets to allow the staff to research the matter and supply an appropriate response.

The County Administrator should respond in a timely and professional manner to all requests of the Board of Supervisors or individual board member.

The County Administrator should not surprise Supervisors at board meetings with request for action which could have been placed on the agenda and were not or which could be delayed until the following meeting without significant harm. The Board of Supervisors should be informed in advance of any unusual action or delegation expected at a board meeting.

Board of Supervisor members should not surprise the County Administrator or staff with non-agenda items, or requests or questioning and demand or expect immediate answer during board meetings. Requests for information and directions from the Board of Supervisors and from individual members should be directed to the County Administrator and sufficient time should be allowed for the information to be gathered (at least until the next meeting).

Adoption of By-laws and Rules of Order of the Board of Supervisors

The regular meetings of the Washington County Board of Supervisors for Calendar Year 1994 shall be on the second and fourth Tuesday of each month and shall begin at 7:00 p.m. and shall occur at the Board of Supervisors meeting room at 205 Academy Drive, Abingdon, Virginia, unless changed by official action of the Board of Supervisors.

The following policy statement shall be placed on the agenda before each Citizens Comment period and prior to beginning the Citizen Comments period of the meeting, the policy shall be made known to the public:

"Citizen comments are restricted to five minutes per citizen and are limited to residents of Washington County or owners of property located within Washington County. The matters on which citizens may address the Board are limited to legitimate matters of County business. No citizen is to engage in political statements, personal attacks upon members of the Board of Supervisors, members of the staff or anyone, nor is any person 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 to take appropriate measures to rule the person out of order and to have the person removed from the meeting, if necessary and take such other steps as the chairman deems appropriate including bring appropriate charges against the person and bringing the charges in the name of the Board of Supervisors. State Code Section 18.2-415.B provides that "A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he ... willfully ... disrupts any meeting of the governing body of any political subdivision of this Commonwealth.... The person in charge of any such ... meeting ... may eject therefrom any person who violates any provision of this section, with the aid, if necessary, of any person who may be called upon for such purpose."

Citizens Comment shall appear on the agenda immediately preceding County Administrator Comments.

BYLAWS, RULES OF PROCEDURE AND GUIDELINES

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

a. Protecting the rights of each individual member of the Board of Supervisors and members of the staff and public.

b. Preserving and ensuring a spirit of harmony and cooperation within the Board of Supervisors, and between individual Board members.

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

2. In accordance with the rules of order and parliamentary practice, the Chairman is to preside at the meeting, and individual Board members are to speak only after having been recognized by the Chairman. Board members are to be polite and courteous in addressing other members of the Board, and all Board members are to refrain from "name calling," derogatory remarks and other forms of personalities at all public meetings.

3. The Board of Supervisors will not take formal action on any subject which is not on the agenda for that meeting, unless a majority of the members present vote to act on the matter because it is deemed to be a situation requiring action prior to the next meeting of the Board of Supervisors or because it is a matter which requires no further study or investigation. Routine matters of an administrative nature may be referred to various appropriate departments or agencies under the Board Member Reports.

4. No recording device of any nature whatsoever may be used during any executive session or closed meeting of the Washington County Board of Supervisors, unless the majority of the members of the Board present at the meeting vote to allow the recording of the executive session or closed meeting.

5. General procedures and guidelines:

a. A quorum of the Board of Supervisors is a majority of the membership (at least four of the seven members of the Board must be present for an official meeting and in order to take official action).

b. A second to a motion is required in order to discuss and/or vote upon the motion.

c. Any member of the Board may terminate debate and call for a vote on a pending motion by "calling for the question" after being recognized by the Chairman.

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

e. Substitute motions will be voted on prior to the primary motion, in reverse order (i.e. the last substitute motion will be voted on first). Only one substitute will be considered at a time.

f. Informal discussion of a subject by Board members is permitted while no motion is pending.

g. The Chairman of the Board of Supervisors is authorized to speak in discussions, and can vote on all motions and/or all questions.

h. A tie vote fails. A tie-breaker is not designated by the Board of Supervisors.

6. The Sheriff of Washington County is requested to provide a deputy to attend each meeting of the Board of Supervisors.

7. The Board of Supervisors of Washington County will conduct its regular meetings in the Board of Supervisors Meeting Room in the County Administration Building at 205 Academy Drive during Calendar Year 1994, unless otherwise specified and announced by the Board of Supervisors.

8. The regular meetings of the Washington County Board of Supervisors for Calendar Year 1994 are hereby established as follows:

The second Tuesday of each month at 7:00 p.m.
The fourth Tuesday of each month at 7:00 p.m.

If the meeting day falls on a legal holiday, the meeting will be held on the next County working day of the month in accordance with State law, unless the Board of Supervisors announces and specifies a different date for holding the meeting. When the County Administrator or anyone acting in his stead tentatively schedules or proposes a time for a meeting of the Board of Supervisors, they are directed to make every reasonable effort to avoid scheduling a meeting during a Holiday (and for the purposes of this policy the holiday begins when the offices close on the last regular work day before the holiday and the holiday continues until the offices reopen on the first regular work day after the Holiday). In the event a meeting must be scheduled during a holiday all nonessential staff will be excused from attending the meeting.

9. In the absence of the Chairman, the Vice-Chairman is hereby designated the Acting Chairman to preside over meetings of the Board of Supervisors and to perform all such duties as may be performed by the Chairman in accordance with law.

10. Recognizing that staff and board members become less efficient when meetings continue overlong, the Board will attempt to complete all business by 11 p.m. and if it appears that all business can not be completed by or shortly after 11:30 p.m. the Board will recess the meeting to 7:00 p.m. the following evening or an acceptable later date.

11. In order to provide stability and continuity of County daily business operations, it is the policy of the Board of Supervisors that each member of the Board of Supervisors coordinate and channel requests for documents, information and assistance through the County Administrator. The appropriate department head can then be tasked by the County Administrator to respond to the inquiry, so that the necessary information can be provided or the question can be answered as efficiently and effectively as possible. This policy acts to place the County Administrator as a buffer between the individual Board members and the staff who answer directly to the County Administrator and is not applicable to any staff position which answers directly to the Board (County Attorney, Resource Management Consultant, Emergency Services Coordinator).

12. Executive sessions or "closed meetings" will be restricted for those proper purposes enumerated in the Code of Virginia and all executive sessions will be held in strict accordance with Virginia law. The meeting agenda will reflect the category of information that will be discussed in the executive session.

13. The Board of Supervisors has established a citizen comment period as part of its agenda. Citizen comments are restricted to five minutes per citizen and are limited to residents of Washington County or owners of property located within Washington County. The matters on which citizens may address the Board are limited to legitimate matters of County business. No citizen is to engage in political statements, personal attacks upon members of the Board of Supervisors, staff or anyone, nor is any person 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 to take appropriate measures to rule the person out of order and to have the person removed from the meeting, if necessary and to take such other steps as the Chairman deems appropriate including bring appropriate charges against the person who disrupts the meeting and bringing the charges in the name of the Board of Supervisors.

14. If a motion is made at a Board meeting where at least six (6) members are present and have the opportunity to vote, whether or not a member avails himself of the opportunity to vote; and if the motion is not tabled but is voted on and fails, then the motion cannot be brought back before the Board during that fiscal year except by one who voted on the prevailing side; and then only if at least six (6) six members are present and only if two-thirds of the members present (5 out of 7 or 4 out of 6) vote to "reconsider" or look at the matter again.

15. If a Board member leaves the Board for any reason during the fiscal year, then his replacement has the same rights and privileges as the original member.

The following is a list of holidays for the 1994 calendar year as supplied by the Virginia Department of Personnel and Training:

Lee-Jackson-King Day.....January 17
Washington's Birthday.....February 21
Memorial Day.....May 30
Independence Day.....July 4
Labor Day.....September 5
Columbus Day.....October 10
Veterans Day.....November 11
Thanksgiving Day.....November 24, 25
Christmas .....December 26

The County also recognizes Good Friday, April 1. Additional days may be added by action of the Board of Supervisors.

POLICY REGARDING CUSTODY AND CONTROL OF COUNTY OFFICE BUILDING

The Washington County Board of Supervisors officially states the County's policy regarding authority over and control of the County office building and equipment and staff within the building and the responsibilities of various staff members for maintaining control over areas assigned to them and maintaining a proper working environment as follows:

1. The building and associated grounds are under the control of the Board of Supervisors and in the absence of a specific statement to the contrary, the Board's authority and control shall be vested as follows:

   a. When the Board of Supervisors is engaged in an official meeting, the building and associated grounds are under the control of the chairman of the Board of Supervisors or the acting chairman or his designee for the orderly conduct of the meeting and

b. When the Board of Supervisors is not engaged in an official meeting, subject to the provisions of the following paragraph, the building and associated grounds are under the control of the county administrator or acting county administrator for the orderly conduct of the County's business and

c. Because of the unique relationship which exists between the Board of Supervisors and the county attorney and because the county attorney maintains documents which are confidential and which may be privileged and because the county attorney is responsible for protecting that confidentiality, the county attorney shall be responsible for controlling the area which is specifically assigned to him/her and his/her support staff and is authorized and directed to take appropriate steps to maintain the security of the area and to maintain an appropriate working environment and the primary responsibility and authori
ty for the areas assigned to the county attorney and his/her support staff shall fall on the county attorney and

d. When the 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, department heads are delegated the authority and responsibility to control and manage the staff, equipment and areas occupied by or assigned to the department and to the department's support staff

i. When more than one department shares an office 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 assigned to the department and the department's support staff and

ii. When more than one department shares support staff, 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 and

iii. When more than one department shares an area in the County office building or shares equipment in the County office building or shares support staff and the department heads do not agree on the proper action, management, or use of the shared area or shared equipment or shared staff, the disagreement shall be submitted to the County Administrator or Acting County Administrator (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 which is best for the County; 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/her return.

2. Every county employee is charged with maintaining order in areas under their control and shall have the power and responsibility to request anyone who is disorderly or who interferes with the conduct of county business to cease the conduct and to leave the area.

POLICY REGARDING POSITIONS ON THE AGENDA-BACKUP MATERIAL-CITIZEN SUPPLIED INFORMATION-PERMANENT POSITIONS ON AGENDA

The County Administrator is granted considerable discretion and is expected to use sound judgment in determining what items will be placed on the tentative agenda which he prepares for consideration of the Board. The County Administrator is instructed that the Board and County are best served when persons or items which appear on the agenda have supporting documentation in the Board of Supervisors Book and that in most situations, if someone is unwilling or unable to provide supporting documentation and information then they are not prepared to request a position on the agenda and should delay their request until they are prepared.

This is consistent with the Board's desire that neither the County Administrator nor anyone else take unfair advantage of the Board by surprising the Board with items that are not on the agenda or that have not been properly researched by staff prior to being brought to the Board.

There will be instances when an item will be discovered to close to the time of the meeting and the delivery of the Board Book to allow the inclusion of pertinent backup documentation and the item needs immediate Board attention; in those instances where exigent circumstances exist and the item requires immediate attention, the County Administrator should use his sound judgment and place the item on the tentative agenda or propose a modification to the tentative agenda. The policy of requiring backup material as a condition of being on the agenda should be followed unless the situation demands immediate Board attention and there was not sufficient time to gather the backup material.

No person, including members of the Board of Supervisors, shall have a permanent position reserved for them on the agenda. The prohibition against permanent positions on the agenda shall not be construed to preclude the County Administrator, nor the County Attorney from having a position on the agenda during which time they report to the Board on items related to their position as County Administrator or County Attorney; nor shall the prohibition against permanent positions on the agenda be construed to preclude that portion of the agenda commonly called "Board Members Comments". The County Administrator and County Attorney are required to keep the Board informed of matters assigned to them or brought to them and are permitted their positions on the agenda for that purpose;

similarly "Board Member Comments" gives every Board Member the same opportunity to raise matters of interest to them for consideration/action by the Board or staff. The County Administrator and County Attorney and Board members are reminded that concise, clear, brief explanations are the best explanations.

The County Administrator's position on the agenda is for the County Administrator to communicate with the Board about matters which either the Board has made inquiry or the County Administrator believes should be made known to the Board. The County Administrator's position on the agenda is not for the benefit of citizens who will speak in citizens comment portion of the meeting. If a citizen wishes to distribute documents to the Board and approaches the County Administrator with a request that the documents be included in the board packet, the County Administrator is to use his sound judgment and discretion, but unless the County Administrator believes the documents are important and are documents which should be distributed to the Board at County expense, the citizen's documents should not be included in the board packet and the citizen should make his own arrangement for duplication and distribution. (2-9-93 P6470)

POLICY CONCERNING USE OF EMPLOYEES FOR RESEARCH AND COPYING

It is the policy of the Board of Supervisors of Washington County, Virginia that all public records of Washington County shall be open and accessible to citizens of the County, 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.

It is further the policy of the Board of Supervisors of Washington County, Virginia that citizens who request copies of official records should be promptly provided the requested copies by County employees. The individual requesting the copies should be required to pay the cost for the copies in accordance with the Virginia Freedom of Information Act and the following guidelines.

The charge for copies of public records of Washington County is hereby established at $0.25 per page.

Where the request for copies is limited in nature, where the documents requested are immediately available in the individual department, and where the workload of the department would not be interfered with, the employee should provide the requested copies to the citizen at the time of the request.

Where the requested records are not immediately available, where the number of copies requested would require in excess of fifteen (15) minutes for copying, or where the time involved for the research, compilation and copying would disrupt the normal business of the office, the individual should be informed of a date and time when the requested records will be available to be picked up and the individual should also be advised of the approximate cost for the copies if this information is known. The employee

should obtain a written request for the specific records needed in these situations, and should see that the request is promptly handled, consistent with other County business and the Virginia Freedom of Information Act.

All requests should be addressed within five (5) working days of receipt of the request. If the records are not reasonably available and the request will take more than five (5) working days the individual should be so informed and proper arrangements and terms made to provide the records as they become available. If there is a question as to whether the records should be disclosed, the request should be immediately referred to the County Attorney for his evaluation.

Where extensive research will be needed in order to obtain the records and compile the information requested or where extensive time for copying is needed due to the extensive number of records requested to be copied, the individual will be charged for the employee's time for copying and research to compile and refile the records in addition to the per page charge. During each calendar year the first ten (10) minutes of one employee's time occupied in research, compilation or copying will not be charged, but all time occupied by the employee(s) after that initial ten (10) minutes will be charged in ten-minute intervals at the employee's hourly pay scale, including total salary and fringe benefits into the cost factor.

The charges enumerated above shall not be applicable to other County agencies funded through the County budget, State agencies and members of the news media where the number of copies requested does not exceed five pages. The County Administrator may but is not compelled to waive the photocopy charges for as many as fifteen pages if the request comes from a person, company, or agency that has a direct and immediate interest in the subject matter of the inquiry.

It is the intention of the Board of Supervisors that its governmental operations, functions and records shall be open to the citizenry of the County in accordance with the Freedom of Information Act. This policy is promulgated in order to permit employees to have specific guidelines so that all departments can deal with the public in a uniform manner in response to requests for copies of documents. In addition, this policy is promulgated in order to ensure that where requests for information are time consuming and burdensome from the standpoint of involving considerable employee work time, the individual requesting this work be required to pay for the copies and the employee's time for the protection of the interest of the other citizens of the County. It is further the policy of the Board of Supervisors that all requests be processed promptly, but in a manner that will avoid undue disruption of the normal County business activities.

POLICY ON PREPAYMENT OF BILLS

The County Administrator and/or Director of Accounting are authorized to pre-approve accounts payables invoices for payment around the middle and

end of each month prior to formal approval by the Board of Supervisors. Formal approval by the Board of Supervisors will be made during the first meeting of the month following the actual payment of the bills. This procedure will enable the County to avoid paying penalty and interest charges for the late payment of invoices.

REQUEST FOR DOCUMENTS: ON_____

BY Name_____PHONE_____
Address_____
_____

I request the documents listed below and agree to pay the charges associated with locating, copying, and refiling the originals. I understand that the photocopy charge is $.25 per page and that the time expended in locating, copying, and refiling the documents will be dependant upon the number of documents in my request, the age of the documents, the accuracy of my description and various other factors.

List of Documents:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

REQUEST ACCEPTED BY _____ ON _____
_____

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

Mr. Mathews	Nay	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

*****

:: Establish 1994 Master Calendar of Board of Supervisor Meetings and Budget Work Sessions; Consideration of Alternate Meeting Dates When Regular Meeting Date Falls on Holiday

On motion of Mr. Mathews, second by Mr. Ingle, it was resolved to adopt the 1994 Calendar of Board of Supervisor meetings listing regular meetings, special meetings, and Budget Work Sessions.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

*****

:: Approval of Date for School Board/Board of Supervisors Work Sessions on 1994-95 School Board Budget

On motion of Mr. Ingle, second by Mrs. Mumpower, it was resolved to approve the School Board calendar of meeting dates for the School Board/Board of Supervisors work session for the 1994-95 noting a conflict in the April 12, 1994 date and requesting that date be changed and that the meetings be in the evening due to work schedules.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

*****

h. Chairperson's Institute

On motion of Mr. Parris, second by Mr. Derting, it was resolved to authorize the attendance of the Chairman and Vice Chairman to attend the 1994 Virginia County Board Chairpersons' Institute to be held February 18-19, 1994 at the Richmond Marriott.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

*****

i. Schedule of Invocations

On motion of Mr. Barker, second by Mrs. Mumpower, it was resolved to approve the following schedule listing dates Supervisors are responsible for giving Invocations for the 1994 calendar year.

January	J. T. Osborne
February	Jackson Barker

March	Dulcie M. Mumpower
April	Bobby D. Ingle
May	Maurice Parris
June	Kenneth Mathews
July	Joe W. Derting
August	J. T. Osborne
September	Jackson Barker
October	Dulcie M. Mumpower
November	Bobby D. Ingle
December	Maurice Parris

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

****

6. Dog Damage Claim, Jim Harless/Richard Hall, $153.00

Received dog damage claim from Jim Harless and Richard Hall.

Messrs. Harless and Hall were not present to respond to questions from the Board relative to their claim.

On motion of Mr. Parris, second by Mrs. Mumpower, it was resolved to place dog damage claim of Jim Harless and Richard Hall on the meeting agenda for January 25, 1994.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

There was consensus agreement to establish a policy of confirming a claimants attendance at a Board Meeting prior to placing a claim on the agenda.

****

7. Consideration of Resolution in support of full funding of the Virginia Housing Partnership Fund, including the Indoor Plumbing Program (Cathy Schearer, People Incorporated)

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

WHEREAS, many people in Washington County live in substandard housing, facing problems such as inadequate indoor plumbing, unsafe water supplies and sewage disposal, and unsafe heating and wiring; and

WHEREAS, the goal of the Virginia Housing Partnership Fund is to provide safe, decent, and affordable housing for all Virginians;

THEREFORE, BE IT RESOLVED that the Washington County, Virginia Board of Supervisors supports the full funding of the Virginia Housing Partnership Fund, including the Indoor Plumbing Program, in the 1995-1996 Biennium Budget of the General Assembly.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

****

8. Cost Estimates for Repair of Summers Law Office Building (L. C. Angle, President, W. C. Historical Society)

Mr. L. C. Angle, President, Washington County Historical Society, appeared before the Supervisors presenting a cost estimate for repairs to the Summers Law Office Building in the amount of $6,890. Mr. Angle stated the Town of Abingdon has agreed to match the funds that the County contributed.

On motion of Mr. Mathews, second by Mr. Ingle, it was resolved to approve the transfer of $3,445 from reserves for contingency fund to the Washington County Historical Society to equal the contribution from the Town of Abingdon for the repair of Summers Law Office Building

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

****

9. Consideration of Appointments:

The following action was taken on consideration of appointments:

a. Board of Supervisor Representatives to Agencies

:: Director of Emergency Services (1993: Cecil K. Simcox)

On motion of Mrs. Mumpower, second by Mr. Barker, it was resolved to appoint Maurice H. Parris as Director of Emergency Services for the 1994 calendar year.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Abstain	Mr. Barker	Aye
Mrs. Mumpower	Aye				

*****

:: Senior Services, Inc. (1993: James T. Osborne)

Mr. Osborne expressed his regrets that he was unable to attend the Senior Services, Inc. meetings during the 1993 calendar year because of a conflict with the Board of Supervisor meeting dates.

On motion of Mr. Parris, second by Mr. Ingle, it was resolved to nominate Mark Reeter to represent Washington County on the Board of Directors of Senior Services, Inc. for the 1994 calendar year, provided they will accept a staff person.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

*****

:: People, Inc. (1993: Jackson Barker, Jr.)
:: District III Governmental Cooperative (1993: Jackson Barker, Jr.)
:: Youth Services Citizen's Board (Jackson Barker, Jr., term expires June 30, 1994)

On motion of Mr. Ingle, second by Mr. Mathews, it was resolved to reappoint Jackson Barker, Jr. to represent Washington County on the Board of Directors of People, Inc., District III Governmental Cooperative, and Youth Services Citizen's Board for the 1994 calendar year.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Abstain
Mrs. Mumpower	Aye				

***** :: Abingdon Day Care Center (1993: Jackson Barker, Jr.)

On motion of Mr. Barker, second by Mr. Parris, it was resolved to nominate Mark Reeter to represent Washington County on the Board of Directors of Abingdon-Washington County Community Services Center, Inc. for the 1994 calendar year.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

*****

:: Highlands Community Services Board (Jackson Barker, Jr., term expires June 30, 1996)

On motion of Mr. Parris, second by Mr. Barker, it was resolved to appoint Mrs. Dulcie M. Mumpower to fill the unexpired term of Jackson Barker, Jr., serving At-Large, on the Highlands Community Services Board effective immediately to June 30, 1996.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Abstain				

****

b. Board of Supervisor Representatives to County Committees

:: Emory/Meadowview Sewer Committee (2)

On motion of Mr. Parris, second by Mr. Derting, it was resolved to appoint James T. Osborne and Bobby D. Ingle to serve on the Emory/Meadowview Sewer Committee for the 1994 calendar year.

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

Mr. Mathews	Aye	Mr. Ingle	Abstain	Mr. Derting	Aye
Mr. Osborne	Abstain	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

*****

:: Exit 19 Sewer Committee (2)

Discussion ensued about tasks and duties of the Exit 19 committee being fulfilled and that the sewer construction project is nearly complete.

On motion of Mr. Mathews, second by Mr. Ingle, it was resolved to terminate the board members' services on the Exit 19 Sewer Committee for the reason they have completed their assigned duties.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

*****

:: Solid Waste Committee (2)

Mr. Barker made a motion, second by Mr. Parris, to reappoint James T. Osborne and Kenneth G. Mathews to serve on the Solid Waste Committee.

During discussion of the motion, Mr. Mathews expressed his viewpoint that the committee has completed their assigned duties by putting on line the transfer station, purchasing County trucks and putting in convenience stations. He questioned the need for the committee to continue to operate, and stated if an emergency arises, he will be willing to meet if the need arises.

Mr. Osborne expressed disagreement about discontinuing the work of the committee stating the members need to begin discussing a regional landfill approach to solid waste disposal.

Mr. Barker withdrew his motion and made a second motion.

On motion of Mr. Barker, second by Mr. Ingle, it was resolved to appoint Joe Derting and James T. Osborne to serve on the Solid Waste Committee for the 1994 calendar year.

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

Mr. Mathews Aye Mr. Ingle Abstain Mr. Derting Aye
Mr. Osborne AbstainMr. Parris Aye Mr. Barker Aye
Mrs. Mumpower Aye

*****

:: Board of Supervisors/City of Bristol Joint Sewer Committee (2)

On motion of Mr. Derting, second by Mrs. Mumpower, it was resolved to delete the Board of Supervisors/City of Bristol Joint Sewer Committee.

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

Mr. Mathews Aye Mr. Ingle Aye Mr. Derting Aye
Mr. Osborne Aye Mr. Parris Aye Mr. Barker Aye
Mrs. Mumpower Aye

*****

:: School Board/Board of Supervisors Budget Study Committee

On motion of Mr. Parris, second by Mr. Mathews, it was resolved to appoint Mrs. Dulcie M. Mumpower and Messrs. Bobby D. Ingle and Joe W. Derting to serve on the School Board/Board of Super visors Budget Study Committee for the 1994 calendar year.

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

Mr. Mathews Aye Mr. Ingle Abstain Mr. Derting Abstain
Mr. Osborne Aye Mr. Parris Aye Mr. Barker Aye
Mrs. Mumpower Abstain

Discussion followed with Supervisors requesting that the committee meetings be held during the evening because of conflicts with work schedules.

Mr. Barker filed a statement 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 are affected by the amount of the appropriation to the Washington County School Board; that he can participate in this transaction fairly, objectively and in the public interest.

*****

c. Citizen Appointments by Board of Supervisors:

The following appointments were made to Boards:

:: Industrial Development Authority:

:: Joseph Andis, term expires January 28, 1994, Jefferson District

On motion of Mr. Ingle, second by Mr. Mathews, it was resolved to appoint Robert Duncan to represent the Jefferson Magisterial District on the Washington County Industri
al Development Authority for a four year term effective January 29, 1994 to January 28, 1998.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

*****

:: Board of Building Code of Appeals:

:: Harry McKinney, Madison District, Term expired September 30, 1993;

Mr. Derting requested this appointment be placed on the January 25, 1994 Board of Supervisors agenda.

:: Lawrence Lewis, Taylor District, Term expired August 31, 1993;

On motion of Mr. Parris, second by Mr. Ingle, it was resolved to reappoint Lawrence Lewis to the Board of Building Code of Appeals representing the Taylor Magisterial
District for a four year term effective immediately until January 11, 1998.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

:: Leon Denton, Tyler District, Term expired August 31, 1993.

On motion of Mr. Barker, second by Mr. Derting, it was resolved to reappoint Mr. Leon Denton to the Board of Building Code of Appeals representing the Tyler Magisteri-
al District for a four year term effective immediately to January 11, 1998 subject to Mr. Denton's willingness to serve on the Board.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

*****

d. :: Recreation Advisory Council:

:: Michael L. Hagy, Harrison District, Term expired August 31, 1993.

On motion of Mr. Mathews, second by Mr. Parris, it was resolved to reappoint Michael L. Hagy to represent the Harrison Magisterial District on the Recreation Advisory
Council for a four year term that will expire January 11, 1998.

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

Mr. Mathews Aye Mr. Ingle Aye Mr. Derting Aye
Mr. Osborne Aye Mr. Parris Aye Mr. Barker Aye
Mrs. Mumpower Aye

*****

e. Roadviewers Committee:
:: Wilson Magisterial District

Mrs. Mumpower requested the appointment to the Roadviewer Committee from the Wilson Magisterial District be placed on the January 25, 1994 Board of Supervisors meeting agenda.

*****

f. Southwest Virginia EMS Council, Inc., 3 Year Term (Mary Fraysier serving)

On motion of Mr. Parris, second by Mrs. Mumpower, it was resolved to reappoint Mary Fraysier to serve on the Southwest Virginia EMS Council, Inc. for a three year term effective immediately to December 31, 1996.

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

Mr. Mathews Aye Mr. Ingle Aye Mr. Derting Aye
Mr. Osborne Aye Mr. Parris Aye Mr. Barker Aye
Mrs. Mumpower Aye

*****

g. Washington County-Bristol, VA Council Committee (2 Supervisors, 1 At-Large)

Mr. Jackson Barker nominated Mrs. Dulcie M. Mumpower to serve on the Washington County-Bristol, VA Council Committee. Mrs. Mumpower declined the nomination and recommended Bobby D. Ingle be considered.

On motion of Mr. Barker, second by Mr. Mathews, it was resolved to appoint Joe W. Derting and Bobby D. Ingle to serve on the Washington County-Bristol, VA Council Committee for the 1994 calendar year.

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

Mr. Mathews Aye Mr. Ingle Abstain Mr. Derting Abstain
Mr. Osborne Aye Mr. Parris Aye Mr. Barker Aye
Mrs. Mumpower Aye

There was consensus agreement that the County Administrator will contact Bristol, VA City Manager Paul Spangler to discuss who the fifth member will be to serve on the committee.

On motion of Mr. Ingle, second by Mr. Barker, it was resolved to request that Washington County and Bristol, VA each be allowed to place a third member on the committee, serving At-Large, making the total membership at six.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

****

10.a. Acceptance of Grant from Virginia Council on Child Day Care and Early Childhood Programs in the Amount of $10,000 and Appropriation to Department 33400, Account 33845 (Buckey Boone, Director, Office on Youth)

Mr. Buckey Boone, Director, Office on Youth, addressed the Supervisors expressing appreciation for their support for funding Office on Youth.

Mr. Boone presented a request to accept grant funding for Preschool to School Transition Planning.

On motion of Mr. Barker, second by Mrs. Mumpower, it was resolved to accept a minigrant from the Virginia Council on Child Day Care and Early Childhood Programs in the amount of $10,000, and further to appropriate these funds to Department 33400, Account 33845.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

*****

b. Resolution in Support of Restoration of FOG Home Funding (Buckey Boone, Director, Office on Youth)

On motion of Mr. Barker, second by Mr. Ingle, it was resolved to adopt the following resolution relative to continued funding of Family Oriented Group Homes:

WHEREAS, the counties of Washington, Smyth, and the city of Bristol have jointly operated since 1979 a community-based service for youth known as Family Oriented Group Homes; and,

WHEREAS, this program is funded jointly by the Department of Youth and Family Services and the participating localities; and,

WHEREAS, this service has enabled youth with minor offenses to receive treatment and rehabilitation in the community at minimal cost to the Commonwealth; and,

WHEREAS, this service serves as a least restrictive alternative for youth and prevents youth with minor offenses from being committed to state facilities;

BE IT FURTHER RESOLVED: That the Washington County Board of Supervisors supports community based family oriented services for youth in the least restrictive environment available; and,

BE IT FURTHER RESOLVED: The Washington County Board of Supervisors supports funding to be reinstated to the budget, specifically to the DYFS budget enabling local family oriented group homes to continue providing services; and,

BE IT FURTHER RESOLVED: Copies of this resolution be forwarded to the Governor-Elect, Secretary of Public Safety Nominee, area delegates and senators in the Virginia General Assembly.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

****

11. Bobby Lilly Request for Payment, Third Notice

Mr. Bobby Lilly submitted a third request for payment for cost in preparing for the placement of four trailers on his property. Mr. Lilly was not present.

After discussion of Mr. Lilly's communication, there was no action taken and he was referred to previous correspondence whereby the Board of Supervisors voted 6-0 "to deny ... claim in the amount of $2,230 which represents costs to prepare for the placement of four trailers."

****

12. Engineering Services Fees, Washington County Transfer Station

The following action was taken on matters related to the Washington County Transfer station as presented by Mark K. Reeter, Assistant County Administrator/Economic Development.

a. Wetlands Evaluation Engineering Fees

Received correspondence from J. Robert Hume, III, Western Virginia Regulatory Section, Department of the Army, Corps of Engineers relative to work performed at the Solid Waste Transfer Facility. Mr. Hume reported " ... there does not appear to be any conclusive evidence that a violation of the Clean Water Act occurred."

The Supervisors were provided with a copy of an Invoice from Thompson & Litton, Inc. in the amount of $2,872.92 from Thompson & Litton, Inc. for Project No. 05127-15, Washington County Solid Waste Transfer Station-Wetlands Evaluation.

*****

b. Construction Administration, Inspection and Geotechnical Engineering Fees

On motion of Mr. Mathews, second by Mr. Ingle, it was resolved to authorize payment to Thompson & Litton, Inc. in the amount of $25,137,13 from the Solid Waste Account for additional engineering services for Solid Waste Transfer Station Project No. 5127-00.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

****

13. Recess

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

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

****

14. County Administrator Comments:

The following action was taken on County Administrator Comments:

a. County of Lancaster, Request for Resolution to Amend the Virginia Association of Counties By-Laws

Received communication from County of Lancaster requesting Washington County support their efforts to amend the Virginia Association of Counties By-Laws. There was no action taken.

*****

b. Auto-Cad Mapping Specialist

On motion of Mr. Parris, second by Mrs. Mumpower, it was resolved to table action on request to use Stephen Richardson to operate Auto-Cad Mapping Equipment and to do the E-911 mapping until Mr. Parris has an opportunity to assess the Emergency Services operations.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

*****

c. Expiring Appointments to Boards and Commissions

Received information on appointments to Boards and Commissions that will expire during the months of January to June 1994.

*****

d. Communications

The following communications were received:

Interoffice Communications:

:: Assistant County Administrator to Landfill Manager re determination by Bristol Virginia Utilities on first testing of Transfer Station Wastewater Discharge;

:: County Employees concerning:

:: Absence of County Administrator on Wednesday, January 5, 1994;

:: Snow Day Policy;

On motion of Mr. Parris, second by Mr. Derting, it was resolved to adopt the following personnel policy:

Snow Day Policy:

Employees not making it to work on a snow day may charge their time to either Personal Day(s), Vacation Day(s), or Comp./Overtime, if available.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

:: Washington County Public Library expressing appreciation for Supervisors' support of libraries at recent hearing;

:: School Board policy regulation addition, Verification of Purchase Regulation;

:: Personnel Administrator, letter of resignation.

Federal, State and Local Representatives:

:: Congressman James H. Quillen concerning Washington County's support of a structure that will allow fish migration above the steam plant at Rogersville, TN;

:: Representative Joseph P. Johnson, Jr. concerning resolutions on funding for libraries and funding to restore Office on Youth;

:: Town of Abingdon:

:: Letters to property owners for Exit 19 Sewer System development; current sewer rates; General Requirements for a building sewer connection;

:: Convention & Visitors Bureau relative to VDED Matching Grants Program Award in the amount of $4,921;

General Correspondence:

:: Ferrell Holding Company concerning Virginia Highlands Airport;

:: Mays & Valentine relative to annexation proceedings, Town of Hillsville/Carroll County;

:: Settlers Life Insurance Company concerning quality of C-4 Cable service;

:: Southwest Virginia EMS Council, Inc. concerning Southwest Virginia Confined Space Rescue Team grand opening ceremonies, Monday. January 10, 1994, 11:00 a.m., Lebanon Lifesaving Crew, South Church Street, Lebanon, VA;

:: Southeastern Public Service Authority of Virginia, Tipping Fee Analysis;

:: Tazewell County Virginia Industrial Development Authority concerning design and construction of I-73, connecting Detroit, Michigan with Charleston, South Carolina;

Mr. Mathews expressed his support for routing I-73 from Bluefield to Abingdon, Damascus and Mountain City, and not through Smyth County. There was consensus agreement to support Mr. Mathews' recommendation, and to apprise Congressman Rick Boucher and Transportation Board Member Joe Bert Rhea of Washington County's position.

On motion of Mr. Mathews, second by Mr. Parris, it was resolved to empower Tom Taylor of the Mount Rogers Planning District Commission to represent Washington County in support of I-73 routing from Bluefield to Abingdon, Damascus and Mountain City, and not through Smyth County.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

:: Virginia Association of Counties relative to FY 1994-96 State Budget;
:: News article relative to Pat Mannix filing criminal complaints against County Administrator.

*****

e. Reminders of meetings were given.

*****

f. Antenna Placement Request by Abingdon Fire Department

On motion Mr. Mathews, second by Mr. Parris, it was resolved to allow the installation of a 10-1/2 foot antenna (information obtained from Frank Thomas of 2-Way Radio on 1-10-94) on the County tower at a maximum height that does not interfere with other antennas already present on the tower and the placing of the repeater in the communications building supplied with power on the County meter with the understanding that:

1. The unit will not interfere with communication equipment already at this location;

2. Town of Abingdon maintains the license on this equipment;

3. Town of Abingdon provide maintenance and insurance as necessary on this equipment since the County assumes no liability for either of these items.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

****

Discussion ensued about scheduling a meeting with the Washington County Service Authority relative to water projects. Mr. Ingle emphasized the importance of doing some long range planning to address the water needs in Washington County.

On motion of Mr. Parris, second by Mr. Mathews, it was resolved to establish a committee to meet with members of the Washington County Service Authority Board of Commissioners to begin preparations and plans toward an attempt to resolve the water problems in Washington County, and further, it was resolved to appoint Mrs. Dulcie Mumpower and Mr. Bobby Ingle to serve on this committee.

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

Mr. Mathews	Aye	Mr. Ingle	Abstain	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Abstain				

Mrs. Mumpower stated she intends to appoint a member to the Washington County Service Authority at the January 25, 1994 meeting of the Board of Supervisors to fill the vacancy left by the death of Jack Cole.

****

15. County Attorney's Reports There were no reports.

****

16. Consent Agenda:

On motion of Mr. Derting, second by Mr. Barker, it was resolved to approve the following Consent Agenda items:

a. Payment of Bills, December 1993
b. Cancellation of Check No. 023358, $106.50, Dennis L. Godfrey
c. Refunds, Commissioner of Revenue:
:: General Rental Center, $56.88;
:: Charlie R. Jessee, $137.18;
:: Annie G. Humphreys Est., $36.30
:: Dewey A. C. Jessee, $19.37;
:: Uley S. Daniels, Jr., $25.58
:: Ralph E. Debusk, $1,088.00
:: Robert Lee Martin, $461.04
d. Appropriation of Funds to FASP Account, Sheriff's Office

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

****

17. Board Member Reports

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

WHEREAS, C-4 Media Cable serves a portion of the southwestern section of Washington County; and,

WHEREAS, WCYB Television serves the region as a local affiliate in network broadcasting; and,

WHEREAS, the two aforementioned or mutual parties have not yet reached agreement that will allow WCYB to be aired through the C-4 Media cable service.

THEREFORE, BE IT RESOLVED, that the Washington County, Virginia Board of Supervisors urges both parties to make all efforts to resolve any disputes so that full service may be restored to the affected area.

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

****

18. Citizen Comments:

At this time, Mr. Osborne invited comments from citizens on items that do not appear on the Agenda.

Ross Bish inquired about when an E-911 road sign will be erected, and recounted an incident whereby he requested assistance and was told by the Sheriff's Office that they did not have E-911 map books in their office.

****

19. Adjournment

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

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

Mr. Mathews	Aye	Mr. Ingle	Aye	Mr. Derting	Aye
Mr. Osborne	Aye	Mr. Parris	Aye	Mr. Barker	Aye
Mrs. Mumpower	Aye				

_____

James T. Osborne, Chairman