At a Regular Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on April 16, 2024, at 7:00 PM.

Present: Cheryl L. Cullers, Chair (South River District); Jerome K. Butler, Vice Chair (Happy Creek District); Victoria L. Cook, (Fork District); John W. Stanmeyer (Shenandoah District), and Richard A. Jamieson (North River District) also, Dr. Edwin Daley, County Administrator; Jason Ham, County Attorney; Jane Meadows, Deputy County Administrator; Todd Jones, Director of I.T.; Joe Petty, Director of Economic Development; Zach Henderson, Deputy Clerk of the Board

Call to Order:

Ms. Cullers called the meeting to order at 7:00 PM with a moment of silence,

Adoption of the Agenda:

On a motion by Dr. Jamieson, seconded by Mr. Butler, and the following vote, the Board approved the agenda as presented.

Ms. Cook, Aye; Dr. Jamieson, Aye; Ms. Cullers, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye

Public Comment Period:

No Individuals presented or spoke.

Board Reports:

Ms. Cook reported the following:

- Attended the Rivermont Fire and Rescue Banquet and thanked the volunteers for their invitation.
- Attended a Building Committee meeting to discuss the opening of the new Senior Center.
- Commented on the continuing Budget reviews and requests and looking for additional cuts etc.
- Commented that she is looking forward to the Audit.

Dr. Jamieson reported the following:

- *No report presented.*

Mr. Butler reported the following:

- Met with Youth Activity Representatives over the last two weeks to discuss issues with their contracts.
- Met with the Airport Commission chair and reviewed the New Airport rules and regulations.

Mr. Stanmeyer reported the following:

- *No report presented.*

Ms. Cullers reported the following:

- Attended a Fire Chief's meeting on the 3rd and discussed vehicles and the fire system.
- Attended the opening day of Boy's Baseball.
- Attended the Warren County Educational endowment showcase followed by a School Board meeting.
- Attended the opening day of Girl's Softball.
- Reminded the public of the upcoming meeting with the School Board to discuss the Budget on April 30th.

Dr. Daley reported the following:

- Reminded the Board of the work session in the following week and its contents.
- Reminded the Board of Early Voting starting on May 3rd and discussed making guidelines for use of the property.

Mr. Ham reported the following:

- *No report presented.*

Appropriations and Transfers:

On a motion by Ms. Cook, seconded by Mr. Stanmeyer, and the following vote, the Board approved the appropriations and transfers as presented:

Mr. Stanmeyer, Aye; Mr. Butler, Aye; Ms. Cullers, Aye; Dr. Jamieson, Aye; Ms. Cook, Aye

Approval of Accounts:

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board approved the accounts as presented:

Ms. Cook, Aye; Dr. Jamieson, Aye; Ms. Cullers, No; Mr. Butler, Aye; Mr. Stanmeyer, Aye

Approval of Minutes (3/19/2024):

On a motion by Dr. Jamieson, seconded by Mr. Stanmeyer, and the following vote, the Board approved the Minutes for 3/19/2024 as presented.

Mr. Stanmeyer, Aye; Mr. Butler, Aye; Ms. Cullers, Aye; Dr. Jamieson, Aye; Ms. Cook, Aye

Unfinished Business - Contract - ACOM, LLC Contract for Technical Services:

Mr. Jones stated that specific funding for this contract comes out of the I.T.'s Computer Services Account under Cabling, and currently for FY25 the budget for said cabling is $35,000 with approximately $34,00 spent in FY24. If an overage occurs, then a budget transfer will take place from another account for funding. Furthermore, any funds or projects over $50,000 will require Board approval, and this is how ACOM funds will be specifically controlled.

The ACOM Owner, Rob Adanitisch, spoke to the Board stating that the contract being presented is a task order-based contract. Therefore, if there is a project, they look at the project, give a quote, and then the County approves or disproves. He then stated that caping the contract materially changes the pricing and then theoretically ACOM should have the right to that pricing if the contract is kept.

Mr. Butler asked what the purpose of having a "Not to Exceed" was since if a project or purchase exceeds the amount, they would need Board approval anyway. Ms. Cook stated it is normal acquisition best practice and the reason she had requested it to be included is due to the ongoing budget cycle and ongoing cuts. Furthermore, the contract is open-ended and can be used as a contract vehicle for other entities.

Mr. Jones stated that the rationale for excluding the "Not to Exceed" portion is because another municipality might need to do a contract that's significantly more than $35,000, or costs, then additional approval is needed.

On a motion by Mr. Butler, seconded by Mr. Stanmeyer, and the following vote, the Board approved the contract for services with ACOM LLC with the following, change that article three, compensation and method of payment read, The County shall pay the independent contractor upon satisfactory performance in accordance with invitation for Bid #59639, the Paragraph titled Pricing Sheet which is attachment G, and that the County Administrator and Chairperson may execute all necessary documents that have been approved by the County Attorney.

Ms. Cook, No; Dr. Jamieson, Aye; Ms. Cullers, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye

Unfinished Business – Contract – Earthdiver LLC Contract for Tourism Website:

Mr. Petty stated that this contract is for the new Tourism website, and this will be funded with ARPA funds. The company selected has specialized in a lot of DMO websites, outdoor recreation, and has good tools that will be beneficial to the County.

Mr. Stanmeyer asked, in reference to the Tax Hearing the previous week, what Mr. Petty's thoughts were on the hypothetical example where an individual felt the Tourism budget had some "bloat" and in terms if what the return on investment of the website might bring in. Dr. Daley stated that it was the law. Furthermore, the County has a $0.05 Tax that $0.03 approximately $360,000 must go to tourism. When the County goes to invest beyond that total then the Board can have a clearer picture of the investment return.

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board approved the contract for services with Earthdiver LLC and authorized to Chair and the County Administrator, either of whom may act to execute all necessary documents that have been approved by the County Attorney.

Mr. Stanmeyer, Aye; Mr. Butler, Aye; Ms. Cullers, Aye; Dr. Jamieson, Aye; Ms. Cook, Aye

Unfinished Business – Contract – Civicplus, LLC Renewal of Annual Term Contract:

Mr. Jones stated that this is simply a defined contract specifically to hosting services and the requested caps have been included.

On a motion by Ms. Cook, seconded by Mr. Butler, and the following vote the Board approved the First Amendment to CivicPlus, LLC contract modification and authorized the Chair and County Administrator, either of whom may act, to execute all necessary documents that have been approved by the County Attorney.

Mr. Stanmeyer, Aye; Mr. Butler, Aye; Ms. Cullers, Aye; Dr. Jamieson, Aye; Ms. Cook, Aye

Consent Agenda:

1. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar B17 to Andrew Gass
2. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of 229 Stokes Airport Rd
3. Sole Source Award Notice
4. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar A14 to Otis Blake Bacon

On a motion by Dr. Jamieson, seconded by Mr. Butler, and the following vote, the Board approved the consent agenda as presented.

Mr. Stanmeyer, Aye; Mr. Butler, Aye; Ms. Cullers, Aye; Dr. Jamieson, Aye; Ms. Cook, Aye

Additional New Business:

Ms. Cook discussed the Town/County Liaison policy regarding Board member participation and the ability to speak at the meetings, stating that it was her understanding that Council members and Board members who are sitting in the audience can ask any follow-on questions or comments if they're recognized by the Chair or the Mayor. Additionally, she asked how agenda comments or amendments can be proposed if the new procedure states that participating Board members cannot ask questions or make comments.

Ms. Cullers stated that historically it was two members of each jurisdiction as well as the Town Manager and the County Administrator and whatever was discussed was then brought back to the other Board members. It was later decided that all members of the Board and Council would be invited and were to sit in the back of the room. In December 2023 it was decided that the County and Town would both vote and approve the Liaison Policy that re-affirmed that the people at the table were the only ones that participated. She then stated that if any member of the Board does have questions or comments, they can be sent to her via email prior to the meeting and they will be addressed.

For clarification, Mr. Ham stated that the Liaison Committee shall include the Mayor of the Town of Front Royal, the Chairman of the Warren County Board of Supervisors, the Front Royal Town Manager, the Warren

County Administrator, one Front Royal town Council Member, and one Warren County Board of Supervisor. Therefore, at any particular meeting, that is the membership and the latter two members, which are the Front Royal Town Council Members and Warren County Supervisor, the latter two members shall rotate between its various members from meeting to meeting.

Adjournment:

On a motion by Mr. Stanmeyer, seconded by Dr. Jamieson, and the following vote, the Board adjourned the meeting at 8:28 PM.

Ms. Cook, Aye; Dr. Jamieson, Aye; Ms. Cullers, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye