At a Regular Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on June 2nd, 2026, at 1:00 PM

Present – Warren County Board of Supervisors and County Staff: Cheryl L. Cullers, (South River District); Tony F. Carter (Happy Creek District); John W. Stanmeyer, (Shenandoah District) Richard A. Jamieson, (North River District); Hugh B. Henry, (Fork); also, J. David Martin, Interim County Administrator; Jason Ham, County Attorney; Alisa Scott, Finance Director; Mike Berry, Director of Public Works; Captain Charles Brogan; Gerry Maiatico, Assistant Fire Chief; Sherry Sours, The Commissioner of Revenue; Zach Henderson, Patrick Barker, Economic Development Director; Deputy Clerk to the Board of Supervisors.

Call to Order:

Ms. Cullers called the meeting to order at 1:00 PM with an opening prayer from Roger Vorous.

Dr. Jamieson was not present for the call to order and would arrive at approximately 2:20 PM.

Adoption of Agenda – Additions or Deletions:

Ms. Cullers stated that she would like to move the closed session to Additional New Business.

On a motion by Mr. Henry, seconded by Mr. Stanmeyer, and the following vote, the Board adopted the agenda as amended.

Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye

Presentation - Virginia Department of Transportation (VDOT):

Mr. Edwin Carter stated that mowing has been completed on all primaries and 60% of secondaries and are scheduled to complete all mowing by the 15th of this month. Additionally, they have cleaned out storm water basin on quadrant at 55/340/522, completed spring dry runs on winter weather equipment, repaired unpaved roads and cleaned up brush after storms. They will continue with grading operations and repairs of stream bank on Rt. 626 (Steed Lane). Plan pipe replacement on Rt. 610 (Bucks Mill Rd.) and the paving crew will be making repairs on Rt. 661 (Fairgrounds Rd.) and Rt. 624 (Morgans Ford Rd.).

Additionally, in regard to concerns from the Board, a plan is in place to address the drainage issue on Rt. 677 (Catlett Mountain Rd.) and Rt. 619 (Rivermont Dr.) as well as painting extra stripes for Thompson Hollow and is scheduled to be completed this week.

Report - Virginia Cooperative Extension:

Ms. Karen Poff stated that for her quarterly report, she will focus on the Northern Shenandoah Valley Financial Education program that she oversees in her role as Family Economics and strengthening personal finances through education and various programs. One fairly new program she emphasized is called Recovering your Finances and it is an eight session financial education series covering normal tasks such as budgeting, credit, banking, getting out of debt etc. and is designed for people who are in recovery because of financial situations. The program had good results in 2025 with up to 87% indicating that their knowledge has improved on different topics.

Update - Chester Gap VFD:

Dr. Martin introduced Todd Brown, Chief of Chester Gap Fire Department, who thanked the Board for their continued support for Chester Gap and stated that he had several meetings with Board members for both Rappahannock and Warren County. Prior to a scheduled meeting on April 30th, Rappahannock County had presented an MOA and was advised at that meeting that he had until May 15th to come up with an agreement. The April 30th meeting was postponed and Rappahannock County moved forward on May 4th instead of the 15th. They voted to take the funding that was funded for Chester Gap for the paid staff and move it to Flint Hill Fire Department. He emphasized that they have turned their back on the citizens of Chester Gap and the citizens of Warren County and started that Chester Gap has run an average of 500 calls for the past three years, 60% of which are in Warren County. Chester Gap has modern and updated equipment and apparatuses, but they do not have volunteer support, and it needs to be addressed because Chester Gap will no longer have paid staff starting on July 1st. This will put a great burden on company #1 and the paid staff there.

Chief Brown then mentioned the Safer Grant that Assistant Chief Maiatico will be presenting and stated that he 100% supports it but expressed concern for the next six months starting in July and is unsure how the County can move forward over that time and keep things covered. He then stated that for approximately $180,000 they can keep the program going until January and that will hopefully give time to get the Safer Grant and complete the hiring process and get people into the stations.

Mr. Carter commented that he had gotten his EMT certification 40 years ago and it required 40 hours of training back then, and now it's 120 hours and emphasized that the County has better trained volunteers, but they just don't have as many. He then asked that if Chief Brown has to turn over the equipment, EMS License, and Cost Recovery if that equipment would come under the County and its insurance. He then asked about the building and who would be covering that. Chief Brown stated that the equipment and cost recovery would go to the County, but the building would still be covered by Rappahannock.

Assistant Chief Maiatico stated that in the navigation for this item, he has provided a continuity of operations plan for Chester Gap as it relates to the citizens in the surrounding areas, in a three-phase plan. Phase One is what can be done immediately to ensure a response service to the citizens and how to ensure the continuity of operations, specifically EMS operations, and this will be business as usual for Warren County Fire and Rescue. They will continue to dispatch the Chester Gap station on calls for service within their response algorithm and parameters. Regarding Phase Two, after speaking with Chester Gap leadership, the fire department had signaled that they did not feel comfortable maintaining their EMS License, tool, and equipment with the lack of volunteers to meet state requirements that state there has to be a certain number of EMS providers to be an EMS agency. One of Chester Gap's requests was if Warren County considered absorbing their assets, meaning that they would sign over their medic unit and it would get titled by the County as well as all tools and equipment. Phase three would be the potential of staffing the Chester Gap Fire Department. Based on indications from Chief Brown and President Williams there is a need for additional support in staffing and the possibility of it being staffed with Warren County personnel.

Mr. Henry asked about the SAFER grant and when that would officially kick in and if it would be after the new year. Mr. Maiatico stated that new staff from the grant would most likely not be able to start until March based off of the current fiscal year budget as well as the recruitment period associated with that, and Warren County has committed its portion of the subcontractor funding through July. Mr. Henry then emphasized that the gap between July and March of next year would be purely volumeter based for the Chester Gap station.

Ms. Cullers stated that when the finances are looked at, the County does not pay the contractors' benefits and that it is worth looking into those numbers with cost recovery that they will bring in and see what can be done to give residents confidence that there will be somebody when they call.

Mr. Stanmeyer asked about a timeline on insurance renewals as it pertained to the volunteer insurance costs still riding on Rappahannock and presumed that would be a stopgap until their next renewal or underwriting. Mr. Maiatico stated that they are a Rappahannock County Station and are funded by that County from their fire levy tax in accordance with their distribution formula or their agreement. The only thing he envisions happening is that Warren County would take over the EMS services and the funding for those services. In terms of insurance, the medic unit and that equipment would fall under Warren County's insurance policy because they will physically own the item, but the building and apparatus will still fall under Chester Gap's Insurance policy, which is funded by Rappahannock.

Mr. Carter asked about the $186,000 through December 31st and if that amount of correct. Chief Brown stated that he does not have the exact amount but if it is done at the level of what Warren County is paying there part-time staffing it is comparable to $186,000 to $187,000 for six months.

Public Comment Period (60 Minute Time Limit)

1. **Lewis Moten:** spoke about the Budget Transfer guidelines for stronger fiscal oversight, emphasizing that he had concerns with what this report isn't showing with money that is coming from a budgeted action and moving toward the adopted budget, and stated that he would like to see where the money is coming from and where it's going to start tracking it more publicly. He further expressed concerns about the ongoing audit delays, variances on journal entries and the need for further clarity.
2. **Wells Bill:** stated that he delivered his tax relief application to the Commissioner's office on April 28th and emphasized that Warren County Ordinance does not allow for the deduction of disability benefits for the disabled from the applicant's total income and had thought that the Commissioner would use discretionary power to adjust their total income for 2025 but that did not happen. He then emphasized that the Federal Revenue Service allows for both qualifications for he and his wife who is 100% disabled and asked why Warren County does not allow for both qualifications, calling it immoral and abusive.

Board Reports

- **Dr. Jamieson reported the following:**
    - Concurred with Mr. Bill's concerns and hopes that this issue gets treated with detail and feedback is provided about what's going on.
    - Seconded Mr. Moten's comments regarding the audit status and emphasized that there should be some public reporting about the status and timing.
- **Mr. Henry reported the following:**
    - Commented on the Tax relief program that that is a topic of discussion for the upcoming work session and stated that some of the numbers need to be updated for income and how they are applied.
- **Ms. Cullers reported the following:**
    - Attended both Skyline and Warren County High School Graduations
    - Support the FFA Plant Bingo and urged the public to support them and their events in the community.
    - Attended the meeting at RSW Regional Jail to discuss their budget.

  - Attended Mayor Cockrell's retirement after 36 years of teaching.
  - Attended the Memorial Day Ceremony at the Courthouse on May 25th and thanked Mr. MacDougall for putting that on.
  - Commented on the second Warren County VA 250 event at Eastham Park and thank the Tourism Committee and Jane Meadows and the Tourism Committee for the work they put in for it.
- **Mr. Carter reported the following:**
  - Concurred with Mr. Bill's comments and requested that the Commissioner of Revenue look into this matter and possibly be in a position to advise the Board if policies need to be changed.
  - Commended the Sheriff's Office for securing the Patrick Leahy Ballistic Vest Grant and it appeared that there was not much of a match.
  - Commented on the upcoming work session item regarding High Top Road and the housing that has been proposed and the impact it may have on current residence wells and will discuss potential options during that item.
  - Stated that it may be time to consider reinstituting the Finance Committee and possibly re-look at their existing bylaws and updating the committee tasks and guidelines.
- **Mr. Stanmeyer reported the following:**
  - Met with Rockland constituents regarding maintenance questions and will be coordinating with Mr. Carter of VDOT on those.
  - Attended the Memorial Day Ceremony at the Courthouse on May 25th and was an uplifting and somber experience.
  - Regarding the public comment from Mr. Bill, he is sympathetic to his concerns and hopes that administration can look into whether what is asking for is possible and legal.
- **Dr. Martin reported the following:**
  - Brought Ms. Meadows to the front and presented her with "The Freedom Flows Honorary Canoe Paddle" as a thank you for the work she did for the recent Freedom Flows Festival at Eastham Park.
  - Further commented on the festival by emphasizing that he was in the perfect spot to see Tourism at its best and the positive conversations and interactions he had with both County residents as well as visitors. He then suggested that the work session topic on Tourism be postponed in part due to a conversation with Kelly Weaver of VTC (Virginia Tourism Corporation) regarding the possibility of conducting a strategic planning session with the Board of Supervisors.
  - Made an offer to Kelly Wahl to become the new Planning Director.
- **Mr. Ham had no report**
  - Congratulated Ms. Wahl and stated that it was well deserved and that he looks forward to continuing to work with her

Approval of Minutes – May 19th Regular Meeting

On a motion by Mr. Stanmeyer, seconded by Mr. Henry, and the following vote, the Board approved the minutes for May 19th as presented

Mr. Stanmeyer, Aye; Mr. Carter, Aye; Ms. Cullers, Aye; Mr. Henry, Abstain; Dr. Jamieson, Aye

<u>Consent Agenda:</u>

1. Contract Renewal - BFI Waste Services, LLC DBA Republic Services of Winchester **(removed for discussion)**
2. Warren County Sheriff's Office - Patrick Leahy Ballistic Vest Grant Program **(removed for discussion)**
3. Contract Modification - Berry Dunn **(removed for discussion)**
4. Warren Coalition - Landlord's Release & Consent **(removed for discussion)**

Ms. Cullers stated that she would like to remove all items for discussion.

BFI Waste Services, LLC DBA Republic Services of Winchester:

Mr. Berry stated that the County has previously solicited and awarded a contract to BFI Waste Services, LLC DBA Republic Services of Winchester for "Solid Waste Transportation and Disposal" for the Public Works Department in April 2024. The initial term of the contract is for twelve months with the option of nine one-year renewals, for a maximum total contract period of ten years. The initial term of the contract is for twelve months ending June 15, 2025, and the contract was amended to include an additional twelve-month term ending June 15, 2026.

At the beginning of each Renewal Term, the price shall be increased by a factor equal to the increase in the Consumer Price Index for all Urban Consumers for all items or such similar index as may be substituted therefore as published by the United States Department of Labor (Bureau of Labor Statistics) as of June 15th of such year, not to exceed a five percent increase each Renewal Term.

Ms. Cullers asked with totaling up the pulls and the yearly rate average of $272,871.60, if that fluctuates if the pulls become more or if that price is solid. Mr. Berry stated that will fluctuate based on the number of pulls that the County has, and the traffic at the transfer station based on various factors such as natural disasters, heavy winters, people cleaning out garages / brush etc. He then emphasized that the tonnage and number of pulls are tracked and monitored each month.

Mr. Carter asked about recycling and the state mandates that localities had to reduce their landfill waste. Mr. Berry stated that it is still in effect and that it is 25% for the whole County and not the landfill specifically. They are supposed to hit a 25% recycle rate on the waste that is received in the County versus the waste that is could be landfilled, this excluded industrial and process waste.

Ms. Scott stated as a point of clarification that the contract is for 12 months, and this is a contract period of 10 years, and the reason that this is not an automatic renewal which could be dependent upon the bureau of labor statistics and what that number is.

On a motion by Mr. Henry, seconded by Mr. Stanmeyer, and the following vote, the Board approved Amendment #2 to the Agreement between the County of Warren, Virginia and with BFI Waste Services, LLC, with such changes as approved by the County Administrator in consultation with the County Attorney and authorized the Chair and Interim County Administrator, either of whom may act, to execute all necessary documents that have been approved by the County Attorney.

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye

Warren County Sheriff's Office - Patrick Leahy Ballistic Vest Grant Program:

Captain Brogan stated that the Patrick Leahy Ballistic Vest Program Grant is something the Sheriff's Office applies for on an annual basis, and this year they were awarded (with a nearly 50/50 match) $14,776 that will roughly pay for half of 29 vests. Each vest costs approximately $1,040 a piece depending on which vendor can get it to them the quickest and also based on need.

On a motion by Mr. Stanmeyer, seconded by Mr. Henry, and the following vote, the Board approved the acceptance of this grant and appropriates $14,767.78 into the Sheriff's Office Grant Item budget line for fiscal year 2026 and, if not spent in 2026, approve that any remaining funds be appropriated to the fiscal year 2027 budget.

Mr. Stanmeyer, Aye; Mr. Carter, Aye; Ms. Cullers, Aye; Mr. Henry, Aye; Dr. Jamieson, Aye

Warren Coalition - Landlord's Release & Consent:

Ms. Cullers stated that one of the questions that came up and the reason she had requested this to be pulled was the part regarding the assets and their ownership and what the bank is evaluating. Ms. Christa Shifflet stated that these were not County owned assets and the bank was evaluating assets like their bookshelves, desks, computers. She emphasized that this is the first year they had to have a line of credit and they have one grant they can draw from currently, everything else is reimbursement up to 120 days. Furthermore, the bank had agreed and signed off on Mr. Ham's edits by crossing out items that could have been detrimental to the County.

Mr. Stanmeyer asked about indemnity and if the County would be indemnified against anything if the collateral was not sufficient. Mr. Ham stated that he does not know the value of the Coalition's assets as to the value of such indemnity but emphasized that this landlord's release and consent as presented by the bank does not include assets of Warren County, including its lease rights.

On a motion by Mr. Henry, seconded by Mr. Stanmeyer, and the following vote, the Board authorized the County Administrator to execute the Landlord's Release & Consent with such changes as are recommended by the County Attorney.

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye

Contract Modification - Berry Dunn:

Ms. Scott stated that at its April 22nd, Board of Supervisors Special Meeting, the Warren County Treasurer presented a contract and budget for the FY25 cash reconciliations. Within the body of the explanation and summary was additional information regarding the FY24 cash reconciliations. This agenda item is to highlight the FY24 contract for cash reconciliation and request the Board review and approve the need for a contract modification. The sole purpose of the contract modification is to increase the budget from $100,000 to $140,490.

This request is to approve a contract amendment and budget amendment for $40,490 for both work completed and estimated work for the FY24 cash reconciliations. As of March 6th, 2026, this contract was over budget by $19,710.00. The reason this went over budget was due to a scope increase at the county's request for Berry Dunn to reconcile more bank accounts than the original 2941 account. An estimate of $20,780 is provided should additional assistance be necessary in preparation for the audit and applying the auditor's suggested entries to the general ledger after the audit is complete.

Funding will come from penalties and interest revenue collected through Delinquent Collections in FY26, which as of 03/31/2026 is $177,253 over the budget of $1,300,000. This means that more penalties and interest is being collected than was budgeted. By June 30, 2026, the revenue is expected to be between $470,000 to $750,000 over budget. It is the recommendation of the Finance Director that a portion of this revenue be additionally appropriated to fund the FY24-FY26 cash reconciliation proposals.

Berry Dunn has submitted a proposal for a one-time engagement to complete these reconciliations. Their familiarity with our situation, coupled with their proven record of accuracy and timeliness, makes them a strong partner to ensure we progressively move forward.

Ms. Cullers asked about the 24 Audit and if this money will get it done. Ms. Scott stated that the trial balance has been provided to the auditor. In January, it was discovered that there were additional bank accounts that needed to be reconciled, which bumped up the increase to over $100,000 which then required a significant amount of weekend work, and a significant amount of time with the Treasurer's Office and Finance staff. The auditors received the trial balance and would be coming back the week of June 15th. As a result of that delay, the audit had to be pushed back until the end of July and they have not confirmed that the end of July will work for them, but that is the current expectation.

Ms. Cullers then stated that she still is not understanding what they need and if everything has been done and if it's just a matter of handing it over to them, or their constraints with meeting other clients, or if there is something that has yet to be completed on the County's end. Ms. Scott stated that for the FT 24 Audit, they have everything they need with the trail balance being handed over to them, which was the final piece they needed.

Dr. Jamieson confirmed with Ms. Scott that the trial balance was for all accounts in 2024; he then asked about the change for another $50,000 for cash reconciliations and approving the payment for the overages incurred. Ms. Scott stated that the work that Berry Dunn is specifically doing is for cash reconciliations and that every other piece of the audit has already been done.

Ms. Cullers then asked where the County was with the FY 25 and 26 Audits. Ms. Shanks stated that Berry Dunn is making headway and they are on target and at the end of next week they will probably know exactly where they are and their target date is to have everything completed as far as the cash reconciliation by the end of July.

Ms. Cullers asked that if moving forward if everything will be reconciled daily, weekly, monthly so that the County is not going to have this issue. Ms. Shanks stated that her office reconciles to the bank daily and they also reconcile to the general ledger to see if there are issues with things that have been posted, and that there will always be end of the month reconciliation that needs to be done to pull everything together. As long as the County is using the Bright software and having to do everything manually, there will always be an end-of-the-month reconciliation and things to balance to make sure everything is where they are supposed to be as well as reconciling the general ledger.

Ms. Cullers stated that she understood the need for new financial software but she emphasized that the County has had Bright for decades but the County has not has this issue for decades and wants to be able to assure the public that whatever the issue is, it is being worked on so this does not happen year after year.

Mr. Stanmeyer asked, in correlation to talk in the community about a forensic audit that pivoted to agreed upon procedures and Berry Dunn's documentation of a process, if a handbook or documentation was coming if there was turnover then no one else would start with a blank slate. Ms. Shanks stated that the procedures and processes from the beginning of 2024 were examined and starting with a transmittal form that all the departments had to provide to ensure that what they were actually putting in the bank balanced to what their records and our records that they were given as what were. She can certainly speak with Berry Dunn about a procedural handbook that they would like to share based on what they've done.

Mr. Henry stated that at a previous meeting, Dr. Jamieson mentioned putting out a bid for a different scope of work that would highlight the strengths and weaknesses to see where the system may have had some fail points and to prevent that from happening again, then asked if there was ever a follow up or any pricing. Dr. Jamieson commented that one of the things he had emphasized was that if it is not in the scope of Berry Dunn's work, then it is not going to happen.

Ms. Scott stated that she had spoke to Berry Dunn about an agreed upon procedure and they were working on something but needed to further define the scope, and based on her most recent conversation with them, Berry Dunn referred to something more akin to a Standard Operating Procedure.

Mr. Carter stated that it is his understanding that when there is a change in the Treasurer's office, the state will come in and do a turnover audit and asked what that showed. Ms. Shanks stated that the turnover audit was completed and turned over to their office last July and that it was her understanding that every one of those account balances has changed after the audit and emphasized that there were internal control issues and there were not any huge discrepancies.

On a motion by Mr. Stanmeyer, seconded by Mr. Henry, and the following vote, the Board approved the contract modification to the FY24 Berry Dunn Cash Reconciliation contract with a not to exceed amount of $140,490.00.

Mr. Stanmeyer, Aye; Mr. Carter, Aye; Ms. Cullers, Aye; Mr. Henry, Aye; Dr. Jamieson, Aye

Fire and Rescue AFG and SAFER Grant Review:

Mr. Maiatico provided a presentation for the Federal Emergency Management Agency SAFER Grant Review that detailed the following information:

- SAFER Covered Cost
  - $91,157.38 covered by the Grant
  - $89,031.45 not covered by the cost
- Fire Chief's Recommendation of 24 Position Request
  - 6 positions for Station #1 – Front Royal
  - 6 positions for Station #10 – North Warren
  - 6 positions for Station #9 – Chester Gap
  - 6 positions for Station #4 – Linden
- Cost Impacts of 24 Positions
  - $1,117,375 for Year 1 / $896,575 for Year 2 / $1,768,686 for Year 3
- Fire Chief's Recommendation of 18 Position Request
  - 6 positions for Station #1 – Front Royal
  - 6 positions for Station #10 – North Warren
  - 6 positions for Station #9 – Chester Gap
- Cost Impacts of 18 Positions
  - $908,039 for Year 1 / $687,239 for Year 2 / $1,343,572 for Year 3
- Fire Chief's Recommendation of 12 Position Request
  - 6 positions for Station #1 – Front Royal
  - 6 positions for Station #10 – North Warren
- Cost Impacts of 12 Positions
  - $523,072 for Year 1 / $412,672 for Year 2 / $850,228 for Year 3
- Shifting Staffing from FS1 to FS9
  - Front Royal – 1,839 responses
  - Chester Gap – 177 responses (106 to WC / 71 to Rapp.)

Ms. Cullers stated that this would be a significant amount of money to be looking at, and Mr. Carter asked if Fire and Rescue can just put in the application or if the Board needed to direct Fire and Rescue. Mr. Maiatico emphasized that they can go ahead and put in the application but cautioned the Board not to reject the grant should it be awarded because that could leave a mark on the next time they wish to apply, and further emphasized that it has to be all of it and can't be a partial acceptance. Mr. Carter then asked how many SAFER grants have been applied to in the past. Mr. Maiatico stated the in his personal tenure, they have applied four times and have been successful once, in part due to intent behind the grant and how the verbiage is structured.

Ms. Cullers stated that she does not disagree with the need, but her concerns are with long-term costs. Years one and two is almost a penny increase in tax with year three being a 2-cent increase. She acknowledged that if the grant is not awarded then the positions will be part of the next budget requests and further advised that staff can be added as long as the County can financially afford to do so.

Dr. Jamieson mentioned the bond payments that will fall off soon and emphasized that it is well established, from a public education point of view, that Fire and Rescue is understaffed to the point of having staff and citizens in dangerous conditions.

On a motion by Mr. Henry, seconded by Mr. Stanmeyer, and the following vote, the Board tabled this item for a June 9th Special Meeting.

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye

Additional New Business:

Closed Session:

At approximately 4:27 PM, on a motion by Mr. Henry, seconded by Mr. Stanmeyer, and the following vote, the Board entered into a closed meeting under Section 2.2- 3711(A)(1) for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, salaries, or resignation of specific public officers, appointees, or employees of the public body. The subject matter is the County Administrator position. Additionally, the Board entered into a closed meeting under Section 2.2-3711(A)(8) for the purpose of the provision of legal advice regarding specific legal matters requiring such advice. The subject matter requested is amendments to the County/Front Royal meals tax agreement.

Mr. Stanmeyer, Aye; Mr. Carter, Aye; Ms. Cullers, Aye; Mr. Henry, Aye; Dr. Jamieson, Aye

At approximately 5:51 PM, on a motion by Me. Henry, seconded by Mr. Stanmeyer, and the following vote, the Board certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Section 2.2- 3711(A)(1) and (A)(8) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye

Regular Meeting Adjournment:

On a motion by Mr. Henry, seconded by Mr. Stanmeyer, and the following vote, the Board adjourned the regular meeting portion at 5:52

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye

Work Session:

Discussion - Economic Development Strategic Plan:

Mr. Barker provided the Board with a 6-month strategic plan for Economic Development that included the following:

- Month #1
    - Competitive Analysis & Asset Inventory
    - Existing Business Assessment (START BUSINESS RETENTION)
    - Website Audit & Quick Fixes
    - Marketing Materials Development
    - Industrial Site Readiness - Phase 1: Inventory
    - Stakeholder Engagement

    - Business Attraction - Network Building Begins
    - Communications to Community
- Month #2
    - Establish Business Retention as Priority #1
    - Identify Targeted Industries
    - Marketing Materials Development
    - New Website Design
    - Industrial Site Readiness
    - Small Business
    - Communications to Community
- Month #3
    - Develop Strategy, Mission, and Goals
    - Workforce Development - Initial Assessment
    - Business Attraction - Network Building Continues
    - Industrial Site Readiness – Characterization Complete
    - Small Business – continued
    - Catalyze Redevelopment of Strategically Important Properties in Front Royal
    - Communications to Community
- Month #4
    - Business Retention - Scale the Program
    - Incentive Policy Development
    - Business Attraction - Network Building Continues
    - Small Business – continued
    - Communications to Community – continued
- Month #5
    - New Website Design
    - Workforce Initiative - Employer Roundtable
    - Incentive Policy Review
    - Site Readiness – Phase 3 Project Ready Site Program (Long-term Initiative Begins)
    - Catalyze Redevelopment of Strategically Important Properties in Front Royal
    - Communications to Community – continued
- Month #6
    - Small Business – continued
    - Business Attraction - Network Building Continues
    - Incentive Policy Adoption
    - 6-Month Progress Report
    - Communications to Community – continued

Discussion - Tourism Plan:

Ms. Meadows stated that from a budgetary perspective with the Warren County VA 250 events, purchases were made to cover those costs in the upcoming fiscal year for July 3rd and July 4th, which also tags on to the October event. However, all of those events and supplies for those events have been purchased already using fiscal year 26 funding. She then emphasized that tourism dollars are coming from the Transient Occupancy Tax, and 3% is required to be spent on Tourism, therefore none of the Tourism Budget is coming from the general fund. The total budget for FY 26 is $360,000 and $166,440 has been spent thus far. From 2017 through 2025 the Transient Occupancy Tax was tracked and there is over $1.3 million that has not been spent towards Tourism and there will be $193,000 to it this year. She then stated that she had a meeting with Kelly Weaver of VTC the previous Friday and she had emphasized to her that whatever the County did for Tourism, it will be done in a strategic manner because of the 9-cent tax increase that was just imposed, and stressed the need to lower the tax burden for the citizens as much as possible. She asked Ms. Weaver about duplicating services and if it would be more beneficial for the Town and County to have its own Tourism identity, or if Tourism should be handled primarily by the Town and the County focus more on Capital Improvements. Ms. Weaver stated that various regions have done it differently and that there was no wrong answer but stressed that the County has to find what works for their region and stresses the importance of partnering with Economic Development. Ms. Meadows emphasized to the Board that Economic Development and Tourism are "cousins" and need to work together, however, there should be someone focused on each. Her biggest takeaway from the meeting is that VTC is able to facilitate a strategic planning meeting and asked if the County wanted to have a joint meeting with the Town and go through it together with them as a third-party facilitator.

Discussion - Ordinance for Triennial review of exempt property & Tax Relief for the Elderly:

Ms. Sours stated that the Virginia Acts of Assembly allows her office to review exempt properties, and she would like to get an ordinance. There are a lot of exempt properties in Warren County, and her office does review them, but she would like this ordinance as a backup, emphasizing that Frederick County, the City of Winchester, and other localities all have a similar ordinance in place.

Regarding Tax Relief for the Elderly, Ms. Sours stated that the state gives her office base guidelines and they allow localities to set the income brackets and the financial net worth. She then emphasized that one thing that her office does need to work on is the exception to the income limit and the need to increase they can exclude off the income of people and relatives who live in the household.

Dr. Martin suggested that since the Board has a meeting scheduled for next week on June 9th, and one of the agenda items slated for discussion tonight would require staff who have gone home if the remaining items for this meeting could be moved to the June 9th meeting.

On a motion by Mr. Henry, seconded by Dr. Jamieson, and the following vote, the remaining work session items were tabled to the June 9th meeting.

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye

On a motion by Mr. Henry, seconded by Mr. Carter and the following vote, the meeting adjourned at 8:13 PM

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye