

VIRGINIA:

At the regular meeting of the Board of Supervisors held at the Charles City County Government and School Board Administration Building thereof on **Tuesday, October 27, 2015 at 6:00 p.m.** in the 240th year of the Commonwealth and the 381st year of the County.

PRESENT: Gilbert A. Smith, Chairman
Floyd H. Miles, Sr.
William G. Coad

RE: EXECUTIVE SESSION

Bill Coada motioned to enter into closed session to discuss investment of County funds under Section 2.2-3711(A)(6), respectively, of the 1950 Code of Virginia. Motion passed unanimously.

Motion was made by Floyd Miles to return to open session. Motion passed unanimously. Motion was made by Bill Coada to certify the Board of Supervisors only discussed public business matter exempted from statutory open meeting requirements identified in the motion to convene to Executive Session. Motion passed unanimously.

RE: ADOPTION OF AGENDA

Zach Trogdon stated under Item 7. County Administrator's Report he would suggest moving Item E. County Logo with Visual Appeal to Item 3. Presentations; moving Item B. DMV Selective Enforcement Grant to Item H.; and adding Broadband Presentation to Item 3. Presentations. Motion was made by Floyd Miles to adopt the Agenda with changes. Motion passed unanimously.

RE: CONSENT AGENDA

Bill Coada motioned to approve the Consent Agenda as presented. Motion passed unanimously.

- a. Approval of Minutes:
 - September 25, 2015 Regular Meeting Minutes
 - October 6, 2015 Recess Minutes
- b. CH2M Hill Invoice for Services through September 18, 2015
- c. Appropriations for the month of November 2015

Charles City County November Appropriations

*Deputy
County
Administrator
Recommends*

General Fund Agencies

11010	Board of Supervisors	\$	5,488
12100	County Administrator		9,686

12210	Legal Services	6,000
12220	Non Departmental	17,500
12221	Non Departmental-Telecom	25,000
12240	Audit	-
12310	Commissioner of Revenue	16,732
12410	Treasurer	14,813
12420	Management Services	17,650
12425	Information Technology	35,597
12520	Motor Pool	6,650
12530	Central Gas	905
12600	Memberships	-
13100	Electoral Board	-
13200	Registrar	-
21100	Circuit Court	-
21200	Combined GD/JD Court	-
21300	County Magistrate	-
21600	Clerk of Circuit Court	2,000
21700	Sheriff Judicial	13,790
21800	Courthouse Security Fund	1,350
21930	Crater Criminal Justice T.C.	-
22100	Commonwealth's Attorney	17,881
31200	Sheriff Law Enforcement	46,150
31900	Sheriff Support	-
31920	County-School Resource Officer	4,675
32200	Fire Protection	-
32300	Emergency Medical Response	9,404
32350	E 911	-
32400	Wireless E911	1,700
33150	Correction & Detention	32,000
33300	VJCCCA	-
33310	Col Com Correction jb	-
33320	9th District Court Services	-
34400	Codes Enforcement	8,300
35100	Animal Control	7,521
35300	Medical Examiner	-
35500	Emergency Services	2,389
42400	Landfill Monitoring	19,730
43200	General Properties	219,940
51100	Health Department	-
52200	MH/MR Services Board	-
53600	Contributions	-
68010	John Tyler Community College	-
71100	Parks and Recreation	36,854
71200	Lewis Park Boat Ramp	-
73200	Library/Cultural	-
73210	Center For Local History	-

81100	Planning Commission	-
81200	Planning Department	28,234
81600	Com Development Cont	(60)
82650	Environmental Mgt Cont	-
83300	Cooperative Extension	9,800
91400	General Fund Contingency	119,112
92100	Revolving Account	-
92400	FY15 Carry-Over	-
95000	Debt Service	36,188
	Total General Fund	\$ 772,979
43400	Public Utility Fund	48,415
Fund 311	Capital Improvement Plan	-
	Total Board of Supervisors	\$821,394
Appropriations		
61101	Instruction	488,355
62119	Admin, Attendance & Health Serv.	74,721
63109	Pupil Transportation	60,313
64209	Operations & Maintenance	88,964
68109	Instructional Technology	32,914
213	Self-Sustaining Fund	-
214	Textbook Fund	-
215	Food Service Fund	56,680
216	Capital Fund	-
	School Fund Total	\$ 801,947
ALL FUNDS		
	BOARD OF SUPERVISORS	821,394
	SCHOOL OPERATING	801,947
	SOCIAL SERVICES	135,952
	SPECIAL WELFARE	-
	GRAND TOTAL ALL FUNDS	\$ 1,759,293

RE: PRESENTATIONS

RESOLUTION: WAKIE HOWARD, NEW KENT SHERIFF

Gilbert Smith presented Sheriff Wakie Howard, Sheriff of New Kent County, with a resolution from Charles City County. The Board thanked Sheriff Howard for the services he has provided to the County whenever needed. Sheriff Wakie Howard will be retiring December 31, 2015, with 36 years of service. He is the longest serving Sheriff in the State.

RECOGNITION OF SHERIFF WAKIE HOWARD

WHEREAS, Mr. Farrar W. Howard, Jr. (Wakie) was born in Charles City County to Dr. Farrar W. Howard, Sr. and wife, Jeannette.; and,

WHEREAS, Sheriff Howard received his Bachelor of Arts degree from the University of Richmond and completed professional law enforcement training at the Peninsula Academy of Criminal Justice and the Virginia Criminal Justice Officers' Standards and Training Commission; and;

WHEREAS, Sheriff Howard began his first term as Sheriff of New Kent County on January 1, 1980; and;

WHEREAS, Sheriff Howard will complete his current term on December 31, 2015, and is not seeking re-election; and;

WHEREAS, during his years of service, Sheriff Howard has served as President of the Virginia Sheriff's Association and Chair of the Virginia Law Enforcement Professional Standards Commission; and;

WHEREAS, Sheriff Howard has received awards from both the National Sheriff Association and the International Association of Chiefs of Police; and;

WHEREAS, when Charles City County has needed assistance, Sheriff Howard has always been willing and able to devote the needed time and resources; and,

WHEREAS, Sheriff Howard has been an integral part of making the Charles City County and New Kent County area the safe and desirable place that it remains today;

NOW, THEREFORE, BE IT RESOLVED that the Charles City County Board of Supervisors, on behalf of the citizens of this County, extends its sincere appreciation to its native son, Sheriff Wakie Howard in recognition of the many contributions made to the Charles City County community.

VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT Residency Administrator, David Christoph, gave the following monthly report for the month of October 2015:

**CHARLES CITY COUNTY
October 2015 – Monthly Report**

Maintenance: Work Bike Race Event Clean & Grease Equipment For Dry Run Repair Driveway / W #21-A Stone <ul style="list-style-type: none">• Rt. 618, Adkins Rd. Install, Replace Driveway Pipe (Concrete) <ul style="list-style-type: none">• Rt. 106, Roxbury Rd.• Ditching W/ Gradall <ul style="list-style-type: none">• Rt. 631, Cool Hill Rd.• Rt. 607, Wayside Rd.	David Christoph
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Cut Back Site Problems W/ Slope Mower

- Rt. 615, The Glebe Lane
- Rt. 607, Church Lane
- Bike Trail
- Rt. 626, Old Elam Cemetery Rd.

Litter & Trash Bag Pickup

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 618, Adkins Rd.
- Rt. 615, The Glebe Lane
- Rt. 609, Barnett Rd.
- Rt. 620, Lewis Tyler Lane
- Rt. 623, Wilcox Neck Rd.

Bike Trail Cleanup

- Grass Cutting
- Blowing Trail
- Cut Out Patch, Repaired w/Hot Mix, Bridge entry at Rt. 155
- Cut Back Site Problems w/ Slope Mower
- Hand Blowing Bridges & Overpasses
- Repair washout near Rt. 665
- Spraying pave Edges on Trail
- Cutting Limbs, Pruning
- Litter Pickup
- Replace Rotten wood on Bridge
- Weed Eating

Clean Out Pipe w/ Atlantic Pipe Cleaning (Contractor)

- Rt. 631, Cool Hill Rd.
- Rt. 642, Stagg Run Rd.
- Rt. 607, Wayside Rd.
- Rt. 630, Samaria Lane
- Rt. 654, Deerfield Rd.
- Rt. 620, Lewis Tyler Lane
- Rt. 635, Holly Tree Lane
- Rt. 626, Old Elam Cemetery Rd.

Cleanout Beaver Dams

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 623, Wilcox Neck Rd.
- Rt. 614, Sturgeon Point Rd.

Pot Hole Repair

- Rt. 614, Sturgeon Point Rd.
- Rt. 612, Ruthville Rd.
- Rt. 624, Horseshoe Rd.

Cleanout Pipe by Hand

- Rt. 620, Lewis Tyler Lane

- Rt. 607, Wayside Rd.
- Rt. 658, Kimages Rd.
- Rt. 625, West Run Rd.
- Rt. 609, Barnett Rd.
- Rt. 615, The Glebe Lane
- Rt. 623, Wilcox Neck Rd.
- Rt. 602, Lott Cary Rd.
- Rt. 618, Adkins Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 106, Roxbury Rd.
- Rt. 155, Courthouse Rd.
- Rt. 624, Horse Shoe Rd.

Repair Driveway Entry w/Hot Asphalt

- Rt. 618, Adkins (Steve Furman)

Cutting / Throwing Back Limbs

- Rt. 658, Kimages Rd.
- Rt. 625, West Run Rd.
- Rt. 607, Wayside Rd.
- Rt. 650, Cattail Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 610, Green Oak Rd.
- Rt. 601, Liberty Church Rd.

Shoulder Repair / w Stone

- Rt. 5, John Tyler Mem. Hwy. West of Rt. 608, Shirley Plantation

Ender Spray Patching

- Rt. 629, Alpine Rd.
- Rt. 618, Adkins Rd.
- Rt. 607, Church Lane
- Rt. 641, Little Elam Rd.
- Rt. 625, West Run Rd.
- Rt. 639, The New Rd.
- Rt. 612, Ruthville Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 632, Tyler Mills Rd.
- Rt. 666, Waymacks Rd.
- Rt. 631, Cool Hill Rd.
- Rt. 630, Samaria Lane
- Rt. 636, Shady Lane
- Rt. 665, Harrison Lake Drive

Next Month's Agenda

- Ditch Cleaning/ Secondary
- Beaver Control
- Bike Trail Cleanup
- Litter Control / Secondary

<ul style="list-style-type: none"> • Tree Trimming • Sign Repair/ Primary & Secondary 	
CONSTRUCTION	
<ul style="list-style-type: none"> • Rte. 5 bridge at Herring Creek – the project’s anticipated completion date is 01/2016. Contractor has demolished the westbound side of the old bridge and are beginning work on the substructure. 	Keith Rider, P.E.
TRAFFIC STUDIES/SPECIAL REQUESTS	
Nothing to report this month	
Residency Report from David Christoph:	
<ul style="list-style-type: none"> • Dr. Steve Fuhrmann was asking about upcoming paving that is to be done on Adkins Road. He advised that in the past the contractor had not properly tied into his paved driveway. We had the paving contractor tie into the existing wedge of the entrance. • Mr. Lloyd Carter had inquired as to the right of way limits on Route 602 (Lott Cary Road) as you head west from the intersection. I had to do some research at the Courthouse and have a plat for Mr. Carter to see on the limits. 	

David Christoph stated the road signs on Wilcox Wharf Road have been cleaned. Floyd Miles asked if the engineering traffic study he requested on Lott Cary Road has been done. David Christoph stated he has not heard back from the traffic engineer. Bill Coada asked David Christoph to see if anything can be done in reference to the speed study he has been requesting on Cattail Road.

Victoria Cox-Washington, 105011 Shady Lane, Charles City, Va., thanked David Christoph for his quick response and for fixing Shady Lane Road.

Donald Hayes, 12121 Tylers Mill Road, Charles City, Va., stated VDOT did a great job filling pot holes. He also stated the ditches need to be pulled; if VDOT pull the ditches they will not need to be pulled for another two to three years.

VISUAL APPEALS - COUNTY LOGO

Matt Rowe, Planning Director, gave a brief overview on what the County has been working on in reference to Tourism for Charles City County. He stated nine months ago Becky Stewart, a representative from VTC (Virginia Tourism Corporation) and himself started meeting to discuss tourism in the County; the meeting turned into an actual Tourism Task Force with 20 to 25 people in attendance. The County applied for and has been awarded a grant in the amount of \$30,250.00 from VTC, with a match from the Tourism Stakeholders, with no cost to the County to fund a County tourism logo, with input from Tourism Stakeholders, and a community tourism website, (www.visitcharlescity.org). Using funds from the grant, the County hired Visual Appeals to create the branding, logo and website for the County. Nichole Lewis and Carol Reese, from Visual Appeals were in attendance to present the County Logo they designed to the Board for comments. The logo brand states “Charles City County - Let us surprise you!” Matt Rowe also stated the County lacks signage of how to get to places in Charles City County. The Tourism Stakeholders are willing to pay for signs to place on the County corridors; working with VDOT to get this done. The Board agreed the logo looks good to keep up the good work and to keep them updated on this project.

BROADBAND PROVIDER

Matt Rowe, Planning Director, stated he would like to make an announcement tonight on the Telecommunications Project. He gave an overview of the County receiving a \$600,000 Community Development Block Grant from Virginia Department of Housing Community Development to create an open access for broadband network in the County with a local match of \$55,000. The project will consist of eight miles of underground fiber in the Roxbury Area with discussion of having two wireless towers in utilization of the existing tower in the Courthouse area. The project construction is expected to be completed by the end of 2015. Matt Rowe stated tonight he has the privilege to announce SCS Broadband will be the provider for the County network; they have a proven track record of bring true high speed internet service to under serviced areas in Virginia using wireless and fiber optic technologies. Matt Rowe introduced Clay Stewart and Lon Whelchel from SCS Broadband. SCS Broadband showed a presentation on how towers are installed and the different looks of towers. They asked that if you are interested in being connected to their service go to www.scsbroadband.com (check for service) and email them, that way they will know the demand for service in your area. Floyd Miles stated one of the most frequent questions he gets from his constituents is will this service be affordable? They look at competitive rates across the area. Gilbert Smith opened questions up to the public. Some of the questions asked were any idea of the monthly cost. For typical service the cost is \$39.00 monthly; equipment installment is \$200.00 which includes support cost and installment cost with a guarantee for the life of the service. What is the business level of service? Response for business is 24 hours. What is the radius to receive service from a tower? 10 to 12 miles from tower, they expect it to increase here because of flat land. It was asked about the neighboring counties. Will they benefit from the radius around the tower? Yes. Will we be able to have phone service through this service? No, not in this area. The eastern end of the County has no internet service now, will they be able to get service, and if so, how will they get it? Signal will be received from Ruthville. Matt Rowe stated in the near future community meetings will be scheduled with SCS Broadband to answer questions.

RE: PUBLIC COMMENT PERIOD

Lt. Colonel John F. Miniclier, US Army Retired, 11620 Eagle Nest Road, stated the Steak Feast was successful this year. Every year the Ruritan Club provides \$8,000.00 in scholarships. He stated he appreciated Zach Trogdon, County Administrator, for cooking the steaks in the absence of one of their members. John Miniclier also stated the County used to record meetings to ensure there was no confusion on what was being said at Board meetings. He stated he heard the school may be interested in an audio/visual recording where you can review the meetings at home if you could not attend; he stated he hopes that is something the Board supports. John Miniclier also stated he took a quick look at the Ordinance for Utilities and he recommend the County review the sewer and water connection fees. He congratulated the County for receiving a 1.1% low interest rate loan for the waste water plant at Mt. Zion Hide-Away; he thinks \$800,000.00 is high and would like to talk to someone to see what the goal is for this project.

RE: PUBLIC HEARING

Virginia Investment Services, LLC

Gilbert Smith stated the joint public hearing between Board of Supervisors and Planning Commission is a request from applicant, Gerald Blankenship; owner, VA Investment Services, LLC, to rezone 150.584 acres, Tax Map #6-1, from Agricultural (A1) to Limited

Residential Agricultural (A-20) for the purpose of possibly subdividing acreage into large lots in the future. The site is located off Charles City Road on Little Buck Trail (private road), in the western portion of the County near the Henrico/Charles City County line.

Becky Stewart, Planning Department, gave a brief overview of the application. She stated the application was sent to the Development Review Committee that consists of Department of Health, Department of Transportation, Virginia Marine Resource Commission, Army Core of Engineers, Sheriff Department, Emergency Training System representing EMT and Fire Department, the applicant and the Planning Staff. The Sheriff Department had a concern about curves at the entrance onto Charles City Road; VDOT was going to look into this and get back with the applicant. There has been no correspondence from VDOT to the Planning Department regarding that issue, and no other issues have been presented to the Planning Department on this request.

Public Hearing was opened. One person spoke on the issue:

Debra Jolly, 2911 Little Buck Trail, Charles City, VA., stated Little Buck Trail is just that, it is a trail not a road. There used to be nothing but a hunt club on this trail. The road is nothing but dirt and gravel; the road washes away when it rains. With rezoning there will be more traffic on this road and it will not be able to handle the traffic. She stated there are only three people that live on the trail. Her major concern is the trail will be destroyed; who's going to maintain or take care of the road?

Public Hearing was closed.

Becky Stewart stated there is a Deed of Easement agreement, if further development of the property happens the road will have to construct to State standards. Bill Coadas asked if the land was one plat, one tax number; the answer was yes. Planning Commission approved and forwarded request to the Board of Supervisors.

Bill Coadas motioned to approve REZ-05-2015 as presented by the Planning Commission. Motion carried unanimously.

Amendment to adopt Section 22 Telecommunication Facilities in the Zoning Ordinance

Ed Baber asked the Planning Department to give an overview for the adoption of Section 22 Telecommunication Facilities in the Zoning Ordinance. Matt Rowe stated the purpose for adopting Section 22 in the Zoning Ordinance is to provide an opportunity for the citizens of Charles City County to access affordable and reliable broadband and telecommunications services, and to create a set of standards to permit various types of telecommunications structures without these structures having potential adverse impacts on the County's rural character and environmentally sensitive areas.

It was asked that if the County has three towers and there are surrounding neighbors that cannot receive signal will individuals be able to have data poles installed to allow others to receive signal. Matt Rowe answered yes, data poles can be put up on taller structures to allow signal to be extended to neighbors if they are surrounded by trees. Matt Rowe stated this ordinance will give the County authority to review request and there are standards that has to be met as data poles cannot be placed in certain areas such as historical designated areas on the

registrar, wetland areas, Chesapeake Bay Preservation Act areas, unless the Planning Commission approves a special use permit.

Public Hearing was opened. There were no comments. *Public Hearing was closed.* Planning Commission approved and forwarded request to the Board of Supervisors.

Floyd Miles motioned to approve Amendment to adopt Section 22 Telecommunication Facilities in the Zoning Ordinance. Motion passed unanimously.

RE: APPOINTMENTS

No appointments were made.

RE: COUNTY ADMINISTRATOR'S REPORT

Michelle Johnson stated the County has received a Litter Control Grant for FY2015-2016 in the amount of \$6,427.00. She recommended the Board accept this grant that will be used for litter prevention activities in the County. This grant will be managed by the Department of Planning; there is no match for this grant. Floyd Miles motioned for approval of Litter Control Grant for FY2015-2106. Motion passed unanimously.

Zach Trogdon stated the County would like the Board to accept a resolution to make an amendment to Classification and Compensation Plan Language in the County Personnel Policy. The amended language is more detailed about performance and fair equitable pay.

RESOLUTION AMENDING THE PERSONNEL POLICY OF CHARLES CITY COUNTY, VIRGINIA

WHEREAS, the County seeks to make certain amendments to the Personnel Policy of Charles City County (the Policy).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CHARLES CITY COUNTY:

That Chapter 3 is amended to read as follows:

CHAPTER 3. GUIDELINES FOR ADMINISTRATION OF THE CLASSIFICATION AND COMPENSATION PLAN

The Classification and Compensation Plan is reviewed and adopted by the Board of Supervisors as part of the annual operating budget. The following administrative guidelines are designed to maintain the competitiveness, appropriateness, integrity, and consistency in application of the Plan.

3.1 PAY PHILOSOPHY

A pay philosophy guides the design of a compensation system and answers key questions regarding compensation. It generally takes a comprehensive, long term focus and explains the compensation program's goals and how the program supports the employer's long-range goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term perspective.

Market competitiveness and internal equity are the most important areas addressed in a pay philosophy. An organization's desired market position involves defining the market and identifying where the organization wants to be positioned within that market. Market position should balance what it takes to attract new employees and to retain skilled employees. Internal equity expresses an organization's desire to provide comparable pay to job classes with comparable duties and responsibilities.

The County follows a pay philosophy that establishes a compensation program based on individual employee performance as a key feature. The County's Performance Evaluation System is detailed under separate cover.

The following are concepts used as part of the County's pay philosophy:

- Providing *fair and equitable rates* of pay to employees
- Use of an *open range system that ranks performance* in terms of "Proficient" to "Superior" and will allow the County to pay employees within a job class and identify the midpoint of the range as the "Market" rate
- Compensation of expected performance and *rewarding of exceptional performance*
- Consistently and *periodically define the County's market area* and the availability of potential candidates locally, statewide, regionally, or nationally
- Establishing *rates of pay that allow the County to compete* successfully for new and appropriately skilled employees within its market area
- Establishing a market position that is *fiscally responsible* with available public resources
- Developing pay administration policies and procedures that ensure their *consistent application*
- Ensuring that the compensation program is *understandable* to employees, managers, the Board of Supervisors and the public

3.2 COMPENSATION PLAN STRUCTURE

The Compensation Plan consists of a series of salary guidelines with minimum and maximum dollar values that represent the lowest and highest salaries the County would normally pay employees in jobs assigned to each grade. Based on standard compensation methodology, each range is approximately 60% wide from minimum to maximum. There is 6.5% between grade salary values.

The structure includes:

- Proficient Range from minimum to market point (30% greater than minimum). The Proficient range is further divided into the first quartile, with the midpoint being 15% above minimum. Employees that are proficient may be compensated somewhere between the midpoint of the first quartile and up to the market point. Employees that are generally proficient, but may be experiencing other performance issues will be placed on the low side of the quartile.

- Market Point is the general average of what other employers are paying for similar jobs in the County's market area. Employees in this range will consistently meet performance standards.
- Superior Range from market point to maximum (60% greater than minimum). The Superior range is further divided into the third quartile, with the midpoint being 45% above minimum. Employees that are proficient and exhibit periodic superior performance may be compensated somewhere between the market point and the midpoint of the third quartile. Employees that consistently exhibit superior performance will be compensated on the high side toward the maximum.

As aforementioned, the salaries around the market point represent the general average of what other employers are paying for similar jobs in the County's market area. The market area is defined as the area in which the County competes for qualified applicants and employees, understanding that it could be different for various types of jobs. It includes the local area, public and private employers, and counties of similar size and economic conditions within the regional area or Commonwealth. It represents external competitiveness and will directly impact the County's ability to attract and retain qualified employees.

The overriding goal of this Plan is that ***pay rate increases will be based on good, competent performance and consistency of performance over time. Longevity plays a minor role in pay recognition.*** While length of service often results in increased job knowledge and capability, the County will focus on how that knowledge, capability, and skill is demonstrated through job performance.

The pay for performance philosophy provides an opportunity for every employee to receive increases based on individual performance. Increase amounts will be determined based on allocated and budgeted funds for performance increases.

MAINTENANCE OF THE COMPENSATION PLAN

During the preparation of the annual fiscal year budget, Board of Supervisors may consider the following:

1. Budget a market adjustment to the compensation schedule depending on economic conditions. Ideally, an adjustment would be done (if necessary) at least every two years. A market adjustment increases the market rates of the pay plan, and thus moves the entire pay structure's minimum, market, and maximum rates. Including a salary market adjustment is usually considered part of the cost of doing business - similar to adjusting for increases in fuel or supplies. ***A market adjustment does not provide an automatic increase to employees.***
2. Budget a cost-of-living adjustment (COLA) to the Plan when changes to the Consumer Price Index or other valid factor(s) directly influence the cost of living in the local area to justify such adjustment.
3. Budget a merit pay for those employees who are consistently exceeding job standards and expectations, or for special cases where employees provided specific extra performance during the past year while continuing to meet overall expectations.

To determine the potential need for adjustments, the County will contact the employers in the

market area to complete a benchmarking survey to evaluate compensation rates. The County will then average the data received and use that average as the basis for any adjustments. This method will ensure that the County is maintaining a competitive position with other employers in its market area and with regional price increases. The County may contact other localities or private sector organizations or consultants who maintain salary adjustment information in order to obtain general trend information. As aforementioned, this comparative data should be sought and analyzed at least every two years.

The salary range updates are designed to relieve any upward pressure on range minimums, midpoints and maximums that may impede the County's ability to attract, motivate and retain its workforce. Updates to the compensation structure are referred to as "Market Adjustments." *Market Adjustments differ from the common Cost of Living Adjustments because they are not automatic increases for employees.*

The Market Adjustment will realign the salary pay ranges to competitive levels; employees will re-earn or gain their position in the updated range based on performance. The market adjustment will be built into a salary matrix (explained under "Merit Increases" below). The matrix is designed each year based on funding; it may provide for a market adjustment to the salary schedule and pay for performance increases to some employees.

3.2 MANAGING EMPLOYEE MOVEMENT THROUGH THE RANGE

The salary range, for administrative purposes, is divided into areas that are used in conjunction with objective performance evaluation procedures.

Proficient Range. This range is composed of two distinct areas that represent employees who are proficient in their duties with some distinction made for more consistent performance. Typically, this range represents employees with good, competent performance who have been on the job for 2-4 years.

Market Point. This is the area that represents competitive wages and impacts the County's ability to attract and retain qualified employees. Given good competent performance, employees may expect to reach this portion of the range within 4-6 years of employment, based on County funding. Salaries above or below this point will distinguish proficient performance from superior performance.

Superior Range. This portion of the salary range represents employees who have demonstrated consistently superior performance over time. It is important to remember that salary adjustments should not be made over the range maximum. However, if an outstanding performer's salary is at the maximum of the range and an additional increase is warranted based on continued superior performance, a pay for performance increase may be awarded but will be paid to the employee in a lump sum that does not increase the employee's base pay. In such a situation, management should evaluate why an employee is not assigned to a higher grade if being paid at such a high level.

New Hires. The normal entry level pay rate of a new hire is the minimum of the pay range. If necessary, every effort is made to recruit and select a qualified employee that can be hired within the first 15% of the salary range. If it becomes necessary to appoint a new employee with less than the minimum qualifications, the employee should receive 5% below the minimum salary for the classification. Trainees should generally be limited to that classification for a maximum of 12 months at which time they should be qualified to move to the minimum of the range or be separated from employment.

Senior/Lead Designation. Including the designation of “Senior” in an employee’s job title does not refer in any way to age or organizational longevity. Instead, the designation is used to refer to an employee that has built a record of being willing and able to handle highly responsible and complex duties. An employee designated as “Senior” will be looked to for feedback about improving processes and mentoring others. An employee with the “Lead” designation will be responsible for assisting in directing the activities of other employees while still performing those duties as part of their own tasks. A “Lead” employee may also be asked for recommendations on work scheduling and process improvements. A Senior or Lead designation will allow an employee to be paid at a higher grade, as determined by the County Administrator.

Certifications. A "certification" is often received for completing specific coursework and passing a test. Generally, most certifications are required as part of a job, such as holding a CDL or being a CPA. If a position requires a certification, then the employee’s pay should be set at a level to allow for an increase to be granted when the certification is obtained. In this case, the employee is considered to be competent and meeting job qualification since the certification is required. Salary ranges should be set to allow for the certification requirement. If an employee intends to pursue a certification that he or she believes will benefit the County, the employee must talk to their supervisor about their desire to seek a certification to determine if it is necessary and will benefit the County. The supervisor will pass this information on to the County Administrator for consideration for inclusion in the budget.

Certifications will not be considered for a reward if it is one the employee chooses to obtain for their own personal or professional benefit and it is not needed for or beneficial to County operations.

3.4 MERIT INCREASES

Merit or performance-based increases are earned by employees on the basis of individual performance over an established period of time. Funding for merit increases will be considered during budget deliberations. *The merit increase amount is dependent on performance, location of the employee's salary within the pay grade (position in the salary range) and available funding.*

Charles City County supports a pay for performance philosophy where increases may be awarded based on meritorious achievements and other individual performance factors. Other considerations in addition to individual performance include current position of salary within the range and internal equity. Also, increases may be delayed or withheld if a performance issue exists.

By combining the factors of performance, market adjustments to the salary scale, employee position in the range and budgetary constraints, a merit administration matrix will be established each year to determine the percentage amount of merit pay increases. In other words, the amount of increase may vary by individual, based on performance, and funding allocated by the Board of Supervisors.

It is to the County's advantage to adjust salaries closer to the market rate in an expedited manner in order to retain good, qualified employees. Thus, a merit administration matrix will be developed to guide increases within a salary range. The idea is to provide higher salary increases to those employees whose performance is exceptional and whose current salary is low in the range. The merit administration matrix is designed to move salaries closer to the targeted market range, paced by an individual employee's performance. The better the performance, the faster the salary moves to market levels.

The following example is provided for *illustrative purposes only* and includes a built-in market adjustment that may be applied to the salary schedule. It should be noted that the merit increase is typically awarded to employees for good, competent or higher performance. Employees who are not eligible for a merit increase due to performance deficiencies may become eligible for an increase **ONLY** after the performance is brought to the competent level and sustained over a specific period of time.

The percentage increases shown below are provided as an example only; percentages will change each year based on allocated funding. Percentages are likely to vary each year.

SAMPLE: MERIT ADMINISTRATION MATRIX

Annual Performance Rating	CURRENT RATE OF PAY		
	Proficient Range	Market Range	Superior Range
Superior	Market Adjustment, + 3% - 4%	Market Adjustment, + 2% - 3%	Market Adjustment, + 2% - 3%
Exceeds Expectations	Market Adjustment, + 2% - 3%	Market Adjustment, + 1% - 2%	Market Adjustment, + 1% - 2%
Fully Competent – Meets Expectations	Market Adjustment, + 1% - 2%	Market Adjustment	Market Adjustment

3.2 PART-TIME EMPLOYEES

Typically the hourly pay of part-time employees is determined in the same manner as that of a full time employee in the same job.

To promote equity and consistency, especially in cases of temporary, seasonal and casual workers performing a similar job to regular workers, the County will determine temporary workers' pay based on the assigned salary range.

3.2 OTHER PAY INCREASES

Equity Adjustments. Equity increases are typically internally focused and adjustments are made in order to improve or correct pay relationships between individuals in the same or related jobs. Equity adjustments are normally added to base pay.

Temporary Assignments. These are special increases that may be granted to regular employees who agree to perform special temporary assignments at the request of the Department Head, with concurrence of the County Administrator. Examples of temporary assignments may include substituting for an absentee supervisor or assignment to special projects. The amount of the temporary increase will be determined on a case-by-case basis and will be considered according

to factors such as duration of assignment, type of assignment, internal equity, and amount of time spent on added responsibilities. Temporary assignment pay will be added to base pay on a temporary basis

Noteworthy Performance Awards. This program focuses on exemplary or noteworthy performance which is more than "above and beyond the call of duty." Job performance qualifying for this award must be documented and forwarded to the County Administrator and then reviewed by the BOS. The performance to be recognized will vary but should be performance beyond the employee's usual job description and/or extraordinary effort on their own initiative. When monetary recognition is awarded it is offered as a one-time check (which is taxable) or gift card and is not added to base salary.

An example of noteworthy performance would be the identification of significant cost-savings outside of an employee's basic job responsibilities, or the excellent performance of duties not typically required of a position. Noteworthy Performance Awards must be requested by a Department Head and submitted for BOS approval.

3.2 HANDLING EMPLOYEE STATUS CHANGES

The following guidelines are recommended for consistency in application of status changes:

Effect of Promotion on Pay. A promotion is typically defined as movement from one level in the organization to the next; it usually results in movement to a job with significantly different job content, accountability and responsibility. A common guideline for promotional increases is to increase the salary to the minimum of the next salary grade.

However, depending upon the incumbent's current pay and internal equity with current employees with the same job, more or less may be required. Internal equity is an important consideration in determining an appropriate promotional increase.

Charles City County will consider the following administrative review criteria for promotional increases:

- a. Employee's placement in the new range in relation to the midpoint;
- b. Pay grade difference between old and new position;
- c. Internal equity of department.

Effect of Demotion on Pay. A demotion is movement from the current job to a job in a lower salary grade. Situations that may result in a demotion include:

Employee requests to be moved back to a lower-graded job due to personal reasons, inability to perform current job or merely a preference for the type of work;

The County acknowledges the employee's poor performance on the current job and demotes the employee to a lower-level job in which the employee can perform adequately or better.

The pay treatment for each situation is similar. Typically, salary adjustments as a result of a demotion will be made to the same placement in the new (lower) range, but should be based on

the following criteria:

- a. The reason for the demotion;
- b. Employee placement in the new range in relation to the market;
- c. Pay grade difference between old and new position;
- d. Internal equity of department.

Effect of Other Employee Status Changes on Pay.

TRANSFER. A transfer occurs when an employee moves from one job to another job in the same salary grade. In this case, there is typically no pay adjustment, salary increase or salary decrease because the two jobs are valued at the same level and have similar internal worth to the organization. It usually is not necessary to change the pay because the employee is not changing the level or complexity of job responsibilities.

RECLASSIFICATION. Typically, a reclassification occurs when the duties and responsibilities assigned to a position have changed substantially in degree of difficulty, level of accountability and/or qualification requirements to warrant a change in the job's salary grade assignment and alignment within the internal organizational structure.

A reclassification may be upward or downward. An employee occupying the position that has been reclassified downward through no fault of his/her own will typically maintain their current salary in the new range. There could be occasion that an employee's salary will decrease as a result of reclassification. An employee whose position is reclassified to a higher level/grade may receive a salary adjustment based on similar criteria as that used for promotional purposes, depending on employee performance and position within the new salary range.

3.2 JOB VALUATION FACTORS

Knowledge. Consideration of any special knowledge, skills or abilities which may be required for the employee to perform and comprehend the work performed. Knowledge may have been gained through education, life experience, work experience, on-the-job training or other method (e.g. licensure, certification, etc.).

Responsibility & Impact. Consideration of the primary ownership of job responsibility and the extent to which performance of those duties may impact convenience to others or result in rework, disruption of work and additional expense. Includes budget size, control, oversight and development.

Communication & Customer Service. Consideration of responsibility for working with and through others to get results; considers the method and purpose of contacts, both inside and outside the work area.

Complexity. Consideration of the scope, nature of duties and complexity of problem solving and decision making, including the degree of analysis required to process information and data for effective decisions.

Measures judgment, reasoning, self-reliance and independent action required in making

decisions and the extent to which duties performed are standardized by practice, procedure or instruction.

Supervision. Consideration of supervisory or managerial responsibility for oversight of people, function or organizational unit. Includes consideration of the type and frequency of supervision received and given; the level of independent action, free of supervision; and the level of authority for hiring, disciplining and conducting performance evaluations.

Working Conditions. Consideration of the work environment and physical demands of the job. Includes noise, temperature, hazards or exposure to hazards, weather conditions, potential for injury, physical demands, strength/endurance and dexterity.

3.2 JOB VALUATION OF POSITIONS THAT CHANGE SIGNIFICANTLY

The classification plan for the County is based on the mission and needs of the County and departmental goals, translated down to the responsibilities and duties of a particular job. As County goals and objectives change and department needs are re-identified or enhanced, the duties and responsibilities of a job may also change. Effective administration of the classification plan and identification of changing needs will require the cooperation of every employee and department head.

Each time the duties and responsibilities of any position change significantly enough to warrant a reevaluation, a new position questionnaire should be completed. A recommendation will be presented to the Board of Supervisors for their approval. There are varied potential results to any position review, such as:

1. No change is necessary or recommended (this is frequently the result).
2. The position may be assigned to an existing classification at a higher or lower level or to another class on the same level. This means the position is responsible for nearly the same duties and responsibilities, and has very similar acceptable qualifications commensurate with those duties, as an existing classification specification; thus, there's not a need for a new classification and the position under review can be "slotted" into an existing classification.
3. The position may be properly aligned internally, but the duties have changed sufficiently to warrant revising the class specification. In this case, the position would not be adjusted to a new pay grade but the classification specification would be modified to reflect changing primary responsibilities.
4. The position changes may warrant the development of a new classification and re-evaluation under the job evaluation process to allocate the job to the appropriate level internally. The appropriate level could be higher or lower.

It is important to remember that the classification plan is established based on *internal equity* of County positions. Caution should be exercised in plan administration and maintenance:

1. Do not agree to a reallocation of a position on the basis of a verbal statement without conducting a thorough analysis of duties and responsibilities, and evaluating the job compared to other jobs in the organization;

2. Be sure to evaluate jobs based on the job's overall responsibility, essential job functions and minimum qualifications required; DO NOT evaluate the job based on the incumbent's personality, qualifications or experience;
3. "More" work of the same or similar nature does not necessarily translate to additional complexity, diversity or a change to the minimum qualifications of a job or compensable factors of a job;
4. Avoid reallocating positions because the current job incumbent may leave or the salary is at the maximum of the range;
5. Do not reallocate positions merely because a specific program or service is financed through a grant or other program.
6. If an existing job has changed substantially, resulting in a new position, the employee would complete the questionnaire first, with the supervisor and department head providing additional information and approval.

3.2 SALARY GRADE ASSIGNMENT FOR NEW POSITIONS

New positions may be created from time to time based upon Charles City County needs. The County will determine and identify the responsibilities and requirements of the job to develop a new class specification or fit the job into an existing class. Then the job valuation factors may be used to analyze the job for proper placement into a salary grade based on internal equity.

Job valuation is a means to evaluate dissimilar jobs based on common criteria to establish internal equity of positions. It determines the relative value of jobs in the County based on the compensable factors as stated in the Equal Pay Act of 1963 (skill, effort, responsibility and working conditions) and it documents the relative value as required by the Lilly Ledbetter Act of 2009. Job valuation essentially has little relationship with specific compensation, except that the process of valuing a job results in that job being assigned to a pay grade.

Charles City County will use professional criteria to develop the new class specification, or fit the job into an existing classification and recommend an appropriate pay grade assignment upon request. The following guidelines shall be followed for new positions or changes in responsibility:

1. Complete a Position Description Questionnaire. For a new position, the questionnaire should be completed by the department head and reviewed and approved by the County Administrator. The County Administrator will draft a description, based on information supplied by the questionnaire. The description will be returned to the department for a final review.
2. County administration will look at the new job in its entirety. The primary purpose/function of the job and the required knowledge, skills and abilities needed to perform the job must be reviewed; consider whether the job might be placed within the department's hierarchy based on "reasonableness", "best fit" and "common sense". This is called the "whole job" method of valuation because jobs are viewed globally in terms of

importance to the function of the organization.

3. County administration will review the job valuation factors that have been established by the County. In cooperation with the requesting department, County administration will consider how this job relates to other positions within the department and the County.

For example: Does the position have a greater level of responsibility than other similar jobs? Does performance of the job's duties contain a high degree of risk or impact if a mistake is made? Does the position include authority to make decisions or does it have to confer with a supervisor or manager? Does the position have significant autonomy or are the duties required to be performed with others?

4. County administration will determine where the position fits within the salary structure. This determination will be made after reviewing other positions in that same pay grade and positions within pay grades above and below, using the job valuation factors. Are the minimum acceptable qualifications similar? Is the required level of job knowledge generally alike? Do the positions handle information in a similar way?

3.2 NON-COUNTY EMPLOYEES

Constitutional Officers

Citizens of the County are also served by Constitutional Offices that are directly elected by the people and the staff does not fall under the authority of the Board of Supervisors. The Constitutional Officers of the County are:

- Commonwealth Attorney
- Commissioner of Revenue
- Sheriff
- Clerk of the Circuit Court
- Treasurer

Staff members of Constitutional Offices are neither state nor local employees, but are appointees of a locally-elected Constitutional Officer and serve at the will and pleasure of that Officer, concurrent with his or her term of office. (Source: www.scb.virginia.gov). The relationship between a locality and the Constitutional Offices is guided by certain provisions of the Code of Virginia §15.2, Chapter 16, as amended.

The Commonwealth of Virginia often cannot provide the amount of funding to cover adequate staffing of the Offices. Also, the Compensation Board, which governs compensation to Constitutional Offices, has taken the position that some of these offices perform many functions that are strictly local and not mandated by the state and will only partially fund positions. The County may choose to provide supplemental funding in the annual budget in order to hire and retain qualified staff to these offices in order to provide greater service to the citizens.

The County will establish agreements with Constitutional Officers as appropriate to confirm those elements of the County's personnel plans and policies that will apply to their office. These agreements will only apply during the current term of office and must be renewed. Employees of Constitutional Offices are not County employees and work only at the pleasure of the Officer.

General Registrar's Office

The General Registrar is funded by the State Board of Elections, but as required by the Code of Virginia § 24.2-111, as amended, the County shares in the cost of the Office. The General Assembly sets funding of the General Registrar in its budget bill and the State Board compensates the County the allowable portion of the salary of the General Registrar. In its annual budget, the County may include a salary supplement if it is deemed necessary due to service requirements or to retain qualified staff.

3.3 OVERTIME

Responsibility. The authorization and control of all overtime work is the responsibility of the department manager. Overtime assignments shall be permitted only when required by operational necessity. Department Managers may require employees to work overtime assignments as necessary. Compensatory time will be offered in lieu of paid over-time in most cases. Monetary compensatory must be approved by the Deputy County Administrator prior to time worked.

Eligibility. All employees except those in bona fide professional, administrative, executive, or seasonal positions, as defined by the Fair Labor Standards Act, are eligible to earn overtime. The Management Services Department shall review each position to determine whether it is exempt or non-exempt from overtime payments. The status of classes shall be indicated in the class listing, and the status of individual positions shall be indicated in the personnel files.

Computation of Overtime Pay. Monetary overtime compensation shall be one and one-half times the employee's hourly rate of pay for each hour of overtime worked. The hourly rate of pay shall be determined by dividing the employee's annual salary by the number of hours

per year that a full-time employee in that position or class would be required to work.

Minimum Increment of Overtime-Overtime shall be earned in increments no smaller than thirty minutes.

Computation of Overtime Hours-

Overtime shall be paid when, due to operational necessity, a nonexempt employee is required to work in excess of the maximum number of allowable hours in the work period.

The work periods and maximum allowable hours for County employees are as follows:

Category Of Personnel	Work Period (Consecutive Days)	Allowable Hours
All Other	7	40

Other work periods, in compliance with the overtime provision of the Fair Labor Standards Act, may be implemented with the approval of the County Administrator.

Employee paid or unpaid time off shall not be counted as hours worked in determining if 40 hours in a 7-day work period has been exceeded. Such time off includes, but is not limited to, sick, annual, compensatory, civil, personal and military leave, holidays, leaves of absence, lunch periods and inclement weather days.

Compensatory Leave or Compensatory Time

Employees who are authorized to work in excess of their regularly scheduled work hours, but who do not exceed the maximum allowable number of hours as defined in E above, may be granted compensatory leave in the amount of one hour of leave for each hour worked or may be paid their hourly rate in lieu of compensatory leave for hours worked.

Non-exempt employees who are authorized to work in excess of their regularly scheduled work hours, and the hours exceed the maximum allowable number of hours as defined in E above, may in lieu of overtime pay be granted compensatory leave in the amount of one and one-half-hours

of leave for each hour worked during the work period in excess of the maximum allowable hours.

The Finance Director shall determine the most appropriate form of compensation based on available funds and workload. Compensatory leave shall be specifically approved by the Department manager in advance of its being earned.

Employees in sworn public safety positions may accrue up to 240 hours of compensatory leave. Employees shall be paid for all hours in excess of the maximum allowed.

Compensatory leave earned within the fiscal year shall be used by September 30 of the following fiscal year or the employee shall be paid for it.

3.12 HOLIDAY PAY

Any employee in a permanent or limited-term position who is eligible to earn overtime and

is required by the supervisor to work on a holiday which is observed by the County, shall be compensated for that holiday at a rate of twice the regular daily or hourly rate, or at the discretion of the department manager, authorized compensatory leave as outlined above,

3.13 STANDBY PAY

Eligibility. An employee in a permanent, limited term or on call position is required to be available by telephone or beeper after regular work hours to respond to emergency calls, and who must respond within a reasonable period of time when called, is eligible for standby pay.

Computation of Pay. Employees who are required to be on standby shall receive compensation as set forth in the approved budget for each hour on standby. This payment shall be made regardless of whether the employee is actually called out, and shall be in addition to any payment earned for actual hours worked as outlined in Section 3.11, above.

Restrictions. Employees, who, for any reason, cannot fulfill their standby duties for part or all of the required period, shall obtain approval from their department manager or a designee for another employee to substitute for them.

3.14 PREMIUM PAY

Purpose-Premium Pay is intended to provide additional compensation to eligible employees reporting to work in response to emergency situations arising on County-observed holidays on which the employee is not scheduled to work.

Eligibility-Nonexempt employees in permanent or limited-term positions who are not on standby and are not scheduled to work on a County observed holiday, but are called in to work on the holiday with less than 72 hours prior notice.

Computation of Pay-Eligible employees shall be compensated for all hours worked on the nonscheduled holiday at a premium rate of one-half times the regular' hourly rate, in addition to any other compensation for which the employee is eligible, in accordance with Section 3.11, Overtime. and section 3.12, Holiday Pay.

Conditions-Supervisors are responsible for determining when additional staffing is required on a holiday. Employees notified more than 72 hours in advance that they must work on a holiday shall not be eligible for premium pay. Employees on standby who are called in to work on a holiday shall not be eligible for premium pay.

3.15 INTERPRETATION OF PLAN

The County Administrator shall interpret the application of the Compensation Plan to resolve pay determinations which are not specifically covered by this Chapter, using the principles expressed herein as a policy guide.

Bill Coada motioned to accept resolution on Classification and Compensation Plan as presented by staff.

Motion passed as follows:	Gilbert Smith	Aye
	Floyd Miles	Aye
	Bill Coada	Aye

Zach Trogdon stated he recommend the Board accept the FY2016 Classification Compensation Plan that will set salary ranges and establish positions; effective November 1, 2015. Discussions on Classification Compensation Plan need to be included in annual budget discussions. Floyd Miles asked how soon he recommends the Board set down with the Constitutional Officers that this affects. Zach Trogdon recommended the Board set down with the Constitutional Officers before the next Board meeting. The employees of the Constitutional Officers work for that Officer not the County directly; the County needs to figure out the relationship of the employees. Floyd Miles motioned to approve the Classification Compensation Plan as presented by staff. Motion passed unanimously.

Zach Trogdon stated the County advertised and held a public hearing on an Ordinance to Amend Chapter 41, Utilities Fees (water and sewer). At this time monthly rates will not be changing, changes will be to the deposit amounts and late fee charges; these revisions will match the State code as they relate to charges for water and sewer. This Ordinance will also allow the water and sewer fees to be reviewed more often, State Code recommend the Ordinance be advertised which has been done. Zach Trogdon recommended increases to the deposit amounts and late fees become effective January 1, 2016. Floyd Miles stated this came before the Board at last month's meeting and he wanted to allow constituents a chance to review the changes before any action was taken. Bill Coadas asked does the County anticipate raising rates on utilities. Zach Trogdon stated we do need to look at cost of operations; rates do need to be reasonable as the State Code requires, a strategy needs to be in place. Raising rates is something to be considered annually. Bill Coadas motioned to approve Ordinance to Amend Chapter 41 as presented by staff, to be effective January 1, 2016. Motion passed unanimously.

Zach Trogdon stated the County has received two bids for replacement of the Court House well; the lowest bidder is from Bruce Howard in the amount of \$240,100.10. The County met with the contractor to go over the bid to ensure there was not anything missing or was out of scope. After the meeting it was decided it was a good bid and good value from a local contractor. Floyd Miles motioned to approve bid for Court House well to Bruce Howard as presented by staff. Motion passed unanimously.

Michelle Johnson stated staff was polled on payroll dates for the 2015 holidays, Thanksgiving and Christmas, she is requesting approval to have payroll dates be November 25th and December 23rd instead of the last working day of the month. Bill Coadas motioned to approved payroll dates as presented by staff. Motion passed unanimously.

Michelle Johnson stated Charles City County has received notification that we are the recipient of the FY2015-2016 Department of Motor Vehicles Selective Enforcement Grant in the amount of \$13,500.00. The grant is managed by the Charles City Sheriff's office and will be used for assisting the Sheriff's office with speeding in the County. Bill Coadas motioned to accept the DMV Selective Enforcement Grant as presented by staff. Motion passed unanimously.

RE: PUBLIC COMMENT PERIOD

Preston Adkins, 8041 Lott Cary Rd. Providence Forge, VA., was wondering if there are any other vendors the County can check with instead of Verizon to improve the phone service as far as hard lines go. He also stated can we adjust the lights in the parking lot to come on when it get dark.

Lloyd Carter, 5720 Wayside Road, Charles City, VA., stated not too long ago the County talked about the effects of people living in Charles City County having Richmond addresses and how it has affected the County; this seems to be an ongoing pattern. Lloyd Carter stated he is not sure the County can do anything, but as new developments are built on the Charles City and Henrico County line they be required to have a Charles City County address.

Wayne Orrell, 11200 Watermelon Road, Charles City, VA., stated he is not sure how the policy came about of not allowing County vehicles to be taken home outside of the County. He stated that this maybe a good policy for certain employees, but he asked the Board to look at this policy to see if it is appropriate for law enforcement.

RE: DIRECTIVES AND COMMENTS

Floyd Miles stated on December 19, 2013, the County adopted a resolution in opposition of the Dominion Power Chickahominy-Skiffes Creek Line; Floyd Miles made a motion to re-adopt the resolution stating we are still in objection of the Chickahominy-Skiffes Creek Line, and to send it to the Core of Engineers, as a hearing will be held on Friday, October 30, 2015. Motion carried unanimously.

Floyd Miles stated the County was notified by Department of Environmental Quality (DEQ) on the consent orders the County was under. He asked Zack Trogdon to give more information. Zach Trogdon stated the County received notification that the five Special Orders of Consent have been terminated by DEQ as of September 30, 2015 thankful to the hard work of our staff and Board for providing resources.

Floyd Miles stated he would like for Matt Rowe to give a brief explanation of the Bio-Solid that maybe spread in the County; some constituents have been notified of this and he would like to get some clarification. Matt Rowe stated Neutral Blend applied for a spraying permit in 2011; they are now wishing to amend the permit by adding additional acreage to the original permit, as the permit does not exceed 50 percent of the original acreage. Adjacent property owners as well as the County have to be notified. The County does not have much involvement in this as it is dictated to the County from the State. The County can lodge a complaint with DEQ or the citizens can contact DEQ directly; the County can also identify and appoint a Bio-Solid's monitor, if something is wrong DEQ will be notified. This is entirely a DEQ stakeholder process.

Gilbert Smith stated the Board would like to meet with all the Constitutional Officers on Friday, November 13, 2015 at 10:00 a.m., on County Personnel Policies.

There being no further business the Board **recessed until Friday, November 13, 2015, at 10:00 a.m.**