



PRINCE EDWARD COUNTY  
BOARD OF SUPERVISORS

SUPERVISORS  
BOARD MEETING

August 9, 2011  
7:00 P.M.

AGENDA

- 7:00 p.m.
1. The Chairman will call the August meeting to order. 1
  2. Invocation 1
  3. **PUBLIC PARTICIPATION:** *Citizens wishing to address the Board are asked to please sign the Public Participation Register prior to the beginning of the meeting.* 3
  4. Board of Supervisors Comments 5
  5. Consent Agenda:
    - a. Treasurer's Report 7
    - b. Approval of Minutes: July 12, 2011 9  
July 28, 2011 at 5:00 p.m. 48  
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    - c. Review of Accounts & Claims 57
    - d. The County Administrator reported that checks have been issued pursuant to the order of the Board of Supervisors as to salaries, etc., the amount of which salaries have been heretofore approved. 81
    - e. Appropriations 83
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    - a. Funding Agreement for Fire Department Capital Equipment Fund
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    - a. Request from VACo/VML 100
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    - a. Letter from Colonial Downs, RE: Account Wagering at Tavern Grill 106
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(NOTE: *Additional agenda items may be added to the Table Pack, available for review after 4:30 p.m. on Tuesday, August 9, 2011.*)



County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: August 9, 2011  
Item No.: 1 & 2  
Department: Board of Supervisors  
Staff Contact: W.W. Bartlett  
Issue: Call to Order and Invocation

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**Summary:** Chairman William G. Fore, Jr. will call to order the **August** meeting of the Prince Edward Board of Supervisors and ask for an invocation.

**Attachments:** None.

**Recommendation:** None.

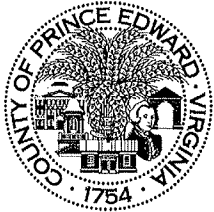
Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_





**County of Prince Edward  
Board of Supervisors  
Agenda Summary**

**Meeting Date:** August 9, 2011  
**Item No.:** 3  
**Department:** Board of Supervisors  
**Staff Contact:**  
**Issue:** Public Participation

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**Summary:**

*Public Participation is a time set aside for citizens to share their thoughts, ideas and concerns. An official record is made of each person's contribution tonight and will be directed to the County Administrator for follow-up; any necessary follow-up will be noted and tracked. Follow-up may consist of an immediate response, or planned action by the County Administrator or Board, or by placement on a future Board agenda. Tonight's agenda cannot be changed, because the public needs advance knowledge of and the opportunity to review related materials regarding items addressed by the Board. To further assist public information, the Board requests our Administrator, Attorney or county staff to immediately correct any factual error that might occur.*

**Attachments:** Public Participation Tracking Form

**Recommendation:** None.

Motion \_\_\_\_\_ Campbell \_\_\_\_\_ Fore \_\_\_\_\_ Gantt \_\_\_\_\_  
Second \_\_\_\_\_ Jones \_\_\_\_\_ McKay \_\_\_\_\_ Simpson \_\_\_\_\_  
Wilck \_\_\_\_\_ Wiley \_\_\_\_\_

# PUBLIC INPUT TRACKING LOG

| ITEM NUMBER | CITIZEN REMARK | REMARK DATE | REPEAT REMARK | STATUS |
|-------------|----------------|-------------|---------------|--------|
| 1           |                |             | Y N           |        |
| 2           |                |             |               |        |
| 3           |                |             |               |        |
| 4           |                |             |               |        |
| 5           |                |             |               |        |
| 6           |                |             |               |        |
| 7           |                |             |               |        |
| 8           |                |             |               |        |
| 9           |                |             |               |        |
| 10          |                |             |               |        |
| 11          |                |             |               |        |
| 12          |                |             |               |        |
| 13          |                |             |               |        |
| 14          |                |             |               |        |



**County of Prince Edward  
Board of Supervisors  
Agenda Summary**

**Meeting Date:** August 9, 2011  
**Item No.:** 4  
**Department:** Board of Supervisors  
**Staff Contact:**  
**Issue:** Board of Supervisors Comments

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**Summary:** The Board has set aside ten minutes for Board members to respond to citizen input from Public Participation.

**Attachments:** None.

**Recommendation:** None.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

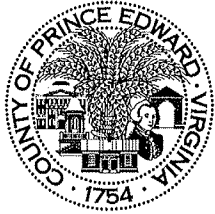
Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_







**County of Prince Edward  
Board of Supervisors  
Agenda Summary**

**Meeting Date:** August 9, 2011  
**Item No.:** 5-a  
**Department:** Treasurer  
**Staff Contact:** Mable Shanaberger  
**Issue:** Consent Agenda - Treasurer's Report

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**Summary:** The June Treasurer's Report is not yet available.

**Attachments:** None

**Recommendation:** Approval

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_





**County of Prince Edward  
Board of Supervisors  
Agenda Summary**

**Meeting Date:** August 9, 2011  
**Item No.:** 5-b  
**Department:** County Administration  
**Staff Contact:** Karin Everhart  
**Issue:** Consent Agenda - Approval of Minutes

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**Summary:** Meeting minutes are attached for your review and approval.

**Attachments:** July 12, 2011 Minutes  
July 28, 2011 at 5:00 p.m. Minutes  
July 28, 2011 at 7:00 p.m. Minutes

**Recommendation:** Approval.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_

July 12, 2011

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 12<sup>th</sup> day of July, 2011; at 7:00 p.m., there were present:

Howard M. Campbell

William G. Fore, Jr.

Don C. Gantt, Jr.

Robert M. Jones

Charles W. McKay

Howard F. Simpson

Jim R. Wilck

Mattie P. Wiley

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Sharon Lee Carney, Director of Economic Development; Jim Ennis, County Attorney; Alecia Daves-Johnson, Planner; William W. Porterfield, Chairman, Planning Commission; Chris Mason, Planning Commission; Samuel Coleman, Planning Commission; Donald Gilliam, Planning Commission; Clifford Jack Leatherwood, Planning Commission; John Townsend, III, Planning Commission; Cannon Watson, Planning Commission; Preston Hunt, Planning Commission; and Sally Gilfillan, Planning Commission.

Chairman Fore called the July meeting to order. Reverend Whitfield Mayton of the Lighthouse Church of God of Prophecy offered the invocation.

Planning Commission Chairman William W. Porterfield called the Planning Commission to order.

In Re: Joint Public Hearing – Rezoning Request of Timothy R. Tharpe, LLC

Chairman Fore announced that this was the date and time scheduled for a joint public hearing with the Prince Edward County Planning Commission on the application for a rezoning request from Timothy R. Tharpe, LLC to rezone from A-1, Agricultural Conservation to C-1, General Commercial, three contiguous parcels totaling 15.05 acres located at 13579 Prince Edward Highway, and further described as Tax Map parcels # 40-4-1 & 2, and 41-2-1. The purpose of this request is to permit a Truck Yard (by Special Use Permit) and Construction Sales & Services uses to locate on the property. Notice of this hearing was

advertised according to law in the Friday, June 24, 2011 and Friday, July 1, 2011 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mrs. Alecia Daves-Johnson, Planner, stated that a rezoning request has been received from Timothy R. Tharpe, LLC to change the zoning from A-1 (Agricultural Conservation) to C-1 (General Commercial) on three contiguous parcels totaling 15.05 acres located at 23579 Prince Edward Highway (Highway 460 Westbound) in Rice, where High Bridge Trail crosses over Route 460. The purpose of the request is to permit a Truck Yard by Special Use Permit, and Construction Sales & Services uses to locate on the property; a Special Use Permit has also been received to operate the Truck Yard, along with two letters of support.

She stated that Mr. Tharpe voluntarily conducted a public information meeting at the Rice Volunteer Fire Department to answer any questions and address any concerns raised by residents in the area. She added this business will support Luck Stone and would provide employment to 25 within three years. This business would fit in with the Comprehensive Plan and would have low impact on the community.

Planning Commission Chairman Porterfield stated Brian Lokker sent questions regarding dust control and lighting; these were addressed and Mr. Lokker does not oppose the project.

Chairman Fore opened the public hearing.

Reverend Whitfield Mayton spoke in high regard of Mr. Tharpe and spoke in support of this project.

Charles Goodman, Goodman Truck & Tire, spoke in favor of this project; he presented information on the reduced environmental impacts of the truck emission and other possible environmental concerns.

Bonnie Fitzpatrick, Rice, spoke in opposition to the project, and raised concerns of traffic and safety issues, and environmental and noise pollution; she asked the Commission and Board to vote “no.”

Shelly Farley spoke in opposition of the project stating issues of traffic congestion on Rice’s Depot Road, traffic safety issues and concern about property values with the development of commercial business.

Doug Farley stated while he is pro-business and Mr. Tharpe is a good man, he is opposed to the project because of its proposed location. Mr. Farley presented questions regarding hours of operation, declining property values, increased noise pollution and traffic, and if Mr. Tharpe will receive incentives from the County.

Joyce Davis expressed support for the proposed project and stated that other businesses are along that corridor, and that Mr. Tharpe has proven himself to be a conscientious property owner.

Brad Watson spoke in favor of the project, stating Prince Edward County needs the tax revenues and the jobs.

Laurie Pohl stated she is in opposition of the project; she stated there is an emotional aspect surrounding the small, rural community of Rice, and that it will potentially be located near one of the worst intersections in the County. She stated the noise and pollution will adversely affect the area, and asked that the Board vote “no”.

Jim Pohl expressed his opposition to the project, stating he relocated for the quality of life in the Rice District. He questioned incentives and stated his concern regarding traffic safety in that area. He said it would be a good business but asked if another location could be found as it is not suitable to be in this community and near the High Bridge Trail. He stated the lack of an acceleration and deceleration lane makes it dangerous.

Discussion followed regarding the site plan, the impact of possible expansion of the proposed business, and water usage of the site.

Brian Lokker expressed his concern regarding adherence to the Comprehensive Plan and the possibility that it is outdated.

Amy Alliston expressed her support for the project stating the Planning Commission and Board of Supervisors must decide what is best for the community and the entire County, and the assistance that Mr. Tharpe has provided for the community should be considered. She stressed Route 460 is a main corridor and there are many trucks passing through.

Timothy Tharpe, Tharpe Trucking, stated the site was chosen because it is centrally located and along Route 460, a main thoroughfare. He said there would be 25 new jobs; it would be contract hauling for Luck Stone, landscaping, excavation, and working with VDOT in snow removal and hauling sand and

salt to the state sheds. He stated VDOT has approved the site plan. The site would not be a truck terminal; the trucks would leave in the morning and park in the evening.

Mr. Tharpe stated the new truck emission laws are stringent, and addressed the water consumption concerns, stating the trucks are washed on a concrete pad with water brought from a pond or the quarry, off site. The water is then recycled and reused. He addressed the buffer along the High Bridge Trail, which would be maintained. Mr. Tharpe stated a willingness to install a deceleration lane if required by VDOT before the new entrance and would comply with any and all VDOT regulations. He added they researched site locations for three to five years and this is the best location and is between the two quarries.

Discussion followed.

Supervisor Jones questioned the location of fuel storage; Mr. Tharpe stated it would be a 12,000 gallon above ground fuel tank, both EPA and DEQ approved. He said the above ground storage is preferred by DEQ and a containment plan is prepared; there has never been a spill or a leak at his current site.

Mr. Pohl asked who regulates and checks on the site; Chairman Porterfield stated staff normally inspects the sites. Supervisor Jones added the previous business never got off the ground and it would be unfair to compare Tharpe Trucking with that business.

Discussion followed on the Enterprise Zone. Mr. Lokker questioned the Comprehensive Plan being outdated and any growth focused on the Route 460 corridor, and asked if there are plans regarding addressing any amendments to the Comprehensive Plan.

Chairman Porterfield stated the Comprehensive Plan states a vision of commercial development areas along Route 15 South, and Route 460 East and West.

Mr. Jim Ennis, County Attorney, stated the Code of Virginia does not require the Comprehensive Plan be re-adopted every five years; it only requires that it be reviewed every five years. Only amendments to the Plan would require public input.

There being no one further wishing to speak, Chairman Fore closed the public hearing, and stated the deliberation was up to the Planning Commission.

Discussion followed among the Planning Commission members regarding the need for rezoning and a Special Use Permit. The location is Agricultural and would need to be rezoned to Commercial.

Further discussion followed on the proposed location on Route 460, the site plan and future development of the site.

Mr. Sam Campbell made a motion to recommend to the Board of Supervisors approval of the site plan with up to a maximum of 50 trucks as described in the Rezoning request; the motion carried with unanimous favor.

After some discussion by the Board of Supervisors, Supervisor Campbell stated Chapter VII: Land Use” in the Comprehensive Plan states “The Future Land Use chapter indicates that the Route 460 Corridor is planned as a commercial development corridor. It continues by stating that “future development of these properties for residential uses is not encouraged.”

Supervisor Gantt made a motion that the Board of Supervisors accept the recommendation of the Planning Commission to rezone from A-1, Agricultural Conservation to C-1, General Commercial, three contiguous parcels totaling 15.05 acres located at 13579 Prince Edward Highway, and further described as Tax Map parcels # 40-4-1 & 2, and 41-2-1; the motion carried:

|      |   |      |              |
|------|---|------|--------------|
| Aye: | Howard M. Campbell<br>William G. Fore, Jr.<br>Don C. Gantt<br>Robert M. Jones<br>Charles W. McKay<br>Howard F. Simpson<br>Mattie P. Wiley | Nay: | Jim R. Wilck |
|------|---|------|--------------|

Chairman Porterfield made a motion to approve advertisement of a joint Public Hearing to be held on July 28, 2011 at 7:00 p.m.; after some discussion, the motion was approved with all but Mrs. Gilfillan in favor.

Supervisor Simpson then made a motion to approve a joint Public Hearing with the Planning Commission to be held on July 28, 2011 at 7:00 p.m. to consider the Special Use Application related to a Truck Yard Use and to authorize its advertisement; the motion carried:

|      |   |      |      |
|------|---|------|------|
| Aye: | Howard M. Campbell<br>William G. Fore, Jr.<br>Don C. Gantt<br>Robert M. Jones<br>Charles W. McKay<br>Howard F. Simpson<br>Jim R. Wilck<br>Mattie P. Wiley | Nay: | None |
|------|---|------|------|



Chairman Porterfield recessed the Planning Commission meeting until Thursday, July 28, 2011 at 7:00 p.m.

Chairman Fore declared a five-minute recess.

Chairman Fore called the meeting back to order at 9:04 p.m.

In Re: Public Participation

Chairman Fore read the Public Participation Policy, adopted at the September 2009 meeting:

*Public Participation is a time set aside for citizens to share their thoughts, ideas and concerns. An official record is made of each person's contribution tonight and will be directed to the County Administrator for follow-up; any necessary follow-up will be noted and tracked. Follow-up may consist of an immediate response, or planned action by the County Administrator or Board, or by placement on a future Board agenda. Tonight's agenda cannot be changed because the public needs advance knowledge of and the opportunity to review related materials regarding items addressed by the Board. To further assist public information, the Board requests our Administrator, Attorney or county staff immediately correct any factual error that might occur.*

**Ray Foster**, Animal Control Officer, introduced Holly Morris, Deputy Animal Control Officer, and stated she is a 2004 graduate of Prince Edward County Schools and was an honor student, she attended the Governor's School, she graduated from Longwood University in 2007 with a degree in Criminal Justice, and was recently promoted to Sergeant MP in the National Guard. She worked at Ridge Animal Hospital for a number of years, and recently attended Animal Control Officer's Academy and graduated top in her class.

Chairman Fore welcomed Ms. Morris to the staff and congratulated her on her achievements.

**John Jenks**, Admissions with the United Methodist Family Services, presented information on the expansion of the Farmville office. He stated they are looking to recruit foster parents for physically, sexually and emotionally abused children; the potential foster parents would be trained to deal with these issues. He added United Methodist Family Services works closely with Social Services in the treatment and foster care placement.

**Bill Hogan** presented an update on the Prince Edward Volunteer Rescue Squad activities and thanked the Board for its continued support and for setting up the low interest loan fund and the Line of Duty Act.

**Henry Shelton**, Prospect District, expressed concern about the concept for the water treatment plant or water authority, and asked a number of questions.

**Henry Womack**, Prince Edward Area Firefighters Association, expressed his thanks to the Board for the help with the financing fund.

In Re: Board of Supervisors Comments

Supervisor Wiley announced Supervisor Simpson's birthday and wished him well.

Supervisor Wilck asked for an update on the air conditioning at the animal shelter; Mr. Bartlett stated they are waiting on a letter from the state inspector and that it was a verbal recommendation and not a mandate.

In Re: Fire Department Capital Equipment Financing Committee Report

Supervisor Gantt thanked the Fire and Rescue Squad members for attending the meeting. He stated the Fire Department Capital Equipment Financing Committee, comprising himself, Supervisor McKay and Supervisor Wilck, met with the Fire Association on July 6, 2011 to discuss the draft Capital Expenditure/Finance Agreement. The draft agreement met the majority of the requirements discussed by the Board of Supervisors; the Committee added three requirements and made it clear that this funding is a one-time event and will not be an annual donation.

Discussion followed regarding Prince Edward Volunteer Rescue Squad becoming a member of the Fire Association, and regarding the anticipated specifics of the process in which the funding would be used.

Supervisor Simpson made a motion to allocate \$100,000 to be used by the Prince Edward Volunteer Rescue Squad with the same stipulations set forth in the draft Capital Expenditure/Finance Agreement. After some discussion, Supervisor Simpson withdrew his motion.

Supervisor Simpson then made a motion to allocate an additional \$100,000 to the \$500,000 already available to the Firefighters Association for the low financing rate through the Fire Department Capital Equipment Financing Fund; the motion carried:

Aye: William G. Fore, Jr.  
Don C. Gantt, Jr.  
Robert M. Jones  
Charles W. McKay  
Howard F. Simpson  
Jim R. Wilck  
Mattie P. Wiley

Nay: None

Abstain: Howard M. Campbell

Supervisor Wilck made a motion to approve the concept of the Prince Edward County Firefighters Association Capital Expenditure/Finance Agreement, and to have the County Attorney draw up a formal contract to present to the Board for final approval; the motion carried:

Aye: William G. Fore, Jr.  
Don C. Gantt, Jr.  
Robert M. Jones  
Charles W. McKay  
Howard F. Simpson  
Jim R. Wilck  
Mattie P. Wiley

Nay: None

Abstain: Howard M. Campbell

**Prince Edward County Firefighters Association  
Capital Expenditure/Finance Agreement**

**Purpose:** To provide low interest finance to the Prince Edward County Firefighters Association Department Members, for the upgrading and purchase of apparatus. (Apparatus: Pumpers, Tankers, and Specialty Vehicles approved by Association.)

**Funds:** Funding will be provided to this project from Prince Edward County Board of Supervisors at an annual interest rate of 1.5% annually. This rate will remain in effect annually and reviewed each year at the counties regular June meeting. Any changes required to the rate will take effect July of that calendar year.

**Amount:** The County will provide funding, up to \$600,000, for capital purchases approved by the association membership. At no time shall the total of a loan/ or loans from any member department exceed the fund amount minus \$50,000. It is the intent of the association to maintain a reserve of \$50,000 for use by Department Members in cases of emergency.

**Terms:** 5 years/60 months for all purchases

**Payments:** Monthly, Annually, Semi-Annually, or Quarterly

**Interest:** Prince Edward Rate 1.5% + Association Rate 1.5% annually = Current Rate 3.0%

**Additional Requirements:**

1. Prince Edward County will hold title to vehicle purchased
2. Prince Edward County agrees that the 1.5% interest charges, for the Association, will be rolled back into the fund (\$500,000) to increase the amount of available capital for additional purchases.

Administration:

1. Members must request money at a regular monthly business meeting of Prince Edward Firefighters Association.
2. Requested monies will be approved by the chiefs within the association or their designee at a special called meeting by the President of the association, provided the Treasurer has confirmed that funds are available for the project.
3. The President of the Association will make the request for the money from Prince Edward County Board or their designated committee.
4. Members agree to pay off all loan activities within the 5 year/60 month cycle, or seek additional funding on their own to pay off such loan, if they are unable to complete their obligation within the terms provided by the Association.
5. Members can pay off the loan early with no additional fees or interest charges, other than interest due during the time of the loan.
6. Prince Edward County will provide an amortization schedule, and payment amount for each purchase.
7. If payments are not made, the Board of Supervisors at their own discretion could:
  - a. Defer payment
  - b. Hold back the annual contribution
  - c. Take possession of the truck
8. Funding is also to be made available to rescue squads.

In Re: Consent Agenda

On motion of Supervisor Gantt and carried:

Aye: Howard M. Campbell  
William G. Fore, Jr.  
Don C. Gantt, Jr.  
Robert M. Jones  
Charles W. McKay  
Howard F. Simpson

Nay: None

Jim R. Wilck  
 Mattie P. Wiley

the Board accepted the Treasurer's Report from May 2011; minutes of the meetings held June 14, 2011;

Accounts and Claims; Salaries; and appropriations as follows:

|                  |                           | <u>Debit</u> | <u>Credit</u> |
|------------------|---------------------------|--------------|---------------|
| 3-100-24040-0120 | EECBG-STEPS               |              | \$ 668,000    |
| 3-100-41050-0100 | From General Fund Balance | \$ 668,000   |               |
| 3-100-41050-0100 | From General Fund Balance |              | \$ 20,000     |
| 4-100-73500-5640 | Contribution to Library   | \$ 20,000    |               |
| 3-125-18999-0001 | DARE Donation             |              | 4,000         |
| 4-125-31299-0001 | DARE Donation Expenses    | \$ 4,000     |               |
| 3-250-33020-0041 | School Improvement Funds  |              | \$ 162,600    |
| 4-250-61000-0001 | Instruction               | \$ 162,600   |               |

May 2011

Fund balances were as follows:

|  |               |               |
|--|---------------|---------------|
| General Fund                                   | 121,859.32    |               |
| General Fund Reserved for Investments          | 10,180,374.57 |               |
|  |               | 10,302,233.89 |
| PPEA Fund                                      |               | (1,529.57)    |
| Industrial Development Authority Fund          |               | 134,251.48    |
| Recreation Fund Reserved for Investments       |               | 26,985.38     |
| Forfeited Assets Fund Reserved for Investments |               | 92,404.42     |
| School Capital Projects Fund - VPSA            |               | 0.00          |
| School Capital Projects Fund - QZAB01          |               | 0.00          |
| Underground Storage Tank Fund                  |               | 20,000.00     |
| Economic Development Fund                      |               | 743,464.42    |
| Board of Public Welfare Special Account        |               | 6,725.33      |
| Piedmont ASAP Fund                             |               | 304,244.00    |
| QZAB Debt Services Fund                        |               | 408,068.97    |
| Landfill Construction Fund                     |               | 858,229.81    |
| PCS Fund                                       |               | 366,693.17    |

|  |               |
|--|---------------|
| Revenue Sharing Fund                     | (46.64)       |
| Retirement Benefits Fund                 | 1450.00       |
| School Capital Projects Fund - QZAB02    | 0.00          |
| Dare Donations Fund                      | 1,067.15      |
| School Cafeteria Fund                    | 381,557.36    |
| Prince Edward Community Development Fund | 46,793.50     |
| Water Fund                               | 274,772.33    |
| Sewer Fund                               | (32,494.87)   |
| School Fund                              | 0.00          |
|  | 13,944,870.13 |

Cash accounts were as follows:

|   |               |
|---|---------------|
| Cash in Office                                  | 1,000.00      |
| Cash in Banks                                   | 2,621,624.47  |
| Warrants Payable (School Fund)                  | 0.00          |
| General Fund Investments                        | 10,180,374.57 |
| VPSA Investments                                | 0.00          |
| QZAB01 Investments                              | 0.00          |
| Underground Storage Tank Fund                   | 20,000.00     |
| Recreation Fund Investments                     | 26,985.38     |
| QZAB02 Investments                              | 0.00          |
| Landfill Construction Fund for Investment       | 868,229.81    |
| Forfeited Asset Fund for Investment             | 92,404.42     |
| Industrial Development Authority for Investment | 134,251.48    |
|   | 13,944,870.13 |

\*Of this \$10,302,233.89 in the General Fund, \$3,242,129.87 is encumbered for:

Transfers in:

|                          |              |
|--------------------------|--------------|
| School Fund              | 2,891,411.74 |
| VPA Fund                 | 99,330.31    |
| Water Fund               | 0.00         |
| Sewer Fund               | 0.00         |
| IDA Fund                 | 1,314.17     |
| Retirement Benefits Fund | 1,696.00     |
| Debt Obligations         | 248,377.65   |
| Total                    | 3,242,129.87 |

This leaves an unencumbered balance of \$7,060,104.02 in the General Fund.

### STATEMENT OF DEPOSITORY BALANCES

**Balances as of May 2011:**

**Checking Accounts:**

|                          |              |                     |
|--------------------------|--------------|---------------------|
| Benchmark Community Bank | 246,848.89   |                     |
| Wachovia Bank            | 160,545.93   |                     |
| BB&T                     | 232,803.38   |                     |
| Bank of America          | 2,695,439.69 |                     |
|                          |              | <b>3,335,637.89</b> |

**Investment Accounts:**

|                                 |              |                      |
|---------------------------------|--------------|----------------------|
| Benchmark Community Bank        | 9,876,612.13 |                      |
| Wachovia Bank                   | 132,727.94   |                      |
| Citizens Bank & Trust Company   | 235,000.00   |                      |
| BB&T                            | 1,490.60     |                      |
| Planters Bank & Trust           | 200,000.00   |                      |
| Mentor Investments              | 162,401.57   |                      |
| SNAP (State Non-Arbitrage Plan) | 0.00         |                      |
| Bank of America                 | 0.00         |                      |
|                                 |              | <b>10,608,232.24</b> |

**BOARD OF SUPERVISORS**

|        |                           |  |          |
|--------|---------------------------|--|----------|
| VACORP | Public official liability |  | 2,100.00 |
|--------|---------------------------|--|----------|

**COUNTY ADMINISTRATOR**

|                                 |                           |        |          |
|---------------------------------|---------------------------|--------|----------|
| VACORP                          | Workers compensation      | 68.75  |          |
|                                 | Auto insurance            | 448.00 |          |
|                                 | Public official liability | 394.00 | 910.75   |
| Key Office Supply               | Copier service contract   | 707.00 |          |
|                                 | File folders              | 17.97  |          |
|                                 | Index tabs                | 1.65   |          |
|                                 | Cassettes                 | 98.00  | 824.62   |
| Business Card                   | Postage                   | 9.00   |          |
|                                 | Case & charger            | 49.98  | 58.98    |
| nTelos                          | Phone                     |        | 2,762.63 |
| US Cellular                     | Phone                     |        | 280.00   |
| Business Data of Virginia, Inc. | Norton Antivirus          |        | 29.95    |
| Diamond Springs                 | Water & equipment rental  |        | 22.45    |
| Municipal Code Corporation      | Code on internet          |        | 550.00   |

**LEGAL SERVICES**

|        |                      |  |      |
|--------|----------------------|--|------|
| VACORP | Workers compensation |  | 8.00 |
|--------|----------------------|--|------|

COMMISSIONER OF REVENUE

|                                 |                                   |          |          |
|---------------------------------|-----------------------------------|----------|----------|
| VACORP                          | Workers compensation              |          | 38.50    |
| M & W Printers, Inc.            | Postage - personal property forms | 1,800.00 |          |
|                                 | Personal property forms           | 2,000.00 | 3,800.00 |
| Treasurer of Virginia           | Online service                    |          | 78.05    |
| Business Data of Virginia, Inc. | Norton Antivirus                  |          | 29.95    |

TREASURER

|                                 |                            |        |          |
|---------------------------------|----------------------------|--------|----------|
| VACORP                          | Workers compensation       |        | 46.25    |
| AT&T                            | Phone                      |        | 72.26    |
| Treasurer of Virginia           | Online service             |        | 94.90    |
| CenturyLink                     | Phone                      |        | 74.31    |
| Pitney Bowes Financial Services | Postage meter lease        |        | 1,002.00 |
| Mable Shanaberger               | Mileage                    | 190.74 |          |
|                                 | Lodging                    | 491.16 | 681.90   |
| M & W Printers, Inc.            | Printing property bills    |        | 6,050.00 |
| U.S. Postal Service             | Box rent                   |        | 110.00   |
| AT&T                            | Phone                      |        | 22.01    |
| Treasurer of Virginia           | Online service             |        | 78.05    |
| Key Office Supply               | Tape                       |        | 4.98     |
| M&W Printers, Inc.              | RE/Personal property books |        | 1,500.00 |

INFORMATION TECHNOLOGY

|                                 |                 |        |        |
|---------------------------------|-----------------|--------|--------|
| Business Data of Virginia, Inc. | Travel expenses | 375.00 |        |
|                                 | Lodging         | 80.24  |        |
|                                 | Meals           | 11.25  | 466.49 |

REGISTRAR

|        |                      |  |       |
|--------|----------------------|--|-------|
| VACORP | Workers compensation |  | 14.75 |
|--------|----------------------|--|-------|

CIRCUIT COURT

|        |                      |  |      |
|--------|----------------------|--|------|
| VACORP | Workers compensation |  | 6.75 |
|--------|----------------------|--|------|

GENERAL DISTRICT COURT

|                   |                        |        |        |
|-------------------|------------------------|--------|--------|
| CenturyLink       | Phone - Gen Dist Court |        | 42.75  |
| US Cellular       | Phone                  |        | 22.87  |
| Key Office Supply | Bookcase               | 199.00 |        |
|                   | Calculator             | 55.39  | 254.39 |

SPECIAL MAGISTRATES

|                   |                 |  |        |
|-------------------|-----------------|--|--------|
| Key Office Supply | Office supplies |  | 456.61 |
|-------------------|-----------------|--|--------|

CLERK OF THE CIRCUIT COURT

|                       |                      |  |        |
|-----------------------|----------------------|--|--------|
| VACORP                | Workers compensation |  | 63.00  |
| AT&T                  | Phone                |  | 42.53  |
| CenturyLink           | Phone                |  | 78.18  |
| ILS/Manatron, Inc.    | Antivirus renewal    |  | 198.00 |
| Caskie Graphics, Inc. | Casebinders          |  | 381.82 |



LAW LIBRARY

CenturyLink Phone 37.56

COMMONWEALTH'S ATTORNEY

VACORP Workers compensation 67.75  
Virginia Lawyers Weekly Subscription 349.00

VICTIM WITNESS ASSISTANCE PROGRAM

VACORP Workers compensation 9.50  
Cindy Sams Mileage 51.00

SHERIFF

VACORP Workers compensation 2,322.25  
13,899.0  
Auto insurance 0 16,221.25  
Walmart Dog food 59.64  
Office supplies 289.60 349.24  
MedTox Laboratories, Inc. Drug testing 50.00  
Elecom, Inc. Removed radio / siren 52.75  
Install radio / siren 1,014.46 1,067.21  
East End Motor Company, Inc. Inspection / oil change 67.30  
Oil change / air filter 96.33  
Replace spark plugs 350.65  
Install cage / console 216.53  
Oil change / repair brake 482.79  
Charge battery 36.75  
Oil change 38.95  
Tires 2,173.74 3,463.04  
Fourth Street Motor Company Repair hood 461.80  
Third Street Wrecker Service Towing service 250.00  
Kinex Telecom, Inc. Web hosting / data backup 39.90  
CenturyLink Phone 72.79  
US Cellular Phone 645.37  
Business Card Meals & lodging 386.11  
Fees 89.82  
Gas 203.01 678.94  
Robert Goldman Meals 20.99  
Central Virginia Criminal Justice (Academy?) Dues 10,075.00  
Business Data of Virginia, Inc. Router 52.47  
Diamond Springs Water & equipment rental 84.40  
Farmville Printing Envelopes 267.00  
Key Office Supply Cards 17.96  
Note pads / calendars 22.27  
Oil 9.99  
Ink 46.98  
Card stock paper 10.99 108.19  
Staples Advantage Office supplies 720.41  
The Product Center Printer cartridges 697.16  
Farmville Auto Parts Air filter 21.23

|                                   |                   |        |        |
|-----------------------------------|-------------------|--------|--------|
|                                   | Battery           | 114.99 | 136.22 |
| Sirchie Finger Print Labs         | Evidence supplies |        | 217.52 |
| Southern Police Equipment Company | Taser             |        | 824.95 |

SHERIFF - COURTS

|        |                      |  |        |
|--------|----------------------|--|--------|
| VACORP | Workers compensation |  | 711.75 |
|--------|----------------------|--|--------|

RICE VOLUNTEER FIRE DEPARTMENT

|                         |                  |  |        |
|-------------------------|------------------|--|--------|
| C. W. Williams          | Nozzle repair    |  | 17.45  |
| Elecom, Inc.            | Radio repair     |  | 60.00  |
| Dominion Virginia Power | Electric service |  | 296.66 |

REGIONAL JAIL & DETENTION

|  |                       |  |          |
|--|-----------------------|--|----------|
| Family Preservation Services                   | Electronic monitoring |  | 540.00   |
| Piedmont Regional Juvenile<br>Detention Center | Juvenile detention    |  | 8,775.00 |

BUILDING OFFICIAL

|                       |                           |        |          |
|-----------------------|---------------------------|--------|----------|
| VACORP                | Workers compensation      | 128.75 |          |
|                       | Auto insurance            | 448.00 |          |
|                       | Public official liability | 131.00 | 707.75   |
| US Cellular           | Phone                     |        | 29.88    |
| Coy Leatherwood       | Meals                     | 8.25   |          |
|                       | Meeting registration      | 15.00  | 23.25    |
| Treasurer of Virginia | 2% Permit levy            |        | 212.01   |
| Business Card         | Code books                |        | 1,066.00 |

ANIMAL CONTROL

|                                    |                      |        |          |
|------------------------------------|----------------------|--------|----------|
| VACORP                             | Workers compensation | 160.75 |          |
|                                    | Auto insurance       | 897.00 | 1,057.75 |
| Ridge Animal Hospital              | Vet service          |        | 46.00    |
| Compro Computers                   | Computer repair      |        | 200.00   |
| Dominion Virginia Power            | Electric service     |        | 94.80    |
| US Cellular                        | Phone                |        | 68.51    |
| Butler Schein Animal Health Supply | Euthanasia drugs     |        | 55.46    |

MEDICAL EXAMINER

|                       |         |  |       |
|-----------------------|---------|--|-------|
| Treasurer of Virginia | Coroner |  | 40.00 |
|-----------------------|---------|--|-------|

BIOSOLIDS MONITORING

|             |                      |        |        |
|-------------|----------------------|--------|--------|
| VACORP      | Workers compensation | 125.75 |        |
|             | Auto insurance       | 448.00 | 573.75 |
| US Cellular | Phone                |        | 28.12  |

REFUSE DISPOSAL

|                          |                      |          |          |
|--------------------------|----------------------|----------|----------|
| VACORP                   | Workers compensation | 2,565.50 |          |
|                          | Auto insurance       | 897.00   | 3,462.50 |
| Southern States          | Weed killer          | 20.95    |          |
|                          | Straps / gloves      | 18.94    | 39.89    |
| Emanuel Tire of Virginia | Tire recycling       |          | 421.20   |

|                                |                         |          |
|--------------------------------|-------------------------|----------|
| Synergy Recycling, LLC         | Electronic recycling    | 1,595.43 |
| Southside                      |                         |          |
| Southside Electric Cooperative | Darlington Heights site | 48.00    |
| Dominion Virginia Power        | Leachate pump           | 80.86    |
|                                | Scalehouse              | 62.39    |
|                                | Cell C pump station     | 14.19    |
|                                | Green Bay site          | 50.53    |
|                                | Worsham site            | 42.56    |
|                                | Prospect site           | 61.66    |
|                                | Landfill site           | 33.10    |
|                                |                         | 345.29   |
| AT&T                           | Phone                   | 150.25   |
| CenturyLink                    | Phone                   | 277.90   |
| US Cellular                    | Phone                   | 25.62    |
| Verizon                        | Phone                   | 120.69   |
| Business Card                  | Refrigerator            | 100.00   |

GENERAL PROPERTIES

|                                 |                          |           |
|---------------------------------|--------------------------|-----------|
| VACORP                          | Workers compensation     | 919.25    |
|                                 | Boiler insurance         | 1,621.00  |
|                                 |                          | 19,848.0  |
|                                 | Fire insurance           | 0         |
|                                 | Auto insurance           | 2,690.00  |
|                                 |                          | 25,078.25 |
| OK Termite & Pest Control       | Exterminating service    | 150.00    |
| East End Motor Company, Inc.    | Inspection               | 16.00     |
| Southside Electric Cooperative  | SRR lights               | 29.16     |
| Dominion Virginia Power         | Roy Clark monument       | 21.77     |
|                                 | Shop                     | 28.69     |
|                                 | Sheriff Department Shed  | 7.42      |
|                                 | Worsham Clerk's office   | 38.49     |
|                                 |                          | 96.37     |
| CenturyLink                     | Phone                    | 72.36     |
| US Cellular                     | Phone                    | 79.67     |
| Walmart                         | Vacuum belts             | 5.26      |
|                                 | Freon / adapter kit      | 44.81     |
|                                 |                          | 50.07     |
| Ayers Building & Supply Company | Hedge trimmer            | 14.28     |
| Diamond Springs                 | Water & equipment rental | 22.45     |

CANNERY

|                                 |                      |        |
|---------------------------------|----------------------|--------|
| VACORP                          | Workers compensation | 174.25 |
| C & L Machine & Welding         | Pipe & fittings      | 126.30 |
| Southside Electric Cooperative  | Electric service     | 72.29  |
| Business Data of Virginia, Inc. | Software             | 59.90  |
|                                 | Switch and USB mouse | 47.17  |
|                                 |                      | 107.07 |
| Key Office Supply               | Wireless mouse       | 24.95  |
| Walmart                         | Cleaning supplies    | 91.55  |

COMPREHENSIVE SERVICES ACT

|                           |                       |           |
|---------------------------|-----------------------|-----------|
| Business Card             | Foster care           | 73.03     |
| Centra Health             | Professional services | 4,488.00  |
| Crossroads Services Board | Professional services | 2,705.00  |
| Grafton School, Inc.      | Professional services | 12,576.50 |

|                       |                    |          |
|-----------------------|--------------------|----------|
| Ronald & Sarah Harlan | Foster care        | 448.00   |
| Brittany Jones        | Foster care        | 455.00   |
| Letricia R. Logan     | Foster care        | 1,221.00 |
| Christina Velez       | Foster care        | 402.50   |
| Walmart               | Foster care        | 97.74    |
| Mable Shanaberger     | Administrative fee | 150.00   |

OTHER WELFARE / SOCIAL SERVICES

|                                 |                      |          |
|---------------------------------|----------------------|----------|
| Longwood Center for Visual Arts | Arts Challenge grant | 2,494.00 |
|---------------------------------|----------------------|----------|

PLANNING

|                      |                      |        |
|----------------------|----------------------|--------|
| VACORP               | Workers compensation | 148.50 |
| US Cellular          | Phone                | 49.74  |
| Alecia Daves-Johnson | Mileage              | 172.33 |
|                      | Tolls & parking      | 9.10   |
|                      | Meals                | 42.49  |
|                      |                      | 223.92 |

ECONOMIC DEVELOPMENT

|               |                      |        |
|---------------|----------------------|--------|
| VACORP        | Workers compensation | 171.75 |
| Business Card | Postage              | 79.87  |
|               | Meals                | 11.80  |
|               | Fees                 | 31.71  |
| US Cellular   | Phone                | 23.87  |

TOURISM

|                         |                      |        |
|-------------------------|----------------------|--------|
| VACORP                  | Workers compensation | 8.25   |
| Dominion Virginia Power | Electric service     | 437.13 |
| Business Card           | Shipping charges     | 26.76  |

COOPERATIVE EXTENSION OFFICE

|                          |                     |          |
|--------------------------|---------------------|----------|
| Treasurer, Virginia Tech | 4th Quarter support | 9,484.94 |
| CenturyLink              | Phone               | 92.73    |

GENERAL EXPENSE

|             |                 |        |
|-------------|-----------------|--------|
| Anthem BCBS | Cobra insurance | 530.00 |
|-------------|-----------------|--------|

CAPITAL PROJECTS

|                     |                                 |          |
|---------------------|---------------------------------|----------|
| CAS Severn          | AS400                           | 3,680.00 |
| Compro Computers    | Laptop (SM)                     | 1,292.45 |
| Mills Heating & Air | Replace steam lines             | 7,641.50 |
| CJMW Architecture   | Construction documents / permit | 8,278.21 |

DARE FUND

|            |               |          |
|------------|---------------|----------|
| Tee's Plus | DARE T-shirts | 2,013.76 |
|------------|---------------|----------|

WATER FUND

|                              |                        |            |
|------------------------------|------------------------|------------|
| Crowder Construction Company | Water treatment system | 108,247.00 |
|                              |                        | 0          |

PIEDMONT COURT SERVICES

|                                 |                      |        |        |
|---------------------------------|----------------------|--------|--------|
| VACORP                          | Workers compensation |        | 69.00  |
| Pitney Bowes Financial Services | Postage meter lease  |        | 202.00 |
| AT&T                            | Phone                |        | 136.25 |
| Fred Pryor Seminars             | Training             | 339.00 |        |
|                                 | DVDs & books         | 307.90 | 646.90 |
| VCCJA                           | Training             |        | 175.00 |
| VGIA                            | Training             |        | 105.00 |
| Blackstone Herb Cottage         | PCCJP meeting        |        | 326.00 |
| Quill Corporation               | USB Flash drives     |        | 103.88 |

PCS SUPERVISION FEES EXPENDITURES

|                      |                  |  |          |
|----------------------|------------------|--|----------|
| SRP Corporation, LLC | Rent             |  | 2,383.00 |
| Page Hardy           | Cleaning service |  | 210.00   |

ADDENDUM BILL LIST

PERMITS AND OTHER LICENSES

|              |                        |  |       |
|--------------|------------------------|--|-------|
| Jimmy Farley | Building permit refund |  | 15.30 |
|--------------|------------------------|--|-------|

BOARD OF SUPERVISORS

|                    |             |        |        |
|--------------------|-------------|--------|--------|
| Farmville Herald   | Advertising |        | 707.26 |
| Howard M. Campbell | Mileage     |        | 183.09 |
| Charles W. McKay   | Mileage     |        | 157.83 |
| James Robert Wilck | Mileage     | 258.67 |        |
|                    | Tips        | 25.00  | 283.67 |

COUNTY ADMINISTRATOR

|                                |                       |  |        |
|--------------------------------|-----------------------|--|--------|
| Key Office Supply              | Office supplies       |  | 939.64 |
| Matthew Bender & Company, Inc. | Code 11 Supp/Index/Rv |  | 343.69 |

COMMISSIONER OF REVENUE

|                    |                        |        |          |
|--------------------|------------------------|--------|----------|
| Farmville Printing | Letterhead             |        | 133.40   |
| Key Office Supply  | Chairs                 | 297.99 |          |
|                    | Chair cushion          | 42.99  |          |
|                    | Office supplies        | 224.68 |          |
|                    | Copy paper             | 495.88 |          |
|                    | Green-bar paper        | 199.96 |          |
|                    | Envelopes / cartridges | 406.16 |          |
|                    | Toner                  | 108.00 | 1,775.66 |

TREASURER

|                   |                          |        |          |
|-------------------|--------------------------|--------|----------|
| Key Office Supply | Fax maintenance contract | 171.00 |          |
|                   | Copy paper               | 58.98  |          |
|                   | Office supplies          | 922.15 | 1,152.13 |

INFORMATION TECHNOLOGY

|                                 |                      |          |          |
|---------------------------------|----------------------|----------|----------|
| Business Data of Virginia, Inc. | Travel expenses      | 250.00   |          |
|                                 | Monthly contract     | 3,700.00 | 3,950.00 |
| ComputerPlus Sales and Service  | Maintenance contract |          | 270.00   |

ELECTORAL BOARD AND OFFICIALS

|                       |                      |        |          |
|-----------------------|----------------------|--------|----------|
| Betty A. Gibbs        | Salary               |        | 1,169.32 |
| Samuel A. Martin, Jr. | Salary               |        | 584.68   |
| Gordon V. Smith       | Salary               |        | 584.68   |
| Unilect Corporation   | Training             | 135.31 |          |
|                       | Sample ballots       | 285.00 | 420.31   |
| Farmville Printing    | Voter card envelopes |        | 699.00   |

REGISTRAR

|                   |                             |       |       |
|-------------------|-----------------------------|-------|-------|
| Dale L. Bolt      | Annual meeting registration |       | 97.00 |
| Key Office Supply | Office supplies             | 8.55  |       |
|                   | Adapter                     | 59.95 | 68.50 |

CIRCUIT COURT

|                   |                       |  |       |
|-------------------|-----------------------|--|-------|
| Key Office Supply | Stapler / paper clips |  | 12.56 |
|-------------------|-----------------------|--|-------|

GENERAL DISTRICT COURT

|                |           |  |        |
|----------------|-----------|--|--------|
| Joyce K Sexton | Mediation |  | 712.50 |
|----------------|-----------|--|--------|

SPECIAL MAGISTRATES

|                   |                     |        |        |
|-------------------|---------------------|--------|--------|
| Key Office Supply | Organizers / router | 158.60 |        |
|                   | Ink cartridge       | 79.99  |        |
|                   | Office supplies     | 318.52 | 557.11 |

CLERK OF THE CIRCUIT COURT

|                       |                              |  |       |
|-----------------------|------------------------------|--|-------|
| Deneen M. Anderson    | Juror                        |  | 30.00 |
| Charles D. Derringer  | Juror                        |  | 30.00 |
| James W. Garnett, Jr. | Juror                        |  | 30.00 |
| Clyde Samuel Hamlin   | Juror                        |  | 30.00 |
| Darlene J. Jordan     | Juror                        |  | 30.00 |
| Gloria A. Lockett     | Juror                        |  | 30.00 |
| Brandy R. Puckett     | Juror                        |  | 30.00 |
| Kinex Telecom, Inc.   | DSL                          |  | 74.95 |
| Farmville Printing    | Business / appointment cards |  | 96.00 |
| Key Office Supply     | Planners                     |  | 69.83 |

LAW LIBRARY

|                                |                          |  |        |
|--------------------------------|--------------------------|--|--------|
| AT&T                           | Phone                    |  | 35.98  |
| Matthew Bender & Company, Inc. | Code 11Supp / Index / RV |  | 343.69 |

COMMONWEALTH'S ATTORNEY

|                   |                       |  |          |
|-------------------|-----------------------|--|----------|
| Key Office Supply | Cartridges / supplies |  | 3,259.58 |
|-------------------|-----------------------|--|----------|

SHERIFF

|                                   |                           |          |          |
|-----------------------------------|---------------------------|----------|----------|
| Walmart                           | Dog food                  | 59.64    |          |
|                                   | RCA remotes               | 15.92    | 75.56    |
| Haley of Farmville, Inc.          | A/C repair                |          | 590.63   |
| Napier Towing                     | Towing                    |          | 75.00    |
| DaproSystems, Inc.                | Annual maintenance        |          | 7,105.00 |
| Business Card                     | Postage                   | 16.00    |          |
|                                   | Meals                     | 150.90   |          |
|                                   | Training                  | 75.00    |          |
|                                   | Fees                      | 48.20    |          |
|                                   | Gas                       | 85.13    | 375.23   |
| Stuart Raybold                    | Postage                   | 2.05     |          |
|                                   | DMV Trip permit           | 5.00     | 7.05     |
| Kinex Telecom, Inc.               | Web hosting / data backup |          | 39.90    |
| CenturyLink                       | Phone                     |          | 69.24    |
| Michael Jackson                   | Meals                     |          | 12.16    |
| Diamond Springs                   | Water & equipment rental  |          | 101.30   |
| Key Office Supply                 | Clipboards                | 18.81    |          |
|                                   | Portfolios                | 33.97    |          |
|                                   | Binders                   | 29.88    |          |
|                                   | Flash drive               | 17.98    | 100.64   |
| Galls, An Aramark Company         | Strobe lightbar           | 899.99   |          |
|                                   | Uniforms                  | 135.97   |          |
|                                   | Gas masks cartridges      | 1,069.97 | 2,105.93 |
| Quantum Graphics / Uniforms       | Uniforms                  |          | 154.00   |
| Southern Police Equipment Company | Magazine case             |          | 32.49    |
| Matthew Bender & Company, Inc.    | Code 11 Supp / Index / RV |          | 343.69   |

DARLINGTON HEIGHTS VOLUNTEER FIRE DEPARTMENT

|                                |                       |        |           |
|--------------------------------|-----------------------|--------|-----------|
| Amelia Overhead Doors          | Bay doors             |        | 11,663.00 |
| Cyrus Pest Control Company     | Exterminating service |        | 45.00     |
| Ellington Energy Service       | Gas                   | 686.43 |           |
|                                | Diesel                | 713.59 | 1,400.02  |
| Farmville Wholesale Electric   | Cable & ties          | 148.03 |           |
|                                | Wiring supplies       | 20.02  |           |
|                                | Cord & connectors     | 27.44  |           |
| Southside Electric Cooperative | Electric service      |        | 305.96    |
| Verizon Wireless               | Phone                 |        | 60.07     |
| Verizon                        | Phone                 |        | 132.32    |
| Watkins Insurance Agency       | Accident insurance    |        | 3,421.00  |

HAMPDEN-SYDNEY VOLUNTEER FIRE DEPARTMENT

|                         |                  |          |           |
|-------------------------|------------------|----------|-----------|
| AT&T                    | Phone            |          | 39.73     |
| BB&T                    | Truck payment    |          | 33,263.62 |
| Arcet Equipment Company | Compressed air   |          | 222.04    |
| C. W. Williams          | Gloves & helmets | 736.31   |           |
|                         | SCBA test        | 2,055.63 | 2,791.94  |
| Commtronics of Virginia | Install antenna  | 225.52   |           |
|                         | Radios           | 9,039.70 | 9,265.22  |
| Criswell                | 2011 Fleet Tahoe |          | 30,489.70 |

|                            |                  |        |
|----------------------------|------------------|--------|
| Eagle Fire, Inc.           | Alarm monitoring | 360.00 |
| CenturyLink                | Phone            | 47.48  |
| Price Supply Company, Inc. | Valve & switch   | 141.12 |
| Dominion Virginia Power    | Electric service | 234.44 |

PAMPLIN VOLUNTEER FIRE DEPARTMENT

|                                   |                  |        |
|-----------------------------------|------------------|--------|
| AT&T                              | Phone            | 175.71 |
| Pamplin Volunteer Fire Department | Fuel             | 455.12 |
| Verizon                           | Phone            | 103.08 |
| Dominion Virginia Power           | Electric service | 473.24 |

EMERGENCY SERVICES

|              |                 |       |
|--------------|-----------------|-------|
| Korman Signs | Die-cut numbers | 87.21 |
|--------------|-----------------|-------|

REGIONAL JAIL & DETENTION

|                        |                 |          |
|------------------------|-----------------|----------|
| Piedmont Regional Jail | Inmate per diem | 3,648.70 |
|------------------------|-----------------|----------|

BUILDING OFFICIAL

|                  |             |       |
|------------------|-------------|-------|
| East End Chevron | Oil changes | 86.30 |
|------------------|-------------|-------|

ANIMAL CONTROL

|                                 |          |       |
|---------------------------------|----------|-------|
| Lowe's                          | Hose end | 3.48  |
| Business Data of Virginia, Inc. | Software | 79.95 |

REFUSE DISPOSAL

|                                     |                                    |           |
|-------------------------------------|------------------------------------|-----------|
| Arena Trucking Company              | Trash collection                   | 409.00    |
| Resource International              | Groundwater/gas monitoring         | 16,662.94 |
| Wright's Excavating                 | Landfill operation                 | 42,187.50 |
| Emanuel Tire of Virginia            | Tire recycling                     | 460.80    |
| STEPS, Inc.                         | Recycling fee                      | 654.01    |
| Southside Electric Cooperative      | Virso site                         | 70.77     |
| Dominion Virginia Power             | Rice site                          | 34.21     |
| AT&T                                | Phone                              | 121.93    |
| Prince Edward County Public Schools | Diesel reimbursement - Apr/June 11 | 2,199.60  |
| East End Motor Company, Inc.        | Tires                              | 786.12    |

SANDY RIVER RESERVOIR

|                            |                          |        |
|----------------------------|--------------------------|--------|
| Lowe's                     | Concrete mix / Stop-leak | 46.50  |
|                            | Rebar mesh / ties        | 29.92  |
|                            | Drill bit / screws       | 54.87  |
|                            | Pipe / flange            | 111.73 |
| W. C. Newman Company, Inc. | Concrete                 | 238.18 |

GENERAL PROPERTIES

|                              |                                     |          |
|------------------------------|-------------------------------------|----------|
| Grainger                     | Circulator pump                     | 564.53   |
|                              | Service contract - July - September | 2,230.28 |
| Thysenkrupp Elevator         | Plugged tire                        | 20.00    |
| East End Chevron             | Ice                                 | 16.00    |
|                              | Oil & gas                           | 9.07     |
| East End Motor Company, Inc. | Inspection / switch                 | 66.95    |



|                                     |                                    |        |           |
|-------------------------------------|------------------------------------|--------|-----------|
| Dominion Virginia Power             | Lights at Rice                     |        | 106.72    |
| Town of Farmville                   | Water & sewer                      | 223.74 |           |
|                                     | Water                              | 71.04  | 294.78    |
| Ranson's, Inc.                      | Battery / 2-way radio              |        | 81.98     |
| Diamond Paper Company               | Janitorial supplies                |        | 371.75    |
| Lowe's                              | Cleaning supplies                  | 65.12  |           |
|                                     | Screws / bushing / plug            | 29.13  |           |
|                                     | Rubber tie-down                    | 7.12   |           |
|                                     | Wire tracer / pliers               | 113.64 |           |
|                                     | Concrete mix                       | 15.76  |           |
|                                     | Lumber                             | 8.47   |           |
|                                     | Concrete edger                     | 35.58  |           |
|                                     | Light bulbs                        | 12.48  | 287.30    |
| Farmville Auto Parts                | AHU belts                          | 92.20  |           |
|                                     | Grease                             | 8.98   | 101.18    |
| Pearson Equipment Company           | Excavator rental                   |        | 270.00    |
| Cintas Corporation #524             | Uniform rental                     |        | 516.50    |
| Prince Edward County Public Schools | Diesel reimbursement - Apr/June 11 |        | 368.01    |
|                                     | <u>CANNERY</u>                     |        |           |
| Grainger                            | Steamline flange                   |        | 69.04     |
| Parker Oil Company, Inc.            | Fuel                               |        | 1,196.73  |
| Business Data of Virginia, Inc.     | Mouse                              |        | 16.80     |
|                                     | <u>COMPREHENSIVE SERVICES ACT</u>  |        |           |
| Braley & Thompson, Inc.             | Professional services              |        | 12,785.00 |
| Business Card                       | Foster care                        |        | 108.71    |
| Helton House, Inc.                  | Professional services              |        | 1,620.00  |
| Letricia R. Logan                   | Foster care                        |        | 666.00    |
| Riverside Behavioral Health Center  | Professional services              |        | 2,080.00  |
| Treasurer of Bedford                | Professional services              |        | 5,594.29  |
|                                     | <u>PLANNING</u>                    |        |           |
| Farmville Herald                    | Advertising                        |        | 199.88    |
| Key Office Supply                   | DVD Disk                           |        | 17.75     |
|                                     | <u>ECONOMIC DEVELOPMENT</u>        |        |           |
| Key Office Supply                   | Copier drum / cartridge            |        | 411.36    |
|                                     | <u>TOURISM</u>                     |        |           |
| Town of Farmville                   | Water & sewer                      |        | 53.24     |
| CenturyLink                         | Phone                              |        | 199.74    |
| Key Office Supply                   | Copier drum / cartridge            |        | 411.37    |
|                                     | <u>DEBT SERVICE</u>                |        |           |
| Rural Development                   | Courthouse loan                    |        | 16,626.00 |
|                                     | <u>DARE FUND EXPENSES</u>          |        |           |
| Walmart                             | Meeting supplies                   |        | 22.38     |

GENERAL PROPERTIES

|                   |       |        |
|-------------------|-------|--------|
| Town of Farmville | Water | 188.61 |
|-------------------|-------|--------|

RETIREMENT BENEFIT FUND

|                |                 |          |
|----------------|-----------------|----------|
| Vicki K. Johns | Retiree benefit | 1,051.29 |
|----------------|-----------------|----------|

PIEDMONT COURT SERVICES

|                            |                             |          |          |
|----------------------------|-----------------------------|----------|----------|
| Key Office Supply          | Copier maintenance contract | 200.98   |          |
|                            | Toner / calendars           | 1,274.98 |          |
|                            | Laptop                      | 798.00   | 2,273.96 |
| Farmville Printing         | Annual reports              |          | 848.15   |
| Dominion Virginia Power    | Electric service            |          | 239.64   |
| CenturyLink                | Phone                       |          | 198.65   |
| Sharon Gray                | Mileage                     |          | 132.60   |
| Connie Stimpson            | Mileage                     | 55.69    |          |
|                            | Locks / drinks / clock      | 59.01    | 114.70   |
| Chad Lipscomb              | Mileage                     |          | 5.19     |
| Renee T. Maxey             | Mileage                     | 109.14   |          |
|                            | Cards                       | 3.15     | 112.29   |
| Dayna Stanley              | Mileage                     |          | 109.14   |
| Roy Dean Farmer, Jr.       | CPR training                |          | 140.00   |
| Kantola Productions        | Training DVD                |          | 145      |
| Hazelden                   | DVDs                        |          | 298      |
| Kinex Networking Solutions | Antivirus - 3 years         |          | 1,650.00 |

PCS SUPERVISION FEES EXPENDITURES

|                 |         |        |
|-----------------|---------|--------|
| Sheena Franklin | Mileage | 201.96 |
| Chad Lipscomb   | Mileage | 3.48   |
| Andy Mays       | Mileage | 22.44  |
| Cadance Tyler   | Mileage | 69.36  |

In Re: Highway Matters

Jorg Huckabee-Mayfield, Transportation and Land Use Director, VDOT, provided the following update on VDOT activities:

Maintenance activities for the next 30 days:

- Crews will mow along primary and secondary routes, make surface repairs, and respond to customer concerns.

Construction:

- Route 623 over Sandy River: The road will be closed from April 11 to July 15 for a bridge replacement. A signed detour using Routes 612 and 611 will be in place.
- Route 633 over Bush River: The Bridge will be narrowed to one 11' lane for repairs.

Traffic Studies / Special Requests:

- We have investigated a request for a speed limit study to be completed on Route 683 (Stokes Road) for a possible reduction to 35 MPH. The most recent crash data available from April 1, 2006 to March 31, 2009 revealed that there were no reported crashes along this section of roadway. Speed data collected for a 24-hour period revealed an 85<sup>th</sup> percentile speed of 39 MPH, a median speed of 31 MPH, and a pace speed ranging from 23 MPH to 32 MPH. It was recommended that the existing statutory 55/45 MPH Speed Zone on Route 683, from Route 15 to Route 15, a distance of 0.62 miles, be reduced to 35 MPH based on the 85<sup>th</sup> percentile speed, the narrow pavement widths, and the existing residential development. This reduction is pending.
- A request was received that a CHILDREN AT PLAY Sign be installed in the area of 1911 Redd Shop Road to slow traffic. We do not recommend that WATCH FOR CHILDREN Signs be installed. However, based on the field review, we have decided to perform a speed study to determine if the current Statutory 55/45 MPH Speed Limit is appropriate for Route 630, from Route 15 to Route 665. We will provide the results of the study when it is available.

Supervisor McKay said the number of accidents has increased on Route 604 in Abilene recently, and requested a reduction in the speed limit to 45 MPH from the County line to where the limit drops to 45 MPH. Supervisor Campbell reported an average of 2-3 accidents each week in that area.

Mr. Bartlett advised the advertisement for Route 628 has gone out and bid opening is August 4 [2011]. The mandatory pre-bid meeting will be held on July 21 at 10:00 a.m. at the Ag Building.

In Re: FY 12 Crossroads Performance Contract

Chairman Fore said that it is necessary for the Board of Supervisors to approve the Crossroads Performance Contract annually. He stated Crossroads' annual budget is \$17,661,000; Prince Edward County's portion is \$62,643.

Supervisor Wiley made a motion to approve the FY 12 Crossroads Performance Contract; the motion carried:

|      |  |           |
|------|--|-----------|
| Aye: | Howard M. Campbell<br>William G. Fore, Jr.<br>Don C. Gantt<br>Robert M. Jones<br>Charles W. McKay<br>Howard F. Simpson | Nay: None |
|------|--|-----------|

Jim R. Wilck  
Mattie P. Wiley

In Re: Regional Water Supply & Drought Management Plan

Mrs. Daves-Johnson stated that in July 2007, Prince Edward County was awarded a grant from the Virginia Department of Environmental Quality (DEQ) to prepare a Regional Water Supply and Drought Management Plan. Planners from the County and the Town of Farmville have worked on the project together to develop the regional plan, which is near completion with only the Board's review of the plan outstanding.

Mrs. Daves-Johnson requested a work session be scheduled to provide the Board with a briefing and conduct the review of the plan. Following this, to meet state requirements, the County must hold a public hearing to adopt the Regional Water Supply Plan and adopt the Drought Response and Contingency Plan as part of the overall Regional Water Supply Plan project. She stated staff suggests that the County draft a Drought Management Ordinance closer to the time when water withdrawal from the Sandy River Reservoir begins and/or the Authority is operating a public water supply system. Presently any water customers relying on a community system in the County are regulated by the Town of Farmville's Drought Ordinance. The Drought Ordinance is a separate document used to enforce the Drought Plan and would provide for the voluntary and mandatory restrictions for use of a public water supply system during declared water shortages or water emergencies.

Virginia DEQ expects plans to be adopted and submitted by November 2, 2011. The Town of Farmville has adopted the Regional Water Supply Plan, their Drought Plan, and Drought Management Ordinance.

Following some discussion, Supervisor McKay made a motion to advertise a Public Hearing to be held at the August 9, 2011 Board meeting, to amend the "Water & Wastewater Ordinance" to give the County the power to enforce the Town Water Ordinance for the users that live in the County; the motion carried:

|      |                      |           |
|------|----------------------|-----------|
| Aye: | Howard M. Campbell   | Nay: None |
|      | William G. Fore, Jr. |           |
|      | Don C. Gantt         |           |
|      | Robert M. Jones      |           |
|      | Charles W. McKay     |           |

Howard F. Simpson  
Jim R. Wilck  
Mattie P. Wiley

Supervisor Wiley made a motion to schedule a work session to review the Regional Water Supply Plan on Thursday, July 28, 2011 at 5:00 p.m.; the motion carried:

|      |   |           |
|------|---|-----------|
| Aye: | Howard M. Campbell<br>William G. Fore, Jr.<br>Don C. Gantt<br>Robert M. Jones<br>Charles W. McKay<br>Howard F. Simpson<br>Jim R. Wilck<br>Mattie P. Wiley | Nay: None |
|------|---|-----------|

In Re: Engineering Services for Virginia Dam Safety Grant

Mrs. Daves-Johnson stated the professional engineering services for Bush Watershed Structure No. 12, Sandy River Reservoir Dam, are provided by Draper Aden Associates under a current contractual agreement. The Engineering Services agreement (as Revised April 15, 2010) includes the completion of the "Regular Operation and maintenance Certificate." The Breach Inundation Zone Mapping and Inundation Report (BIZ study) are required components of the Regular Six Year Operation & Maintenance certificate (O&M) application. The Scope of Work of the current Engineering Services Agreement based the completion of the O&M Certificate application on the assumption that the results of the BIZ study would not require any alterations to the impounding structure.

The BIZ study completed by Schnabel Engineering determined that flood water would overtop the dam during a severe event. Therefore, to bring the dam into compliance with current Virginia Dam Safety regulations, the next step is to complete an engineering study to evaluate alternatives which would provide the most economical, yet effective, improvements and dam modifications to bring the dam into compliance. Because the BIZ study indicates that the dam overtops by 2.3 feet of water during the Probable Maximum Flood, the engineering study and alternatives assessment is required in order to complete the O&M Certificate application and resume operation under a regular O&M Certificate approved by DCR. The Virginia DCR Division of Dam Safety reviews the applications and issues the certificates. Presently the dam is operating under a (temporary) Conditional Certificate which expires November 30, 2011.

In accordance with the Engineering Services Agreement, Draper Aden Associates has requested authorization to proceed with the additional services required for the completion of the Regular Operation and Maintenance Certificate Application for Sandy River Reservoir Dam (identified as Item C. Phase II in the services agreement). This request for authorization to proceed with the necessary additional analyses was initiated after a meeting November 12, 2010 with Draper Aden and Prince Edward County representatives to review the results of the BIZ study.

In June 2011, on behalf of Prince Edward County, Draper Aden Associates applied for and secured a \$12,000 grant from the DCR Division of Dam Safety to assist with the cost of the Scope of Services for the Spillway capacity Upgrade Alternatives Assessment. The grant requires an equal match to any grant funds awarded. The Change to the Scope of Services to complete the O&M Certificate by adding the alternatives assessment has a lump sum fee of \$24,000. DCR has approved a grant award of \$12,000; Prince Edward County would need to match this request with \$12,000 funds in the Sandy River Reservoir Dam program.

The Virginia Public Procurement Act, Section 2.2-4309, states a public contract may include provisions for modification of the contract during performance. However, advance written approval of the Board of Supervisors is necessary to increase the contract by modification in an amount of twenty-five percent of the amount of the contract or \$50,000, whichever is greater. In this case, the expanded scope of services modification to the contract would be \$24,000 (less than the \$50,000 limit) and was provided for in the provisions of the original services agreement contract. Within the purview of the Public Procurement Act, the Board could authorize the expansion of the scope of services for the existing services agreement with Draper Aden Associates.

The Board has the option of advertising a RFP for the Alternatives Analysis. The RFP option would involve staff time preparing the scope of work for the bid, advertising the bid for a minimum of ten days, staff review of bids received, scheduling interviews with two or more offerors deemed fully qualified, negotiating a contract and timeline with a selected offeror, and ensuring that an engineering study provided by a second party could then be transferred to Draper Aden Associates for the completion of the O&M Certificate application. The RFP option advances an already restricted timeframe to commence the

engineering analysis by a minimum of 30-60 days. It is preferable the additional engineering study be complete in time to allow the submission of the O&M Certificate to Virginia DCR by November 30, 2011.

Supervisor Gantt made a motion to advertise an RFP for the Alternatives Analysis; after some discussion, Supervisor Gantt withdrew his motion.

Supervisor Jones made a motion to allow a modification of the existing contract, to approve acceptance of the grant funds and to authorize the County Administrator to sign all grant and engineering services contracts in order to proceed; the motion carried:

Aye: Howard M. Campbell  
William G. Fore, Jr.  
Robert M. Jones  
Charles W. McKay  
Howard F. Simpson  
Jim R. Wilck  
Mattie P. Wiley

Nay: Don C. Gantt

In Re: Water Project Update

Mr. Bartlett stated the evaluation of the Town and County utility infrastructure and the financial review are continuing; it is anticipated both will be complete in August. He said once these items are complete, the financial advisors will have the information necessary to determine the financial viability of the plan of finance and approach the credit markets to provide the required financing.

Mr. Bartlett said a contract is also being developed that will specify the relationship between the Town, County and the Authority. He stated there appears to be some confusion on the part of the public regarding some of the concepts of the plan:

- The debt will be structured so as not to require rate increases for the current utility customers or a tax increase for County residents. Davenport & Company states the financing plan will not rely on any revenues from either the Town or the County.
- Mr. Spates will serve as the General Manager of the Authority.
- Mr. Bartlett will serve as the Finance Director of the Authority.
- The current Town workforce would remain employees of the Town. The Authority will be charged labor expenses based on the amount of time the Town employees performed work on behalf of the Authority.
- The Town will perform billing and collection tasks for the Authority.
- The eventual goal is to have citizen appointees to serve as board members of the Authority.

Supervisor Wilck stated he was receiving questions from citizens that are confused, that if the County is working with the Town on an Authority, why is the County still holding the Interim contract and the other contract with Crowder Construction in abeyance. He stated he would like to eliminate this confusion by closing out the contract.

Supervisor Wilck then made a motion to cease the PPEA involvement with the Interim Agreement and not enter into a second contract with Crowder Construction, that the Board expects that all deliverables in the Interim contract be met and all work delivered to the Board and prorate a rebate made to all deliverables not met, and that the Board alone will determine if those deliverables are met.

Chairman Fore stated the County needs part of that contract that cannot be delivered until the early fall of the year. Mr. Bartlett said only one deliverable hasn't been received, that being the water test required by the Health Department, to take place in August 2011. Mr. Bartlett said \$125,000 will not be paid at all because it has come in under the expected amount. Supervisor Wilck explained his motion meant the Interim agreement would be completed but wants a vote not to enter into the Comprehensive Agreement. Discussion followed.

Chairman Fore called for the question: the motion failed:

|      |                    |      |                      |          |              |
|------|--------------------|------|----------------------|----------|--------------|
| Aye: | Howard M. Campbell | Nay: | William G. Fore, Jr. | Abstain: | Don C. Gantt |
|      | Jim R. Wilck       |      | Robert M. Jones      |          |              |
|      |                    |      | Charles W. McKay     |          |              |
|      |                    |      | Howard F. Simpson    |          |              |
|      |                    |      | Mattie P. Wiley      |          |              |

Supervisor Simpson said there is confusion that the County will take funds from the Sandy River Reservoir project and pay the Town for their water system; the money will not come from the County. The Authority would potentially take over the system and revenues will come from the customers. Mr. Bartlett stated that normally, any bond agreements for water and sewer would have a covenant in those bonds that the bondholders could take the Authority to court and force a rate increase if the Authority does not have enough money from revenues to pay any bonds. Supervisor Simpson stated payment of bonds for the Authority would not come from taxes, the revenue comes from the users.



In Re: "In the Line of Duty" Memorial Committee Report

Supervisor Campbell stated the Board previously discussed the possibility of establishing an "In the Line of Duty" memorial that would honor those individuals who have served the citizens of Prince Edward County as firefighters, law enforcement officers, EMS personnel and county employees who have lost their lives "in the line of duty."

The "In the Line of Duty" Memorial Committee (Supervisor Simpson and Supervisor Campbell) met on numerous occasions and brings the following recommendations to the Board for consideration for the creation of this memorial.

Supervisor Simpson made a motion to authorize the creation and installation of an "In the Line of Duty" memorial in the Third Floor Rotunda of the courthouse, just outside the Board of Supervisors room; approve that the following individuals be added to the memorial:

Virginia Game Warden Frank H. Gilliam, 1929;  
Virginia State Trooper Robert W. Smith, 1951  
Prospect Firefighter J. Frank Coleman, 1977  
Hampden-Sydney Firefighter David Paul Bruce, 1981

to authorize a memorial dedication event for Sunday, September 11, 2011, the day Americans honor and remember those who respond; and to appropriate \$3,500, the estimated cost, to a Budget Line Item for the memorial; and that when the right side of the Memorial is filled, it will be started on the left side; the motion carried:

Aye: Howard M. Campbell  
William G. Fore, Jr.  
Don C. Gantt, Jr.  
Robert M. Jones  
Charles W. McKay  
Howard F. Simpson  
Jim R. Wilck  
Mattie P. Wiley

Nay: None

Supervisor Gantt made a motion to approve the Criteria for Inclusion by which names are added to the memorial; the motion carried:

Aye: Howard M. Campbell  
William G. Fore, Jr.  
Don C. Gantt, Jr.  
Robert M. Jones  
Charles W. McKay  
Howard F. Simpson  
Jim R. Wilck  
Mattie P. Wiley

Nay: None

### **“In the Line of Duty Memorial”**

#### Criteria for Inclusion

The “In the Line of Duty” memorial, located in the rotunda outside the Board of Supervisors Room on the Third Floor of the Prince Edward County Courthouse, honors men and women who serve Prince Edward County as fire fighters, EMS personnel, law enforcement officers and public employees of the County, who have given their lives in the line of duty in service to the citizens of the County. In this light, the purpose of the criteria set forth herein is to insure the memorial continues to be a tribute to those, now or in the future, who die in the line of duty for Prince Edward County.

The following individuals are eligible: members of the Darlington Heights Volunteer Fire Department, Farmville Volunteer Fire Department, Hampden-Sydney Volunteer Fire Department, Meherrin Volunteer Fire and Rescue Department, Pamplin Volunteer Fire Department and EMS, Prospect Volunteer Fire Department, and Rice Volunteer Fire Department, Prince Edward Volunteer Rescue Squad, law enforcement officers with the Prince Edward County Sheriff’s Office, Farmville Police Department, Hampden-Sydney College Department of Security and Police, Longwood University Police Department; law enforcement officers assigned to or working in Prince Edward County for the Virginia State Police, Virginia Department of Game and Inland Fisheries, Virginia Department of Conservation and Recreation, and other Virginia state agencies; and employees of the County of Prince Edward, Virginia.

The Board of Supervisors may consider requests regarding individuals who are not specifically named above, but who were engaged in the line of duty serving the citizens of Prince Edward County at the time of his/her death.

Requests for inclusion on the Memorial may be submitted to the County Administrator in the form of a personal letter from the nominator, which shall include the nominator’s contact information and the proposed honoree’s full name and as much pertinent information as possible. Such information shall include the agency/organization for which the individual was serving or employed at the time of death.

The addition of a name will be preceded by a vote of the Prince Edward County Board of Supervisors.

#### In Re: County Administrator’s Report

Mr. Bartlett provided an update on the disposition of three County surplus vehicles; the vehicles will be sold by state auction and they are off the road. He stated the County received between \$1,200 to \$1,400 per vehicle in the past.

In Re: Sheriff's Department Grants

Sheriff's Deputy Stuart Raybold stated the Sheriff's Office is requesting authorization to apply for two grants. The first grant is a one-time equipment grant that the Sheriff's Office and the Farmville Police Department are partnering on to purchase surveillance equipment. The grant is for \$20,646 and requires a 10% local match of \$2,294. The matching funds are available from the Sheriff's current budget from a capital projects line item, which means it requires Board authorization to spend. The Memorandum of Agreement with the Town outlines the partnership between the County and Town for this grant.

Deputy Raybold said the second grant is a two-year bullet proof vest partnership grant that the Feds will reimburse 50% of the cost of the vests. The anticipated expenditure over the next two years is \$22,000 - \$28,000. This is a reimbursement grant, so the County must expend the funds up front.

Supervisor Gantt made a motion to authorize the Sheriff's Office to apply for both grants; to authorize the County Administrator to execute the Memorandum of Agreement with the Town for the surveillance equipment grant; to authorize the County Administrator to sign all necessary documents related to both grant applications; and to authorize the Sheriff's Office to expend funds from the Capital Equipment line item as a match for the surveillance equipment grant; the motion carried:

Aye: Howard M. Campbell  
William G. Fore, Jr.  
Don C. Gantt, Jr.  
Robert M. Jones  
Charles W. McKay  
Howard F. Simpson  
Jim R. Wilck  
Mattie P. Wiley

Nay: None

In Re: Tobacco Grant – Virginia's Retreat

Mr. Bartlett stated Virginia's Retreat, the regional tourism marketing organization representing Prince Edward and 13 other localities in south-central Virginia, wishes to apply for \$508,500 of Tobacco Commission Special Projects Funds for the development of an overall strategic plan, an overall marketing plan focused on the critical period commemorating the Sesquicentennial of the American Civil War, and start-up funds to hire an executive director for three years to oversee and continue to create the region's tourism product.

Mr. Bartlett said Virginia's Retreat is asking Prince Edward County to be its sponsoring locality for the grant, which commits the County to oversee the financial disbursement of grant funds. The County has no additional financial obligation for the grant project, other than our annual donation to Virginia's Retreat, which is \$4,500. Additionally, Virginia's Retreat is asking Prince Edward County to consider donating an office to house the new regional position, if the grant is funded, for a period of three years. Space at the Worsham Clerk's Office or a vacant office on the second floor of the Moore Building, which would be the most suitable location. The County assumes no additional cost or responsibility for the position other than the donation of the office space. He added a sustainability plan would need to be developed to continue the position once the funds run out.

Supervisor Jones made a motion to approve the draft grant resolution, to approve the donation of office space for an initial three-year period, and to authorize the County Administrator to sign the letter of support and execute any grant documents, as needed; the motion carried unanimously:

|      |  |           |
|------|--|-----------|
| Aye: | Howard M. Campbell<br>William G. Fore, Jr.<br>Don C. Gantt, Jr.<br>Robert M. Jones<br>Charles W. McKay<br>Howard F. Simpson<br>Jim R. Wilck<br>Mattie P. Wiley | Nay: None |
|------|--|-----------|

#### **RESOLUTION OF SUPPORT**

WHEREAS, Virginia's Retreat wishes to apply to the Virginia Tobacco Indemnification and Community Revitalization Commission for Fiscal Year 2012 Special Projects Grant Program funding for the development of an overall strategic plan, develop an overall marketing plan focused on the critical period commemorating the Sesquicentennial of the American Civil War, and start-up monies to hire an executive director to oversee and continue to create the region's tourism product. Among the issues to be explored during the proposed strategic planning process include: the creation of a Trail Authority or similar entity; the expansion of dues paying members to potentially include private organizations/businesses; the identification of other key anchors on the Civil Rights in Education Heritage Trail; new sites for the Civil War Trails and the creation of a new Music, Artisan and Gardens Trail; and

WHEREAS, Virginia's Retreat encompasses Prince Edward County as well as the Counties of Amelia, Appomattox, Brunswick, Buckingham, Charlotte, Cumberland, Dinwiddie, Halifax, Lunenburg, Mecklenburg, Nottoway, Powhatan, and the City of Petersburg; and

WHEREAS, Prince Edward County has agreed to be the applicant on behalf of Virginia's Retreat to apply for Special Projects Grant Program funding from the Virginia Tobacco Indemnification and Community Revitalization Commission;

NOW, THEREFORE, BE IT RESOLVED, the Prince Edward County Board of Supervisors hereby authorizes the County Administrator to execute all appropriate documents required to constitute a complete Virginia Tobacco Indemnification and Community Revitalization Commission Special Projects Grant Program Application Request in the amount of \$508,500;

NOW, THEREFORE, BE IT FURTHER RESOLVED, the County of Prince Edward accepts responsibility to oversee the proper use of funds, and grant compliance, if the grant is funded.

NOW, THEREFORE, BE IT FURTHER RESOLVED, Virginia's Retreat is responsible for all grant related costs including match for the Virginia Tobacco Indemnification and Community Revitalization Commission Special Projects Grant Program Application Request.

In Re: Tobacco Grant – R. R. Moton Museum

Mr. Bartlett stated the Moton Museum is applying for \$1.6 million from the Special Projects Fund through the Virginia Tobacco Commission and has requested a letter of support from the County.

Supervisor Wilck made a motion to approve the Letter of Support to the Virginia Tobacco Indemnification and Community Revitalization Commission on behalf of the R. R. Moton Museum; the motion carried unanimously:

|      |  |           |
|------|--|-----------|
| Aye: | Howard M. Campbell<br>William G. Fore, Jr.<br>Don C. Gantt, Jr.<br>Robert M. Jones<br>Charles W. McKay<br>Howard F. Simpson<br>Jim R. Wilck<br>Mattie P. Wiley | Nay: None |
|------|--|-----------|

I write to express Prince Edward County's overwhelming support for funding the Robert Russa Moton Museum's application to the Virginia Tobacco Indemnification and Community Revitalization Commission for Special Projects Grant funding in the amount of \$1,600,000 for Moton 2011: the Permanent Exhibition.

Prince Edward County is represented on the Museum's Board of Directors by Hon. Howard Simpson, the Vice Chair of the Board of Supervisors.

Creating a leading Civil Rights Era museum in Southside Virginia, which honors the sacrifices made by students, parents and teachers in Virginia's public schools during the era of Massive Resistance, is a worthy goal and one which Moton is proving can be achieved.

Moton, in keeping with its mission statement, strives to represent the diversity of community views related to understanding the motives, strategies, actions and outcomes of our transition from segregated to integrated education.

Virginia Tobacco Commission Special Projects are intended to be those activities and/or partnerships which:

- Provide potential positive impacts across a substantial portion of the tobacco region of Virginia;
- Are so innovative in nature that they provide replicable models that could potentially reshape the economies of communities across the tobacco region;
- Are so broad in scope and geographic impact that they do not clearly fit under the eligibility and project types for the Commission's other funding pools (economic development, education, agribusiness, technology, etc.)

We believe the Moton 2011 project meets these criteria, and the museum is a solidly run and impactful institution in Southside Virginia worthy of Virginia Tobacco Commission support.

In Re: Resignation and Appointment – Central Virginia Regional Library Board

Mr. Bartlett stated a letter of resignation has been received from Patricia Keaveny Smith, who was appointed to the Central Virginia Regional Library Board last year by the Board of Supervisors. Her term of office expires June 30, 2014.

A vote was taken on the candidates for the four-year term for the Central Virginia Regional Library Board:

Candidate

Nancy K. Currie

Vicky S. Page

Vote

Howard M. Campbell  
William G. Fore, Jr  
Don C. Gantt  
Robert M. Jones  
Charles W. McKay.  
Howard R. Simpson  
Jim R. Wilck  
Mattie P. Wiley

(none)

Nancy K. Currie will be appointed to the Central Virginia Regional Library Board to fill the unexpired term ending June 30, 2014.

In Re: VRS – Voluntary Long Term Care Insurance Program

Mr. Bartlett stated VRS provides local governments the opportunity to allow their employees and some family members to participate in the Commonwealth's Long Term Care Insurance Program. VRS administers the program and is underwritten by Genworth Life Insurance Company. This program is voluntary and the cost is paid by the employee through payroll deduction or paid directly to the insurance company. VRS has announced a special fall enrollment period and during this special period, employees would not have to provide any proof of good health.

Mr. Bartlett said any locality that wishes to join this program must submit an Employer Adoption Agreement to VRS and send an e-mail to Genworth by July 15, 2011.

Supervisor Wilck made a motion to make the Long Term Care Insurance Program available to the County employees and adopt the Employer Adoption Agreement; the motion carried:

|      |   |           |
|------|---|-----------|
| Aye: | Howard M. Campbell<br>William G. Fore, Jr.<br>Don C. Gantt<br>Robert M. Jones<br>Charles W. McKay<br>Howard F. Simpson<br>Jim R. Wilck<br>Mattie P. Wiley | Nay: None |
|------|---|-----------|

In Re: FY11 Financial Overview

Mr. Bartlett reported the preliminary review on the General Fund for FY11 shows Prince Edward had another successful year as it pertains to the budget. Revenues will be greater than the amount budgeted while expenses will be less.

After reducing revenues by the amount budgeted to be drawn from the fund balance, total revenues were budgeted at slightly more than \$20.2 million. Actual revenues are estimated to be approximately \$20.7 million, or \$500,000 more than budgeted. While a large amount it is only about 2.5% greater than the budget. Two unbudgeted one-time revenue events accounted for almost one-half of this positive variance – the reimbursement of \$183,000 from savings associated with the library construction bond and over \$51,000 received from the sale of property for delinquent taxes. The Treasurer initiated new collection procedures and redoubled efforts on already established procedures and collected \$121,000 more in delinquent real estate and personal property taxes than in FY10. This \$121,000 is also a non-recurring

event since once a delinquent tax is collected it cannot be collected again. These three items account for \$355,000 of the unbudgeted revenues.

Only two revenue sources significantly underperformed the budget – Merchant’s Capital (\$34,000) and Landfill fees (\$50,000). Both are related to the slow economy. Businesses reduced inventory and the waste stream is reduced as economic activity slows.

Mr. Bartlett said expenditures will be less than the budget by approximately \$300,000 to \$400,000. A considerable amount of funds must still be expended out of last fiscal year when the bills arrive; these include such things as electrical and phone costs and items ordered the last month of the fiscal year that were either not delivered by the end of June or the bill had not been received.

No one item was responsible for the positive variance associated with expenditures. Almost every department and office under expended their budget. All department directors, constitutional officers and employees contributed to this positive outcome. The single largest item attributing to the under expenditure of the budgeted funds was the costs associated with Comprehensive Services; this item will under expend the budget by approximately \$145,000. Discussion followed.

In Re: Animal Warden’s Report

Mr. Ray Foster, Animal Warden, submitted a report for the month of May 2011, which was reviewed and ordered to be filed with the Board papers.

In Re: Building Official’s Report

Mr. Coy Leatherwood, Building Inspector, submitted reports for the month of May 2011, which was reviewed and ordered to be filed with the Board papers.

In Re: Prince Edward County Public Schools

Mr. K. David Smith, School Superintendent, submitted a financial summary report for the month of May 2011, which was reviewed and ordered to be filed with the Board papers.



In Re: PERT Ridership Report

The Board reviewed the May 2011 ridership report from PERT and ordered it to be filed with the Board papers.

In Re: Tourism and Visitor Center Report

Mrs. Magi Van Eps, Tourism & Visitor Center Coordinator, submitted a report for the month of May 2011, which was reviewed and ordered to be filed with the Board papers.

On motion of Supervisor Wiley and adopted by the following vote:

Aye: Howard M. Campbell  
William G. Fore, Jr.  
Don C. Gantt  
Robert M. Jones  
Charles W. McKay  
Howard F. Simpson  
Jim R. Wilck  
Mattie P. Wiley

Nay: None

the meeting was recessed at 11:10 p.m.

July 28, 2011

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Thursday, the 28<sup>th</sup> day of July, 2011; at 5:00 p.m., there were present:

Howard M. Campbell

William G. Fore, Jr.

Don C. Gantt, Jr.

Robert M. Jones

Charles W. McKay

Howard F. Simpson

Jim R. Wilck

Mattie P. Wiley

Also present: Wade Bartlett, County Administrator; Alecia Daves-Johnson, Planner; and; Jeff Kapinos, Draper Aden Associates.

Chairman Fore called the special meeting to order, stating its purpose is for a work session on the Review of the State Legislative Requirement and the Draft Water Supply Plan. He stated that it is necessary to have Item #5 on the Agenda taken up in Closed Session.

In Re: Review of State Legislative Requirement and Draft Water Supply Plan

Mr. Jeff Kapinos, Draper Aden Associates, reviewed the Prince Edward County and Town of Farmville Regional Water Supply Plan Executive Summary. He stated the state-mandated document was started in 2007 and is a working document and is meant to be a planning tool; it will be updated every five to ten years. A formal public hearing will be necessary when it is complete.

Mr. Kapinos reviewed the Existing Water Supply and Existing Usage of Water and Projected Future Water Demands; DEQ requires a projection of 50 years. He explained the process used in obtaining the projections. He then reviewed the Average Daily Water Demand, based on population projections; he stated the County is currently close to the "high range demand" projections made in 2007. Mr. Kapinos stated Farmville's high-range demand projection is 1.2 million gallons in 2010 and is expected to be 2.8

million gallons by 2060. He added the total water demands in 2060 are projected to be in a range of 5.5 – 8.9 million gallons per day.

Mr. Kapinos then reviewed the Statement of Need and Alternatives, Regional Solutions, and the Town of Farmville’s Drought Response Plan. He stated the Town of Farmville is adopting an ordinance to enact emergency measures. In the Drought Management Plan part of the document, the County would need to monitor certain conditions for drought declaration and potential water shortage, to determine a “watch,” a “warning,” or an “emergency.”

Mr. Kapinos recommended scheduling a Public Hearing for the Water Supply Plan; submittal of the plan to the state must be by November 22, 2011.

Chairman Fore questioned adoption of the Water Supply Plan if the County has the Water Authority. Mr. Kapinos said the County would still adopt the Plan; the Authority is part of the County.

Chairman Fore then asked who has the overall responsibility - if strict conservation is needed, who makes the call and do they then have the authority to police it; Mr. Kapinos stated the Authority would police it and both the County and the Town have to adopt ordinances. Discussion followed.

Mr. Bartlett stated the Appomattox River Water Authority is the controlling entity in its service area; they declare the watch and warning. Supervisor Wilck said the Appomattox River Water Authority already has declared voluntary conservation measures for this year.

Chairman Fore stated “the [Water Supply] Plan, in realizing it is a working document, [we] need to envision the direction of the Board in the Plan, and it should reflect the Water Authority and the Town of Farmville and any other entity in the future on an as needed basis.”

Mr. Bartlett said the state wants these plans complete as the 2002 drought impacted several state facilities where water had to be trucked in.

Mrs. Daves-Johnson, Planner, stated this is an assessment of where the County is currently. The Town’s Drought Ordinance presently covers County residents on the Town’s system. The Plan lays out the steps taken when a drought is declared; all is currently voluntary, and the information will not change even if an Authority is formed.

Discussion followed on the proposed amendment to the County Water & Waste Water Ordinance.

Supervisor Jones made a motion to schedule a Public Hearing on the Regional Water Supply Plan for September 13, 2011 at the Board of Supervisor's regular monthly meeting; the motion carried:

Aye: Howard M. Campbell  
William G. Fore, Jr.  
Don C. Gantt  
Robert M. Jones  
Charles W. McKay  
Howard F. Simpson  
Jim R. Wilck  
Mattie P. Wiley

Nay: None

In Re: Closed Session

Supervisor McKay made a motion that the Board convene in Closed Session for consideration and discussion of the acquisition of real property for housing governmental offices, pursuant to the exemption provided for in Section 2.2-3711(A)(3) of the *Code of Virginia*, and to discuss an industrial prospect, where no previous public announcement has been made, pursuant to the exemptions provided for in Section 2.2-3711(A)(5) of the *Code of Virginia*. The motion carried:

Aye: Howard M. Campbell  
William G. Fore, Jr.  
Don C. Gantt  
Robert M. Jones  
Charles W. McKay  
Howard F. Simpson  
Jim R. Wilck  
Mattie P. Wiley

Nay: None

The Board returned to regular session by motion of Supervisor McKay and seconded by Supervisor Wiley and adopted as follows:

Aye: Howard M. Campbell  
William G. Fore, Jr.  
Don C. Gantt  
Robert M. Jones  
Charles W. McKay  
Howard F. Simpson  
Jim R. Wilck  
Mattie P. Wiley

Nay: None

On motion of Supervisor Wiley and carried by the following roll call vote:

|      |                      |           |
|------|----------------------|-----------|
| Aye: | Howard M. Campbell   | Nay: None |
|      | William G. Fore, Jr. |           |
|      | Don C. Gantt         |           |
|      | Robert M. Jones      |           |
|      | Charles W. McKay     |           |
|      | Howard F. Simpson    |           |
|      | Jim R. Wilck         |           |
|      | Mattie P. Wiley      |           |

the following Certification of Closed Meeting was adopted in accordance with the Virginia Freedom of Information Act:

WHEREAS, the Prince Edward County Board of Supervisors convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the *Code of Virginia* requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Prince Edward County Board of Supervisors hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Prince Edward County Board of Supervisors.

Chairman Fore declared a brief recess at 6:45 p.m. until 7:00 p.m. in the Board of Supervisors Room.

July 28, 2011

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Thursday, the 28<sup>th</sup> day of July, 2011; at 7:00 p.m., there were present:

Howard M. Campbell

William G. Fore, Jr.

Don C. Gantt, Jr.

Robert M. Jones

Charles W. McKay

Howard F. Simpson

Jim R. Wilck

Mattie P. Wiley

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Alecia Daves-Johnson, Planner; William W. Porterfield, Chairman, Planning Commission; Chris Mason, Planning Commission; Samuel Coleman, Planning Commission; Donald Gilliam, Planning Commission; Clifford Jack Leatherwood, Planning Commission; John Townsend, III, Planning Commission; and Sally Gilfillan, Planning Commission.

Chairman Fore called the special meeting back to order, stating its purpose is for a public hearing on a Special Use Request to permit a Truck Yard to be located at 23579 Prince Edward Highway (Hwy 460 Westbound) in Rice.

Planning Commission Chairman William W. Porterfield called the Planning Commission to order.

In Re: Joint Public Hearing – Special Use Request of Timothy R. Tharpe, LLC

Chairman Fore announced that this was the date and time scheduled for a joint public hearing with the Prince Edward County Planning Commission on the Special Use request from Timothy R. Tharpe, LLC to permit a Truck Yard and Construction Sales & Services uses to locate on the property totaling 15.05 acres and located at 13579 Prince Edward Highway, and further described as Tax Map parcels # 40-4-1 & 2, and 41-2-1. Notice of this hearing was advertised according to law in the Friday, July 15, 2011 and

Friday, July 22, 2011 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mrs. Alecia Daves-Johnson, Planner, stated that at its July 12, 2011 meeting, the Board of Supervisors granted a rezoning request received from Timothy R. Tharpe, LLC to change the zoning from A-1 (Agricultural Conservation) to C-1 (General Commercial) on three contiguous parcels totaling 15.05 acres located at 23579 Prince Edward Highway (Highway 460 Westbound) in Rice, where High Bridge Trail crosses over Route 460.

At the same July 12, 2011 meeting, the Board of Supervisors and the Planning Commission authorized a Joint Public Hearing to consider the Special Use Permit application submitted by Timothy R. Tharpe, LLC related to a truck yard use. The purpose of the request is to permit a Truck Yard and Construction Sales & Services uses to locate on the property. The Truck Yard is permitted in the C-1 Zoning District with a Special Use Permit, and Construction Sales & Services is permitted "by-right." Conditions can be applied to the Special Use Permit.

Mrs. Daves-Johnson stated the concerns regarding noise and pollution have been addressed; a letter was received from the High Bridge Trail State Park requesting screening in the form of a vegetated earthen berm. She added staff suggests the following conditions:

- Downward, shielded lighting will be used to reduce any light pollution
- Buffer and Screening of the site shall be in compliance with the Zoning Ordinance section 4-200.3 and Section 4-200.5 and Section 4-200.7. The Buffer Yard Type C Option 1 buffer specifications in combination with the earthen berm screening material shall be implemented along the High Bridge Trail State Park boundary. Preservation of existing woodland and vegetation, as permitted by Section 4-200.9 can be used along appropriate boundaries (north, possibly east). However, perimeter landscaping standards shall be required along the public right of way portion of the southern boundary.
- Fuel Station shall be constructed with containment system in place and will operate following a Fuel Spill Plan in compliance with VDEQ and US EPA regulations.
- Dust Control will be the responsibility of the operator and shall be conducted to prevent dust pollution to neighbors and Highway 460.

Planning Commission member Sally Gilfillan questioned placement of a buffer along Route 460, similar to the one in place at the Luck Stone site in Burkeville; Mr. Tharpe stated there will be products on-site for sale and he would like for them to be visible for sales purposes.

Mrs. Daves-Johnson stated the site is a \$2.5 million investment in Prince Edward County and could result in 25 employees being hired.

Chairman Fore opened the public hearing.

Planning Commission Porterfield asked if the suggested conditions will be part of the package; Mr. Timothy Tharpe, Tharpe Trucking, stated he will meet all regulations.

There being no one further wishing to speak, Chairman Fore closed the public hearing, and stated the deliberation was up to the Planning Commission.

Discussion followed among the Planning Commission members regarding the number of trucks permitted on site. Chairman Porterfield stated the structure of the Conditional Permit allows up to 50.

Chairman Porterfield made a motion to recommend to the Board of Supervisors approval of the Special Use Permit with the inclusion of the suggested conditions presented by staff regarding lighting, buffers, fuel spill containment and dust controls; the motion carried with unanimous favor.

Chairman Porterfield then stated the business of the Planning Commission being complete, the Planning Commission meeting was adjourned.

After some discussion by the Board of Supervisors, Supervisor McKay made a motion that the Board of Supervisors accept the recommendation of the Planning Commission to approve the Special Use Permit with the inclusion of the conditions as set forth by staff.

Mr. Bartlett asked how a determination is made indicating dust control is necessary; Mrs. Daves-Johnson stated if dust is blowing when traffic crosses the lot, there would be a need for dust control. Mrs. Daves-Johnson stated enforcement would be complaint based.

Chairman Fore then called for the question; the motion carried unanimously;

Aye: Howard M. Campbell  
William G. Fore, Jr.  
Don C. Gantt  
Robert M. Jones  
Charles W. McKay  
Howard F. Simpson  
Jim R. Wilck  
Mattie P. Wiley

Nay: None



On motion of Supervisor McKay and adopted by the following vote:

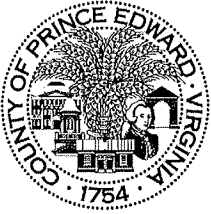
Aye: Howard M. Campbell  
William G. Fore, Jr.  
Don C. Gantt  
Robert M. Jones  
Charles W. McKay  
Howard F. Simpson  
Jim R. Wilck  
Mattie P. Wiley

Nay: None

the meeting was adjourned at 7:20 p.m.

DRAFT





**County of Prince Edward  
Board of Supervisors  
Agenda Summary**

**Meeting Date:** August 9, 2011  
**Item No.:** 5-c  
**Department:** County Administration  
**Staff Contact:** Barbara Poulston  
**Issue:** Consent Agenda - Review of Accounts & Claims

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**Summary:** The bill list for July 2011 is attached for your review.

**Attachments:** July 2011 Bill List

**Recommendation:** None.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_

FROM DATE- 7/13/2011  
TO DATE- 8/02/2011

ACCOUNTS PAYABLE CHECKS  
PRINCE EDWARD

| FUND NO. | DESCRIPTION                  | \$\$\$ PAY \$\$\$ |
|----------|------------------------------|-------------------|
| 100      | GENERAL FUND                 | \$666,714.86      |
| 501      | WATER FUND                   | \$63,441.00       |
| 502      | SEWER FUND                   | \$31.86           |
| 732      | RETIREMENT BENEFIT FUND      | \$1,051.29        |
| 741      | PIEDMONT COURT SERVICES FUND | \$4,714.36        |
|          | TOTAL                        | 735,953.37        |

| MAJOR#<br>ACCT#<br>011010 | VENDOR<br>NUMBER<br>BOARD OF SUPERVISORS                    | VENDOR<br>NAME  | INV#  | DESCRIPTION   | AMOUNT   |
|---------------------------|---|---|---|---|--|
| 3600                      | 15240   | Advertising<br>FARMVILLE HERALD   | CO ADM 711  | ADVERTISING   | 333.13 *   |
| 5510                      | 15897<br>19875  | Travel-Mileage<br>FORE WILLIAM G JR<br>JONES ROBERT M   | APRIL-JUNE 2011<br>APRIL-JUNE 2011  | MILEAGE<br>MILEAGE  | 333.13 *<br>63.24<br>48.45   |
| 5530                      | 11894   | Travel-Subsistence & Lodg<br>BUSINESS CARD  | 0460 PUCKETT711   | LODGING   | 111.69 *<br>773.44<br>773.44 *   |
| 012110                    | COUNTY ADMINISTRATOR  |   |   |   | 1,218.26 **  |
| 2600                      | 31658   | Unemployment Insurance<br>VA EMPLOYMENT COMMISSION  | 06302011  | UNEMPLOYMENT 2ND QTR  | 38.20<br>38.20 *   |
| 3320                      | 20600   | Maintenance Service Contr<br>KEY OFFICE SUPPLY  | 399240  | TYPEWTR MAINT CNTRCT  | 192.00<br>192.00 *   |
| 5210                      | 11894<br>25483  | Postal Services<br>BUSINESS CARD<br>PITNEY BOWES FINANCL SERV   | 0460 PUCKETT711<br>6804124 JY11   | SHIPPING<br>POSTAGE METER LEASE   | 8.28<br>29.00<br>37.28 *   |
| 5230                      | 30439   | Telecommunications<br>US CELLULAR   | 816442183 711   | PHONE   | 119.43<br>119.43 *   |
| 5530                      | 11894   | Travel-Subsistence & Lodg<br>BUSINESS CARD  | 0460 PUCKETT711   | LODGING   | 386.72<br>386.72 *   |
| 5810                      | 31681<br>31681  | Dues & Association Member<br>VA LOCAL GOVT MNGT ASSOC<br>VA LOCAL GOVT MNGT ASSOC   | BARTLETT 711<br>PUCKETT 711   | 11-12 DUES<br>11-12 DUES  | 254.93<br>184.48<br>439.41 *   |
| 6001                      | 11902<br>12899<br>13369<br>15380<br>20600<br>20600<br>20600 | Office Supplies<br>BUSINESS DATA OF VA, INC.<br>CREATIVE BUSINESS SOLUTIONS<br>DIAMOND SPRINGS<br>FARMVILLE PRINTING<br>KEY OFFICE SUPPLY<br>KEY OFFICE SUPPLY<br>KEY OFFICE SUPPLY | 20100747<br>9077<br>11393100 711<br>CO ADMR 711<br>398835<br>398856<br>398874 | NORTON ANTI-VIRUS<br>AP CHECKS<br>WATER & EQUIP RENTAL<br>BUSINESS CRDS/COPIES<br>TABS & BINDERS<br>MARKERS<br>TABS & BINDERS | 69.90<br>1,154.40<br>15.70<br>61.50<br>42.54<br>1.58<br>17.92<br>1,363.54 *<br>2,576.58 ** |
| 012310                    | COMMISSIONER OF REVENUE                                     |   |   |   |  |
| 2600                      | 31658   | Unemployment Insurance<br>VA EMPLOYMENT COMMISSION  | 06302011  | UNEMPLOYMENT 2ND QTR  | 25.02<br>25.02 *   |

| MAJOR#<br>ACCT#<br>5230 | VENDOR<br>NUMBER       | VENDOR<br>NAME                                     | INVT#         | DESCRIPTION          | AMOUNT      |
|-------------------------|------------------------|--|---------------|----------------------|-------------|
| 6012                    | 13325                  | Telecommunications<br>TREASURER OF VIRGINIA        | T235819       | ONLINE SERVICE       | 78.05 *     |
| 8201                    | 23162                  | Books & Subscriptions<br>NADA APPRAISAL GUIDES     | 40251S        | MOTRCYCLE APPR GUIDE | 78.05 *     |
|                         | 12726                  | Machinery & Equipment<br>COMPRO COMPUTERS          | 1136          | PRINTER              | 20.00       |
| 012410                  | TREASURER              |  |               | ACCOUNT TOTAL        | 20.00 *     |
| 2600                    | 31658                  | Unemployment Insurance<br>VA EMPLOYMENT COMMISSION | 06302011      | UNEMPLOYMENT 2ND QTR | 329.94      |
| 3320                    | 20600                  | Maintenance Service Contr<br>KEY OFFICE SUPPLY     | 399242        | TYPEWTR MAINT CNTRCT | 329.94 *    |
|                         | 20600                  | KEY OFFICE SUPPLY                                  | 399243        | TYPEWTR MAINT CNTRCT | 453.01 **   |
|                         | 20600                  | KEY OFFICE SUPPLY                                  | 399245        | COPIER MAINT CONTRCT |             |
| 05230                   | 10105                  | Telecommunications<br>AT&T                         | 392 3454 711  | PHONE                | 36.83       |
|                         | 10105                  | AT&T   | 392 3454 711A | PHONE                | 36.83 *     |
|                         | 13325                  | TREASURER OF VIRGINIA                              | T235819       | ONLINE SERVICE       | 127.00      |
|                         | 31659                  | VA EMPLOYMENT COMMISSION                           | CR 11 02063   | ONLINE ACCESS        | 130.00      |
| 6001                    | 20600                  | Office Supplies<br>KEY OFFICE SUPPLY               | 24901         | CREDIT               | 1,275.00    |
|                         | 20600                  | KEY OFFICE SUPPLY                                  | 398562        | INK CARTRIDGES       | 1,532.00 *  |
|                         | 20600                  | KEY OFFICE SUPPLY                                  | 398602        | INK CARTRIDGE        |             |
| 012510                  | INFORMATION TECHNOLOGY |  |               | ACCOUNT TOTAL        | 36.65       |
| 3160                    | 11902                  | Professional Services<br>BUSINESS DATA OF VA, INC. | 20100739      | TRAVEL EXPENSE       | 35.98       |
|                         | 11902                  | BUSINESS DATA OF VA, INC.                          | 20100747      | TRAVEL EXPENSE       | 78.06       |
|                         | 11902                  | BUSINESS DATA OF VA, INC.                          | 20100758      | TRAVEL EXPENSE       | 100.00      |
|                         | 11902                  | BUSINESS DATA OF VA, INC.                          | 20100761      | TRAVEL EXPENSE       | 250.69 *    |
|                         | 11902                  | BUSINESS DATA OF VA, INC.                          | 30100744      | TRAVEL EXPENSE       |             |
| 013200                  | REGISTRAR              |  |               | ACCOUNT TOTAL        | 34.72-      |
| 2600                    | 31658                  | Unemployment<br>VA EMPLOYMENT COMMISSION           | 06302011      | UNEMPLOYMENT 2ND QTR | 34.98       |
|                         |                        |  |               | ACCOUNT TOTAL        | 74.99       |
|                         |                        |  |               | MAJOR TOTAL          | 75.25 *     |
|                         |                        |  |               | MAJOR TOTAL          | 1,894.77 ** |
|                         |                        |  |               | ACCOUNT TOTAL        | 125.00      |
|                         |                        |  |               | MAJOR TOTAL          | 125.00      |
|                         |                        |  |               | ACCOUNT TOTAL        | 125.00      |
|                         |                        |  |               | MAJOR TOTAL          | 125.00      |
|                         |                        |  |               | ACCOUNT TOTAL        | 625.00 *    |
|                         |                        |  |               | MAJOR TOTAL          | 625.00 **   |
|                         |                        |  |               | ACCOUNT TOTAL        | 34.02       |
|                         |                        |  |               | MAJOR TOTAL          | 34.02 *     |

| MAJOR# | VENDOR NUMBER | VENDOR NAME                | INV#           | DESCRIPTION          | AMOUNT      |
|--------|---------------|----------------------------|----------------|----------------------|-------------|
| 5210   | 11406         | Postal Services            | POSTAGE 711    | POSTAGE              | 17.60       |
|        | 30550         | BOLT DALE L                | POSTAGE 711    | POSTAGE              | 700.00      |
|        |               | U S POSTAL SERVICE         |                | ACCOUNT TOTAL        | 717.60 *    |
| 5510   | 11406         | Travel-Mileage             | ANNUAL MTG 711 | MILEAGE              | 78.81       |
|        |               | BOLT DALE L                |                | ACCOUNT TOTAL        | 78.81 *     |
| 5530   | 11406         | Travel-Subsistance & Lodg  | ANNUAL MTG 711 | MEALS & LODGING      | 340.47      |
|        |               | BOLT DALE L                |                | ACCOUNT TOTAL        | 340.47 *    |
|        |               | GENERAL DISTRICT COURT     |                | MAJOR TOTAL          | 1,170.90 ** |
| 5230   | 30439         | Telecommunications         | 816442183 711  | PHONE                | 26.46       |
|        |               | US CELLULAR                |                | ACCOUNT TOTAL        | 26.46 *     |
|        |               |                            |                | MAJOR TOTAL          | 26.46 **    |
| 021600 |               | CLERK OF THE CIRCUIT COURT |                |                      |             |
| 021600 | 31658         | Unemployment Insurance     | 06302011       | UNEMPLOYMENT 2ND QTR | 19.79       |
|        |               | VA EMPLOYMENT COMMISSION   |                | ACCOUNT TOTAL        | 19.79 *     |
| 5850   | 999999        | Jurors/Witnesses           | WITNESS 611    | WITNESS              | 44.88       |
|        |               | BOOKER RENARTO             | WITNESS 611    | WITNESS              | 162.88      |
|        |               | HASKINS ANTONIO            |                | ACCOUNT TOTAL        | 207.76 *    |
| 6012   | 18663         | Books and Subscriptions    | 56366          | PLAT SCANNING        | 70.00       |
|        |               | MANATRON INC               |                | ACCOUNT TOTAL        | 70.00 *     |
|        |               | LAW LIBRARY                |                | MAJOR TOTAL          | 297.55 **   |
| 021800 |               |                            |                |                      |             |
| 5230   | 21319         | Telecommunications         | 309478607 711  | PHONE                | 36.33       |
|        |               | CENTURYLINK                |                | ACCOUNT TOTAL        | 36.33 *     |
| 6012   | 21761         | Books and Subscriptions    | 1106064730     | ONLINE SERVICE       | 228.00      |
|        |               | LEXISNEXIS                 |                | ACCOUNT TOTAL        | 228.00 *    |
|        |               | COMMONWEALTH'S ATTORNEY    |                | MAJOR TOTAL          | 264.33 **   |
| 022100 |               |                            |                |                      |             |
| 2600   | 31658         | Unemployment Insurance     | 06302011       | UNEMPLOYMENT 2ND QTR | 28.50       |
|        |               | VA EMPLOYMENT COMMISSION   |                | ACCOUNT TOTAL        | 28.50 *     |
| 5510   | 14746         | Travel-Mileage             | MILEAGE 711    | MILEAGE              | 82.14       |
|        |               | ENNIS JAMES R              |                | ACCOUNT TOTAL        | 82.14 *     |

| MAJOR# | ACCT# | VENDOR NUMBER                     | VENDOR NAME     | INV# | DESCRIPTION          | AMOUNT        |
|--------|-------|-----------------------------------|-----------------|------|----------------------|---------------|
| 5899   | 12743 | COMMONWEALTH SOLUTIONS            | 10140           |      | SHREDDING SERVICE    | 15.00 *       |
| 6001   | 20600 | Office Supplies                   | 398513          |      | CD CASES             | 15.00 *       |
|        |       | KEY OFFICE SUPPLY                 |                 |      |                      | 5.25 *        |
|        |       |                                   |                 |      |                      | 5.25 *        |
|        |       |                                   |                 |      |                      | 130.89 **     |
| 022200 |       | VICTIM WITNESS ASSISTANCE PROGRAM |                 |      |                      | ACCOUNT TOTAL |
| 5510   | 28060 | Travel-Mileage                    | EXPENSES 711    |      | MILEAGE              | 127.65 *      |
|        |       | SAMS CINDY                        |                 |      |                      | 127.65 *      |
| 5530   | 28060 | Travel-Subsistence & Lodg         | EXPENSES 711    |      | MEAL                 | 9.47 *        |
|        |       | SAMS CINDY                        |                 |      |                      | 9.47 *        |
| 6001   | 20600 | Office Supplies                   | 397301          |      | FOLDERS              | 24.99         |
|        |       | KEY OFFICE SUPPLY                 | 397802          |      | COPY PAPER           | 34.99         |
|        |       | KEY OFFICE SUPPLY                 | 397962          |      | BLACK INK            | 29.98         |
|        |       | KEY OFFICE SUPPLY                 | 398087          |      | COPIER INK CARTRIDGE | 169.99        |
|        |       |                                   |                 |      |                      | 259.95 *      |
|        |       |                                   |                 |      |                      | 397.07 **     |
| 031200 |       | SHERIFF                           |                 |      |                      | ACCOUNT TOTAL |
| 2600   | 31658 | Unemployment Insurance            | 06302011        |      | UNEMPLOYMENT 2ND QTR | 132.50 *      |
|        |       | VA EMPLOYMENT COMMISSION          |                 |      |                      | 132.50 *      |
| 3110   | 32131 | Animal Care/Services              | 2117 SHERIFF711 |      | DOG FOOD             | 39.76 *       |
|        |       | WAL-MART COMMUNITY/GEMB           |                 |      |                      | 39.76 *       |
| 3311   | 14300 | Repairs & Maint-Auto & Eq         | 74263           |      | REPLACE TIRE SEAL    | 155.36        |
|        |       | EAST END MOTOR CO INC             | 74442           |      | INSPECT/FLAT REPAIR  | 31.00         |
|        |       | EAST END MOTOR CO INC             | 74487           |      | RECHARGE A/C         | 127.88        |
|        |       | EAST END MOTOR CO INC             | 74769           |      | HITCH LOCK/RECHG A/C | 161.29        |
|        |       | EAST END MOTOR CO INC             | 74771           |      | INTAKE SET/FUHL INJ  | 692.43        |
|        |       | EAST END MOTOR CO INC             | 74788           |      | AIR FLOW SENSOR      | 307.93        |
|        |       | EAST END MOTOR CO INC             | 74945           |      | OIL COOLER LINE      | 323.15        |
|        |       | EAST END MOTOR CO INC             | 75162           |      | REPLACE LIGHT BAR    | 208.28        |
|        |       | EAST END MOTOR CO INC             | 75323           |      | REPAIR FLAT          | 23.00         |
|        |       | EAST END MOTOR CO INC             | 75329           |      | OIL CHANGE           | 68.08         |
|        |       | EAST END MOTOR CO INC             | 75553           |      | INSPECTION           | 16.00         |
|        |       | FARMVILLE TOWING/STORAGE          | SHERIFF 711     |      | TOWING               | 400.00        |
|        |       | HALEY OF FARMVILLE INC            | 666635831       |      | ROTOR/EVAPORATOR ASY | 1,253.11      |
|        |       | HARRIS TRAVIS III                 | SHERIFF 711     |      | BRAKE PADS           | 289.83        |
|        |       | HARRIS TRAVIS III                 | SHERIFF 711A    |      | CHECKED WIPERS       | 45.00         |
|        |       |                                   |                 |      |                      | ACCOUNT TOTAL |
|        |       |                                   |                 |      |                      | 4,102.34 *    |



| MAJOR#<br>ACCT# | VENDOR<br>NUMBER  | VENDOR<br>NAME   | INV#   | DESCRIPTION   | ACCOUNT TOTAL   | AMOUNT   |
|-----------------|---|--|--|---|---|----------|
| 3320            | 18661   | Maintenance Service Contr<br>ID NETWORKS   | 165495   | SOFTWARE MAINTENANCE  | 775.00 *  | 775.00 * |
| 5210            | 11894<br>30402  | Postal Services<br>BUSINESS CARD<br>UPS  | 0555 SHERIFF711<br>RY9495271 711   | POSTAGE<br>SHIPPING   | 5.15<br>6.75  | 11.90 *  |
| 5230            | 20905<br>21319<br>21319<br>30439  | Telecommunications<br>KINEX TELECOM INC<br>CENTURYLINK<br>CENTURYLINK<br>US CELLULAR   | 110801 0023<br>309468839 711<br>309625478 711<br>918210747 711   | WEBHOST/DATA BACKUP<br>PHONE<br>PHONE<br>PHONE  | 39.90<br>10.36<br>65.46<br>606.26   | 721.98 * |
| 5530            | 11894<br>16653  | Travel-Subsistence & Lodg<br>BUSINESS CARD<br>GOLDMAN ROBERT   | 0555 SHERIFF711<br>MEALS 711   | MEALS<br>MEALS  | 22.32<br>11.68  | 34.00 *  |
| 5540            | 11894   | Travel-Convention and Edu<br>BUSINESS CARD   | 0555 SHERIFF711  | TASER TRAINING  | 175.00  | 175.00 * |
| 5801            | 11894   | Accreditation<br>BUSINESS CARD   | 0555 SHERIFF711  | DARE CONFERENCE   | 425.00  | 425.00 * |
| 6001            | 11894<br>13369<br>20600<br>20600<br>20600<br>20600<br>20600<br>28757<br>32131 | Office Supplies<br>BUSINESS CARD<br>DIAMOND SPRINGS<br>KEY OFFICE SUPPLY<br>KEY OFFICE SUPPLY<br>KEY OFFICE SUPPLY<br>KEY OFFICE SUPPLY<br>KEY OFFICE SUPPLY<br>STAPLES ADVANTAGE<br>WAL-MART COMMUNITY/GEMB | 0555 SHERIFF711<br>27961300 711<br>398181<br>398196<br>398882<br>399036<br>399137<br>8019164254<br>2117 SHERIFF711 | OFFICE SUPPLIES<br>WATER & EQUIP RENTAL<br>RIBBONS<br>INK CARTRIDGES<br>INK CARTRIDGES<br>ENVELOPES<br>TONER<br>OFFICE SUPPLIES<br>FLASHDRIVE | 23.47<br>64.90<br>6.99<br>127.96<br>45.98<br>7.89<br>79.95<br>281.72<br>15.88 | 654.74 * |
| 6009            | 14300<br>14300<br>15150<br>16101  | Vehicle & Powered Equip S<br>EAST END MOTOR CO INC<br>EAST END MOTOR CO INC<br>FARMVILLE AUTO PARTS<br>GALLS, AN ARAMARK COMPANY   | 75203<br>75550<br>57619<br>511513949   | TIRE<br>TIRES<br>BATTERY<br>CONSOLE   | 100.87<br>469.32<br>118.99<br>246.37  | 935.55 * |
| 6010            | 11894   | Police Supplies<br>BUSINESS CARD   | 0555 SHERIFF711  | NIGHT SIGHTS  | 88.84   | 88.84 *  |
| 6011            | 28592   | Uniforms & Wearing Appare<br>SOUTHERN POLICE EQUIP CO  | 150943   | SHOES & TIES  | 140.99  | 140.99 * |
| 031201          | SHERIFF - COURTS  |  |  | MAJOR TOTAL   | 8,237.60 **   |          |
| 2600            | 31658   | Unemployment Insurance<br>VA EMPLOYMENT COMMISSION   | 06302011   | UNEMPLOYMENT 2ND QTR  | 36.08   | 36.08 *  |
|                 |   |  |  | MAJOR TOTAL   | 36.08 **  |          |

| MAJOR# | ACCT# | VENDOR NUMBER | VENDOR NAME               | INV#            | DESCRIPTION          | AMOUNT      |
|--------|-------|---------------|---------------------------|-----------------|----------------------|-------------|
| 7001   |       | 15520         | Payment to Farmville VFD  |                 |                      |             |
|        |       |               | FARMVILLE VOL FIRE DEPT   | TRUCK PAYMNT711 | TRUCK PAYMENT        | 34,604.77   |
| 7002   |       |               | Payment to Rice VFD       |                 |                      |             |
|        |       | 12024         | C W WILLIAMS              | 540357          | AIR PACK REPAIR      | 115.45      |
|        |       | 12024         | C W WILLIAMS              | 541221          | REPAIR LIGHTBAR      | 25.15       |
|        |       | 15560         | FARMVILLE WHSALE ELECTRIC | 451140          | RADIO REPAIR         | 8.54        |
|        |       | 17738         | HOMETRUST BANK            | 2468015926 711  | TRUCK PAYMENT        | 23,854.55   |
|        |       | 19490         | JOHN DEERE FINANCIAL      | 40799           | DIESEL               | 271.05      |
|        |       | 19490         | JOHN DEERE FINANCIAL      | 40800           | GAS                  | 163.97      |
|        |       | 27867         | SAFE AIR SYSTEMS INC      | 55275           | CHECKED VALVE        | 507.63      |
|        |       | 27867         | SAFE AIR SYSTEMS INC      | 55609           | TEST AIR PACKS       | 180.63      |
|        |       | 31368         | VFIS                      | 83293           | COMMERCIAL EXCESS    | 187.00      |
|        |       | 31368         | VFIS                      | 83294           | PACKAGE INSURANCE    | 2,265.00    |
|        |       | 31844         | DOMINION VA POWER         | 4500495009 711  | ELECTRIC SERVICE     | 469.58      |
|        |       | 31846         | DOMINION VA POWER         | 5487358649 711  | ELECTRIC SERVICE     | 8.99        |
|        |       | 31846         | DOMINION VA POWER         | 5487358649 711A | ELECTRIC SERVICE     | 9.00        |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 28,066.54 * |
| 7003   |       |               | Payment to Prospect VFD   |                 |                      |             |
|        |       | 10851         | ATLANTIC EMERGENCY        | KOR1117KOP      | TANK REPAIR          | 592.99      |
|        |       | 11240         | BENCHMARK COMMUNITY BANK  | PROSPECT PAY #5 | CHASSIS NOTE PAYMENT | 7,500.00    |
|        |       | 14527         | ELECOM INC                | 31491           | EMERGENCY LIGHTS     | 379.26      |
|        |       | 14527         | ELECOM INC                | 31516           | BATTERY              | 58.04       |
|        |       | 15150         | FARMVILLE AUTO PARTS      | 54554           | CLEANER              | 8.98        |
|        |       | 15150         | FARMVILLE AUTO PARTS      | 56543           | CAR WASH             | 22.99       |
|        |       | 15150         | FARMVILLE AUTO PARTS      | 56572           | UTILITY PAIL         | 7.49        |
|        |       | 15656         | FIRE & SAFETY EQUIP CO    | 33511           | EXTINGUISHER MAINT   | 30.00       |
|        |       | 15656         | FIRE & SAFETY EQUIP CO    | 33542           | FIRST AID SUPPLIES   | 67.15       |
|        |       | 25210         | PAMPLIN EXXON             | PROSPECTVFD 711 | FUEL                 | 215.30      |
|        |       | 25210         | PAMPLIN EXXON             | PROSPECTVFD 711 | TRUCK MAINTENANCE    | 296.90      |
|        |       | 31368         | VFIS                      | 91871           | AUTO INSURANCE       | 3,025.00    |
|        |       | 31368         | VFIS                      | 91888           | PACKAGE INSURANCE    | 2,399.00    |
|        |       | 31368         | VFIS                      | 91910           | COMMERCIAL EXCESS    | 375.00      |
|        |       | 31844         | DOMINION VA POWER         | 6120897506 711  | ELECTRIC SERVICE     | 5.66        |
|        |       | 31844         | DOMINION VA POWER         | 7600812502 711  | ELECTRIC SERVICE     | 5.66        |
|        |       | 31846         | DOMINION VA POWER         | 7020850009 711  | ELECTRIC SERVICE     | 305.78      |
|        |       | 31846         | DOMINION VA POWER         | 8898799252 711  | ELECTRIC SERVICE     | 57.44       |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 15,352.64 * |
| 7007   |       |               | Payment to Meherrin VFD   |                 |                      |             |
|        |       | 25246         | PARKER OIL CO INC         | 157618          | GAS                  | 435.41      |
|        |       | 25246         | PARKER OIL CO INC         | 2393            | DIESEL               | 489.55      |
|        |       | 25246         | PARKER OIL CO INC         | 2396            | DIESEL               | 1,289.46    |
|        |       | 27867         | SAFE AIR SYSTEMS INC      | 55249           | ROUTINE SERVICE      | 611.44      |
|        |       | 30439         | US CELLULAR               | 811808312 711   | PHONE                | 151.70      |
|        |       | 31335         | VERIZON                   | 736 0633 711    | PHONE                | 146.23      |
|        |       | 31846         | DOMINION VA POWER         | 0519881510 711  | ELECTRIC SERVICE     | 515.85      |
|        |       | 31846         | DOMINION VA POWER         | 1913347348 711  | ELECTRIC SERVICE     | 24.24       |

| MAJOR#  | ACCT# | VENDOR NUMBER | VENDOR NAME                   | INV#             | DESCRIPTION          | ACCOUNT TOTAL | AMOUNT |
|---------|-------|---------------|-------------------------------|------------------|----------------------|---------------|--------|
| 7008    |       | 31846         | DOMINION VA POWER             | 2725824417 711   | ELECTRIC SERVICE     | 1,000.00      | 40.43  |
|         |       | 32262         | WATTS AUTO SERVICE            | 24976            | TIRES                | 4,704.31      | *      |
|         |       |               | Payment to Burkeville VPD     |                  |                      | 800.00        |        |
| 7010    |       | 11779         | BURKEVILLE VOL FIRE DEPT      | 11-12 SUPPORT    | 11-12 SUPPORT        | 800.00        | *      |
| 8010    |       | 17776         | First Responders              | 11-12 SUPPERT1/2 | 11-12 SUPPORT        | 2,500.00      | *      |
|         |       |               | HAMPDEN-SYDNEY VOL FIRE       |                  |                      | 2,500.00      | *      |
|         |       |               | PE Firefighters Assoc         |                  |                      | 3,000.00      | *      |
|         |       | 25720         | PRINCE EDWARD AREA FIRE-      | 11-12 SUPPERT1/2 | 11-12 SUPPORT        | 3,000.00      | *      |
| 032300  |       |               | AMBULANCE AND RESCUE SERVICES |                  |                      | 89,028.26     | **     |
| 7005    |       |               | Prince Edward Rescue Squa     |                  |                      | 15,000.00     |        |
|         |       | 25880         | PRINCE EDWARD VOL RESCUE      | 11-12 SUPPERT1/4 | 11-12 SUPPORT        | 15,000.00     | *      |
| 7006    |       |               | Pamplin Rescue Squad          |                  |                      | 2,000.00      |        |
|         |       | 25201         | PAMPLIN VOL FIRE DEPT EMS     | 11-12 SUPPERT1/2 | 11-12 SUPPORT        | 2,000.00      | *      |
| 65 7008 |       |               | Meherrin Rescue Squad         |                  |                      | 2,000.00      |        |
|         |       | 22349         | MEHERRIN FIRE & RESCUE        | 11-12 SUPPERT1/4 | 11-12 SUPPORT        | 2,000.00      | *      |
| 7013    |       |               | Old Dominion EMS-Leigh Mt     |                  |                      | 2,500.00      |        |
|         |       | 24087         | OLD DOMINION EMS ALLIANCE     | 11-12 SUPPORT    | 11-12 SUPPORT        | 2,500.00      | *      |
| 032500  |       |               | EMERGENCY SERVICES            |                  |                      | 21,500.00     | **     |
| 2800    |       |               | Line of Duty                  |                  |                      | 19,583.00     |        |
|         |       | 31421         | VACORP                        | 070111-LODA      | LINE OF DUTY COVERAG | 19,583.00     | *      |
| 3160    |       |               | Professional Service E-91     |                  |                      | 45.00         |        |
|         |       | 29280         | TIMMONS GROUP                 | 138497           | ADDRESS ADDITION     | 45.00         | *      |
| 6014    |       |               | Other Operating Supplies      |                  |                      | 150.47        |        |
|         |       | 21005         | KORMAN SIGNS                  | 238108           | SIGNS & HARDWARE     | 150.47        | *      |
| 033200  |       |               | REGIONAL JAIL & DETENTION     |                  |                      | 19,778.47     | **     |
| 3196    |       |               | Purchase of Services - Ja     |                  |                      | 4,950.00      | *      |
|         |       | 25375         | PIEDMONT RGNL JUVENILE        | 1031             | JUVENILE DETENTION   | 4,950.00      | **     |

| MAJOR# | VENDOR NUMBER | VENDOR NAME  | INV#            | DESCRIPTION          | ACCOUNT TOTAL | AMOUNT      |
|--------|---------------|--|-----------------|----------------------|---------------|-------------|
| 2600   | 31658         | Unemployment Insurance<br>VA EMPLOYMENT COMMISSION   | 06302011        | UNEMPLOYMENT 2ND QTR | ACCOUNT TOTAL | 5.67 *      |
| 5230   | 30439         | Telecommunications<br>US CELLULAR                    | 816442183 711   | PHONE                | ACCOUNT TOTAL | 26.46 *     |
| 5530   | 21498         | Travel-Subsistence & Lodg<br>LEATHERWOOD COY         | EXPENSES 711    | MEAL                 | ACCOUNT TOTAL | 6.71 *      |
| 5540   | 21498         | Travel-Convention & Educa<br>LEATHERWOOD COY         | EXPENSES 711    | MTG REGISTRATION     | ACCOUNT TOTAL | 15.00 *     |
| 5880   | 29642         | 2% Blg Permit Surcharge<br>TREASURER OF VIRGINIA     | PERMIT LEVY 711 | 2% PERMIT LEVY       | ACCOUNT TOTAL | 202.88 *    |
| 035100 |               | ANIMAL CONTROL                                       |                 |                      | MAJOR TOTAL   | 256.72 **   |
| 2600   | 31658         | Unemployment Insurance<br>VA EMPLOYMENT COMMISSION   | 06302011        | UNEMPLOYMENT 2ND QTR | ACCOUNT TOTAL | 33.90 *     |
| 3311   | 15150         | Repairs & Maint-Auto & Po<br>FARMVILLE AUTO PARTS    | 56937           | OIL & FILTER         | ACCOUNT TOTAL | 70.94 *     |
| 5110   | 31844         | Electrical Services<br>DOMINION VA POWER             | 0890745003 711  | ELECTRIC SERVICE     | ACCOUNT TOTAL | 144.03 *    |
| 5230   | 21319         | Telecommunications<br>CENTURYLINK                    | 310119726 711   | PHONE                | ACCOUNT TOTAL | 116.39      |
| 5306   | 30439         | US CELLULAR  | 816442183 711   | PHONE                | ACCOUNT TOTAL | 61.98       |
| 6001   | 17468         | Bond<br>HARWOOD & SON INSURANCE                      | 122             | BOND (FOSTER)        | ACCOUNT TOTAL | 178.37 *    |
| 6002   | 32131         | Office Supplies<br>WAL-MART COMMUNITY/GEMB           | 2238 CO ADM 711 | INK CARTRIDGES       | ACCOUNT TOTAL | 100.00 *    |
| 3311   | 11894         | Supplies for Shelter<br>BUSINESS CARD                | 0460 PUCKETT711 | PAILS                | ACCOUNT TOTAL | 28.74 *     |
|        | 28596         | SOUTHERN STATES                                      | 4367            | FEED BAGS            |               | 239.90      |
|        | 32131         | WAL-MART COMMUNITY/GEMB                              | 2238 CO ADM 711 | CLEANING SUPPLIES    |               | 75.00       |
|        | 32131         | WAL-MART COMMUNITY/GEMB                              | 2238 CO ADM 711 | DOG FOOD             |               | 82.08       |
|        |               |  |                 | ACCOUNT TOTAL        |               | 139.64      |
|        |               |  |                 | MAJOR TOTAL          |               | 536.62 *    |
| 036100 |               | BIOSOLIDS MONITORING                                 |                 |                      |               | 1,092.60 ** |
| 3311   | 29925         | Repairs & Maint-Auto & Eq<br>TRI-COUNTY FORD-MERCURY | 89088           | OIL CHANGE           | ACCOUNT TOTAL | 29.89 *     |
|        |               |  |                 |                      |               | 29.89 *     |

| MAJOR# | VENDOR NUMBER   | VENDOR NAME               | DESCRIPTION          | INV#           | ACCOUNT TOTAL | AMOUNT      |
|--------|-----------------|---------------------------|----------------------|----------------|---------------|-------------|
| 5230   | 30439           | US CELLULAR               | PHONE                | 816442183 711  | 26.46         | 26.46 *     |
|        |                 | Telecommunications        |                      |                | 26.46         | 56.35 **    |
| 042300 | REFUSE DISPOSAL |                           |                      |                |               |             |
| 2600   | 31658           | VA EMPLOYMENT COMMISSION  | UNEMPLOYMENT 2ND QTR | 06302011       | 455.76        | 455.76 *    |
| 3160   | 27191           | RESOURCE INTERNATIONAL    | MISC WORK TASKS      | 37508          | 1,691.65      | 1,691.65    |
|        | 27191           | RESOURCE INTERNATIONAL    | STORM WTR COMPLIANCE | 37509          | 966.30        | 966.30      |
| 3310   | 22468           | MID-ATLANTIC IRRIGATION   | HOSE/STRAINER/GASKET | 180265         | 2,657.95      | 2,657.95 *  |
| 3311   | 14300           | Repairs & Maint-Auto & Eq |                      |                | 274.14        | 274.14 *    |
|        | 19030           | EAST END MOTOR CO INC     | INSPECTION           | 76566          | 51.00         | 51.00       |
|        | 19030           | JIMMY WHIRLEY/POWERWASH   | WASHED ROLL-OFF      | 192            | 75.00         | 75.00       |
|        | 19033           | JIMMY'S SERVICECENTER     | WASHED TRUCK         | 406            | 75.00         | 75.00       |
|        | 19033           | JIMMY'S SERVICECENTER     | TRUCK MAINTENANCE    | JULY 15 2011   | 483.95        | 483.95      |
|        | 19033           | JIMMY'S SERVICECENTER     | OIL CHG/MAINTENANCE  | JULY 27 2011   | 573.75        | 573.75      |
| 3840   | 10811           | Contract Landfill - POS   |                      |                | 1,258.70      | 1,258.70 *  |
|        | 32950           | ARENA TRUCKING COMPANY    | TRASH COLLECTION     | JULY 2011      | 368.00        | 368.00      |
|        |                 | WRIGHT'S EXCAVATING       | LANDFILL OPERATION   | AUG 2011       | 42,187.50     | 42,187.50   |
| 3841   | 14723           | Purchase of Serv - Recycl |                      |                | 42,555.50     | 42,555.50 * |
|        | 14723           | EMANUEL TIRE OF VIRGINIA  | TIRE RECYCLING       | 468163         | 1,188.00      | 1,188.00    |
|        | 14723           | EMANUEL TIRE OF VIRGINIA  | TIRE RECYCLING       | 468174         | 493.20        | 493.20      |
|        | 14723           | EMANUEL TIRE OF VIRGINIA  | TIRE RECYCLING       | 468374         | 477.60        | 477.60      |
| 5110   | 28640           | Electrical Services       |                      |                | 2,158.80      | 2,158.80 *  |
|        | 31844           | SOUTHSIDE ELECTRIC COOP   | DH SITE              | 114379 001 711 | 53.96         | 53.96       |
|        | 31844           | DOMINION VA POWER         | LEACHATE PUMP        | 5181167213 711 | 97.54         | 97.54       |
|        | 31844           | DOMINION VA POWER         | SCALEHOUSE           | 8970737501 711 | 65.39         | 65.39       |
|        | 31846           | DOMINION VA POWER         | CELL C PUMP STATION  | 0670040567 711 | 13.65         | 13.65       |
|        | 31846           | DOMINION VA POWER         | GREEN BAY SITE       | 1144204110 711 | 49.03         | 49.03       |
|        | 31846           | DOMINION VA POWER         | WORSHAM SITE         | 7471653571 711 | 48.28         | 48.28       |
|        | 31846           | DOMINION VA POWER         | PROSPECT SITE        | 8601161519 711 | 60.10         | 60.10       |
|        | 31846           | DOMINION VA POWER         | LANDFILL SITE        | 9176847250 711 | 34.16         | 34.16       |
| 5230   | 10105           | Telecommunications        |                      |                | 422.11        | 422.11 *    |
|        | 10105           | AT&T                      | PHONE                | 223 1595 711   | 102.31        | 102.31      |
|        | 10105           | AT&T                      | PHONE                | 392 9223 711   | 37.73         | 37.73       |
|        | 10105           | AT&T                      | PHONE                | 574 4166 711   | 46.29         | 46.29       |
|        | 10105           | AT&T                      | PHONE                | 767 2769 711   | 37.56         | 37.56       |
|        | 21319           | CENTURYLINK               | PHONE                | 309326764 711  | 49.50         | 49.50       |

| MAJOR# | ACCT# | VENDOR NUMBER | VENDOR NAME               | INV#        | DESCRIPTION           | AMOUNT       |
|--------|-------|---------------|---------------------------|-------------|-----------------------|--------------|
| 5440   |       | 21319         | CENTURYLINK               | 309480181   | PHONE                 | 43.51        |
|        |       | 21319         | CENTURYLINK               | 309553498   | PHONE                 | 52.88        |
|        |       | 21319         | CENTURYLINK               | 309615846   | PHONE                 | 40.57        |
|        |       | 21319         | CENTURYLINK               | 309714661   | PHONE                 | 47.61        |
|        |       | 21319         | CENTURYLINK               | 310039285   | PHONE                 | 54.58        |
|        |       | 30439         | US CELLULAR               | 816442183   | PHONE                 | 26.96        |
|        |       | 31335         | VERIZON                   | 248 5696    | PHONE                 | 48.82        |
|        |       | 31335         | VERIZON                   | 736 2828    | PHONE                 | 72.07        |
|        |       | 32131         | WAL-MART COMMUNITY/GEMB   | 2238 CO ADM | PHONE                 | 17.91        |
|        |       |               |                           |             | ACCOUNT TOTAL         | 678.30 *     |
|        |       | 28869         | Portable Toilet Rental    | 1311        | MONTHLY SERVICE       | 662.50       |
|        |       | 28869         | STIFF O O INC             | 1354        | MONTHLY SERVICE       | 662.50       |
|        |       |               |                           |             | ACCOUNT TOTAL         | 1,325.00 *   |
|        |       |               |                           |             | MAJOR TOTAL           | 51,786.26 ** |
| 043200 |       |               | GENERAL PROPERTIES        |             |                       |              |
| 2600   |       | 31658         | Unemployment Insurance    | 06302011    | UNEMPLOYMENT 2ND QTR  | 76.40        |
|        |       |               | VA EMPLOYMENT COMMISSION  |             |                       | 76.40 *      |
| 8 3310 |       | 14799         | Repairs/Maintenance       |             |                       |              |
|        |       | 24086         | ESITECH INC               | 1009PE      | SECURE CAMERA MONITR  | 575.00       |
|        |       | 25960         | OK TERMITE & PEST CONTROL | JULY 2011   | EXTERMINATING SERVIC  | 150.00       |
|        |       |               | PUTNEY MECHANICAL CO INC  | 26536       | CONDENSER FAN MOTOR   | 527.45       |
|        |       |               |                           |             | ACCOUNT TOTAL         | 1,252.45 *   |
| 5110   |       | 28640         | Electrical Services       |             |                       |              |
|        |       | 31844         | SOUTHSIDE ELECTRIC COOP   | 114379 002  | SRR LIGHTS            | 29.70        |
|        |       | 31844         | DOMINION VA POWER         | 1230385005  | ROY CLARK MONUMENT    | 22.04        |
|        |       | 31844         | DOMINION VA POWER         | 2786281903  | COURTHOUSE            | 13,899.30    |
|        |       | 31844         | DOMINION VA POWER         | 9670710004  | SHOP                  | 30.79        |
|        |       | 31846         | DOMINION VA POWER         | 1545926683  | SCOPE BLDG            | 185.10       |
|        |       | 31846         | DOMINION VA POWER         | 4951935099  | SHERIFF DEPT SHED     | 19.03        |
|        |       | 31846         | DOMINION VA POWER         | 5856894620  | WORSHAM CLERK OFFICE  | 78.45        |
|        |       | 31846         | DOMINION VA POWER         | 6669158583  | LIGHTS AT RICE        | 109.99       |
|        |       | 31846         | DOMINION VA POWER         | 8105475944  | AG BLDG               | 1,177.69     |
|        |       | 999999        | CBE GROUP INC             | 0916382831  | INDUSTRIAL PARK LIGHT | 1,029.41     |
|        |       |               |                           |             | ACCOUNT TOTAL         | 16,581.50 *  |
| 5230   |       | 10105         | Telecommunications        |             |                       |              |
|        |       | 21319         | AT&T                      | 223 8665    | PHONE                 | 35.98        |
|        |       | 21319         | CENTURYLINK               | 309558628   | LINE TO HOSPITAL      | 7.97         |
|        |       | 21319         | CENTURYLINK               | 310262069   | PHONE                 | 50.44        |
|        |       | 21319         | CENTURYLINK               | 310441360   | PHONE                 | 69.28        |
|        |       | 30439         | US CELLULAR               | 816442183   | PHONE                 | 87.31        |
|        |       | 32131         | WAL-MART COMMUNITY/GEMB   | 2238 CO ADM | PHONE & CASE          | 28.93        |
|        |       |               |                           |             | ACCOUNT TOTAL         | 279.91 *     |
| 5303   |       | 15583         | Flood Insurance           |             |                       |              |
|        |       |               | FEMA FLOOD PAYMENTS       | 30001822673 | FLOOD INSURANCE       | 744.00       |
|        |       |               |                           |             | ACCOUNT TOTAL         | 744.00 *     |

| MAJOR# | ACCT# | VENDOR NUMBER | VENDOR NAME                | INV#            | DESCRIPTION           | AMOUNT       |
|--------|-------|---------------|----------------------------|-----------------|-----------------------|--------------|
| 5440   |       | 28869         | Portable Toilet Rental     | 1311 711        | MONTHLY SERVICE       | 100.00       |
|        |       | 28869         | STIFF O O INC              | 1354            | MONTHLY SERVICE       | 100.00       |
|        |       |               |                            |                 | ACCOUNT TOTAL         | 200.00 *     |
| 6005   |       | 10719         | Janitorial Supplies        | 72304002 711    | JANITORIAL SUPPLIES   | 501.96       |
|        |       | 32131         | ARAMARK UNIFORM SERVICES   | 2238 CO ADM 711 | MOPS                  | 31.88        |
|        |       |               |                            |                 | ACCOUNT TOTAL         | 533.84 *     |
| 6007   |       | 10900         | Repairs and Maintenance S  | 200244          | GLOVES & EAR PLUGS    | 16.43        |
|        |       | 13369         | AYERS BLDG. & SUPPLY CO    | 11393100 711    | WATER & EQUIP RENTAL  | 15.70        |
|        |       | 15150         | DIAMOND SPRINGS            | 56937           | SHOP TOWELS/WD40      | 19.38        |
|        |       | 15150         | FARMVILLE AUTO PARTS       | 57510           | AHU BELTS             | 19.84        |
|        |       | 28224         | FARMVILLE AUTO PARTS       | 68909           | WEEDEATER LINE        | 17.99        |
|        |       |               | SHANABERGER & SONS         |                 |                       | 89.34 *      |
|        |       |               |                            |                 | ACCOUNT TOTAL         | 19,839.90 ** |
| 6009   |       | 13166         | Vehicle & Powered Equip S  | 25595           | AIR FILTER            | 27.68        |
|        |       | 15150         | DAVIS PONTIAC              | 56937           | BRAKES                | 51.99        |
|        |       | 15150         | FARMVILLE AUTO PARTS       | 58180           | WINDSHIELD WASH FLUID | 2.79         |
|        |       |               |                            |                 | ACCOUNT TOTAL         | 82.46 *      |
|        |       |               |                            |                 | MAJOR TOTAL           | 19,839.90 ** |
| 2600   |       | 31658         | Unemployment Insurance     | 06302011        | UNEMPLOYMENT 2ND QTR  | 62.49        |
|        |       |               | VA EMPLOYMENT COMMISSION   |                 |                       | 62.49 *      |
|        |       |               |                            |                 | ACCOUNT TOTAL         | 62.49 *      |
| 5110   |       | 28640         | Electrical Services        | 44435 001 711   | ELECTRIC SERVICE      | 92.31        |
|        |       |               | SOUTHSIDE ELECTRIC COOP    |                 |                       | 92.31 *      |
|        |       |               |                            |                 | ACCOUNT TOTAL         | 92.31 *      |
| 5230   |       | 21319         | Telecommunications         | 310248529 711   | PHONE                 | 80.18        |
|        |       |               | CENTURYLINK                |                 |                       | 80.18 *      |
|        |       |               |                            |                 | ACCOUNT TOTAL         | 80.18 *      |
| 6001   |       | 11902         | Office Supplies            | 20100747        | SOFTWARE PROGRAMS     | 568.12       |
|        |       | 15380         | BUSINESS DATA OF VA, INC.  | CO ADMR 711     | BUSINESS CARDS        | 33.00        |
|        |       |               | FARMVILLE PRINTING         |                 |                       | 601.12 *     |
|        |       |               |                            |                 | ACCOUNT TOTAL         | 601.12 *     |
| 6014   |       | 12098         | Other Operating Supplies   | 90757056 711    | CANS & LIDS           | 2,949.83     |
|        |       | 31564         | CAN CORP OF AMERICA INC    | SALE USE 711    | SALE USE TAX ON CANS  | 147.46       |
|        |       |               | VA DEPT OF TAXATION        |                 |                       | 3,097.29 *   |
|        |       |               |                            |                 | ACCOUNT TOTAL         | 3,933.39 **  |
|        |       |               |                            |                 | MAJOR TOTAL           | 3,933.39 **  |
| 053500 |       |               | COMPREHENSIVE SERVICES ACT |                 |                       |              |
| 3160   |       | 11894         | CSA Programs               | JULY 2011       | FOSTER CARE           | 12.53        |
|        |       | 11894         | BUSINESS CARD              | JULY 2011       | FOSTER CARE           | 19.00        |
|        |       | 12280         | BUSINESS CARD              | 7528 711        | PROFESSIONAL SERVICE  | 1,725.00     |

| MAJOR# | ACCT# | VENDOR NUMBER | VENDOR NAME                   | INV#            | DESCRIPTION          | AMOUNT       |
|--------|-------|---------------|-------------------------------|-----------------|----------------------|--------------|
|        |       | 12280         | CENTRA HEALTH                 | 7912 711        | PROFESSIONAL SERVICE | 1,725.00     |
|        |       | 12280         | CENTRA HEALTH                 | 7932 711        | PROFESSIONAL SERVICE | 1,725.00     |
|        |       | 12929         | CROSSROADS SERVICES BD        | AM 711          | PROFESSIONAL SERVICE | 790.65       |
|        |       | 12929         | CROSSROADS SERVICES BD        | FAPT/CPMT 711   | PROFESSIONAL SERVICE | 2,335.00     |
|        |       | 14933         | FAMILY PRESERVATION SERV      | 49860           | PROFESSIONAL SERVICE | 700.00       |
|        |       | 14933         | FAMILY PRESERVATION SERV      | 49863           | PROFESSIONAL SERVICE | 595.00       |
|        |       | 14933         | FAMILY PRESERVATION SERV      | 49870           | PROFESSIONAL SERVICE | 656.25       |
|        |       | 14933         | FAMILY PRESERVATION SERV      | 49872           | PROFESSIONAL SERVICE | 465.00       |
|        |       | 14933         | FAMILY PRESERVATION SERV      | 49873           | PROFESSIONAL SERVICE | 570.00       |
|        |       | 16672         | GRAFTON SCHOOL INC            | 1854 711        | PROFESSIONAL SERVICE | 4,172.50     |
|        |       | 16672         | GRAFTON SCHOOL INC            | 2068 711        | PROFESSIONAL SERVICE | 4,202.00     |
|        |       | 16672         | GRAFTON SCHOOL INC            | 3197 711        | PROFESSIONAL SERVICE | 4,087.00     |
|        |       | 17372         | HARLAN RONALD & SARAH         | JULY 2011       | FOSTER CARE          | 448.00       |
|        |       | 17754         | HELTON HOUSE INC              | 2823            | PROFESSIONAL SERVICE | 1,620.00     |
|        |       | 21805         | LOGAN LETRICIA R              | JULY 2011       | FOSTER CARE          | 666.00       |
|        |       | 27584         | RIVERSIDE BEHAVIORAL          | RB 711          | PROFESSIONAL SERVICE | 1,170.00     |
|        |       | 27584         | RIVERSIDE BEHAVIORAL          | RB 711A         | PROFESSIONAL SERVICE | 2,600.00     |
|        |       | 28692         | SPAU GENENA                   | JULY 2011       | FOSTER CARE          | 75.00        |
|        |       |               |                               |                 | ACCOUNT TOTAL        | 30,358.93 *  |
|        |       |               |                               |                 | MAJOR TOTAL          | 30,358.93 ** |
| 33501  |       |               | OTHER WELFARE/SOCIAL SERVICES |                 |                      |              |
| 5608   |       | 28097         | SCOPE/Meals on Wheels         | 11-12 SUPPRT1/2 | 11-12 SUPPORT        | 2,500.00     |
|        |       |               | SCOPE/MEALS ON WHEELS         |                 |                      | 2,500.00 *   |
| 5609   |       | 25400         | Piedmont Senior Resources     | 11-12 SUPPORT   | 11-12 SUPPORT        | 1,616.00     |
|        |       |               | PIEDMONT SR RESOURCES         |                 |                      | 1,616.00 *   |
| 5610   |       | 28866         | STEPS Inc.                    | 11-12 SUPPORT   | 11-12 SUPPORT        | 27,232.00    |
|        |       |               | STEPS, INC                    |                 |                      | 27,232.00 *  |
| 5612   |       | 25160         | Pamplin Community Center      | 11-12 SUPPORT   | 11-12 SUPPORT        | 475.00       |
|        |       |               | PAMPLIN COMMUNITY CENTER      |                 |                      | 475.00 *     |
| 5613   |       | 19750         | Jolly Glee Senior Citizen     | 11-12 SUPPORT   | 11-12 SUPPORT        | 1,800.00     |
|        |       |               | JOLLY GLEE SENIOR CENTER      |                 |                      | 1,800.00 *   |
| 5637   |       | 15140         | FACES                         | 11-12 SUPPRT1/2 | 11-12 SUPPORT        | 2,137.50     |
|        |       |               | FACES, INC                    |                 |                      | 2,137.50 *   |
| 5640   |       | 28704         | Special Olympics Area 12      | 11-12 SUPPORT   | 11-12 SUPPORT        | 200.00       |
|        |       |               | SPECIAL OLYMPICS-AREA 12      |                 |                      | 200.00 *     |
| 5645   |       | 31677         | VA Legal Aid Society          | 11-12 SUPPORT   | 11-12 SUPPORT        | 1,900.00     |
|        |       |               | VA LEGAL AID SOCIETY INC      |                 |                      | 1,900.00 *   |
| 5646   |       | 17759         | HOPE                          | 11-12 SUPPRT1/2 | 11-12 SUPPORT        | 4,750.00     |
|        |       |               | HOPE                          |                 |                      | 4,750.00 *   |



| MAJOR# | VENDOR NUMBER | VENDOR NAME                       | INVT#           | DESCRIPTION          | AMOUNT       |
|--------|---------------|-----------------------------------|-----------------|----------------------|--------------|
| 5650   | 29931         | Tri-County Life Learners          | 11-12 SUPPRT1/2 | 11-12 SUPPORT        | 1,662.50 *   |
|        |               | TRI-COUNTY LIFE LEARNERS          |                 |                      | 1,662.50 *   |
| 5651   | 28604         | Southside Center for Viol         | 11-12 SUPPRT1/2 | 11-12 SUPPORT        | 2,375.00 *   |
|        |               | SOUTHSIDE CENTER FOR              |                 |                      | 2,375.00 *   |
| 5653   | 21808         | Longwood Center for Visua         | 11-12 SUPPRT1/2 | 11-12 SUPPORT        | 1,247.00 *   |
|        |               | LONGWOOD CNTR FOR VISUAL          |                 |                      | 1,247.00 *   |
| 5654   | 17006         | Habitat for Humanity              | 11-12 SUPPRT1/2 | 11-12 SUPPORT        | 2,375.00 *   |
|        |               | HABITAT FOR HUMANITY              |                 |                      | 2,375.00 *   |
| 5655   | 25818         | P E After Prom Party              | 11-12 SUPPORT   | 11-12 SUPPORT        | 950.00 *     |
|        |               | PRINCE EDWARD CO HIGH SCH         |                 |                      | 950.00 *     |
| 5656   | 15992         | Fuqua After Prom Party            | 11-12 SUPPORT   | 11-12 SUPPORT        | 475.00 *     |
|        |               | FUQUA AFTER PROM PARTY            |                 |                      | 475.00 *     |
| 068100 |               | CONTRIBUTIONS TO COLLEGES         |                 |                      | 51,695.00 ** |
| 5640   | 28960         | Payment To Community Coll         | 11-12 SUPPORT   | 11-12 SUPPORT        | 5,203.00 *   |
|        |               | SOUTHSIDE VA COMM COLLEGE         |                 |                      | 5,203.00 *   |
| 5643   | 21824         | Longwood Small Bus Dev Ce         | 11-12 SUPPRT1/2 | 11-12 SUPPORT        | 3,537.00 *   |
|        |               | LONGWOOD SMALL BUSINESS           |                 |                      | 3,537.00 *   |
| 071100 |               | SUPERVISION OF PARKS & RECREATION |                 |                      | 8,740.00 **  |
| 5647   | 28696         | YMCA-Summer Program               | 11-12 SUMMR PRG | 11-12 SUMMER PROGRAM | 20,000.00 *  |
|        |               | SOUTHSIDE VA FAMILY YMCA          |                 |                      | 20,000.00 ** |
| 072200 |               | MUSEUMS                           |                 |                      | 20,000.00 ** |
| 5641   | 27650         | Robert R. Moton Museum            | 11-12 SUPPRT1/4 | 11-12 SUPPORT        | 2,500.00 *   |
|        |               | ROBERT RUSSA MOTON MUSEUM         |                 |                      | 2,500.00 **  |
| 073500 |               | PUBLIC LIBRARY                    |                 |                      | 2,500.00 **  |
| 5640   | 15400         | Contribution To Library           | 11-12 SUPPRT1/4 | 11-12 SUPPORT        | 46,639.75 *  |
|        |               | FARMVILLE-PE COMM LIBRARY         |                 |                      | 46,639.75 ** |

| MAJOR# | ACCT# | VENDOR NUMBER | VENDOR NAME               | INV#            | DESCRIPTION       | AMOUNT       |
|--------|-------|---------------|---------------------------|-----------------|-------------------|--------------|
| 3161   |       | 12628         | Planning Commission       |                 |                   |              |
|        |       | 12628         | COLEMAN R SAMUEL          | JULY 12 2011    | COMMISSION MTG    | 100.00       |
|        |       | 16183         | GIFILLAN SALLY W          | JULY 28 2011    | COMMISSION MTG    | 100.00       |
|        |       | 16183         | GIFILLAN SALLY W          | JULY 12 2011    | COMMISSION MTG    | 100.00       |
|        |       | 16195         | GILLIAM DONALD B          | JULY 28 2011    | COMMISSION MTG    | 100.00       |
|        |       | 16195         | GILLIAM DONALD B          | JULY 12 2011    | COMMISSION MTG    | 100.00       |
|        |       | 17883         | HUNT PRESTON              | JULY 28 2011    | COMMISSION MTG    | 100.00       |
|        |       | 21525         | LEATHERWOOD CLIFFORD JACK | JULY 12 2011    | COMMISSION MTG    | 100.00       |
|        |       | 21525         | LEATHERWOOD CLIFFORD JACK | JULY 28 2011    | COMMISSION MTG    | 100.00       |
|        |       | 22170         | MASON ROBERT CHRISTOPHER  | JULY 12 2011    | COMMISSION MTG    | 100.00       |
|        |       | 22170         | MASON ROBERT CHRISTOPHER  | JULY 28 2011    | COMMISSION MTG    | 100.00       |
|        |       | 29386         | TOWNSEND JOHN F III       | JULY 12 2011    | COMMISSION MTG    | 100.00       |
|        |       | 29386         | TOWNSEND JOHN F III       | JULY 28 2011    | COMMISSION MTG    | 100.00       |
|        |       | 32150         | WATSON BRETT VON CANNON   | JULY 12 2011    | COMMISSION MTG    | 100.00       |
|        |       |               |                           |                 | ACCOUNT TOTAL     | 1,400.00 *   |
| 3600   |       | 15240         | Advertising               |                 |                   |              |
|        |       |               | FARMVILLE HERALD          | CO ADM 711      | ADVERTISING       | 148.63       |
|        |       |               |                           |                 | ACCOUNT TOTAL     | 148.63 *     |
| 5210   |       | 11894         | Postal Services           |                 |                   |              |
|        |       |               | BUSINESS CARD             | 0460 PUCKETT711 | POSTAGE           | 30.90        |
|        |       |               |                           |                 | ACCOUNT TOTAL     | 30.90 *      |
| 5230   |       | 30439         | Telecommunications        |                 |                   |              |
|        |       |               | US CELLULAR               | 816442183 711   | PHONE             | 53.92        |
|        |       |               |                           |                 | ACCOUNT TOTAL     | 53.92 *      |
| 5510   |       | 12628         | Travel-Mileage            |                 |                   |              |
|        |       |               | COLEMAN R SAMUEL          | JULY 12 2011    | MILEAGE           | 13.32        |
|        |       |               | COLEMAN R SAMUEL          | JULY 28 2011    | MILEAGE           | 13.32        |
|        |       |               | GILLIAM DONALD B          | JULY 12 2011    | MILEAGE           | 22.20        |
|        |       |               | GILLIAM DONALD B          | JULY 28 2011    | MILEAGE           | 22.20        |
|        |       |               | HUNT PRESTON              | JULY 12 2011    | MILEAGE           | 22.20        |
|        |       |               | MASON ROBERT CHRISTOPHER  | JULY 12 2011    | MILEAGE           | 9.99         |
|        |       |               | MASON ROBERT CHRISTOPHER  | JULY 28 2011    | MILEAGE           | 9.99         |
|        |       |               | TOWNSEND JOHN F III       | JULY 12 2011    | MILEAGE           | 8.32         |
|        |       |               | TOWNSEND JOHN F III       | JULY 28 2011    | MILEAGE           | 8.32         |
|        |       |               |                           |                 | ACCOUNT TOTAL     | 129.86 *     |
| 5640   |       | 12745         | Commonwealth Regional Cou |                 |                   |              |
|        |       |               | COMMONWEALTH REGIONAL     | 11-12 SUPPORT   | 11-12 SUPPORT     | 15,700.00    |
|        |       |               |                           |                 | ACCOUNT TOTAL     | 15,700.00 *  |
| 6001   |       | 11902         | Office Supplies           |                 |                   |              |
|        |       |               | BUSINESS DATA OF VA, INC. | 20100747        | NORTON ANTI-VIRUS | 34.95        |
|        |       |               |                           |                 | ACCOUNT TOTAL     | 34.95 *      |
|        |       |               |                           |                 | MAJOR TOTAL       | 17,498.26 ** |
| 081200 |       |               | COMMUNITY DEVELOPMENT     |                 |                   |              |
|        |       | 15170         | Chamber of Commerce       |                 |                   |              |
|        |       |               | FARMVILLE CHAMBER OF      | 11-12 SUPPRT1/2 | 11-12 SUPPORT     | 2,375.00     |
|        |       |               |                           |                 | ACCOUNT TOTAL     | 2,375.00 *   |

| MAJOR#<br>ACCT#<br>5648 | VENDOR<br>NUMBER | VENDOR<br>NAME                                     | INV#            | DESCRIPTION          | AMOUNT      |
|-------------------------|------------------|--|-----------------|----------------------|-------------|
| 5652                    | 29332            | Farmville Airport<br>TOWN OF FARMVILLE             | 11-12 SUPPRT1/2 | 11-12 SUPPORT        | 4,750.00 *  |
|                         | 25362            | Piedmont Area Transit<br>PIEDMONT AREA TRANSIT     | 11-12 SUPPRT1/4 | 11-12 SUPPORT        | 4,750.00 *  |
| 081500                  |                  | ECONOMIC DEVELOPMENT                               |                 | ACCOUNT TOTAL        | 2,500.00 *  |
| 3600                    | 31624            | Advertising<br>VILLAGE PROFILE                     | 050FAR-VA-CD-11 | ADVERTISING          | 2,500.00 *  |
| 5230                    | 30439            | Telecommunications<br>US CELLULAR                  | 816442183 711   | PHONE                | 9,625.00 ** |
| 5530                    | 11894            | Travel-Subsistence & Lodg<br>BUSINESS CARD         | 2078 CARNEY 711 | MEALS                | 1,997.50    |
| 6001                    | 11902            | Office Supplies<br>BUSINESS DATA OF VA, INC.       | 20100747        | NORTON ANTI-VIRUS    | 1,997.50 *  |
|                         | 11902            | BUSINESS DATA OF VA, INC.                          | 20100761        | ANTI-VIRUS           | 26.46       |
|                         | 20600            | KEY OFFICE SUPPLY                                  | 398135          | INK CARTRIDGES       | 26.46 *     |
|                         |                  |  |                 | ACCOUNT TOTAL        | 27.60       |
|                         |                  |  |                 | ACCOUNT TOTAL        | 27.60 *     |
| 081600                  |                  | TOURISM  |                 | ACCOUNT TOTAL        | 69.90       |
| 2600                    | 31658            | Unemployment Insurance<br>VA EMPLOYMENT COMMISSION | 06302011        | UNEMPLOYMENT 2ND QTR | 29.95       |
| 5110                    | 31846            | Electrical Services<br>DOMINION VA POWER           | 0675198071 711  | ELECTRIC SERVICE     | 45.77       |
|                         | 31846            | DOMINION VA POWER                                  | 1059387447 711  | ELECTRIC SERVICE     | 145.62 *    |
|                         |                  |  |                 | ACCOUNT TOTAL        | 2,197.18 ** |
| 5210                    | 11894            | Postal Services<br>BUSINESS CARD                   | 0460 PUCKETT711 | SHIPPING             | 21.06       |
| 5230                    | 10105            | Telecommunications<br>AT&T                         | 392 1482 711    | PHONE                | 21.06 *     |
| 6001                    | 20600            | Office Supplies<br>KEY OFFICE SUPPLY               | 398343          | CARBONLESS BOOK      | 386.01      |
| 082400                  |                  | SOIL & WATER CONSERVATION DISTRICT                 |                 | ACCOUNT TOTAL        | 163.81      |
| 5641                    | 25440            | Donation - PS&WCD<br>PIEDMONT SOIL & WATER         | 11-12 SUPPRT1/4 | 11-12 SUPPORT        | 549.82 *    |
|                         |                  |  |                 | ACCOUNT TOTAL        | 50.08       |
|                         |                  |  |                 | ACCOUNT TOTAL        | 50.08 *     |
|                         |                  |  |                 | ACCOUNT TOTAL        | 85.19       |
|                         |                  |  |                 | ACCOUNT TOTAL        | 85.19 *     |
|                         |                  |  |                 | ACCOUNT TOTAL        | 4.33        |
|                         |                  |  |                 | ACCOUNT TOTAL        | 4.33 *      |
|                         |                  |  |                 | ACCOUNT TOTAL        | 710.48 **   |
|                         |                  |  |                 | ACCOUNT TOTAL        | 2,960.00    |
|                         |                  |  |                 | ACCOUNT TOTAL        | 2,960.00 *  |

AP375H  
8/02/2011  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 7/13/2011 -- 8/02/2011

AFTER CHECKS  
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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                                    | DESCRIPTION         | INV#            | AMOUNT                                      |
|-----------------|------------------|---|---------------------|-----------------|---|
| 5642            | 24089            | Donation - RC&D<br>OLD DOMINION RC&D              | 11-12 SUPPORT       | 11-12 SUPPORT   | 1,775.00 *<br>1,775.00 *<br>4,735.00 **     |
| 083500          |                  | COOPERATIVE EXTENSION OFFICE                      |                     |                 |   |
| 5230            | 21319            | Telecommunications<br>CENTURYLINK                 | PHONE               | 309520098 711   | 92.66 *<br>92.66 *<br>92.66 **              |
| 091000          |                  | GENERAL EXPENSE                                   |                     |                 |   |
| 5230            | 23933            | Internal Telecom Account<br>NTELOS                | PHONE               | 165866886 711   | 2,749.10<br>2,749.10 *                      |
| 5803            | 28597            | Internal Fuel Account<br>SOUTHERN STATES COOP INC | GAS                 | 204609 611      | 19,352.92 *<br>19,352.92 *                  |
| 5804            | 29937            | COBRA Health Insurance<br>ANTHEM BCBS             | COBRA INSURANCE     | COBRA 711       | 530.00<br>530.00 *<br>22,632.02 **          |
| 093000          |                  | FUND TRANSFERS OUT                                |                     |                 |   |
| 0710            | 25820            | To IDA Fund<br>PRINCE EDWARD CO IDA               | YMCA LOAN PAYMENT   | YMCA 711        | 125,528.02<br>125,528.02 *<br>125,528.02 ** |
| 094000          |                  | CAPITAL PROJECTS                                  |                     |                 |   |
| 0002            |                  | Computer System                                   |                     |                 |   |
|                 | 12260            | CAS SEVERN  | AS400               | 609426          | 27,680.00                                   |
|                 | 12726            | COMPRO COMPUTERS                                  | PC FOR AS400        | 1134            | 1,089.90                                    |
|                 | 12726            | COMPRO COMPUTERS                                  | PRINTER             | 1135            | 1,309.99                                    |
|                 |                  |   |                     |                 | 30,079.89 *                                 |
| 0024            |                  | Cannery   |                     |                 |   |
|                 | 11894            | BUSINESS CARD                                     | TAX CREDIT          | 0460 PUCKETT711 | 20.83-                                      |
|                 | 11894            | BUSINESS CARD                                     | SALES               | 0460 PUCKETT711 | 230.10                                      |
|                 | 11894            | BUSINESS CARD                                     | WEIGHT              | 0460 PUCKETT711 | 5.95  |
|                 | 11894            | BUSINESS CARD                                     | DIGITAL THERMOMETER | 0460 PUCKETT711 | 53.00                                       |
|                 | 11894            | BUSINESS CARD                                     | PH METER            | 0460 PUCKETT711 | 450.93                                      |
|                 | 999999           | TEK SUPPLY  | EXHAUST FANS        | 4828834 01      | 624.42                                      |
|                 |                  |   |                     |                 | 1,343.57 *                                  |
|                 |                  |   |                     |                 | 31,423.46 **                                |

| MAJOR# | VENDOR NUMBER | VENDOR NAME                                  | INV#            | DESCRIPTION           | ACCOUNT TOTAL | AMOUNT       |
|--------|---------------|--|-----------------|-----------------------|---------------|--------------|
| 0010   | 30600         | Rural Dev Rev Bond 1998B - RURAL DEVELOPMENT | LOAN 97-01 711  | CH LOAN PAYMENT       | 6,508.00      | 6,508.00 *   |
| 0012   | 30600         | Rural Dev CH Constr 1998C RURAL DEVELOPMENT  | LOAN 97-02 711  | CH LOAN PAYMENT       | 10,118.00     | 10,118.00 *  |
| 0018   | 29332         | Library - Interest TOWN OF FARMVILLE         | NOTE3140172 711 | LIBRARY LOAN-INTEREST | 46,162.65     | 46,162.65 *  |
|        |               |  |                 |                       | 62,788.65     | 62,788.65 ** |
|        |               |  |                 | FUND TOTAL            | 666,714.86    |              |

| MAJOR# | ACCT#  | VENDOR NUMBER | VENDOR NAME               | INV# | DESCRIPTION          | AMOUNT       |
|--------|--------|---------------|---------------------------|------|----------------------|--------------|
| 8102   | 094000 | 12937         | SRR Water Treatment Proje | 15   | WATER TREATMENT SYST | 25,374.00    |
|        |        | 12937         | CROWDER CONSTRUCTION CO   | 16   | WATER TREATMENT SYST | 38,067.00    |
|        |        |               |                           |      |                      | 63,441.00 *  |
|        |        |               |                           |      | ACCOUNT TOTAL        | 63,441.00 ** |
|        |        |               |                           |      | MAJOR TOTAL          |              |
|        |        |               |                           |      | FUND TOTAL           | 63,441.00    |

AP375H  
8/02/2011  
FUND # - 502 SEWER FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 7/13/2011 -- 8/02/2011

AFTER CHECKS  
PAGE 19

| MAJOR# | VENDOR NUMBER      | VENDOR NAME                              | INV#       | DESCRIPTION   | AMOUNT   |
|--------|--------------------|--|------------|---------------|----------|
| 043200 | GENERAL PROPERTIES |  |            |               |          |
| 5110   | 31846              | Electrical Services<br>DOMINION VA POWER | 4148700281 | SEWER PUMP    | 31.86    |
|        |                    |  |            | ACCOUNT TOTAL | 31.86 *  |
|        |                    |  |            | MAJOR TOTAL   | 31.86 ** |
|        |                    |  |            | FUND TOTAL    | 31.86    |

AP375H  
8/02/2011  
FUND # - 732

RETIREMENT BENEFIT FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 7/13/2011 -- 8/02/2011

AFTER CHECKS  
PAGE 20

| MAJOR# | VENDOR NUMBER | VENDOR NAME                         | INV#     | DESCRIPTION     | AMOUNT      |
|--------|---------------|-------------------------------------|----------|-----------------|-------------|
| 002230 | 25257         | LEOS Disbursements<br>JOHNS VICKI K | AUG 2011 | RETIREE BENEFIT | 1,051.29    |
| 1101   |               |                                     |          |                 | 1,051.29 *  |
|        |               |                                     |          |                 | 1,051.29 ** |
|        |               |                                     |          | ACCOUNT TOTAL   |             |
|        |               |                                     |          | MAJOR TOTAL     |             |
|        |               |                                     |          | FUND TOTAL      | 1,051.29    |



| MAJOR#<br>ACCT#<br>021400 | VENDOR<br>NUMBER<br>PIEDMONT COURT SERVICES | VENDOR<br>NAME<br>PIEDMONT COURT SERVICES              | INV#            | DESCRIPTION          | AMOUNT                  |
|---------------------------|---|--|-----------------|----------------------|-------------------------|
| 2600                      | 31658                                       | Unemployment Insurance<br>VA EMPLOYMENT COMMISSION     | 06302011        | UNEMPLOYMENT 2ND QTR | ACCOUNT TOTAL 2.65 *    |
| 5110                      | 31846                                       | Electrical Service<br>DOMINION VA POWER                | 4324962309 711  | ELECTRIC SERVICE     | 77.96                   |
|                           | 31846                                       | DOMINION VA POWER                                      | 7218131923 711  | ELECTRIC SERVICE     | 208.84                  |
| 5230                      | 10105                                       | Telecommunications<br>AT&T                             | 392 8161 711    | PHONE                | 122.87                  |
|                           | 21319                                       | CENTURYLINK  | 310357807 711   | PHONE                | 197.81                  |
| 5302                      | 29440                                       | Fire Insurance<br>PRINCE EDWARD CO TREAS               | FIRE INS 711    | FIRE INSURANCE       | ACCOUNT TOTAL 320.68 *  |
| 5510                      | 15954                                       | Travel - Mileage<br>FRANKLIN SHEENA                    | MILEAGE 711     | MILEAGE              | 75.00 *                 |
|                           | 16682                                       | GRAY SHARON  | MILEAGE 711     | MILEAGE              | 162.61                  |
|                           | 16944                                       | STIMPSON CONNIE  | MILEAGE 711     | MILEAGE              | 169.25                  |
|                           | 21782                                       | LIPSCOMB CHAD  | MILEAGE 711     | MILEAGE              | 7.74                    |
|                           | 22259                                       | MAYS ANDY  | MILEAGE 711     | MILEAGE              | 28.30                   |
|                           | 27156                                       | TYLER CADANCE  | MILEAGE 711     | MILEAGE              | 67.34                   |
|                           | 28730                                       | STANLEY DAYNA  | MILEAGE 711     | MILEAGE              | 74.36                   |
| 5530                      | 999999                                      | Travel - Subsistence & Lo<br>FOUNDERS INN              | RESERVATIONS711 | LODGING              | ACCOUNT TOTAL 635.43 *  |
| 5540                      | 999999                                      | Travel - Convention and E<br>BUSINESS MANAGEMENT DAILY | TRAINING 711    | TRAINING DVD         | ACCOUNT TOTAL 678.72 *  |
| 097001                    | PCS SUPERVISION FEES EXPENDITURES           |  |                 |                      | ACCOUNT TOTAL 103.00    |
| 5420                      | 28724                                       | PCS - Lease/Rent of Build<br>SRP CORPORATION LLC       | RENT 711        | RENT                 | ACCOUNT TOTAL 103.00 *  |
| 6006                      | 17346                                       | PCS - Janitorial Services<br>HARDY PAGE                | JULY 2011       | CLEANING SERVICE     | MAJOR TOTAL 2,101.88 ** |
| 097002                    | PCS DRUG TESTING FEES                       |  |                 |                      | ACCOUNT TOTAL 210.00    |
| 0001                      | 28095                                       | PCS Drug Testing Fees<br>ALERE TOXICOLOGY SERV INC     | 223513          | DRUG TESTING         | ACCOUNT TOTAL 210.00 *  |
|                           |   |  |                 |                      | MAJOR TOTAL 2,593.00 ** |
|                           |   |  |                 |                      | FUND TOTAL 4,714.36     |
|                           |   |  |                 |                      | TOTAL DUE 735,953.37    |





County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: August 9, 2011  
Item No.: 5-d  
Department: County Administration  
Staff Contact: Sheila Martin/Barbara Poulston  
Issue: Consent Agenda - Salaries

---

**Summary:** The County Administrator reported that checks have been issued pursuant to the order of the Board of Supervisors as to salaries, etc., the amount of which salaries have been heretofore approved.

**Attachments:** None.

**Recommendation:** None.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_





**County of Prince Edward  
Board of Supervisors  
Agenda Summary**

**Meeting Date:** August 9, 2011  
**Item No.:** 5-e  
**Department:** County Administrator  
**Staff Contact:** W.W. Bartlett  
**Issue:** Appropriations and Budget Amendments

**Summary:**

The first item is the re-appropriation of unexpended funds for the Fire Departments from FY11 to FY12.

The second item is the acceptance of a donation from the Schools to the Dare fund.

**Recommendation:**

Approve the budget amendment below and appropriate the same funds.

| REV/EXP                      | FUND | DEPT  | OBJECT | DESCRIPTION               | DEBIT       | CREDIT       |
|------------------------------|------|-------|--------|---------------------------|-------------|--------------|
| <u>FY12 Budget Amendment</u> |      |       |        |                           |             |              |
| 3(Rev)                       | 100  | 41050 | 0100   | From General Fund Balance |             | \$111,646.21 |
| 4(Exp)                       | 100  | 32200 | 7001   | Farmville VFD             | \$ 166.92   |              |
| 4(Exp)                       | 100  | 32200 | 7002   | Rice VFD                  | \$ 24.40    |              |
| 4(Exp)                       | 100  | 32200 | 7003   | Prospect VFD              | \$10,411.40 |              |
| 4(Exp)                       | 100  | 32200 | 7004   | Darlington Heights VFD    | \$ 4,507.59 |              |
| 4(Exp)                       | 100  | 32200 | 7005   | Hampden-Sydney VFD        | \$62,502.74 |              |
| 4(Exp)                       | 100  | 32200 | 7006   | Pamplin VFD               | \$33,623.27 |              |
| 4(Exp)                       | 100  | 32200 | 7007   | Meherrin                  | \$ 409.89   |              |
| 3(Rev)                       | 125  | 18999 | 0001   | Dare Donations            |             | \$ 1,000.00  |
| 4(Exp)                       | 125  | 31299 | 0001   | Expenditures – Donations  | \$1,000.00  |              |

Motion \_\_\_\_\_  
 Second \_\_\_\_\_

Campbell \_\_\_\_\_  
 Jones \_\_\_\_\_  
 Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
 McKay \_\_\_\_\_  
 Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
 Simpson \_\_\_\_\_





**County of Prince Edward  
Board of Supervisors  
Agenda Summary**

**Meeting Date:** August 9, 2011  
**Item No.:** 6  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** Virginia Department of Forestry

---

**Summary:** Tom Zaebst, Assistant State Forest Manager, will present the Board the annual check for the county's share of the proceeds of timber sales in the Prince Edward-Galleon State Forest.

**Attachments:**

**Recommendation:** None.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_







**County of Prince Edward  
Board of Supervisors  
Agenda Summary**

**Meeting Date:** August 9, 2011  
**Item No.:** 7  
**Department:** VDOT  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** Highway Matters

---

**Summary:** Attached for your consideration is a draft resolution for the placement of a “Watch for Children” sign on State Route 775 (Dungee Road). This request is made by Supervisor Campbell.

The VDOT monthly update will be in the Table Pack.

**Attachments:** Draft Resolution for Dungee Road (Route 775)

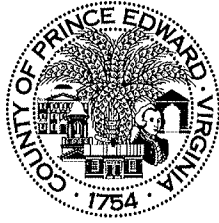
**Recommendation:** Approval.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_



**A RESOLUTION OF THE  
BOARD OF SUPERVISORS OF THE  
COUNTY OF PRINCE EDWARD, VIRGINIA**

**WATCH FOR CHILDREN SIGN – ROUTE 775 (Dungee Road)**

**WHEREAS**, there is a need for one (1) “WATCH FOR CHILDREN” sign to be placed by the Virginia Department of Transportation on Route 775 (Dungee Road) at its intersection with Route 657 (Sulphur Spring Road) in the County of Prince Edward, Virginia;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of the County of Prince Edward, Virginia, does hereby request that the Virginia Department of Transportation submit a request to the Transportation Commissioner to have placed the aforementioned sign in the following recreational area of the County of Prince Edward: *on Route 775 at its intersection with Route 657*; and

**BE IT FURTHER RESOLVED**, that the installation of the aforementioned signs as well as any future maintenance of the signs shall be from the secondary system construction allocation of the County of Prince Edward, Virginia.

**Certification**

*I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a regular board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed, this 9th day of August, 2011.*

\_\_\_\_\_  
William G. Fore, Jr., Chairman

CERTIFIED TRUE COPY

ATTEST:

\_\_\_\_\_  
W.W. Bartlett, County Administrator



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** August 9, 2011  
**Item No.:** 8  
**Department:** Department of Planning & Community Development  
**Staff Contact:** Alecia Daves-Johnson  
**Issue:** Public Hearing – Proposed Amendment to Water & Wastewater Ordinance

---

**Summary:**

At its July 12, 2011 meeting, the Board of Supervisors authorized the advertisement of a public hearing to consider an amendment to the County *Water & Wastewater Ordinance*. Attached for your review is a copy of the proposed amendment, drafted by the County Attorney’s Office, and a copy of the Town *Drought Management Ordinance*.

The Board will recall the recent work session held July 28 to discuss the Regional Water Supply Plan. One required component of the Water Supply Plan is a Drought Management Ordinance. Because the county’s water system is a transient non-community waterworks, which purchases water from the Town of Farmville for resale, the county can support the enforcement of the mandatory restrictions outlined in the Town *Drought Management Ordinance*.

The proposed amendment to the County *Water & Wastewater Ordinance* will accomplish this by indicating the county’s willingness to support the Town’s ordinance and the enforcement of the ordinance jointly by county and town personnel. The proposed amendment was also reviewed during the July 28 work session.

**Attachments:**

- Advertisement of Public Hearing
- Proposed language for Amendment to County Water & Wastewater Ordinance
- Copy of Farmville Drought Management Ordinance

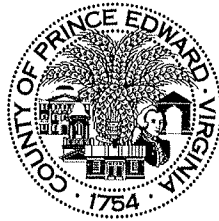
**Recommendation:** Following the Public Hearing, the Board will wish to take action on amending the County Water & Wastewater Ordinance to reflect the cooperative enforcement of the Town Drought Management Ordinance.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_



Please publish the following Notice of Public Hearing in the Friday, July 22, 2011 and Friday, July 29, 2011 editions of *The Farmville Herald*. A Certificate of Publication should be provided to the Prince Edward County Administrator's Office.

#### NOTICE OF PUBLIC HEARING

**PUBLIC HEARING** – The Prince Edward County Board of Supervisors will hold a public hearing to receive citizen input prior to considering amendments to the *County's Water and Sewer Ordinance*. The amendment will require that users of the County water system adhere to the *Drought Management Ordinance* of the Town of Farmville. The public hearing is scheduled for Tuesday, August 9, 2011 at 7:30 p.m. in the Board of Supervisors Room, Third Floor, Prince Edward County Courthouse, 111 South Street, Farmville, Virginia. A copy of the full text of the proposed amendment is available for review in the Office of the Prince Edward County Administrator or on the county's website at [www.co.prince-edward.va.us](http://www.co.prince-edward.va.us). It is the County's intent to comply with the requirements of the Americans with Disabilities Act. Should you need special accommodations, please contact the Prince Edward County Administrator's Office at 434-392-8837, prior to August 5, 2011.

By Order of the Board of Supervisors  
W.W. Bartlett, County Administrator

Chapter 75

Article I, Water

Division 1. Generally

**Sec. 75-10.1 DROUGHT MANAGEMENT ORDINANCE**

The Drought Management Ordinance of the Town of Farmville, Virginia, codified in Chapter 28, Article II, Division 1, Sec. 28-36 of the Code of the Town of Farmville, Virginia, is adopted by Prince Edward County, Virginia and incorporated herein by this specific reference.

Additions or amendments to the Drought Management Ordinance of the Town of Farmville, when passed in the form as to indicate the intention of the Town Council of Farmville, Virginia to make the same a part of the Code of the Town of Farmville, shall be deemed to be incorporated in the Code of Prince Edward County.

The County Administrator of Prince Edward County, or his or her designee, or the Town Manager of the Town of Farmville, or his or her designee, shall be empowered to enforce the provisions of this Section.

**Ordinance #136**

**Chapter 28**

**Article II Water  
Division 1. Generally**

**Sec. 28-36. DROUGHT MANAGEMENT ORDINANCE**

**Title**

This article shall be known and may be cited as the Drought Management Ordinance.

**Authority to declare a potential water shortage and to impose water conservation measures**

The Town Manager, with the authorization from Farmville Town Council, is authorized to declare drought or emergency conditions and impose voluntary and mandatory water conservation measures for the Town of Farmville's water system and service area. The Town Manager will authorize and initiate prudent drought management actions as outlined in the ordinance and the regional Town of Farmville/Prince Edward County Drought Response and Contingency Plan.

The Town Manager, under advisement from the Town Council, will notify Prince Edward County of impending and actual drought watch, warning and/or emergency statuses.

**Conditions for drought declaration and potential water shortage**

The Town of Farmville is committed through various methods on a continuing basis to educate the general public through flyers, the Town's instant alert system, media (radio, newspapers), Channel 2, etc. on ways to conserve water at all times not just in times of impending drought.

Upon a determination by the Town Manager regarding conditions for drought declaration and potential water shortage, the Town Manager shall consider the following indicators and parameters for each of the three (3) drought stages and take the following actions:

- **Stage I-Drought Watch**

Those indicators/parameters that trigger a drought watch are as follows:

1. Lack of or below average precipitation for an extended period of time, which would be intensified during the summer months when water usage is higher.
2. Flow decreasing in Appomattox River as measured by flow meters at WTP and the USGS gauging station located at the Route 45 Bridge. At this stage, the gauging station is monitored at least daily. Also at this stage town staff will be physically observing and monitoring the water level at the intake.
3. Monitoring and comparing water intake and treatment with water usage.
4. Compare raw and finished water production data from previous 5 years.
5. Research weather predictor patterns.

6. Virginia Department of Health, Office of Drinking Water, monitors the flow in the Appomattox River and provides reports and data to the Town.
7. Periodically check NOAA's website for the National Weather Service, Climate Prediction Center.
8. Under normal operations the plant operates on average 11 hours per day.

Specify any voluntary and mandatory conservation measures:

1. Keeping public informed of conditions through newspaper, instant alert system, radio, Channel 2 and flyers.
2. Piedmont Soil and Water Conservation assists with educating the public on conservation measures on an ongoing basis.
3. A list of water conservation techniques shall be tabulated and distributed by the Town Manager.

- Stage II-Drought Warning

Those indicators/parameters that trigger a *drought warning* are as follows:

1. Flow has decreased to the point where the water is not flowing over the dam and this requires the Town to sand bag across the dam to divert more water into plant. This will occur when the water withdrawal amount from the river has decreased to approximately 6 million-gallon-per-day (mgd) or 16 cubic feet per second (cfs). At this point the Town can still produce the required amount of water.
2. Observing and monitoring water level at the intake by physical observation.
3. Continuing to monitor gauging system at least 2 to 3 times per day.

Specify any voluntary and mandatory conservation measures:

1. Issue voluntary water conservation measures for both residential, commercial and industrial users through notification to the public through the Town's instant alert system, newspaper, radio, channel 2 and flyers.
2. Town Manger will contact Longwood University officials directly and suggest Longwood University water campus grounds and sports fields no more than every other day as a water conservation measure.
3. A list of waters conservation techniques shall be tabulated and distributed by the Town Manager.

- Stage III-Drought Emergency

Those indicators/parameters that trigger a *drought emergency* are as follows:

Stage A:

1. The flow in the Appomattox River is below 3 mgd or 8 cfs.

Stage B:

1. At this point the flow is below 2 mgd.

Specify any voluntary and mandatory conservation measures:

1. Washing cars and trucks, other than at commercial car washes, shall be prohibited.

2. Irrigation of lawn grass, gardens and plantings outside car washes, shall be prohibited.
3. Recreational use, including the refilling of all swimming pools, shall be prohibited.
4. Washing of decks, sidewalks and driveways shall be prohibited.

**Additional Measures**

If measures outlined in each of the three (3) stages listed above are insufficient to reduce demand and preserve sufficient supplies of water for citizens, the following are additional drought measures that may be implemented during critical periods:

**Violations and Penalties**

The following specifically summarizes those actions and penalties that will be imposed upon violators of the drought management ordinance:

- The Town Manager and his designees are authorized and ordered to patrol the Town regularly to ensure that the intent of this ordinance is being met. If any Town employee finds that water conservation methods are not being employed, then he or she shall advise the user of the impact of the lack of water conservation on the Town’s water system and fellow users.
- If appropriate water conservation measures are not employed by a user immediately after written notice by a Town employee, the Town Manager or his designee may suspend water service to that user for up to 24 hours.
- Willful violations of this ordinance shall be punishable as a class 4 misdemeanor which carries a fine of up to \$250.00 per offense. A willful violation shall be determined to exist upon discovery of a violation after the restoration of a suspended water service. Each day of a violation shall constitute a separate offense.

**Appeals**

The Farmville Town Council shall have full and exclusive authority to appoint members of any board of appeals. Upon declaration of the Drought Warning Stage, the Town Council shall establish an appeals review board to review application for exemption and institutes power to approve, modify or revoke such determinations.

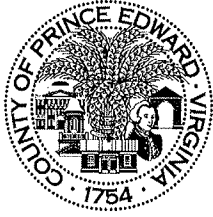
**Public Notice and Duration of Restrictions**

The determination of Stages I, II and III by the authorized party or his designee shall become effective upon there being printed in any newspaper of general circulation within the locality, through the Town’s instant alert system, and/or broadcast upon any radio or television serving the locality. The Drought Watch, Drought Warning and Drought Emergency Stage restrictions shall remain in effect until the designated authority determines that a water emergency in the locality no longer exists.

***The foregoing ordinance was adopted by the Farmville Town Council at their regular monthly rescheduled Council meeting held on April 22, 2011.***

/s/ \_\_\_\_\_  
**Lisa M. Hricko, Clerk**





County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: August 9, 2011  
Item No.: 9  
Department: County Administration  
Staff Contact: Sarah Elam Puckett  
Issue: Appointment – Piedmont ASAP

---

**Summary:** Attached for your consideration is a letter from Piedmont ASAP requesting that Mable Shanaberger be reappointed to the Piedmont ASAP Board.

**Attachments:** Piedmont ASAP Letter

**Recommendation:** Approval

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_



4026 West Third Street/Farmville, VA 23901

(434) 392-8920 (434) 392-6777 Fax

**CONFIDENTIAL**

July 18, 2011

Wade Bartlett, County Administrator  
Prince Edward County  
P. O. Box 382  
Farmville, Virginia 23901

Re: Board Appointment

Dear Mr. Bartlett:

Please be advised that Mable Shanaberger currently serves as a member to our Board of Directors representing Prince Edward County. At this time her term will expire on August 1, 2011. As Mrs. Shanaberger has expressed an interest in remaining on the Board and is thought to be an excellent contributor, I am hereby requesting that she be re-appointed to serve another three year term at this time.

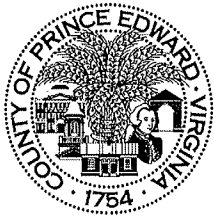
Should you require additional information please do not hesitate to call on me.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Robyn B. Allen', is written over a faint, circular stamp.

Robyn B. Allen, Director

cc: Mable Shanaberger  
file



County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: August 9, 2011  
Item No.: 10  
Department: County Attorney  
Staff Contact: James R. Ennis  
Issue: County Attorney's Report

---

**Summary:** County Attorney Jim Ennis will update the Board on the funding agreement for the Fire Department Capital Equipment Fund.

**Attachments:**

**Recommendation:** To Be Determined.

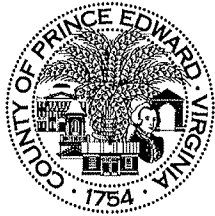
Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_





**County of Prince Edward  
Board of Supervisors  
Agenda Summary**

**Meeting Date:** August 9, 2011  
**Item No.:** 11  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** County Administrator's Report

---

**Summary:** The County Administrator will discuss with the Board the following items:

- a. Request from VACo/VML
- b. Appointment of Legislative Committee
- c. Alt. Route 628 Project Update

**Attachments:** E-mail and draft resolution from VACo/VML  
E-mail from VACo, RE: County Legislative Programs

**Recommendation:** To be determined.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_

## **Sarah Elam Puckett**

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**From:** Dean Lynch [dlynch@vaco.org]  
**Sent:** Wednesday, July 13, 2011 8:28 AM  
**To:** Dean Lynch  
**Subject:** \$60 Million a Year Across-the-Board Cuts in Aid to Localities  
**Attachments:** dl-ATL\_Local\_Resolution.doc

### Memorandum – Virginia Association of Counties

**TO:** VML and VACo City-County Managers and County Administrators  
Mayors and Board Chairs

**FROM:** Mike Amyx, Executive Director of VML  
James Campbell, Executive Director of VACo

**SUBJECT:** \$60 Million a Year Across-the-Board Cuts in Aid to Localities

For the past three years, VML and VACo have recommended that cities and counties simply cut a check to the state for each locality's share of the across-the-board cuts to aid to localities included in the state budget.

We were hopeful that the state would restore the budget cuts. However, our position has changed. Neither the General Assembly nor the governor has shown interest in the past few sessions in addressing the problem.

Also, the appropriation base by the state budget office determines each locality's share of the reduction continues to change without a logical basis. For example, the FY12 base excludes recordation tax revenue allocated for Northern Virginia localities and the City of Chesapeake because (we think) the money is tied to debt service. This apparently was not a state concern in fiscal years 2009, 2010 and 2011. In FY09, the state budget office would not accept local decisions to cut CSA even though CSA funding was included in the base. Now, localities can cut CSA. Is this demonstrating flexibility or confusion?

We are now requesting that you no longer simply stroke a check to comply with this budget drill. Instead, please elect to spread the reductions to as many programs as possible. This will place the administrative burden to collect the money on the state where the responsibility belongs. Localities are not obligated to make the collection of the funds a painless exercise for the state and a costly one for you.

If you have already told the state that you elect to write a check, we ask that you rescind that decision.

Finally, we encourage you to have your council or board adopt a resolution to be sent to Gov. Bob McDonnell asking him to restore the \$60 million in each year of next year's Budget Bill.

A draft resolution is enclosed.

If you have questions, please call or email:  
Neal Menkes ([nmenkes@vml.org](mailto:nmenkes@vml.org), 804-523-8523)  
Dean Lynch ([dlynch@vaco.org](mailto:dlynch@vaco.org), 804-343-2511)  
Mary Jo Fields ([mfields@vml.org](mailto:mfields@vml.org), 804-523-8524)

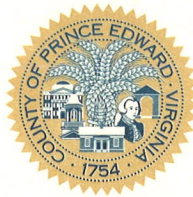
**Dean A. Lynch, CAE**  
**Deputy Executive Director**

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COUNTY ADMINISTRATOR  
W.W. BARTLETT

POST OFFICE BOX 382  
FARMVILLE, VA 23901

(434) 392-8837 VOICE  
(434) 392-6683 FAX

WBARTLETT@CO.PRINCE-EDWARD.VA.US

COUNTY OF PRINCE EDWARD, VIRGINIA

**Resolution In Support of Restoration of State Funding for Aid to Localities**

**WHEREAS**, state financial assistance for mandated and high priority programs, including public education, health and human services, public safety and constitutional officers, is \$800 million less in FY12 than in FY09; and

**WHEREAS**, cities and counties must balance their budgets during a time in which future state assistance is unreliable, federal stimulus dollars are dwindling, and real estate assessments are declining; and

**WHEREAS**, the Appropriation Act contains \$60 million in across-the-board cuts to cities and counties for both FY11 and FY12, under which localities are required to either elect to take reductions in particular state aid programs, or to send the State a check for the amounts determined by the Department of Planning and Budget ("Local Aid to the State"); and

**WHEREAS**, the reductions are applied to essential services, including law enforcement, jail administration, foster care and child protection services, election administration and social services; and

**WHEREAS**, the County of Prince Edward does not have the authority to unilaterally decide to discontinue providing services such as election administration or to refuse to house and care for State prisoners in local and regional jails; and

**WHEREAS**, the state budget cuts are not accompanied by any reductions in state-imposed mandates, standards and service requirements, nor do they provide any administrative flexibility for local agencies; and

**WHEREAS**, the County of Prince Edward remitted \$196,853 in FY11 and will be required to remit another \$196,842 in FY12; and

**WHEREAS**, cities and counties will have provided the State with \$220 million by the close of FY12 for this "Local Aid to the State" program; and

**WHEREAS**, these reductions shift State costs to local taxpayers and artificially increases the amount of state surplus revenue; and

**WHEREAS**, State revenues have begun to recover and the State is expecting to have a revenue surplus for the second year in a row; and

**WHEREAS**, revenue collections for the County of Prince Edward continue to reflect the struggling housing market; and

**WHEREAS**, the State should not shift its share of the costs for mandates and responsibilities to local governments;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of the County of Prince Edward, Virginia asks Governor Bob McDonnell to submit a budget amendment to the 2012 session of the General Assembly to reverse the \$60 million-a-year reduction for the current year, FY12, and to eliminate the aid to localities reduction in the budget submitted for FY13 and FY14; and

**FURTHER, BE IT RESOLVED**, that the members of the General Assembly support a budget amendment to the 2012 session of the General Assembly to reverse the \$60 million-a-year reduction for the current year, FY12, and to eliminate the aid to localities reduction in the budget submitted for FY13 and FY14.

Certification

*I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a regular board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed on a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed, this 9<sup>th</sup> day of August, 2011.*

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William G. Fore, Jr., Chairman

ATTEST:

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W. W. Bartlett, County Administrator



## Sarah Elam Puckett

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**From:** Wade Bartlett [wbartlett@co.prince-edward.va.us]  
**Sent:** Monday, July 18, 2011 3:51 PM  
**To:** 'Sarah Puckett'  
**Subject:** FW: County 2012 Legislative Programs Requested

Lets put this in the Board Packet ----

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**From:** Ted McCormack [mailto:tmccormack@vaco.org]  
**Sent:** Monday, July 18, 2011 8:41 AM  
**To:** Ted McCormack  
**Subject:** County 2012 Legislative Programs Requested

VACo begins the development of its 2012 Legislative Program on August 12, 2011 when each of its eight steering committees meets in Henrico County and culminates in November when the membership considers the adoption of the program at the annual conference.

Throughout that process, the steering committees review and discuss the legislative programs and proposals of its member counties to determine major issues of concern. This input helps shape the association's overall legislative program that will guide the staff during the 2012 session.

In order to assist the steering committees, please send me your county's 2012 legislative program or proposals to VACo when they have been adopted.

Thank you.

Ted

Ted McCormack  
Virginia Association of Counties  
804-343-2506  
[www.vaco.org](http://www.vaco.org)

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County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: August 9, 2011  
Item No.: 12  
Department: County Administration  
Staff Contact: W.W. Bartlett/Sarah Puckett  
Issue: Correspondence

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Summary:

Attachments:

- a. Letter from Colonial Downs, RE: Account Wagering at Tavern Grill
- b. Letter from Amelia County, RE: Donation for Cannery
- c. Letter from Va DCR (w/attachments) RE: Watershed Implementation Plan
- d. Letter from SHENTEL, RE: Lineup Changes in Farmville
- e. Thank You, STEPS, Inc.

Recommendation: None.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_



## COLONIAL DOWNS

10515 Colonial Downs Parkway ♦ New Kent, Virginia 23124  
(804) 966-7223 ♦ Fax (804) 966-1565  
www.colonialdowns.com

July 29, 2011

James R. Ennis, Esq.  
Prince Edward County Commonwealth's Attorney  
111 South Street, 3<sup>rd</sup> Floor  
Farmville, VA 23901

### Account Wagering in Virginia

Dear Mr. Ennis:

I am writing to apprise you of our planned business in your jurisdiction. Colonial Downs, L.P., a Virginia limited partnership ("Colonial Downs"), is the only licensed owner and operator of a pari-mutuel horse racetrack and ten related satellite wagering facilities in Virginia. As such, it is closely regulated by the Virginia Racing Commission (the "Commission").

A resident of Virginia can place a legal wager on a horse race in three ways: (i) at the licensed racetrack in New Kent County, (ii) at one of ten licensed satellite wagering facilities, and (iii) through a licensed advanced deposit account wagering ("ADW") provider. (See Va. Code § 591.-369.5.) The latter means was approved by the General Assembly in 2003. The Commission has since licensed four ADW providers in Virginia, including EZ Horseplay, a division of Colonial Downs.

Account wagering allows a Virginia resident interested in wagering on horse races over the internet or by telephone to open an account with any of the four licensed ADW providers. Each licensee has a formal process for opening an account that is approved by the Commission in the licensing process. The account opening process involves age verification, usually through the use of a Virginia driver's license, and placing funds on account with the licensed account wagering provider.

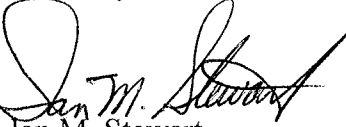
EZ Horseplay (Colonial Downs' ADW division) uses a kiosk device that is connected to the internet to allow a customer to immediately open an account with EZ Horseplay. The process of opening an account is commenced by a customer inserting his driver's license into the card reader. The information from the driver's license is used to automatically populate several fields in the online application. Then the applicant fills in the remaining fields and submits the application. The system responds very quickly with a series of personal questions derived from public databases such as prior addresses. The questions must be answered correctly in order to verify the identity of the person applying for an account. This methodology is also used by credit bureaus that provide online access to credit reports. If the application is accepted, an account number is issued.

This kiosk device also contains a currency reader (similar to those on vending machines and self-serve grocery checkout lines). A patron can deposit currency directly into his or her account via this device by typing in the account number and PIN and putting cash into the bill acceptor. There is also a bill dispenser to allow cash withdrawals from accounts after entering the appropriate account number and PIN. Finally, the kiosk will also print programs for various racetracks. The payment for the program is deducted from the purchaser's EZ Horseplay account.

Colonial Downs plans to install a kiosk at the Tavern Grille located at 5169 Farmville Road in Farmville next month. In addition, Colonial Downs will provide to the Tavern Grille touch-screen computers that are connected to the internet and programmed to connect to EZ Horseplay's website. Over that website, a customer who has an account with EZ Horseplay can watch a streaming video of horse races and place wagers on those races.

The broadcast of horse races on these touch screens at the Tavern Grille will be the same as is available to customers in their homes. Customers are free to wager from their homes on these races through their accounts with various account wagering licensees. Account wagering may be done in any location where a customer, after having established a wagering account, may access the account either by telephone or via the internet. Colonial Downs' activities at the Tavern Grille are no different from those occurring in homes, private clubs, and other venues with cell phone coverage or internet access throughout the Commonwealth. A letter confirming the foregoing from the Virginia Racing Commission is enclosed.

Colonial Downs is not seeking any action from your office. We want to apprise you of our intended activities to insure that your office was aware of our intentions and our efforts to insure their legality. Nonetheless, if you have any questions or concerns, I am happy to address them.

Sincerely,  
  
Ian M. Stewart  
President

Enclosure  
cc: David Lermond, Virginia Racing Commission



## COMMONWEALTH of VIRGINIA

### *Virginia Racing Commission*

*10700 Horsemen's Road  
New Kent, Virginia 23124  
(804) 966-7400; FAX (804) 966-7418*

November 5, 2010

Charles E. Powell  
Assistant Commonwealth's Attorney  
City of Newport News  
2501 Washington Avenue, 6<sup>th</sup> Floor  
Newport News, Virginia 23607

Dear Mr. Powell:

It is my understanding that you have been contacted by Colonial Downs, L.P. ("Colonial Downs") regarding the placement of one or more advance deposit account wagering terminal(s) at a restaurant known as Mike's Place in Newport News. It is further my understanding that you believe that the Code of Virginia and the Virginia Administrative Code pertaining to pari-mutuel wagering on horseracing in Virginia require that Colonial Downs obtain specific permission from the Virginia Racing Commission (the "Racing Commission") prior to taking the contemplated action. As I explain below, the Virginia General Assembly has legalized advance deposit account wagering by statute in Virginia, and by statute it may take place at any location, on any computer, subject to the narrow set of exceptions set forth in the Virginia Code as outlined below. No additional or specific permission from the Racing Commission is required.

Since 1997 in Virginia, pari-mutuel wagering on horse racing has been a legalized form of gambling. In 2003, the Virginia General Assembly enacted legislation authorizing a regulatory structure for a form of pari-mutuel wagering previously legalized by the Interstate Horseracing Act (15 U.S.C. § 3001 *et seq.*), known as advance deposit account wagering. Advance deposit account wagering may be conducted in person, by telephone and via the internet. There are currently five licensed providers offering advance deposit account wagering services in Virginia. A Virginia racing fan wishing to wager on a horse race available through a licensed provider first establishes an account with that provider, into which funds are electronically deposited. The bettor then places wagers with the licensed provider using money debited from his/her account. Any winnings are likewise automatically credited to the account.

As set forth in Virginia Code § 59.1-369(5), advance deposit account wagering may be conducted anywhere in Virginia, except at public elementary schools, secondary schools, colleges and universities. Additionally, advance deposit account wagering may not be conducted using any computer owned or leased by the Commonwealth or any of its subdivisions. There are no other geographic or equipment-related restrictions on advance deposit account wagering in Virginia.

Pursuant to Virginia Code § 59.1-369(11), the Racing Commission has an affirmative duty to report all alleged criminal violations of Chapter 29 of Section 59.1 of the Code of Virginia to the Attorney General and the State Police for appropriate action. The Racing Commission has been advised by Colonial Downs of its advance deposit account wagering proposal in connection with Mike's Place in Newport News and considers Colonial Downs to be in compliance with all laws and regulations applicable to its advance deposit account wagering license and operations. As such, the Racing Commission is aware of no basis upon which it should notify the Attorney General or the State Police that Colonial Downs is engaged in any illegal activity in violation of the Virginia Code. The Racing Commission does not require licensees to seek its permission to conduct activities that are currently authorized by law and for which there is no legal requirement for further regulatory permission. Unless and until the Commission amends its current ADW regulations to include Commission approval of specific ADW sites, which is currently under consideration, it regards the granting of permission or approval of specific sites as beyond its powers.

I trust that the foregoing clarifies any questions you have had about the Virginia laws pertaining to advance deposit account wagering and the requirements applicable to licensees in the Commonwealth.

Very truly yours,



David Lermond  
Acting Executive Secretary

cc: James L. Weinberg, Esq.

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**THOMAS E. HARRIS**  
COUNTY ADMINISTRATOR

16360 Dunn Street, Suite 101  
Post Office Box A  
Amelia Court House, Virginia 23002

Telephone: (804) 561-3039  
Facsimile: (804) 561-6039  
Website: [www.ameliacova.com](http://www.ameliacova.com)

July 22, 2011

Mr. William W. Bartlett  
County Administrator, Finance Director  
P.O. Box 382  
111 South Street, 3<sup>rd</sup> Floor  
Farmville, VA 23901

RE: Prince Edward Cannery

Dear Mr. Bartlett:

I am pleased to inform you that on Wednesday July 20, 2011 the Amelia County Board of Supervisors unanimously approved a one thousand (\$1,000) dollar contribution on behalf of our citizens in support of the Prince Edward Canary for Fiscal Year 2012.

As County Administrator I am extremely proud of this appropriation as it helps foster not only support of our rural lifestyle but reinforces the bonds of cooperation in our Region. As such, I hope that you too are pleased with Amelia's effort.

And finally, pursuant to our conversation, the Board, in its efforts to maximize the use of limited local revenues, has respectfully requested that an accounting of Amelia participants be provided to help the Board evaluate the tangible effect of this contribution.

In closing, good luck and if you have any questions please feel free to contact Ms. Norma Duty, Assistant County Administrator at (804) 561-3039.

Respectively,

Thomas E. Harris  
Amelia County Administrator

Cc Norma Duty, Assistant County Administrator

MISSION OF THE BOARD OF SUPERVISORS  
To provide open responsive leadership for the County of Amelia and improve the quality of life for all the citizens.





**COMMONWEALTH of VIRGINIA**  
**DEPARTMENT OF CONSERVATION AND RECREATION**

203 Governor Street  
Richmond, Virginia 23219-2010  
(804) 786-1712

July 18, 2011

The Honorable William G. Fore, Jr., Chairman  
Prince Edward County Board of Supervisors  
Post Office Box 382  
Farmville, Virginia 23901

Mr. William Wade Bartlett, County Administrator  
Prince Edward County  
Post Office Box 382  
Farmville, Virginia 23901

Dear Chairman Fore and Mr. Bartlett:

As you may know, the U.S. Environmental Protection Agency (EPA) recently approved Virginia's Watershed Implementation Plan (WIP) for the cleanup of the Chesapeake Bay. Our plan was developed to meet EPA requirements for the reduction and capping of nitrogen, phosphorus, and sediment loads into the Bay and its tidal tributaries. The WIP was accepted by EPA on December 29, 2010, and it was included in EPA's Bay Total Maximum Daily Load (TMDL) with minor modifications. A full copy of the Virginia plan can be found at: <http://www.deq.virginia.gov/tmdl/chesapeakebay.html>. A copy of the TMDL documents released by EPA can be found at <http://www.epa.gov/chesapeakebaytmdl/>.

The next step in this 15 year TMDL process is the development of a Phase II WIP which will extend the reduction goals established for large watersheds to the local government level (96 Bay watershed cities and counties), and provide strategies for state and local action. We hope to work closely with local governments, Planning District Commissions (PDC) and Soil and Water Conservation Districts in this process so that together, we can identify pollution reduction strategies that can be maintained over time. The approach the State is using is one that facilitates the development of a plan that contains strategies that are both cost effective and locally appropriate.

To achieve the above objectives, DCR staff have recently provided your staff with the Chesapeake Bay Model information for your locality and offered our assistance in interpreting this information. We are asking your staff, assisted by the PDC or independently, to review this information, compare it with local data on those best management practices (BMPs) that currently

The Honorable William G. Fore, Jr.  
Mr. William Wade Bartlett  
July 18, 2011  
Page 2

exist and to identify BMP implementation scenarios and local strategies to reduce pollutant loads. The specific information we hope your staff can provide includes the following:

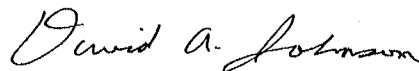
- Current BMP inventory – this information will be used to update implementation progress data in the Bay model.
- Evaluate the land use / land cover information included in the EPA Model and provide more accurate land cover information you may have – this will be of tremendous assistance in ensuring that Bay Model revisions made in the future will more accurately reflect land use information in your locality.
- Review the 2017 and 2025 BMP scenarios provided and develop preferred local scenarios that meet the reduction goals – identified local BMP scenarios will be aggregated and incorporated into the Phase II WIP.
- Develop strategies to implement the preferred BMP scenarios – strategies will be aggregated and used in development of Virginia’s Phase II WIP.
- Identify any resource needs to implement the strategies and BMP scenarios – this information will be used in drafting Virginia’s Phase II WIP and developing of cost estimates for the implementation of the WIP.

Localities are strongly encouraged to provide input by October 1, 2011, for inclusion in Virginia’s draft Phase II WIP. Recognizing the short timeframe, however, there will be additional opportunity to provide input through February 1, 2012, for inclusion in the final Phase II WIP.

This approach is intended to allow flexibility for localities to use local information and existing program capacity to inform the development of Virginia’s Phase II Watershed Implementation Plan. We will continue to work closely with the localities to assist and facilitate the process. We hope that you will seize this opportunity to fully engage and participate in this process, so that we may work together to achieve our common goals of improving the quality of local streams and the Chesapeake Bay.

If you have questions regarding this process, please do not hesitate to contact Chip Rice, Watershed Implementation Coordinator, at (804) 371-0116.

Sincerely,



David A. Johnson

c: Ms. Mary S. Hickman, Acting President, Commonwealth Regional Council

**Questions and Answers about the Bay TMDL and the Phase II Watershed  
Implementation Plan Development  
June 27 2011**

**1. Q: Are there mandates? Is the TMDL regulatory? We've heard it is voluntary. Please explain.**

A: Virginia is obligated under the Clean Water Act to meet the "waste load allocations" contained in the Chesapeake Bay TMDL. Virginia will use a variety of programs to meet the reductions called for in the TMDL. Some programs, such as permits issued to wastewater treatment plants, are regulatory. However, some programs, such as Virginia's agricultural BMP cost-share program, are voluntary. Those loads have to be met or EPA has threatened to take regulatory consequences in the form of "backstops." However, in this process, rather than immediately taking regulatory actions to meet the allocations, EPA is requesting that the states work with localities to develop strategies that will help ensure that the actions proposed in the Phase I and II Watershed Implementation Plans are realized. Localities are obligated to meet any regulatory requirements contained in permits they are issued, but for the sake of the TMDL, the allocations are given to the state and localities are given non-regulatory reduction goals.

There is no mandate for localities to participate in the Phase II planning process, or to develop or implement strategies. However, if they do not, Virginia will have difficulty showing how it will meet its allocations and EPA may use regulatory tools at their disposal to ensure the allocations are met, which may adversely affect a locality.

**2. Q: What are EPA "backstops?"**

A: Rather than using its regulatory powers at the beginning of this process, EPA may use them later if the states cannot prove they can meet the allocations through state and local actions. EPA has termed this potential use of its powers "backstops." This might mean reducing Virginia's federal funds used to fight water quality problems. It might also mean EPA taking a more active role in the permits issued to facilities in Virginia. This could mean more stringent requirements for wastewater treatment plants, MS4s, other stormwater permitting and confined feedlot operations.

**3. Q: What benefits are there for a locality to participate in this effort?**

A: Participation does give localities some measure of control. As discussed earlier, if statewide allocations are not met, EPA may take regulatory actions, many of which will potentially have large, costly impacts for local governments, developers and farmers. But rather than taking immediate action, the watershed implementation planning process gives localities an opportunity to self-determine how they want to meet their reduction goal.

The local goals were developed using data produced by the EPA Watershed Model. The community conservation information process proposed by DCR also provides localities with the opportunity to use their own data to help determine the accuracy of the model derived information. It will also help initiate the process to add other practices into the model for future reduction credit.

**Questions and Answers about the Bay TMDL and the Phase II Watershed  
Implementation Plan Development  
June 27 2011**

The process of reviewing existing programs and resources and determining future reduction practices and strategies, including detailing the resources needed, also helps substantiate the need for those resources. As a result of the earlier tributary strategies, hundreds of millions of dollars have been made available for wastewater treatment plant upgrades and agricultural best management practices. The hope is that this effort will drive similar funding efforts in the future. Localities that participate will be better positioned to receive this funding as it is made available.

Perhaps the most important reason for local participation is the potential for local benefits. The watershed implementation planning process does not only help develop water quality strategies that have a positive impact on the Bay, they will also have a positive impact on local streams.

**4. Q: What is different now vs. tributary strategies? Why didn't we use that information and input?**

A: Hopefully we did learn from the tributary strategy process and are using those lessons to take a different approach with localities. For much of the tributary strategy process the state went to localities and asked them **how much** they could reduce rather than **how** they would reduce. The result was that locally generated input decks never reached the levels of reduction needed to meet the tributary strategy goals. As a result, last minute additions were made to the local work to meet the goals. Much of this work, particularly many nonpoint source strategies, was not fully ground-truthed, leading to implementation levels that were impractical if not impossible to meet. In addition, there were no definitive strategies developed to determine how the nonpoint source reductions would be made.

The tributary strategies for point sources were implemented by a "Watershed General Permit" issued to all significant wastewater dischargers in the Chesapeake Bay watershed.

This time, we are hoping to work with localities to determine specific local strategies on how we will reach the determined reductions. Localities will also be given an assessment tool so they can actually determine if and when their implementation scenarios meet their goal. There is also an iterative process built in this time that will allow, even encourage, everyone to revisit and modify strategies as time goes on. These two-year milestones will help determine what types of changes need to be made, where emphasis might need to be shifted.

However, the main difference is that now there are real implications if goals are not met. EPA will establish backstops if goals are not met.

**5. Q: Assuming a PDC wants to play a role in pulling together localities to develop strategies and reach reduction goals, who are we asking them to bring to the table?**

A: At a minimum we would ask the PDCs to bring together the local governments in their coverage area (cities and counties) and the soil and water conservation districts. Beyond

**Questions and Answers about the Bay TMDL and the Phase II Watershed  
Implementation Plan Development  
June 27 2011**

that we would encourage them to invite other stakeholders they feel appropriate. This might mean representatives from the towns in their areas. It might also mean conservation groups, farm organizations, builders, professional organizations, federal land holders, watershed roundtables or other stakeholders. State staff can suggest relevant stakeholders to include and facilitate contact as needed.

**6. Q: What happens in cases where local governments share segment sheds? Do they work on strategies together?**

A: Each of the 96 localities identified in Virginia's portion of the Bay watershed will receive a reduction goal. This will be for the entire county or city and therefore may include parts of several "segment sheds". State staff will take the finalized strategies and their reductions and redistribute to the appropriate segment sheds. This will apply to localities that share segment sheds with others, as well as localities that contain portions of multiple segment sheds. Incorporated towns will not get a separate goal, they will be included as part of the surrounding county.

**7. Q: If our locality is an MS4 and we are given a waste load allocation in our permit, do we still have to meet the local target goals? Can practices to meet the target goals be used to meet the waste load allocation in the permit?**

A: Within the jurisdictional area of a locality that has coverage under an MS4 permit, there will be lands regulated under that permit and other lands outside of the MS4 area that are not regulated under the permit. The local target load will include both of these lands. Localities can utilize the WIP II process to begin developing proposed strategies and practices to meet the overall target goals as well as those reductions required under the MS4 permitting program. However, the MS4 permit will establish the schedule and requirements for measures to meet the waste load allocation and the associated regulated land reductions.

Practices implemented in order to meet the required MS4 waste load reduction will count toward meeting the overall locality goal. However, at this time, reductions on unregulated lands outside the MS4 may only be applied towards meeting the overall local reduction goal and not to the required reductions on the regulated urban lands established by the waste load allocation. DCR is working with DEQ and EPA to determine the regulatory mechanisms (i.e., trading, offsets) necessary to allow reduction practices implemented outside of MS4 service areas to be applied towards meeting portions of a locality's regulated lands waste load.

**8. Q: How does the Commonwealth intend to transfer waste load allocations from Phase I MS4 jurisdictions to Phase II MS4 permit holders which are currently not assigned any waste loads (some towns, VDOT, universities, federal facilities are not assigned waste loads at this time). What mechanisms are being discussed for this issue?**

**Questions and Answers about the Bay TMDL and the Phase II Watershed  
Implementation Plan Development  
June 27 2011**

A: DCR is working with EPA on assuring that waste loads are available for the Phase II permit holders that are located within Phase I jurisdictions.

The MS4 General Permit will include a list of permit conditions applicable to the Chesapeake Bay TMDL that the MS4 Phase II permittees will be required to implement. Under the Clean Water Act, compliance is measured by compliance under the permit. Thus, if the permit holder meets the conditions established by the permit, the permit holder is in compliance. The permit conditions will be based on the WIP I reductions.

**9. Q: Localities do not currently have the authority to require retrofits for existing urban areas. How does the state expect us to meet the allocations for that component of the urban source sector?**

A: While it is correct that local governments do not have the authority to require retrofits on private lands that are already developed and not currently subject to any local approvals; there are a variety of economical best management practices that can be used on public lands to address reductions for the urban source sector. Also, local government can look at any number of incentives for achieving reductions on existing privately held urban lands.

**10. Q: If and when the local government identifies practices and land uses that are in addition to or different from what's in the model, will the model be updated with that better information? If so, when?**

A: EPA would prefer that local governments focus on those practices that have reduction efficiencies identified in the model. However, everyone, including EPA, recognizes that there are other practices being developed or implemented that have beneficial effects on water quality as well. As all localities start to identify new practices, DCR will look at all strategies and practices to determine which ones should be further explored for potential inclusion in the model. There is a precedent for adding new practices (street sweeping was recently added) but it is a 2-3 year process. It is also important to note that EPA approved practices that are currently on the ground, but not yet reported in the model, can be reported now and counted as progress toward meeting the local reduction goal. In the case of differences in land use data, the local data will not immediately affect the goals or the model, but will be used to influence EPA regarding land use issues in future versions of the model.

**11. Q: What can be expected of extremely rural localities with no growth? What benefit is there for a rural locality to participate?**

A: A rural locality might rely more on the agricultural sector to help meet their local reduction goal. This may mean coordinating with the local soil and water conservation districts to determine potential strategies. A local government may also look at septic pump-out programs, enhancing their local erosion and sediment control and implementation of the new state stormwater regulations.

**Questions and Answers about the Bay TMDL and the Phase II Watershed  
Implementation Plan Development  
June 27 2011**

While rural localities might be limited in what they feel they can do, failing to participate in developing local reduction strategies can have potential impacts. EPA backstops could have an impact on local farmers with animal operations. Rural localities with even small wastewater treatment facilities might face costly upgrades. Stricter requirements for construction projects needing coverage under the general construction stormwater permit might also be imposed.

**12. Q: What assessment/tracking tools will be available for local governments?**

A: EPA will be providing a web-based assessment tool that the states will then pass along to localities. This tool will take BMP scenarios and estimate the resulting reductions. This will allow localities to judge for themselves how close alternative BMP scenarios come to meeting their local reduction goal and to adjust accordingly.

**13. Q: Since soil and water conservation districts report BMP installation straight to DCR, why would they be included in these discussions? Why doesn't DCR handle that separately?**

A: DCR will use the agricultural cost share program information to help determine what is being done by the agricultural sector in each locality. That is part of the data DCR brings to the table. Agriculture is a key component of many of these localities and soil and water conservation districts are actually local government entities that do work with their county and city governments. So there are benefits to having them at the table so that everyone becomes more knowledgeable about all reduction practices being considered. In this context districts can do more than report what has been done; they can also identify barriers to and opportunities for further reductions. Many districts are also becoming more involved in urban issues and can be helpful in identifying expertise and opportunities in making voluntary reductions in urban stormwater.

**14. Q: Will the state provide examples of local strategies, etc.?**

A: In working with the localities it is expected that DCR staff can provide some strategy examples and share what other similar localities are proposing.

**15. Q: How is Virginia dealing with federal lands? Will allocations/reductions assigned to federal installations included in local goals?**

A: Initially, yes, the federal reductions are included in the local goals. After the new bay model is up and running in July the federal reductions will be separated. Virginia has proposed that federal facilities be dealt with by EPA, much like they will deal with air deposition. As of June 2011, it is not known if this approach will be approved.

**16. Q: Will trading be allowed?**

A: Under the existing Nutrient Credit Exchange Program currently operating wastewater treatment plants can buy and sell credits among themselves so long as each facility meets

**Questions and Answers about the Bay TMDL and the Phase II Watershed  
Implementation Plan Development  
June 27 2011**

its permit requirements and all facilities within a major river basin collectively meet the total cap load for nitrogen and phosphorus for that basin as required by the Chesapeake Bay Watershed General Permit. Credits generated from nonpoint source management practices, including agricultural BMPs, can be used to offset the loads from new or expanding wastewater facilities. Credits from nonpoint sources can also be used to meet the nutrient reduction requirements of stormwater regulations, under certain circumstances, Virginia's Phase I WIP called for the expansion of the nutrient credit exchange so that all source sector could participate. The Secretary of Natural Resources is charged with presenting a report on this enhanced program to the 2012 session of the General Assembly. DEQ has been given the responsibility of conducting the study on behalf of the secretary and has convened a panel of experts and stakeholder for assistance. Information about the study can be found at:  
<http://www.deq.virginia.gov/vpdes/NutCrdExStudy.html>

The ability to use trading and offsets beyond what is now permitted by law will not be certain until action by the General Assembly is completed in its 2012 session.

**17. Q: What if a locality's voluntary strategies don't meet their reduction goal?**

A: Our first priority is to encourage localities to participate. If Virginia can show that most of its localities are making an effort to develop and implement reduction strategies, it is expected that EPA will approve the WIP and allow localities to adaptively manage, continuing to develop strategies and scenarios even if their initial efforts fall short. This is a 15 year, iterative process. Technologies, funding and other variables will change. It is important that we show effort and progress toward meeting the goals when the Phase II WIP is submitted in 2012.

**19. Q: Why is the James River treated differently in the TMDL?**

A: The James River is the only river in the Chesapeake Bay watershed with a numeric standard for chlorophyll. As a result, in addition to nutrient and sediment reduction necessary to help achieve dissolved oxygen standards in the mainstem of the bay, EPA has called for additional reductions to meet the James specific chlorophyll standard. Virginia's Phase I WIP proposed a scientific study to ensure that the chlorophyll standard is reflective of the most current science. DEQ is embarking on such a study, the result of which will be evaluated prior to setting final allocations for the James River. In the interim, additional nutrient reductions are proposed in the James according to a schedule contained in Appendix X of the TMDL that can be found at:

[http://www.epa.gov/reg3wapd/pdf/pdf\\_chesbay/FinalBayTMDL/AppendixXJamesRiverStagedImplementationTMDLSummary\\_approvedRW1228\\_final.pdf](http://www.epa.gov/reg3wapd/pdf/pdf_chesbay/FinalBayTMDL/AppendixXJamesRiverStagedImplementationTMDLSummary_approvedRW1228_final.pdf)



July 18, 2011

Prince Edward County  
111 N South St  
Post Office Box 382  
Farmville, VA 23901

Re: Shentel Cable Company (“Shentel”); Lineup Changes in Farmville

Dear Sir or Madam:

Please accept this letter as formal notice that Shentel will be making changes in its Farmville, Virginia cable television system on or after August 23, 2011. These changes are outlined in the enclosed copy of the notice that is being distributed to customers affected by this change in accordance with FCC rules. You are receiving this notice as the franchise authority for one or more of the communities affected by this change; a list of communities is also enclosed with this letter. This change will also affect the properties listed below.

Lancer Park  
Longwood Landings  
Longwood Village  
Sunchase at Longwood  
Longwood University  
Hampden-Sydney College

If you have any questions or require additional information regarding this notice, please do not hesitate to contact me at (540) 984-5320.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ann Flowers".

Ann Flowers  
General Counsel, Vice President - Legal

AF/sak

Attachment A

| System    | Communities Served |
|-----------|--------------------|
| Farmville | BLAKE VILLAGE      |
|           | FARMVILLE          |
|           | HAMPDEN SYDNEY     |
|           | KIMBERLY HILLS     |
|           | KINGSVILLE         |
|           | RAINES TAVERN      |
|           | TUGGLE             |
| WORSHAM   |                    |

## Good news Shentel Cable customers!

On or after August 23, 2011, ALIVE TV will be added to Channel 19 on the Shentel cable lineup in your area. TBN, currently on 19, will move to Channel 20.

ALIVE TV features locally-produced content including area sports, events, festivals and worship services from local churches, as well as nationally syndicated programs.

If you would like to suggest other channels for Shentel to carry, please send your comments to [cable@shentel.net](mailto:cable@shentel.net).





Administrative Offices • 225 Industrial Park Road • Farmville, Virginia 23901  
(434) 315-5909 • Fax: (434) 315-0246

July 29, 2011

Mr. Wade Bartlett, County Administrator  
P.O. Box 382  
Farmville, VA 23901

Dear Mr. Bartlett: *Wade,*

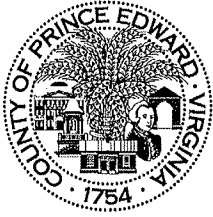
Please extend my deepest appreciation to the members of the Board of Supervisors for the \$27,232.00 allocation that has been made to STEPS for FY11-12. Our organization focuses on providing employment opportunities to individuals with all levels of disabilities. Every individual regardless of disability or barrier to employment deserves the right to work and STEPS facilitates this happening.

Your ongoing support is in large part the reason for our success. Please know that you and your Board have a standing invitation to visit our operations. Seeing individuals with very severe disabilities working on a secure document destruction line, processing recyclable materials, working in a manufacturing setting or working in a retail establishment, is quite impressive. It would be my honor to give you a tour!

Thank you for your support.

Most Sincerely,

  
Sharon L. Harrup, MS  
CEO



County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: August 9, 2011  
Item No.: 13  
Department: County Administration  
Staff Contact: W.W. Bartlett/Sarah Puckett  
Issue: Informational

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**Summary:**

**Attachments:**

- a. Consultant Report to the Central Virginia Regional Library Board

**Recommendation:** None.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_

# CENTRAL VIRGINIA REGIONAL LIBRARY



Headquarters:

THE FARMVILLE-PRINCE EDWARD  
COMMUNITY LIBRARY  
1303 W. Third Street  
Farmville, VA 23901

(434) 392-6924  
(434) 392-9784 (FAX)

BUCKINGHAM COUNTY PUBLIC LIBRARY  
1140 Main Street  
Dillwyn, VA 23936

(434) 983-3848  
(434) 983-1587 (FAX)

August 1, 2011

County Administrators and Town Manager  
Board of Supervisors—Buckingham County  
Board of Supervisors—Prince Edward County  
Town Council—Farmville

Dear Members of the Boards and the Town Council:

Some months ago the Board of the Central Virginia Regional Library (CVRL) commissioned Elizabeth M. Lewis, a long-time library professional who retired in 2009 from the Library of Virginia, to conduct a comprehensive organizational analysis and assessment of the CVRL, with particular focus on its governance and staffing structure. Given the fact that the CVRL is approaching its twentieth anniversary in 2013—given the current and impending physical and operational transformation of the CVRL as a result of the wonderful new library building in Farmville/Prince Edward and the possibility of a new building in Dillwyn/Buckingham—the time was ripe to take a close look at the CVRL so as to recognize its strengths and to identify those areas needing change and improvement.

Ms. Lewis delivered a final draft of her report to the board of the CVRL in mid June 2011; the board gathered in a special called meeting on Tuesday, July 19, 2011, to discuss in a preliminary way Ms. Lewis's report. The CVRL board is satisfied with the scope and quality of Ms. Lewis's report; ahead lies the difficult work of evaluating her recommendations, consulting with the governing boards of the counties and the town, and arriving at an appropriate plan of action.

Accompanying this letter is a copy Ms. Lewis's report to the CVRL board. It is a substantial document of twenty-seven pages. Ms. Lewis has organized it carefully: following an introduction, she takes up in turn the topics of governance, communication, review of library policies, trustee training, statistical analysis, staffing, and technology issues. Following her analysis of each issue, she makes one or more recommendations for action (always in **bold type**).

You may wish to skim the whole report, but please note especially the helpful **summary of recommendations** (pp. 23-25), as well as the list of references (p. 26) and Ms. Lewis's résumé (p. 27). If pressed for time, you may wish to read the introduction to the report and then jump ahead to the summary of recommendations, before returning to the body of the report for more detailed discussion of the issues.

In the coming weeks the CVRL board will organize two task forces, one to examine the governance issues and

August 1, 2011

Page 2

one to examine the staffing issues. During this process, members of the board look forward to open communication and conversation with representatives of the Counties of Buckingham and Prince Edward and the Town of Farmville.

Sincerely yours,

A handwritten signature in cursive script that reads "Linda V. Paige".

Linda V. Paige  
Chair of the Board  
Central Virginia Regional Library

**Report to the Central Virginia Regional Library Board**

**June 15, 2011**

by

**Elizabeth M. Lewis**

**Report**

**Summary of Recommendations**

**Resources Cited**

**Consultant Resume**



## Report to the Central Virginia Regional Library Board

June 15, 2011

The Central Virginia Regional Library (CVRL) has the potential to become an outstanding system. Much work will be necessary, but extremely important assets are in place. Assets include community support in all localities, the momentum and excitement of the beautiful new building in Farmville, and a vibrant college town community. The major issues arise in leadership, governance, technology, and staffing. Reaching the potential requires reexamination of the system as a whole and changes in most aspects of staffing and governance. The reward is a regional library system to match any in the state.

To guide in the proposed reexamination a consultant was hired by the Central Virginia Regional Library Board to:

make a comprehensive organizational analysis and assessment of the Central Virginia Regional Library (CVRL) governance and staffing structure. The CVRL is a two county regional library system including Buckingham and Prince Edward Counties. The Consultant will make recommendations for near-term actions to effect immediate changes to strengthen the Library's services for its constituents, and for long-term recommendations to optimally fulfill its management and mission. The consultant will analyze and assess the strengths and weaknesses of the staff, and analyze and assess the strengths and weaknesses of the governing structure. The Consultant will do both off and on-site research including comparing the CVRL to other Virginia libraries of similar size and structure, and interviewing all permanent staff members.

The value of a regional library system arises from the ability of a well governed system to offer a higher level of service than any locality can provide independently. This question was answered in February, 2011 for the Jefferson-Madison Regional Library when Albemarle County received an independent consultant's report.

Would Albemarle be able to provide better library services, for less money, if the county cut ties with the regional library system?

The answer is "no," according to a 68-page report by county staff, based on data gathered by local government officials that in part compared regional library systems with individual county-based systems.

Regional systems do not “save money,” but they greatly reduce duplication of effort and thus provide better services to the public. Regional libraries are more difficult to manage at the board and higher administrative levels, but the citizens receive the value. The board, local boards, director and staff of the Central Virginia Regional Library are to be highly commended for their long-standing efforts to improve library services for their localities. It is not easy to run a business burdened with government regulations, with a small staff in a time of economic crisis. The dedication of everyone associated with CVRL is obvious. The objective of this report is to offer solid suggestions for coping with demand while preparing for an exciting future.

## **Governance**

The Central Virginia Regional Library was established by contract in 1993 per the *Code of Virginia*:

§ 42.1-37. Establishment of regional library system.

Two or more political subdivisions, (counties or cities), by action of their governing bodies, may join in establishing and maintaining a regional free library system under the terms of a contract between such political subdivisions; provided, that in the case of established county or city free library systems, the library boards shall agree to such action. (1970, c. 606.)

CVRL was established via the merger of two existing libraries: the Buckingham County Public Library and the Farmville-Prince Edward Community Library. Each system was originally created per the *Code of Virginia*:

§ 42.1-43. Appropriation for free library or library service conducted by company, society or organization.

The governing body of any county, city or town in which no free public library system as provided in this chapter shall have been established, may, in its discretion, appropriate such sums of money as to it seems proper for the support and maintenance of any free library or library service operated and conducted in such county, city or town by a company, society or association organized under the provisions of §§ 13.1-801 through 13.1-980. (1970, c. 606.)

Thus, the 1993 contract was approved by the Town Council of Farmville, the Buckingham County Board of Supervisors, Prince Edward County Board of Supervisors, Trustees of the Buckingham County Public Library and Trustees of the Central Virginia Regional Library. The contract clearly establishes the membership, powers and duties

of the regional library board, but the contract also allows the continuance of the original local library boards as advisory boards with specific duties. These provisions were absolutely necessary in 1993. They are not necessary in 2011 and greatly complicate the governance of the regional library.

**Recommendation: The CVRL Board should review the 1993 contract, examine recent regional contracts of other libraries in Virginia, and begin the process of crafting a new regional library contract.**

**Should the CVRL Board determine that a new contract is needed, then the consultant recommends the Boards of Supervisors of the Counties of Buckingham and Prince Edward, the Town Council of Farmville, the County Attorneys, the local library boards, and the Library of Virginia (Library Development and Networking Division) be contacted immediately. Open and honest communication will permit a contract beneficial to all parties.**

The question of regional library contract negotiations must be carefully considered by the CVRL Board as to whether the eventual benefits will outweigh the amount of necessary labor, the political risks, and the publicity. The consultant makes the recommendation based on the system review, her understanding of issues facing the library, and the belief that only a new contract can solve some of the issues. The long term gain will be worth the effort, but the immediate problems are likely to be stressful and time-consuming.

### **Review of the 1993 Contract with suggestions for consideration**

**Important disclaimer:** This consultant is not an attorney. These contract suggestions should be carefully reviewed by an attorney and written in proper terminology.

#### Clause 1- Regional Board of Trustees

As stated above, CVRL was formed in 1993 by the union of two incorporated systems. It was recognized by the local governments as the public library and has continuously received public funding. This format continues to meet the *Code of Virginia* but there are drawbacks to such governance. During contract negotiations it may be the time to dissolve the two corporations and form a new library system under code section:

§ 42.1-37. Establishment of regional library system.

Two or more political subdivisions, (counties or cities), by action of their governing bodies, may join in establishing and maintaining a regional free library system under the terms of a contract between such political subdivisions; provided, that in the case of established county or city free library systems, the library boards shall agree to such action. (1970, c. 606.)

There are two advantages for this revision. The first is a feeling of more "ownership" by the localities. There is a long history of library systems being created under § 42.1-43, then evolving into libraries governed by § 42.1-37 with increased government support.

The second advantage is a restructuring of the Board of Trustees to comply with §42.1-37 to 43. The provisions of §42.1-39 would particularly affect CVRL.

§ 42.1-39. Regional library boards generally.

The members of the board of a regional library system shall be appointed by the respective governing bodies represented. If the board of the regional library system is composed of two or more members from each county, city and town that is a part thereof, then each governing body represented on the board may appoint a member or an employee of the governing body to the board. Such members shall in the beginning draw lots for expiration of terms, to provide for staggered terms of office, and thereafter the appointment shall be for a term of four years. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members are regularly chosen. No appointive member shall be eligible to serve more than two successive terms. A member shall not receive a salary or other compensation for services as member, but necessary expenses actually incurred shall be paid from the library fund. A regional board member may be removed for misconduct or neglect of duty by the governing body making the appointment. The board members shall elect officers and adopt such bylaws, rules and regulations for their own guidance and for the government of the regional free library system as may be expedient. They shall have control of the expenditure of all moneys credited to the regional free library fund. The regional board shall have the right to accept donations and bequests of money, personal property, or real estate for the establishment and maintenance of such regional free library system or endowments for same. (1970, c. 606; 1985, c. 278.)

Under Clause 1 of the 1993 contract, there are no provisions for term limits and library board members, not the local governments select a majority of trustees. In the regional libraries formed under § 42.1-37, the local governments use several methods to select trustees which tends to bring greater variety, influence, and new ideas.

During review of this document, the consultant learned that according to the CVRL By-laws, the regional library board members are all appointed by Buckingham County (4), Prince Edward County (4), and the Town of Farmville (1). This discrepancy needs correction.

Clause 2- Powers and Duties - No suggestions

### Clause 3- Local Library Board of Trustees

When meeting with staff, a frequent concern was "too many bosses." Requests, policies and daily activities become complicated when both regional and local policies exist. The continuance of the local board also hampers the development of a regional identity. The purpose of the local boards is clearly to maintain the buildings, but should that responsibility be reallocated under a new system, there is no reason to maintain these boards. The valuable support given to the library system can be maintained by the Friends of the Library.

In no way does this suggestion reflect on the tireless efforts of past and current local board members. It is only possible to make such a recommendation due to their work in growing the system. Essentially, they worked themselves out of a job.

Clauses 4,6,7,8,9,13,14 - dealing with finances will be discussed together.

### Clause 5- Administrative Headquarters

In 1993 it was possible for the Regional Director to also serve as Branch Manager for the Farmville facility. This is not possible in 2011. A Branch Manager position must be established for the Farmville Branch.

Clause 10- Rules and Regulations - No suggestions

### Clause 11- Treasurer

The position of Treasurer should be maintained. For a growing system, CVRL should investigate contracting with one of the local governments for financial services. Instead of the library handling all finances, the government could (with an agreement and policies) manage purchase orders, write checks, include the library funds in the annual audit, etc. Roughly ½ of the Virginia regional libraries use this method. LVA staff could direct CVRL to those libraries to learn their methods and opinions. As an additional incentive to the local government, a calculation of the value of services performed can be added to the Library of Virginia's Certified Financial Statement under Common Governmental Funds. These funds qualify for additional state aid.

Clause 12- Additional Jurisdictions - No suggestions

Clause 15- Interpreted by Virginia Law - No suggestions other than correcting a typographical error.

Financial clauses - In the early 1990's, the Joint Legislative Audit and Review Committee (JLARC) conducted a study of the Lonesome Pine Regional Library (LPRL). The full report may still be found at <http://jlarc.virginia.gov/reports/Rpt118.pdf> The LPRL report was system specific, but several of the JLARC recommendations apply to CVRL.

One of the recommendations concerned the regional contract and it is very clear that CVRL used the JLARC guidance in drafting the 1993 contract.

JLARC Recommendation (12). The LPRL board of trustees should consider the adoption of a unified regional classification and pay plan. At a minimum, the LPRL board of trustees should revise the regional contract among the participating localities to conform with the requirements of Section 42.1-41 of the Code of Virginia. As part of this revision, the agreement should specify (1) the method utilized to allocate funding responsibility to the participating localities, (2) methods to address local fund deficits and surpluses, (3) system policies for funding employee benefits and salary adjustments, (4) ownership of buildings and other fixed assets, and (5) system provisions for localities choosing to withdraw from the system and methods for disbursing system property and liquid assets. The provisions of the new agreement should then be communicated to the local governing bodies by their representatives on the LPRL board.

The CVRL contract addresses most of these recommendations, though more specificity should be considered for an updated document. This consultant further understands that a regional pay plan already exists though it is not specified. Clause 7 –Annual Budget addresses budgetary shortfalls, but does not contain specific mention of the salary policies. Ownership of the buildings is not specifically addressed, but the individual Local Advisory Boards are charged with building maintenance (Clause 7b). Clause 14 addresses system dissolution and does contain specific building and asset dispersal information.

Clause 4- Expenses to be apportioned - No suggestions

Clause 6- Definition of Costs - The clause is well written but CVRL today has additional needs. Consider adding technology costs to the listing of shared services.

The facility costs (6b) cannot be amended without an agreement for the localities to assume responsibility and ownership of current and future library buildings. It is impossible to remove the local boards until ownership changes.

Clause 7- Annual Budget should contain information on windfalls as well as shortfalls. Salary plans should be added.

Clause 8-Shared Service Costs - No suggestions

Clause 9- Facility Costs - See recommendation on building ownership

Clause 13- Effective Date and Termination - No suggestions

Clause 14-Distribution of Assets - No suggestions

The consultant fully realizes that these contract suggestions are extremely difficult to implement. It took years of dedicated work to create the current system. It will likely take years to implement some of the recommendations.

The suggestion to abolish the local boards is not a reflection on those boards or their years of labor. With a regional board fully functional, the purpose of the local boards is limited to building maintenance. Building maintenance should be a function of local governments. The local boards must remain functional until Buckingham and Prince Edward counties assume ownership and responsibility of the buildings. Any planning for the new library building in Buckingham County should be based on the idea of joint funding from the local government and local library board/Friends of the Library for construction with the county solely responsible for maintenance.

## **Communication**

Improving communication in all directions must occur for any changes to succeed. However, communication is the responsibility of all parties. Staff must feel free to communicate suggestions to their supervisor or the library director. The library boards and director must be comfortable communicating with each other and with the respective Boards of Supervisors. Communication with the local Friends of the Library (FOL) should be frequent.

Since communication is the responsibility of all parties, it is easy to assume that someone else handled the notifications. A lack of formal communication channels frequently leads to misunderstandings and duplicated efforts. The local boards are represented on the regional board. There appears to be no formal means for communication with the FOL other than overlapping membership. If possible, appoint a board member to attend Friends of the Library meetings and report back to the regional board. Similarly, each FOL should be encouraged to appoint one member to attend the regional board meetings to report on FOL activities. If attendance is not possible, a brief written report should be submitted in time to be added to the reports. Please notice that it is expected that both Board and FOLs intend to work together on improving communication.

Improving communications with the Boards of Supervisors and key county officials is mandatory. Communicating only during budget sessions is not enough. Notice of library programs, successes, etc. should be regularly communicated via email, flyers, and other means. Library staff should be assigned to send flyers about library programs to selected officials. Emails should be sent either by the Regional Board chair or the Library Director. Responsibility to draft the email can be assigned or reassigned at need. Some library systems hold government appreciation breakfasts, lunches, teas

etc. No funds should be requested during such a social occasion. This is the time to thank everyone for their support and show off library successes.

Communication issues are a constant concern for all libraries. JLARC recommendation 11 to LPRL stated:

Recommendation 11. Library leadership should address long-range goals of (1) closer relationships with local governing bodies, (2) improved fundraising in designated localities, and (3) a higher profile in local branch libraries.

There is no instant cure for communication problems. There will be successes, setbacks, more successes and more problems. The best anyone can do is try and keep trying until the correct balance for CVRL is determined.

**Recommendation: CVRL trustees should create a formal communications channel and/or assign a member to attend meetings of the local boards, Friends of the Library, etc. The Library Director should assume or assign staff duties in regular communication with the funding bodies and other important government officials on library activities.**

### **Long Term Review of Library Policies**

The hard work of the regional board and director is evident in the revised personnel policies. Other policies also need attention. It is suggested that time be allowed at each board meeting to consider a single policy for revision. If a policy is considered in need of revision, a timetable should be determined for drafting changes. Depending on the complexity of the policy, it may be necessary to form a staff/board committee. Much of this work can be accomplished via computer using a file sharing tool such as Google Docs. The order of policy review could be determined by age of policy, immediate need, or simply in order. What is important is the constant review of policy to meet the needs of the modern library.

**Recommendation: Trustees should plan to systematically review library policies according to whatever timetable they determine.**

### **Trustee Training**

The Library of Virginia offers regular training sessions across the state for trustees. Last fall, sessions were held in Richmond, Charlottesville, Front Royal, Victoria, Radford, and Wise and covered the Freedom of Information Act. Kim Armentrout, Public Library



Consultant is planning workshops for fall, 2011 covering records management as a requested follow-up to the FOIA information presented in 2010, as well as other topics. Your director will receive information on the workshops.

Regular training for trustees accomplishes two things. First is the value of the information presented. Just as important is the chance to meet and discuss issues with other trustees. Everyone learns that certain problems are common to all libraries and that many means can be used to address those issues. You also come to see that you may not be facing the worst problems either.

**Recommendation: At least one trustee from CVRL should attend training programs offered by the Library of Virginia, annually.**

### **Statistical analysis**

Each year the Library of Virginia collects public library statistics which can be very useful for libraries to track historical trends in their own systems and to compare themselves to similar systems. The latest available year was 2009 for the comparisons. The selected libraries are all regional systems of 2 counties and approximate populations. Galax-Carroll Regional Library serves the City of Galax and Carroll County. The Heritage Library serves Charles City County and New Kent County. Meherrin Regional Library serves Brunswick and Greensville Counties plus the City of Emporia. They were included due to similar population. Smyth-Bland serves the Counties of Smyth and Bland. Southside Regional Libraries serves the Counties of Lunenburg and Mecklenburg. Williamsburg serves James City County and the City of Williamsburg.

Though it is to be expected that the 2010-2011 statistics will reflect increasing use of the new Farmville library, CVRL statistics are poor in every category scoring last or second to last in key measures of library performance.

Operating Expenditures Per Capita:

| Library          | Pop. Legal Service Area | Total Operating Expend | \$ per cap |
|------------------|-------------------------|------------------------|------------|
| Central Virginia | 37,212                  | \$484,885              | 13.03      |
| Galax Carroll    | 36,132                  | \$633,290              | 17.53      |
| Heritage         | 23,445                  | \$335,984              | 14.33      |
| Meherrin         | 36,582                  | \$654,944              | 17.90      |
| Smith Bland      | 39,212                  | \$1,545,755            | 39.42      |
| Southside        | 46,210                  | \$874,353              | 18.92      |
| Williamsburg     | 73,512                  | \$6,244,780            | 84.95      |

Staffing Per Capita:

| Library          | Staff FTE | Staff per cap |
|------------------|-----------|---------------|
| Central Virginia | 9         | 0.02%         |
| Galax Carroll    | 9         | 0.02%         |
| Heritage         | 4.9       | 0.02%         |
| Meherrin         | 13.1      | 0.04%         |
| Smith Bland      | 22.18     | 0.06%         |
| Southside        | 16.8      | 0.04%         |
| Williamsburg     | 89        | 0.12%         |

Holdings Per Capita:

| Library          | Holdings | Holdings per cap |
|------------------|----------|------------------|
| Central Virginia | 67,407   | 1.81             |
| Galax Carroll    | 66,201   | 1.83             |
| Heritage         | 44,862   | 1.91             |
| Meherrin         | 101,259  | 2.77             |
| Smith Bland      | 155,361  | 3.96             |
| Southside        | 163,761  | 3.54             |
| Williamsburg     | 342,330  | 4.66             |

Circulation Per Capita:

| Library          | Circ      | Circ per cap |
|------------------|-----------|--------------|
| Central Virginia | 67,400    | 1.81         |
| Galax Carroll    | 229,937   | 6.36         |
| Heritage         | 48,238    | 2.06         |
| Meherrin         | 151,839   | 4.15         |
| Smith Bland      | 252,007   | 6.43         |
| Southside        | 190,010   | 4.11         |
| Williamsburg     | 1,302,089 | 17.71        |

Reference Transactions Per Capita

| Library          | Ref     | Ref per cap |
|------------------|---------|-------------|
| Central Virginia | 3,726   | 0.10        |
| Galax Carroll    | 17,790  | 0.49        |
| Heritage         | 7,961   | 0.34        |
| Meherrin         | 13,000  | 0.36        |
| Smith Bland      | 31,796  | 0.81        |
| Southside        | 18,869  | 0.41        |
| Williamsburg     | 139,789 | 1.90        |

Library Visits Per Capita:

| Library          | Library visits | Library visits per cap |
|------------------|----------------|------------------------|
| Central Virginia | 83,934         | 2.26                   |
| Galax Carroll    | 116,994        | 3.24                   |
| Heritage         | 24,123         | 1.03                   |
| Meherrin         | 132,681        | 3.63                   |
| Smith Bland      | 202,926        | 5.18                   |
| Southside        | 213,350        | 4.62                   |
| Williamsburg     | 629,325        | 8.56                   |

Definitions of these measures and summary statistics may be found at <http://www.lva.virginia.gov/lib-edu/LDND/libstats/>

## Staffing:

Proper staffing is a major obstacle to the success of CVRL. The system is seriously **understaffed** by any measure for the hours of operation and system growth. *Planning for Library Excellence, 2009*, Virginia's standards document seeks to improve the quality of library service available to each resident of the Commonwealth. (*PLE* may be found at <http://www.lva.virginia.gov/lib-edu/LDND/standards/default.asp>) The goals were written with:

A desire for practicality and achievability.

A desire for the provision of incentives for improvement of library service.

A desire for applicability to a variety of sizes and types of public libraries, not just the smallest or the largest.

A desire for ease of use and comprehension.

A concern for clout or impact.

A desire to provide a rationale or justification for budget requests to governing bodies or funding agencies.

*PLE* was intended to be an intensely practical document for use by Library Board and library staff for long-range planning.

## Director

Peggy Epperson has served as director of the Central Virginia Regional Library for 20 years. Given the extremely limited size of the library buildings in Farmville and Buckingham, Peggy has essentially served part-time as the regional director and part-time as branch manager in Farmville (as stipulated in the contract). This understandable fact has delayed development in the system as a whole. With the opening of the new Farmville building in 2010, it is time to clarify the roles of the library board, regional director, branch managers, and all library staff. As *PLE, 2009* states:

The success of a library system rests on the competency and commitment of its staff. The library cannot meet community needs without sufficient staffing to provide high-quality services at all hours the library is open. The staff must:

- Possess a strong commitment to high-quality customer service
- Understand the service goals and objectives of the library
- Be competent and well-trained

The leadership ability of the director is the key to a library's advancement through

the service levels in this document. The director must possess the ability to manage people by balancing their legal, ethical, fiscal, organizational, and political concerns while meeting the fiscal and service goals of the system. In addition to the director, each library will require skilled staff members to provide services in the following areas: youth, reference, targeted populations, circulation, technical services, technology, administrative functions, building maintenance, and all other activities. Selecting the appropriate level of staff necessary to operate a library system adequately depends on many factors beyond the population targets in this document. The correct number of staff members also depends on the number of library outlets, the hours of operation, the number of service points within the library that must be staffed, services to special populations, etc. The library board, or other appropriate authority, and the director must work together to determine this level for each system. (PLE, 2009)

In order to receive state funding, the director of a regional library, must possess a professional librarian's certificate. (*Code of Virginia §42.1-15.1*) The director must possess the knowledge, skills, and abilities of a librarian, but excellent librarians are not necessarily excellent library directors. A regional library director must possess the qualities of the CEO of a non-profit agency. The director must be an excellent public speaker, politically aware and connected to the community. The director (and library board) must have a common vision of what they want the library to be, a plan of action to achieve the goals, and be able to communicate that vision to the community at large and to the staff.

The regional library director job description adopted by the board on November 18, 2008 contains the necessary statements for the position, but this consultant suggests a revision of the order in which the elements appear. Advocacy for the library is listed as the final duty. Advocacy should be listed as the first or second responsibility. The consultant suggests the following order:

Assumes responsibility for and authority to operate the library system under the adopted policies of the CVRL Board.

Actively advocates and represents the CVRL by addressing and/or attending local governing boards or committees, civic groups, and other occasions.

Reports to the CVRL Board on current activities and future needs of the library. Recommends policies; advises board on the implication of decisions.

Interprets and implements library policies to the staff and public.

Performs personnel functions that may include hiring and selecting employees, supervising and evaluating performance in accordance with CVRL Board policies.

Monitors ongoing expenses, prepares and submits annual budget draft to the Treasurer of the CVRL Board.

Responsible for professional duties that may include acquisitions, cataloging, reference services, circulation, and collection development as well as software systems and technology choices.

Keeps the CVRL Board informed of changes in library legislation and library standards and advises the Board on compliance with these laws, regulations, standards, and relevant issues.

Keeps the staff and CVRL Board informed of new trends in library services.

This order changes the primary duties of the director from “keeps the library running” to those of high level administration (thus assuring the library keeps running) and tireless advocacy and long-range planning.

### **Library Staff:**

As previously mentioned, *Planning for Library Excellence, 2009* is the Virginia library standards document. *PLE* uses A, AA, AAA standards as measures of library quality. Any system may select the service level to which it aspires or even a series of levels. The key is always the needs of an individual system and community. Level A notes a basic standard for a quality library. CVRL fails to meet even a minimal staffing level.

### **Professional staff:**

SA15: For every 25,000 in population, the library shall have 2.5 FTE's in professional staff positions with ALA-accredited education/training.

SAA9: For every 25,000 in population, the library shall have 4.5 FTE's in professional staff positions with ALA-accredited education/training.

SAAA3: For every 25,000 in population, the library shall have 6.5 FTE's in professional staff positions with ALA-accredited education/training.

**At minimum, CVRL needs 1.5 additional staff with an MLS degree from an ALA accredited school. Peggy Epperson, director, is the only staff member with the degree. Comments on professional staffing needs appear in later in this report.**

### **Non-professional staff:**

The CVRL situation is even more dismal for the non-professional staff so necessary for the functioning of the library. These staff members meet the public and reinforce the image of the library as knowledgeable and welcoming.

SA14: The library shall establish and meet a service target for staffing in fulltime equivalents (FTEs) not lower than .3 per 1,000 in population. **CVRL = 12 FTE**

SAA8: The library board or other appropriate authority shall establish and meet a service target for staffing in full-time equivalents (FTEs) not lower than .5 per 1,000 in population. **CVRL = 18.5 FTE**

SAAA2: The library shall establish and meet a service target for staffing in full-time equivalents (FTEs) not lower than .6 per 1,000 in population. **CVRL = 22 FTE**

According to information from Peggy Epperson in an email on May 13, 2011, CVRL has the following staff:

**Buckingham County:**

Branch Manager FT

Library Assistant - Tech Services FT

Library Assistant - part time - 4 staff totaling roughly 80 hours per week

**Farmville-Prince Edward:**

Circulation Supervisor - full-time

Library Assistant - full time - 1

Library Assistant - part time - 4 staff members totaling roughly 80 hours per week

Children's Programmer - part-time - 20 hours per week

Administrative Assistant - part time - 20 hours per week.

Thus, CVRL has 9 FTE positions. At **minimum, CVRL needs an additional 3 FTE positions**. Depending on the service level selected, CVRL needs up to an additional 13 FTE positions to meet the AAA standard.

### **Additional Staffing Concerns**

In January, 2011, the consultant met individually with director Peggy Epperson, and staff members Brenda Puryear, Joyce Nelson, Connie Carter, Andrea Bridge, and Geneva Jones. Each person was encouraged to speak frankly since all remarks remain confidential. Each person was asked the same series of questions:

Name and position

Length of service in library

What do you like best about working at Central Virginia?

What would you change if you could?

Specific themes were soon noted with both unanimous and wildly varying opinions on solutions to system problems. The summary below identifies the themes, issues and consultant observations.

Staffing at the library is very stable. Such long term service brings historic perspective and valuable experience, but it also permits complacency, festering grievances, and resistance to change.

The staff is to be congratulated for their unanimous answer to what do they like best. Each person cited the variety of daily experience and/or the ability to serve their fellow citizens. Their faces absolutely lit up when pressed for examples of daily interactions that proved that joy. The staff is committed to the library and the community.

A common concern was that the library system is overworked and/or understaffed with an obvious solution of hiring more people. What positions, how many, where, and when did not receive agreement in staff comments. Generally the staff supports a branch manager for Farmville, a technology expert, and more circulation workers. There was concern about use of volunteers, differences in full-time and part-time workers, and changing job duties to meet new needs.

One disturbing thread, outside the scope of this report, was concern about serious personnel issues. Brief mention was made by several staff members of grievances, impact on service when staff either cannot perform the required duties or are frequently absent on short notice, and safety concerns. The consultant lacks enough facts to make specific recommendations, but will address these concerns when possible.

The consultant also received a hodge-podge of service improvement suggestions.

- Need for circulation desk to have 2 members on duty at all time

- Need for more programming such as book or movie discussion groups

- Need for a procedures manual

- Better volunteer management system; trouble matching volunteer's ability with library's need

- Overall security and housekeeping concerns

### **Suggestions for hiring order for additional staff:**

Based on the statistical review, staff comments, consultant observation and experience; it is imperative that more staff be hired for the Central Virginia Regional Library. New



hires must be technologically competent, people-oriented, and flexible in their schedules. The most critical need remains a full time branch manager for the Farmville facility. CVRL should consider options/benefits in hiring a professional librarian or a non-professional. The absolute skill must be a high enough level of technical ability to keep the current library computers operational, be able to teach staff how to use the technologies in the best ways, and an ability to assist in planning/operation of the on-line catalog. The individual must also possess the people skills to properly manage the branch.

Hiring library assistants either full or part-time must occur until progress is made toward meeting the minimum standard of 3 additional FTE to be spread over both branches. Given the need to cover such hours, the consultant recommends using up to 6 part-time hires for these jobs. Each hire must possess the people skills to work a front desk, but each must also possess a secondary skill of benefit to the library. Secondary skills include art (for posters, signage, etc.), volunteer recruiting/ training/management, computer skills for teaching, public relations skills, general programming skills, ability to plan programs for specific target groups such as teens and seniors. There are any number of possibilities that must be tailored for the CVRL audience. Understanding critical community needs will assist the planning the order of these hires. These part-time positions must also be used to assure that two staff or one staff plus one volunteer are present at any time the library doors are open.

Another critical issue is upgrading the children/YA position to full time with equal attendance at each branch. The consultant has no recommendation for promoting the current staff or an outside hire. An outstanding children's program is key to gathering community support necessary to increase funding.

Hiring a Branch Manager with strong technical skills is only a stop-gap measure. The system will soon require additional technical expertise. Either hiring a technology director or contracting for management of the systems will eventually be necessary.

This consultant is in awe of how well CVRL has managed to stay open with the currently available staff. The staffing pattern to keep the doors open using current staff has been reviewed by other professionals. No one has any better ideas of how to adjust the schedule. There are significant needs that can only be met with additional people. Adding hours to existing staff is not enough. CVRL needs more staff with additional skills to achieve the goals.

If it is necessary to combine hours to create the Farmville branch manager position, the strain on current staff will increase. However, that position must be created as quickly as possible. If hours cannot be reduced, additional efforts to properly utilize volunteers must follow. Time must be carved for staff to properly train and manage the volunteers.

**Recommendation:** CVRL should immediately begin efforts to educate government funders about the need for additional staff. Use the enormous increase in usage of the Farmville library as a basis to discuss the changing needs of the library. Obtaining new staff is one of the most difficult requests to present to county governments. Try to locate a library advocate on the Boards of Supervisors who can work for you. Collect stories of unmet needs such as children who could not attend story hour due to staff shortage. Have citizens contact government officials with stories praising the library and requesting new services. There will be no instant solution to this problem. This is a long term goal with only incremental steps to success.

**Recommendation:** CVRL should hire a full-time Branch Manager for Farmville. In a perfect world, funding for the position would be included in the FY2011-2012 budget. Since this is unlikely, the need is so great that the consultant recommends combining existing part-time hours to create the full-time position.

**Recommendation:** The consultant recommends enough part-time staff for the circulation desks at both Buckingham and Farmville to allow 2 persons on duty in the library at all times. Not having 2 staff or one staff plus a volunteer on duty at all times is a serious security risk. Contact the Buckingham and Prince Edward Sheriff's Offices for support.

**Recommendation:** The consultant further recommends a full-time children's services staff member and either a full time technology specialist or a contract for computer management services.

**Recommendation:** The consultant recommends all members of the library board and director review the 2005 *Virginia Public Library Trustee Handbook* published by the Library of Virginia. Board members may contact Kim Armentrout, Public Library Consultant for a print copy by email: [Kim.Armentrout@lva.virginia.gov](mailto:Kim.Armentrout@lva.virginia.gov) or 804-692-3601. The handbook may be accessed online at <http://www.lva.virginia.gov/lib-edu/LDND/trustee/>

## **Job Descriptions and Evaluation Process**

In 2008 the Central Virginia Regional Library updated job descriptions for the regional director, branch manager, administrative assistant, supervisor, library assistant, and children's programmer. These descriptions well served the system in 2008. The descriptions are an excellent foundation for a thorough review as the library expands beyond the new building of 2010. As job descriptions, these documents need little adjustment. As an evaluation tool, the job description is not linked to specific performance.

In any small organization it is natural for staff responsibilities to become somewhat blurry as everyone tries to just "get the job done." This is utterly necessary for the organization to survive. However, as staffing expands, it is necessary to clearly delineate specific job descriptions and tasks. The specificity allows the manager to justify additional staff and reallocate jobs as necessary. Specificity also plays an important role in annual evaluations or disciplinary measures.

**Recommendation: CVRL should update the 2008 job descriptions to encompass the expanded Farmville library and any necessary changes due to hiring additional staff.**

**Recommendation: CVRL needs to better link the annual performance review to individually specified performance goals. This can be accomplished by including an annual goals/performance specifications document at the beginning of the evaluation year. At the annual evaluation or at specified times throughout the year, an individual may be rated, warned, or even disciplined.**

### **Technology Issues**

The consultant is not a technology specialist, but with technology dominating every aspect of modern library services, it is imperative that CVRL acquire expert advice.

As recommended, the Farmville Branch Manager must possess the technical skills to troubleshoot issues with the current computers, manage inventory and plan for replacement. The manager must be able to train all staff in basic computer maintenance and trouble-shooting for the day-to-day issues. Specific staff must be trained to assist users with database, Internet, job-search and all the other demands of service.

The demand for an on-line library catalog demands outside assistance. The Library Development and Networking Division of the Library of Virginia should be contacted for advice on current systems. According to Peggy Epperson, CVRL uses the Winnebago Spectrum program for circulation. This program is outdated. There are many providers of Integrated Library Systems for small public libraries. The Library of Virginia can provide information on current vendors and which systems are in use by Virginia libraries. CVRL staff can obtain basic information on these systems by contacting peers. The actual acquisition of a new ILS is an expensive and time-consuming event. It is also necessary if CVRL is to offer services 24/7 at home, work, and school as is common in many Virginia libraries.

**Recommendation:** The individual hired as Branch Manager for Farmville must possess strong technology skills as well as managerial abilities.

**Recommendation:** CVRL should contact the Library Development and Networking Division of the Library of Virginia for advice on purchasing an Integrated Library System.

**Additional Considerations and Observations:**

There are some issues outside the specific charge to the consultant that need to be mentioned.

**New building for Buckingham County:**

The enormous need for a much larger facility is obvious the moment an individual walks into the current building in Dillwyn. The Buckingham Branch is very well run and as attractive as possible given the limited size. This consultant commends everyone who has labored so hard over many years to create and maintain the facility.

It is now time for that citizen energy and love for the library to be channeled toward building a new facility. New libraries in Virginia have been funded under several methods:

Local Government Funding (County) as part of a capital program plan

Local Government Funding (County) after a specific bond referendum

Combination of local government and private funding including grants from Foundations, etc. combined with library fundraising.

Some facilities have been built by local governments but have the furnishings supplied by local fundraising.

Planning for a new building must be a major component of the Library Director's job in the immediate future. Fundraising inside and outside of government will require a clear vision of what is to be achieved, a reasonable timeline, and a great deal of energy. Reviewing Buckingham County's long-range planning, funding strategies, economic stress level, etc. will help the library community understand how to plan their campaign. Gathering citizen support requires time to meet with civic groups. Local fundraising also requires a great deal of time and energy. The various library support groups (CVRL Board, local board, Friends of the Library) must share the vision in order to communicate the same information to all.

Having seen what the committed citizens of Buckingham County already created, this consultant is convinced there will be a new facility within just a few years. The tools are there. What is needed is leadership and cooperation.

### **Succession Planning:**

With the baby boomers aging, the board may want to begin considering "succession planning" for the eventual retirements of several library staff. Institutional memory loss is a real danger to small organizations if no one remembers why certain policies were created. Procedures need to be in writing. Lists of important dates, names, vendors, etc. need to be compiled and filed.

### **Further Note on Documentation:**

Some of the issues reported by staff and observed by this consultant could be resolved with better documentation. Perceived lapses in job performance, security incidents in the library, timekeeping disputes, and similar incidents need adequate documentation if any corrective action is possible. If report forms exist, they must be used. If not, forms should be created with a correct chain-of-command component.

## **Summary**

There are many challenges awaiting the Central Virginia Regional Library, but the various Boards and the staff have an excellent record of meeting those challenges. The CVRL Board needs time to review the recommendations in this report, decide which, if any, to adopt and then time to plan the implementation. Two recommendations are especially critical: hiring a branch manager for Farmville and coordinated planning for the new facility in Buckingham.

Working on this report has been a pleasure. It is exciting to see how much the Central Virginia Regional Library has grown. It is even more exciting to know that the system is ready to grow even more. Congratulations to the citizens of Farmville-Prince Edward on a gorgeous new building. The citizens of Buckingham will have an equally beautiful new building in a few years. I look forward to attending that dedication.

Elizabeth M. Lewis

## Recommendations Summary:

1. The CVRL Board should review the 1993 contract, examine recent regional contracts of other libraries in Virginia, and begin the process of crafting a new regional library contract.
2. Should the CVRL Board determine that a new contract is needed, then the consultant recommends the Boards of Supervisors of the Counties of Buckingham and Prince Edward, the Town Council of Farmville, the County Attorneys, the local library boards, and the Library of Virginia (Library Development and Networking Division) be contacted immediately. Open and honest communication will permit a contract beneficial to all parties.

### Review of the 1993 Contract with suggestions for consideration

**Important disclaimer:** This consultant is not an attorney. These contract suggestions should be carefully reviewed by an attorney and written in proper terminology.

Under Clause 1 of the 1993 contract, there are no provisions for term limits and library board members, not the local governments select a majority of trustees. In the regional libraries formed under § 42.1-37, the local governments use several methods to select trustees which tends to bring greater variety, influence, and new ideas.

During review of this document, the consultant learned that according to the CVRL By-laws, the regional library board members are all appointed by Buckingham County (4), Prince Edward County (4), and the Town of Farmville (1). This discrepancy needs correction.

#### Clause 3- Local Library Board of Trustees

When meeting with staff, a frequent concern was "too many bosses." Requests, policies and daily activities become complicated when both regional and local policies exist. The continuance of the local board also hampers the development of a regional identity. The purpose of the local boards is clearly to maintain the buildings, but should that responsibility be reallocated under a new system, there is no reason to maintain these boards. The valuable support given to the library system can be maintained by the Friends of the Library.

In no way does this suggestion reflect on the tireless efforts of past and current local board members. It is only possible to make such a recommendation due to their work in growing the system. Essentially, they worked themselves out of a job.

#### Clause 5- Administrative Headquarters

In 1993 it was possible for the Regional Director to also serve as Branch Manager for the Farmville facility. This is not possible in 2011. A Branch Manager position must be established for the Farmville Branch.

#### Clause 11- Treasurer

The position of Treasurer should be maintained. For a growing system, CVRL should investigate contracting with one of the local governments for financial services. Instead of the library handling all finances, the government could (with an agreement and policies) manage purchase orders, write checks, include the library funds in the annual audit, etc. Roughly ½ of the Virginia regional libraries use this method. LVA staff could direct CVRL to those libraries to learn their methods and opinions. As an additional incentive to the local government, a calculation of the value of services performed can be added to the Library of Virginia's Certified Financial Statement under Common Governmental Funds. These funds qualify for additional state aid.

Clause 15- Interpreted by Virginia Law - No suggestions other than correcting a typographical error.

Clause 6- Definition of Costs - The clause is well written but CVRL today has additional needs. Consider adding technology costs to the listing of shared services.

The facility costs (6b) cannot be amended without an agreement for the localities to assume responsibility and ownership of current and future library buildings. It is impossible to remove the local boards until ownership changes.

Clause 7- Annual Budget should contain information on windfalls as well as shortfalls. Salary plans should be added.

3. **Recommendation: CVRL trustees should create a formal communications channel and/or assign a member to attend meetings of the local boards, Friends of the Library, etc. The Library Director should assume or assign staff duties in regular communication with the funding bodies and other important government officials on library activities.**
4. **Recommendation: Trustees should plan to systematically review library policies according to whatever timetable they determine.**
5. **Recommendation: At least one trustee from CVRL should attend training programs offered by the Library of Virginia, annually.**
6. **Recommendation: CVRL should immediately begin efforts to educate government funders about the need for additional staff. Use the enormous increase in usage of the Farmville library as a basis to discuss the**

changing needs of the library. Obtaining new staff is one of the most difficult requests to present to county governments. Try to locate a library advocate on the Boards of Supervisors who can work for you. Collect stories of unmet needs such as children who could not attend story hour due to staff shortage. Have citizens contact government officials with stories praising the library and requesting new services. There will be no instant solution to this problem. This is a long term goal with only incremental steps to success.

7. **Recommendation:** CVRL should hire a full-time Branch Manager for Farmville. In a perfect world, funding for the position would be included in the FY2011-2012 budget. Since this is unlikely, the need is so great that the consultant recommends combining existing part-time hours to create the full-time position.
8. **Recommendation:** The consultant recommends enough part-time staff for the circulation desks at both Buckingham and Farmville to allow 2 persons on duty in the library at all times. Not having 2 staff or one staff plus a volunteer on duty at all times is a serious security risk. Contact the Buckingham and Prince Edward Sheriff's Offices for support.
9. **Recommendation:** The consultant further recommends a full-time children's services staff member and either a full time technology specialist or a contract for computer management services.
10. **Recommendation:** The consultant recommends all members of the library board and director review the 2005 *Virginia Public Library Trustee Handbook* published by the Library of Virginia. Board members may contact Kim Armentrout, Public Library Consultant for a print copy by email: [Kim.Armentrout@lva.virginia.gov](mailto:Kim.Armentrout@lva.virginia.gov) or 804-692-3601. The handbook may be accessed online at <http://www.lva.virginia.gov/lib-edu/LDND/trustee/>.
11. **Recommendation:** CVRL should update the 2008 job descriptions to encompass the expanded Farmville library and any necessary changes due to hiring additional staff.
12. **Recommendation:** CVRL needs to better link the annual performance review to individually specified performance goals. This can be accomplished by including an annual goals/performance specifications document at the beginning of the evaluation year. At the annual evaluation or at specified times throughout the year, an individual may be rated, warned, or even disciplined.
13. **Recommendation:** The individual hired as Branch Manager for Farmville must possess strong technology skills as well as managerial abilities.
14. **Recommendation:** CVRL should contact the Library Development and Networking Division of the Library of Virginia for advice on purchasing an Integrated Library System.



## Resources Cited

News article on the Jefferson-Madison Regional Library study:

<http://www2.dailyprogress.com/news/2011/feb/09/study-albemarle-wouldnt-benefit-breaking-library-s-ar-832219/>

JLARC study of the Lonesome Pine Regional Library:

<http://jlarc.virginia.gov/reports/Rpt118.pdf>

Statistics: <http://www.lva.virginia.gov/lib-edu/LDND/libstats/>

*Planning for Library Excellence, 2009:* <http://www.lva.virginia.gov/lib-edu/LDND/standards/default.asp>

*Virginia Public Library Trustee Handbook, 2005:* <http://www.lva.virginia.gov/lib-edu/LDND/trustee/>

**Elizabeth M. Lewis**

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Mechanicsville, Virginia 23111

**Experience:** Director, Library Development and Networking Division, Library of Virginia 2005-2009; Assistant Director of LDND, Library of Virginia 1995-2005. Managed a staff of consultants charged under the *Code of Virginia* § 42.1-1. directing the Library of Virginia (6) To give direction, assistance and counsel to all libraries in the Commonwealth, to all communities which may propose to establish libraries, . . . as to means of establishment and administration, . . . selection of books, retrieval systems, cataloguing, maintenance, and other details of library management. . . (7) To engage in such activities in aid of city, county, town, regional and other public libraries as will serve to develop the library system of the Commonwealth; (8) To administer and distribute state and federal library funds in accordance with law and its own regulations to the city, county, town and regional libraries of the Commonwealth.

Managed federal and state grants exceeding \$15M annually; Conducted long-range planning for statewide library programs; Member of LVA Senior Management team

School Library Coordinator, Department of Correctional Education 1990 – 1995 Planned library facilities for many new adult and juvenile correctional centers, functionally supervised 30 school libraries.

Library Director, Central State Hospital 1989 – 1990 Directed medical and patient libraries.

Institutional Consultant, Administrative Consultant, Assistant Director for Library Development, Virginia State Library and Archives 1978 – 1988

Reference Librarian, Jail Services Librarian, Richmond Public Library 1974 – 1978

**Education:** Master of Science, Virginia Commonwealth University, 1983; Master of Science in Library Science, University of Tennessee, 1973, Bachelor of Science, University of Tennessee, 1972.

**Memberships & Awards:** American Library Association, Virginia Library Association; Presidential Citation from VLA, 2009; Elizabeth M. Lewis Award established by Virginia Public Library Directors Association, 2009.



**County of Prince Edward  
Board of Supervisors  
Agenda Summary**

**Meeting Date:** August 9, 2011  
**Item No.:** 14  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett/Sarah Puckett  
**Issue:** Monthly Reports

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**Summary:**

**Attachments:**

- a. Animal Control
- b. Building Official
- c. Cannery
- d. Prince Edward County Public Schools
- e. PERT
- f. Tourism

**Recommendation:** Acceptance.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_



## Animal Control Monthly Report

**"July 2011"**

|                       |          |                                   |          |
|-----------------------|----------|-----------------------------------|----------|
| <b>Dogs</b>           |          | <b>Wildlife</b>                   |          |
| Picked Up             | 26       | Handled                           | 0        |
| Claimed By Owner      | 5        | Euthanized                        | 0        |
| Adopted               | 3        |                                   |          |
| Died in Kennel        | 0        | <b>Livestock</b>                  |          |
| Euthanized            | 12       | Returned to Owner                 | 0        |
| Transferred to SPCA   | 6        | Died in Kennel                    | 0        |
| Dead on Arrival       | 0        |                                   |          |
|                       |          | <b>Other Companion Animals</b>    |          |
| <b>Fees Collected</b> | \$220.00 | Returned to Owner                 | 0        |
| <b>Cats</b>           |          | <b>Number of Calls to Shelter</b> | 152      |
| Picked Up             | 51       | <b>Summons Issued</b>             | 5        |
| Claimed By Owner      | 0        | <b>Warrants Served</b>            | 5        |
| Adopted               | 1        | <b>Days in Court</b>              | 2        |
| Euthanized            | 40       | <b>Nuisance Dogs</b>              | 16       |
| Died in Kennel        | 1        | <b>Dangerous Dogs</b>             | 0        |
| Transferred to SPCA   | 9        |                                   |          |
| Dead on Arrival       | 0        |                                   |          |
| <b>Fees Collected</b> | \$25.00  | <b>Total Fees Collected</b>       | \$245.00 |

**Bill the Town of Farmville**

15 Cats housed (7 days each)

**Total** \$525.00

*S. Ray Foster & Holly Morris, Animal Control*

BUILDING OFFICIAL

Permits Issued Report  
7/03/2011 Through 7/31/2011

BI411

|                              |                   |                |
|------------------------------|-------------------|----------------|
| ADDITIONS                    | - Issued          | 7              |
|                              | - Value           | \$172,717.78   |
|                              | - Permit Fees     | \$903.00       |
|                              | - 2.00% STATE TAX | \$18.06        |
|                              | - Fees Collected  | \$ .00         |
| COMMERCIAL                   | - Issued          | 2              |
|                              | - Value           | \$178,000.00   |
|                              | - Permit Fees     | \$460.00       |
|                              | - 2.00% STATE TAX | \$9.20         |
|                              | - Fees Collected  | \$ .00         |
| ONE & TWO FAMILY DWELLING    | - Issued          | 5              |
|                              | - Value           | \$265,400.00   |
|                              | - Permit Fees     | \$756.80       |
|                              | - 2.00% STATE TAX | \$15.14        |
|                              | - Fees Collected  | \$ .00         |
| ELECTRICAL                   | - Issued          | 16             |
|                              | - Value           | \$412,190.00   |
|                              | - Permit Fees     | \$850.00       |
|                              | - 2.00% STATE TAX | \$17.00        |
|                              | - Fees Collected  | \$ .00         |
| MECHANICAL                   | - Issued          | 7              |
|                              | - Value           | \$312,400.00   |
|                              | - Permit Fees     | \$350.00       |
|                              | - 2.00% STATE TAX | \$7.00         |
|                              | - Fees Collected  | \$ .00         |
| MECHANICAL/GAS               | - Issued          | 1              |
|                              | - Value           | \$500.00       |
|                              | - Permit Fees     | \$50.00        |
|                              | - 2.00% STATE TAX | \$1.00         |
|                              | - Fees Collected  | \$ .00         |
| PLUMBING                     | - Issued          | 7              |
|                              | - Value           | \$351,400.00   |
|                              | - Permit Fees     | \$350.00       |
|                              | - 2.00% STATE TAX | \$7.00         |
|                              | - Fees Collected  | \$ .00         |
| POOL                         | - Issued          | 2              |
|                              | - Value           | \$14,250.00    |
|                              | - Permit Fees     | \$70.00        |
|                              | - 2.00% STATE TAX | \$1.40         |
|                              | - Fees Collected  | \$ .00         |
| IN LIEU OF SOIL & EROSION    | - Issued          | 1              |
|                              | - Value           | \$134,000.00   |
|                              | - Permit Fees     | \$25.00        |
|                              | - Fees Collected  | \$ .00         |
| Total Permits - Issued       |                   | 48             |
| Total Permits - Value        |                   | \$1,840,857.78 |
| Total Permits - Permit Fees  |                   | \$3,814.80     |
| Total Permits - State Tax 2% |                   | 76.30          |

Total: \$3891.10

# PRINCE EDWARD COUNTY CANNERY

7916 Abilene Road  
Farmville, Virginia 23901

LENA HUDDLESTON  
Cannery Manager  
434-223-8664  
Home 434-392-4218

## July 2011 Cannery Report

The following numbers of cans were canned during the "HOT" month of July.

|                    |   |        |                   |
|--------------------|---|--------|-------------------|
| 2136 (qt.)         | @ | .48 =  | 1,025.28          |
| 251 (pt)           | @ | .40 =  | 100.40            |
| 58 Patrons usage   | @ | 1.00 = | 58.00             |
| 30 % out of county |   |        | <u>6.42</u>       |
| <b>TOTAL</b>       |   |        | <b>\$1,190.10</b> |

L. Huddleston

kef

Prince Edward County Public Schools  
**2011-2012**  
**Comparative Receipts and Expenditures**  
**Year to Date**

**Month of July 2011**

| <b>Receipts:</b>         | <b>Fiscal 2011</b>  |                    |             | <b>Fiscal 2012</b>  |                    |             |              |
|--------------------------|---------------------|--------------------|-------------|---------------------|--------------------|-------------|--------------|
|                          | Budgeted            | Rec. YTD           | Percent     | Budgeted            | Rec. YTD           | Percent     | Diff.        |
| Sales Tax                | 2,559,727           | 199,046            | 7.78        | 2,757,852           | 210,895            | 7.65        | -0.13        |
| Basic Aid                | 7,291,446           | 601,151            | 8.24        | 6,851,452           | 570,954            | 8.33        | 0.09         |
| Other State              | <u>5,598,256</u>    | <u>315,159</u>     | 5.63        | <u>5,224,640</u>    | <u>259,013</u>     | 4.96        | -0.67        |
| Total State              | 15,449,429          | 1,115,356          | 7.22        | 14,833,944          | 1,040,862          | 7.02        | -0.20        |
| Federal Funds            | 2,881,044           | 274,218            | 9.52        | 3,754,691           | 177,089            | 4.72        | -4.80        |
| Local Funds              | 7,913,044           | 0                  | 0.00        | 8,106,652           | 0                  | 0.00        | 0.00         |
| Cash Book                | <u>455,290</u>      | <u>11,769</u>      | 2.58        | <u>455,290</u>      | <u>26,565</u>      | 5.83        | 3.25         |
| <b>Total Revenue</b>     | <b>\$26,698,807</b> | <b>\$1,401,343</b> | <b>5.25</b> | <b>\$27,150,577</b> | <b>\$1,244,517</b> | <b>4.58</b> | <b>-0.66</b> |
|                          |                     |                    |             |                     |                    |             |              |
| <b>Expenditures:</b>     | Budgeted            | Expended YTD       | Percent     | Budgeted            | Expended YTD       | Percent     | Diff.        |
| Instruction              | 20,494,761          | 275,459            | 1.34        | 20,602,749          | 331,319            | 1.61        | 0.26         |
| Administration           | 1,539,615           | 75,812             | 4.92        | 1,704,215           | 83,765             | 4.92        | -0.01        |
| Transportation           | 1,785,334           | 33,016             | 1.85        | 1,874,756           | 37,375             | 1.99        | 0.14         |
| Maintenance              | 1,930,175           | 68,458             |             | 2,045,490           | 105,086            |             |              |
| Food Service             | 11,436              | 897                | 7.84        | 11,760              | 953                | 8.10        | 0.26         |
| Facilities               | 142,967             | 0                  |             | 150,000             | 0                  |             |              |
| Debt Service             | 794,519             | 522,678            | 65.79       | 761,607             | 520,562            | 68.35       | 2.56         |
| <b>Total Expenditure</b> | <b>\$26,698,807</b> | <b>\$976,320</b>   | <b>3.66</b> | <b>\$27,150,577</b> | <b>\$1,079,059</b> | <b>3.97</b> | <b>0.32</b>  |

Saved as July 11-12 Expense Compare

IV. B. - 1

Prince Edward County Public Schools  
**Summary Financial Report**  
**July 2011**

| <u>Revenues</u>         | Current<br>Month    | Year to<br>Date     | Budget               | Variance<br>Actual Under<br>(Over)<br>Budget | YTD as a<br>Percent of<br>Budget |
|-------------------------|---------------------|---------------------|----------------------|--|----------------------------------|
| From the State:         |                     |                     |                      |  |                                  |
| State Sales Tax         | \$ 210,895          | \$ 210,895          | \$ 2,757,852         | \$ 2,546,957                                 | 7.65                             |
| Basic School Aid        | \$ 570,954          | \$ 570,954          | \$ 6,851,452         | \$ 6,280,498                                 | 8.33                             |
| All Other               | \$ 259,013          | \$ 259,013          | \$ 5,224,640         | \$ 4,965,627                                 | 4.96                             |
| <b>Total State</b>      | <b>\$ 1,040,862</b> | <b>\$ 1,040,862</b> | <b>\$ 14,833,944</b> | <b>\$ 13,793,082</b>                         | <b>7.02</b>                      |
| From the Federal Gov't. |                     |                     |                      |  |                                  |
| General Fund (County)   | \$ -                | \$ -                | \$ 8,106,652         | \$ 8,106,652                                 | 0.00                             |
| Cash Book -Local        | \$ 26,565           | \$ 26,565           | \$ 455,290           | \$ 428,725                                   | 5.83                             |
| <b>Total Revenues</b>   | <b>\$ 1,244,517</b> | <b>\$ 1,244,517</b> | <b>\$ 27,150,577</b> | <b>\$ 25,906,060</b>                         | <b>4.58</b>                      |

| <u>Expenditures</u>        | Current<br>Month    | Year to<br>Date     | Outstanding<br>Encumbrances | Budget               | Expended &<br>Encumbered<br>(Over) Under<br>Budget | Expen. &<br>Encumbrance<br>as a % of<br>Budget |
|----------------------------|---------------------|---------------------|-----------------------------|----------------------|--|--|
| 1000-Instruction           | \$ 331,319          | \$ 331,319          | \$ 2,493,578                | \$ 20,602,749        | \$ 17,777,852                                      | 13.71  |
| 2000-Admin.,Health/Atten.  | \$ 83,765           | \$ 83,765           | \$ 855,611                  | \$ 1,704,215         | \$ 764,840   | 55.12  |
| 3000-Transportation        | \$ 37,375           | \$ 37,375           | \$ 260,103                  | \$ 1,874,756         | \$ 1,577,278                                       | 15.87  |
| 4000-Operation/Maintenance | \$ 105,086          | \$ 105,086          | \$ 576,679                  | \$ 2,045,490         | \$ 1,363,725                                       | 33.33  |
| 5000-Food Service          | \$ 953              | \$ 953              | \$ 1,906                    | \$ 11,760            | \$ 8,901   | 24.31  |
| 6000-Facilities            | \$ -                | \$ -                | \$ 22,169                   | \$ 150,000           | \$ 127,831   | 14.78  |
| 7000-Debt. Service         | \$ 520,562          | \$ 520,562          | \$ 239,620                  | \$ 761,607           | \$ 1,425   | 99.81  |
| <b>Total Expenditures</b>  | <b>\$ 1,079,059</b> | <b>\$ 1,079,059</b> | <b>\$ 4,449,666</b>         | <b>\$ 27,150,577</b> | <b>\$21,621,851</b>                                | <b>20.36</b>                                   |



Prince Edward County Public Schools  
35 Eagle Drive  
Farmville, Virginia 23901

**2011-2012  
Comparative Receipts and Expenditures  
Food Service Department  
Year to Date**

**Month of July 2011**

| Receipts:                 | Fiscal 2011        |                 |             | Fiscal 2012        |                 |             | Diff.        |
|---------------------------|--------------------|-----------------|-------------|--------------------|-----------------|-------------|--------------|
|                           | Budgeted           | Rec. YTD        | Percent     | Budgeted           | Rec. YTD        | Percent     |              |
| State School Food         | 16,884             | 0               | 0.00        | 22,398             | 0               | 0.00        | 0.00         |
| Fresh Fruit & Vegetable   | 0                  | 0               | 0.00        | 70,000             | 0               | 0.00        | 0.00         |
| <b>Total State</b>        | <b>16,884</b>      | <b>0</b>        | <b>0.00</b> | <b>92,398</b>      | <b>0</b>        | <b>0.00</b> | <b>0.00</b>  |
| Federal Reimbursement     | 750,000            | 0               | 0.00        | 750,000            | 0               | 0.00        | 0.00         |
| Cash Book - Local         | 261,171            | 2,557           | 0.98        | 244,672            | 412             | 0.17        | -0.81        |
| <b>Total Revenue</b>      | <b>\$1,028,055</b> | <b>\$2,557</b>  | <b>0.25</b> | <b>\$1,087,070</b> | <b>\$412</b>    | <b>0.04</b> | <b>-0.21</b> |
|                           |                    |                 |             |                    |                 |             |              |
| Expenditures:             | Budgeted           | Expended YTD    | Percent     | Budgeted           | Expended YTD    | Percent     | Diff.        |
| Salary                    | 388,350            | 10,110          | 2.60        | 392,500            | 9,165           | 2.34        | -0.27        |
| Fringe Benefits           | 130,735            | 2,300           | 1.76        | 147,000            | 2,009           | 1.37        | -0.39        |
| Purchased Services        | 55,275             | 0               | 0.00        | 31,375             | 0               | 0.00        | 0.00         |
| Telephone                 | 0                  | 0               | 0.00        | 2,000              | 161             | 8.04        |              |
| Travel                    | 0                  | 0               | 0.00        | 500                | 0               | 0.00        |              |
| Materials & Supplies      | 60,000             | 0               | 0.00        | 54,000             | 0               | 0.00        | 0.00         |
| Food Supplies             | 376,200            | 0               | 0.00        | 440,200            | 142             | 0.03        | 0.03         |
| Repairs & Maintenance     | 0                  | 0               | 0.00        | 8,000              | 0               | 0.00        |              |
| Uniforms                  | 8,000              | 0               | 0.00        | 2,000              | 0               | 0.00        | 0.00         |
| Furniture/Equipment       | 9,495              | 0               | 0.00        | 9,495              | 0               | 0.00        | 0.00         |
| <b>Total Expenditures</b> | <b>\$1,028,055</b> | <b>\$12,411</b> | <b>1.21</b> | <b>\$1,087,070</b> | <b>\$11,476</b> | <b>1.06</b> | <b>-0.15</b> |

Prince Edward County Public Schools  
2011-2012

Food Service Department  
Summary Financial Report  
July 31, 2011

| <u>Revenues</u>         | <u>Current Month</u> | <u>Year to Date</u> | <u>Budget</u>       | <u>Variance Actual Under (Over) Budget</u> |
|-------------------------|----------------------|---------------------|---------------------|--|
| From the State:         |                      |                     |                     |  |
| State School Food       | \$ -                 | \$ -                | \$ 22,398           | \$ 22,398                                  |
| Fresh Fruit & Vegetable | \$ -                 | \$ -                | \$ 70,000           | \$ 70,000                                  |
| Total State Funds       | \$ -                 | \$ -                | \$ 92,398           | \$ 92,398                                  |
| Federal Reimbursement   | -                    | \$ -                | \$ 750,000          | \$ 750,000                                 |
| Cash Book - Local       | \$ 412               | \$ 412              | \$ 244,672          | \$ 244,260                                 |
| <b>Total Revenues</b>   | <b>\$ 412</b>        | <b>\$ 412</b>       | <b>\$ 1,087,070</b> | <b>\$ 1,086,658</b>                        |

| <u>Expenditures</u>       | <u>Current Month</u> | <u>Year to Date</u> | <u>Outstanding Encumbrances</u> | <u>Budget</u>       | <u>Expended &amp; Encumbered (Over) Under Budget</u> |
|---------------------------|----------------------|---------------------|---------------------------------|---------------------|--|
| Salary                    | \$ 9,165             | \$ 9,165            | \$ 81,571                       | \$ 392,500          | \$ 301,764   |
| Fringe Benefits           | \$ 2,009             | \$ 2,009            | \$ 20,615                       | \$ 147,000          | \$ 124,377   |
| Purchased Services        | \$ -                 | \$ -                | \$ 604                          | \$ 31,375           | \$ 30,771  |
| Telephone                 | \$ 161               | \$ 161              | \$ -                            | \$ 2,000            | \$ 1,839   |
| Travel                    | \$ -                 | \$ -                | \$ -                            | \$ 500              | \$ 500   |
| Materials & Supplies      | \$ -                 | \$ -                | \$ 612                          | \$ 54,000           | \$ 53,388  |
| Food Supplies             | \$ 142               | \$ 142              | \$ 5,095                        | \$ 440,200          | \$ 434,963   |
| Repairs & Maintenance     | \$ -                 | \$ -                | \$ -                            | \$ 8,000            | \$ 8,000   |
| Uniforms                  | \$ -                 | \$ -                | \$ 137                          | \$ 2,000            | \$ 1,864   |
| Furniture/Equipment       | \$ -                 | \$ -                | \$ -                            | \$ 9,495            | \$ 9,495   |
|                           |                      | \$ -                | \$ -                            | \$ -                | \$ -   |
| <b>Total Expenditures</b> | <b>\$ 11,476</b>     | <b>\$ 11,476</b>    | <b>\$ 108,633</b>               | <b>\$ 1,087,070</b> | <b>\$966,961</b>                                     |

**PERT RIDERSHIP  
MONTH OF JUNE 2011**

| <b>WEEK</b>  | <b>DATE</b> | <b>PASSENGER COUNT</b> | <b>BUS LINE</b> |
|--------------|-------------|------------------------|-----------------|
| Wednesday    | 1           | 18                     | ORANGE          |
| Thursday     | 2           | 10                     | GREEN           |
| Friday       | 3           | 20                     | ORANGE          |
| Monday       | 6           | 10                     | GREEN           |
| Tuesday      | 7           | 21                     | ORANGE          |
| Wednesday    | 8           | 22                     | ORANGE          |
| Thursday     | 9           | 10                     | GREEN           |
| Friday       | 10          | 20                     | ORANGE          |
| Monday       | 13          | 12                     | GREEN           |
| Tuesday      | 14          | 22                     | ORANGE          |
| Wednesday    | 15          | 17                     | ORANGE          |
| Thursday     | 16          | 10                     | GREEN           |
| Friday       | 17          | 24                     | ORANGE          |
| Monday       | 20          | 4                      | GREEN           |
| Tuesday      | 21          | 23                     | ORANGE          |
| Wednesday    | 22          | 14                     | ORANGE          |
| Thursday     | 23          | 8                      | GREEN           |
| Friday       | 24          | 14                     | ORANGE          |
| Monday       | 27          | 5                      | GREEN           |
| Tuesday      | 28          | 10                     | ORANGE          |
| Wednesday    | 29          | 18                     | ORANGE          |
| Thursday     | 30          | 9                      | GREEN           |
| <b>TOTAL</b> |             | <b>321</b>             |                 |

| <u>BUS LINE</u> | <u>ROUTE</u>         | <u>DAYS OF OPERATION</u>        |
|-----------------|----------------------|---------------------------------|
| GREEN           | Prospect / Pamplin   | Mondays & Thursdays             |
| ORANGE          | Meherrin / Green Bay | Tuesdays, Wednesdays, & Fridays |

## Tourism & Visitor Center Monthly Report for July 2011

| VIRGINIA'S HEARTLAND REGIONAL VISITOR CENTER GUESTBOOK SIGNINGS: |                    |                 |                    |                 |                                   |
|--|--------------------|-----------------|--------------------|-----------------|-----------------------------------|
|  | Virginia<br>Guests | Other<br>States | Other<br>Countries | Total<br>Guests | Average<br>Visitors per<br>Month: |
| YTD 2011   | 780                | 562             | 34                 | 1,376           | 196.6                             |
| 2010   | 1126               | 636             | 68                 | 1,830           | 152.5                             |

Total / 7 Months  
Total / ALL of 2010

### Requests for Information:

|              | Phone<br>Inquiries | Mail<br>Requests | Emailed<br>Requests | Center<br>Visits | Internet<br>Sales | Monthly<br>Totals: |
|--------------|--------------------|------------------|---------------------|------------------|-------------------|--------------------|
| July 2011    | 9                  | 1071             | 20                  | 265              |                   | 1,365              |
| July 2010    | 6                  | 1069             | 16                  | 248              | 2                 | 1,341              |
| % Difference | 50.00%             | 0.19%            | 25.00%              | 6.85%            | -100.00%          | 1.79%              |

| TOTAL YTD    | 31     | 9,562  | 183    | 1,376  | 2       | Total YTD Inquiries: |
|--------------|--------|--------|--------|--------|---------|----------------------|
| 2011 YTD     |        |        |        |        |         | 11,123               |
| 2010 YTD     | 27     | 7,884  | 125    | 1,108  | 7       | 9,151                |
| % Difference | 14.81% | 21.28% | 46.40% | 24.19% | -71.43% | <b>21.55%</b>        |

#### Report to August Board of Supervisors:

- The Visitor Center is seeing more than 21% increase in business as compared to this time last year. We are averaging **44** visitors more per month as compared to 2010
- Despite excessive heat and humidity, visitors were still coming to the area
- Starting to use Google Analytics for all 3 websites to give more accurate information as to where visitors are coming from, how they found us, to better track our visitation.

#### Websites monitored:

**Prince Edward County Tourism:**

1,271 hits in June

**Best Part of the Civil War:**

307 unique visitors in June

**Virginia's Retreat:**

1,159 unique visitors in June