



**BOARD OF SUPERVISORS MEETING**

**ADDENDUM PACKET**

**January 12, 2010**

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County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: January 12, 2010  
Item No.: 37-a  
Department: Treasurer  
Staff Contact: Mable Shanaberger  
Issue: Consent Agenda – Treasurer’s Report-September

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**Summary:** The September Treasurer’s Report is attached.

**Attachments:** September Treasurer’s Report

**Recommendation:** Approval.

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

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

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

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



**Prince Edward County Board of Supervisors**

*Of this \$7,332,925.96 in the General Fund, \$9,468,358.89 is encumbered for:			
Transfers In:			
	School Fund		6,965,859.08
	VPA Fund		418,383.77
	Water Fund		625,000.00
	Sewer Fund		625,000.00
	IDA Fund		28,280.48
	Retirement Benefits Fd		32,628.00
	Debt Obligations		773,207.56
	Total		9,468,358.89
This leaves an unencumbered balance of			
of (\$2,135,432.93) in the General Fund.			

**Prince Edward Co. Board of Supervisors  
Depository Balances**

***Checking Accounts:***

Benchmark Community Bank	\$	73,132.62
Wachovia Bank	\$	154,963.77
BB&T	\$	2,222,691.21
Bank of America	\$	307,643.31

**Total:** **\$ 2,758,430.91**

**Investment Accounts:**

Benchmark Community Bank	\$	939,226.66
Wachovia Bank	\$	-
Citizens Bank & Trust Company	\$	236,009.83
BB&T	\$	1,651,371.38
Planters Bank & Trust	\$	398,260.08
Mentor Investments	\$	162,346.72
SNAP (State Non-Arbitrage Plan)	\$	183.55
Bank of America	\$	1,186,096.83

**Total:** **\$ 4,573,495.05**

**Mable H. Shanaberger, Treasurer**

**Prince Edward County Board of Supervisors**

<b>Description</b>	<b>Sub-Fund Balances</b>	<b>Fund Balances</b>	<b>Account Balances</b>
General Fund	\$ 185,961.32		
General Fund Res. for Investments	\$ 3,318,624.93	\$ 3,504,586.25	*
Prince Edward Community Dev Fund		\$ -	
Industrial Development Authority Fund		\$ 70,954.27	
Recreation Fund Res for Investments		\$ 25,605.82	
Forfeited Assets Fd. Res. for Inv.		\$ 125,838.26	
School Capital Projects Fund--VPSA		\$ 174.43	
School Capital Projects Fund--QZAB01		\$ 414.73	
Underground Storage Tank Fund		\$ 20,000.00	
Economic Development Fund		\$ 1,082,224.07	
Board of Public Welfare Special Acct.		\$ 2,911.55	
Piedmont ASAP Fund		\$ 214,988.35	
School Fund		\$ -	
Landfill Construction Fund		\$ (169,996.54)	
PCS Fund		\$ 337,758.99	
Revenue Sharing Fund		\$ (487,651.25)	
Retirement Benefits Fund		\$ 3,761.00	
School Capital Projects Fund--QZAB02		\$ 370,753.89	
Dare Donations Fund		\$ 3,527.63	
School Cafeteria Fund		\$ 115,923.28	
Cash in Office			\$ 1,000.00
Cash in Banks			\$ 1,458,404.94
Warrants Payable (School Fund)			\$ -
General Fund Investments			\$ 3,318,624.93
VPSA Investments			\$ 174.43
QZAB01 Investments			\$ 414.73
Underground Storage Tank Fund			\$ 20,000.00
Recreation Fund Investments			\$ 25,605.82
QZAB02 Investments			\$ 370,753.89
Landfill Construction Fund for Investment			\$ (169,996.54)
Forfeited Asset Fd for Investment			\$ 125,838.26
Industrial Dev Auth Fd for Inv			\$ 70,954.27
<b>Totals:</b>		<b>\$ 5,221,774.73</b>	<b>\$ 5,221,774.73</b>
*Of this \$3,504,586.25 in the General Fund, \$7,951,822.57 is encumbered for:			
Transfers In:	Retirement Benefits Fund	30,900.00	
	School Fund	6,701,017.14	
	VPA Fund	463,119.43	
	Landfill Construction Fund	222,000.00	
	Debt Obligations	534,786.00	
	Total	7,951,822.57	
This leaves an unencumbered balance of \$(4,447,236.32) in the General Fund.			

**Report for: September 2008**

**Prince Edward Co. Board of Supervisors  
Depository Balances**

***Checking Accounts:***

Benchmark Community Bank	\$	62,870.89
Wachovia Bank	\$	252,065.13
BB&T	\$	1,403,388.93
Bank of America	\$	290,569.29

***Total:***     **\$ 2,008,894.24**

***Investment Accounts:***

Benchmark Community Bank	\$	749,315.66
Wachovia Bank	\$	-
Citizens Bank & Trust Company	\$	35,000.00
BB&T	\$	1,132,741.59
Planters Bank & Trust	\$	200,000.00
Mentor Investments	\$	161,430.43
SNAP (State Non-Arbitrage Plan)	\$	174.43
Bank of America	\$	933,218.38

**Total:**     **\$ 3,211,880.49**

***Mable H. Shanaberger, Treasurer***

**Report Date: September  
2008**





County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: January 12, 2010  
Item No.: 37-b  
Department: County Administration  
Staff Contact: Barbara Poulston  
Issue: Consent Agenda - Review of Accounts & Claims-Addendum

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Summary: The addendum bill list is attached for your review.

Attachments: Addendum Bill List

Recommendation: None.

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

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

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

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

1/12/2010

FROM DATE- 1/04/2010  
TO DATE- 1/04/2010

ACCOUNTS PAYABLE CHECKS  
PRINCE EDWARD

FUND NO.	DESCRIPTION	\$\$ PAY \$\$
100	GENERAL FUND	\$91,724.88
501	WATER FUND	\$48.37
502	SEWER FUND	\$54.34
732	RETIREMENT BENEFIT FUND	\$880.00
741	PIEDMONT COURT SERVICES FUND	\$752.63
	TOTAL	93,460.22

AP375H  
1/12/2010  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/04/2010 -- 1/04/2010

BEFORE CHECKS  
PAGE 1

MAJOR# ACCT# 000200 LIABILITIES	VENDOR NUMBER NAME	INV#	DESCRIPTION	AMOUNT
1002	31564 VA DEPT OF TAXATION	DEC 09	STATE SALES TAX	1.40 *
			ACCOUNT TOTAL	1.40 *
			MAJOR TOTAL	1.40 **
012110	COUNTY ADMINISTRATOR			
6008	29332 TOWN OF FARMVILLE	97 1209A	GAS	79.15 *
			ACCOUNT TOTAL	79.15 *
6012	22210 MATTHEW BENDER & CO INC	9719249X	VA ADV CRT RULES/PRA	76.71 *
			ACCOUNT TOTAL	76.71 *
			MAJOR TOTAL	155.86 **
012310	COMMISSIONER OF REVENUE			
6001	15380 FARMVILLE PRINTING	COMR REV 1209	OFFICE FORMS	63.20
			ACCOUNT TOTAL	63.20 *
			MAJOR TOTAL	63.20 **
012510	INFORMATION TECHNOLOGY			
3320	12762 COMPUTERPLUS SALES/SERVIC	MC00000150664	MAINTENANCE CONTRACT	270.00
			ACCOUNT TOTAL	270.00 *
			MAJOR TOTAL	270.00 **
021600	CLERK OF THE CIRCUIT COURT			
5880	18913 INTERNATIONAL LAND SYSTEMS	PRI001#82110.26	COMPUTER	869.67
			ACCOUNT TOTAL	869.67 *
			MAJOR TOTAL	869.67 **
021800	LAW LIBRARY			
5230	10105 AT&T	315 0208 1209	DATA LINE	35.06 *
			ACCOUNT TOTAL	35.06 *
6012	21761 LEXISNEXIS	0912107533	ONLINE SERVICE	207.00
	22210 MATTHEW BENDER & CO INC	97327859	VA FORMS 2009A	162.46 *
			ACCOUNT TOTAL	369.46 *
			MAJOR TOTAL	404.52 **

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1/12/2010  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/04/2010 -- 1/04/2010

BEFORE CHECKS  
PAGE 2

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
022100		10105	AT&T	392 1902 1209	PHONE	396.39
		28711	CENTURYLINK	392 1902 1209	PHONE	283.96
			Telecommunications			680.35 *
					ACCOUNT TOTAL	680.35 **
					MAJOR TOTAL	
022200			VICTIM WITNESS ASSISTANCE PROGRAM			
5230		28711	CENTURYLINK	315 0065 1209	PHONE	76.76
			Telecommunications			76.76 *
					ACCOUNT TOTAL	
6001		20600	KEY OFFICE SUPPLY	370873	COPY PAPER	32.95
			Office Supplies			32.95 *
					ACCOUNT TOTAL	109.71 **
					MAJOR TOTAL	
031200			SHERIFF			
3310		12758	COMMONTRONICS OF VA	191112	RADIO REPAIRS	168.00
			Repairs/Maintenance			168.00 *
					ACCOUNT TOTAL	
3311		14915	EXPRESS CARE	31862	OIL CHANGE	55.10
			Repairs & Maint-Auto & Eq			55.10 *
					ACCOUNT TOTAL	
5210		12261	CARY WILLIAM	EXPENSES 1209	POSTAGE	7.68
		14936	FARLEY JIMMY	POSTAGE 1209	POSTAGE	6.32
			Postal Services			14.00 *
					ACCOUNT TOTAL	
5230		10105	AT&T	392 8101 1209	PHONE	837.01
		28711	CENTURYLINK	024 0031 1209	RADIO	10.51
		28728	CENTURYLINK COMMUNICATION	1000121124 1209	PHONE	20.09
		30439	US CELLULAR	828371319 1209	PHONE	57.47
		30439	US CELLULAR	918210747 1209	PHONE	788.31
			Travel-Subsistence & Lodg			1,713.39 *
					ACCOUNT TOTAL	
5530		12261	CARY WILLIAM	EXPENSES 1209	MEALS	39.68
		16653	GOLDMAN ROBERT	MEAL	MEAL	6.25
					ACCOUNT TOTAL	45.93 *
5810		12318	CNTRL VA CRIMINAL JUSTICE	943	MEMBERSHIP DUES	9,750.00
			Dues & Association Member			9,750.00 *
					ACCOUNT TOTAL	
6008		29332	TOWN OF FARMVILLE	97 1209A	GAS	6,811.24
			Vehicle & Powered Equip F			6,811.24 *
					ACCOUNT TOTAL	
6010		13012	DMV	9334299	ID CARD	10.00
			Police Supplies			

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1/12/2010  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/04/2010 -- 1/04/2010

BEFORE CHECKS  
PAGE 3

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
6011		28592	SOUTHERN POLICE EQUIP CO	134933	FLASHLIGHT BTRY/CORD	38.49
		28592	SOUTHERN POLICE EQUIP CO	135059	FLASHLIGHT BATTERY	31.97
					ACCOUNT TOTAL	80.46 *
		28592	Uniforms & Wearing Appare		SHOES	67.46
		28703	SOUTHERN POLICE EQUIP CO		UNIFORMS	204.68
					ACCOUNT TOTAL	272.14 *
					MAJOR TOTAL	18,910.26 **
032200			VOLUNTEER FIRE DEPARTMENT			
7002			Payment to Rice VFD			
		12767	COMPANION P&C		WRK COMPENSATION	5,957.00
		15560	FARMVILLE WHSALE ELECTRIC	WVA61082890545	BULBS FOR LIGHTBARS	28.00
		31368	VFIS	409809	PACKAGE INSURANCE	1,976.00
		31368	VFIS	905796	COMMERCL EXCESS INS	189.00
		31844	DOMINION VA POWER	45004950091209A	ELECTRIC SERVICE	208.65
					ACCOUNT TOTAL	8,358.65 *
7003			Payment to Prospect VFD			
		10900	AYERS BLDG. & SUPPLY CO	176599	LUMBER	32.43
		14527	ELECOM INC	28984	PAGERS	1,326.00
		14700	ELLINGTON ENERGY SERVICE	38856	FUEL OIL	330.95
		15150	FARMVILLE AUTO PARTS	24147	SNOW CHAINS	266.59
		15150	FARMVILLE AUTO PARTS	24319	SNOW CHAINS	257.12
		16658	GOODMAN TRUCK & TRACTOR	93331	TRANSMISSION MAINT	785.78
		20600	KEY OFFICE SUPPLY	371283	INK CARTRIDGES	44.97
		28711	CENTURYLINK	574 9911 1209	PHONE	87.52
		29332	TOWN OF FARMVILLE	805 PVFD 1209	FUEL	203.52
		29332	TOWN OF FARMVILLE	805 1209	FUEL	205.46
		31359	VEST'S SALE & SERVICE INC	8203	NOZZLE	565.00
		31359	VEST'S SALE & SERVICE INC	8233	CONNECTOR	80.75
		31368	VFIS	910357	AUTO INSURANCE	3,199.00
		31368	VFIS	910358	COMMERCIAL EXCESS	375.00
		31844	DOMINION VA POWER	910359	PACKAGE INSURANCE	2,261.00
		31844	DOMINION VA POWER	6120897506 1209	ELECTRIC SERVICE	5.50
		31846	DOMINION VA POWER	7600812502 1209	ELECTRIC SERVICE	5.50
		31846	DOMINION VA POWER	7020850009 1209	ELECTRIC SERVICE	178.35
		31846	DOMINION VA POWER	8898799252 1209	ELECTRIC SERVICE	14.71
					ACCOUNT TOTAL	10,225.15 *
7007			Payment to Meherrin VFD			
		11153	BANK OF CHARLOTTE COUNTY	19294 1209	TRUCK LOAN PAYMENT	15,000.00
		12758	COMMTRONICS OF VA	511249	RADIOS	2,524.16
		25246	PARKER OIL CO INC	112009	DIESEL	803.93
		25246	PARKER OIL CO INC	112009	GAS	261.85
		25246	PARKER OIL CO INC	376668	PROPANE	236.64
		25246	PARKER OIL CO INC	4573726	SERVICE CHARGE	13.74
		28446	SLAGLE JACK L FIRE EQUIP	10033521 04	ROPE BAG	60.69
		28446	SLAGLE JACK L FIRE EQUIP	10033521 05	ROPE	172.50
		28446	SLAGLE JACK L FIRE EQUIP	10033521 06	NOZZLE	68.92

AP375H  
1/12/2010  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/04/2010 -- 1/04/2010

BEFORE CHECKS  
PAGE 4

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
034100		28446	SLAGLE JACK L FIRE EQUIP	10033521 07	4-IN-1 TOOL	224.49
	6008	28446	SLAGLE JACK L FIRE EQUIP	10033725 000110	BATTERY & VESTS	121.15
		30439	US CELLULAR	811808312 1209	PHONE	154.60
		31335	VERIZON	736 0633 1209	PHONE	185.15
		31846	DOMINION VA POWER	0519881510 1209	ELECTRIC SERVICE	279.72
		31846	DOMINION VA POWER	1913347348 1209	ELECTRIC SERVICE	28.99
		31846	DOMINION VA POWER	2725824417 1209	ELECTRIC SERVICE	14.90
					ACCOUNT TOTAL	20,151.43 *
					MAJOR TOTAL	38,735.23 **
035100		29332	Vehicle & Powered Equip F TOWN OF FARMVILLE	97 1209A	GAS	212.28
	6008					212.28 *
					ACCOUNT TOTAL	212.28 **
5230		28711	Telecommunications CENTURYLINK	223 7310 1209	PHONE	43.07
	5821	999999	Coyote Bounties CRAFT LLOYD THEODORE	COYOTE 1209C	BOUNTY	43.07 *
					ACCOUNT TOTAL	50.00
	6008	29332	Vehicle & Powered Equip F TOWN OF FARMVILLE	97 1209A	GAS	50.00 *
						445.84
					ACCOUNT TOTAL	445.84 *
					MAJOR TOTAL	538.91 **
036100			BIOSOLIDS MONITORING			
5230		29339	Telecommunications TOOMES MANUEL H JR	EXPENSES 1209	PHONE	24.67
	6008	29332	Vehicle & Powered Equip F TOWN OF FARMVILLE	97 1209A	GAS	24.67 *
					ACCOUNT TOTAL	222.15
					ACCOUNT TOTAL	222.15 *
					MAJOR TOTAL	246.82 **
042300			REFUSE DISPOSAL			
3841		28866	Purchase of Serv - Recycli STEPS, INC	DEC 09	RECYCLING FEE	1,155.79
	5110	28640	Electrical Services SOUTHSIDE ELECTRIC COOP	114379 003 1209	VIRSO SITE	139.61
		31846	DOMINION VA POWER	05995074311209A	RICE SITE	117.57
					ACCOUNT TOTAL	1,155.79 *
					ACCOUNT TOTAL	257.18 *

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/04/2010 -- 1/04/2010

AP375H  
1/12/2010  
FUND # - 100 GENERAL FUND

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
6008	28711	Telecommunications CENTURYLINK	223 1595 1209	PHONE	34.39 *
				ACCOUNT TOTAL	34.39 *
6009	29332	Vehicle & Powered Equip F TOWN OF FARMVILLE	97 1209A	GAS	1,198.38 *
				ACCOUNT TOTAL	1,198.38 *
6009	23726	Vehicle & Powered Equip S NEWMAN TIRE CO INC	174325	ROAD SERVICE & TIRE	570.00
	23726	NEWMAN TIRE CO INC	174354	TIRE	155.00
	23726	NEWMAN TIRE CO INC	174388	TIRE	510.00
				ACCOUNT TOTAL	1,235.00 *
				MAJOR TOTAL	3,880.74 **
043200		GENERAL PROPERTIES			
3310	29242	Repairs/Maintenance THYSSENKRUPP ELEVATOR	414419	SERV CONTRCT-JAN/MAR	2,097.51 *
				ACCOUNT TOTAL	2,097.51 *
5110	31846	Electrical Services DOMINION VA POWER	81054759441209A	AG BLDG	2,232.72 *
				ACCOUNT TOTAL	2,232.72 *
5130	29332	Water & Sewer TOWN OF FARMVILLE	AG BLDG 1209	WATER & SEWER	119.01
	29332	TOWN OF FARMVILLE	CH IRRIG 1209	WATER	57.47
				ACCOUNT TOTAL	176.48 *
5230	10105	Telecommunications AT&T	223 8665 1209A	PHONE	35.05
	28711	CENTURYLINK	024 0033 1209	LINE TO HOSPITAL	7.97
	28711	CENTURYLINK	223 8665 1209	PHONE	49.36
				ACCOUNT TOTAL	92.38 *
6005	21811	Janitorial Supplies LOWE'S	901211	LYSOL & SOAP	10.76
	21811	LOWE'S	909178	BOWL CLEANER/LYSOL	29.94
				ACCOUNT TOTAL	40.70 *
6007	21811	Repairs and Maintenance S LOWE'S	901691	STYROFOAM BOARD	24.66
	21811	LOWE'S	901732	SAW BLADES	14.47
	21811	LOWE'S	902381 1209	PLYWOOD/BULES/HEATER	64.13
	21811	LOWE'S	905553	PIPE & ELBOWS	41.94
	21811	LOWE'S	909178	CAULK	15.97
	21811	LOWE'S	909762	DOORBELL/LOCKS/HASP	34.20
				ACCOUNT TOTAL	195.37 *
6008	29332	Vehicle & Powered Equip F TOWN OF FARMVILLE	97 1209A	GAS	353.71 *
				ACCOUNT TOTAL	353.71 *
6009	21811	Vehicle & Powered Equip S LOWE'S	909554	WINDSHIELD DEICER	10.41
	23726	NEWMAN TIRE CO INC	174678	FLAT REPAIR	12.38
				ACCOUNT TOTAL	22.79 *
				MAJOR TOTAL	5,211.66 **

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/04/2010 -- 1/04/2010

AP375H  
1/12/2010  
FUND # - 100 GENERAL FUND

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	ACCOUNT TOTAL	AMOUNT
3310	21811	Repairs & Maintenance LOWE'S	909762	FILTERS/BATTERIES	102.34 *	102.34 *
5230	10105 28711	Telecommunications AT&T CENTURYLINK	223 8664 223 8664	PHONE PHONE	36.81 34.76	71.57 *
				MAJOR TOTAL	173.91 **	
053500		COMPREHENSIVE SERVICES ACT				
3160	11233 12280 12280 12280 12280 12280 16672 16672 16672 25364 25620	CSA Programs BLACKBURN AMANDA CENTRA HEALTH CENTRA HEALTH CENTRA HEALTH CENTRA HEALTH CENTRA HEALTH GRAFTON SCHOOL INC GRAFTON SCHOOL INC GRAFTON SCHOOL INC PICKETT PARK DAY CARE PRESBYTERIAN HM/FMLY SERV	DEC 09A 5670 1209A 5839 1209A 5846 1209A 5918 1209 5919 1209 118923 118924 119117 119118 DEC 09 6400 1209	FOSTER CARE PROFESSIONAL SERVICE PROFESSIONAL SERVICE PROFESSIONAL SERVICE PROFESSIONAL SERVICE PROFESSIONAL SERVICE PROFESSIONAL SERVICE PROFESSIONAL SERVICE PROFESSIONAL SERVICE FOSTER CARE PROFESSIONAL SERVICE	109.18 1,995.00 1,995.00 1,995.00 1,674.00 1,674.00 805.00 690.00 3,200.00 3,200.00 306.00 2,883.00	20,526.18 *
3180	28220	Administrative SHANABERGER MABLE	CDA 1209	ADMINISTRATIVE FEE	150.00	150.00 *
				MAJOR TOTAL	20,676.18 **	
081100		PLANNING				
6008	29332	Vehicle & Powered Equip F TOWN OF FARMVILLE	97 1209A	GAS	22.05 *	22.05 **
081500		ECONOMIC DEVELOPMENT				
5110	31846	Electrical Services DOMINION VA POWER	1059387447 1209	ELECTRIC SERVICE	43.84	43.84 *
5130	29332	Water & Sewer TOWN OF FARMVILLE	MOORE BLDG 1209	WATER & SEWER	41.33	41.33 *
5230	22489	Telecommunications MOONSTAR BBS	ECO DEV 1209A	DSL	41.33 *	45.00



PRINCE EDWARD  
LISTING OF INVOICES FOR 1/04/2010 -- 1/04/2010

AP375H  
1/12/2010  
FUND # - 100 GENERAL FUND

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	PHONE	AMOUNT
5810	28711	CENTURYLINK	392 1482 1209A			200.07
	31323	Dues & Association Member	2010 DUES			245.07 *
		VEDA				150.00
094000		CAPITAL PROJECTS				150.00 *
0013	21811	Animal Shelter				480.24 **
	21811	LOWE'S	901211	DOOR/KNOB/HINGES		65.01
	21811	LOWE'S	901267	SIDING BOARD		16.88
						81.89 *
						81.89 **
						FUND TOTAL 91,724.88

AP375H  
1/12/2010  
FUND # - 501 WATER FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/04/2010 -- 1/04/2010

BEFORE CHECKS  
PAGE 8

MAJOR# ACCT# 043200	VENDOR NUMBER GENERAL PROPERTIES	VENDOR NAME GENERAL PROPERTIES	INV#	DESCRIPTION	AMOUNT
5130	29332	Water Service TOWN OF FARMVILLE	WATER TANK 1209	WATER	48.37
				ACCOUNT TOTAL	48.37 *
				MAJOR TOTAL	48.37 **
				FUND TOTAL	48.37

AP375H  
1/12/2010  
FUND # - 502 SEWER FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/04/2010 -- 1/04/2010

BEFORE CHECKS  
PAGE 9

MAJOR#	VENDOR	DESCRIPTION	AMOUNT
ACCT#	NUMBER	INV#	
043200	GENERAL	PROPERTIES	
5110	Electrical Services		
	31846	DOMINION VA POWER	
		41487002811209A	
		SEWER PUMP	
		ACCOUNT TOTAL	54.34
		MAJOR TOTAL	54.34 *
		FUND TOTAL	54.34 **

AP375H  
1/12/2010  
FUND # - 732

RETIREMENT BENEFIT FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/04/2010 -- 1/04/2010

BEFORE CHECKS  
PAGE 10

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
1102	29937	Retirees Insurance ANTHEM BCBS	FEB 2010	RETIREE HEALTH INS	880.00
				ACCOUNT TOTAL	880.00 *
				MAJOR TOTAL	880.00 **
				FUND TOTAL	880.00

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/04/2010 -- 1/04/2010

AP375H  
1/12/2010  
FUND # - 741 PIEDMONT COURT SERVICES FUND

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5510	11244	Travel - Mileage			
	15954	BLOOM MATTHEW	MILEAGE 1209	MILEAGE	256.85
	16944	FRANKLIN SHEENA	MILEAGE 1209	MILEAGE	172.70
	22217	STIMPSON CONNIE	EXPENSES 1209	MILEAGE	206.47
		MAXEY RENEE T	EXPENSES 1209	MILEAGE	41.25
				ACCOUNT TOTAL	677.27 *
5530	16944	Travel - Subsistence & Lo			
	22217	STIMPSON CONNIE	EXPENSES 1209	MEALS	18.63
		MAXEY RENEE T	EXPENSES 1209	MEAL	17.26
				ACCOUNT TOTAL	35.89 *
6001	16944	Office Supplies			
		STIMPSON CONNIE	EXPENSES 1209	OFFICE SUPPLIES	9.99
				ACCOUNT TOTAL	9.99 *
6040	22489	ADP Equipment			
		MOONSTAR BBS	PCS 1209	DSL	10.00
				ACCOUNT TOTAL	10.00 *
				MAJOR TOTAL	733.15 **
097002	PCS DRUG TESTING FEES				
0001	28095	PCS Drug Testing Fees	199422	DRUG TESTING	19.48
		KROLL LABORATORY			19.48 *
				ACCOUNT TOTAL	19.48 **
				FUND TOTAL	752.63
				TOTAL DUE	93,460.22

Approved at meeting of \_\_\_\_\_ on \_\_\_\_\_.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_





County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: January 12, 2010  
 Item No.: 38-a  
 Department: County Administrator  
 Staff Contact: W.W. Bartlett  
 Issue: Appropriations – Clerk of Circuit Court-Technology Trust Fund

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**Summary:**

The Clerk of the Circuit Court has been informed she will be provided \$767 from the Technology Trust Fund. These funds are to be used to purchase equipment for the Indexing System.

**Attachments:**

Letter from the Circuit Court Clerk

**Recommendation:**

Amend and appropriation into the current year budget as shown below:

REV/EXP	FUND	DEPT	OBJECT	DESCRIPTION	DEBIT	CREDIT
3 (Rev)	100	023000	0080	Shared Exp. Tech. Trust Fund		\$767
4 (Exp)	100	021600	5880	Clerk of Court/Tech Trust Fund	\$767	

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

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

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

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

**Deputies**  
Lynnette Coe  
Jennifer A. Johns  
Jackie N. Glascock  
Teresa N. Estes  
Melinda P. Toney

**MACHELLE J. EPPES**  
**CLERK OF CIRCUIT COURT**  
**FOR PRINCE EDWARD COUNTY**  
Prince Edward County Courthouse  
111 South Street, 2<sup>nd</sup> Floor • P.O. Box 304  
Farmville, Virginia 23901-0304  
(434) 392-5145

**Judges**  
Hon. Richard S. Blanton  
Farmville, Virginia 23901  
Chief Judge  
Hon. Leslie M. Osborn  
Boydton, Virginia 23917  
Judge  
Hon. Joel C. Cunningham  
Halifax, Virginia 24558  
Judge

January 5, 2010

To: Prince Edward County Board of Supervisors

From: Machelle J. Eppes, Clerk  
Prince Edward County Circuit Court

I am requesting the appropriation of \$767.00 to be added to account code 21600-5880 Technology Trust Fund. This money came from the Technology Trust Fund for the Prince Edward County Circuit Court to be used for DSL Internet Service on our ILS Indexing System. The County will be reimbursed January 2010 from the State Compensation Board.

Please let me know if I can be of further assistance.

Thank you,



Machelle J. Eppes  
Clerk

cc: Mable Shanaberger





County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: January 12, 2010  
 Item No.: 38-b  
 Department: County Administration  
 Staff Contact: W.W. Bartlett/Alecia Daves-Johnson  
 Issue: Appropriations: Tobacco Commission Grant – Sustainable Agriculture

**Summary:**

The Tobacco Commission has awarded the County of Prince Edward \$350,000 of grant funding (we requested \$457,000) for capital improvements to the PE Cannery. The grant will fund electrical upgrades, a new well, ventilation, painting and sealing of floors and walls, extending the loading dock and extensive equipment upgrades consistent with recommendations from VDACS to facilitate the use of the cannery as a commercial kitchen. Funding for the \$100,000 micro-enterprise loan program, training funds and marketing funds were cut from the grant.

The grant is structured as a reimbursement grant. We expect the final grant agreement to be here within 7-10 days.

TO enable county staff to move forward, we are requesting grant funds be appropriated and the County Administrator be authorized to execute all grant documents.

**Attachments:** None.

**Recommendation:** Make appropriations, as noted below, and authorize County Administrator to execute the grant agreement and other grant documents.

REV/EXP	FUND	DEPT	OBJECT	DESCRIPTION	DEBIT	CREDIT
3 (Rev)	100	024040	0070	Tobacco Commission Agri-Bus Grant		\$350,000
4 (Exp)	100	094000	0024	To Capital Projects- Cannery	\$350,000	

Motion _____	Campbell _____	Fore _____	Gantt _____
Second _____	Jones _____	McKay _____	Simpson _____
	Wilck _____	Wiley _____	





County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: January 12, 2010  
 Item No.: 38-c  
 Department: County Administrator  
 Staff Contact: W.W. Bartlett  
 Issue: Appropriations: Tobacco Commission Grant – Industrial Park

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**Summary:**

Last Fiscal Year the County was awarded a grant from the Tobacco Commission in the amount of \$193,510. These funds were used to help fund the cost of grading and site development of four lots in the Business Park.

Last Fiscal Year the Board of Supervisors transferred funds from the Economic Development fund to the IDA to provide the necessary funding to complete the project. The Economic Development fund was to be reimbursed once the grant from the Tobacco Commission arrived.

**Attachments:**

**Recommendation:**

I recommend the Tobacco Commission Funds be returned to the Economic Development Fund with the budget amendment and appropriation below:

REV/EXP	FUND	DEPT	OBJECT	DESCRIPTION	DEBIT	CREDIT
3 (Rev)	737	024040	0019	Tobacco Commission Grant		\$193,510
4 (Exp)	737	093000	0737	To Econ Dev Fund Bal	\$193,510	

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

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

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

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





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

**Meeting Date:** January 12, 2009  
**Item No.:** 39  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett/Sarah Puckett  
**Issue:** Correspondence/Information

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**Summary:**

**Attachments:**

- a. Letter, U.S. EPA to Commonwealth of Virginia
- b. Commonwealth Regional Council Agenda and Minutes

**Recommendation:** None.

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

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

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

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



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION III  
1650 Arch Street  
Philadelphia, Pennsylvania 19103-2029

The Honorable L. Preston Bryant  
Secretary of Natural Resources  
Patrick Henry Building  
1111 East Broad Street  
Richmond, Virginia 23219

DEC 29 2009

Dear Secretary Bryant:

I am writing to you in your capacity as chair of the Principals' Staff Committee of the Chesapeake Executive Council. The past year has provided the Chesapeake Bay Program partners with an unprecedented opportunity to accelerate efforts to restore the Chesapeake Bay, including the agreement made by the Chesapeake Executive Council to install the necessary nutrient and sediment controls no later than 2025. In May 2009, President Obama issued *Executive Order 13508: Chesapeake Bay Protection and Restoration* that commits the broad authorities of the Federal government toward a renewed sense of urgency and commitment to restoring the Bay. Energized by the prospect of a Chesapeake Bay Total Maximum Daily Load (Bay TMDL) by December 2010, the Bay Program partners are hard at work preparing comprehensive Watershed Implementation Plans and two-year milestones, the foundation for water quality improvement in local waters and in the Bay.

A key part of this renewed effort is the establishment of an accountability framework to ensure the restoration of the Chesapeake Bay and reflect the commitment of the Bay partnership across the watershed. One critical component of this new accountability framework is the identification of actions that the U.S. Environmental Protection Agency (EPA) will draw upon if a Chesapeake Bay watershed State or the District of Columbia does not meet EPA's expectations for developing Watershed Implementation Plans or does not demonstrate satisfactory progress toward achieving nutrient and sediment allocations established by EPA in the Chesapeake Bay TMDL.<sup>1</sup>

#### **Overview of EPA's Chesapeake Bay Accountability Framework**

EPA's new accountability framework was first described in September 2008 to guide local, state, and federal efforts to reduce nitrogen, phosphorus, and sediment loads to levels that achieve the States' and the District's water quality standards in the Chesapeake Bay and its tidal tributaries and embayments.<sup>2</sup> The accountability framework is being established in part to

<sup>1</sup> These potential EPA actions were jointly developed by the U.S. Environmental Protection Agency's Region III Water Protection Division and Chesapeake Bay Program Office, EPA Region II, and EPA Headquarters' Office of Water and Office of General Counsel.

<sup>2</sup> U.S. EPA, Letter from Region III Administrator Donald S. Welsh to Secretary John Griffin, Maryland Department of Natural Resources, September 11, 2008, accessed at [http://archive.chesapeakebay.net/pubs/subcommittee/wqsc/EPA\\_Region\\_III\\_letter\\_to\\_PSC\\_091108.pdf](http://archive.chesapeakebay.net/pubs/subcommittee/wqsc/EPA_Region_III_letter_to_PSC_091108.pdf)

implement the reasonable assurance provisions of the Chesapeake Bay TMDL and pursuant to Section 117(g)(1) of the Clean Water Act, which directs the EPA Administrator to “ensure that management plans are developed and implementation is begun... .”<sup>3</sup> The Executive Order 13508 also calls for a new accountability framework that guides local, state, and federal water quality restoration efforts.<sup>4</sup>

In a November 4, 2009 letter, EPA provided its expectations for the first two elements of the Chesapeake Bay accountability framework: the Watershed Implementation Plans (Plans) and the two-year milestones.<sup>5</sup> In that letter EPA also said it “may take any, or all, of a variety of actions or ‘consequences’” should the jurisdictions not meet EPA’s expectations. The remaining elements of the accountability framework involve EPA’s commitment to track and assess restoration progress and, as necessary, take specific federal actions if the States and/or the District do not develop sufficient Watershed Implementation Plans, effectively implement the Plans and/or fulfill their two-year milestones.

This letter identifies how progress toward achieving nutrient and sediment allocations will be tracked, what State or District shortfalls may trigger EPA action, and what actions are currently available to EPA. EPA sees these potential actions as necessary for ensuring accountability but intends that they be viewed as a “backstop,” with successful and timely State and District implementation the much preferred alternative. The identification of possible federal actions is intended to strengthen our individual and collective resolve to make the difficult choices and decisions along the road to a restored Chesapeake Bay and watershed and to fill in the gaps to aid States and the District to meet their commitments in order to ensure that the allocations in the TMDL are achieved. There must be clear expectations laid out at the start, quantifiable measures established along the way, and public accountability with each step taken under this new framework. EPA is committed to doing its part to make this framework successful; the actions identified here are part of that commitment.

#### **EPA Expected Deliverables and Triggers for Federal Action**

In the November 4, 2009 letter, EPA provided its expectations for the content and timing of the jurisdiction’s Plans and two-year milestones. To assure that these expectations are realized, EPA will closely assess and track the following activities and take appropriate action upon a jurisdiction’s failure to:

- Develop and submit Phase I, II and III Watershed Implementation Plans consistent with the expectations and schedule described in EPA’s letter of November 4;
- Develop two-year milestones consistent with the expectations, load reductions and schedule described in EPA’s letter of November 4;

<sup>3</sup> Clean Water Act Section 117(g)(1).

<sup>4</sup> Presidential Executive Order 13508—Chesapeake Bay Protection and Restoration, Friday, May 15, 2009. Federal Register Vol. 74, No. 93. accessed at <<http://executiveorder.chesapeakebay.net>>.

<sup>5</sup> U.S. EPA, Letter from Region III Acting Administrator William C. Early to Secretary L. Preston Bryant, Virginia Department of Natural Resources, November 4, 2009 accessed at <[http://www.epa.gov/reg3wapd/pdf/pdf\\_chesbay/tmdl\\_implementation\\_letter\\_110409.pdf](http://www.epa.gov/reg3wapd/pdf/pdf_chesbay/tmdl_implementation_letter_110409.pdf)>

- Achieve each successive set of two-year milestones and their respective target loads by having appropriate controls in place pursuant to the strategies identified in the jurisdiction's Watershed Implementation Plan and two-year milestones;
- Develop and propose sufficiently protective National Pollutant Discharge Elimination System (NPDES) permits consistent with the wasteload allocations of the Bay TMDL and the Clean Water Act; and
- Develop appropriate mechanisms to ensure that non-point source load allocations are achieved.

Failure to fully meet the expectations identified above would subject a State and/or the District to potential EPA actions. However, EPA is confident that the jurisdictions will fully support and meet their planning and target load commitments on schedule.

### **Assessing and Evaluating Progress and Building a Transparent Accountability System**

EPA monitoring of the State or the District's progress is a critical component of the Chesapeake Bay TMDL's accountability system for restoring water quality in the Bay and its tidal tributaries. For the planning elements, EPA will evaluate whether the jurisdiction's Watershed Implementation Plans and two-year milestones are consistent with the expectations identified in the November 4, 2009 letter and the load and wasteload allocations in the Bay TMDL. EPA will also monitor whether a jurisdiction has implemented point and nonpoint source controls to meet the basin-jurisdiction loading targets identified in its two-year milestones.

EPA will also work with the States and the District to build a transparent accountability system. This system is expected to allow EPA, the States and the District, local government and the public a clear understanding of how wasteload allocations (WLAs) and load allocations (LAs) are being implemented and attained through appropriate point and nonpoint source controls to meet the basin-jurisdiction loading targets identified in its two-year milestones. The system is also expected to track any offsets that are relied upon to achieve the WLAs and LAs and build appropriate accountability for implementation of such offsets. The States and the District will also be expected to identify contingency actions if proposed actions do not yield the expected results. The details of this process are further described in Enclosure A.

### **Potential Federal Actions**

Described below, and in further detail in Enclosure B, is the list of potential actions currently available to EPA to ensure that jurisdictions: develop and implement appropriate Watershed Implementation Plans; attain appropriate two-year milestones of progress; and provide timely and complete information to an effective accountability system for monitoring pollutant reductions.<sup>6</sup> This list may be updated at any time based upon new legislative, regulatory

<sup>6</sup> All of these actions are based on existing EPA authorities. EPA reserves its discretionary authority to take any of these actions as appropriate and as part of its normal oversight of State NPDES permit and enforcement programs and the administration of grant programs for reasons independent of the Bay accountability system.



and/or program policy developments related to carrying out Chesapeake Bay restoration efforts. EPA may exercise its discretionary authority to take any or all of the following actions as necessary:

- **Expand NPDES permit coverage to currently unregulated sources** – For example, utilizing “Residual Designation Authority” to increase the number of sources, operations and/or communities regulated under the NPDES permit program;
- **Object to NPDES permits and increase program oversight** – Pursuant to EPA-Jurisdiction NPDES program agreements, expanding EPA oversight review of draft permits (major and minor) in the Bay watershed and objecting to inadequate permits that do not meet the requirements of the Clean Water Act (including but not limited to NPDES effluent limits that are not consistent with the Bay TMDL’s wasteload allocations);
- **Require net improvement offsets** – For new or increased point source discharges, requiring net improvement offsets that do more than merely replace the new or expanding source’s anticipated new or increased loadings;
- **Establish finer scale wasteload and load allocations in the Bay TMDL** – Establishing more specific allocations in the final December 2010 Bay TMDL than those proposed by the States and the District;
- **Require additional reductions of loadings from point sources** – Revising the final December 2010 Bay TMDL to reallocate additional load reductions from non-point to point sources of nutrient and sediment pollution, such as wastewater treatment plants;
- **Increase and target federal enforcement and compliance assurance in the watershed** – This could include both air and water sources of nutrients and sediment;
- **Condition or redirect EPA grants** – Conditioning or redirecting federal grants; incorporating criteria into future Requests for Proposals based on demonstrated progress in meeting Watershed Implementation Plans and/or in an effort to yield higher nutrient or sediment load reductions; and
- **Federal promulgation of local nutrient water quality standards** – Initiating promulgation of federal standards where the State or the District water quality standards do not contain criteria that protect designated uses locally or downstream.

#### **EPA Evaluation and Notification Process**

EPA expects to clearly communicate where it believes a jurisdiction has fallen short of expectations and the basis of that shortfall, so that EPA can select the most appropriate actions to correct the shortfall. For this reason, EPA has developed the following evaluation and notification process building from the triggers described above in EPA Expected Deliverables and Triggers for Federal Action and in the letter dated November 4, 2009.

Within 60 days from the date of a jurisdiction submission or due date of that submission (e.g., Watershed Implementation Plan Phases I, II, and III, two-year milestones, proposed NPDES permit), EPA will notify the States and the District of its assessment of the timeliness and completeness of their submission compared with EPA’s stated expectations and consistency with the Bay TMDL allocations. The jurisdictions will have a 30-day opportunity to respond to EPA’s determination on the submission.

Within 120 days of the original jurisdiction submission date or due date, EPA will notify the jurisdiction, in writing, of its final determination and initial actions EPA intends to take. This letter will outline what actions, if any, will be taken and provide a timeline for the actions to take place. EPA will work directly with individual States and/or the District to implement the appropriate actions. Where initial actions are not successful in bringing the jurisdiction back into alignment with EPA's expectations, as discussed above, EPA will take additional action as appropriate.

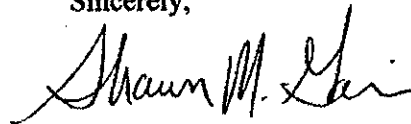
### **Summary**

The potential actions or "consequences" identified above are available to EPA under its existing authority. If that authority increases or changes then EPA may take additional actions. In addition, under the auspices of the Federal Leadership Committee, EPA will engage in discussions with other federal agencies, most notably the U.S. Department of Agriculture and the U.S. Department of Transportation, to determine whether and what additional actions can be employed in this regard by our federal partners.

EPA expects that each State and the District will develop a Plan and milestones that will embody the expectations provided in EPA's November 4, 2009 letter. EPA will monitor and promptly assess the States' and the District's adherence to these expectations. Finally, if EPA determines that a State or the District does not meet expectations, EPA is fully committed to taking appropriate actions in that State or the District to ensure that its commitments for reduction of loadings of nutrients and sediments are fulfilled.

EPA intends to work closely with the States and the District, providing technical and other support as they develop their Plans and milestones. The States and the District should consult with EPA if there are concerns or questions in developing the draft Plans or milestones. If you have any questions, please do not hesitate to contact me or have your staff contact Mr. Jon M. Capacasa, Director, Water Protection Division, at (215) 814-5422.

Sincerely,



Shawn M. Garvin  
Regional Administrator

cc: Chesapeake Bay Program Principals' Staff Committee Members  
Peter Silva, Assistant Administrator, Office of Water, U.S. Environmental Protection Agency  
J. Charles Fox, Senior Advisor to the Administrator, U.S. Environmental Protection Agency  
Judith A. Enck, Regional Administrator, Region II, U.S. Environmental Protection Agency

Enclosure A: EPA Tracking, Assessing and Evaluating Progress  
Enclosure B: EPA Description of Potential Actions

## **ENCLOSURE A**

### **Environmental Protection Agency Tracking, Assessing and Evaluating Progress**

#### **Assessing Watershed Implementation Plans**

The Environmental Protection Agency (EPA) will carefully review the Phase I, II and III Watershed Implementation Plans (Plans) to assure that they are consistent with EPA's November 4, 2009 expectations letter. EPA will develop a consistent framework to assess the Plans and make these assessments widely available to the States and the District, interested parties and the public.

#### **Transparent Accountability System**

EPA will work with the States and the District to build a transparent accountability system. This system is expected to be a web accessible database that will provide EPA, the States and the District, and the public with a clear understanding of how wasteload and load allocations are being implemented and attained through appropriate point and nonpoint source controls and to meet the basin-jurisdiction loading targets identified in its two-year milestones. The accountability system will include enhanced monitoring of State or District programs such as the National Pollutant Discharge Elimination System (NPDES) program. This system can aid in monitoring the timing of a State or District permit renewal to avoid permit backlogs and aid in assuring that the permits are consistent with the applicable Chesapeake Bay Total Maximum Daily Load (Bay TMDL) wasteload allocations. The system is also expected to provide clear accounting for implementation of measures to reduce pollution from nonpoint sources consistent with load allocations, any pollutant trades among point and nonpoint sources as well as an accounting of any offsets that are relied upon to achieve the wasteload allocations and load allocations. EPA expects to work with the States, the District and local governments to design and implement this accountability system for initial start up in 2010. A status report will be provided by EPA no later than July 2010 that includes the proposed framework and major design components so that the partners in the Bay restoration may provide input to this system design.

#### **Tracking Attainment of Nutrient Reductions**

In a letter dated November 4, 2009, EPA outlined its expectations for the States and the District in meeting water quality goals in the Chesapeake Bay watershed. In order for EPA to determine if the States or the District are on schedule to meet their goals and milestones, the jurisdictions will need to continue to monitor, track and report their progress. The States and the District will continue to report annually to EPA on the implementation of the Best Management Practices (BMPs) and other pollution controls within their respective jurisdiction. EPA will use the reported tracking data and the Bay models along with Chesapeake Bay tidal and watershed water quality monitoring data to assess progress towards the milestones commitments.

EPA Region III's Chesapeake Bay Program Office is designing two tracking and reporting systems to facilitate the exchange of information between jurisdictions' databases and the partnerships' Chesapeake Bay Watershed Model: the National Environmental Information Exchange Network (NEIEN), and Scenario Builder. Both of these tools will allow EPA to use the Chesapeake Bay Watershed Model to assess the impact of management actions on nutrient and sediment loads delivered to the Chesapeake Bay. Additional detail and information on using the tracking systems will be available when the systems are finalized.

The States and the District are responsible for ensuring that pollution controls are properly installed and maintained and including in their annual reporting the specific mechanisms to verify that information. This will be essential in order to receive full credit in the model for nutrient and sediment reductions.

EPA intends to assure that practices and other pollution controls reported to the Agency represent actual on-the-ground implementation. EPA will work with States, the District, and local governments to design and implement a process with initial startup in 2010, to credit only that portion of pollutant removals for which the States and/or the District can provide verification that reported practices and/or controls are being appropriately installed and maintained. If a State and/or the District is unable to meet its goals or milestones based on verified BMPs and controls, EPA expects to take appropriate action as described in Enclosure B. EPA will not give credit for reported practices and/or controls that are not consistent with EPA's expectations for tracking and reporting.

## **ENCLOSURE B**

### **Environmental Protection Agency Description of Potential Actions**

The Environmental Protection Agency (EPA) commits to assess progress and, as necessary, take appropriate federal action to ensure that States and the District: develop and implement appropriate Watershed Implementation Plans; attain appropriate two-year milestones of progress; and provide timely and complete information to an effective accountability system for monitoring pollutant reductions and control measures. The goal of these actions is to assure that restoration efforts continue on schedule to meet the Chesapeake Bay Total Maximum Daily Load (Bay TMDL) allocations, which are designed to achieve and maintain the States' and the District's Chesapeake Bay water quality standards. This letter speaks only to potential EPA actions in response to the States and/or the District not meeting their commitments. EPA expects to clearly communicate where it believes a jurisdiction has fallen short of expectations and the basis of that shortfall, so that EPA can select the most appropriate actions to correct the shortfall. As chair of the Federal Leadership Committee, EPA will also seek cooperation from our federal partners to consider and employ additional federal actions within their authorities.

#### **Option 1. Expand National Pollutant Discharge Elimination System (NPDES) permit coverage to currently unregulated sources**

Under the Clean Water Act (CWA), EPA has established NPDES permitting requirements for certain stormwater discharges as well as discharges from concentrated animal feeding operations (CAFOs). The CWA provides that the EPA Regional Administrator can designate additional stormwater discharges as requiring NPDES permits where the Regional Administrator determines that: (1) stormwater controls are needed for the discharge based on wasteload allocations that are part of TMDLs that address the pollutants of concern; or (2) the discharge, or category of discharges within a geographic area, contributes to a violation of a water quality standard or is a significant contributor of pollutants to waters of the United States.<sup>7</sup> The NPDES permitting regulations also authorize the Regional Administrator to designate any Animal Feeding Operation (AFO) as a CAFO upon determining that it is a significant contributor of pollutants to waters of the United States.<sup>8</sup> These additional authorities are commonly referred to as the Residual Designation Authority (RDA). Thus EPA can use its authority to expand individual areas requiring Municipal Separate Storm Sewer System (MS4) permits and individual facilities requiring CAFO permits.

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<sup>7</sup> CWA" section 402(p), 33 U.S.C. § 1342(p), section 402(p)(2)(E) and (6) and 40 C.F.R. § 122.26 (a)(1)(v) and (a)(9)(i)(C) and (D)

<sup>8</sup> 40 CFR § 122.23(c)

## **Option 2. Object to NPDES permits and increase program oversight**

EPA can use existing authority to object to inadequate NPDES permits and assure that appropriate permit limits are established by the States and the District that are consistent with the requirements of the CWA and the Bay TMDL's wasteload allocations (WLAs). EPA can review facilities covered under a general permit and, under certain circumstances including where the permittee is non-compliant with the general permit requirements, or where the general permit does not provide sufficient protection for water quality standards, request that the State or the District NPDES directors require each facility to apply for an individual permit.<sup>9</sup>

EPA regulations require that NPDES permits do not cause or contribute to exceedences of water quality standards. EPA can review and object to an NPDES permit if its effluent limit for a pollutant is based on unsupported assumptions about nonpoint source reductions of the same pollutant. If an objection is not resolved in a timely and satisfactory fashion, EPA may issue the permit itself. In addition, if an NPDES permit is not renewed in a timely fashion by a jurisdiction to include sufficiently protective provisions, EPA can apply increased oversight of that permit or take one or more of the actions described in this document.

EPA can also review the State's or the District's permits to ensure that the State's or the District's antidegradation policy is met. This would ensure, for example, that prior to issuing an NPDES permit for a proposed discharge to a Tier 2<sup>10</sup> antidegradation water that all cost-effective and reasonable best management practices for nonpoint sources are achieved.<sup>11</sup>

## **Option 3. Require net improvement offsets**

Under 40 CFR 122.44(d)(1)(vii), NPDES permits must include a water quality-based effluent limit that is "derived from, and complies with all applicable water quality standards" and is "consistent with the assumptions and requirements of any available waste load allocation." Because of this requirement, permits for new or increased discharges within the Chesapeake Bay watershed must have effluent limits that are derived from and comply with applicable Bay water quality standards and are consistent with the assumptions and requirements of the Bay TMDL, including allocations to such discharge in the TMDL. At this time, the Bay and its watershed are already overloaded with nutrients and sediment. In light of this, EPA has told the States and the District that, during TMDL development, it expects them to "provide EPA with information that will allow it to provide for pollution load reductions that are at least sufficient to offset" growth and development in the watershed between 2011 and 2025. In developing and implementing the Bay TMDL, EPA will carefully evaluate how to assign wasteload allocations to new and expanded discharges, the circumstances under which permits for such new or expanded discharges are appropriate, how effluent limits consistent with the TMDL's wasteload allocations and "assumptions and requirements" would be calculated for such permits, and when net improvement offsets (i.e., offsets that do more than merely replace the anticipated new or

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<sup>9</sup> 40 CFR 122.28(b)(3)

<sup>10</sup> Tier 2 waters are waters that meet or have better water quality than the water quality standards established for that stream.

<sup>11</sup> 40 CFR 131.12(a)(2) (as reflected in state antidegradation regulations)

increased loadings) may be justified or required. If EPA determines that net improvement offsets are necessary to implement the Bay's water quality standards, EPA may require that permits for new and increasing discharges include such offsets. EPA may determine that such offsets are necessary for a number of reasons including, but not limited to, the State and the District fail to provide adequate future growth information in the TMDL, the States and the District do not provide adequate assurances that new or increased loads are offset by verifiable loadings reductions by other sources, and the State or the District are not implementing their Watershed Implementation Plans or milestones.

#### **Option 4. Establish finer scale wasteload and load allocations in the Bay TMDL**

EPA may establish finer scale allocations for point and non-point sources of nutrients and sediment in the draft or final Bay TMDL if the States and/or the District do not provide sufficient detail within their proposed sub-allocations or Watershed Implementation Plans in accordance with the September 11, 2008 letter to the Principals' Staff Committee.

As discussed in EPA's November 4, 2009 expectations letter, the States and the District are expected to provide Phase I Watershed Implementation Plans in preliminary, draft, and final form by, respectively, June 1, August 1 and November 1, 2010. If the States and the District do not deliver timely or complete Phase I Watershed Implementation Plans or if ongoing efforts to place nutrient and sediment controls in NPDES permits are found to be insufficient, EPA may include more specific and individual allocations in the Bay TMDL.

EPA can, for example, establish wasteload allocations for individual wastewater discharge facilities, CAFOs and/or MS4s, which might otherwise be addressed through aggregate wasteload allocations within the Bay TMDL, as described in the September 11, 2008 guidance letter. EPA can review such facilities covered under a general permit and, if found to be noncompliant with EPA's expectations and/or the Bay TMDL's WLAs, request that the State's or the District's NPDES permit authority require these facilities to apply for an individual permit.<sup>12</sup>

#### **Option 5. Require additional reductions of loadings from point sources**

Under existing authority, EPA may establish (or revise) the Bay TMDL to provide smaller wasteload allocations for existing point sources, leading to more stringent controls on permitted discharges, if any of the States and/or the District do not meet EPA's expectations for controlling nitrogen, phosphorus or sediment loading allocations consistent with the allocations developed in their Watershed Implementation Plans or their two-year milestones. EPA will pay particular attention to whether State or District control programs for nonpoint source reductions are implemented consistent with the State's or the District's reasonable assurance documentation and whether those reductions occurred in a timely manner. In the implementation of such programs, EPA supports trading of nutrient and sediment among point and nonpoint sources, consistent with EPA's guidance on water quality trading. This guidance calls for utilization of

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<sup>12</sup> 40 CFR 122.28(b)(3)

appropriate accountability mechanisms verifying that any nonpoint source reductions would be in addition to nonpoint reductions required by a TMDL load allocation.<sup>13</sup> In this case, the permitted point source would remain legally responsible for the reductions, even though they might be implemented by nonpoint sources.

#### **Option 6. Increase and target federal enforcement and compliance assurance in the watershed**

As described in the draft Section 203 Strategy developed pursuant to Executive Order 13508, EPA expects to implement a Chesapeake Bay Compliance and Enforcement Strategy (Strategy) that focuses on four key pollutant source sectors—stormwater, CAFOs, municipal and industrial wastewater facilities, and stationary and mobile air sources.<sup>14</sup> The implementation of this Strategy is an ongoing commitment of the Agency being carried out in consultation with the States and the District. EPA can, however, exercise its enforcement discretion to further target enforcement and compliance reviews to jurisdictions that are not meeting the projected goals in their Plans and their two-year milestones or conducting timely and appropriate enforcement of NPDES permits.

In addition, the Strategy identifies appropriate opportunities for compliance and enforcement activities related to the CWA section 404 program regulating dredge and fill operations, federal facilities, and Superfund sites, including remedial action and removal sites and Resource Conservation and Recovery Act (RCRA) corrective action sites. EPA will also examine opportunities for the use of imminent and substantial endangerment authorities in each of the statutes it administers to address significant pollution problems affecting the Bay.

#### **Option 7. Condition or redirect EPA grants**

EPA maintains various grant programs which are designed to assist the States and the District in carrying out their Bay watershed and water quality management objectives. Conditioning and redirecting EPA grants could be applied in a targeted way to fill gaps in program capacity and delivery.

This action may be employed if a State or the District has committed to incorporate the elements of the Watershed Implementation Plan or milestones into the grant workplan and does not adequately perform the activities identified in the EPA approved workplan.

To avoid the unintended effect of reducing capacity in a state, potential funding actions may be targeted to improve the existing program or workplan deliverables within a state or across watershed jurisdictions. EPA intends to work with the States and the District to negotiate

<sup>13</sup> EPA Water Quality Trading Toolkit for permit writers. August 2007; EPA Office of Water, Water Quality Trading Policy. January 13, 2003.

<sup>14</sup> Executive Order 13508 Chesapeake Bay Protection and Restoration Section 203 Draft Strategy and Section 202 Federal Agency Reports, Monday, November 9, 2009. Federal Register Vol. 74, No. 215. accessed at <<http://executiveorder.chesapeakebay.net>>.



grant workplans to include State or District goals that are consistent with the Watershed Implementation Plans and the two-year milestones, and targeted where they will have the greatest benefit in reducing nutrient and sediment pollution.

EPA Region III expects to issue Regional Grants Guidance to the States and the District Programs for 2010 clarifying its expectations for how "supplemental" CWA 117 funds, derived from the Congressional authorized budget, would be used to support the new accountability framework and Watershed Implementation Plans. The guidance can be developed to include requirements that the funding is to be used exclusively for fulfilling the Executive Order objectives. Following the initial CWA 117 grant award, mid-year and end-of-year evaluations of the States and the District's grants performance will be done to inform a determination of whether future funds in these categories should be continued or redirected.

Where Request for Proposals (RFP) competitions are used by EPA, EPA expects to include criteria for such RFPs that would link funding with satisfactory progress of each jurisdiction in meeting the Bay TMDL, Watershed Implementation Plans and two-year milestone commitments.

EPA's Section 319 Non-Point Source Program funding requires that EPA make a determination of "satisfactory progress" prior to awarding the following year's Section 319 grant funds.<sup>15</sup> EPA intends to utilize this authority to ensure that the States or the District are making "satisfactory progress" in implementing the associated activities of their Watershed Implementation Plans and milestones that are incorporated into 319 Program workplans.

#### **Option 8. Federal Promulgation of local nutrient water quality standards**

Currently, the Bay watershed States and the District generally have narrative nutrient criteria to protect local, fresh water stream water quality. EPA regulations require the States or the District to adopt water quality criteria that are sufficient to protect the designated use.<sup>16</sup> In its review of the States or the District's water quality standards, EPA may determine that a jurisdiction's local water quality criteria do not protect local or downstream designated uses.<sup>17</sup> Pursuant to Section 303(c) of the CWA and 40 CFR 131.5(b), EPA has the authority to promulgate federal standards where EPA has made a determination that existing State or District water quality standards are not sufficient to protect the designated water uses. EPA may use this authority to promulgate numeric criteria for nutrients as appropriate.

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<sup>15</sup> CWA 319(h)(8)

<sup>16</sup> 40 CFR 131.11

<sup>17</sup> 40 CFR 131.5(a)(2)



IN PARTNERSHIP WITH  
The counties of Amelia | Buckingham | Charlotte | Cumberland | Lunenburg | Prince Edward  
and Longwood University

**IMPORTANT NOTICE: ALL MEMBERS NEED TO BE PRESENT  
REQUEST FOR CHANGE IN BYLAWS VOTE**

MEETING AGENDA  
Thursday, January 7, 2010, 7:00 p.m.  
Commonwealth Regional Council Office  
One Mill Street, Suite 101  
Farmville, Virginia 23901

- I. Welcome & Call to Order .....Chairman Walker
- II. Invocation
- III. Approval of Minutes of December 3, 2009 Meeting .....Secretary Bates
- IV. Treasurers' Report – December Financial Statements, **Attachment 1** .....Interim Treasurer Bates
- V. Report of Officers & Committees
  - A. Chairman's Report .....Chairman Walker
    - 1) New Appointments to FY 10-11 Budget Committee
  - B. Executive Committee Report
    - 1) December 10, 2009 Meeting Report
    - 2) Town of Kenbridge – Grant Writing Request, **Attachment 2**
    - 3) Letter of Support – Crossroads Prevention Services Grant Application, **Attachment 3**
    - 4) Town of Victoria – Grant Writing Services Request, **Attachment 4**
  - C. Budget Committee Report (No Meeting Held)
  - D. Report on Chief Administrative Officer's Committee Meeting (No Meeting Held)
- VI. Old Business ..... Chairman Walker
  - A. President & Staff Reports
    - 1) Prince Edward Request to Amend CRC Bylaws and Charter, **Attachment 5**.Mary Hickman
    - 2) Discussion - Farmville/Hampden-Sydney Membership
    - 3) CRC Regional Hazard Mitigation Plan Update..... Todd Fortune
    - 4) Council Member Comments
- VII. New Business ..... Chairman Walker
  - A. President & Staff Reports
    - 1) Tourism/Marketing Update ..... Barbara Terry
    - 2) Sustainable Agricultural Opportunities Regional Workshop Update.....Barbara Terry
    - 3) VDOT Safe Routes To School Grant Application Submissions, **Attachment 6**.....Todd Fortune
    - 4) DHCD PDC Reductions FY 2011 & 2012, **Attachment 7**.....Mary Hickman
    - 5) Council Member Comments
- VIII. Commonwealth Intergovernmental Review Process, **Attachment 8**
- IX. Council Member Comments
- X. Other Business
- XI. Adjourn – Next Meeting Date – February 4, 2010

\*A copy of the detailed expenditures report is available at the CRC offices for review.

COMMONWEALTH REGIONAL COUNCIL  
One Mill Street, Suite 101 | P.O. Box P  
Farmville, VA 23901 | 434.392.6104 PHONE

<http://www.virginiasheartland.org>, ~ <http://tourism.virginiasheartland.org>



The possibilities...

**Commonwealth Regional Council  
Farmville, VA 23901  
December 3, 2009**

**Welcome & Call to Order**

The Chairman called the meeting to order at 7:00 p.m. at the Commonwealth Regional Council Office located at One Mill Street, Suite 101, Farmville, Virginia.

**Invocation**

Mr. Ingram gave the invocation.

**Approval Of Minutes Of November 5, 2009 Meeting**

Dr. Bates moved and Mr. Ingram seconded to approve the minutes as presented. Motion carried.

**ROLL CALL**

MEMBERS

PRESENT

ABSENT

Amelia:

Mr. Ellsworth J. Bennett  
\*Mr. Ralph A. Whitaker, Jr.

Mr. Ellsworth J. Bennett

Buckingham:

Dr. Brian Bates  
\*Mr. F.D. LeSueur

Dr. Brian Bates  
(Secretary)

Charlotte:

Mr. Gary Walker  
\*Mr. Haywood J. Hamlet

Mr. Gary Walker  
(Chairman)

Cumberland:

Mr. Bill Osl, Jr.  
Mr. Van Petty

Mr. Bill Osl, Jr.

Lunenburg:

Mr. George Ingram  
\*Mr David Wingold

Mr. George Ingram  
(Vice-Chairman)

Prince Edward:

Mr. James Moore  
\*Mr. William G. Fore, Jr.

Mr. James Moore  
(Treasurer)

Longwood University:  
Ms. Brenda Atkins  
\*Dr. Wayne McWee

Ms. Brenda Atkins

NOTE: \*Denotes Alternates

### **STAFF**

Ms. Mary Hickman, Acting President/CEO  
Ms. Melody Foster, Regional Planner  
Mr. Andre' Gilliam, Community Development Planner  
Mr. Todd Fortune, Community Development Planner  
Ms. Barbara Terry, Planner (Part Time)

### **Treasurer's Report**

**November Financial Statements:** Mr. Moore reported the November Treasurer's Report and Financial Statement were included in the packet for review. Mr. Moore stated cash on hand as of November 30, 2009 was \$522,812.38.

Mr. Moore moved and Mr. Ingram seconded to approve the report as presented. Motion carried.

### **Report of Officers & Committees**

**Chairman's Report:** The Chairman directed those present to the first item of new business. Prince Edward County has requested to amend the CRC Bylaws and Charter to allow citizen representatives to serve as members of the council.

Ms. Hickman read Article XIV of the CRC Bylaws, which states the following:

#### *Article XIV-Amendments*

*14.1 Amendment to Bylaws. These Bylaws may be amended, altered or repealed by a vote of two-thirds of the members at any regular meeting and at any special meeting provided as to the latter that in the notice of said meeting or in the waiver of notice the nature of the proposed amendment shall be stated. At any meeting, either regular or special, at which all of the members are personally present, these Bylaws may be amended, altered or repealed without any notice whatsoever.*

Due to not all members being present at the meeting to take action, the Chairman opened the floor for comments and discussion on the matter.

Mr. Moore stated that he felt it would be great to pursue this change because this entire membership has worked very well together. He stated that the current members are in accord and would like to see this continued. He noted that the Prince Edward Board of Supervisors passed this request unanimously and was fully behind their request for one Board of Supervisor Member and one Citizen Representative on the CRC Board.

Mr. Bennett stated that he had talked with the County Administrator and each Amelia County Board of Supervisor on this matter. He stated that they all are totally against changing the Bylaws. He further stated that one Board of Supervisor went as far to state that Amelia County may want to consider no longer being a member of the CRC if the Bylaws were changed. The reason was the concern of Amelia County not receiving anything for which it pays investment dues.

The Chairman stated he did have a concern. This concern was that members of the Board of Supervisors are the ones that vote on the budget of the Board of Supervisors. If someone other than a Board of Supervisor were to represent the locality on this board, a change in relations with the Board of Supervisors could possibly be a problem in the future.

It was the consensus of the members present that this would be put back on the January Meeting Agenda for further discussion and/or action by the Full Council.

**Appointment of CRC Treasurer:** Discussions were held on the need to appoint a Treasurer for the CRC to take effect January 1, 2010, in light of Mr. Moore no longer being able to continue being the CRC representative for Prince Edward County (no longer an elected official).

The Chairman noted that an Interim Treasurer could be appointed in the meantime until the Prince Edward County issue (noted previously) is resolved and possibly Mr. Moore being able to stay as a representative on the CRC Board.

The Chairman appointed Dr. Bates to be Interim Treasurer due to him being accessible to the CRC Office (works in Farmville). Dr. Bates accepted.

Mr. Moore moved and Mr. Ingram seconded to appoint Dr. Bates as Interim CRC Treasurer. Motion carried.

**Budget Committee Report:** The Budget Committee met on November 20, 2009 to review the current financial situation of the CRC and to discuss FY 10-11 Member Investment Dues.

Ms. Hickman reported highlighted points from the meeting including the following:

- Project Operational Revenue as of November 20, 2009 was \$365,042. This included the Local Investment Dues paid by member localities/Longwood University, Virginia Regional Cooperation Act funding (CRC being a Planning District Commission), Project Administration Funding, and Other Funding (VDOT Rural Transportation, Interest Income, Grant Writing Fees, other).
- It was noted that the CRC has had several unanticipated cost reductions and increases in revenue since July 1, 2009 that totaled \$29,106 (sale of vehicle, reduction in expenditures relating to vehicle, and decrease in personnel costs).
- The total project operational revenue per the adopted FY-2011 Budget was \$347,120. Therefore, even with reduction in anticipated revenue and/or project issues, the CRC still has experienced a \$17,992 increase in revenue as of November 20, 2009. Furthermore, budgeted revenue is only tied to existing contracts, not anticipated contracts.

- Staff have been quite busy with grant writing services since July 1, 2009. Since July 1, 2009, approximately \$7,250 has been received for these services. It was noted that Grant Writing revenue is never accounted for in the budget due to the uncertainty of this activity.
- Five (5) new project administration contracts have been added since July 1, 2009. The goal is to add contracts as others are completed to ensure a revenue stream. It was noted that project administration contracts are a major funding source for the organization.
- At this time, future projections on revenue from VDOT, Regional Cooperation Act, and Interest Income is unclear –we will have more information near March, April, or May 2010.

Ms. Hickman stated that staff continue to be conscientious of all expenses as it relates to this year's budget.

Ms. Hickman stated that based on discussion and the status of the organization at this point and time, the FY 2010-2011 Budget Committee has recommended to keep the member investment dues at the current rate of \$15,700 for FY 2010-2011.

Mr. Moore moved and Dr. Bates seconded to accept the FY 2010-2011 Budget Committee recommendation to keep the investment dues at the current rate of \$15,700 for FY 2010-2011. Motion carried.

### **Executive Committee Report:**

**Letter of Support – Virginia's Retreat Grant Application to Virginia's Tourism Corporation:** Ms. Hickman stated the CRC received a request from Virginia's Retreat for a letter of support to be included in their Virginia's Tourism Corporation grant application. The letter of support was requested on November 14, 2009, and requested to be submitted prior to November 20, 2009. Due to the letter having to be submitted prior to the December 3<sup>rd</sup> CRC Meeting, the CRC Executive Committee authorized the submission of a letter of support on behalf of the CRC. A copy of the letter submitted is in the meeting packet for informational purposes.

**Report on Chief Administrative Officer's Committee Meeting:** Ms. Hickman stated enclosed in the packet is a copy of the Chief Administrative Officer's Meeting Agenda. This is provided for information only.

### **Old Business**

### **President & Staff Reports:**

**Discussion – Farmville/Hampden-Sydney Membership:** Ms. Hickman stated she contacted Hampden-Sydney President's Office today to follow up per a possible meeting with the President during the fall. Unfortunately, they have not returned the phone call. Ms. Hickman stated she would continue to follow up for a possible meeting.

**Energy Efficiency and Conservation Block Grant Program Submissions :** Ms. Hickman stated that staff worked on several Virginia Department of Mines, Minerals and Energy (VDMME) Energy Efficiency and Conservation Block Grant (EECBG) Proposals that were submitted on November 6, 2009. They included 1) Prince Edward County – STEPS, Inc. Improving Energy Efficiency to Facilitated Job Retention and Job Creation and 2) Amelia County/Lunenburg County Regional Energy Efficiency Project. Approximately 165 applications were submitted statewide. There is approximately \$9.7 million available statewide for the competition. The EECBG program is intended to help local governments, cities and counties, implement strategies to encourage energy efficiency and renewable energy initiatives. This is provided for information only.

**CRC Regional Hazard Mitigation Plan Update:** Mr. Fortune stated that the CRC has recently contacted all member localities, Nottoway County and the Town of Farmville as to their confirmed participation in the recently awarded CRC Regional Hazard Mitigation Plan Update project. As of this date, confirmation has been received from the Town of Farmville, Charlotte County and Prince Edward County. They have confirmed their financial participation (cash match) in the project and have appointed representatives to the Hazard Mitigation Project Management Team.

Mr. Fortune reported that Amelia County has requested by letter the desire to participate in the Regional Hazard Mitigation Plan Update by providing an "in-kind" contribution for participation instead of the cash match. This is in light of Amelia County's budget situation. Assuming participation by all localities that previously notified the CRC of their intent to participate at the time of grant application submission, the match breaks down to \$2,678.57 per member locality.

Mr. Fortune noted that this was a 2-year project and will be very important that if this option is allowed, it will be imperative that local government staff document time spent on the project in order to count toward their participating locality's match. CRC staff have discussed with the Virginia Department of Emergency Management that a form would need to be developed that would be used to document local government staff time for calculating in-kind match.

Discussion was held on the matter.

Dr. Bates moved and Mr. Ingram seconded to allow participating localities the option to contribute in-kind for its determined share of the match. By choosing this option, the participating locality does so with the understanding that if the amount of in-kind contribution does not meet their required share, the difference would be made up with cash at the end of the project. This option is available to both member and non-member participating localities under this project. Motion carried with Amelia County abstaining until receiving further information.

**Council Member Comments:** There were none

## **New Business**

### **President & Staff Reports**

**Prince Edward Request To Amend CRC Bylaws and Charter:** This was previously discussed under the Chairman's Report.

**Resignation of Patricia MacKenzie, Marketing Associate:** Ms. Hickman reported that in the packet was a resignation letter from Patricia MacKenzie, Marketing Associate. Her last day with the Council was November 30, 2009. This is provided for information only.

**Tourism/Marketing Update:** Ms. Terry stated the CRC submitted a 2-day/3-night vacation package promoting the region's history to the Virginia Tourism Corporation (VTC) for their February through November 2009 "Travel Passions Sweepstakes." The vacation package, "A Sojourn through Virginia's Historic Heartland," was accepted by VTC and was drawn on August 28, 2009. Funding for the region's vacation package was paid with the Special Appropriation funding that the CRC received from the General Assembly during FY 08-09. This funding ran out on June 30, 2009. All costs associated with the package have been paid for through this appropriation prior to June 30, 2009.

The CRC was notified recently that the winner has been contacted by VTC. CRC staff have followed up with the individual by phone. The winner is from South Wales, New York. Staff talked with the winner today and she has stated that she and her husband are very excited about visiting the region.

Ms. Terry stated that this is being provided to the Council as information and staff will continue to keep the Council up to date.

**VDOT Enhancement Grant Program Submission:** Mr. Gilliam stated that staff are currently working on several Virginia Department of Transportation (VDOT) Enhancement proposals that will be submitted on behalf of sponsoring localities on December 1, 2009. These localities and projects include the following: 1) Buckingham County – Courthouse Area Enhancement; 2) Town of Victoria – Downtown Streetscape Improvements; and 3) Prince Edward County – Moton Museum Pavilion and Parking Lot Enhancements. VDOT anticipates that Enhancement project awards will be tentatively decided in March-April 2010, with final award announced in May-June 2010. This is provided for information only.

**Request from the Town of Drakes Branch for Grant Administration Services:** Ms. Hickman stated that the CRC has received a written request from the Town of Drakes Branch for grant administration assistance for their recently awarded Southern Rivers Watershed Enhancement Grant Wastewater System Improvements Project. Ms. Hickman also recalled that the CRC assisted the Town in July 2009 with the grant writing services for this application. The proposed CRC contract for project administration is \$23,788, which is grant eligible and was included as part of the project application.

The Town was successful in receiving \$499,538 in Southern Rivers Watershed Grant funds. The project includes equipment upgrades to the Town's Wastewater System that will deter further discharge within the Town into Twitty's Creek, then into the Roanoke River and final discharge



into the Roanoke (Staunton) River Watershed. Inadequacies to be addressed are the lack of emergency power capabilities for the Pump Stations during power outages; inflow and infiltration remediation activities and diagnostic equipment upgrades. The overall project is in correlation with the hopefully future private prison to be located in the Town of Drakes Branch.

Mr. Moore moved and Dr. Bates seconded to authorize Ms. Hickman to execute the agreement between the CRC and the Town of Drakes Branch for grant administration services. Motion carried.

**Amendment to Town of Dillwyn VDOT Enhancement Project Administrative**

**Contract:** Mr. Fortune reported that the CRC is currently assisting the Town of Dillwyn with the implementation of its Phase II VDOT Enhancement Project. The original contract has expired. The project has been delayed for various reasons. The proposed contract amendment will allow for a 12-month extension, but will not include any additional compensation.

Dr. Bates moved and Mr. Moore seconded to authorize Ms. Hickman to execute the amended contract for an extension of 12 months. Motion carried.

**2010 Census Update:** Ms. Foster reported that the 2010 Census is gearing up and will begin mailing out the Census Form Questionnaires in March 2010, with the Census forms being due back to the U.S. Census on April 1, 2010.

Ms. Foster stated that the 2010 Census is unique because beginning this year the Census will no longer collect detailed information about the U.S. population. Instead, the 2010 Census will use only the short form, containing eight basic questions and will only take minutes to complete. More detailed socioeconomic data is now being collected through the American Community Survey (ACS).

Ms. Foster stated that this is important because how often the ACS collects data is based on the population. Data for populations of 65,000 or more is collected annually. Data for populations of 20,000 or more is based on 3-year estimates. Data for populations of 20,000 or less (which is most of our region) will be based on 5-year estimates. Because the information is based on estimates, it will be reported with higher margin of error, and for small populations, the margins of error may be large. This may be very significant for the counties, and especially the towns, within our region.

Ms. Foster stated this was provided for information only.

**Holiday Schedule:** Ms. Hickman stated that in the packet was the Holiday Schedule for the office for Thanksgiving and December. The CRC office will be closed in December all day on Thursday, December 24 and Friday December 25<sup>th</sup>. Furthermore, the CRC offices will be closing at Noon on Thursday, December 31<sup>st</sup> and will remain closed all day Friday, January 1, 2010. Ms. Hickman stated that a limited number of staff will be in the office Monday, December 28<sup>th</sup> thru December 31<sup>st</sup>. Staff will be taking annual or compensatory leave for all non-holiday leave.

Ms. Hickman also reported the January CRC meeting would be held on the regular meeting date of Thursday, January 7, 2010.

Mr. Ingram moved and Mr. Moore seconded to accept the Holiday Schedule as presented. Motion carried.

**Council Member Comments:** There were none.

**Commonwealth Intergovernmental Review Process (CIRPS):** Ms. Foster stated the following CIRP was reviewed by the Chief Administrative Officers at their November 24, 2009 meeting and recommended a Level One comment:

- Dillwyn Wastewater Treatment Plant Expansion, USDA
- Wayfinding Signs for the Town of Blackstone, USDA

Mr. Moore moved and Dr. Bates seconded to provide a Level One comment on the listed CIRP. Motion carried.

**Council Member Comments:** Mr. Moore stated that he has enjoyed working with the CRC and hopes a decision will be made to allow citizens to come on the CRC Board so he may return. If it is decided to not allow citizens and he does not return, Mr. Moore stated that he wished the CRC Council luck in the future and may God bless each one of the representatives.

Mr. Ingram stated that he too has greatly enjoyed working with the CRC during his service.

The Chairman stated that both Mr. Moore and Mr. Ingram's service to the Council has been greatly appreciated. Their support of the CRC during their time on their respective Board of Supervisors has been greatly appreciated.

**Other Business:** There was none.

**Adjournment:** The meeting adjourned at 7:40 p.m.

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Brian Bates, Secretary



County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: January 12, 2009  
Item No.: 40  
Department: County Administration  
Staff Contact: W.W. Bartlett/Sarah Puckett  
Issue: Monthly Reports

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Summary:

Attachments:

- a. Cannery
- b. Prince Edward County Public Schools

Recommendation: Acceptance.

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

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

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

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

# PRINCE EDWARD COUNTY CANNERY

7916 Abilene Road  
Farmville, Virginia 23901

LENA HUDDLESTON  
Cannery Manager  
434-223-8664  
Home 434-392-4218

## December 2009 Cannery Report

During the month of December, the following number of cans were canned and processed:

275 (qt.)	@	.48 =	132.00
156 (pt)	@	.40 =	62.40
50 lbs. of meat	@	.20 =	10.00
20 Patrons usage	@	1.00 =	20.00
30 % out of county			<u>1.66</u>
<b>TOTAL</b>			<b>\$ 226.06</b>

L. Huddleston

dbw

**Prince Edward County Public Schools  
Summary Financial Report**

Fund I  
Month Ending December 31, 2009

(rounded to nearest dollar)

<u>Revenues</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance Actual Under (Over) Budget</u>	<u>YTD as a Percent of Budget</u>
From the Commonwealth:					
State Sales Tax.....	\$ 187,604	\$ 1,241,023	\$ 2,687,309	\$ 1,446,286	46.18
Basic School Aid.....	\$ 656,804	\$ 3,940,826	\$ 7,886,187	\$ 3,945,361	49.97
All Other.....	\$ 276,867	\$ 1,914,045	\$ 6,801,017	\$ 4,886,972	28.14
Total State.....	\$ 1,121,275	\$ 7,095,895	\$ 17,374,513	\$ 10,278,618	40.84
From the Federal Gov't.....	\$ 218,915	\$ 934,268	\$ 2,707,932	\$ 1,773,664	34.50
Tran. From General Fund(County)	\$ 992,488	\$ 3,261,717	\$ 7,968,567	\$ 4,706,850	40.93
Cash Book -Local.....	\$ 51,879	\$ 170,419	\$ 376,000	\$ 205,581	45.32
<b>Total Revenues.....</b>	<b>\$ 2,384,557</b>	<b>\$ 11,462,299</b>	<b>\$ 28,427,012</b>	<b>\$ 16,964,713</b>	<b>40.32</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>	<u>Expen. &amp; Encumbrance as a % of Budget</u>
1000-Instruction.....	\$ 1,672,308	\$ 8,366,753	\$ 9,928,472	\$ 22,018,401	\$3,723,176	83.09
2000-Admin.,Health/Att.....	\$ 102,753	\$ 688,791	\$ 451,682	\$ 1,513,615	\$373,142	75.35
3000-Transportation.....	\$ 220,650	\$ 766,235	\$ 586,335	\$ 1,928,199	\$575,629	70.15
4000-Operation/Maintenance	\$ 127,088	\$ 800,230	\$ 449,721	\$ 1,968,450	\$718,500	63.50
5000-Food Service.....	\$ 729	\$ 4,133	\$ 897	\$ 10,580	\$5,550	47.54
6000-Facilities.....	\$ 17,517	\$ 67,382	\$ 500	\$ 137,725	\$69,843	49.29
7000-Debt. Ser.....	\$ 243,511	\$ 768,775	\$ 81,267	\$ 850,042	\$0	100.00
8000-Contingency Reserve	\$ -	\$ -	\$ -	\$ -	\$0	0.00
<b>Total Expenditures.....</b>	<b>\$ 2,384,557</b>	<b>\$ 11,462,299</b>	<b>\$ 11,498,873</b>	<b>\$ 28,427,012</b>	<b>\$5,465,840</b>	<b>80.77</b>

Saved as December 09-10 MonthRept

Prince Edward County Public Schools  
 35 Eagle Drive  
 Farmville, Virginia 23901

**Comparative Receipts and Expenditures  
 Year to Date**

Month of December 2009

Receipts:	Fiscal 2009			Fiscal 2010			Diff.
	Budgeted	Rec. YTD	Percent	Budgeted	Rec. YTD	Percent	
Sales Tax	3,102,350	1,446,515	46.63	2,687,309	1,241,023	46.18	-0.45
Basic Aid	7,987,757	3,973,823	49.75	7,886,187	3,940,826	49.97	0.22
Other State	6,702,046	1,884,140	28.11	6,801,017	1,914,046	28.14	0.03
<b>Total State</b>	<b>17,792,153</b>	<b>7,304,478</b>	<b>41.05</b>	<b>17,374,513</b>	<b>7,095,895</b>	<b>40.84</b>	<b>-0.21</b>
Federal Funds	2,144,398	692,980	32.32	2,707,932	934,268	34.50	2.19
Local Funds	7,895,412	3,415,062	43.25	7,968,567	3,261,717	40.93	-2.32
Cash Book	305,341	167,059	54.71	376,000	170,419	45.32	-9.39
<b>Total Revenue</b>	<b>\$28,137,304</b>	<b>\$11,579,579</b>	<b>41.15</b>	<b>\$28,427,012</b>	<b>\$11,462,299</b>	<b>40.32</b>	<b>-0.83</b>
Expenditures:	Fiscal 2009			Fiscal 2010			Diff.
	Budgeted	Expended YTD	Percent	Budgeted	Expended YTD	Percent	
Instruction	21,467,363	8,568,364	39.91	22,018,401	8,366,753	38.00	-1.91
Administration	1,673,963	665,006	39.73	1,513,615	688,791	45.51	5.78
Transportation	1,836,704	649,140	35.34	1,928,199	766,235	39.74	4.40
Maintenance	1,974,736	785,705	39.79	1,968,450	800,230	40.65	0.86
Food Service	9,050	3,148	34.78	10,580	4,133	39.06	4.28
Facilities	177,391	21,036	11.86	137,725	67,382	48.93	37.07
Debt Service	998,097	887,180	88.89	850,042	768,775	90.44	1.55
Contingency Reserves	0	0	0.00	0	0	0.00	0.00
<b>Total Expenditures</b>	<b>\$28,137,304</b>	<b>\$11,579,579</b>	<b>41.15</b>	<b>\$28,427,012</b>	<b>\$11,462,299</b>	<b>40.32</b>	<b>-0.83</b>

For Fiscal 2008, Technology Expenditures are included as a part of both Instruction and Administration.

Saved as December09-10 Expense Compare

Prince Edward County Public Schools  
 Food Service Department  
 Summary Financial Report  
 2009-2010

Fund 4  
 Month Ending December 31, 2009

(rounded to nearest dollar)

<u>Revenues</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance Actual Under (Over) Budget</u>	<u>YTD as a Percent of Budget</u>
From the Commonwealth:					
State School Food	\$ 26,067	\$ 39,877	\$ 80,521	\$ 40,644	49.52
School Breakfast	\$ -	\$ -	\$ 2,124	\$ 2,124	-
Total State.....	\$ 26,067	\$ 39,877	\$ 82,645	\$ 42,768	48.25
Federal Reimbursement	\$ 80,429	\$ 293,859	\$ 750,000	\$ 456,141	39.18
Cash Book -Local.....	\$ 17,733	\$ 113,776	\$ 259,611	\$ 145,835	43.83
<b>Total Revenues.....</b>	<b>\$ 124,229</b>	<b>\$ 447,512</b>	<b>\$ 1,092,256</b>	<b>\$ 644,744</b>	<b>40.97</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>	<u>Expn. &amp; Encumbrance as a % of Budget</u>
Salary	\$ 29,608	\$ 170,026	\$ 199,911	\$ 400,090	\$ 30,153	92.46
Fringe Benefits	\$ 10,813	\$ 58,944	\$ 73,594	\$ 138,456	\$ 5,919	95.73
Purchased Services	\$ 1,731	\$ 16,815	\$ -	\$ 17,150	\$ 335	98.05
Materials & Supplies	\$ 4,516	\$ 25,034	\$ 193	\$ 91,805	\$ 66,578	27.48
Food Supplies	\$ 48,223	\$ 162,837	\$ 10,038	\$ 436,756	\$ 263,881	39.58
Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -	0
Furniture/Equipment	\$ -	\$ 461	\$ -	\$ 8,000	\$ 7,539	5.76
	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Expenditures.....</b>	<b>\$ 94,890</b>	<b>\$ 434,115</b>	<b>\$ 283,736</b>	<b>\$ 1,092,256</b>	<b>\$374,404</b>	<b>65.72</b>

Saved as December 09-10 summary financial food service

Prince Edward County Public Schools  
 35 Eagle Drive  
 Farmville, Virginia 23901

**2009-2010  
 Comparative Receipts and Expenditures  
 Food Service Department  
 Year to Date**

Month of December 2009

Receipts:	Fiscal 2009			Fiscal 2010			
	Budgeted	Rec. YTD	Percent	Budgeted	Rec. YTD	Percent	Diff.
State School Food	13,408	13,265	98.94	80,521	39,877	49.52	-49.41
School Breakfast	<u>0</u>	<u>9,771</u>	0.00	<u>2,124</u>	<u>0</u>	0.00	0.00
Total State	13,408	23,037	171.81	82,645	39,877	48.25	-123.56
Federal Reimbursement	787,392	286,410	36.37	750,000	293,859	39.18	2.81
Cash Book - Local	<u>285,000</u>	<u>133,867</u>	46.97	<u>259,611</u>	<u>113,776</u>	43.83	-3.15
<b>Total Revenue</b>	<b>\$1,085,800</b>	<b>\$443,314</b>	<b>40.83</b>	<b>\$1,092,256</b>	<b>\$447,512</b>	<b>40.97</b>	0.14
Expenditures:	Budgeted	Expended YTD	Percent	Budgeted	Expended YTD	Percent	Diff.
Salary	415,726	182,658	43.94	400,090	170,026	42.50	-1.44
Fringe Benefits	167,453	73,197	43.71	138,456	58,944	42.57	-1.14
Purchased Services	24,200	15,769	65.16	17,150	16,815	98.05	32.89
Materials & Supplies	110,032	28,352	25.77	91,805	25,034	27.27	1.50
Food Supplies	352,389	159,043	45.13	436,756	162,837	37.28	-7.85
Uniforms	0	0	0.00	0	0	0.00	0.00
Furniture/Equipment	16,000	6,876	42.98	8,000	461	5.76	-37.22
Contingency Reserves	<u>          </u>	<u>          </u>		<u>          </u>	<u>          </u>		
<b>Total Expenditures</b>	<b>\$1,085,800</b>	<b>\$465,895</b>	<b>42.91</b>	<b>\$1,092,256</b>	<b>\$434,115</b>	<b>39.74</b>	-3.16

Saved as December 09-10 Expense Compare Food Service