

PRINCE EDWARD COUNTY  
BOARD OF SUPERVISORS

SUPERVISORS  
BOARD MEETING

January 8, 2008  
7:00 P.M.

A G E N D A

- 7:00 p.m.
1. The County Administrator will call the January meeting to order.
  2. Invocation
  3. Election of Chair 1
  4. Election of Vice Chair 1
  5. Set Day, Time and Place of Regular Meetings 1
  6. Adoption of Board By-Laws 2
  7. Committee System 1
  8. Appointments: Personnel Committee 1
  9. Adoption of Board Rules of Procedure for Public Hearings 7
  10. **PUBLIC PARTICIPATION:** *Citizens wishing to address the Board are asked to please sign the Public Participation Register prior to the beginning of the meeting.* 9
  11. **CONSENT AGENDA:** 10
    - a. Treasurer's Report: October 2007 11
    - b. Approval of Minutes: December 11, 2007 15  
December 20, 2007 46
    - c. Approval of Accounts & Claims 55
    - 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. 76
    - e. Dance Hall Permit – Fever's Restaurant & Lounge 77
    - f. Rabies Clinics Schedule 78
    - g. Erroneous Assessment – James Brown, Jr. 80
  12. Appropriations: Clerk of Circuit Court 83  
Piedmont Court Services
  13. **PUBLIC HEARING – COUNTY SIX-YEAR SECONDARY ROAD PLAN** 90  
*The Board and VDOT will consider citizen input prior to the update of the County's Secondary Transportation Improvement Plan*
  14. Highway Matters: Alan Leatherwood, Resident Engineer, VDOT 93
  15. **PUBLIC HEARING – DISTRICT 301 SCHOOL BOARD APPOINTMENT** 94  
*The Board will consider citizen input prior to filling the vacancy on the Prince Edward County School Board for District 301 (Leigh).*

16.	<b><u>PUBLIC HEARING – COUNTY ADMINISTRATOR ORDINANCE</u></b>	97
	<i>The Board will receive citizen input prior to considering the adoption of a new ordinance to codify the Office of the County Administrator.</i>	
17.	<b><u>PUBLIC HEARING – EROSION/SEDIMENT CONTROL ORDINANCE</u></b>	102
	<i>The Board will receive citizen input prior to considering the adoption of amendments to the ordinance for erosion and sediment control to meet state regulations.</i>	
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	a. County Finance Policy	
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**(NOTE:** *Additional agenda items may be added to the Table Packet, which will be available for review after 4:30 p.m. on Tuesday, January 8, 2008.)*



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

**Meeting Date:** January 8, 2008  
**Item No.:** 3 – 9  
**Department:** Board of Supervisors  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** Board Organization

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**Summary:** The first meeting in January of each year is the organizational meeting of the Board. The Board shall act on the following agenda items:

3. Elect a Chair
4. Elect a Vice Chair
5. Set Day, Time and Place of Regular Board Meetings
6. Adopt Rules of the Board of Supervisors – See Attachment
7. Establish a Committee System – The Rules of the Board state that “*at the January meeting of each year, the Board shall vote whether to operate with a system of standing committees during the year. If it does, the Board shall specify the name, composition, and function of each of the several committees.*” If the Board votes not to have standing committees, it may act as a “committee of the whole”.
8. Appointments: Personnel Committee – During 2004, the Board approved a “standing” Personnel Committee. The members are appointed annually by the Chairman at the Board’s organizational meeting in January of each year. The 2007 membership on the Personnel Committee was: Supervisor Howard Simpson, Chair; Supervisor Pattie Cooper-Jones; Supervisor Sally Gilfillan; and Supervisor James Moore.
9. Adoption of Board Rules of Procedure for Public Hearings – See Attachment

**Attachments:** Rules of the Board of Supervisors  
Board of Supervisors Public Hearing Rules of Procedure

**Recommendation:** Action.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



## **COUNTY OF PRINCE EDWARD, VIRGINIA**

### **RULES OF THE BOARD OF SUPERVISORS**

#### **I. ATTENDANCE AND ADJOURNMENT**

All members shall make a reasonable effort to attend meetings of the Board. If unable to attend, a member shall notify the Chairman or County Administrator.

A majority of the members of the Board shall constitute a quorum and must be present to proceed to business. A smaller number of members may adjourn or send for absentees. Special meetings of the Board may be called in accordance with Section 15.1-538 of the Code of Virginia, 1950, as amended.

The Chairman shall take the chair at the hour set by the Board for regular or special meetings. He shall immediately call the Board to order and determine if a quorum is present; if so, he shall have the minutes of the preceding meeting submitted. Any errors or omissions shall, upon motion and carried, then be corrected. The minutes, being found correct, shall be signed by the Chairman and Clerk and shall be the authentic record of the proceedings of the Board of Supervisors.

#### **II. CHAIRMAN AND VICE-CHAIRMAN**

At the first meeting in January of each year, the Board of Supervisors shall elect one of its members as Chairman and one other of its members as Vice-Chairman. The term of office for the Chairman and Vice-Chairman shall be for one year, but they may be re-elected.

The Chairman shall preside at all meetings at which he is present. The Vice-Chairman shall preside at all meetings at which the Chairman is absent and may discharge any other duty of the Chairman during his absence or disability.

The day, time, and place of regular board meetings shall be determined at the January meeting.

#### **III. CLERK**

The County Administrator shall serve as Clerk to the Board.

The minutes of the meetings of the Board shall be duly drawn by the Clerk and shall be submitted for approval at the next regular monthly meeting following their draft.

The Clerk shall appoint a deputy as recording secretary if required or needed by the Board.

#### IV. ORDER OF BUSINESS

After the call to order the Board shall proceed to the agenda. The normal order of the agenda shall be as below, except at the January organizational meeting and as subject to rearrangement by the Chairman, absent objection by the Board. At the organizational meeting in January, the first order of business shall be the election of the Chairman and Vice-Chairman and approval of the Board's operating procedures.

- A. Public Participation
- B. Consent Agenda
  - Acceptance of Treasurer's Report
  - Approval of Minutes
  - Approval of Warrant List
- C. Highway Matters
- D. Business for Board Consideration
- F. County Administrator's Report
- G. Closed Session
- H. Correspondence
- I. Informational Items
- J. Upcoming Meetings
- K. Monthly Reports from Local Departments
- L. Adjournment

#### V. PREPARATION OF AGENDA

The County Administrator shall see that the preparation and printing of Board papers, ordinances, resolutions, petitions, and other applicable documents, be completed within such time that members of the Board may receive the documents at least 72 hours before the meeting of the Board.

The County Administrator shall close the upcoming Agenda on the Wednesday prior to the meeting of the Board. Any item submitted after this deadline will not be considered for action unless recommended by the County Administrator.

#### VI. CONSENT AGENDA

The Chairman and County Administrator shall style routine, non-controversial matters requiring Board action on a Consent Agenda. Items may be removed from the Consent Agenda and place on the Regular Agenda on recorded vote by a majority of the Board members present. Only one motion is necessary to adopt all recommendations and action items on the Consent Agenda.

There shall be no debate or discussion by any member of the Board or the public regarding any item on the Consent Agenda, beyond asking questions for simple clarification.

#### VII. CONDUCT OF BUSINESS

The Chairman shall preserve order and decorum. When two or more members speak at the same time, the Chairman shall name the person who shall speak first.

A motion or proposition shall be reduced to writing, if desired by the Chairman or any member. Any motion or proposition may be withdrawn by the mover at any time before a decision, amendment, or other action of the Board upon it, except a motion to reconsider, which

shall not be withdrawn without leave of the Board. Otherwise, meetings shall be conducted in accordance to Robert's Rules of Order, Newly Revised (Procedures for Small Boards).

#### VIII. TAKING THE VOTE

When a motion in order is made, the Chairman shall state the exact motion and indicate that it is open to debate. After the motion has been debated, the Chairman shall put the question in the following forms: "As many as agree that, etc. (as the question may be) let it be known by raising your right hand", and "Those opposed by the same sign."

According to the Constitution of Virginia, a majority of all elected members shall be necessary to adopt any ordinance or resolution appropriating money exceeding the sum of \$500.00, imposing taxes, or authorizing the borrowing of money. Otherwise, a resolution, ordinance, or other proposition shall be adopted by vote of the majority of Board members present and voting. A tie vote shall mean the defeat of the motion voted on.

A member may abstain and be entered in the minutes as present and abstaining.

The Code of Virginia, 1950, as amended, Title 2.1, Chapter 40.2, Section 639.30 et seq shall control with respect to a member's participation and voting. (Conflict of Interest-Section 2.1-639.30 et al, Code of Virginia, 1950, as amended.)

#### IX. RECONSIDERATION

After a question has been decided, it may be reconsidered on the motion of any member who voted with the prevailing side, provided the motion is made on the same day as the decision carried. All motions to reconsider shall be decided by a majority of the votes of the members present and voting.

#### X. WITHDRAWAL OF EXHIBITS

Original papers, filed as exhibits with any ordinance or resolution, may be withdrawn by the patron or upon his order. In such case, he shall leave attested copies, and shall pay the Clerk for the cost of copying.

#### XI. MANUAL AND RULES

The rules of parliamentary practice in Robert's Rules of Order, Newly Revised shall govern the Board in all cases to which they are applicable, except when they are inconsistent with the rules established by the Board.

The Rules of the Board shall be reviewed and adopted in January of each year. These Rules may subsequently be suspended or amended by a two-third vote of the entire Board. Upon a motion to suspend or amend, the mover shall be allowed two minutes to state the reasons for his motion, and one member opposed to the motions shall be allowed an equal time to object.

#### XII. APPOINTMENTS

All appointments of Board representatives to commissions, authorities, committees, etc. shall be made once the individual leaves the position or on expiration of his term, and not later

than two meetings after the individual has left. The Board shall attempt to honor appointments from representative districts and shall not discriminate based on sex, age, handicap, race, or origin.

At the January meeting of each year, the Board shall vote whether to operate with a system of standing committees during the year. If it does, the Board shall specify the name, composition, and function of each of the several committees. The committees shall meet at the regular times and in conformity with the Virginia Freedom of Information Act. In selecting members of committees, the Chairman of the Board shall make nominations after soliciting from members of the Board their preferences as to committee assignments. The Board may amend the Chairman's nominations and shall confirm the assignments. Standing committees shall consider such matters as referred by the Board, and shall report at regular meetings of the Board.

If the Board votes not to have standing committees, it may act as a committee of the whole on matters normally referred to standing committees. However; the Chairman after consulting with the County Administrator, may appoint special (ad hoc) committees to carry out specific tasks. This shall be done after soliciting from members of the Board their preferences as to committee assignments. A special committee shall automatically cease to exist once it has completed its specific task.

### XIII. PUBLIC HEARINGS

The Chairman may, at his discretion, set an appropriate and consistent time limit on all speakers at a public hearing. All speakers shall come forward and identify themselves by name and address before stating their position. If a public hearing becomes disruptive, the Chairman may adjourn or continue, in accordance with the *Code of Virginia*.

### XIV. CLOSED SESSIONS

All discussions held in Closed Session as outlined in the Freedom of Information Act shall represent privileged information held by those involved. Release of such information by a Board member outside the session shall be considered a breach of these by-laws, and the member shall be subject to censure. Specific purpose of closed session shall be stated in accordance with Section 2.2-3711 of the *Code of Virginia*, 1950, as amended.

Upon return to regular session after a closed session, the County Attorney and/or Chairman shall state the nature of the closed session in as specific terms as appropriate.

In open session, a roll call vote shall be recorded in the minutes, certifying that only public business matters lawfully exempted from open meeting requirements and only such business matters as were identified in the motion were discussed or considered. Any member of the public body who believes there was a departure from the requirements shall so state prior to the vote. The statement shall be recorded in the minutes.

## ROBERT'S RULES OF ORDER, NEWLY REVISED

### PROCEDURE IN SMALL BOARDS

In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

--Members are not required to obtain the floor before making motions or speaking, which they can do while seated.

--Motions need not be seconded.

--There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.

--Informal discussion of a subject is permitted while no motion is pending.

--Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.

--The chairman need not rise while putting questions to vote.

--The chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.

#### EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP

In cases where a board is constituted so that a specific portion of it is chosen periodically (as, for example, where one third of the board is elected annually for three-year terms), it becomes, in effect, a new board each time such a group assumes board membership. Consequently, all unfinished business existing when the outgoing portion of the board vacates membership falls to the ground; and if the board is one that elects its own officers or appoints standing committees, it chooses new officers and committees as soon as the new board members have taken up their duties, just as if the entire board membership had changed. The individual replacement of persons who may occasionally vacate board membership at other times, however, does not have these effects.



Adopted January 10, 2006

BOARD OF SUPERVISORS PUBLIC HEARINGS  
RULES OF PROCEDURE

1. Public Hearings – the order of presentation shall be as follows, unless varied by the Chairman.

- a. Staff report.
- b. Applicant's presentation.
- c. Comments, statements or presentations from members of the public.

The order of speakers will be:

- 1) Those in support of the matter,
- 2) Those with questions or concerns,
- 3) Those opposed,
- 4) Rebuttals (limited by the Chair as to number and time-see below),
- 5) Questions by the Board members of speakers.

d. Additional rules:

- The Chair can permit speaking out of the order in #c above as deemed necessary to enable the public to fully participate.
- Speakers must stand at the podium and address the Board.
- All comments shall be directed to the members of the Board of Supervisors. Debate is prohibited. This includes debate among speakers or speakers/Board members/staff.
- Presentation by the applicant and other speakers shall be limited based on the number of persons wishing to address the Board. The time limit to be determined by the Chairman.
- Additional time-for any portion-may be granted at the discretion of the Chairman.
- The Chair will set the number of minutes permitted for rebuttal and has the discretion to change the number.
- The Chair has the authority to limit or decrease time for any portion of the public hearing due to the number of potential speakers, or repetition, or any other concern.
- Remarks shall be confined to the matter under discussion and shall be relevant.

2. Speakers arriving after the commencement of the hearing and/or who are not on the sign-up sheet will be recognized at the discretion of the Chairman.

3. Repetitive testimony is discouraged.

4. The Chairman shall have the authority to end a presentation that violates these rules or for other cause.

5. Following discussion of all matters considered in the public hearing, the Board members will consider one of three actions regarding each matter:

- Approval (with conditions, as applicable);
- Denial; or
- Table for further review.

6. Once the public comment period has been closed, no further public input will be permitted unless clarification is requested by a Board member. The response shall address only those questions raised by the member.



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

**Meeting Date:** January 8, 2008  
**Item No.:** 10  
**Department:** Board of Supervisors  
**Staff Contact:**  
**Issue:** Public Participation

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**Summary:** (Space for notes based on citizen input.)

**Attachments:** None.

**Recommendation:** Follow up, if needed.

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

Fore \_\_\_\_\_  
Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



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

**Meeting Date:** January 8, 2008  
**Item No.:** 11-a  
**Department:** Board of Supervisors  
**Staff Contact:** Mable Shanaberger  
**Issue:** Consent Agenda - Treasurer's Report

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**Summary:**

**Attachments:** October 2007 Treasurer's Report

**Recommendation:** Approval

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

Fore \_\_\_\_\_  
Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_

**Prince Edward County Board of Supervisors**

<b>Description</b>	<b>Sub-Fund Balances</b>	<b>Fund Balances</b>	<b>Account Balances</b>
General Fund	\$ 121,675.20		
General Fund Res. for Investments	\$ 3,949,732.67	\$ 4,071,407.87	*
Prince Edward Community Dev Fund		\$ -	
Industrial Development Authority Fund		\$ 1,136,594.31	
Recreation Fund Res for Investments		\$ 25,532.60	
Forfeited Assets Fd. Res. for Inv.		\$ 158,978.68	
School Capital Projects Fund--VPSA		\$ 28,632.04	
School Capital Projects Fund--QZAB01		\$ 14,979.88	
Underground Storage Tank Fund		\$ 20,000.00	
Economic Development Fund		\$ (50,000.00)	
Board of Public Welfare Special Acct.		\$ 2,175.68	
Piedmont ASAP Fund		\$ 168,572.38	
School Fund		\$ -	
Landfill Construction Fund		\$ 436,886.31	
PCS Fund		\$ 277,362.41	
Revenue Sharing Fund		\$ (70,534.14)	
Retirement Benefits Fund		\$ 21,923.00	
School Capital Projects Fund--QZAB02		\$ 709,573.27	
Dare Donations Fund		\$ 5,329.00	
School Cafeteria Fund		\$ 215,646.48	
Cash in Office			\$ 1,000.00
Cash in Banks			\$ 691,150.01
Warrants Payable (School Fund)			\$ -
General Fund Investments			\$ 3,949,732.67
VPSA Investments			\$ 28,632.04
QZAB01 Investments			\$ 14,979.88
Underground Storage Tank Fund			\$ 20,000.00
Recreation Fund Investments			\$ 25,532.60
QZAB02 Investments			\$ 709,573.27
Landfill Construction Fund for Investment			\$ 436,886.31
Forfeited Asset Fd for Investment			\$ 158,978.68
Industrial Dev Auth Fd for Inv			\$ 1,136,594.31
<b>Totals:</b>		<b>\$ 7,173,059.77</b>	<b>\$ 7,173,059.77</b>
*Of this \$4,071,407.87 in the General Fund, \$7,977,025.08 is encumbered for:			
	Transfers to:		
	School Fund	5,765,187.85	
	VPA Fund	348,078.23	
	Economic Develop. Fund	1,300,000.00	
	Debt Obligations	563,759.00	
	Total	7,977,025.08	
This leaves an unencumbered balance of \$(3,905,617.21) in the General Fund.			

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

***Checking Accounts:***

Benchmark Community Bank	\$	93,239.90
Wachovia Bank	\$	85,390.02
BB&T	\$	2,334,695.22
Bank of America	\$	235,000.00

**Total:**     **\$ 2,748,325.14**

***Investment Accounts:***

	\$	-
Benchmark Community Bank	\$	749,315.66
Wachovia Bank	\$	200,000.00
Citizens Bank & Trust Company	\$	535,000.00
BB&T	\$	733,126.48
Planters Bank & Trust	\$	700,000.00
Mentor Investments	\$	157,290.58
SNAP (State Non-Arbitrage Plan)	\$	28,632.04
Bank of America	\$	1,320,369.87

**Total:**     **\$ 4,423,734.63**

**Mable H. Shanaberger, Treasurer**



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

**Checking Accounts:**

Benchmark Community Bank	\$	1,022.26
Wachovia Bank	\$	85,708.29
BB&T	\$	84,731.72
Bank of America	\$	85,000.00

**Total:** **\$ 256,462.27**

**Investment Accounts:**

Mentor Investments - Stock Account	\$	-
Benchmark Community Bank	\$	700,000.00
Wachovia Bank	\$	200,000.00
Citizens Bank & Trust Company	\$	385,000.00
BB&T	\$	74,224.88
Planters Bank & Trust	\$	700,000.00
Mentor Investments	\$	149,705.51
SNAP (State Non-Arbitrage Plan)	\$	269,531.60
Bank of America	\$	58,187.20

**Total:** **\$ 2,536,649.19**

**Mable H. Shanaberger, Treasurer**





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

**Meeting Date:** January 8, 2008  
**Item No.:** 11-b  
**Department:** Board of Supervisors  
**Staff Contact:** Karin Everhart  
**Issue:** Consent Agenda – Minutes

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**Summary:** Attached are minutes of the December 11, 2007 and December 20, 2007 Board meetings.

**Attachments:** Board Minutes, December 11, 2007  
Board Minutes, December 20, 2007

**Recommendation:** Approval.

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

Fore \_\_\_\_\_  
Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_

December 11, 2007

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday the 11th day of December, 2007, at 7:00 p.m., there were present:

William G. Fore, Jr., Chairman

Howard F. Simpson, Vice-Chairman

Pattie Cooper-Jones

Sally W. Gilfillan

Robert M. Jones

James C. Moore

Lacy B. Ward

Also Present: Wade Bartlett, County Administrator; Sarah Puckett, Assistant County Administrator; Jonathan L. Pickett, Director of Planning and Community Development; James R. Ennis, County Attorney; Sharon Carney, Director of Economic Development and Tourism; Mable Shanaberger, Treasurer; Coy Leatherwood, Building Official; Penny Huskey, Building Inspections & Permits; Mattie Wiley; and Mark McKissick, Assistant Resident Engineer, VDOT.

Chairman William G. Fore, Jr. called the meeting to order. Supervisor James C. Moore offered the invocation.

**In Re: Public Participation**

Chairman Fore said no one had signed up to address the Board, and opened the floor to those in attendance. There being no one wishing to speak, public participation was closed.

Charles W. McKay entered the meeting at this time.

**In Re: Consent Agenda**

On motion of Mr. Jones and carried:

Aye: Pattie Cooper-Jones  
 William G. Fore, Jr.  
 Sally W. Gilfillan  
 Robert M. Jones  
 Charles W. McKay  
 James C. Moore  
 Howard F. Simpson  
 Lacy B. Ward

Nay: None

the Board accepted the Treasurer's Report for the month of September, 2007; the minutes of the meetings held November 14, 2007 at 4:30 p.m., November 14, 2007 at 7:00 p.m., November 15, 2007, and November 26, 2007 with corrections regarding the appropriations for the interim water supply, preliminary engineering for the raw water intake, the Sandy River Reservoir treatability analysis and the engineering services; an Erroneous Assessment for Wilkie W. Chaffin in the amount of \$19.70; an Erroneous Assessment for Emma S. Reid in the amount of \$119.00; an Erroneous Assessment for Betty Ross in the amount of \$209.00; an Erroneous Assessment for James & Joyce Whitlock in the amount of \$508.00; Accounts & Claims; and Salaries.

September 2007

Fund balances were as follows:

General Fund-----	\$ 120,764.13	
General Fund Reserved for Investment-----	3,949,766.71	
		4,070,530.84*
Prince Edward Community Development Fund-----		0.00
Industrial Development Authority Fund-----		1,438,136.00
Recreation Fund Reserved for Investments-----		25,490.53
Forfeited Assets Fund Reserved for Investment-----		158,299.20
School Capital Projects Fund—VPSA-----		28,504.34
School Capital Projects Fund—QZAB01-----		14,909.88
Underground Storage Tank		
Liability Fund Reserved for Inventory-----		20,000.00
Economic Development Fund-----		(50,000.00)
Board of Public Welfare Special Account-----		2,295.68
Piedmont ASAP Fund-----		162,019.43
School Fund-----		0.00
Landfill Construction Fund-----		430,678.86
PCS Fund-----		306,024.43
Revenue Sharing Fund-----		(70,534.14)
Retirement Benefits Fund-----		24,694.00
School Capital Projects Fund—QZAB02-----		738,958.87
DARE Donations Fund-----		5,510.05
School Cafeteria Fund-----		231,660.01
		<b>\$7,537,177.98</b>

**Cash accounts were as follows:**

Cash in Office-----	1,000.00
Cash in Banks-----	731,433.59
Warrants Payable (School Fund)-----	0.00
General Fund Investments-----	3,949,766.71
VPSA Investments-----	28,504.34
QZAB01 Investments-----	14,909.88
Underground Storage Tank Fund-----	20,000.00
Recreation Fund Investments-----	25,490.53
QZAB02 Investments-----	738,958.87
Landfill Construction Fund for Investment-----	430,678.86
Forfeited Asset Fund for Investment-----	158,299.20
Industrial Development Authority Fund for Investment-----	1,438,136.00
	<b>\$7,537,177.98</b>

\*Of this \$4,070,530.84 in the General Fund, \$8,894,197.73 is encumbered for:

Transfers to:

School Fund	\$	6,650,176.63
VPA Fund		373,636.10
Economic Development Fund		1,300,000.00
Debt Obligations		580,385.00

**Total** **\$8,894,197.73**

This leaves an unencumbered balance of \$(4,823,666.89) in the General Fund.

**STATEMENT OF DEPOSITORY BALANCES**

**Balances as of September 2007:**

**Checking Accounts:**

Benchmark Community Bank	226,707.39
Wachovia Bank	85,558.03
BB&T	2,406,737.37
Bank of America	1,235,000.00
	<b>\$3,954,002.79</b>

**Investment Accounts:**

Benchmark Community Bank	750,341.71
Wachovia Bank	674,992.63
Citizens Bank & Trust Company	535,000.00
BB&T	245,839.70
Planters Bank & Trust	700,000.00
Mentor Investments	156,677.59
SNAP (State Non-Arbitrage Plan)	245,409.60
Bank of America	273,913.96
	<b>\$3,582,175.19</b>

		<u>LIABILITIES</u>	
Sharon Lee Carney		Sales tax	3.35
Virginia Department of Taxation		State sales tax	0.98
		<u>BOARD OF SUPERVISORS</u>	
JJ's Best Buy		Hill reception supplies	8.59
Farmville Herald		Advertising	541.50
James C. Moore		Mileage-183.33	
		Meals-23.73	
		Tips-20.00	227.06
Business Card		Homestead reservations	219.00
WalMart		Meeting refreshments	21.96
		<u>COUNTY ADMINISTRATOR</u>	
Pitney Bowes, Inc.		Postage meter rental	15.00
AT&T		Phone	246.84
Embarq		Phone	436.60
U.S. Cellular		Phone	75.28
Sarah E. Puckett		Mileage & Parking-170.32	
		Meals-48.34	
		Office supplies-2.00	220.66
Business Card		Meals	18.98
Diamond Springs		Office supplies	15.45
Karin P. Everhart		Office supplies	41.08
Farmville Printing		Business cards	98.00
HR Direct		Absentee calendar	55.46
Key Office Supply		Office supplies	32.37
Moonstar BBS		DSL	95.00
Reliable		Office supplies	112.16
Visible		W-2 Forms/envelopes/1099s	200.44
		<u>COMMISSIONER OF REVENUE</u>	
AT&T		Phone	56.87
nTelos		Internet	19.95
Embarq		Phone	202.60
Farmville Printing		Business cards	69.00
Key Office Supply		Office supplies-302.09	
		Chairs/lamps/table-614.41	
		Credit memo-(508.35)-	408.15
		<u>TREASURER</u>	
Farmville Herald		Advertising	57.00
AT&T		Phone	117.92
Embarq		Phone	304.05
Pitney Bowes, Inc.		Equipment rental	945.99
Key Office Supply		Office supplies	2,523.77
		<u>INFORMATION TECHNOLOGY</u>	
Business Data of Virginia, Inc.		Travel expenses-375.00	
		Monthly contract-2,800.00	3,175.00
ComputerPlus Sales & Service		Maintenance contract	270.00
		<u>REGISTRAR</u>	
U. S. Postal Service		Postage	410.00
AT&T		Phone	51.10

Embarq	Phone	144.34
Dale L. Bolt	Mileage	100.40
Key Office Supply	Clipboards-7.74	
	Envelopes-26.72	34.46

CIRCUIT COURT

AT&T	Phone	53.09
Embarq	Phone	169.87

GENERAL DISTRICT COURT

AT&T	Phone-Juv. Prob.-201.34	
	Phone-J&D-73.09	
	Phone-Gen. Dist. Court-117.07	391.50
Embarq	Phone-J&D-83.11	
	Phone-Juv. Prob.-103.71	
	Phone-Gen. Dist. Court-301.14	487.96
U.S. Cellular	Phone	37.64

SPECIAL MAGISTRATES

AT&T	Phone	88.01
Embarq	Phone	78.75

CLERK OF THE CIRCUIT COURT

Treasurer of Virginia	Audit	3,122.24
AT&T	Phone	95.30
Embarq	Phone	274.61
NACRC	Dues	55.00
Key Office Supply	Office supplies	492.96
Matthew Bender & Company, Inc.	Wills & Admin. R#1	193.40

LAW LIBRARY

Matthew Bender & Company, Inc.	Model jury instructions	177.40
Embarq	Phone	32.60

COMMONWEALTH'S ATTORNEY

AT&T	Phone	226.71
Kinex Networking Solutions	Internet	49.95
Embarq	Phone	286.52
Shred-It	Professional services	42.00
Key Office Supply	Office supplies	69.99

VICTIM WITNESS ASSISTANCE PROGRAM

Cindy Sams	Mileage & tolls	223.02
AT&T	Phone	67.26
Embarq	Phone	43.54
VNVWC	Dues	50.00

SHERIFF

Farmville Auto Parts	Miniature lamps	8.83
Third Street Wrecker Service	Towing	35.00
Tri-County Ford-Mercury	Headlight module	672.11
AT&T	Phone	570.91
Carrington's Music	Cell phone charger-14.98	
	Cell phone battery-44.95	59.93
Embarq	Phone	480.27
Embarq Communications, Inc.	Phone	26.52

U.S. Cellular	Phone	750.24
CVCJA	Training	250.00
Virginia Sheriff's Association	08 Dues	1,211.00
Diamond Springs	Office supplies	70.10
Key Office Supply	Office supplies	560.02
Kinex Networking Solutions	Reset switch	37.50
Staples Business Advantage	Office supplies	1,536.94
Southern Police Equipment Company	Unlock kits-84.47	
	Solid wedge-25.00	
	Safety vests-975.00	
	Boots-104.00	
	Leg irons-63.99	1,252.46
Century Uniform-Raleigh	Uniforms-446.02	
	Hat-69.44	515.46
McMillian Pager Service	Pager rental	230.00

FARMVILLE VOLUNTEER FIRE DEPARTMENT

Blue Tarp Financial, Inc.	Misc. tools	16.20
Elecom, Inc.	Pager repair	188.82
Farmville Volunteer Fire Dept.	Phone-81.65	
	Insurance-7,525.50	7,607.15
Fire & Safety Equipment Company	Insignia pins-20.00	
	Dress uniforms-1,732.22	
	Gold badges-916.00	
	Dress coat-259.82	2,928.04
Guardian Fire-Safety Equipment	Dress pants-37.16	
	Dress coat & shirts-242.20	279.36
Kinex Networking Solutions	Internet	9.95
NAFECO, Inc.	Pants	50.40
RJA Fire Extinguisher	Refilled extinguishers	153.25
Singer Associates	Water level gauge	355.95
Town of Farmville	Gas	387.76

RICE VOLUNTEER FIRE DEPARTMENT

Blue Tarp Financial, Inc.	Maintenance supplies	20.89
C. W. Williams	Handle	68.01
Farmville Wholesale Electric	Service charge-8.15	
	Bulbs-88.50	
	Electrical supplies-596.19	
	Sportslighter-631.08	
	Merchandise returned-106.23-	1,217.69

PROSPECT VOLUNTEER FIRE DEPARTMENT

Citizens Bank & Trust Company	Truck payment	3,424.73
Elecom, Inc.	Pager carry cases-17.00	
	Pager repair-91.90	108.90
Ellington Energy Service	Fuel oil	428.99
Farmville Auto Parts	Reflective tape kit	32.16
Goodman Truck & Tractor	Truck maintenance	466.43
M&W Fire Apparatus, Inc.	Turnout gear	1,279.02
Roy C. Jenkins, Inc.	LP gas	164.96
Embarq	Phone	79.08
Town of Farmville	Fuel	303.86
Dominion Virginia Power	Electric service	202.77

DARLINGTON HEIGHTS VOLUNTEER FIRE DEPARTMENT

Darlington Heights Volunteer Fire Department	Loan payment-501.50	
	Insurance-8,887.00	9,388.50
Ellington Energy Service	Service charge-3.23	
	Diesel-682.50	
	Gas-627.50	
	Propane-525.00	1,838.23
Guardian Fire-Safety Equipment	Hose	998.64
Longwood Well Drilling Company	Installed well pump	1,850.00
Lumber Yard, Inc.	Padlock	21.35
Planter's Bank & Trust	Loan payment	501.50
Pamplin Exxon	Gas	28.00
Shanaberger & Sons	Generator service contract	334.95
Southside Electric Cooperative	Electric service	246.71
Verizon	Phone	73.64

PAMPLIN VOLUNTEER FIRE DEPARTMENT

Pamplin Volunteer Fire Department	Fuel-556.97	
	Phone-91.17	
	Propane-306.32	954.46
Verizon	Phone	45.99
Dominion Virginia Power	Electric service	234.59

MEHERRIN VOLUNTEER FIRE DEPARTMENT

Bank of Charlotte County	Truck loan payment	15,000.00
Fire & Safety Equipment Company	Cylinder & battery-564.00	
	Oxygen sensor-160.00	724.00
Keysville Building Supply	Roof cement-1.87	
	Training supplies-32.45	34.32
Roy C. Jenkins, Inc.	LP gas	298.06
Jack L. Slagle Fire Equipment	Ladder safety shoes-107.72	
	Repair rear light-75.97	183.69
U.S. Cellular	Phone	155.71
Dominion Virginia Power	Electric service	305.90

EMERGENCY SERVICES

Timmons Group	System maintenance (Sept/Oct)	2,080.00
Korman Signs	Signs & hardware	349.40

REGIONAL JAIL & DETENTION

Family Preservation Services	Electronic monitoring	480.00
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BUILDING OFFICAL

Coy Leatherwood	Registration & meal	22.79
Farmville Printing	Business cards	39.00
U.S. Cellular	Phone	37.64

ANIMAL CONTROL

U.S. Cellular	Phone	75.28
Business Card	Lodging	265.26
Haley of Farmville	Mirror	158.82
Andrew Adamson	Coyote bounty	50.00
Donald Gregory, Jr.	Bounty	50.00
Freddie Booker, Sr.	Bounty	50.00
Edward Glenn	Bounty	50.00



William J. Robinson	Bounty	50.00
Jason R. Rostan	Bounty	50.00
James M. Smith, Jr.	Bounty	50.00
Alan Cook	Bounty	50.00
Marshall Hancock	Bounty	50.00
John Adams	Bounty	50.00
Ray Foster	Photo processing-1.47	
	Storage bags-1.18	2.65
Treasurer of Virginia	License renewal	90.00
Walmart	Office supplies-29.05	
	Food supplies-122.07	151.12

BIOSOLIDS MONITORING

Manuel H. Toombs, Jr.	Internet-49.34	
	Meals/lodging/mileage-573.46	
	Association dues-150.00	772.80
U.S. Cellular	Phone	37.64

REFUSE DISPOSAL

Resource International	Solid waste management plan-58.00	
	Miscellaneous work tasks-840.80	
	Phase I closure-307.50	
	Survey Cell D-2,285.50	
	Cell D Construction documents-2,742.50	6,234.30
Farmville Wholesale Electric	Virso electric supplies	242.05
Southern States	Chain & hooks	87.52
O. O. Stiff, Inc.	Monthly contract	671.75
Dave M. Walker	Cleaning box site	250.00
C & L Machine & Welding	Repaired tarp roller	210.00
Arena Trucking Company	Trash collection	352.00
Wright's Excavating	Landfill operation	42,187.50
AT&T	Phone	252.61
Embarq	Phone	207.82
U.S. Cellular	Phone	37.64
Verizon	Phone	150.11
Newman Tire Company, Inc.	Tire	150.00

SANDY RIVER RESERVOIR

Draper Aden Associates	Financial analysis-7,303.53	
	SRR Protection plan-2,225.00	
	SRR Water supply plan-14,030.00	23,558.53

GENERAL PROPERTIES

Servicemaster	Monthly contract	4,875.83
Air Conditioning Equipment	Maintenance contract	3,220.00
France Environmental, Inc.	Courthouse air analysis	1,840.00
O. O. Stiff, Inc.	Monthly contract	100.00
Southside Electric Cooperative	Electric service-DH site-89.12	
	Electric service-SRR lights-32.21	121.33
Dominion Virginia Power	Animal shelter-156.38	
	Industrial Park-62.08	
	Roy Clark monument-18.20	
	Leachate pump-373.89	
	Scalehouse-64.70	
	Shop-51.49	
	Cell C pump station-18.64	

	Moore building-160.20	
	Green Bay site-73.27	
	Sheriff Department shed-5.50	
	Worsham Clerk office-28.62	
	Lights at Rice-65.92	
	Worsham site-87.99	
	Prospect site-55.56	
	Landfill shelter-47.91	1,270.35
Embarq	Phone	63.26
U.S. Cellular	Phone	188.29
Ayers Building & Supply Company	Maintenance supplies	10.53
Blue Tarp Financial, Inc.	Insulation & keys-36.34	
	Drill bits & screws-18.11	
	Lumber & primer-460.47	
	Flush valve-12.93	
	Hammer-19.20	
	Lumber/tarp/gloves-243.02	
	Hand cleaner-12.93	803.00
East End Chevron	Ice	5.64
Farmville Auto Parts	Hand cleaner	17.26
Farmville Printing	Work order forms-250.95	
	Business cards-49.00	299.95
Farmville Wholesale Electric	Electric straps-0.60	
	Toggle switch/screws-9.98	
	Candle bulbs-41.70	52.28
OK Termite & Pest Control	Exterminating service	150.00
Cintas Corporation #524	Uniform rental	544.58
Shanaberger & Sons	Backpack leaf blower-399.95	
	Stihl blower maintenance-36.90	436.85
Walmart	Tools & supplies	90.71
Farmville Auto Parts	Oil & filter-43.44	
	Radiator/anti-freeze-150.25	193.69
Business Data of Virginia, Inc.	Wireless mouse	29.99

CANNERY

Farmville Wholesale Electric	Wire connectors	21.09
Price Supply Company, Inc.	Toilet-155.73	
	Grease & washer-3.15	158.88
Southside Electric Cooperative	Electric service	94.58

HEALTH DEPARTMENT

Prince Edward Health Department	Local support	41,304.50
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COMPREHENSIVE SERVICE ACT

Latrind Abdus Sabur	Foster care	300.00
Betty Baldwin	Foster care	862.00
Centra Health	Professional services	35,070.65
Crossroads Services Board	Professional services	3,090.00
Cumberland Hospital	Professional services	2,790.00
Elk Hill	Professional services	647.50
Family Preservation Services	Professional services	8,173.75
Juanita Fisher	Foster care	230.00
Grafton School, Inc.	Professional services	9,324.50
Heartland Family Counseling	Professional services	3,750.00
Helton House, Inc.	Professional services	5,052.50
Christy Johnson	Foster care	862.00

Lakeisha Lawson	Foster care	862.00
Ernestine Lee	Foster care	862.00
Angela Uhrich	Foster care	3,530.00

PLANNING

Samuel Coleman	Commission meeting	111.64
Donald Gilliam	Commission meeting	119.40
Robert M. Jones	Commission meeting	104.85
Jack Leatherwood	Commission meeting	100.00
Chris Mason	Commission meeting	108.73
Mattie P. Wiley	Commission meeting	100.00
U.S. Cellular	Phone	75.28
Jonathan Pickett	Mileage	392.15
Farmville Printing	Business cards	98.00
Key Office Supply	Office supplies	1,028.15

ECONOMIC DEVELOPMENT

Business Card	UPS-14.18	
	Jamestown event supplies-238.30	
	Postage & supplies-888.25	1,140.73
Farmville Herald	Advertising	161.50
Southside Messenger	Advertising	70.00
Vaden & Associates, Inc.	Change brochure layout	65.00
AT&T	Phone	75.12
Moonstar BBS	DSL	45.00
Embarq	Phone	183.78
Magi VanEps	Mileage-66.69	
	Jamestown event supplies-88.71	155.40
Sharon Lee Carney	Tree removal	250.00
Ross Catering Services	Catering service	547.50
O. O. Stiff, Inc.	Portable-john service	190.00
TCSC, LLC	Tent rental	713.00
Farmville Printing	Copies	14.85
McCain Printing Company, Inc.	E-Zone brochures	403.71

COOPERATIVE EXTENSION OFFICE

Treasurer Virginia Tech	Local support	16,355.87
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CAPITAL PROJECTS

Cavalier Equipment Company	Installed compactor	554.00
Rod & Staff Welding	Pipe	1,012.65

DEBT SERVICE

Rural Development	Courthouse loan payment	16,626.00
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RETIREMENT BENEFIT FUND

Vicki K. Johns	Retiree benefit	959.00
Anthem BCBS	Retirees insurance	1,812.00

REVENUE SHARING FUND – VDOT

Draper Aden Associates	Via Sacra design	495.00
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PIEDMONT COURT SERVICES

Dominion Virginia Power	Electric service	122.67
AT&T	Phone	318.93
Embarq	Phone	230.35

Sheena Franklin	Mileage	80.51
Sharon Gray	Mileage	127.05
Connie Stimpson	Mileage-212.23	
	Meals & lodging-229.43	441.66
Ashley Hricko	Mileage-115.90	
	Meals-49.37	165.27
Brittany Layne	Mileage	97.00
Rebecca Moss	Mileage	134.83
Andy Mays	Meals & lodging	240.77
Rockhurst University	Registrations	398.00

PCS SUPERVISION FEES EXPENDITURES

SRP Corporation, LLC	Rent	1,550.00
Page Hardy	Cleaning service	120.00

PCS DRUG TESTING FEES

Kroll Laboratory	Drug testing	46.71
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**ADDENDUM BILL LIST**

BOARD OF SUPERVISORS

Hampden-Sydney College	Joint meeting-November 15 <sup>th</sup>	486.70
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COUNTY ADMINISTRATOR

VITA	Pager rental	16.36
Matthew Bender & Company, Inc.	Code Rules V11 Supplement	12.85

COMMISSIONER OF REVENUE

VITA	Online service	125.38
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ASSESSOR

Wampler-Eanes Appraisal	Professional services	21,545.00
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TREASURER

ComputerPlus Sales & Service	Maintenance contract	581.70
VITA	Online service	125.38

REGISTRAR

VITA	Online service	3.25
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SPECIAL MAGISTRATES

VITA	Pager rental	16.36
McMillian Pager Service	Pager rental	15.90

LAW LIBRARY

LexisNexis	Online charges	197.00
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SHERIFF

East End Motor Company, Inc.	Inspect/repair heater-815.88	
	Inspect/align brakes-159.07	
	Cleaned air sensor-84.56	
	Inspect/brake rotors-732.46	
	Water pump-183.44	
	Inspect/adjust headlight-335.73	2,311.14

Fourth Street Motor Company	Collision repairs	2,440.09
Business Card	Postage-280.61	
	Meals-86.27	
	Lodging-712.21	
	Office supplies-51.40	
	Gas-53.57	
	Earplugs-15.49	1,199.55
Jimmy Farley	Meals	23.94
Margie Franklin	Meals	17.95
Larry Franklin	Meal	5.52
William D. Shular, Jr.	Meals	23.95
David Wilmoth	Meals-25.48	
	Phone charger-19.95	
	Firing range equipment-38.55	83.98
Kinex Networking Solutions	DSL	99.95
Walmart	Office supplies-11.96	
	Cameras-231.52	
	Batteries-73.17	316.65
Newman Tire Company, Inc.	Tires-429.52	
	Flat repair-12.31	
	Tires & alignment-471.47	913.30
Town of Farmville	Fuel	9,356.68
Sirchie Finger Print Labs	Drug test kits	427.77
Southern Police Equipment Company	Raincoats	46.97
McMillian Pager Service	Pager rental	230.00
	<u>EMERGENCY SERVICES</u>	
Korman Signs	Sign & hardware	155.95
	<u>REGIONAL JAIL &amp; DETENTION</u>	
Piedmont Regional Juvenile Detention Center	Juvenile detention	10,575.00
	<u>BUILDING OFFICIAL</u>	
Town of Farmville	Fuel	375.87
	<u>ANIMAL CONTROL</u>	
Embarq	Animal shelter phone	32.01
Town of Farmville	Fuel	750.36
Richard Roach	Bounty	50.00
VITA	Pager rental	16.36
Vortech Pharmaceuticals	Fatal Plus solution	294.32
	<u>BIOSOLIDS MONITORING</u>	
Town of Farmville	Fuel	346.94
	<u>REFUSE DISPOSAL</u>	
Sherwin Williams Company	Paint for Virso gate	48.78
Southside Electric Cooperative	Service for Virso site	684.74
STEPS, Inc.	Recycling fee	1,308.69
AT&T	Phone	37.85
Embarq	Worsham site	30.89
Town of Farmville	Fuel	2,150.36
	<u>SANDY RIVER RESERVOIR</u>	
Piedmont Soil & Water	SRR Dam 12 maintenance	2,350.00

<u>GENERAL PROPERTIES</u>		
Dominion Virginia Power	Rice shelter-124.25	
	Ag building-1,638.26	1,762.51
Embarq	Line to hospital	7.97
Aramark Uniform Services	Janitorial supplies	174.20
Handi-Clean Products, Inc.	Janitorial supplies	195.93
Air Conditioning Equipment	Temperature sensors	525.35
Arcet Equipment Company	Grinding wheel/glove-55.11	
	Welding supplies-69.28	124.39
VITA	Pager rental	33.62
Pearson Equipment Company	Lift rental-150.00	
	Scaffolding-244.00	394.00
Sherwin Williams Company	Trim & edge kit-4.93	
	Courthouse paint supplies-83.07	88.00
Town of Farmville	Fuel	497.12

<u>COMPREHENSIVE SERVICES ACT</u>		
Centra Health	Professional services	4,370.00
Dominion Youth Services	Professional services	9,064.00
New Dominion School, Inc.	Professional services	8,400.00
Presbyterian Home/Family Services	Foster care	3,275.00
Brittany Jones	Foster care	18.20

<u>CAPITAL PROJECTS</u>		
Town of Farmville	Architectural fees	3,844.40

<u>PIEDMONT COURT SERVICES</u>		
Longwood University	Meeting registration	100.00

<u>PCS SUPERVISION FEES EXPENDITURES</u>		
Chris Shumaker	IT/Computer repair	187.50

In Re: Budget Request – Funding for Vehicle

Chairman Fore stated a supplemental budget request had been received from Sheriff Harris for assistance with funding a vehicle to replace one that had been in an accident. He said the insurance recovery from the accident was \$8,125, and suggested the Board use the \$3,513 from the Surplus Sale and add \$12,362 from the Sheriff's Forfeited Assets Fund to cover the cost of a new vehicle for \$24,000.

Mr. Moore made a motion to approve the Sheriff's request and appropriate funds as follows:

\$8,125.00 to Rev. Account #3-100-19020-0006, Insurance Recoveries

\$3,513.00 to Rev. Account #3-100-18990-0006, Sale of Salvage & Surplus

\$11,638.00 to Exp. Account #4-100-31200-8205, Sheriff's Department-Motor Vehicles

The remaining balance necessary for the purchase will be taken from the Forfeited Assets Fund. The motion carried:

Aye:	Pattie Cooper-Jones William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward	Nay: None
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In Re: Highway Matters

Mark McKissick, Assistant Resident Engineer, presented statistics from the Highway Safety Challenge, a program developed by VDOT, the Department of Motor Vehicles and the Virginia State Police to reduce the number of traffic related fatalities in Virginia. He said over 900 people are killed on Virginia's highways each year, and said the main goal of the agencies is to improve safety from the engineering, enforcement and education standpoints to change driver behavior.

Mr. McKissick said a public hearing will be necessary for the secondary road system, and approval will be needed by March.

Mr. McKay made a motion to authorize advertisement for a public hearing during the January Board meeting on the secondary road system in the VDOT program. The motion carried:

Aye:	Pattie Cooper-Jones William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward	Nay: None
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Mr. McKissick said work had begun on Slaydon Forest but due to the loss of several employees, work has been delayed. He said they estimated gravel would be placed by the end of the season and paving may begin in the spring.

Mr. Simpson asked what steps are necessary to get a road on the list for paving under the Rural Rustic Road Program. Mr. McKissick said the criteria include no future development and land use issues, a

traffic count on the road, and sight distances and safety issues. He added the right of way would be at a cost of \$10,000 per mile if the criteria would be met currently, but would increase to approximately \$1,000,000 per mile if right of way is sought at a later date. Mr. Simpson asked for more information at a later date.

Mr. Moore offered thanks for the repairs done on Route 607. He added there is concern regarding the safety at the intersection of Routes 307 and 460, and asked if a larger stop sign or a flashing stop sign could be put up. Mr. Moore said there had been two near-accidents at that intersection in two weeks, as most of the drivers do not stop at the intersection. Mr. McKissick said the largest sign was placed there, and he would look into the possibility of placing a flashing sign at the intersection.

Mr. McKay said he had put in a request for a flashing stop sign at the intersection of Route 665 and Route 15 eastbound a few months ago, and asked about the status of that request. Mr. McKissick said there has been indication that research shows the flashing signs could trigger an episode for people with epilepsy.

Mr. Jones stated that the shoulders of some of the secondary roads in the Lockett District are in need of repair, and specifically on Route 636 near the bend, where the river and drainage line has eroded the shoulder of the road. Mr. McKissick said there were 25 roads on the list to be repaired.

Mr. Jones then said there was concern regarding the safety of the junction of the east interchange of Business 460 and the bypass, as there is no on-ramp from Business 460. Mr. McKissick stated a study has been done. Further discussion of road plans followed. Mr. McKissick added bids will be sought in January for rehabilitation work to be done on two bridges over Third Street, west-bound. He said work should begin in April 2008.

Mr. Moore stated the signal light at Lowe's was well justified.

Mr. Bartlett, County Administrator, asked if the Board of Supervisors could declare an area on Route 15 an underground utility corridor when the road is widened, and if so, what the cost would be. Mr. McKissick said he would have the proper department contact call Mr. Bartlett to address his concerns.



In Re: County Erosion & Sedimentation Ordinance

Mr. Jonathan Pickett, Director of Planning and Community Development, said the current Erosion and Sediment Control Ordinance was outdated and needed revision to comply with the regulations of the Commonwealth. He said a revision had been prepared by the Department of Planning & Community Development following guidelines provided by the VA Department of Conservation and Recreation, and had been reviewed by the County Attorney's office and the Prince Edward County Planning Commission. Mr. Pickett said Prince Edward County was required to take corrective action to remedy the deficiencies in the program and take steps necessary to bring its Erosion and Sediment Control program into consistency with the state requirements by May 2008, and asked that a public hearing be scheduled for the January meeting. A brief discussion on permits and inspections followed.

Mr. Jones made a motion to authorize a public hearing during the January Board meeting for the Erosion and Sediment Control Ordinance. The motion carried:

Aye:	Pattie Cooper-Jones William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward	Nay: None
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In Re: Public Hearing – Amendment to the County Building Ordinance

Chairman Fore announced this was the date and time scheduled for a public hearing on the Prince Edward County Building Ordinance. Notice of this hearing was advertised according to law in the November 30, 2007 and December 7, 2007 issues of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Chairman Fore opened the floor for public comment.

There being no one wishing to speak, Chairman Fore closed the public hearing.

Mr. Moore made a motion to remove the fee schedule from Section 18-33, Fee Schedule, in the County Building Ordinance, and adopt the amended ordinance. The motion carried:

Aye: Pattie Cooper-Jones  
William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Lacy B. Ward

Nay: None

## Chapter 18

### BUILDINGS AND BUILDING REGULATIONS

#### Article I. In General

Secs. 18-1—18.30. Reserved.

#### Article II. Building Code

Sec. 18-31. Adoption of the Uniform Statewide Building Code.  
Sec 18-32. Building inspection department.  
Sec. 18-33. Reserved.  
Sec 18-34. Board of Appeals.  
Sec. 18.35. Violations.

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\***Cross references**—Community Development, ch. 34; environment, ch. 46; fire prevention and protection, ch. 50; floods, ch. 54; health and sanitation, ch. 58; solid waste, ch. 66; waterways, ch. 82; subdivisions, app. A; zoning, app. B.

**State law references**—Access to and use of buildings by handicapped, Code of Virginia, § 2.1-517; removal, repair, etc., of buildings and other structures, Code of Virginia, § 15.2-906; fencing of swimming pools, Code of Virginia, § 15.2-921; Virginia Industrialized Building Safety Law, Code of Virginia, § 36-70 et seq.; Uniform Statewide Building Code, Code of Virginia, § 36-97 et seq.; local licensing of certain contractors, Code of Virginia, § 54.1-1117.

#### ARTICLE I. IN GENERAL

Secs. 18-1—18.30. Reserved.

#### ARTICLE II. BUILDING CODE

**Sec. 18-31. Adoption of the Uniform Statewide Building Code.**

There is adopted by reference in the county the Uniform Statewide Building Code of the state, the provisions of which shall control all matters concerning the construction, alteration, addition, repair, removal, demolition, use, location, occupancy and maintenance of all buildings and mobile homes, and all other functions that pertain to the installation of systems vital to all buildings and structures and their service equipment as defined by the Uniform Statewide Building Code of the state, and shall apply to existing and proposed buildings and structures in the county.  
(Ord. of 7-1-89, § 1)

**Sec. 18.32. Building inspection department.**

There is established a department of building inspection, whose responsibility it is to enforce the provisions of the Uniform Statewide Building Code of the state as stated in section 103.1 of volume I of the Uniform Statewide Building Code. The cost of enforcement shall be defrayed through the levying of fees by the locality as provided in Code of Virginia, § 36-105. The office shall have a code official who shall be appointed by the Board of Supervisors. The code official in concurrence with the chief appointing authority shall be responsible for the organization and daily operation of the department.

**Sec. 18.33. Reserved.**

**Sec. 18-34. Board of appeals.**

- (a) The owner of a building or structure, the owner's agent or any other person involved in the design or construction of the building or structure may appeal a decision of the code official concerning the application of the Uniform Statewide Building Code or his refusal to grant a modification to the provisions of the Uniform Statewide Building Code covering the manner of construction or materials to be used in the erection, alteration or repair of that building or structure. Application for appeal may be made when it is claimed that the true intent of the building code or the rules legally adopted under the building code have been incorrectly interpreted, the provisions of the building code do not fully apply, or an equally good or better form of construction can be used.
- (b) The board of appeals shall be appointed and function in conformance with section 121.2 of the Uniform Statewide Building Code.  
(Ord. of 7-1-89, § 4)

Cross reference—Administration, ch. 2.

**Sec. 18-35. Violations.**

Any person who shall violate a provision of the Uniform Statewide Building Code or shall fail to comply with any of its requirements or who shall erect, construct, alter or repair a building or structure in violation of any approved plan or directive of the code official, or of a permit or certificate issued under the provision of the building code shall be guilty of a misdemeanor, punishable by a fine of not more than \$2,500.00.  
(Ord. of 7-1-89, § 5)

In Re: Amendment to County Building Permit Fees

Chairman Fore said the revised fee structure for county building permits, if passed, would be effective January 1, 2008.

Mr. McKay made a motion to adopt the revised county building fee schedule. The motion carried:

Aye:	Pattie Cooper-Jones William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward	Nay:	None
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PRINCE EDWARD COUNTY  
BUILDING PERMIT FEES

No permit to begin work for new construction or other building operation shall be issued until the fees prescribed in this section have been paid. The fees shall be affixed at the following rates:

(1)	Single-family/Multi-family and duplex dwellings.....	Minimum \$150
	Or, per square foot.....	\$0.20
(2)	Manufactured homes.....	Minimum \$100
	Or, per square foot.....	\$0.10
(3)	Additions:	
	Pools (above ground).....	\$ 35
	Pools (in-ground).....	\$ 75
	Carport, porch, deck.....	\$ 75
	Garages (sheds/shops)	
	Less than 150 sq ft.....	no fee
	More than 150 sq ft.....	Minimum \$75 or \$0.15 sq ft
	Additions or remodeling to living area.....	Minimum \$ 75
	Or, per square foot.....	\$0.15
(4)	Electrical, plumbing and mechanical.....	\$ 50
	Electrical reconnect.....	\$ 35
	CD18:5	
(5)	Farm buildings: (working farm).....	no fee
	(must provide tax form Schedule F)	
	Electrical connection to farm building.....	\$ 35
(6)	Demolition:.....	\$ 50

- |      |  |                              |
|------|--|------------------------------|
| (7)  | Churches, volunteer fire departments, rescue squads.....                                       | Charge at<br>Commercial rate |
| (8)  | Commercial:  |                              |
|      | New structures.....  | Minimum \$150                |
|      | Or, per square foot:   |                              |
|      | Up to 10,000 square feet.....  | \$0.12                       |
|      | Over 10,000 square feet.....   | \$0.08                       |
|      | Additions.....   | Minimum \$100                |
|      | Electrical, plumbing, mechanical.....  | \$100                        |
|      | Towers.....  | \$300                        |
|      | Collocation/Communication facilities.....  | \$500                        |
| (9)  | Amusement Rides (mechanical)   |                              |
|      | Major.....   | (per ride) \$ 35             |
|      | Kiddie.....  | (per ride) \$ 15             |
| (10) | Signs.....   | \$ 40                        |
| (11) | Separate permits to be pulled for new construction on<br>electrical, plumbing, mechanical..... | \$ 50 each                   |
| (12) | Request for refund, 80% of permit cost.  |                              |
| (13) | Building Official may impose re-inspection fee after 2 <sup>nd</sup> failure                   | \$ 25                        |
| (14) | Building permits required for construction costs over \$2,000                                  |                              |

\*\*The Commonwealth of Virginia imposes a 1.75% levy on all building permit fees.

In Re: Appointment – Board of Zoning Appeals

A vote was taken on the candidates for the Board of Zoning Appeals.

<u>Candidate</u>	<u>Vote</u>
Jack Houghton	Pattie Cooper-Jones Sally W. Gilfillan Lacy B. Ward
W. W. Porterfield	Charles W. McKay James C. Moore Howard F. Simpson
Marshall Thackston	William G. Fore, Jr. Robert M. Jones
Jim Wilck	No votes

Due to a tie vote, a second vote was taken as follows:

<u>Candidate</u>	<u>Vote</u>
Jack Houghton	Pattie Cooper-Jones Sally W. Gilfillan Lacy B. Ward
W. W. Porterfield	William G. Fore, Jr. Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson

Dr. W. W. Porterfield will be recommended to the Circuit Court Judge for reappointment to a five year term on the Prince Edward County Board of Zoning Appeals. The term will begin January 1, 2008 and run through December 31, 2012.

In Re: Prince Edward County Planning Commission

Mr. Chris Mason addressed the Board and indicated that he was interested in being reappointed to serve a full term.

A vote was taken on the candidates for the Planning Commission, County Position, as follows:

<u>Candidate</u>	<u>Vote</u>
John Dudley	No votes
Chris Mason	Pattie Cooper-Jones William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson
Marshall Thackston	Lacy B. Ward

Mr. Chris Mason will be reappointed to serve a four year term on the Prince Edward County Planning Commission beginning January 1, 2008 through December 31, 2011.

In Re: Annual Contracts for Engineering Services

Mr. Bartlett said that in September and October, the County advertised for engineering firms interested in providing general engineering services to the county on an annual basis. County staff

reviewed the proposals from the following six firms: Dewberry & Davis; Draper Aden Associates; Hurt & Profit; MMM Design Group; Resource International; and Wiley & Wilson. Based on the project team qualifications and experience, the offeror's project and management approach, experience with representative projects and their references, the Board of Supervisors voted to award one of the contracts to Draper Aden Associations during the November 26, 2007 meeting.

Chairman Fore said the County staff recommended the Board also enter into annual contracts with Resource International and Wiley & Wilson, based on the same criteria.

After a brief discussion, Mrs. Gilfillan made a motion to accept the recommendation of the County staff and enter into annual contracts with Resource International and Wiley & Wilson for engineering services. The motion carried:

Aye:	Pattie Cooper-Jones William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward	Nay: None
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In Re: Surplus Equipment Sale

Mr. Bartlett said the Buildings & Grounds Department held a surplus equipment sale on Saturday, December 1, 2007 at the County Shop. The sale netted \$3,513, and most of the vehicles, furniture and all of the computers were sold.

He added that there was enough lumber left over from Extreme Makeover Home Edition to build a small house, which was donated to Habitat for Humanity, and it would be stored in the County Shop.

Mr. Ward left the meeting at this time.

Mrs. Cooper-Jones made a motion to authorize the County Administrator to dispose of the residual equipment, as appropriate. The motion carried:

Aye: Pattie Cooper-Jones  
William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson

Nay: None

Absent: Lacy B. Ward

In Re: County Attorney's Report

Mr. Ennis said a noise complaint was received in the County Administrator's office in late November, and he had reviewed the County's current Noise Ordinance (Section 46-31) and determined that it was unenforceable, unconstitutional, vague and subjective. He recommended the ordinance be repealed or revised. Mr. Ennis said the ordinance could prohibit specific conduct during specified hours, the decibel level, or a combination of conduct and decibel level.

Mr. Ward returned to the meeting at this time.

Mr. Ennis said the main problem with the decibel level issue would be the cost to equip officers with a decibel measuring device. He recommended a committee study the ordinance to find the most practical solution for the county. Discussion of other counties' ordinances followed.

Chairman Fore requested Mrs. Puckett find samples from other areas and said he would then appoint a committee to review the samples with Mr. Ennis.

Mr. Ennis then said he spoke with Dr. Gordon, a medical examiner, regarding the Puckett Funeral Home bill that had been questioned during the November Board meeting. He said traditionally, cremation was done, but due to the significant psychiatric history of the deceased, Dr. Gordon had ordered embalming of the deceased due to the possibility that questions could arise regarding the cause of death. Mr. Ennis said that after speaking with a representative from Puckett Funeral Home, the bill may be revised with a substantial discount due to the circumstances. He recommended waiting on receipt of the bill from Puckett Funeral Home. Discussion followed on routine procedure.



Mr. Ward asked Mr. Ennis about the status of the documents regarding authorization of easements to Virginia Power for the wastewater treatment plant, the construction easement, and the authorization for the County Administrator to execute a letter of agreement with the Virginia Department of Health to enable the Manor to continue under its current pump-and-haul permit. Mr. Ennis said he was aware of the requests but had not seen the documents.

Mr. Ward then asked about the status of those documents. Mr. Bartlett said some of the documents were in the process of being prepared, and that the County was in the midst of negotiations with the Town of Farmville, but the outcome was to be determined. He said action on the requests had been taken, but none had yet been completed. Chairman Fore said the Board approved action at a previous meeting and they were being worked on. Mr. Bartlett said most require action from an entity outside of the County, and some were anticipated to be completed by January, but not all.

The Board agreed to discuss the topic further at a future meeting. Mrs. Cooper-Jones asked the Board to consider all options carefully and find a median with the Town of Farmville.

In Re: County Administrator's Report – Amendment to the County Code

Mr. Bartlett presented a proposed amendment to the County Code, to include a list of various powers and duties of the County Administrator and the process to remove the County Administrator. He said most of these powers and duties are contained in the state code or are part of other County policies, and by its inclusion, it institutionalizes the position of the County Administrator and the expectations of the position. Mr. Bartlett added the proposed amendment had been reviewed by the County Attorney.

Mrs. Gilfillan made a motion that the Board authorize a public hearing on the proposed amendment to the County Code during the January Board meeting. The motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	William G. Fore, Jr.		
	Sally W. Gilfillan		
	Robert M. Jones		
	Charles W. McKay		
	James C. Moore		
	Howard F. Simpson		
	Lacy B. Ward		

In Re: County Administrator's Report – Financial Policy

Mr. Bartlett reviewed a draft of the overall statement of objectives of the County Financial Policy, which would eventually include Budget Development, amendments and execution, debt management, investment policies, capital improvements, reserve requirements, purchasing policy and any other items the Board desires. He said the main items in the proposed Policy that posed significant changes were:

- Requests the School Board submit a proposed budget on or around March 1<sup>st</sup> and an approved budget on or around April 1<sup>st</sup>
- Hold a consolidated Public Hearing on County and School Budgets, CIP, and tax rates
- Budget approval with restrictions on expenditures at the fund level for the County Administrator and category level for the School Board
- County Administrator authorization to transfer monies within a fund
- Board of Supervisors must approve grant submissions requiring expenditure of County funds
- County Administrator authorization to approve all warrants and report to the Board the amounts expended by fund for the previous month

Mr. Simpson made a motion to table this item and appoint a three-member committee from the Board for further study, which would then report to the Board at the January Board meeting. After some discussion, Mr. Simpson amended his motion to table the topic for further review by the Board. The amended motion carried:

Aye:	Pattie Cooper-Jones William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward	Nay: None
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In Re: Miscellaneous Comments

Mr. Bartlett said the County should anticipate and take action to shape development along the Route 15 corridor. He said an example would be a sign ordinance, and an ordinance could be limited to specific areas and not county-wide. Mr. Bartlett added another topic for consideration would be the underground utilities such as the electric, telephone and cable lines, and the cost that may be incurred to control the County's growth in the future.

Mr. Ward said he attended the 100<sup>th</sup> birthday celebration for Hazel Benton Carter and he was honored to present the recognition letter from the Board. He said she was most appreciative.

Mrs. Gilfillan said she received information from Mrs. Carney regarding statistics on the new County web site. She said the site has been visited many times. Mrs. Gilfillan also said she would like the Board to consider the possibility of changing the term of the Chairman and Vice-Chairman appointments to terms of two years at a time, instead of one-year terms.

In Re: Resolution of Respect – Pattie Cooper-Jones

Chairman Fore asked for a motion to adopt a Resolution of Respect to Mrs. Pattie Cooper-Jones for her service to the Board of Supervisors.

Mrs. Gilfillan made a motion to approve a Resolution of Respect to Pattie Cooper-Jones, seconded by Mr. Ward. The motion carried:

Aye:	William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward	Nay:	None
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Abstain: Pattie Cooper-Jones

Chairman Fore then presented a Resolution of Respect to Pattie Cooper-Jones for her dedication and service to Prince Edward County. Mrs. Cooper-Jones said she truly enjoyed her “tour of duty as a Board of Supervisors member. It has been a pleasure; it has been interesting, educational, I have met the nicest people ... and I do thank you from the bottom of my heart.”

**Board of Supervisors of the County of Prince Edward, Virginia  
~ A Resolution of Respect ~**

**PATTIE COOPER-JONES  
PRINCE EDWARD COUNTY BOARD OF SUPERVISORS  
JANUARY 1, 2004 – DECEMBER 31, 2007**

**WHEREAS**, Pattie Cooper-Jones served as a member of the Board of Supervisors of the County of Prince Edward, Virginia, from January 1, 2004 to December 31, 2007, representing Farmville District 801; and

**WHEREAS**, Pattie Cooper-Jones has served her fellow Prince Edward County citizens with a commitment to open government; and

**WHEREAS**, during her career in public service, Pattie Cooper-Jones has established a reputation for dedication and integrity; and

**THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of the County of Prince Edward, Virginia hereby conveys its high regard and appreciation to Pattie Cooper-Jones; and

**BE IT RESOLVED FURTHER**, that a copy of this resolution be prepared for presentation to Pattie Cooper-Jones, as an expression of respect by the members of the Board of Supervisors of the County of Prince Edward, Virginia.

In Re: School Board Vacancy

Mrs. Sarah Puckett, Assistant County Administrator, said that Mr. Herbert Doswell, the Prince Edward County School Board member for District 301 (Leigh District), resigned effective January 1, 2008. The remaining term of office for this appointment would be January 1, 2008 until June 30, 2008. She said in order to fill this immediate vacancy, a Citizen Committee from District 301 was appointed to recommend School Board nominations to the Board of Supervisors, as follows:

**Bertha Shepperson, Chair**  
14629 Farmville Road  
Meherrin, VA 23954  
434.223.8474

**Alice S. Hulett**  
754 Levi Road  
Green Bay, VA 23942  
434.767.3755

**Laura Fowlkes**  
89 Fowlkes Circle  
Meherrin, VA 23954  
434.223.8654

**Othelia Lacks**  
300 Mill Creek Road  
Meherrin, VA 23954  
434.736.9801

**Peter Micken**  
266 Virso Road  
Meherrin, VA 23954  
434.736.9561

Mr. Moore made a motion to authorize advertisement of the Citizen Committee and establish December 28, 2007 as the deadline for submission of names of nominees with letters of interest or resumes

to the Citizen Committee, and authorize the required Public Hearing on the nominees for the January 8, 2008 Board meeting, at which time nominations may also be made from the floor. After some discussion, the motion carried:

Aye:	Pattie Cooper-Jones William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward	Nay: None
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In Re: 4-H Packet

Mr. Jones said there was a request included in the packets for support, and suggested that someone contact them to make them aware they should return during the budget process.

Mr. Bartlett said he advised them to return during the budget process when they brought the packets for the Board.

In Re: Closed Session

Supervisor Pattie Cooper-Jones made a motion that the Board convene in Closed Session to discuss prospective industry and to discuss the expansion of an existing business, where no previous 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:	Pattie Cooper-Jones William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward	Nay: None
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The Board returned to regular session by motion of Mr. McKay and adopted as follows:

Aye: Pattie Cooper-Jones  
William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Lacy B. Ward

Nay: None

On motion of Mr. Jones and carried by the following roll call vote:

Aye: Pattie Cooper-Jones  
William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Lacy B. Ward

Nay: None

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.

In Re: Animal Warden's Report

Mr. Ray Foster, Animal Warden, submitted a report for the month of November 2007, which was reviewed and ordered to be filed with the Board papers.

In Re Building Official's Report

Mr. Coy Leatherwood, Building Inspector, submitted a report for the month of November 2007, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery

Mrs. Lena Huddleston, Cannery Manager, submitted a report for the month of November 2007, which was reviewed and ordered to be filed with the Board papers.

In Re: Financial Reports from Prince Edward County Schools

Dr. Patricia Watkins, School Superintendent, submitted a financial summary report and a comparative receipts and expenditures report for the month of November 2007, which were reviewed and ordered to be filed with the Board papers.

On motion of Mr. Moore and adopted by the following vote:

Aye:	Pattie Cooper-Jones	Nay:	None
	William G. Fore, Jr.		
	Sally W. Gilfillan		
	Robert M. Jones		
	Charles W. McKay		
	James C. Moore		
	Howard F. Simpson		
	Lacy B. Ward		

the meeting was recessed at 9:45 p.m. and will reconvene Thursday, December 20, 2007 at 5:00 p.m.

December 20, 2007

At the reconvened meeting of the Board of Supervisors of Prince Edward County, held in the Third Floor Conference Room of the Court House, on Thursday the 20th day of December, 2007, at 5:00 p.m., there were present:

William G. Fore, Jr., Chairman

Howard F. Simpson, Vice-Chairman

Pattie Cooper-Jones

Sally W. Gilfillan

Robert M. Jones

Charles W. McKay

James C. Moore

Lacy B. Ward

Also Present: Wade Bartlett, County Administrator; Sarah Puckett, Assistant County Administrator; Jonathan L. Pickett, Director of Planning and Community Development; James R. Ennis, County Attorney; Sharon Carney, Director of Economic Development and Tourism; Mattie P. Wiley; Bill Hefty, Law Firm of Hefty & Wiley; Jeff Gore, Law Firm of Hefty & Wiley; and Fred Pribble, Draper Aden Associates.

Chairman William G. Fore, Jr. called the meeting to order.

In Re: Lowe's

Sharon Carney, Director of Economic Development and Tourism, told the Board of an invitation to a luncheon on January 4, 2008 at Lowe's, and announced that all are invited to attend the "Board Cutting" at Lowe's on Saturday, January 5, 2008, at 9:00 a.m., the opening date of Lowe's. She said they have requested Chairman Fore to attend and make comments. Afterwards, the store will open to the public. She said Lowe's will hold their grand opening the following week. Mrs. Carney said Lowe's advertised 150 jobs, and over 2,600 applications were received, and said, on an economic development point, this proves that people would come to Prince Edward County to work. She said, "this is a great opportunity for us; not only are we recruiting a business and jobs, we're recruiting people to live in our community."



In Re: Closed Session

Supervisor Pattie Cooper-Jones made a motion that the Board convene in Closed Session for consultation with legal counsel retained by the County to discuss legal matters regarding the provision of water and sewer service to County residents, pursuant to the exemptions provided for in Section 2.2-3711(A)7 of the *Code of Virginia*. The motion carried:

Aye:	Pattie Cooper-Jones William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward	Nay: None
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The Board returned to regular session by motion of Mr. Moore and adopted as follows:

Aye:	Pattie Cooper-Jones William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward	Nay: None
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On motion of Mr. Simpson and carried by the following roll call vote:

Aye:	Pattie Cooper-Jones William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward	Nay: None
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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.

In Re: Proposed Financial Policy

After a brief recess for the dinner break, Chairman Fore said the recommendation of the Administrator concerning the financial policy was a change that the Board should consider. He said it was detailed enough for discussion and to make a decision based on what Mr. Bartlett presented, and the mechanics used to carry out the policy, if approved. He added it proposed major changes.

Mr. McKay said he had a concern about Section 1.03 D., which stated "the Board shall adopt a balanced budget annually." He gave an example, stating if the County would receive a large sum of money, the County could not access the funds until a budget was adopted. Mr. Bartlett said Virginia State Code requires every locality in the Commonwealth to adopt a balanced budget, and Prince Edward County has always adopted a balanced budget. He said some communities spend more than their revenues that year, but they still have a balanced budget because they also have a revenue line called "From Fund Balance," which is similar to taking funds from a savings account, which is a source of revenue. Mr. Bartlett said if the County would receive a windfall, then the County would have a balanced budget by claiming the windfall as a non-cash expense called "To Fund Balance," expending that money by putting it back into the savings account.

Mr. Moore asked if the Board adopts the Fund Balance and there would be a request for funding which would be approved, would that affect the Fund Balance. Mr. Bartlett said in a budgetary manner, the outcome would not be known until the end of the fiscal year. Mrs. Gilfillan said, as she understood the proposed policy, it would not change the Board's control because the Board would adopt the budget. While the Administrator would be responsible [to spend it during the year], if a funding request would be made that had not been included in the budget, the Board would still be required to approve an amendment to the budget. Mrs. Sarah Puckett, Assistant County Administrator, said appropriations would be made to

cover anything not in a department's budget. She said under the proposed policy, action would still be required if an item was not originally approved in the department's budget.

Mr. McKay then said "the County Administrator is authorized to transfer monies within the funds established by the Board of Supervisors", and asked if there was a limit to the amount. Mr. Bartlett said the Board could set a limit to the amount. Chairman Fore asked for an advantage whereby the Administrator could move money from one fund to another without the approval of the Board.

Mrs. Puckett gave an example of the process that was used historically, as follows: the Board of Supervisors budget and the County Administrator's budget each contain a line item called "Professional services". If legal advice was engaged from a law firm and the Board of Supervisors' professional services line item was over-expended, the next bill would be put into the County Administrator's department. From the financial management perspective, it had been harder to track the actual spending practices. She said it would be beneficial if the funds could be transferred to the department in which it had been spent.

Chairman Fore asked for the mechanics of why it would be necessary. Mr. Bartlett said it would allow flexibility to the School Board as well as the County Administrator to make minor adjustments. He said action had already been taken at the School Board category level. He said limits could be set on the amount. He said control of expenditures was lost in certain departments; money would be expended from proper categories and line items for better management in the long run. He added it would allow the County to know exactly what costs are incurred in each department.

Mr. Jones said it would make it easier the following year when the budget would be set and departments would not be over-inflated.

Chairman Fore said Mr. Bartlett is asking for an in-depth tracking system in the County Administrator's office, and the attention is directed to dollars spent in the departments and in the final analysis, the reports would show that the money was spent but not what it was spent on. Mr. Bartlett said the audits currently presented the information in that manner, but at least the Administrative staff and the departments would know exactly what was purchased through the Accounts Payable system. The information would be available and the flexibility would be there to cover an unanticipated cost in a department and would allow transfer of monies as appropriate as needed for those items.

Mr. Ward said he recalled instances when, in the past, requests had been made to transfer funds from one line item to another within the same department. He said he felt it should be delegated to the Chief Administrator's office.

Mr. Simpson said the Board had been doing the budget in the same manner for years, and asked why part should be turned over to the County Administrator. Mr. Bartlett said it isn't about building the budget, but about execution of the budget. Mrs. Gilfillan said "Once we've approved the budget, and we've agreed, that then during the year as things go along, by doing it this new way, when we get ready to do the budget for the next year, we'll know what a particular activity costs, because any money moved around will have to be done in this way so it would be recorded in the proper place..." Mr. Bartlett added this would allow the Board better information during the budgetary process to make decisions. Mr. Ward said the Board has asked for this in the past.

Mr. Bartlett then asked for comments on the six main items. He said the first item was the school board submitting a proposed budget by March 1; he said that should be changed to the first meeting in March. He said the main reason for this is to enable the County Administrator to have an understanding of the size of the request. He said the school is the single largest item in the budget, but it is less than half of the budget. Discussion followed on a timetable for the school to submit their budget each year. Mr. McKay suggested the school submit their budget on the Friday prior to the March Board meeting; Mr. Bartlett said the school should then submit their approved budget by the Friday prior to the April Board meeting. All Board members concurred.

**Supervisor Pattie Cooper-Jones left the meeting at this time.**

Mr. Bartlett moved on to item two: hold a consolidated public hearing on the County and the School Budgets, CIP, and tax rates. He said he felt this would enable the Board to obtain a complete picture of the responses throughout the community. Mr. Bartlett said by state law, the school budget must be approved by May 1. He added, "if [the Board] approves the school budget without approving... or even talking about the County budget, a third of your budget is done and then you may have something – maybe the Sheriff needs something, maybe you need to do something on construction or what-not, well, you've



should a constitutional officer apply for a grant, matching funds may be necessary once the grant would be awarded. The Board concurred.

Mr. Bartlett continued with Item 6, and said the County Administrator would be authorized to approve all warrants and report to the Board the amounts expended by fund for the previous month. Mr. Bartlett said he felt this would be an administrative issue that could be instituted throughout the County. He said 30% of the invoices were monthly invoices, such as phone, electricity, utility bills. Ten percent were contracts already entered into. He said very few things that were expended that were not approved in the budget process. He said 99% were regular items – administrative supplies, vehicle supplies for the Sheriff, and all of those were obligated before they reached the Board. Mr. Bartlett said this item was not a big change; the Board's control was over the budget process. He said this would allow the County to claim discounts and would not have to pay penalties for late payments. He said a form and the invoices would be submitted by each department, certified for payment by [the department head]. He said the forms would be kept in a file for auditing purposes. Further discussion on auditing practices followed.

Mr. Simpson said he would like an inventory of all items owned by the County; Mrs. Puckett said an inventory was underway. She said an ID number would be placed on each item, and the computer tracking system was set up. Mr. Bartlett said the inventory was different from "fixed assets."

Mr. Bartlett said in the event of an emergency, there is no legal authority for the County Administrator to expend any funds. The Board concurred on Item 6.

Mrs. Gilfillan asked for clarification on what information will be provided to the Board on the monthly expenditures. Mr. Bartlett said the information would be departmental instead of line-item, and said the line-by-line monthly expenditure can also be included.

Chairman Fore asked what was planned for the CIP. Mr. Bartlett said that anything over \$5,000 would be put in the CIP. He said it could be made into a separate fund, and a plan could show a previous year, the current year, and then three or four coming years and what may need to be purchased. He said each department would receive forms which would include justifications as to why the items are needed.

Chairman Fore asked for clarification of Section 1.02 Budget Preparation, C. 2. "The Social Services Board shall approve the departmental budget of their respective organizations prior to submission to the County Administrator." Mr. Bartlett said that the Social Services Board must approve the budget for

Social Services prior to presenting it to the Board. He said this may be normal procedure, but its inclusion was just to ensure it would be done in this manner in the future. He added this was requested because they have their own board.

Chairman Fore then turned the attention to Section 1.04 Revenue Policies, "The County will follow an aggressive policy of collecting revenues." Mr. Bartlett said that this was also being done, and the Treasurer did a very good job, but it should be made part of the policy. He said this would include all revenues, not just taxes. Mr. Bartlett said a Treasurer's check is not part of the accounts payable process, and is largely a control issue. Mrs. Puckett and Mrs. Barbara Poulston, Accounts Payable, said erroneous assessments and tax refunds would be issued through Treasurer's checks. Further discussion on the procedure for Treasurer's checks followed.

Chairman Fore asked, under the new system, which [departments] must be handled differently. Mrs. Puckett said one such department was the School Cafeteria Fund, and added that the SAS 112 that came into effect in December 2006 tightened restrictions on what auditors can do for localities. If the localities cannot do it themselves, they may have to hire accountants to help them. She said Mr. Bartlett was hired in July and was able to prepare a large amount of what needed to be done. She said that had the County not been able to meet a threshold level of preparedness for the audit this year, the County would have failed the audit process. Mrs. Gilfillan said that under the new rules, the auditors cannot "come in and touch the records..." Mrs. Puckett said that another separation that would have to occur in the County Administrator's office is the payroll and human resources [offices]; she said currently one person handles both duties. She said the SAS 112 has made sweeping changes for local governments. Mr. Bartlett said more discussion will follow in January with the auditors.

Mrs. Gilfillan asked that, with the change of constitutional officer in the Commissioner of Revenue office, an audit committee be appointed to meet with the auditor. Chairman Fore asked Mrs. Puckett to add that item to the January agenda.

On motion of Mr. Moore and adopted by the following vote:

Aye: William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Lacy B. Ward

Nay: None

the meeting was adjourned at 8:10 p.m. until Thursday, January 8, 2008 at 7:00 p.m.





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

**Meeting Date:** January 8, 2008  
**Item No.:** 11-c  
**Department:** Accounts Payable  
**Staff Contact:** Barbara Poulston  
**Issue:** Consent Agenda – Approval of Accounts & Claims

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**Summary:**

**Attachments:** Bill List

**Recommendation:** Approval

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

Fore \_\_\_\_\_  
Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_

FUND #	DEPARTMENT	GROSS AMOUNT	CASH DISCOUNT	NET AMOUNT
100	095000	104,651.23	.00	104,651.23
		104,651.23	.00	104,651.23

BATCH#- 3323 CREATED BY BARBARAP ON 12/18/2007 RUN BY BARBARAP ON 12/18/2007

\*\*\*\*\* Cash Discounts may not be the same at the time of printing checks because of dates. \*\*\*\*\*

VEND. VENDOR NO.	VENDOR NAME	INVOICE NO.	G/L ACCOUNT NO.	INVOICE DATE	DUE DATE	GROSS AMOUNT	CASH DISCOUNT	CLS NET AMT	PO NO.
029007	SUNTRUST BANK	0710432741	4100-095000-0004-	12/17/2007	12/17/2007	104651.23	.00	104651.23	00000
	INVOICE TOTAL	0710432741	CK#-0035056/4100			104651.23	.00	104651.23	00000
Term Code:									
VENDOR TOTAL									
FINAL TOTAL									

BATCH#- 3323 CREATED BY BARBARAP ON 12/18/2007 RUN BY BARBARAP ON 12/18/2007

12/18/2007 PRINCE EDWARD APO54  
 -A/P FUND BREAKDOWN-  
 CO# FUND# GROSS AMOUNT CASH DISCOUNT NET AMOUNT  
 --- ---- -

001	4100	TOTAL FOR EXPENDITURE	.00	104,651.23
	100	** TOTAL FOR FUND **	.00 **	104,651.23 **
		** TOTAL FOR COMPANY **	.00 ***	104,651.23 ***

BATCH#- 3323 CREATED BY BARBARAP ON 12/18/2007 RUN BY BARBARAP ON 12/18/2007

\*\*\*\*\* Cash Discounts may not be the same at the time of printing checks because of dates. \*\*\*\*\*

1/03/2008

FROM DATE- 1/01/2008  
TO DATE- 1/01/2008

ACCOUNTS PAYABLE CHECKS  
PRINCE EDWARD

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FUND NO. DESCRIPTION

\$\$\$ PAY \$\$\$

100  
732  
740  
741

\$281,208.49  
\$2,771.00  
\$605.00  
\$3,003.83  
287,588.32

TOTAL

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FUND # - 100 GENERAL FUND

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LISTING OF INVOICES FOR 1/01/2008 -- 1/01/2008

BEFORE CHECKS  
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MAJOR# ACCT# 000200	VENDOR NUMBER NAME LIABILITIES	INV#	DESCRIPTION	AMOUNT
1002	31564 Sales Tax Collected/Payab VA DEPT OF TAXATION	DEC 07	STATE SALES TAX	5.16 5.16 * 5.16 **
011010	BOARD OF SUPERVISORS			
3160	Professional Services PUCKETT FUNERAL HOME INC	WMS JOSEPH 1207	PROFESSIONAL SERVICE	1,460.00 1,460.00 *
3600	Advertising FARMVILLE HERALD	350 CO ADM 1207	ADVERTISING	593.75 593.75 *
5540	Travel-Convention & Educa BUSINESS CARD	1404 MH 1207	LODGING	1,560.82
	BUSINESS CARD	1412 SP 1207	MEALS & LODGING	1,586.28
	WAL-MART COMMUNITY	CO AD 2238 1207	SOFT DRINKS	17.96
			ACCOUNT TOTAL	3,165.06 *
			MAJOR TOTAL	5,218.81 **
012110	COUNTY ADMINISTRATOR			
5210	Postal Services PITNEY BOWES FINANCL SERV	6804124 DC07	POSTAGE METER LEASE	87.00 87.00 *
5230	Telecommunications AT&T	392 8837 1207	PHONE	203.07
	EMBARO	392 8837 1207	PHONE	454.38
	US CELLULAR	816442183 1207	PHONE	75.28
			ACCOUNT TOTAL	732.73 *
5530	Travel - Subsistence & Lo BUSINESS CARD	1404 MH 1207	LODGING	542.56
	BUSINESS CARD	1412 SP 1207	MEALS	46.50
			ACCOUNT TOTAL	589.06 *
6001	Office Supplies BUSINESS CARD	1412 SP 1207	FED EX & CLIPBOARDS	79.04
	BUSINESS DATA OF VA, INC.	102863	SOFTWARE	107.96
	DIAMOND SPRINGS	11393100 1207	OFFICE SUPPLIES	15.45
	FARMVILLE PRINTING	7749	BUSINESS CARDS	49.00
	FARMVILLE PRINTING	7750	LETTERHEAD	155.00
	KEY OFFICE SUPPLY	415 CO ADM 1207	OFFICE SUPPLIES	23.45
	MAXEY-HINES & ASSOCIATES	1483	COPIES-WATERSHD PLAN	36.00
	MOONSTAR BBS	PECOUNTY 1207	DSL	95.00
	TOWN OF FARMVILLE	FOIA MINUTES	MINUTES OF MTG	46.00
	WAL-MART COMMUNITY	CO AD 2238 1207	OFFICE SUPPLIES	16.82
	WAL-MART COMMUNITY	CO AD 2238 1207	BATTERIES	10.86
			ACCOUNT TOTAL	634.58 *

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PRINCE EDWARD  
LISTING OF INVOICES FOR 1/01/2008 -- 1/01/2008

BEFORE CHECKS  
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EXPENDITURES - GENERAL FUND

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
6012	22210	Books and Subscriptions	62093959	ADV CRT RULES SET/SV	74.15
	30374	MATTHEW BENDER & CO INC	07	VA LOCAL TAX RATES	31.00
		UNIVERSITY OF VIRGINIA			105.15 *
				ACCOUNT TOTAL	2,148.52 **
				MAJOR TOTAL	
012310		COMMISSIONER OF REVENUE			
3600	15240	Advertising	COMR REV 1207	ADVERTISING	61.75
		FARMVILLE HERALD			61.75 *
5230	10097	Telecommunications	392 3231 1207	PHONE	59.55
	23933	AT&T	141147315 1207	INTERNET	19.95
	28711	NTELOS	392 3231 1207	PHONE	202.60
		EMBARQ			282.10 *
6001		Office Supplies			
	12899	CREATIVE BUSINESS SOLUTIONS	1031	BAL DUE-PRSL PTY FRM	101.22
	12899	CREATIVE BUSINESS SOLUTIONS	1033	BAL DUE-ENVELOPES	47.94
	23162	NADA APPRAISAL GUIDES	4716143 1207	OLDER USED CAR GUIDE	66.00
	23162	NADA APPRAISAL GUIDES	5614714 1207	OLDER USED CAR GUIDE	15.00
	23162	NADA APPRAISAL GUIDES	5614725 1207	MARINE APPRL GUIDE	25.00
				ACCOUNT TOTAL	255.16 *
				MAJOR TOTAL	599.01 **
012410		TREASURER			
3600	14691	Advertising	DEC 13 07	ADVERTISING	387.00
		ELLIOTT JAMES W ATTY			387.00 *
5230	10097	Telecommunications	392 3454 1207	PHONE	71.61
	10099	AT&T	392 3454 1207	PHONE	33.58
	28711	EMBARQ	392 3454 1207	PHONE	225.13
				ACCOUNT TOTAL	330.32 *
5530	999999	Travel - Subsistence & Lo	SHANABERGER1207	REGISTRATION	20.00
		VALECO			20.00 *
5540	29395	Travel - Convention & Edu	LEGISLATIVE DAY	REGISTRATION	50.00
		TREAS ASSOC OF VA			50.00 *
6001	20600	Office Supplies	433 TREAS 1207	OFFICE SUPPLIES	459.88
		KEY OFFICE SUPPLY			459.88 *
8202	20600	Furniture & Fixtures	433 TREAS 1207	LCD MONITOR	179.00
		KEY OFFICE SUPPLY			179.00 *
				ACCOUNT TOTAL	1,426.20 **
				MAJOR TOTAL	

MAJOR# ACCT# 012510	VENDOR NUMBER INFORMATION TECHNOLOGY	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3160	11902	Professional Services BUSINESS DATA OF VA, INC.	102681	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	102843	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	102856	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	102863	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	102867	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	102877	MONTHLY CONTRACT	2,800.00
				ACCOUNT TOTAL	3,425.00 *
3161	11902	Webpage Services BUSINESS DATA OF VA, INC.	102842	AS400 BATTERY BACKUP	2,190.00
				ACCOUNT TOTAL	2,190.00 *
				MAJOR TOTAL	5,615.00 **
013200	REGISTRAR				
5210	11406	Postal Services BOLT DALE L	EXPENSES 1207	POSTAGE	16.40
				ACCOUNT TOTAL	16.40 *
5230	10099	Telecommunications AT&T	392 4767 1207	PHONE	48.63
	28711	EMBARQ	392 4767 1207	PHONE	144.34
				ACCOUNT TOTAL	192.97 *
6001	11406	Office Supplies BOLT DALE L	EXPENSES 1207	MILEAGE	65.48
	11406	BOLT DALE L	EXPENSES 1207	MEAL	16.49
	20600	KEY OFFICE SUPPLY	1275 REGISTR1207	OFFICE SUPPLIES	75.73
				ACCOUNT TOTAL	157.70 *
				MAJOR TOTAL	367.07 **
021100	CIRCUIT COURT				
5230	10097	Telecommunications AT&T	392 5171 1207	PHONE	46.68
	20600	KEY OFFICE SUPPLY	392 5171 1207	PHONE	162.37
	20600	KEY OFFICE SUPPLY	392 5171 1207C	VOID	162.37-
	28711	EMBARQ	392 5171 1207	PHONE	162.37
				ACCOUNT TOTAL	209.05 *
6001	20600	Office Supplies KEY OFFICE SUPPLY	71 CCJUDGE 1207	INK CARTRIDGES	75.90
	20600	KEY OFFICE SUPPLY	71 CCJUDGE 1207	CALENDAR	8.97
	20600	KEY OFFICE SUPPLY	71 CCJUDGE 1207	NORTON INSTALLATION	119.95
				ACCOUNT TOTAL	204.82 *
				MAJOR TOTAL	413.87 **
021200	GENERAL DISTRICT COURT				
5230	10097	Telecommunications AT&T	392 3623 1207	PHONE-JUV PROB	165.29



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MAJOR# ACCT#	VENDOR NUMBER NAME	INVOICE NUMBER DESCRIPTION	AMOUNT
021300	SPECIAL MAGISTRATES		
5230	10099 AT&T 28711 EMBARQ	392 3343 1207 PHONE-J&D COURT 392 4024 1207 PHONE-GEN DIST COURT 392 3343 1207 PHONE-GEN DIST COURT 392 3623 1207 PHONE-JUV PROB 392 4024 1207 PHONE-GEN DIST COURT 816442183 1207 PHONE	86.48 164.11 85.59 102.76 305.37 37.64 947.24 * 947.24 **
		ACCOUNT TOTAL	
		MAJOR TOTAL	
021600	CLERK OF THE CIRCUIT COURT		
3310	29715 Repairs/Maintenance TREASURER OF VIRGINIA	392 3750 1207 PHONE 392 3750 1207 PHONE	108.60 75.81 184.41 * 184.41 **
		ACCOUNT TOTAL	
		MAJOR TOTAL	
5210	29715 Postal Services TREASURER OF VIRGINIA	08 PRECC 399	1,500.00 1,500.00 *
		ACCOUNT TOTAL	
		MAJOR TOTAL	
5230	10097 AT&T 28711 EMBARQ	08 PRI JMS 1	1,601.19 1,601.19 *
		ACCOUNT TOTAL	
		MAJOR TOTAL	
6012	32314 Books and Subscriptions WEST PAYMENT CENTER	392 5145 1207 PHONE 392 5145 1207 PHONE 815032613	102.88 278.70 381.58 *
		ACCOUNT TOTAL	
		MAJOR TOTAL	
021800	LAW LIBRARY		
6012	22210 Books and Subscriptions MATTHEW BENDER & CO INC 22210 MATTHEW BENDER & CO INC 22210 MATTHEW BENDER & CO INC 28711 EMBARQ	59668016 VA CODE RULES VOL 11 59668016 VA CODE RULES V11 59668016 VOID 315 0208 1207 PHONE	12.85 12.85 12.85 33.10 45.95 * 45.95 **
		ACCOUNT TOTAL	
		MAJOR TOTAL	
031200	SHERIFF		
3310	12758 Repairs/Maintenance COMMTRONICS OF VA	180364	75.34 75.34 *
		ACCOUNT TOTAL	

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INVOICE NUMBER	DESCRIPTION	AMOUNT
3311	16674	Repairs & Maintenance - A	52513	REPLACE AUTO GLASS	312.50
	17004	GRANT'S GLASS	155056	REPLACED AIR SENSOR	620.83
	17004	HALEY OF FARMVILLE INC	155295	BATTERY	171.35
	29925	HALEY OF FARMVILLE INC	71108	BATTERY	184.95
		TRI-COUNTY FORD-MERCURY			1,289.63 *
				ACCOUNT TOTAL	
5230		Telecommunications			
	10099	AT&T	392 8101 1207	PHONE	343.77
	28711	EMBARQ	024 0031 1207	RADIO	10.52
	28723	EMBARQ COMMUNICATIONS INC	438278356 1207	PHONE	11.30
	30439	US CELLULAR	918210747 1207	PHONE	763.96
				ACCOUNT TOTAL	1,129.55 *
6001		Office Supplies			
	13369	DIAMOND SPRINGS	27961300 1207	OFFICE SUPPLIES	51.35
	25541	POLK CITY DIRECTORIES	83391612	CITY DIRECTORY	158.50
	28757	STAPLES BUSINESS ADVANTAG	8008339005	SHELF ORGANIZER	208.98
	28757	STAPLES BUSINESS ADVANTAG	8008339005	WALL POCKET ORGANIZR	31.37
				ACCOUNT TOTAL	450.20 *
6010		Police Supplies			
	28432	SIRCHIE FINGER PRINT LABS	4666229	FINGERPRINT SUPPLIES	61.65
	28592	SOUTHERN POLICE EQUIP CO	115744	INFLATABLE WEDGES	45.98
				ACCOUNT TOTAL	107.63 *
6011		Uniforms & Wearing Appare			
	12335	CENTURY UNIFORM-RALEIGH	141568	UNIFORMS	206.80
	12335	CENTURY UNIFORM-RALEIGH	144057	TIE	8.50
	28592	SOUTHERN POLICE EQUIP CO	115803	CAP	10.99
	28592	SOUTHERN POLICE EQUIP CO	115889	CAPS	19.98
				ACCOUNT TOTAL	246.27 *
				MAJOR TOTAL	3,298.62 **
032200		VOLUNTEER FIRE DEPARTMENT			
7001		Payment to Farmville VFD			
	14300	EAST END MOTOR CO INC	36537	VEHICLE MAINTENANCE	536.71
	15155	FARMVILLE AUTOMOTIVE &	8506	VEHICLE MAINTENANCE	468.34
	15560	FARMVILLE WHSALE ELECTRIC	348792	J-TYPE	6.00
	15560	FARMVILLE WHSALE ELECTRIC	350255	RECEPTACLE COVER	5.68
	28431	SINGER ASSOCIATES	104928	ADAPTER/CALL SIREN	616.50
	999999	OLD NATIONAL BANK LEASING	74399	REWRITE FEE	250.00
				ACCOUNT TOTAL	1,883.23 *
7002		Payment to Rice VFD			
	15656	FIRE & SAFETY EQUIP CO	17685	EXTRICATION GLOVES	25.00
	15656	FIRE & SAFETY EQUIP CO	17974	PANTS	50.00
	28711	EMBARQ	392 8737 1207	PHONE	88.61
	31844	DOMINION VA POWER	4500495009 1207	ELECTRIC SERVICE	316.52
				ACCOUNT TOTAL	480.13 *
7003		Payment to Prospect VFD			
	12024	C W WILLIAMS	496033	CONNECTORS	180.42
	12430	CHESTERFIELD INSURERS	24088	BOND RENEWALS	150.00

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MAJOR# ACCT#	VENDOR NUMBER NAME	INVOICE#	DESCRIPTION	AMOUNT
7004	CITIZENS BANK & TRUST CO	4000613500 1207	TRUCK PAYMENT	3,424.73
	KEY OFFICE SUPPLY	4009 PVFD 1207	INK CARTRIDGE	36.99
	PAMPLIN EXXON	PROSPECT FD1207	FUEL/INSPECT/MAINT	288.02
	SINGER ASSOCIATES	105058	TANK REPAIRS	5,357.60
	EMBARQ	574 9911 1207	PHONE	64.44
	TOWN OF FARMVILLE	805 PVFD 1207	FUEL	45.40
	DOMINION VA POWER	6120897506 1207	ELECTRIC SERVICE	5.77
	DOMINION VA POWER	7600812502 1207	ELECTRIC SERVICE	5.50
	DOMINION VA POWER	7020850009 1207	ELECTRIC SERVICE	192.11
			ACCOUNT TOTAL	9,750.98 *
7007	Payment to Darlington VFD	343646	ELECTRICAL SUPPLIES	95.57
	FARMVILLE WHSALE ELECTRIC	0467949058 #29	LOAN PAYMENT	501.50
	PLANTERS BANK & TRUST	38156 001 1207	ELECTRIC SERVICE	178.67
	SOUTHSIDE ELECTRIC COOP	248 6805 1207	PHONE	73.77
			ACCOUNT TOTAL	849.51 *
7007	Payment to Meherrin VFD	10055335	LP GAS	293.80
	ROY C JENKINS INC	8150320	GAS	126.09
	ROY C JENKINS INC	8152320	DIESEL	1,109.86
	SHANABERGER & SONS	46586	GENERATOR SRV CNTRCT	334.95
	SLAGLE JACK L FIRE EQUIP	10028102 04	STROBE TUBE	54.00
	SLAGLE JACK L FIRE EQUIP	10028394 000110	FIRE LINE TAPE/HOLDER	32.00
	VERIZON	736 0633 1207	PHONE	150.64
	DOMINION VA POWER	0519881510 1207	ELECTRIC SERVICE	272.85
	DOMINION VA POWER	1913347348 1207	ELECTRIC SERVICE	26.72
			ACCOUNT TOTAL	2,400.91 *
			MAJOR TOTAL	15,364.76 **
032500	EMERGENCY SERVICES			
6014	Other Operating Supplies			
	KORMAN SIGNS	203207	SIGNS & HARDWARE	496.85
			ACCOUNT TOTAL	496.85 *
			MAJOR TOTAL	496.85 **
033200	REGIONAL JAIL & DETENTION			
3196	Purchase of Services - Ja			
	FAMILY PRESERVATION SERV	28994	ELECTRONIC MONITORIN	690.00
			ACCOUNT TOTAL	690.00 *
7001	Piedmont Regional Jail-Pe			
	PIEDMONT REGIONAL JAIL	348	INMATE PER DIEM	4,011.70
			ACCOUNT TOTAL	4,011.70 *
			MAJOR TOTAL	4,701.70 **
034100	BUILDING OFFICIAL			
5880	1.75¢ Bldg Permit Surcharg			
	TREASURER OF VIRGINIA	PERMIT LEVY1207	OCT-DEC PERMIT LEVY	236.78
			ACCOUNT TOTAL	236.78 *

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MAJOR# ACCT# 6001	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	20600	Office Supplies	415 CO ADM 1207	OFFICE SUPPLIES	7.98
	30439	KEY OFFICE SUPPLY	816442183 1207	PHONE	37.64
	31293	US CELLULAR	2008 DUES	DUES	35.00
		VBCOA			80.62 *
				ACCOUNT TOTAL	317.40 **
				MAJOR TOTAL	
035100		ANIMAL CONTROL			
5230	30439	Telecommunications	816442183 1207	PHONE	75.28
		US CELLULAR			75.28 *
5820	999999	Fowl & Livestock Claims	COYOTE 1207	BOUNTY	50.00
	999999	ALLEN GLENN	COYOTE 1207	BOUNTY	50.00
	999999	ALLEN RONALD	COYOTE 1207	BOUNTY	50.00
	999999	VENABLE PRESTON	COYOTE 1207	BOUNTY	50.00
	999999	ELDRIDGE PHILLIP	COYOTE 1207A	BOUNTY	50.00
	999999	ADAMSON ANDREW	COYOTE 1207A	BOUNTY	50.00
	999999	ANDERSON DENNIS	COYOTE 1207A	BOUNTY	50.00
	999999	COLES CARL	COYOTE 1207A	BOUNTY	50.00
	999999	HANCOCK LUANN	COYOTE 1207A	BOUNTY	50.00
	999999	HICKS EARL	COYOTE 1207A	BOUNTY	50.00
	999999	LONG T J	COYOTE 1207A	BOUNTY	50.00
	999999	MCCAULEY HERBERT JR	COYOTE 1207A	BOUNTY	50.00
	999999	MOORE ANTHONY	COYOTE 1207A	BOUNTY	50.00
	999999	OAKES NORMAN	COYOTE 1207A	BOUNTY	50.00
				ACCOUNT TOTAL	650.00 *
6001	32131	Office Supplies	CO AD 2238 1207	AMMO	80.08
		WAL-MART COMMUNITY			80.08 *
6002	32131	Food Supplies	CO AD 2238 1207	DOG FOOD	108.68
		WAL-MART COMMUNITY			108.68 *
8202	31645	Equipment	122572	PANACUR LIQUID	150.00
		VILLAGE VETERINARY SERVIC			150.00 *
				ACCOUNT TOTAL	1,064.04 **
				MAJOR TOTAL	
035300		MEDICAL EXAMINER			
3110	29459	Professional Health Serv	BRYANT JENNIFER	CORONER	20.00
	29459	TREASURER OF VIRGINIA	DOWLER THOMAS F	CORONER	20.00
				ACCOUNT TOTAL	40.00 *
				MAJOR TOTAL	40.00 **
036100		BIOSOLIDS MONITORING			
5230	29339	Telecommunications	REIMB 1207	INTERNET	24.67
		TOOMBS MANUEL H JR			

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MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5510		29925	Travel - Mileage	816442183	PHONE	37.64
			TRI-COUNTY FORD-MERCURY	1207		62.31 *
6001		29339	Office Supplies	71184	OIL CHANGE	25.83
			TOOMBS MANUEL H JR	REIMB 1207	ANTENNA	25.83 *
042300			REFUSE DISPOSAL			ACCOUNT TOTAL
3160		27191	Professional Services	32585	MISC WORK TASKS	1,148.30
		27191	RESOURCE INTERNATIONAL	32586	STORM WTR PRMT CMPLY	770.65
		27191	RESOURCE INTERNATIONAL	32587	CELL D CONST DOCUMENT	758.61
3310		11359	Repairs/Maintenance	166245	KEY BLANKS/PADLOCKS	23.42
		11359	BLUE TARP FINANCIAL INC	171236	SHOVEL/RAKE/PADLOCK	65.43
		11359	BLUE TARP FINANCIAL INC	171239	VIRSO SITE TOOLS	4.78
		21830	LUCK STONE CORPORATION	819478	STONE FOR VIRSO SITE	1,243.55
		23792	W C NEWMAN CO INC	94416	VIRSO SITE CONCRETE	163.00
		25380	PIEDMONT REGIONAL JAIL	115	INMATE TRASH PICKUP	75.00
		27770	ROD & STAFF WELDING	35468	PIPE FOR VIRSO GATES	64.50
		28869	STIFF O O INC	4486	MONTHLY SERVICE	671.75
		32103	WALKER DAVE M	JAN 08	CLEANING BOX SITE	250.00
3840			Contract Landfill - POS			ACCOUNT TOTAL
		10811	ARENA TRUCKING COMPANY	DEC 07	TRASH COLLECTION	358.00
		27191	RESOURCE INTERNATIONAL	32520	GRDTR MONITORING	22,863.68
		32950	WRIGHT'S EXCAVATING	JAN 08	LANDFILL OPERATION	42,187.50
3841		14723	Purchase of Serv - Recy11	455353	TIRE RECYCLING	999.00
		14723	EMANUEL TIRE OF VIRGINIA	455482	TIRE RECYCLING	972.00
5230			Telecommunications			ACCOUNT TOTAL
		10099	AT&T	223 1595	PHONE	37.40
		10099	AT&T	248 5696	PHONE	21.09
		10099	AT&T	392 9223	PHONE	33.58
		10099	AT&T	574 4166	PHONE	38.39
		10099	AT&T	767 2769	PHONE	73.64
		27132	RANSON'S INC	10136447	PHONES	21.98
		28711	EMBARQ	391 3442	PHONE	32.79
		28711	EMBARQ	392 3675	PHONE	44.12
		28711	EMBARQ	392 9223	PHONE	36.39
		28711	EMBARQ	574 4166	PHONE	38.85
		28711	EMBARQ	767 2769	PHONE	40.37

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EXPENDITURES - GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/01/2008 -- 1/01/2008

BEFORE CHECKS  
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MAJOR# ACCT#	VENDOR NUMBER NAME	INVOICE#	DESCRIPTION	AMOUNT
6009	23726 28596	149697 39385	Vehicle Supplies NEWMAN TIRE CO INC SOUTHERN STATES	952.00 22.62
			TIRES RUBBER STRAPS/GLOVES	974.62 *
			ACCOUNT TOTAL	74,186.96 **
042610	SANDY RIVER RESERVOIR			
3160	13779 13779	2007110362 2007110436	Professional Services DRAPER ADEN ASSOCIATES DRAPER ADEN ASSOCIATES	6,008.28 4,900.00
			SRR FINANCL ANALYSIS SRR WATER SUPPLY PLN	10,908.28 *
			ACCOUNT TOTAL	10,908.28 **
043200	GENERAL PROPERTIES			
3160	28223	JAN 08	Janitorial Services SERVICEMASTER	4,875.83
			JANITORIAL SERVICE	4,875.83 *
3310	15150 25960 28869	D252085 20131 4486	Repairs/Maintenance FARMVILLE AUTO PARTS PUTNEY MECHANICAL CO INC STIFF O INC	11.83 430.00 100.00
			AHU FAN BELT SENSOR & THERMOSTAT MONTHLY SERVICE	541.83 *
5110	28640 28640 31844 31844 31844 31844 31844 31844 31844 31844 31846 31846 31846 31846 31846 31846 31846 31846	114379 001 1207 114379 002 1207 0890745003 1207 0916382831 1207 1230385005 1207 2786281903 1207 5181167213 1207 8970737501 1207 9670710004 1207 0670040567 1207 0675198071 1207 1059387447 1207 1144204110 1207 4951935099 1207 5856894620 1207 6669158583 1207 7471653571 1207 8601161519 1207 9176847250 1207	Electrical Services SOUTHSIDE ELECTRIC COOP SOUTHSIDE ELECTRIC COOP DOMINION VA POWER DOMINION VA POWER DOMINION VA POWER DOMINION VA POWER DOMINION VA POWER DOMINION VA POWER DOMINION VA POWER DOMINION VA POWER DOMINION VA POWER DOMINION VA POWER DOMINION VA POWER DOMINION VA POWER DOMINION VA POWER DOMINION VA POWER DOMINION VA POWER DOMINION VA POWER	126.29 31.89 265.93 62.08 36.06 9,157.09 198.51 113.30 69.34 18.13 153.03 15.98 78.92 5.50 68.79 65.92 109.36 82.75 70.86
			DH SITE SRR LIGHTS ANIMAL SHELTER INDUSTRIAL PARK ROY CLARK MONUMENT COURTHOUSE LEACHATE PUMP SCALEHOUSE SHOP CELL C PUMP STATION MOORE BLDG MOORE BLDG GREEN BAY SITE SHERIFF DEPT SHED WORSHAM CLK'S OFFICE LIGHTS AT RICE WORSHAM SITE PROSPECT SHELTER LANDFILL SHELTER	10,729.73 *
			ACCOUNT TOTAL	10,729.73 *

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	ACCOUNT TOTAL	AMOUNT
5130	14700	Heating Services ELLINGTON ENERGY SERVICE	8197	FUEL OIL	354.77	354.77 *
	29332	Water & Sewer TOWN OF FARMVILLE	AG BLDG 1207	WATER & SEWER	107.29	107.29
	29332	TOWN OF FARMVILLE	CH IRRIG 1207	WATER	17.30	17.30
	29332	TOWN OF FARMVILLE	MOORE BLDG 1207	WATER & SEWER	41.33	41.33
5230	10099	Telecommunications AT&T	223 8665 1207	PHONE	165.92	165.92 *
	28711	EMBARQ	223 8665 1207	PHONE	34.96	34.96
	28711	EMBARQ	392 1943 1207	PHONE	47.13	47.13
	30439	US CELLULAR	816442183 1207	PHONE	63.26	63.26
6005	32131	Janitorial Supplies WAL-MART COMMUNITY	CO AD 2238 1207	CLEANING SUPPLIES	42.64	42.64
	32550	WILCO INC.	1203773 01	JANITORIAL SUPPLIES	1,314.20	1,314.20
6007	10900	Repairs and Maintenance S AYERS BLDG. & SUPPLY CO	135805	PAINT SCRAPER	4.73	4.73
	11359	BLUE TARP FINANCIAL INC	166663	PAINT & STENCILS	26.89	26.89
	11359	BLUE TARP FINANCIAL INC	I66932	PAINT/PADLOCK/HASP	114.64	114.64
	11359	BLUE TARP FINANCIAL INC	I67198	CAULK & NAILS	50.06	50.06
	11359	BLUE TARP FINANCIAL INC	I67596	GLOVES	5.87	5.87
	11359	BLUE TARP FINANCIAL INC	I68480	CHISEL/PUTTY KNIFE	18.30	18.30
	11359	BLUE TARP FINANCIAL INC	I68845	KEY BLANKS	12.00	12.00
	11359	BLUE TARP FINANCIAL INC	I69042	SHELVING SUPPLIES	76.17	76.17
	11359	BLUE TARP FINANCIAL INC	I69416	BOLTS/NUTS/FASTENERS	1.60	1.60
	11359	BLUE TARP FINANCIAL INC	I69626	GLOVES	6.23	6.23
	11359	BLUE TARP FINANCIAL INC	I70453	PLYWOOD	45.51	45.51
	11359	BLUE TARP FINANCIAL INC	I70479	RUBBER DOOR BOTTOMS	21.54	21.54
	11359	BLUE TARP FINANCIAL INC	I71272	SPRAY PAINT	9.20	9.20
	11359	BLUE TARP FINANCIAL INC	I73190	POSTHOLE DIGGR/LEVEL	72.98	72.98
	11359	BLUE TARP FINANCIAL INC	345452	GRINDING WHEELS	18.76	18.76
	11894	BUSINESS CARD	1412 SP 1207	CH CHRISTMAS TREE	173.08	173.08
	15560	FARMVILLE WHSALE ELECTRIC	348185	ELECTRIC BOX & COVER	5.41	5.41
	15560	FARMVILLE WHSALE ELECTRIC	349111	CORD SET	11.70	11.70
	15560	FARMVILLE WHSALE ELECTRIC	349576	BULBS & BALLAST	436.42	436.42
	15560	FARMVILLE WHSALE ELECTRIC	349719	BIT SET & SAW ARBOR	102.88	102.88
	15560	FARMVILLE WHSALE ELECTRIC	349899	DRILL ARBOR	10.56	10.56
	15560	FARMVILLE WHSALE ELECTRIC	349936	CREDIT MEMO	6.11	6.11
	15560	FARMVILLE WHSALE ELECTRIC	350997	ANGLE PLUG/RCPT	80.94	80.94
	24086	OK TERMITTE & PEST CONTROL	DEC 12 07	EXTERMINATING SERVIC	150.00	150.00
	25306	PEARSON EQUIPMENT CO	131312	SCAFFOLDING RENTAL	166.00	166.00
	25306	PEARSON EQUIPMENT CO	131313	SCAFFOLDING RENTAL	30.00	30.00
	25306	PEARSON EQUIPMENT CO	131314	SCAFFOLDING RENTAL	48.00	48.00
	25680	PRICE SUPPLY CO INC	728795	FILTERS	19.88	19.88
	25680	PRICE SUPPLY CO INC	729860	COUPLER	24.15	24.15
	28352	SHERWIN WILLIAMS CO	5596 0	PAINT & ROLLR COVERS	633.72	633.72

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/01/2008 -- 1/01/2008

AP375H  
1/03/2008  
FUND # - 100 EXPENDITURES - GENERAL FUND

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INVOICE#	DESCRIPTION	AMOUNT
6009		32131	WAL-MART COMMUNITY	CO AD 2238 1207	GARLAND & BOWS	36.64
		32131	WAL-MART COMMUNITY	CO AD 2238 1207	LIGHT SETS	39.76
		32131	WAL-MART COMMUNITY	CO AD 2238 1207	COMPUTER CABLE	15.97
		32131	WAL-MART COMMUNITY	CO AD 2238 1207	BULBS	8.04
					ACCOUNT TOTAL	2,471.52 *
6009		14700	Vehicle & Powered Equipme	01 9302	DIESEL FOR TRACTOR	20.00
		15150	ELLINGTON ENERGY SERVICE	D252109	OIL & FILTER	78.50
		15150	FARMVILLE AUTO PARTS	D252160	BATTERY	134.95
		27770	FARMVILLE AUTO PARTS	35461	METAL	88.00
					ACCOUNT TOTAL	321.45 *
					MAJOR TOTAL	21,151.53 **
043400		CANNERY				
5110		28640	Electrical Services	44435 001 1207	ELECTRIC SERVICE	108.93
			SOUTHSIDE ELECTRIC COOP			108.93 *
5120		14700	Heating Services	8196	FUEL OIL	1,091.60
			ELLINGTON ENERGY SERVICE			1,091.60 *
5230		10099	Telecommunications	223 8664 1207	PHONE	33.58
		28711	AT&T	223 8664 1207	PHONE	31.33
			EMBARQ			64.91 *
6005		32131	Janitorial Supplies	CO AD 2238 1207	CLEANING SUPPLIES	95.72
			WAL-MART COMMUNITY			95.72 *
					ACCOUNT TOTAL	1,361.16 **
053500		COMPREHENSIVE SERVICES ACT				
3160		12280	CSA Programs	7025 1207	PROFESSIONAL SERVICE	2,508.00
		12280	CENTRA HEALTH	7035 1207	PROFESSIONAL SERVICE	2,502.40
		12280	CENTRA HEALTH	7088 1207	PROFESSIONAL SERVICE	2,502.40
		12280	CENTRA HEALTH	7102 1207	PROFESSIONAL SERVICE	2,508.00
		12280	CENTRA HEALTH	7180 1207	PROFESSIONAL SERVICE	2,508.00
		12280	CENTRA HEALTH	7233 1207	PROFESSIONAL SERVICE	2,502.40
		12280	CENTRA HEALTH	7298 1207	PROFESSIONAL SERVICE	2,502.40
		12280	CENTRA HEALTH	7316 1207	PROFESSIONAL SERVICE	2,508.00
		12280	CENTRA HEALTH	7336 1207	PROFESSIONAL SERVICE	2,508.00
		12929	CROSSROADS SERVICES BD	FAPT/CPMT 1207	PROFESSIONAL SERVICE	3,604.80
		12964	CUMBERLAND HOSPITAL	1030154 1207	PROFESSIONAL SERVICE	10,055.15
		14575	ELK HILL	15019	PROFESSIONAL SERVICE	4,209.07
		14575	ELK HILL	15135	PROFESSIONAL SERVICE	7,249.85
		14575	ELK HILL	15251	PROFESSIONAL SERVICE	700.00
		14939	FAMILY PRESERVATION SERV	28944	PROFESSIONAL SERVICE	700.00
		14939	FAMILY PRESERVATION SERV	28946	PROFESSIONAL SERVICE	472.50



MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3180	28220	Administrative SHANABERGER MABLE	CSA 1207	ADMINISTRATIVE FEE	150.00
					150.00 *
				ACCOUNT TOTAL	98,833.86 **
081100	PLANNING				
5230	30439	Telecommunications US CELLULAR	816442183 1207	PHONE	75.28
					75.28 *
				ACCOUNT TOTAL	75.28 *
5510	13108	Travel-Mileage DAVES-JOHNSON ALECIA	EXPENSES 1207	MILEAGE	132.02
	13108	DAVES-JOHNSON ALECIA	EXPENSES 1207	MEAL	12.33
	25359	PICKETT JONATHAN	MILEAGE 1207	MILEAGE	215.87
					360.22 *
				ACCOUNT TOTAL	360.22 *
6001	15240	Office Supplies FARMVILLE HERALD	350 CO ADM 1207	ADVERTISING	209.00
	20600	KEY OFFICE SUPPLY	415 CO ADM 1207	OFFICE SUPPLIES	7.12
	27181	RELIABLE	FWN06301	FILE DRAWER DIVIDERS	65.28
					281.40 *
				ACCOUNT TOTAL	716.90 **
				MAJOR TOTAL	716.90 **
081500	ECONOMIC DEVELOPMENT				
5230	10097	Telecommunications AT&T	392 1482 1207	PHONE	70.72

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/01/2008 -- 1/01/2008

AP375H  
1/03/2008  
FUND # - 100 EXPENDITURES - GENERAL FUND

MAJOR# ACCT#	VENDOR NUMBER NAME	INVOICE# INV#	DESCRIPTION	AMOUNT
5510	22489 MOONSTAR BBS 28711 EMBARQ	ECON DEV 1207 392 1482 1207	DSL PHONE	45.00 182.31 298.03 *
			ACCOUNT TOTAL	
5899	11894 BUSINESS CARD 11894 BUSINESS CARD 11894 BUSINESS CARD	2078 CARNEY1207 2078 CARNEY1207 2078 CARNEY1207	AIRLINE TICKETS MEALS LODGING	433.00 282.71 823.14 1,540.85 *
			ACCOUNT TOTAL	
6001	11894 BUSINESS CARD 20600 KEY OFFICE SUPPLY	2078 CARNEY1207 20613 EC DV1207	JAMESTOWN EVENT	100.00 100.00 *
			ACCOUNT TOTAL	
094000	CAPITAL PROJECTS		OFFICE SUPPLY/POSTGE OFFICE SUPPLIES	401.59 66.20 467.79 *
			MAJOR TOTAL	2,406.67 **
0021	29332 Farmville-PE Library A&E TOWN OF FARMVILLE	007 LIBRARY	ARCHITECTURAL FEES	8,794.66 8,794.66 * 8,794.66 **
			ACCOUNT TOTAL	
095000	DEBT SERVICE			
0003	30600 Courthouse Construction RURAL DEVELOPMENT	LOAN 97-01 1207	CH LOAN	6,508.00
	30600 RURAL DEVELOPMENT	LOAN 97-02 1207	CH LOAN	10,118.00
			ACCOUNT TOTAL	16,626.00 *
			MAJOR TOTAL	16,626.00 **
			FUND TOTAL	281,208.49

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/01/2008 -- 1/01/2008

AP375H  
1/03/2008  
FUND # - 732 EXPENSES RETIREMENT BENEFIT FUND

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
00230	25257	LEOS Disbursements JOHNS VICKI K	JAN 08	RETIREE BENEFIT	959.00
1101	29937	Retirees Insurance ANTHEM BCBS	FEB 08	RETIREE INSURANCE	959.00 *
				ACCOUNT TOTAL	1,812.00
				ACCOUNT TOTAL	1,812.00 *
				MAJOR TOTAL	2,771.00 **
				FUND TOTAL	2,771.00

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/01/2008 -- 1/01/2008

AP375H  
1/03/2008  
FUND # - 740

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
094000	REVENUE SHARING FUND - VDOT				
0102	13779	Via Sacra DRAPER ADEN ASSOCIATES	2007110603	VIA SACRA DESIGN	605.00
				ACCOUNT TOTAL	605.00 *
				MAJOR TOTAL	605.00 **
				FUND TOTAL	605.00

PRINCE EDWARD  
LISTING OF INVOICES FOR 1/01/2008 -- 1/01/2008

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1/03/2008  
FUND # - 741

MAJOR# ACCT# 021400	VENDOR NUMBER PIEDMONT COURT SERVICES	VENDOR NAME Electrical Service DOMINION VA POWER Postal Services PITNEY BOWES FINANCL SERV Telecommunications AT&T EMBARQ Travel - Mileage FRANKLIN SHEENA GRAY SHARON MAXEY RENEE T MOSS REBECCA Office Supplies FRANKLIN SHEENA QUILL CORPORATION Furniture and Fixtures QUILL CORPORATION	INV# 7218131923 1207 6947601 DC07 392 8161 1207 392 8161 1207 EXPENSES 1207 MILEAGE 1207 MILEAGE 1207 MILEAGE 1207 EXPENSES 1207 3229935 3259339	DESCRIPTION ELECTRIC SERVICE POSTAGE METER LEASE PHONE PHONE MILEAGE MILEAGE MILEAGE OFFICE SUPPLIES OFFICE SUPPLIES MEGA TRAVEL DRIVE	AMOUNT 130.82 130.82 * 125.00 125.00 * 234.23 230.64 464.87 * 104.27 108.14 38.80 195.94 447.15 * 16.01 22.49 38.50 * 127.49 127.49 * 1,333.83 ** 1,550.00 1,550.00 * 120.00 120.00 * 1,670.00 ** 3,003.83 TOTAL DUE 287,588.32
5110	31846	Electrical Service	7218131923 1207	ELECTRIC SERVICE	ACCOUNT TOTAL 130.82
5210	25483	Postal Services	6947601 DC07	POSTAGE METER LEASE	ACCOUNT TOTAL 130.82 *
5230	10097 28711	Telecommunications AT&T EMBARQ	392 8161 1207 392 8161 1207	PHONE PHONE	ACCOUNT TOTAL 125.00 125.00 *
5510	15954 16682 22217 22749	Travel - Mileage FRANKLIN SHEENA GRAY SHARON MAXEY RENEE T MOSS REBECCA	EXPENSES 1207 MILEAGE 1207 MILEAGE 1207 MILEAGE 1207	MILEAGE MILEAGE MILEAGE	ACCOUNT TOTAL 234.23 230.64 464.87 *
6001	15954 26525	Office Supplies FRANKLIN SHEENA QUILL CORPORATION	EXPENSES 1207 3229935	OFFICE SUPPLIES OFFICE SUPPLIES	ACCOUNT TOTAL 16.01 22.49 38.50 *
8202	26525	Furniture and Fixtures QUILL CORPORATION	3259339	MEGA TRAVEL DRIVE	ACCOUNT TOTAL 127.49 127.49 *
097001	PCS SUPERVISION FEES EXPENDITURES				MAJOR TOTAL 1,333.83 **
5420	28724	PCS - Lease/Rent of Build SRP CORPORATION LLC	RENT 1207	RENT	ACCOUNT TOTAL 1,550.00 1,550.00 *
6006	17346	PCS - Janitorial Services HARDY PAGE	DEC 07	CLEANING SERVICE	ACCOUNT TOTAL 120.00 120.00 * MAJOR TOTAL 1,670.00 **
FUND TOTAL					3,003.83
TOTAL DUE					287,588.32

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

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

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

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



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

**Meeting Date:** January 8, 2008  
**Item No.:** 11-d  
**Department:** Payroll  
**Staff Contact:** Sheila Martin  
**Issue:** Consent Agenda – Salaries

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**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:** Approval

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

Fore \_\_\_\_\_  
Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



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

**Meeting Date:** January 8, 2008  
**Item No.:** 11-e  
**Department:** BUILDING OFFICE  
**Staff Contact:** Penny Huskey/Coy Leatherwood  
**Issue:** Dance Hall Permit – Fever’s

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**Summary:** The County requires an annual Dance Hall Permit. Coy W. Leatherwood, Building Official has inspected and recommends approval of a dance hall permit for Fever’s Restaurant and Lounge, located at 193 McLendon Drive, Farmville, Virginia.

**Attachments:** None.

**Recommendation:** Approval of Fever’s 2008 Dance Hall Permit.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



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

**Meeting Date:** January 8, 2008  
**Item No.:** 11-f  
**Department:** Animal Control  
**Staff Contact:** Ray Foster/Vicki  
**Issue:** Rabies Clinics

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**Summary:** Annually, the County's Animal Control Officers and County Treasurer collaborate on Rabies Clinics to facilitate the vaccination of dogs and the sale of dog tags.

**Attachments:** 2008 Rabies Clinics Schedule

**Recommendation:** Approval.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



BOARD OF SUPERVISORS

WILLIAM G. FORE, JR.  
CHAIRMAN

HOWARD F. SIMPSON  
VICE-CHAIRMAN

JALLY W. GILFILLAN  
ATTIE COOPER-JONES  
ROBERT M. JONES  
CHARLES W. MCKAY  
JAMES C. MOORE  
LACY B. WARD



COUNTY ADMINISTRATOR  
W. WADE 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

# RABIES CLINICS

(Held at the following Fire Departments)

SATURDAY

JANUARY 12, 2008

<u>VETENARIAN</u>	<u>PLACE HELD</u>	<u>TIME</u>
Dr. French / Dr. Gates	Rice	10:00 a.m.
Dr. French / Dr. Gates	Prospect	12:00 noon
Dr. French / Dr. Gates	Darlington Heights	2:00 p.m.
Dr. Swan	Meherrin	4:00 p.m.

Ray Foster Chief Animal Control Officer  
County of Prince Edward

By order of:  
The Prince Edward County Board of Supervisors

\*\* Prince Edward County Treasurer will be available to sell dog tags \*\*

PRINCE EDWARD COUNTY BOARD OF SUPERVISORS

MISSION STATEMENT

TO REPRESENT ALL CITIZENS, PROVIDE LEADERSHIP, CREATE VISION AND SET POLICY TO ACCOMPLISH EFFECTIVE CHANGE, PLANNED GROWTH AND PROVIDE ESSENTIAL SERVICES WHILE MAINTAINING AND ENHANCING THE QUALITY OF LIFE IN PRINCE EDWARD COUNTY.

79



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

**Meeting Date:** January 8, 2008  
**Item No.:** 11-g  
**Department:** Commissioner of Revenue  
**Staff Contact:** Beverly Booth  
**Issue:** Consent Agenda – Erroneous Assessments

---

**Summary:**

See Attachments.

**Attachments:**

Certificate of Refund – James Brown, Jr. – Personal Property (\$42.97)

**Recommendation:** Approval.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_

COMMONWEALTH OF VIRGINIA  
 COUNTY OF PRINCE EDWARD  
 Office of Commissioner of the Revenue  
 Farmville, Virginia

CERTIFICATE FOR REFUND OF LOCAL TAXES ERRONEOUSLY ASSESSED AND PAID

Pay to: James Brown Jr. (Date) December 14, 2007  
 Address: 803 Griffin Boulevard Amount of Refund \$42.97  
Farmville, Va. 23901  
Tax Refunds Payable

The above named taxpayer has duly filed application with the Commissioner of the Revenue for the refund of County taxes assessed by the said Commissioner of the Revenue for Prince Edward County as follows:

Subject of Taxation	Year	Book	Page	Line	Value	Taxes	Penalty	Total
Pers. Prop.	2005	Per.Prop.	134	9	\$4200.	\$21.00	\$2.10	\$23.10
Pers. Prop.	2004	Per.Prop.	131	4	\$4200.	\$18.06	\$1.81	\$19.87

The foregoing assessments, having been paid and on evidence submitted, it is adjudged that the foregoing assessments are erroneous for the following reason:

Mobile home is classified as real estate. Taxpayer did not return personal property form.

Subject of Taxation	Year	Value	Taxes	Penalty	Total	Amount of Refund
Pers.Prop.	2005	\$4200.	\$21.00	\$2.10	\$23.10	\$23.10
Pers.Prop.	2004	\$4200.	\$18.06	\$1.81	\$19.87	\$19.87

Pursuant to Section 58-1142, Code of Virginia, I do hereby certify that the foregoing certificate for refund is correct to the best of my knowledge and belief:

Beverly N. Booth  
 Commissioner of the Revenue

I do hereby approve the foregoing certificate for refund:

James R. [Signature]  
 Attorney for the Commonwealth

According to the foregoing certificate of refund as submitted by the Commissioner of the Revenue and approved by the Attorney for the Commonwealth, it is adjudged that the taxpayer is entitled to a refund in the amounts of the difference between the taxes assessed and paid and the taxes which should have been assessed and paid, and that the Treasurer of this County is hereby directed to refund to \_\_\_\_\_

\_\_\_\_\_ the excess taxes paid in the amount of \_\_\_\_\_.

By order of the Board of Supervisors:

\_\_\_\_\_ Date

\_\_\_\_\_ Clerk, Board of Supervisors



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

**Meeting Date:** January 8, 2008  
**Item No.:** 12  
**Department:** County Administrator  
**Staff Contact:** Wade Bartlett  
**Issue:** Appropriations

---

**Summary:**

Attached are two requests for budget amendments.

1. Increase the Clerk of the Circuit Court's budget by \$1,500. The Clerk has received \$1,500 from the Technology Trust fund to assist in the purchase of a computer and associated software. This amendment increases the revenue line labeled Technology Trust Funds a new expense line in the Clerk's department also called Technology Trust Funds.
  
2. Increase the Piedmont Court Services Fund by \$7,566 due to the receipt of a new DCJS grant in that amount which requires no local match. This action increases the DCJS grant revenue line in the Piedmont Court Services fund and the Salaries and Wages expense line as requested by the Director of Piedmont court Services.

**Attachments:** Budget Amendments and associated documentation

**Recommendation:** Approve as submitted.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



## Budget Amendments - January 2008

ITEM #	REV/EXP	FUND	DEPT	OBJECT	DESCRIPTION	DEBIT	CREDIT
1	3 (Rev)	741	24040	0021	Piedmont Court Services Fund-DCJS Grant		\$ 7,566
	4 (Exp)	741	21400	1100	Piedmont Court Services Fund-Salaries & Wages	\$ 7,566	



RENEE TRENT MAXEY  
Director

Office of Criminal Justice Services  
1012-G West Third Street Farmville, Virginia 23901

(434) 392-8161  
Fax (434) 392-7503

December 21, 2007

Prince Edward County Board of Supervisors

FUNDING INCREASE RECEIVED

On Dec. 19, 2007, Mr. Bartlett and I received written notice from the Dept. of Criminal Justice Services that additional FY07-08 funding has been awarded for community corrections (Piedmont Court Services) in the amount of \$7,566. Grant number 08-A5575CC08 has been approved in this amount. Mr. Bartlett has signed the Statement of Grant Award for our return of the same to the Dept. of Criminal Justice Services today.

It is requested that the Prince Edward Board of Supervisors at its January 2008 meeting approve this additional amount for Piedmont Court Services' budget.

Thank you.

Renee Trent Maxey  
Director

# COPY

## Department of Criminal Justice Services

202 North 9th Street, 5th Floor, Richmond, VA 23219

### Statement of Grant Award/Acceptance

**Subgrantee:** Prince Edward County

**Date:** December 11, 2007

**Grant Period:**

**Grant Number:**

**From:** 07/01/2007

**Through:** 06/30/2008

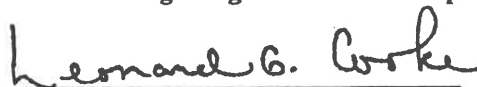
08-A5575CC08

Project Director	Project Administrator	Finance Officer
Ms. Renee T. Maxey Community Corrections Director Prince Edward County 1012-G West Third Street Farmville, VA 23901  Phone: (434) 392-8161 Email: pcs@moonstar.com	Ms. Sarah E. Puckett Acting County Administrator Prince Edward County P. O. Box 32 Farmville, VA 23901  Phone: (434) 392-8837 Email: spuckett@co.prince-edward.va.us	Ms. Mable Shanaberger Treasurer Prince Edward County P.O. Box 522 Farmville, VA 23901  Phone: (434) 392-3454 Email: treasurer@co.prince-edward.va.us

### Grant Award Budget

Budget Categories	DCJS Funds		Locality Match	TOTALS
	Federal	State		
Consultant	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Indirect Cost	\$0	\$0	\$0	\$0
Personnel	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
<b>Totals</b>	\$0	\$7,566	\$0	\$7,566

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.



Leonard G. Cooke, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature:   
Title: County Administrator



## Budget Amendments - January 2008

ITEM #	REV/EXP	FUND	DEPT	OBJECT	DESCRIPTION	DEBIT	CREDIT
1	3 (Rev)	100	23000	0080	General Fund - Technology Trust Funds-Clerk		\$ 1,500
	4 (Exp)	100	21600	5880	General Fund - Technology Trust Funds-Clerk	\$ 1,500	



**Deputies**

Lynnette Coe  
Jennifer A. Johns  
Jackie N. Glascock  
Teresa N. Estes

**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. William L. Wellons  
Lunenburg, Virginia 23952  
Chief Judge  
Hon. Richard S. Blanton  
Farmville, Virginia 23901  
Judge  
Hon. Leslie M. Osborn  
Boydton, Virginia 23917  
Judge

December 28, 2007

To: Prince Edward County Board of Supervisors

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

I am requesting the appropriation of \$1,500.00 to be added to account code 21600-3310 (Repairs/Maintenance) for payment to Treasurer of Virginia. This money came from the Technology Trust Fund for the Prince Edward County Circuit Court to be used for equipment and maintenance on computers being updated. The County was reimbursed November 2007 from the State Compensation Board. The Equipment was installed on December 13, 2007 and bill received on December 28, 2008 see attached copy.

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

Thank you,



Machelle J. Eppes  
Clerk



**Supreme Court of Virginia**  
**Office of the Executive Secretary**  
 Telephone (804) 786-7817

**INVOICE**

Invoice Number
08-PRECC-399

Invoice To	Send Payment To
Hon. Machel J. Eppes, Clerk Prince Edward Circuit Court Courthouse Building P. O. Box 304 North Main Street Farmville, VA 23901-0304	Treasurer of Virginia c/o Supreme Court of Virginia 100.N. Ninth Street, 3rd Floor Richmond, Virginia 23219  <i>Attention: John Rickman, Fiscal Director</i>

Invoice Date	Invoice Due Date
December 31, 2007	February 29, 2008

Item	Description	Quantity	Unit Price	Amount
#1	8811V8S - PC	3	915.00	2,745.00
#2	Software (DOS & Windows incl. in Item #1)			
	MS Office Professional	3	279.00	837.00
	IBM Govt Host Access Client Package	3	165.25	495.75
Please reference invoice number with payment!				

Total	\$4,077.75
Total Amount Due By State	\$2,577.75
Total Amount Due By Locality	\$1,500.00

Signature: 

21600-3310

12-28-07

88

Return to Remit Detail

Print

# EDI Remittance Detail

Total Amount: 36,630.01 ✓

Deposit Date: 11/21/2007

Trace Number: T1335041

Agency Number	Batch ID	Amount	Offset Amount	Invoice Number	Invoice Date	Customer Account #	Voucher Description
157	157200711093471	400.26	0.00	1111			00006915 OCT CLERK CT VRS RETIR
157	157200711093471	490.29	0.00	1112			00006915 OCT CLERK CT FICA
157	157200711093471	26.04	0.00	1114			00006915 OCT CLERK CT GLI
157	157200711093471	19,526.91	0.00	1123			00006915 OCT CLERK CT PERM PYRL
157	157200711093471	1,500.00	0.00	2200			00006915 OCT CLERK CT EQUIP-IT

Total Agency 157:

21,943.50

CLRR

601

601200711163466 14,686.51

0.0020071116 11/16/2007

517013664 FOR LIFE

Total Agency 601:

14,686.51

TWOL

Entered 11/26/07

CAD.

Filed in the Clerk's Office of the Circuit Court of Prince Edward County, Virginia  
This 29<sup>th</sup> day of Nov., 20 07

Machelle J. Eppes

CLERK

By:

*Machelle J. Eppes* CLERK BC.

9:00a.m



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

**Meeting Date:** January 8, 2008  
**Item No.:** 13  
**Department:** VDOT  
**Staff Contact:** Alan Leatherwood/Sarah Elam Puckett  
**Issue:** PUBLIC HEARING – COUNTY SIX-YEAR SECONDARY ROAD PLAN

---

**Summary:** Attached is the notice for the first public hearing on the County's Six-Year Secondary Road Plan. The Board of Supervisors and VDOT will consider citizen input prior to updating the County's plan. Following the Public Hearing, the Board will wish to schedule a work session with VDOT to discuss the update of the six-year plan. If agreeable to the Board and VDOT, the Board may wish to consider 5:00 p.m. on Tuesday, February 12, 2008.

**Attachments:** Public Hearing Notice

**Recommendation:** 1. Hold Public Hearing  
2. Schedule Work Session with VDOT

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



# COMMONWEALTH of VIRGINIA

DAVID S. EKERN, P.E.  
COMMISSIONER

DEPARTMENT OF TRANSPORTATION  
P. O. BOX 11649  
LYNCHBURG, VIRGINIA 24506  
VDOT.Virginia.gov

December 14, 2007

The Farmville Herald  
114 North Street  
Farmville, VA 23901

Gentlemen:

Attached is a Public Hearing Notice we would like you to print in the public notice section of Friday, December 28, 2007, and Friday, January 4, 2008 editions of the Farmville Herald.

Please provide us a copy of the Public Notices with your bill. If you need further information, please contact me at 434-983-2017.

Very truly yours,

*W. A. Leatherwood P.E.*

W. A. Leatherwood, P.E.  
Residency Administrator

WAL/plb  
Attachment

## **PUBLIC HEARING**

The Prince Edward County Board of Supervisors and the Virginia Department of Transportation will hold a joint Public Hearing to solicit citizens' input prior to the update of the County's Secondary Transportation Improvement Plan, also known as the Six Year Plan. Any person(s) interested in improvements to a Secondary road (those numbered 600 and above) should come to this meeting.

The Public Hearing will be held at 7:30 P.M., Tuesday, January 8, 2008 at the regular meeting of the Board of Supervisors, in the Board Room of the Prince Edward County Courthouse.

The current Six Year Secondary Improvement Plan is available from either the Dillwyn Residency Office of the Virginia Department of Transportation located on Route 629 in the Town of Dillwyn, or from the County Administrator's Office.

If you require special assistance to attend and participate in this meeting, or need additional information, please contact the Prince Edward County Administrator's Office at 434-392-8837 or the Virginia Department of Transportation's Dillwyn Residency Office at 434-983-2017 at least seven days prior to the hearing.



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

**Meeting Date:** January 8, 2008  
**Item No.:** 14  
**Department:** VDOT  
**Staff Contact:** Alan Leatherwood  
**Issue:** Highway Matters

---

**Summary:**

**Attachments:** None.

**Recommendation:** Follow-Up As Needed.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



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

**Meeting Date:** January 8, 2008  
**Item No.:** 15  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** PUBLIC HEARING – District 301 School Board Vacancy

---

**Summary:**

Mr. Herbert Doswell resigned from the Prince Edward County School Board effective January 1, 2008. This created a vacancy for District 301 (Leigh). Mr. Doswell's original term expires June 30, 2008, so the appointment to fill the vacancy will be for the remaining six months. Mr. Moore contacted a five-member Citizen Committee to serve to select a nominee(s) for this vacancy. As you are aware, the School Board Selection Criteria allows the Citizen Committee to present one or more names to the Board for consideration. A copy of the updated criteria is attached.

In an effort to compress the selection process to fill the six month vacancy and meet all of the local and state appointment requirements, the Board will hold one public hearing on January 8, at which all three of the following actions will be conducted:

1. Receive qualified nominations from the floor;
2. Receive the nomination(s) from the Citizen Committee; and
3. Receive citizen recommendations on candidate(s) to be considered.

**Attachments:** Public Hearing Advertisement  
Criteria for Selection of School Board Members

**Recommendation:** Following the Public Hearing, the Board will reconvene on January 16, 2008 at 5:30 p.m. to make the appointment to fill the District 301 School Board vacancy.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_





Please publish the following as a **Block Ad** on Friday, December 14, 2007 and Friday, December 21, 2007.  
Please provide a Certificate of Publication to the County Administrator's Office.

---



**SCHOOL BOARD VACANCY  
COUNTY OF PRINCE EDWARD, VIRGINIA**

**PUBLIC HEARING NOTICE**

The Prince Edward County School Board member for District 301 (Leigh District), Mr. Herbert Doswell, has resigned effective January 1, 2008. The remaining term of office for this appointment is from January 1, 2008 until June 30, 2008. (*Note: Individuals interested in the position are also eligible to apply for reappointment to a full four-year term of office.*) In order to fill this immediate vacancy, a Citizen Committee from District 301 has been appointed to recommend School Board nomination(s) to the Board of Supervisors.

The members of the Citizen Committee are as follows:

**Bertha Shepperson, Chair**

14629 Farmville Road  
Meherrin, VA 23954  
Phone: 434-223-8474

**Alice Hulett**

754 Levi Road  
Green Bay, VA 23942  
Phone: 434-767-3755

**Penny Parran**

2638 Sandy River Road  
Burkeville, VA 23922  
Phone: 434-315-0108

**Othelia Lacks**

300 Mill Creek Road  
Meherrin, VA 23954  
Phone: 434-736-9801

**Pete Micken**

266 Virso Road  
Meherrin, VA 23954  
Phone: 434-736-9561

Persons interested in serving on the School Board for District 301, or who have recommendations of persons to be considered for the vacancy on the School Board, are asked to please contact a member of the Citizen Committee and to submit a letter of interest with resume or a County Citizen Volunteer Application, prior to **Friday, December 28, 2007**.

Pursuant to Section 22.1-29.1 of the *Code of Virginia*, the Prince Edward County Board of Supervisors will hold a public hearing on January 8, 2008, at 7:30 p.m. in the Board of Supervisors Room, 3<sup>rd</sup> Floor, Prince Edward County Courthouse, 111 South Street, Farmville, Virginia. The purpose of this public hearing is to receive citizen recommendations on candidates to be considered; to receive a nomination(s) from the Citizen Committee; to receive qualified nominations from the floor; and to receive public input thereon, prior to filling the vacancy on the School Board for District 301.

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 January 4, 2008.

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



Adopted: November 13, 1984  
Latest Revision: August 10, 2004

CRITERIA FOR SELECTION OF SCHOOL BOARD MEMBERS

1. Each of the eight School Board members shall be appointed by a majority vote of the full Board of Supervisors when the School Board members' terms expire. This vote of the Board of Supervisors shall be by the show of hands.
2. The School Board members' terms of office shall commence on July 1.
3. The criteria for the appointment of School Board members are as follow:
  - a. Each year, the Supervisor from each election district in which a School Board member's term expires shall appoint a three (3) or five (5) member Citizens Committee to review and select candidate(s) for appointment to the School Board.
  - b. The membership of the Citizens Committee shall be announced at the Board of Supervisors meeting in February and published in a newspaper of general circulation, and the voters of the electoral district encouraged to submit nominations to the Chairman of the Committee.
  - c. For the March Board meeting, the County Administrator shall schedule and publish notice of a public hearing at which citizens will have an opportunity to submit names of candidates to be considered for appointment to the School Board. The members of the appointed Citizens Committee shall attend.
  - d. After the public hearing, the Citizens Committee shall interview and seriously consider all persons who are nominated and express willingness to serve, if appointed.
  - e. At the April Board meeting, the Citizens Committee shall report to the full Board of Supervisors a list of candidates for consideration. If the incumbent is requesting reappointment and is the only citizen expressing an interest, the Citizens Committee shall only be required to submit one name, the incumbent's, for consideration. If the incumbent is not requesting reappointment or is ineligible for reappointment, the Citizens Committee shall submit one or more names for consideration. The Citizens Committee shall also provide the Board biographical information on each candidate.
  - f. At the May Board meeting, a public hearing shall be held on the candidate(s) submitted at the April meeting.
  - g. At the June meeting, the Board, by a majority vote, shall appoint one candidate to the School Board.
  - h. The Citizens Committee, in selecting the candidates, shall consider the following:
    1. Person must be a resident of the election district;
    2. Person should be a freeholder;
    3. Person must be willing to serve on the School Board;
    4. Person should have at least a high school education;
    5. Person should be oriented to public service;
    6. Person should be involved, concerned, and dedicated to public education;
    7. Person should be independent (base decisions on factual matters rather than as a representative of a group or faction);
    8. Person should be able to perform the duties and obligations of School Board members;
    9. Person should be of integrity in all matters;
    10. Person should be above prejudice with regard to race, creed, sex, religion, age, and national origin.



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

**Meeting Date:** January 8, 2008  
**Item No.:** 16  
**Department:** County Administrator  
**Staff Contact:** Wade Bartlett  
**Issue:** PUBLIC HEARING – County Administrator Ordinance

---

**Summary:**

Attached you will find a proposed amendment to the County's Code. The proposed code Section clearly states the County Administrator works at the pleasure of the Board. It also lists various powers and duties of the County Administrator and the process to remove the County Administrator. Most of these powers and duties are contained in the state code or are part of other County policies both written and unwritten. By including this in the County Code it institutionalizes, at a very general level the position of the County Administrator and the expectations of the position.

The Board will hold a public hearing on January 8, 2008 on the proposed ordinance to receive citizen input prior to taking action.

**Attachments:** Public Hearing Notice  
Proposed Amendment to County Code

**Recommendation:** Following the Public Hearing, approve the County Administrator Ordinance as an amendment to the County Code.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



Please publish the following Public Hearing Notice in the **Friday, December 21, 2007** and **Friday, December 28, 2007** editions of *The Farmville Herald*. Please provide a Certificate of Publication 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 the adoption of a *County ordinance regarding the appointment, powers and duties of the County Administrator*. The proposed ordinance is new for the County and will help codify the Office of County Administrator. The public hearing is scheduled for Tuesday, January 8, 2008 at 7:30 p.m. in the Board of Supervisors Room, located on the Third Floor of the Prince Edward County Courthouse, 111 South Street, Farmville, Virginia. A copy of the text of the proposed new ordinance is available for review in the Office of the County Administrator. 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 January 4, 2008.

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

## Prince Edward County Proposed County Code

### Sec \_\_\_\_\_ Appointment of County Administrator

The Board shall appoint a County Administrator who shall be the Chief Executive Officer and the administrative head of the County government responsible for the proper administration of the government as reflected by the legislative and policy directions of the Board and by General law. The County Administrator shall be chosen solely on the basis of his/her executive and administrative qualifications. He shall serve at the pleasure of the Board and shall enforce the laws of the County and where applicable, the Commonwealth and shall insure the faithful performance of all administrative duties required by the Board. The Board may enter into an agreement with the County Administrator defining terms of employment.

### Sec \_\_\_\_\_ Removal of the County Administrator

The Board of Supervisors may remove the County Administrator at any time by a majority vote of all its members. All members must be present during such vote.

### Sec \_\_\_\_\_ Compensation

The County Administrator shall receive such compensation as the Board of Supervisors shall fix from time to time by ordinance or resolution.

### Sec \_\_\_\_\_ Powers and Duties

#### GENERAL:

The County Administrator shall have all the responsibility and shall carry out all the duties prescribed by 15.2-1541 and 15.2-1541.1 of the Code of Virginia, as now and hereafter may be amended and in addition such other duties and responsibilities as may be established by the Board of Supervisors.

The County Administrator shall devote his full time to the work and service of the County under the direction of the Board of Supervisors to whom he shall be accountable. He need not be a resident of the county at the time of his appointment but must become an actual resident of the County within a time prescribed by the Board.

In the case of the absence or disability of the County Administrator, the Board shall designate the Assistant County Administrator to perform the duties of the office.

#### ADMINISTRATIVE DUTIES:

The County Administrator shall be the Chief Administrative Officer of the county and shall, insofar as the Board requires, be responsible to the Board for the proper administration of all affairs of the County which the Board has authority to control. To that end, the County Administrator shall have the following powers and duties:

1. To execute and enforce all lawful ordinances, resolutions and orders of the Board and all laws of the Commonwealth required to be enforced through the Board of Supervisors or officers subject to the control of the Board of Supervisors.
2. To make reports to the Board in regard to matters of administration.
3. To appoint qualified officers and employees to head the administrative departments of the County and to dismiss, suspend and discipline, in accordance with duly adopted personnel regulations, all officers and employees in such departments, except as otherwise specifically provided by law or this Code. Department heads who are appointed by the County Administrator shall serve at the pleasure of the County Administrator.
4. To appoint all officers and employees of the County, except as he may authorize the head of an office, department and board responsible to him to appoint subordinates in such office, department or board.
5. To assign any employee of the County to any department be it permanent or temporary to ensure the most efficient use of personnel.
6. Prescribe such rules and regulations as he deems necessary or expedient for the conduct of administrative departments or agencies subject to his authority, and he shall have the power to revoke, suspend or amend any rule or regulation of any such department or agency, promulgated by any officer or employee subject to his control, so long as such rules or regulations are not promulgated by the Board of Supervisors.
7. To investigate and examine or inquire into the affairs or operation of any department, division, office or agency of the county.
8. Delegate any powers and duties conferred upon him by this Code to any other officer or employee who is subject to his supervision.

#### FINANCIAL DUTIES:

1. Advise the Board of the financial condition of the County. Submit to the Board as the Board may direct reports concerning the various financial aspects of the County.

2. Prepare and submit to the Board of Supervisors a proposed annual budget for the County for informative and fiscal planning purposes only.
3. Execute the budget as adopted by the Board of Supervisors.
4. Maintain a centralized system of accounting for the County. Maintain a record of all revenues and expenditures of the County in such system.
5. Submit to the Board and make available to the public a complete report on the finances of the County at the end of each fiscal year.

In addition to the foregoing enumerated powers and duties, the County Administrator shall have all other duties and responsibilities imposed upon or granted to him by other provisions of this Code or conferred upon him by the Board of Supervisors.

Sec \_\_\_\_\_ Power to be construed as administrative in nature

It is the intent of the Board of Supervisors to grant to the County Administrator only those powers and duties which are administrative or ministerial in nature and not delegate any governmental authority imbued in the Board of Supervisors as the governing body of Prince Edward County, Virginia pursuant to Title 15.2 of the Code of Virginia. To that end, the above specifically enumerated powers are to be construed as administrative in nature.



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

**Meeting Date:** January 8, 2008  
**Item No.:** 17  
**Department:** Planning & Community Development  
**Staff Contact:** Alecia Daves-Johnson  
**Issue:** Erosion & Sediment Control Program

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**Summary:**

The County's current Erosion and Sediment Control Ordinance is dated and needs revision to comply with the regulations of the Commonwealth. The attached proposed ordinance was prepared following guidelines provided by the VA Department of Conservation and Recreation.

The Board will hold a public hearing on January 8, 2008 to receive citizen input prior to taking action on the proposed ordinance.

**Attachments:** Public Hearing Advertisement  
Prince Edward County Erosion & Sediment Control Ordinance

**Recommendation:** Following the Public Hearing approve the proposed E&S Ordinance.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_





Please publish the following Public Hearing Notice in the **Friday, December 21, 2007** and **Friday, December 28, 2007** editions of *The Farmville Herald*. Please provide a Certificate of Publication 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 the adoption of an amended County Erosion and Sediment Control Ordinance. The amendments represent a significant rewrite of the ordinance to bring the County into compliance with state regulations. The public hearing is scheduled for Tuesday, January 8, 2008 at 7:30 p.m. in the Board of Supervisors Room, located on the Third Floor of the Prince Edward County Courthouse, 111 South Street, Farmville, Virginia. A copy of the text of the proposed new ordinance is available for review in the Office of the County Administrator. 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 January 4, 2008.

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

THIRD DRAFT

SECTION 46-60 TITLE, PURPOSE, AUTHORITY

This ordinance shall be known as the "Erosion and Sediment Control Ordinance of Prince Edward County." The purpose of this chapter is to prevent the degradation of properties, stream channels, waters and other natural resources of Prince Edward County by establishing requirements for the control of soil erosion, sediment deposition and nonagricultural runoff and by establishing procedures whereby these requirements shall be administered and enforced.

This Chapter is authorized by the Code of Virginia, Title 10.1, Chapter 5, Article 4 (Sec. 10-1 - 560 et. seq. ), known as the Virginia Erosion and Sediment Control Law.

SECTION 46-61 DEFINITIONS

As used in this ordinance, unless the context requires a different meaning:

**AGREEMENT IN LIEU OF A PLAN** means a contract between the plan-approving authority and the owner that specifies conservation measures that must be implemented in the construction of a single-family residence; this contract may be executed by the plan approving authority in lieu of a formal site plan.

**APPLICANT** means any person submitting an erosion and sediment control plan for approval or requesting the issuance of a permit, when required, authorizing land disturbing activities to commence.

**BOARD** means the Virginia Soil and Water Conservation Board.

**CERTIFIED INSPECTOR** means an employee or agent of a program authority who:

- (1) Holds a certificate of competence from the Virginia Soil and Water Conservation Board in the area of project inspection; or
- (2) Is enrolled in the Virginia Soil and Water Conservation Board's training program for project inspection and successfully completes such program within one year after enrollment.

**CERTIFIED PLAN REVIEWER** means an employee or agent of a program authority who:

- (1) Holds a certificate of competence from the Virginia Soil and Water Conservation Board in the area of plan review;
- (2) Is enrolled in the Virginia Soil and Water Conservation Board's training program for plan review and successfully completes such program within one year after enrollment; or
- (3) Is licensed as a professional engineer, architect, certified landscape architect or

land surveyor pursuant to Code of Virginia, § 54.1-400 et seq.

**CERTIFIED PROGRAM ADMINISTRATOR** means an employee or agent of a program authority who:

- (1) Holds a certificate of competence from the Virginia Soil and Water Conservation Board in the area of program administration; or
- (2) Is enrolled in the Virginia Soil and Water Conservation Board's training program for program administration and successfully completes such program within one year after enrollment.

**CLEARING** means any activity which removes the vegetative ground cover, including, but not limited to, root mat removal or top soil removal.

**COUNTY** means the County of Prince Edward.

**DEPARTMENT** means the Department of Conservation and Recreation.

**DEVELOPMENT** means a tract of land developed or to be developed as a single unit under single ownership or unified control which is to be used for any business or industrial purpose or is to contain three or more residential dwelling units.

**DIRECTOR** means the Director of the Department of Conservation and Recreation.

**DISTRICT OR SOIL AND WATER CONSERVATION DISTRICT** means the Piedmont Soil and Water Conservation District.

**EROSION AND SEDIMENT CONTROL PLAN OR PLAN** means a document which describes the potential for erosion and sedimentation resulting from land disturbing activity. The Plan explains and illustrates the measures which are to be taken to control erosion and sedimentation. The Plan has a written portion known as the narrative and an illustrative portion known as a plan. The Plan contains material for the conservation of soil and water resources of a unit or a group of units of land. The narrative may include appropriate maps, an appropriate soil and water plan inventory, and management information with needed interpretations and a record of decisions contributing to conservation treatment. The plan shall contain all major conservation decisions and all information deemed necessary by the plan approving authority to assure that the entire unit or units of land will be so treated to achieve the conservation objectives. Each of the Minimum Standards in the Virginia Administrative Code (4 VAC 50-30-40) should be satisfied in the Plan unless a specific variance is granted by the plan approving authority. The owner or lessee of the land being developed has the responsibility for the Plan preparation and submission.

**EROSION IMPACT AREA** means an area of land not associated with current land disturbing activity but subject to persistent soil erosion resulting in the delivery of sediment onto neighboring properties or into state waters. This definition shall not apply to any lot or parcel of land of 10,000 square feet or less used for residential purposes.

**EXCAVATING** means any digging, scooping or other method of removing earth materials.

**FILLING** means any depositing or stockpiling of earth materials.

**GRADING** means any excavating or filling of earth materials or any combination thereof, including the land in its excavated or filled conditions.

**LAND DISTURBING ACTIVITY** means any land change which may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands in the Commonwealth, including, but not limited to, clearing, grading, excavating, transporting and filling of land, except that the term shall not include:

- (1) Minor land-disturbing activities such as home gardens and individual home landscaping, repairs and maintenance work;
- (2) Individual service connections;
- (3) Installation, maintenance, or repair of any underground public utility lines when such activity occurs on an existing hard-surfaced road, street or sidewalk provided such land-disturbing activity is confined to the area of the road, street or sidewalk which is hard-surfaced;
- (4) Septic tank lines or drainage fields unless included in an overall plan for land-disturbing activity relating to construction of the building to be served by the septic tank system;
- (5) Surface or deep mining activities authorized under a permit issued by the Virginia Department of Mines, Minerals and Energy;
- (6) Exploration or drilling for oil and gas including the well site, roads, feeder lines, and off-site disposal areas;
- (7) Tilling, planting, or harvesting of agricultural, horticultural, or forest crops, or livestock feedlot operations, including engineering operations and agricultural engineering operations as follows: construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds not required to comply with the Dam Safety Act, Code of Virginia, § 10.1-604 et seq., ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation; however, this exception shall not apply to harvesting of forest crops unless the area on which harvesting occurs is reforested artificially or naturally in accordance with the provisions of Code of Virginia, § 10.1-1100 et seq., or is converted to bona fide agricultural or improved pasture use as described in Code of Virginia, § 10.1-1163.B;
- (8) Repair or rebuilding of the tracks, rights-of-way, bridges, communication facilities and other related structures and facilities of a railroad company;
- (9) Disturbed land areas of less than 10,000 square feet in size, except land-disturbing activity of less than 10,000 square feet on individual lots in a residential development shall not be considered exempt if the total land-disturbing activity within the development is equal to or greater than 10,000 square feet.
- (10) Installation of fence and sign posts or telephone and electric poles and other

kinds of posts or poles;

(11) Shoreline erosion control projects on tidal waters when all of the land disturbing activities are within the regulatory authority of and approved by local wetlands boards, the Marine Resources Commission or the United States Corps of Engineers; however, any associated land that is disturbed outside of this exempted area shall remain subject this ordinance; and

(12) Emergency work to protect life, limb or property, and emergency repairs; however, if the land-disturbing activity would have required an approved erosion and sediment control plan, if the activity were not an emergency, then the land area disturbed shall be shaped and stabilized in accordance with the requirements of the plan-approving authority.

**LAND-DISTURBING PERMIT** means a permit issued by the County of Prince Edward for the clearing, filling, excavating, grading, transporting of land or for any combination thereof or for any purpose set forth herein.

**LOCAL EROSION AND SEDIMENT CONTROL PROGRAM OR LOCAL PROGRAM** means an outline of the various methods employed by the County of Prince Edward to regulate land-disturbing activities and thereby minimize erosion and sedimentation in compliance with the state program and may include such items as local ordinances, policies and guidelines, technical materials, inspection, enforcement and evaluation.

**NATURAL CHANNEL DESIGN CONCEPTS** means the utilization of engineering analysis and fluvial geomorphic processes to create, rehabilitate, restore, or stabilize an open conveyance system for the purpose of creating or recreating a stream that conveys its bankfull storm event within its banks and allows larger flows to access its bankfull bench and floodplain.

**OWNER** means the owner of the freehold of the premises or lesser estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee or other person, firm or corporation in control of a property.

**PEAK FLOW RATE** means the maximum instantaneous flow from a given storm condition at a particular location.

**PERMITTEE** means the person to whom the permit authorizing land disturbing activities is issued or the person who certifies that the approved erosion and sediment control plan will be followed.

**PERSON** means any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, county, city, town or other political subdivision of the Commonwealth, any interstate body, or any other legal entity.

**PLAN APPROVING AUTHORITY** means the Department of Planning and Community Development, which is responsible for determining the adequacy of a plan submitted for land-disturbing activities on a unit or units of lands and for approving plans.

**PROGRAM AUTHORITY** means the County of Prince Edward which has adopted a soil erosion and sediment control program that has been approved by the Board.

**RESPONSIBLE LAND DISTURBER** means an individual from the project or development team who will be in charge of and responsible for carrying out a land-disturbing activity covered by an approved plan or agreement in lieu of a plan, who (i) holds a Responsible Land Disturber certificate of competence, (ii) holds a current certificate of competence from the Board in the areas of Combined Administration, Program Administration, Inspection, or Plan Review, (iii) holds a current Contractor certificate of competence for erosion and sediment control, or (iv) is licensed in Virginia as a professional engineer, architect, certified landscape architect or land surveyor pursuant to Code of Virginia §54.1-400 et seq.

**RUNOFF VOLUME** means the volume of water that runs off the land development project from a prescribed storm event.

**SINGLE-FAMILY residence** means a noncommercial dwelling that is occupied exclusively by one family.

**STATE EROSION AND SEDIMENT CONTROL PROGRAM OR STATE PROGRAM** means the program administered by the Virginia Soil and Water Conservation Board pursuant to the Code of Virginia including regulations designed to minimize erosion and sedimentation.

**STATE WATERS** means all waters on the surface and under the ground wholly or partially within or bordering the Commonwealth or within its jurisdiction.

**TRANSPORTING** means any moving of earth materials from one place to another place other than such movement incidental to grading, when such movement results in destroying the vegetative ground cover either by tracking or the buildup of earth materials to the extent that erosion and sedimentation will result from the soil or earth materials over which such transporting occurs.

**WATER QUALITY VOLUME** means the volume equal to the first one-half inch of runoff multiplied by the impervious surface of the land development project.

## SECTION 46-62

## LOCAL EROSION AND SEDIMENT CONTROL PROGRAM

Pursuant to Section 10.1-562 of the Code of Virginia, the County of Prince Edward hereby adopts the regulations, references, guidelines, standards and specifications promulgated by the Board for the effective control of soil erosion and sediment deposition to prevent the unreasonable degradation of properties, stream channels, waters and other natural resources. Said regulations, references, guidelines, standards and specifications for erosion and sediment control are included in but not limited to the "Virginia Erosion and Sediment Control Regulations" and the Virginia Erosion and Sediment Control Handbook, as amended.

Before adopting or revising regulations, the County of Prince Edward shall give due notice and conduct a public hearing on the proposed or revised regulations, except that a public hearing shall not be required when the County of Prince Edward is amending its program to conform to revisions in the state program. However, a public hearing shall be held if the County of Prince Edward proposes or revises regulations that are more stringent than the state program.

In addition, in accordance with §10.1-561 of the Code of Virginia, stream restoration and relocation projects that incorporate natural channel design concepts are not man-made channels and shall be exempt from any flow rate capacity and velocity requirements for natural or man-made channels.

In accordance with §10-1-561 of the Code of Virginia, any land-disturbing activity that provides for storm water management intended to address any flow rate capacity and velocity requirements for natural or man-made channels shall satisfy the flow rate capacity and velocity requirements for natural or man-made channels if the practices are designed to (i) detain the water quality volume and to release it over 48 hours; (ii) detain and release over a 24 hour period the expected rainfall resulting from the one year, 24-hour storm; and (iii) reduce the allowable peak flow rate resulting from the 1.5, 2, and 10-year, 24 hour storms to a level that is less than or equal to the peak flow rate from the site assuming it was in a good forested condition, achieved through multiplication of the forested peak flow rate by a reduction factor that is equal to the runoff volume from the site when it was in a good forested condition divided by the runoff volume from the site in its proposed condition, and shall be exempt from any flow rate capacity and velocity requirements for natural or man-made channels.

Pursuant to Section 10-1-561.1 of the Code of Virginia, an erosion control plan shall not be approved until it is reviewed by a certified plan reviewer. Inspections of land-disturbing activities shall be conducted by a certified inspector. The Erosion Control Program of the County of Prince Edward shall contain a certified program administrator, a certified plan reviewer, and a certified inspector, who may be the same person.

The County of Prince Edward hereby designates the Department of Planning and Community Development as the plan-approving authority.

The program and regulations provided for in this ordinance shall be made available for public inspection at the office of the Department of Planning and Community Development.

#### SECTION 46-63 SUBMISSION AND APPROVAL OF PLANS; CONTENTS OF PLANS

Except as provided herein, no person may engage in any land-disturbing activity until he or she has submitted to the Department of Planning and Community Development for the County of Prince Edward an erosion and sediment control plan for the land-disturbing activity and such plan has been approved by the plan-approving authority. Where land-disturbing activities involve lands under the jurisdiction of more than one local control program, an erosion and

sediment control plan, at the option of the applicant, may be submitted to the Board for review and approval rather than to each jurisdiction concerned. Where the land-disturbing activity results from the construction of a single-family residence, an agreement in lieu of a plan may be substituted for an erosion and sediment control plan if executed by the plan-approving authority.

The standards contained within the "Virginia Erosion and Sediment Control Regulations," the Virginia Sediment Control Handbook as amended, and this ordinance are to be used by the applicant when making a submittal under the provisions of this ordinance and in the preparation of an erosion and sediment control plan. The plan-approving authority, in considering the adequacy of a submitted plan, shall be guided by the same standards, regulations, and guidelines. When the standards vary between the publications, the State regulations shall take precedence.

The plan-approving authority shall review conservation plans submitted to it within 45 days from the receipt thereof by either approving said plan in writing or by disapproving said plan in writing and giving specific reasons for its disapproval. When the plan is determined to be inadequate, the plan-approving authority shall specify such modifications, terms, and conditions that will permit approval of the plan. If no action is taken by the plan approving authority within 45 days, the plan shall be deemed approved and the person authorized to proceed with the proposed activity. Approval will be granted if it determines that the plan meets the requirements of the Board's regulations and if the person responsible for carrying out the plan certifies that he or she will properly perform the conservation measures included in the plan and will conform to the provisions of this article.

In addition, as a prerequisite to engaging in the land-disturbing activities shown on the approved plan, the person responsible for carrying out the plan shall provide the name of an individual holding a certificate of competence to the program authority provided by §10.1-561 of the Virginia Erosion and Sediment Control Law, who will be in charge of and responsible for carrying out the land-disturbing activity. Failure to provide the name of an individual holding a certificate of competence prior to engaging in land-disturbing activities may result in revocation of the approval of the plan and the person responsible for carrying out the plan shall be subject to the penalties provided in this ordinance.

However, the plan-approving authority may waive the certificate of competence requirement for an agreement in lieu of a plan for construction of a single family residence. If a violation occurs during the land-disturbing activity, then the person responsible for carrying out the agreement in lieu of a plan shall correct the violation and provide the name of an individual holding a certificate of competence, as provided by §10.1-561 of the Virginia Erosion and Sediment Control Law. Failure to provide the name of an individual holding a certificate of competence shall be a violation of this ordinance.



## **MODIFICATION OF AN APPROVED PLAN**

An approved plan may be changed by the plan-approving authority when:

- (1) The inspection reveals that the plan is inadequate to satisfy applicable regulations, or
- (2) The person responsible for carrying out the plan finds that because of changed circumstances or for other reasons the approved plan cannot be effectively carried out, and proposed amendments to the plan, consistent with the requirements of this ordinance, are agreed to by the plan-approving authority and the person responsible for carrying out the plans.

**Variations:** The plan-approving authority may waive or modify any of the standards that are deemed to be too restrictive for site conditions, by granting a variance. A variance may be granted under these conditions:

- (1) At the time of plan submission, an applicant may request a variance to become part of the approved erosion and sediment control plan. The applicant shall explain the reasons for requesting variances in writing. Specific variances which are allowed by the plan-approving authority shall be documented in the plan.
- (2) During construction, the person responsible for implementing the approved plan may request a variance in writing from the plan-approving authority. The plan-approving authority shall respond in writing either approving or disapproving such a request. If the plan-approving authority does not approve a variance within 10 days of receipt of the request, the request shall be considered to be disapproved. Following disapproval, the applicant may resubmit a variance request with additional documentation.

In order to prevent further erosion, the County of Prince Edward may require approval of a plan for any land identified in the local program as an erosion impact area.

## **OWNER RESPONSIBILITY**

When land-disturbing activity will be required of a contractor performing construction work pursuant to a construction contract, the preparation, submission, and approval of an erosion and sediment control plan shall be the responsibility of the owner.

## **ANNUAL CONSERVATION PLANS**

In accordance with the procedure set forth by §10.1-563 (E) of the Code of Virginia, any person engaging in the creation and operation of wetland mitigation banks in multiple jurisdictions, which have been approved and are operated in accordance with applicable federal and state

guidance, laws, or regulations for the establishment, use, and operation of mitigation banks, pursuant to a permit issued by the Department of Environmental Quality, the Marine Resources Commission, or the U.S. Army Corps of Engineers, may, at the option of that person, file general erosion and sediment control specifications for wetland mitigation banks annually with the Board for review and approval consistent with guidelines established by the Board.

State agency projects are exempt from the provisions of this ordinance except as provided for in the Code of Virginia, Section 10.1-564.

## SECTION 46-64 PERMITS, FEES, SECURITY FOR PERFORMANCE

Agencies authorized under any other law to issue grading, building, or other permits for activities involving land-disturbing activities may not issue any such permit unless the applicant submits with his application an approved erosion and sediment control plan and certification that the plan will be followed.

No person may engage in any land-disturbing activity until he has acquired a land-disturbing permit unless the proposed land-disturbing activity is specifically exempt from the provisions of this ordinance, and has paid the fees and posted the required bond.

An administrative fee of \$300.00 for the first acre and an additional \$50.00 per additional acre, shall be paid to the County of Prince Edward at the time of submission of the erosion and sediment control plan. An administrative fee of \$25.00 shall be paid to the County of Prince Edward at the time of submission of an agreement in lieu of a plan.

No land-disturbing permit shall be issued until the applicant submits with his or her application an approved erosion and sediment control plan and certification that the plan will be followed.

All applicants for permits shall provide to the County of Prince Edward a performance bond, cash escrow, or an irrevocable letter of credit acceptable to the office of the Department of Planning and Community Development, to ensure that measures could be taken by the County of Prince Edward at the applicant's expense should the applicant fail, after proper notice, within the time specified to initiate or maintain appropriate conservation measures required of him by the approved plan as a result of his land-disturbing activity.

The amount of the bond or other security shall not exceed the total of the estimated cost to initiate and maintain appropriate conservation action based on unit price for new public or private sector construction in the locality and a reasonable allowance for estimated administrative costs and inflation which shall not exceed twenty-five percent of the cost of the conservation action. Should it be necessary for the County of Prince Edward to take such conservation action, the County of Prince Edward may collect from the applicant any costs in excess of the amount of surety held.

Within sixty (60) days of adequate stabilization, as determined by the office of the Department of Planning and Community Development in any project or section of a project, such bond, cash escrow or letter of credit, or the unexpended or unobligated portion thereof, shall either be refunded to the applicant or terminated, based upon the percentage of stabilization accomplished in the project or project section. These requirements are in addition to all other provisions relating to the issuance of permits and are not intended to otherwise affect the requirements for such permits.

## SECTION 46-65

## MONITORING, REPORTS, AND INSPECTIONS

The County of Prince Edward may require the person responsible for carrying out the plan to monitor the land-disturbing activity. The person responsible for carrying out the plan will maintain records of these inspections and maintenance, to ensure compliance with the approved plan and to determine whether the measures required in the plan are effective in controlling erosion and sedimentation.

The office of the Department of Planning and Community Development shall periodically inspect the land-disturbing activity in accordance with Section 4 VAC 50-30-60 of the Virginia Erosion and Sediment Control Regulations to ensure compliance with the approved plan and to determine whether the measures required in the plan are effective in controlling erosion and sedimentation. The owner, permittee, or person responsible for carrying out the plan shall be given notice of the inspection.

### FAILURE TO COMPLY WITH PLAN

If the Department of Planning and Community Development determines that there is a failure to comply with the plan, notice shall be served upon the permittee or person responsible for carrying out the plan by registered or certified mail to the address specified in the permit application or in the plan certification, or by delivery at the site of the land-disturbing activities to the agent or employee supervising such activity.

The notice shall specify the measures needed to comply with the plan and shall specify the time within which such measures shall be completed. Upon failure to comply within the specified time, the permit may be revoked and the permittee or person responsible for carrying out the plan shall be deemed to be in violation of this ordinance and shall be subject to the penalties provided by this ordinance.

Upon determination of a violation of this ordinance, the Department of Planning and Community Development may, in conjunction with or subsequent to a notice to comply as specified in this ordinance, issue an order requiring that all or part of the land-disturbing activities permitted on the site be stopped until the specified corrective measures have been taken.

If the land-disturbing activities have commenced without an approved plan, the Department of Planning and Community Development may, in conjunction with or subsequent to a notice to comply as specified in this ordinance, issue an order that all land-disturbing activities be stopped until an approved plan or any required permits are obtained.

Where the alleged noncompliance is causing or is in imminent danger of causing harmful erosion of lands or sediment deposition in waters within the watersheds of the Commonwealth, or where the land-disturbing activities have commenced without an approved plan or any required permits, such an order may be issued without regard to whether the permittee has been issued a notice to comply as specified in this ordinance. Otherwise, such an order may be issued only after the permittee has failed to comply with such notice to comply.

The order shall be served in the same manner as a notice to comply, and shall remain in effect for a period of seven (7) days from the date of service pending application by the enforcing authority or permit holder for appropriate relief to the Circuit Court of Prince Edward County.

If the alleged violator has not obtained an approved plan or any required permits within seven (7) days from the date of service of the order, the Department of Planning and Community Development may issue an order to the owner requiring that all construction and other work on the site, other than corrective measures, be stopped until an approved plan and any required permits have been obtained. Such an order shall be served upon the owner by registered or certified mail to the address specified in the permit application or the land records of Prince Edward County.

The owner may appeal the issuance of an order to the Circuit Court of Prince Edward County.

Any person violating or failing, neglecting or refusing to obey an order issued by the Department of Planning and Community Development may be compelled in a proceeding instituted in the Circuit Court of Prince Edward County to obey same and to comply therewith by injunction, mandamus or other appropriate remedy. Upon completion and approval of corrective action or obtaining an approved plan or any required permits, the order shall immediately be lifted.

Nothing in this section shall prevent the Department of Planning and Community Development from taking any other action authorized by this ordinance.

## SECTION 46-66

## PENALTIES, INJUNCTIONS, AND OTHER LEGAL ACTIONS

Any person who violates any provision of this ordinance shall, upon a finding of the General District Court of Prince Edward County, be assessed a civil penalty. The civil penalty for any one violation shall be \$100.00 except that the civil penalty for commencement of land-disturbing activities without an approved plan shall be \$1,000.00. Each day during which the violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same operative set of facts result in civil penalties which exceed a

total of \$3,000.00, except that a series of violations arising from the commencement of land-disturbing activities without an approved plan for any site shall not result in civil penalties which exceed a total of \$10,000.00.

The Department of Planning and Community Development, or the owner of property which has sustained damage or which is in imminent danger of being damaged, may apply to the Circuit Court of Prince Edward County to enjoin a violation or a threatened violation of this ordinance, without the necessity of showing that an adequate remedy of law does not exist.

However, an owner of property shall not apply for injunctive relief unless (i) he or she has notified in writing the person who has violated the local program, and the program authority, that a violation of the local program has caused, or creates a probability of causing, damage to his or her property, and (ii) neither the person who has violated the local program nor the program authority has taken corrective action within fifteen (15) days to eliminate the conditions which have caused, or create the probability of causing, damage to his or her property.

Without limiting the remedies which may be obtained in this section, any person violating or failing, neglecting, or refusing to obey any injunction, mandamus or other remedy obtained pursuant to this section shall be subject, in the discretion of the court, to a civil penalty not to exceed \$2,000.00 for each violation. A civil action for such violation or failure may be brought by the County of Prince Edward.

Any civil penalties assessed by a court shall be paid into the treasury of Prince Edward County, except that where the violator is the locality itself or its agent, the court shall direct the penalty to be paid into the state treasury.

With the consent of any person who has violated or failed, neglected or refused to obey any regulation or condition of a permit or any provision of this ordinance, the County of Prince Edward may provide for the payment of civil charges of violations in specific sums, not to exceed the limit specified herein above. Such civil charges shall be instead of any appropriate civil penalty which could be imposed there under.

The Commonwealth's Attorney shall, upon request of the County of Prince Edward, or the permit issuing authority, take legal action to enforce the provisions of this ordinance.

Compliance with the provisions of this ordinance shall be prima facie evidence in any legal or equitable proceeding for damages caused by erosion, siltation or sedimentation that all requirements of law have been met, and the complaining party must show negligence in order to recover any damages.

**SECTION 46-67**

**APPEALS AND JUDICIAL REVIEW**

Any applicant under the provisions of this ordinance who is aggrieved by any action of the County of Prince Edward or its agent in disapproving plans submitted pursuant to this ordinance shall have the right to apply for and receive a review of such action by the Board of Supervisors provided an appeal is filed within thirty (30) days from the date of the action. Any applicant who seeks an appeal hearing before the Board of Supervisors shall be heard at the next regularly scheduled Board of Supervisors meeting provided that the Board of Supervisors and other involved parties have at least thirty (30) days prior notice. In reviewing the agent's actions, the Board of Supervisors shall consider evidence and opinions presented by the aggrieved applicant and agent. After considering the evidence and opinions, the Board of Supervisors may affirm, reverse or modify the action. The Board of Supervisors' decision shall be final, subject only to review by the Circuit Court of Prince Edward County.

Final decisions by the County of Prince Edward under this ordinance shall be subject to review by the Circuit Court of Prince Edward County, provided an appeal is filed within thirty (30) days from the date of any written decision adversely affecting the rights, duties, or privileges of the person engaging in or proposing to engage in land-disturbing activities.

**SECTION 46-68**

**IMMUNITY FROM LIABILITY**

The review, approval and enforcement of the conservation plans and specifications shall not constitute a representation, guarantee or warranty of any kind by the county or any of its officials or employees of the practicability or safety of any structure, use or other plan proposed and shall create no liability upon or cause of action against such public body, official or employee for the damage that may result pursuant to such review, approval and enforcement.

**DRAFT**



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

**Meeting Date:** January 8, 2008  
**Item No.:** 18  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** FY 07 County Audit

---

**Summary:** Matthew McLearen, CPA, with Robinson, Farmer, Cox will be in attendance at the January 8 Board meeting to present the County's FY 07 Audit.

**Attachments:** None

**Recommendation:** None

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Giffillan \_\_\_\_\_  
McKay \_\_\_\_\_



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

**Meeting Date:** January 8, 2008  
**Item No.:** 19  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** Audit Committee

---

**Summary:** At the December 20, 2007 Board meeting, Supervisor Gilfillan had requested that an Audit Committee of the Board be appointed when there is a change in a constitutional officer, as in the office of the Commissioner of Revenue.

**Attachments:** None

**Recommendation:** Appointment of Audit Committee

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_





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

**Meeting Date:** January 8, 2008  
**Item No.:** 20  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** School Board Appointments

---

**Summary:** The terms of the following School Board members expire as of June 30, 2008:

District 301 – VACANT (Moore)  
District 501 – Russell Dover (Fore)

**Attachments:** Criteria for Selection of School Board Members

**Recommendation:** Supervisor Moore and Supervisor Fore will wish to appoint Citizen Committees to be announced at the February Board meeting.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



Adopted: November 13, 1984  
Latest Revision: August 10, 2004

CRITERIA FOR SELECTION OF SCHOOL BOARD MEMBERS

1. Each of the eight School Board members shall be appointed by a majority vote of the full Board of Supervisors when the School Board members' terms expire. This vote of the Board of Supervisors shall be by the show of hands.
2. The School Board members' terms of office shall commence on July 1.
3. The criteria for the appointment of School Board members are as follow:
  - a. Each year, the Supervisor from each election district in which a School Board member's term expires shall appoint a three (3) or five (5) member Citizens Committee to review and select candidate(s) for appointment to the School Board.
  - b. The membership of the Citizens Committee shall be announced at the Board of Supervisors meeting in February and published in a newspaper of general circulation, and the voters of the electoral district encouraged to submit nominations to the Chairman of the Committee.
  - c. For the March Board meeting, the County Administrator shall schedule and publish notice of a public hearing at which citizens will have an opportunity to submit names of candidates to be considered for appointment to the School Board. The members of the appointed Citizens Committee shall attend.
  - d. After the public hearing, the Citizens Committee shall interview and seriously consider all persons who are nominated and express willingness to serve, if appointed.
  - e. At the April Board meeting, the Citizens Committee shall report to the full Board of Supervisors a list of candidates for consideration. If the incumbent is requesting reappointment and is the only citizen expressing an interest, the Citizens Committee shall only be required to submit one name, the incumbent's, for consideration. If the incumbent is not requesting reappointment or is ineligible for reappointment, the Citizens Committee shall submit one or more names for consideration. The Citizens Committee shall also provide the Board biographical information on each candidate.
  - f. At the May Board meeting, a public hearing shall be held on the candidate(s) submitted at the April meeting.
  - g. At the June meeting, the Board, by a majority vote, shall appoint one candidate to the School Board.
  - h. The Citizens Committee, in selecting the candidates, shall consider the following:
    1. Person must be a resident of the election district;
    2. Person should be a freeholder;
    3. Person must be willing to serve on the School Board;
    4. Person should have at least a high school education;
    5. Person should be oriented to public service;
    6. Person should be involved, concerned, and dedicated to public education;
    7. Person should be independent (base decisions on factual matters rather than as a representative of a group or faction);
    8. Person should be able to perform the duties and obligations of School Board members;
    9. Person should be of integrity in all matters;
    10. Person should be above prejudice with regard to race, creed, sex, religion, age, and national origin.



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

**Meeting Date:** January 8, 2008  
**Item No.:** 21  
**Department:** County Attorney  
**Staff Contact:** Jim Ennis  
**Issue:** County Attorney's Report

---

**Summary:** County Attorney Jim Ennis will give a verbal report on his finding regarding the need for a new County Noise Ordinance.

**Attachments:** None

**Recommendation:** To Be Determined.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



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

**Meeting Date:** January 8, 2008  
**Item No.:** 22  
**Department:** County Administrator  
**Staff Contact:** Wade Bartlett  
**Issue:** County Administrator's Report - Financial Policy

**Summary:**

Attached is a final draft of the beginnings of a County Financial Policy. Eventually this Policy will be all inclusive to include Budget Development, amendments and execution, debt management, investment policies, capital improvements, reserve requirements, purchasing policy and any other items the Board desires.

Following the Board's discussion on December 20, 2007, I am submitting this final draft which represents the change (to the schedule for the submission of the School Budget) requested by the Board.

Adoption of the Financial Policy will begin the process of the Board of Supervisors assuming the role of a Board of Directors, creating and adopting the strategic goals of the County. The development of policies/actions to achieve those goals will be the responsibility of the County Administrator and his staff.

In summary, the main items in the proposed Policy are:

1. Requests the School Board submit a proposed budget by the Friday prior to the regular March Board of Supervisors meeting and an approved budget by April 1<sup>st</sup>.
2. Hold a consolidated Public Hearing on County and School Budgets, CIP, and tax rates.
3. Budget is approved with restrictions on expenditures at the fund level for the County Administrator and category level for the School Board.
4. County Administrator is authorized to transfer monies within a fund.
5. Board of Supervisors must approve grant submissions requiring expenditure of County funds.
6. County Administrator is authorized to approve all warrants and report to the Board the amounts expended by fund for the previous month.

**Attachments:** Amended Financial Policy

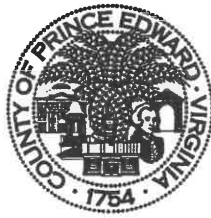
**Recommendation:** Approve as amended.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



## FINANCE POLICY

### I. Financial Policy Guidelines – Objectives

This fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practices of the County of Prince Edward. A fiscal policy that is adopted, adhered to and regularly reviewed is recognized as the cornerstone of sound financial management. Effective fiscal policy:

- Contributes to the County's ability to insulate itself from fiscal crisis
- Empowers short and long term financial credit ability by helping to achieve the highest credit and bond ratings possible
- Promote long-term financial stability by establishing clear and consistent guidelines
- Directs attention to the total financial picture of the County rather than single issue areas
- Promotes the linking of long-run financial planning with day to day operations
- Ensures the most efficient use of resources in providing services to our citizens
- Establishes adequate internal controls that minimize the risk of the misuse and misappropriation of funds and noncompliance with applicable laws, regulations, contracts, and grants, and
- Provides the Board of Supervisors and the citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

### Chapter 1 – Budget Development Policy

The County Administrator will serve as the Finance Director. As the Finance Director, he will be responsible for the preparation of the annual budget to include a five-year Capital Improvement Plan (CIP), execution of the final budget as approved by the Board of Supervisors, recommend changes to the budget and maintain a central accounting system.

To these ends the following financial policies are adopted:

- 1.0 On or before the regular scheduled Board meeting of April of each year, the County Administrator shall submit to the Board a budget for the ensuing fiscal year and an accompanying message.

## 1.01 Budget Message

The County Administrator's budget message shall explain the budget both in fiscal terms and in terms of projects to be accomplished. It shall describe the important features of the budget, indicate any significant changes from the prior year in financial policies, expenditures and revenues together with the reasons for such changes, summarize the County's debt position and include such other material as the County Administrator deems desirable

## 1.02 Budget Preparation

- A. The County Administrator will establish a budget schedule which will include important dates throughout the budget preparation process.
- B. All departments, excluding the School Board will submit their requested budget to the County Administrator by a date and a form he shall establish.
- C. Volunteer and Other Organizations
  - 1. All such organizations shall submit their requests for contributions to the County Administrator.
  - 2. The Social Services Board shall approve the departmental budget of their respective organizations prior to submission to the County Administrator.
- D. The School Board is requested to submit a proposed budget *by not later than the Friday prior to the regularly scheduled March meeting of the Board of Supervisors* and a budget approved by the School Board shall be submitted by April 1.

## 1.03 Operating Budget

- A. The annual operating budget is the central financial planning document that embodies all operating revenue and expenditure decisions. It establishes the level of services to be provided by each department to the citizens of the county.
- B. The County Administrator shall incorporate the Board's priorities in the formulation of the preliminary budget proposal.
- C. The County Administrator shall attempt to balance recurring operating expenses to recurring operating revenues.
- D. The Board shall adopt a balanced budget annually.

#### 1.04 Revenue Policies

The County Administrator will estimate annual revenues using a conservative, objective and analytical process.

The County will consider market rates and charges levied by other public and private organizations for similar services in establishing tax rates, fees and charges.

The County will review the cost of activities supported by user fees to determine the impact of inflation and other cost increases.

The County will identify and pursue grants that are consistent with the County's goals and strategic plan.

The County will follow an aggressive policy of collecting revenues.

#### 1.05 Budget Adoption

A consolidated public hearing on the County budget, School budget, CIP, and tax rates, if applicable, shall be held no later than the regularly scheduled Board meeting of April to obtain citizen comments.

The consolidated public hearing notice shall appear at least seven days prior to the public hearing date.

The School budget shall approved by the Board of Supervisors no later than May 1, or within 30 days of the receipt of the estimates of state funds available to the school division from the Superintendent of Public Instruction.

Not less than one week following the public hearing, but prior to July 1, the Board shall adopt a balanced budget and five year Capital Improvements program.

The budget is legally enacted through passage of an appropriations resolution for all governmental and proprietary fund types that place restrictions on expenditures at the fund level for the County Administrator and category level for the School Board.

Although legal restrictions on expenditures are established at the fund level, effective administrative control over expenditures is maintained by the County Administrator through the establishment of more detailed line item budgets segregated by department.

## 1.06 Budget Amendments

The County Administrator is authorized to transfer monies within the funds established by the Board of Supervisors.

All transfers or amendments requiring Board of Supervisors approval that have been initiated from Social Services must have the approval of that board as applicable prior to presentation to the Board of Supervisors.

Approval of the Board of Supervisors must be obtained prior to the submission of any grant applications requiring the expenditure of county funds.

All revenue received by an agency under the control of the Board of Supervisors or by the School Board or Social Services Board not included in the approved budget may not be expended by said agency without the consent of the Board of Supervisors being first obtained and those sums appropriated in the budget. Any grant approved by the Board for application shall not be expended until the grant is approved by the funding agency for drawdown and accepted into the budget by the Board of Supervisors.

## 1.07 Budget Execution

The County Administrator is responsible for the execution of the budget as approved by the Board of Supervisors.

If during the Fiscal Year it appears to the County Administrator that the funds available will be insufficient to meet the amounts appropriated, he shall report to the Board of Supervisors without delay, indicating the estimated amount of the deficit, any remedial action taken by him and his recommendations as to other actions to be taken. The Board of Supervisors shall then take such action as it deems necessary to prevent or minimize any deficit.

The County Administrator will report to the Board of Supervisors on a schedule established by the Board of Supervisors the financial condition of the county.

The County Administrator shall have the power to approve all warrants insofar as the warrants do not exceed the amounts appropriated by Fund by the Board of Supervisors. The warrant shall be converted to a negotiable check signed by both the County Administrator and Treasurer. The Treasurer will insure sufficient funds are available prior to affixing his signature to such check. The County Administrator will report to the Board of Supervisors at its monthly meeting the expenditures of monies by Fund for the previous month.





County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: January 8, 2008  
Item No.: 23  
Department: County Administration  
Staff Contact: Wade Bartlett/Sarah Puckett  
Issue: Upcoming

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Summary:

- a. **Reconvened Board Meeting**  
January 16, 2008 at 5:30 p.m.
  
- b. **VACo/VML Legislative Day**  
February 7, 2007  
Richmond Convention Center

Attachments: Legislative Day Information

Recommendation: RSVP is needed for Legislative Day.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



# VML, VACo co-sponsor Legislative Day Feb. 7

• **New location: Richmond Convention Center**

The Virginia Municipal League and the Virginia Association of Counties will sponsor Legislative Day on Thursday, Feb. 7, at the Richmond Convention Center, located at 403 N. 3rd St. in downtown. VML and VACo staff will report on legislation affecting local governments, then local officials are encouraged to participate in committee meetings and lobby state legislators at the Capitol. Local officials are strongly encouraged to take their legislators to dinner. Please invite them soon.

To register, mail this form and a check (payable to VML) for \$40 per person to:  
VML, P.O. Box 12164, Richmond, VA 23241. Fax (804) 343-3758.

Officials who need to stay overnight at the nearby Richmond Marriott Hotel can get a special rate of \$119 for a single or double room. Call the hotel at 800-228-9290 and use the special code LEGLEGA.  
**Deadline for hotel reservations is Jan. 7.**

For more details, call VML at (804) 649-8471, fax (804) 343-3758 or e-mail@vml.org.

## PROGRAM SCHEDULE

- 9:30 a.m. VML Executive Committee meeting
- 11 a.m. Registration
- Noon VML and VACo staff legislative briefings (box lunch provided)  
Gov. Tim Kaine invited
- Afternoon Visits to state Capitol
- 5:30 - 6:30 p.m. Cash bar reception for local officials
- Evening Make plans now to take your state legislators to dinner!

Enclosed is a check (\$40 per person) payable to VML for the following people to attend:  
*VML does not take credit cards.*

Name \_\_\_\_\_ Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

County/City/Town/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Special Accommodations \_\_\_\_\_

*(If necessary, attach a list of additional names with titles.)*



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

**Meeting Date:** January 8, 2008  
**Item No.:** 24  
**Department:** County Administration  
**Staff Contact:** Wade Bartlett/Sarah Puckett  
**Issue:** Informational

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**Summary:**

**Attachments:**

- a. Letter, Lunenburg County, RE: Piedmont Regional Jail Audit
- b. Letter, Governor, RE: 2008 Drought Outlook
- c. Virginia Drought Assessment & Response Plan

**Recommendation:** None.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_

**BOARD OF SUPERVISORS**

**Frank W. Bacon**  
CHAIRMAN  
Election District 3

**George E. Ingram**  
VICE-CHAIRMAN  
Election District 7

**Jane G. Atkinson**  
Election District 1

**Sidney M. Smyth**  
Election District 2

**Charles R. Slayton**  
Election District 4

**Edward W. Pennington**  
Election District 5

**Alvester L. Edmonds**  
Election District 6



1746

11409 Courthouse Road  
Lunenburg, Virginia 23952

December 19, 2007

**Catherine M. Giorgetti**  
County Administrator

Telephone: (434) 696-2142  
Facsimile: (434) 696-1798

Mr. Lewis Barlow  
Piedmont Regional Jail Board  
P O Drawer 388  
Farmville, VA 23901

Dear Mr. Barlow and Board Members:

I presented the 2007 Audit of the Piedmont Regional Jail and findings letter dated October 25, 2007 from Robinson, Farmer, Cox Associates to the Lunenburg County Board of Supervisors at their regular meeting. After a lengthy discussion, the Board unanimously voted not to accept the audit until policies to correct the deficiencies are adopted by the Jail Board and implemented by the Jail personnel.

My Board also reviewed the Comparative Review Report dated October 24, 2007. After discussion, they unanimously voted to accept the Report and strongly urge the Piedmont Regional Jail Board to adopt this Report and implement the suggested recommendations.

Sincerely,

Catherine Giorgetti  
County Administrator

cc: Amelia County  
Buckingham County  
Cumberland County  
Nottoway County  
Prince Edward County ✓



# COMMONWEALTH of VIRGINIA

## Office of the Governor

Timothy M. Kaine  
Governor

November 29, 2007

The Honorable William G. Fore  
Chairman, Board of Supervisors  
Prince Edward County  
2670 Back Hampden Sydney Road  
Farmville, Virginia 23901

Dear Chairman Fore:

The entire Commonwealth is currently experiencing impacts due to the drought that began in mid-summer. Drought impacts have significantly intensified in the last two months, despite the fact that we have received some rain. More troubling, the weather outlook through February of 2008 calls for above normal temperatures and below normal rainfall.

Based on current conditions and the assumption that the weather predictions materialize, Virginia is poised to experience significant drought impacts with the onset of the growing season in the spring of 2008. One only needs to look to the south, to the center of the current drought that covers the southeastern United States, to see conditions that could exist in Virginia next year. The City of Atlanta is looking at the very real potential of running out of water as their main water supply, Lake Lanier, continues to drop.

The Commonwealth is fortunate that we have reached the time of year when water demands will diminish greatly. With the end of the active growing season the water needs of actively growing plants are virtually eliminated and human demands for most non-essential outdoor water uses will cease. While water supply conditions are not likely to deteriorate significantly until the onset of the growing season next spring, drought impacts could quickly become acute at that time.

I firmly believe that the most effective water use restrictions are those developed at the local level and take into account the nature of the local water supply as well as the users of that supply. Based on my belief in the value of local decisions, I ask that you take several water supply related actions at this time:

- Review the drought water conservation and contingency plans associated with public waterworks in your locality and be prepared to implement those plans. If public water works in your locality do not have current drought plans, I strongly encourage you to assure that they are developed as soon as possible.
- Review your local ordinances requiring mandatory non-essential water use restrictions during declared emergencies and assure that your ordinances are consistent with the Virginia Drought Assessment and Response Plan (available at DEQ's website: <http://www.deq.virginia.gov/waterresources/pdf/droughtresponseplan.pdf>). If you have not adopted such local ordinances, please consider the development and adoption of these

immediately. While some waterworks in the Commonwealth have initiated voluntary or mandatory water use restrictions at this time, it is not unlikely that drought warning or drought emergency declarations may be required in the spring of 2008 that will require conservation by all water users, regardless of their source of supply. Local ordinances consistent with the Drought Assessment and Response Plan will be necessary to effectively implement water conservation at these drought stages.

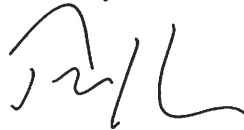
- Encourage all your citizens, whether served by public waterworks, private self-supplied surface water sources, or private wells, to voluntarily restrict all non-essential water uses and practice water conservation practices in their homes and businesses at this time. ( link to water conservation tips: <http://www.deq.virginia.gov/waterresources/waterconservation.html> ) Simple water conservation actions such as limiting shower times, turning off water when brushing teeth, and only operating clothes washers and dish washers with full loads will result in significant water savings when practiced by all citizens.

**If the long range weather predictions materialize it is likely that mandatory water use restrictions will be required in at least some areas of the Commonwealth in the spring of 2008.** Please take advantage of the window of time between now and the onset of the growing season to review or develop drought water conservation and contingency plans. These plans and local ordinances restricting non-essential water uses will help to assure the health, welfare, and safety of your citizens' during water shortage emergencies.

I encourage you to stay informed about the status of the drought. Ten state and federal agencies participate on the Virginia Drought Monitoring Task Force and will continue to track drought development in the Commonwealth. This task force publishes a monthly report of drought conditions, available on the Department of Environmental Quality website, (web link to DMTF reports: <http://www.deq.virginia.gov/waterresources/drought.php#DroughtStatusReports> ).

Thank you in advance for your cooperation in this important effort as the Commonwealth prepares for the potential to face significant water supply shortages.

Sincerely,



Timothy M. Kaine

# **Virginia Drought Assessment and Response Plan**

**Submitted by the Drought Response Technical Advisory  
Committee**

**March 28, 2003**

## **Introduction**

During the summer of 2002 Virginia experienced significant drought impacts due to precipitation deficits that dated to 1999 in most areas of the Commonwealth. While this drought did not reach the level of severity of the drought of record (1930-1932), increases in water demands when compared to the 1930's resulted in significant impacts to all sectors of Virginia's economy and society.

The intensity of these drought impacts peaked in late August 2002. Wildfire indices were at levels previously unrecorded in Virginia, the vast majority of Virginia agricultural counties had applied for Federal drought disaster designation, streamflows reached period of record lows, and thousands of individual private wells failed. During the third week of August several public water supply systems across the Commonwealth were on the brink of failure. Several large municipal systems, such as Charlottesville and Portsmouth, had less than sixty days of water supply capacity remaining in reservoirs. Several smaller rural systems that rely primarily on withdrawals from free-flowing streams, such as the towns of Farmville and Orange, had at most a few days of water supply available and were forced to severely curtail usage.

On August 30, 2002 Governor Warner took the unprecedented action of declaring a drought emergency in the majority of the Commonwealth by issuance of Executive Order #33. This executive order required the elimination of some non-essential water uses in large areas of the Commonwealth. In addition, this executive order named the Deputy Secretary of Natural Resources as the Commonwealth Drought Coordinator and charged him with the implementation of the water use restrictions. While these emergency actions were necessary in light of the drought impacts within the Commonwealth, they resulted in significant confusion and consternation among water users who were impacted.

On December 13, 2002 Governor Warner issued Executive Order #39, the Virginia Water Supply Initiative. This executive order requires the Commonwealth's Drought Coordinator to develop a formal drought assessment and response plan. In January 2003, the Deputy Secretary of Natural Resources invited a broad coalition of stakeholders to participate in a Drought Response Technical Advisory Committee chaired by the Virginia Department of Environmental Quality. This technical advisory committee was supported by the existing Virginia Drought Monitoring Task Force. Groups and agencies invited to participate or represented on the Drought Monitoring Task Force are listed below.

Mid-Atlantic Car Wash Association  
National Spa and Pool Institute  
Virginia Rural Water Association  
Virginia Agribusiness Council  
Virginia Green Industry Council  
Virginia Golf Course Superintendent's Association  
Virginia Association of Counties  
Virginia Section of the American Water Works Association  
Virginia Municipal League  
Virginia Sports Turf Manager's Association  
Virginia Hospitality and Travel Association  
Virginia Water Well Association



Virginia Manufacturer's Association  
Virginia Farm Bureau  
Southern Environmental Law Center  
Roanoke River Landowner's Association  
Virginia Irrigation Association  
City of Portsmouth  
Henrico County  
Town of Orange  
U.S. Navy  
U.S. Army Corp of Engineers  
Virginia Department of Environmental Quality  
Virginia Department of Emergency Management  
Virginia Department of Health  
Virginia Cooperative Extension Service  
Virginia Department of Game and Inland Fisheries  
Virginia Department of Agriculture and Consumer Services  
Virginia State Climatology Office  
Virginia Department of Forestry  
U.S. Geological Survey  
U.S. Department of Agriculture, Farm Services Agency  
National Oceanic and Atmospheric Administration, National Weather Service

The Drought Response Technical Advisory Group met three times in February and March and developed the following drought assessment and response plan for the consideration of the Commonwealth Drought Coordinator. There are several key concepts that must be kept in mind as this proposal is reviewed.

The development of droughts and the development of associated impacts is very complex. The coverage of monitoring points for most drought indicators (precipitation deficits, streamflows, ground water levels, and reservoir storage) is sparse. These two facts work together to preclude the development of a truly automated, objective drought monitoring system. This proposal includes a monitoring framework that relies heavily on the professional judgment of the Virginia Drought Monitoring Task Force in the determination of drought stages in the Commonwealth.

Due to the complexity of drought impacts on differing segments of society, the responses that are proposed at each drought stage are actions that should be considered. The Commonwealth Drought Coordinator will need to evaluate reported drought conditions and the impacts associated with those conditions and decide what actions are necessary. As an example, there will likely be circumstances in the future when actions currently proposed at the drought warning stage should be initiated somewhat earlier.

From a water supply standpoint, the impacts on a particular water supply may be as dependent on the reliability of that supply as it is on the severity of drought conditions at any point in time. As an example, water supply systems that rely on small order free-flowing streams and do not have storage may experience large impacts from relatively small drought events. This variability in reliability exists in all categories of water supplies; public waterworks, large self-supplied industrial and commercial supplies, and individual residential water supplies. Nothing that is proposed in this plan should be

viewed as limiting local government or public waterworks from taking more stringent action at any time to respond to local conditions.

### **Drought Monitoring**

The responsibility for monitoring drought conditions in the Commonwealth rests with the Virginia Drought Monitoring Task Force (DMTF), an interagency group of technical representatives from state and federal agencies responsible for monitoring natural resource conditions and the effects of drought on various segments of society. During periods of normal moisture conditions, the Virginia Department of Environmental Quality will monitor the NOAA U.S. Drought Monitor, and will produce information from this report specific to Virginia on a monthly basis. The Virginia drought map will be produced concurrent with the release of NOAA monthly and seasonal outlooks, which usually are released on the Thursday closest to the middle of the month. The DMTF will be activated with the first occurrence of *moderate drought* conditions (D1) in the Commonwealth or the occurrence of smaller scale moisture deficits that may fall beneath the level of resolution of the U.S. Drought Monitor. The DMTF will monitor the advance of drought conditions in the Commonwealth using the drought indicators listed on page 4 as other indicators such as the Standardized Precipitation Index, Palmer Drought Severity Index, Crop Moisture Index, Keetch-Byrum Drought Index, and NOAA monthly and seasonal precipitation outlooks. In addition, the DMTF will monitor the effect of advancing drought conditions on various sectors of society including agriculture, forestry, and recreation. The DMTF will produce a monthly report of current drought conditions and their effects, and will generally remain active until the NOAA U.S. Drought Monitor indicates that all drought impacts in the Commonwealth have subsided to an *unusually dry* level (D0). The DMTF may remain active after all drought impacts have subsided to an *unusually dry* level when small areas beneath the resolution of the U.S. Drought Monitor continue to experience drought impacts. The primary purpose of the drought monitoring system described below is to provide a framework for the DMTF to operate within when preparing recommendations for the declaration of various drought stages. Due to the complex nature of drought development, professional expertise must be applied to the wide range of drought monitoring data in order to develop defensible recommendations.

### **Drought Evaluation Regions**

For the purpose of implementation of this drought response plan the Commonwealth has been divided into thirteen drought evaluation regions. The regions were established based on a consideration of river basins, climatic divisions, physiographic provinces, major geomorphologic features, and service areas of major water supplies. Regional boundaries were chosen to correspond with local government boundaries to simplify the implementation of this plan. While the regional boundaries are somewhat arbitrary, they generally correspond to regions of the Commonwealth that possess similar climatic, ground water, streamflow and water supply conditions. Drought evaluation regions for the Commonwealth are listed below and displayed in Appendix A. Towns and independent cities are only listed when they are on the boundary of a drought evaluation region. Drought evaluation regions included all towns and independent cities located within the region.

**Big Sandy Drought Evaluation Region:** Lee, Wise, Buchanan, Dickenson, Scott, Russell, Tazewell, Washington and Smyth Counties.

**New River Drought Evaluation Region:** Grayson, Wythe, Bland, Carroll, Floyd, Pulaski, Giles, and Montgomery Counties.

**Roanoke River Drought Evaluation Region:** Patrick, Franklin, Roanoke, Henry, Bedford, Pittsylvania, Campbell, Halifax, Charlotte, and Mecklenburg Counties.

**Upper James Drought Evaluation Region:** Craig, Alleghany, Bath, Highland, Botetourt, and Rockbridge Counties.

**Middle James Drought Evaluation Region:** Amherst, Lynchburg, Nelson, Albemarle, Appomattox, Buckingham, Fluvanna, Prince Edward, Cumberland, Goochland, Amelia, Powhatan, Chesterfield, Petersburg, Hopewell, Colonial Heights, Henrico, and Hanover Counties.

**Shenandoah Drought Evaluation Region:** Augusta, Rockingham, Shenandoah, Frederick, Page, Warren, and Clarke Counties.

**Northern Virginia Drought Evaluation Region:** Fauquier, Loudoun, Prince William, Arlington, and Fairfax Counties.

**Northern Piedmont Drought Evaluation Region:** Greene, Madison, Rappahannock, Orange, Culpeper, Louisa, Spotsylvania, and Stafford Counties.

**Chowan Drought Evaluation Region:** Lunenburg, Nottoway, Brunswick, Dinwiddie, Greensville, Sussex, Prince George, Southampton and Surry Counties.

**Northern Coastal Plain Drought Evaluation Region:** Caroline, King George, King William, King and Queen, Essex, Richmond, Westmoreland, Gloucester, Mathews, Middlesex, Lancaster, and Northumberland Counties.

**York-James Drought Evaluation Region:** Hampton, Newport News, James City, York, Charles City, and New Kent Counties.

**Southeast Virginia Drought Evaluation Region:** Suffolk, Isle of Wight, Chesapeake, Virginia Beach, Portsmouth, and Norfolk.

**Eastern Shore Drought Evaluation Region:** Northampton and Accomack Counties.

### **Drought Indicators**

In order to monitor potential drought conditions in a uniform manner across the Commonwealth, Virginia will use four indicators to evaluate drought severity. The indicators are based on the amount of precipitation and the effect of the precipitation (or lack of precipitation) on the hydrologic system. These indicators include:

- Precipitation Deficits
- Streamflows
- Ground water levels
- Reservoir storage

Indicators will be evaluated by comparing current conditions to long term average conditions. This evaluation will be used to determine if current conditions are within a range of conditions commonly experienced or if significant drought conditions exist.

**Precipitation Deficits**

Precipitation deficits will be monitored by comparing current precipitation amounts with historical precipitation values as a percent of normal long-term average values. Comparisons will be made for each drought evaluation region using data compiled by the Office of the State Climatologist. Normal long-term average precipitation is defined as the mean precipitation for a thirty-year period of record for the area and time period being evaluated.

Precipitation amounts will be evaluated based on the water year (beginning October 1). Water years are a natural dividing point for water supply drought, as precipitation that falls in the first six months of a water year is analogous to putting money in the bank. Precipitation that occurs during this six month period has the potential to recharge ground water, which will sustain stream flows and support withdrawals from wells during the following six month period when moisture deficits naturally develop as evaporation and plant transpiration generally exceed precipitation. If a precipitation deficit outside of the normal range exists at the end of a water year, the precipitation records will carry forward until a normal condition is reached (i.e. if a precipitation deficit exists on October 1, precipitation records for the previous twelve months will be evaluated until the twelve month deficit is eliminated).

Because the significance of a precipitation deficit changes as the water year progresses, drought response stages will trigger at different percentages of normal depending upon the date of evaluation.

Months Analyzed	Normal (% of Normal Precipitation)	Watch (% of Normal Precipitation)	Warning (% of Normal Precipitation)	Emergency (% of Normal Precipitation)
October-December	>75.0	<75.0	<65.0	<55.0
October-January	>80.0	<80.0	<70.0	<60.0
October-February	>80.0	<80.0	<70.0	<60.0
October-March	>80.0	<80.0	<70.0	<60.0
October-April	>81.5	<81.5	<71.5	<61.5
October-May	>82.5	<82.5	<72.5	<62.5
October-June	>83.5	<83.5	<73.5	<63.5
October-July	>85.0	<85.0	<75.0	<65.0
October-August	>85.0	<85.0	<75.0	<65.0
October – September (and previous 12 months)	>85.0	<85.0	<75.0	<65.0

## **Streamflow**

Streamflow gages representing drought evaluation regions will be used to monitor streamflow responses to drought conditions. Representative daily flow values will be compared with historic flow statistics for the period of record. Representative daily streamflows above the 25th percentile for return flow frequency will be defined as normal conditions. Representative daily streamflows between the 10th and 25th percentile for return flow frequencies will be defined as drought watch conditions. Representative daily streamflows between the 5th and 10th percentile for return flow frequencies will be defined as drought warning conditions. Representative daily streamflows below the 5th percentile for return flow frequencies will be defined as drought emergency conditions. (A streamflow that represents the 25th percentile of return flow frequencies indicates that, for the period of record, 75% of streamflows have exceeded the current flow.) Gages were selected on the basis of the availability of real-time data, period of record, and relative location within the drought evaluation region. Typically, gages were selected that monitor moderately large drainage areas on streams without significant regulation. In drought evaluation areas where no appropriate stream gages exist, this indicator will not be utilized. Gages selected to monitor drought severity in each evaluation region are listed below and displayed in Appendix B.

**Big Sandy Drought Evaluation Region:** Clinch River at Cleveland, USGS Station 03524000

**New River Drought Evaluation Region:** Reed Creek at Graham Forge, USGS Station 03167000

**Roanoke River Drought Evaluation Region:** Goose Creek near Huddleston, USGS Station 02059500

**Upper James Drought Evaluation Region:** Cowpasture River near Clifton Forge, USGS Station 02016000

**Middle James Drought Evaluation Region:** Appomattox River at Farmville, USGS Station 02039500

**Shenandoah Drought Evaluation Region:** North Fork Shenandoah near Strasburg, USGS Station 01634000

**Northern Virginia Drought Evaluation Region:** Accotink Creek near Annandale, USGS Station 01654000

**Northern Piedmont Drought Evaluation Region:** Rapidan River near Culpeper, USGS Station 01667500

**Chowan Drought Evaluation Region:** Meherrin River near Lawrenceville, USGS Station 02051500

**Northern Coastal Plain Drought Evaluation Region:** Mattaponi River near Beulahville, USGS Station 01674500

**York-James Drought Evaluation Region:** Chickahominy River near Providence Forge, USGS Station 02042500

**Southeast Virginia Drought Evaluation Region:** No stream gages available to monitor.

**Eastern Shore Drought Evaluation Region:** No stream gages available to monitor.

**Ground Water Levels**

Water table ground water monitoring wells representing drought evaluation regions will be used to monitor shallow ground water responses to drought conditions. In areas west of Route 95 it was assumed that wells completed in shallow fractured rock formations are indicative of water table conditions. Measured ground water levels will be compared with historic level statistics for the period of record. Measured ground water levels above the 25th percentile for all historic levels will be defined as normal conditions. Measured ground water levels between the 10th and 25th percentiles for all historic levels will be defined as drought watch conditions. Measured ground water levels between the 5th and 10th percentile for all historic levels will be defined as drought warning conditions. Measured ground water levels below the 5th percentile for all historic levels will be defined as drought emergency conditions. Monitoring wells were selected on the basis of period of record and relative location within the drought evaluation region. Monitoring wells selected to monitor drought severity in each evaluation region are listed below and displayed in Appendix C. In drought evaluation regions where no appropriate monitoring wells exist, the ground water indicator will not be used.

**Big Sandy Drought Evaluation Region:** No water table monitoring wells available to monitor.

**New River Drought Evaluation Region:** Christiansburg Observation Well, USGS Local Number 27F 2 SOW 019

**Roanoke River Drought Evaluation Region:** Roanoke-Nelson Observation Well, USGS Local Number 31G 1 SOW 008

**Upper James Drought Evaluation Region:** Glasgow Observation Well, USGS local Number 35K 1 SOW 063

**Middle James Drought Evaluation Region:** Buckingham Observation Well, USGS Local Number 41H 3; Virginia Maples Observation Well, USGS Local Number 53K 19 SOW 080

**Shenandoah Drought Evaluation Region:** McGaheysville Observation Well, USGS Local Number 41Q 1; Blandy Farm Observation Well, USGS Local Number 46W 175

**Northern Virginia Drought Evaluation Region:** Harper's Ferry Observation Well, USGS Local Number 49Y 1 SOW 022; Arlington Cemetery Observation Well, USGS Local Number 54V 3

**Northern Piedmont Drought Evaluation Region:** Gordonsville Observation Well, USGS Local Number 45P 1 SOW 030

**Chowan Drought Evaluation Region:** Slade Farm Observation Well, USGS Local Number 57E 13 SOW 094C

**Northern Coastal Plain Drought Evaluation Region:** George Washington Birthplace Observation Well, USGS Local Number 55P 9

**York-James Drought Evaluation Region:** Toano Observation Well, USGS Local Number 56H 31 SOW 135B

**Southeast Virginia Drought Evaluation Region:** Brinkley Observation Well, USGS Local Number 58B 13; Pungo Observation Well, USGS Local Number 62B 1 SOW 098A

**Eastern Shore Drought Evaluation Region:** P. C. Kellam Observation Well, USGS Local Number 63H 6 SOW 103A; Withams Observation Well, USGS Local Number 66M 19 SOW 110S

**Reservoir Storage**

Storage in major reservoirs will be used as a fourth drought indicator. Major reservoirs in Virginia support a wide variety of uses that include water supply storage, electric power generation, and flow augmentation to protect water quality. Water supply reservoirs will be evaluated based on the estimated days of available usable storage. Storage of greater than 120 days will represent normal conditions, storage of 90 to 120 days will represent watch conditions, storage of 60 to 90 days will represent warning conditions, and storage of less than 60 days will represent emergency conditions. Useable storage will be calculated as that storage above the level where advanced water treatment will be required.

Several large multi-purpose reservoirs will be evaluated as drought indicators. The criteria for consideration of drought stages are listed below for these reservoirs. Pool elevations of these reservoirs will be compared to benchmark elevations in relation to mean sea level (msl) or U.S. Army Corp of Engineers operating guide curves as indicated in the following table.

	NORMAL	DROUGHT WATCH	DROUGHT WARNING	DROUGHT EMERGENCY
Smith Mountain Lake	>793 feet msl	793 to 791.5 feet msl	791.5 to 790 feet msl	< 790 feet msl
Lake Moomaw	>1565 feet msl	1565 to 1562.5 feet msl	1562.5 to 1560 feet msl	< 1560 feet msl
Lake Anna	> 248 feet msl	248 to 246 feet msl	246 to 244 feet msl	< 244 feet msl
Kerr Reservoir	< 3 feet below the guide curve	3 to 6 feet below the guide curve	> 6 feet below the guide curve	< 288 feet msl

Reservoirs that will be used to monitor drought conditions are listed below. In drought evaluation regions where no appropriate reservoirs exist, this indicator will not be used.

**Big Sandy Drought Evaluation Region:** Big Cherry Water Supply Reservoir

**New River Drought Evaluation Region:** No reservoirs will be monitored.

**Roanoke River Drought Evaluation Region:** Smith Mountain Lake, Kerr Reservoir

**Upper James Drought Evaluation Region:** Lake Moomaw

**Middle James Drought Evaluation Region:** Lake Moomaw, Charlottesville Water Supply Reservoir System

**Shenandoah Drought Evaluation Region:** Switzer Water Supply Reservoir

**Northern Virginia Drought Evaluation Region:** Occoquan Water Supply Reservoir, Lake Manassas Water Supply Reservoir

**Northern Piedmont Drought Evaluation Region:** Lake Anna, Spotsylvania Water Supply Reservoir System

**Chowan Drought Evaluation Region:** Emporia Water Supply Reservoir

**Northern Coastal Plain Drought Evaluation Region:** Gloucester Water Supply Reservoir

**York-James Drought Evaluation Region:** Newport News Water Supply Reservoir System

**Southeastern Virginia Drought Evaluation Region:** Kerr Reservoir, Portsmouth Water Supply Reservoir System

**Eastern Shore Drought Evaluation Region:** No reservoirs will be monitored.

#### **Other Indicators**

The DMTF will evaluate all other available drought information during deliberations related to the development of drought stage recommendations. Other drought indicators that will be considered include the Standardized Precipitation Index, Palmer Drought Severity Index, Crop Moisture Index, and NOAA monthly and seasonal precipitation outlooks.

When streamflows or ground water levels at the selected monitoring sites previously listed indicate drought conditions, the DMTF will monitor other stream gages and ground water monitoring wells that are available.

The DMTF will evaluate the Cumulative Severity Index developed by the Virginia Department of Forestry (VDOF) and the Keech-Byrum Drought Index to determine the potential impact of drought on forests and the potential for wildfire starts. In addition, the DMTF will consider the number of wildfire starts and the number of acres of forest burned as supplied by the VDOF as indicators of drought impacts on forestry. The DMTF will evaluate information compiled by the Virginia Agricultural Statistics Service to assess the impacts of drought on agricultural interests in the state. The DMTF will also rely on the input of local agricultural extension agents through the Virginia Cooperative Extension Service to document actual drought impacts through the Commonwealth. In addition, the DMTF will evaluate the number of requests for federal



drought disaster designation as reported by the Virginia Department of Agriculture and Consumer Services.

The DMTF will consider operating conditions at public waterworks in the determination of drought recommendations. The Virginia Department of Health (VDH) monitors the conditions of many public waterworks in the Commonwealth on a monthly basis. At a minimum, individual public waterworks typically contact the VDH when they experience water supply problems that are due to drought. VDH will continue to provide support to these waterworks and will continue monthly reporting of water supply problems. These monthly reports will be used as an additional indicator of drought severity in the Commonwealth. In addition, the DMTF will consider the number of private well replacement permits issued by the VDH as an indication of drought impacts to persons served by this type of system.

### **Declaration of Drought Stages**

The DMTF will use the four drought indicators; precipitation deficits, streamflows, ground water levels, and reservoir levels; as the initial indicators to be considered when making a recommendation concerning the declaration of a particular drought stage. When two indicators exceed the threshold for stage determination, the DMTF will evaluate all other drought information and provide a recommendation to the Virginia Drought Coordinator. This recommendation may be to declare a specific drought stage or the recommendation may include an explanation of why the particular drought stage should not be declared at that time. Conversely, the DMTF may recommend the declaration of a particular drought stage prior to the exceedance of threshold levels for two of the four indicators. Recommendations for declaration of specific drought stages will generally be based on the drought evaluation regions previously described. It is likely that conditions may exist where the DMTF may recommend the declaration of a specific drought stage for a portion of a drought evaluation region. Recommendations for declaration of a portion of a drought evaluation region may be based on differing climatic conditions within the area or differences in the ability of specific waterworks to reliably provide water during drought conditions.

As an example, when two of the four drought indicators indicate drought warning conditions, the DMTF will evaluate all other drought information available and, if the majority of information warrants declaration, recommend the declaration of a drought warning in the drought evaluation region where these conditions exist. In all cases, the final decision regarding the declaration of a particular drought stage will be at the discretion of the Virginia Drought Coordinator. Any local government may declare local drought emergencies, adopt emergency ordinances to address those local emergencies and implement those ordinances prior to the declaration of a Drought Emergency by the Governor of Virginia.

The DMTF will use the following general descriptions of four drought stages when making recommendations to the Virginia Drought Coordinator concerning drought declarations in the Commonwealth. These descriptions should not be viewed as absolute requirements for drought designation, but as a mechanism to be used by the DMTF to reach consensus on the appropriate drought recommendations.

### **Normal Conditions**

No more than one indicator outside of the normal range:

- Precipitation exceeds the percent of normal precipitation for the time period in precipitation table
- Streamflows are above the 25th percentile
- Ground water levels are above the 25th percentile for all historic levels
- Water Supply Reservoirs exceed 120 days of useable storage or appropriate criteria for non-water supply reservoirs

#### **Drought Watch**

At least 2 indicators meet the following conditions:

- Precipitation levels are at or below the percent of normal precipitation for the time period in precipitation table
- Streamflows fall between the 10th and 25th percentile
- Ground water levels fall between the 10th and 25th percentile for all historic levels
- Water Supply Reservoirs contain between 90 and 120 days of useable storage or appropriate criteria for non-water supply reservoirs

#### **Drought Warning**

At least 2 indicators meet the following conditions:

- Precipitation levels are at or below the percent of normal precipitation for the time period in precipitation table
- Streamflows fall between the 5th and 10th percentile
- Measured ground water levels fall between the 5th and 10th percentile for all historic levels
- Reservoirs contain between 60 and 90 days of useable storage or appropriate criteria for non-water supply reservoirs

#### **Drought Emergency**

At least 2 indicators meet the following conditions:

- Precipitation levels are at or below the percent of normal precipitation for the time period in precipitation table
- Streamflows are at or below the 5th percentile
- Measured ground water levels fall are at or below the 5th percentile for all historic levels
- Reservoirs contain 60 days or less of useable storage or appropriate criteria for non-water supply reservoirs

### **Responses to Drought in Virginia**

The impacts of drought on society are broad reaching and complex. In addition, the nature of a particular drought event is dependent on the time of year, the long-term duration of precipitation deficits, the immediate impacts of short-term precipitation deficits within a period of general precipitation deficits, and many other interrelated factors. In short, every significant drought has a particular signature and the impacts of no two droughts will be identical. Due to the complex nature of droughts, responses to individual drought events must be tailored to the impacts that are being propagated. The specific response activities that are delineated below for the three drought stages should

be viewed as activities that will generally be initiated and not as required activities that are "written in stone".

Drought watch responses are generally responses that are intended to increase awareness, in the public and private sector, to climatic conditions that are likely to precede the occurrence of a significant drought event. During this drought stage the primary activities that are suggested are to prepare for the onset of a drought event. It is unlikely that significant water use reductions will occur at this stage although it is possible that the increased public awareness of water conservation activities may reduce water use up to 5%.

Drought warning responses are generally responses that are required when the onset of a significant drought event is imminent. Water conservation and contingency plans that have been prepared during a drought watch stage would begin to be implemented. From the perspective of the Commonwealth, water conservation activities at this stage would generally be voluntary. Voluntary water conservation activities generally result in reductions in water use of 5-10%.

Drought emergency responses are generally responses that are required during the height of a significant drought event. During these times, it is likely that some water supplies will not supply the amount of water needed by all users and non-essential uses of water should be eliminated. Mandatory water conservation requirements contained in water conservation and contingency plans should be initiated at this stage. Mandatory water conservation activities generally result in water use reductions of 10-15%.

While actions on the State level are important for the purpose of alerting localities and citizens of the advance of drought impacts, actions by local governments, individual water suppliers, and individual citizens are much more important and effective in actually addressing the impacts of drought. Water sources used by public waterworks and self-supplied water users vary considerably across the Commonwealth. Water conservation requirements for water users whose only source of water supply is a free-flowing stream with no significant storage will likely be different than requirements for a water user who relies entirely on a reservoir system for water supply. The development of a drought water conservation and contingency plan that takes into account the nature of a particular water source and the nature of the end use of water withdrawn is necessary to assure that proper water conservation activities are instituted at the proper times. In general, water supplies that rely on sources with significant storage (reservoir and ground water based systems) will realize greater benefits of water conservation activities initiated early in a drought cycle when compared to supplies that rely solely on free-flowing streams. It is likely that individual private well users, especially those who rely on shallow water table wells, will receive the largest benefit from their early individual initiation of water conservation activities.

The following responses will generally be made upon declaration of individual drought stages.

#### **Drought Watch**

- The Virginia Drought Coordinator will declare a statewide or regional Drought Watch and will issue a press release indicating the reasons for the declaration.
- The Virginia Drought Coordinator will notify all local governments within the drought watch area of drought watch status.

- The Virginia Drought Coordinator will report the drought watch declaration to the Governor's Cabinet and request the assistance of all state agencies in the implementation of the drought response plan.
- The VDH will inform all public waterworks within the drought watch area of drought watch status.
- The Virginia Cooperative Extension Service will cooperate with all state agencies owning or controlling impoundments and/or river access to identify sources that may be used by livestock producers for emergency livestock watering during declared drought emergencies. VCE will inform livestock producers of these opportunities and will provide contact information necessary to access these sources.
- The DMTF will continue to monitor statewide moisture conditions and provide monthly reports of drought conditions to the Virginia Drought Coordinator who will update the Governor's Cabinet.
- The DMTF will make monthly reports of drought conditions available to media outlets within the drought watch area.
- The Virginia Drought Coordinator will encourage all public waterworks and self-supplied water users who withdraw more than 10,000 gallons per day to develop or review existing drought water conservation and contingency plans.
- All DMTF agencies will include water conservation information on their websites and will distribute water conservation information as broadly as possible.
- All executive branch agencies and institutions will review existing drought water conservation and contingency plans or develop new plans with the goal of reducing water usage by 15% during declared drought emergencies.
- VDH will continue monitoring problems incurred by public waterworks on a monthly basis.
- VDH will encourage all public waterworks to aggressively pursue leak detection and repair programs.
- Local governments and public waterworks may impose water use restrictions consistent with local water supply conditions at any time.

#### **Drought Warning**

- The Virginia Drought Coordinator will declare a statewide or regional Drought Warning and will issue a press release indicating the reasons for the declaration.
- The Virginia Drought Coordinator will notify all local governments within the drought warning area of drought warning status.
- The Virginia Drought Coordinator will advise the Governor and his Cabinet regarding the necessity of authorizing the Departments of State Police, Transportation and Motor Vehicles to grant temporary overweight/overwidth/registration/license exemptions to carriers transporting essential emergency relief supplies into and through the Commonwealth in order to support disaster response and recovery.
- The VDH will inform all public waterworks within the drought warning area of drought warning status.
- The Virginia Department of Agriculture and Consumer Services will cooperate with the Virginia Association of Counties, the Virginia Municipal League, Virginia Cooperative Extension, the Virginia Farm Bureau Federation and the Virginia Agribusiness Council in notifying agricultural communities, agriculture

interest groups and local governments within the drought warning area of the potential for federal agricultural drought disaster designation. VDACS will also work with VACO, VML, VCE, VFBF and VAC in communicating the appropriate procedure for local governments to use in applying to the Governor for federal disaster designation.

- The DMTF will continue to monitor statewide moisture conditions and provide monthly reports of drought conditions to the Virginia Drought Coordinator. Significant changes in drought conditions will be reported biweekly.
- The Virginia Drought Coordinator will update the Governor's Cabinet concerning drought conditions on a biweekly basis.
- The Governor's Press Office will encourage media outlets within the drought warning area to publicize updates of drought conditions by developing biweekly press releases.
- All local governments will be encouraged to review existing local ordinances requiring mandatory non-essential water use restrictions or adopt such ordinances consistent with the mandatory non-essential water use restrictions listed below.
- All public waterworks and self-supplied water users who withdraw more than 10,000 gallons per day will initiate voluntary water conservation requirements contained in drought water conservation and contingency plans.
- All public waterworks and self-supplied water users who withdraw more than 10,000 gallons per day that have not developed drought water conservation and contingency plans will be encouraged to voluntarily reduce or eliminate non-essential uses of water including the elimination of non-essential flushing of water lines.
- All persons who utilize any source of water for outdoor irrigation will assure that the minimum amount of water is utilized in the most efficient manner practical.
- All self-supplied users who withdraw less than 10,000 gallons per day, including private well users, will be encouraged to voluntarily reduce or eliminate non-essential uses of water.
- All executive branch agencies and institutions will initiate the reduction or elimination of non-essential uses of water with the goal of reducing total water usage by 5-10%.
- VDH will continue monitoring problems incurred by public waterworks on a monthly basis.
- Local governments and public waterworks may impose water use restrictions consistent with local water supply conditions at any time.

#### **Drought Emergency**

- The Governor will declare a statewide or regional Drought Emergency by executive order and will issue a press release indicating the reasons for the declaration.
- The Virginia Drought Coordinator will notify all local governments within the drought emergency area of drought emergency status.
- The VDH will inform all public waterworks within the drought emergency area of drought emergency status.
- The DMTF will continue to monitor statewide moisture conditions and provide monthly reports of drought conditions to the Virginia Drought Coordinator. Significant changes in drought conditions will be reported weekly.

- The Virginia Drought Coordinator will update the Governor's Cabinet concerning drought conditions on a weekly basis.
- The Governor's Press Office will encourage media outlets within the drought emergency area to publicize updates of drought conditions by developing weekly press releases.
- All public waterworks and self-supplied water users who withdraw more than 10,000 gallons per day will initiate mandatory water conservation requirements contained in drought water conservation and contingency plans that include the mandatory non-essential water use restrictions listed on page 16.
- All public waterworks and self-supplied water users who withdraw more than 10,000 gallons per day that have not developed drought water conservation and contingency plans initiate the mandatory non-essential water use restrictions listed below including the elimination of non-essential flushing of water lines.
- All self-supplied users, who withdraw less than 10,000 gallons per day, including private well users, will initiate the mandatory non-essential water use restrictions listed below.
- All executive branch agencies and institutions will implement drought water conservation and contingency plans with the goal of reducing water usage by 15% that include the mandatory non-essential water use restrictions listed on page 16.
- Local governments and public waterworks may impose water use restrictions more stringent than the mandatory non-essential water use restrictions listed below consistent with local water supply conditions at any time.
- For the duration of the declared drought emergency the Director of the Department of Environmental Quality shall be authorized to allocate ground water and surface water resources and to restrict any withdrawals based upon the adequacy of the resource to meet the necessary beneficial uses as set forth in §62.1-44.36 of the Code of Virginia. Such allocations may apply to any withdrawer and shall over-ride any existing authorizations to use or withdraw surface water or ground water.
- For the duration of the declared drought emergency the State Forester shall be authorized to declare open burning bans in wild fire susceptible areas of the Commonwealth.
- For the duration of the declared drought emergency the Departments of State Police, Transportation and Motor Vehicles shall be authorized to grant temporary overweight/overwidth/registration/license exemptions to carriers transporting essential emergency relief supplies into and through the Commonwealth in order to support the disaster response and recovery.
- Volume I, Virginia Emergency Operations Plan (COVEOP) Basic Plan, July 1997 as amended shall be implemented by agencies of the state and local government along with other appropriate state agency plans.
- The Virginia Emergency Operations Center (VEOC) and State Emergency Response Team (SERT) will be activated to coordinate state operations in support of affected localities and the Commonwealth, to include issuing mission assignments to agencies designated in the COVEOP and others that may be identified by the State Coordinator of Emergency Management, in consultation with the Secretary of Public Safety, which are needed to provide for the preservation of life, protection of property and implementation of recovery activities.

- Local governments of the Commonwealth will be authorized to adopt local ordinances to enforce the mandatory non-essential water use restrictions listed below and to establish, collect, and retain fines for violations of these restrictions. Nothing contained in this drought response plan should be construed to limit the powers of local government to adopt and enforce local emergency ordinances as necessary to protect the public welfare, safety and health.

### **Mandatory Non-essential Water Use Restrictions**

The following non-essential water uses will be prohibited during periods of declared drought emergencies. Please note the exceptions that follow each prohibited use. These prohibitions and exceptions will apply to uses from all sources of water and will only be effective when the Governor of Virginia declares a Drought Emergency through the issuance of an executive order. Water use restrictions shall not apply to the agricultural production of food or fiber, the maintenance of livestock including poultry, nor the commercial production of plant materials so long as best management practices are applied to assure the minimum amount of water is utilized.

#### **Unrestricted irrigation of lawns is prohibited.**

- Newly sodded and seeded areas may be irrigated to establish cover on bare ground at the minimum rate necessary for no more than a period of 60 days. . Irrigation rates may not exceed one inch of applied water in any 7 day period.
- Gardens, bedding plants, trees, shrubs and other landscape materials may be watered with hand held containers, hand held hoses equipped with an automatic shutoff device, sprinklers or other automated watering devices at the minimum rate necessary but in no case more frequently than twice per week. Irrigation should not occur during the heat of the day.
- All allowed lawn irrigation must be applied in a manner to assure that no runoff, puddling or excessive watering occurs.
- Irrigation systems may be tested after installation, routine maintenance or repair for no more than ten minutes per zone.

#### **Unrestricted irrigation of golf courses is prohibited.**

- Tees and greens may be irrigated between the hours of 9:00 p.m. and 10:00 a.m. at the minimum rate necessary.
- Localized dry areas may be irrigated with a hand held container or hand held hose equipped with an automatic shutoff device at the minimum rate necessary.
- Greens may be cooled by syringing or by the application of water with a hand held hose equipped with an automatic shutoff device at the minimum rate necessary.
- Fairways may be irrigated between the hours of 9:00 p.m. and 10:00 a.m. at the minimum rate necessary not to exceed one inch of applied water in any ten-day period.
- Fairways, tees and greens may be irrigated during necessary overseeding or resodding operations in September and October at the minimum rate necessary. Irrigation rates during this restoration period may not exceed one inch of applied water in any seven-day period.

- Newly constructed fairways, tees and greens and areas that are re-established by sprigging or sodding may be irrigated at the minimum rate necessary not to exceed one inch of applied water in any seven-day period for a total period that does not exceed 60 days.
- Fairways, tees and greens may be irrigated without regard to the restrictions listed above so long as:
  - The only water sources utilized are water features whose primary purpose is stormwater management,
  - Any water features utilized do not impound permanent streams,
  - During declared Drought Emergencies these water features receive no recharge from other water sources such as ground water wells, surface water intakes, or sources of public water supply, and,
  - All irrigation occurs between 9:00 p.m. and 10:00 a.m.
- All allowed golf course irrigation must be applied in a manner to assure that no runoff, puddling or excessive watering occurs.
- Rough areas may not be irrigated.

**Unrestricted irrigation of athletic fields is prohibited.**

- Athletic fields may be irrigated between the hours of 9:00 p.m. and 10:00 a.m. at a rate not to exceed one inch per application or more than a total of one inch in multiple applications during any ten-day period. All irrigation water must fall on playing surfaces with no outlying areas receiving irrigation water directly from irrigation heads.
- Localized dry areas that show signs of drought stress and wilt (curled leaves, foot-printing, purpling) may be syringed by the application of water for a cumulative time not to exceed fifteen minutes during any twenty four hour period. Syringing may be accomplished with an automated irrigation system or with a hand held hose equipped with an automatic shutoff device at the minimum rate necessary.
- Athletic fields may be irrigated between the hours of 9:00 p.m. and 10:00 a.m. during necessary overseeding, sprigging or resodding operations at the minimum rate necessary for a period that does not exceed 60 days. Irrigation rates during this restoration period may not exceed one inch of applied water in any seven-day period. Syringing is permitted during signs of drought stress and wilt (curled leaves, foot-printing, purpling).
- All allowed athletic field irrigation must be applied in a manner to assure that no runoff, puddling or excessive watering occurs.
- Irrigation is prohibited on athletic fields that are not scheduled for use within the next 120-day period.
- Water may be used for the daily maintenance of pitching mounds, home plate areas and base areas with the use of hand held containers or hand held hoses equipped with an automatic shutoff device at the minimum rate necessary.
- Skinned infield areas may utilize water to control dust and improve playing surface conditions utilizing hand held containers or hand held hoses equipped with an automatic shutoff device at the minimum rate necessary no earlier than two hours prior to official game time.

**Washing paved surfaces such as streets, roads, sidewalks, driveways, garages, parking areas, tennis courts, and patios is prohibited.**



- Driveways and roadways may be pre-washed in preparation for recoating and sealing.
- Tennis courts composed of clay or similar materials may be wetted by means of a hand-held hose equipped with an automatic shutoff device at the minimum rate necessary for maintenance. Automatic wetting systems may be used between the hours of 9:00 p.m. and 10:00 a.m. at the minimum rate necessary.
- Public eating and drinking areas may be washed using the minimum amount of water required to assure sanitation and public health.
- Water may be used at the minimum rate necessary to maintain effective dust control during the construction of highways and roads.

**Use of water for washing or cleaning of mobile equipment including automobiles, trucks, trailers and boats is prohibited.**

- Mobile equipment may be washed using hand held containers or hand held hoses equipped with automatic shutoff devices provided that no mobile equipment is washed more than once per calendar month and the minimum amount of water is utilized.
- Construction, emergency or public transportation vehicles may be washed as necessary to preserve the proper functioning and safe operation of the vehicle.
- Mobile equipment may be washed at car washes that utilize reclaimed water as part of the wash process or reduce water consumption by at least 10% when compared to a similar period when water use restrictions were not in effect.
- Automobile dealers may wash cars that are in inventory no more than once per week utilizing hand held containers and hoses equipped with automatic shutoff devices, automated equipment that utilizes reclaimed water as part of the wash process, or automated equipment where water consumption is reduced by at least 10% when compared to a similar period when water use restrictions were not in effect.
- Automobile rental agencies may wash cars no more than once per week utilizing hand held containers and hoses equipped with automatic shutoff devices, automated equipment that utilizes reclaimed water as part of the wash process, or automated equipment where water consumption is reduced by at least 10% when compared to a similar period when water use restrictions were not in effect.
- Marine engines may be flushed with water for a period that does not exceed 5 minutes after each use.

**Use of water for the operation of ornamental fountains, artificial waterfalls, misting machines, and reflecting pools is prohibited.**

- Fountains and other means of aeration necessary to support aquatic life are permitted.

**Use of water to fill and top off outdoor swimming pools is prohibited.**

- Newly built or repaired pools may be filled to protect their structural integrity.
- Outdoor pools operated by commercial ventures, community associations, recreation associations, and similar institutions open to the public may be refilled as long as:
  - Levels are maintained at mid-skimmer depth or lower,
  - Any visible leaks are immediately repaired,
  - Backwashing occurs only when necessary to assure proper filter operation,

- Deck areas are washed no more than once per calendar month (except where chemical spills or other health hazards occur),
- All water features (other than slides) that increase losses due to evaporation are eliminated, and
- Slides are turned off when the pool is not in operation.
- Swimming pools operated by health care facilities used in relation to patient care and rehabilitation may be filled or topped off.
- Indoor pools may be filled or topped off.
- Residential swimming pools may be filled only to protect structural integrity, public welfare, safety and health and may not be filled to allow the continued operation of such pools.

**Water may be served in restaurants, clubs, or eating-places only at the request of customers.**

**All residential, business and industrial water users; whether supplied by public water supplies, self-supplied sources, or private water wells; who do not normally utilize water for any of the listed prohibited uses are requested to voluntarily reduce water consumption by at least 10%. This reduction may be the result of elimination of other non-essential water uses, application of water conservation practices, or reduction in essential water uses.**

### **Water Rationing**

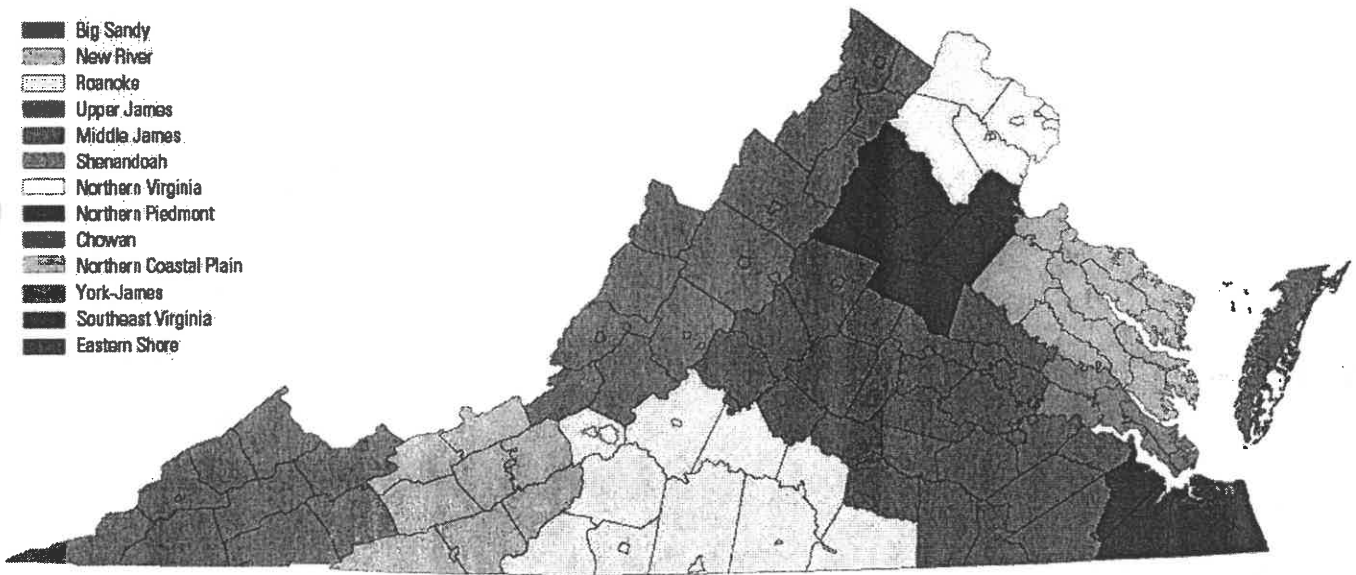
In some cases, the mandatory non-essential water use restrictions may not be sufficient to protect the supplies of an individual public waterworks. When an individual waterworks' sources are so depleted as to threaten public health and safety, it may become necessary to ration water within that system in order to assure that water is available to support essential uses. Rationing water is a more severe measure than merely banning nonessential uses of water. Under rationing, each customer is allotted a given amount of water, based on a method of allotment developed by the waterworks or local government. Generally it will be based on a percentage of previous usage or on a specific daily quantity per household. Rationing is more likely to have some effect on welfare than mandatory non-essential use restrictions, because industrial and commercial water uses may be curtailed or eliminated to assure an adequate supply is available for human consumptive uses.

The decision to ration water will typically be made by the local government or waterworks operator. The Virginia Drought Coordinator will work closely with any entity where water rationing is required to assure that all available State resources are effectively used to support these highly stressed water supply systems. The Virginia Department of Emergency Management (VDEM) is the first point of contact for waterworks or local governments who decide to ration water. VDEM will coordinate the Commonwealth's response and assistance to such entities.

# Appendix A

## State of Virginia Drought Evaluation Regions

- Big Sandy
- New River
- Roanoke
- Upper James
- Middle James
- Shenandoah
- Northern Virginia
- Northern Piedmont
- Chowan
- Northern Coastal Plain
- York-James
- Southeast Virginia
- Eastern Shore

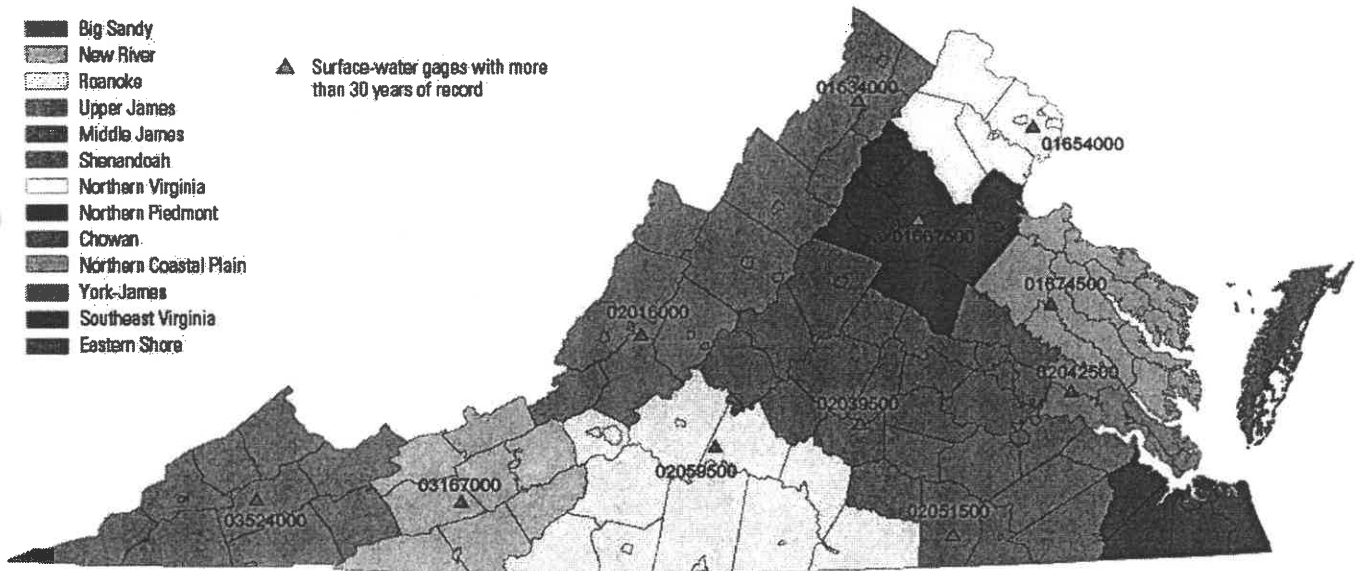


# Appendix B

## State of Virginia Drought Evaluation Regions Surface-Water Drought Response Network

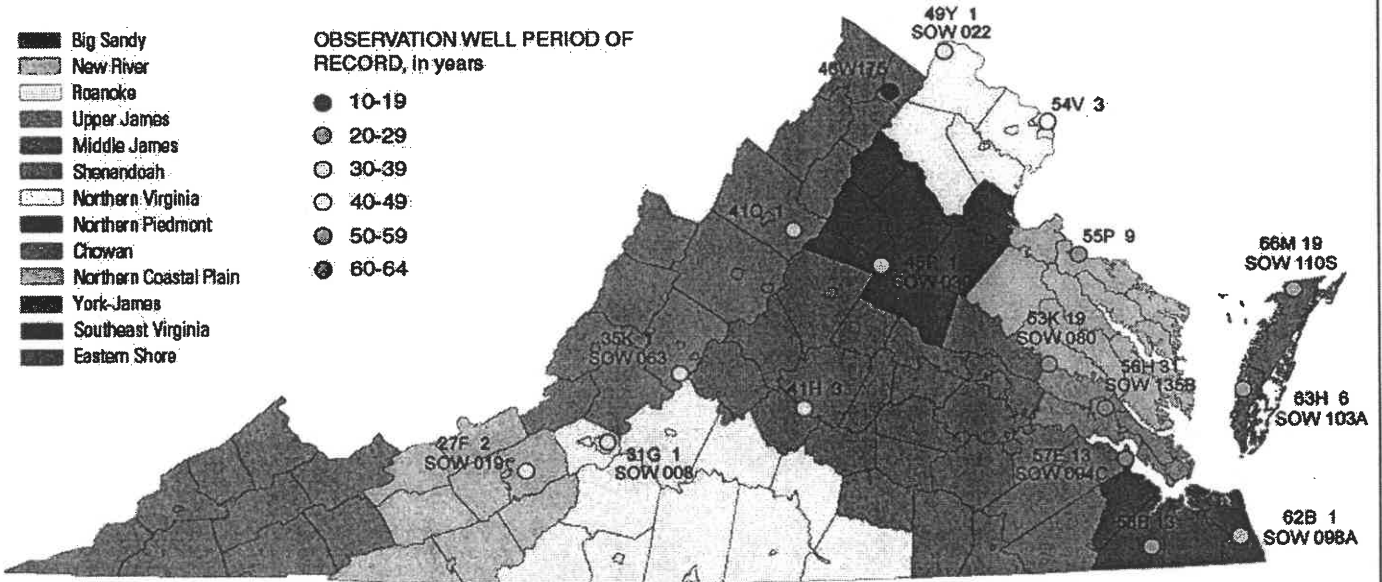
- Big Sandy
- New River
- Roanoke
- Upper James
- Middle James
- Shenandoah
- Northern Virginia
- Northern Piedmont
- Chowan
- Northern Coastal Plain
- York-James
- Southeast Virginia
- Eastern Shore

▲ Surface-water gages with more than 30 years of record



# Appendix C

## State of Virginia Drought Evaluation Regions Ground-Water Drought Response Network



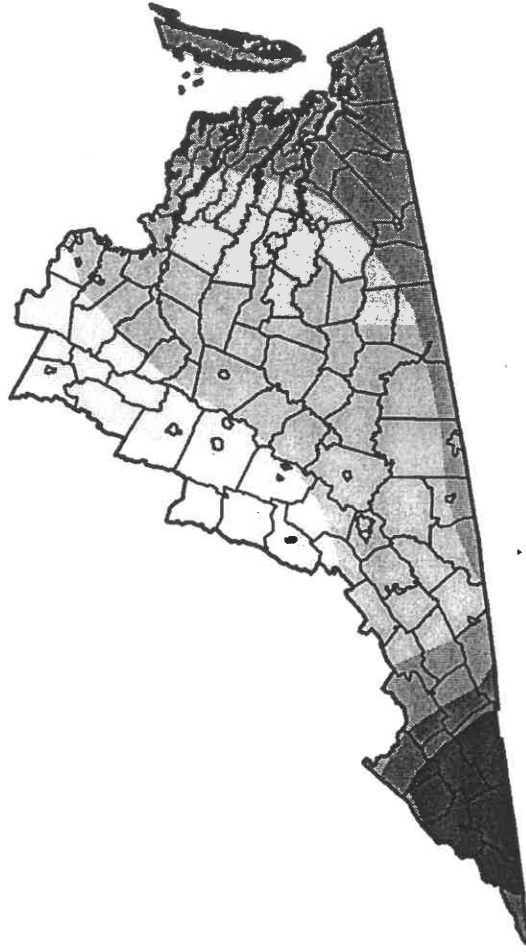
# U.S. Drought Monitor

## Virginia

December 11, 2007  
Valid 7 a.m. EST

Drought Conditions (Percent Area)

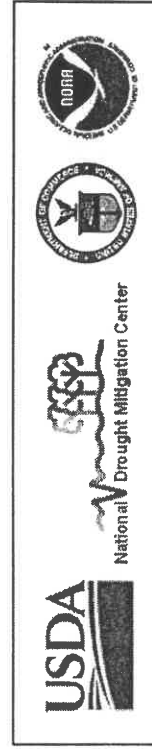
	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	4.6	95.4	81.6	30.7	9.2	6.3
Last Week (12/04/2007 map)	3.8	96.2	87.6	30.7	9.2	1.3
3 Months Ago (09/18/2007 map)	0.8	99.2	76.9	38.7	7.5	1.3
Start of Calendar Year (01/02/2007 map)	95.2	4.8	0.0	0.0	0.0	0.0
Start of Water Year (10/02/2007 map)	0.1	99.9	92.7	76.4	25.0	5.0
One Year Ago (12/12/2006 map)	100.0	0.0	0.0	0.0	0.0	0.0



Intensity:

- D0 Abnormally Dry
- D1 Drought - Moderate
- D2 Drought - Severe
- D3 Drought - Extreme
- D4 Drought - Exceptional

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. See accompanying text summary for forecast statements.



Released Thursday, December 13, 2007  
Author: Brian Fuchs, National Drought Mitigation Center

<http://drought.unl.edu/dm>



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

**Meeting Date:** January 8, 2008  
**Item No.:** 25  
**Department:** County Administration  
**Staff Contact:** Wade Bartlett/Sarah Puckett  
**Issue:** Monthly Reports

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**Summary:**

**Attachments:**

- a. Animal Control
- b. Building Official – Decceember & Year-End
- c. Cannery
- d. Prince Edward County Public Schools
- e. PERT

**Recommendation:** Acceptance.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_

# ANIMAL CONTROL MONTHLY REPORT

December  
Month

2007  
Year

**DOGS**

Picked Up 50  
 Claimed by Owner 9  
 Adopted 2  
 Died in Kennel 0  
 Euthanized 18  
 Transferred to S.P.C.A 21  
 \*Escaped 0

**Fees Collected**      \$335.00

**WILDLIFE**

Handled 1  
 Euthanized 1

**LIVESTOCK**

Returned to Owner 0  
 Died in Kennel 0

**Fees Collected**      \$0.00

**OTHER COMPANION ANIMALS**

**CATS**

Picked Up 31  
 Claimed by Owner 0  
 Adopted 0  
 Euthanized 31  
 Died in Kennel 0  
 Transferred to SPCA 0  
 Dead on Arrival 0

**Fees Collected from Town**      \$0.00

Returned to Owner 0

**Total Fees Collected**      \$335.00

**Bill the Town of Farmville**

\$5 per day, per cat

  3   Cats housed (7 days each)

**Total**      \$105.00

**S. Ray Foster & Vicki Horn, Animal Control**



BUILDING OFFICIAL

Permits Issued Report  
12/01/2007 Through 12/28/2007

BI411

ONE & TWO FAMILY DWELLING	- Issued	5
	- Value	\$559,290.00
	- Permit Fees	\$1,319.60
	- 1.75% STATE TAX	\$23.08
	- Fees Collected	\$ .00
ELECTRICAL	- Issued	4
	- Value	\$7,500.00
	- Permit Fees	\$270.00
	- 1.75% STATE TAX	\$4.72
	- Fees Collected	\$ .00
MECHANICAL	- Issued	2
	- Value	\$3,700.00
	- Permit Fees	\$70.00
	- 1.75% STATE TAX	\$1.22
	- Fees Collected	\$ .00
MANUFACTURED HOMES	- Issued	1
	- Value	\$73,290.00
	- Permit Fees	\$115.20
	- 1.75% STATE TAX	\$2.01
	- Fees Collected	\$ .00
REMODELING	- Issued	3
	- Value	\$183,000.00
	- Permit Fees	\$524.35
	- 1.75% STATE TAX	\$9.17
	- Fees Collected	\$ .00
Total Permits	- Issued	15
Total Permits	- Value	\$826,780.00
Total Permits	- Permit Fees	\$2,299.15
Total Permits	- State Tax 1.75%	40.20
		\$2,339.35

**BUILDING OFFICIAL**

Permits Issued Report  
1/01/2007 Through 12/28/2007

BI.

<b>ADDITIONS</b>	- Issued	106
	- Value	\$5,800,635.00
	- Permit Fees	\$10,388.53
	- 1.75% STATE TAX	\$179.57
	- Fees Collected	\$.00
<b>MULTI-FAMILY HOUSING</b>	- Issued	11
	- Value	\$2,126,315.00
	- Permit Fees	\$3,599.10
	- 1.75% STATE TAX	\$62.93
	- Fees Collected	\$.00
<b>CHURCH (NEW/ADD/REMO)</b>	- Issued	2
	- Value	\$90,000.00
	- Permit Fees	\$.00
	- Fees Collected	\$.00
<b>COMMERCIAL</b>	- Issued	9
	- Value	\$13,978,000.00
	- Permit Fees	\$2,552.60
	- 1.75% STATE TAX	\$44.68
	- Fees Collected	\$.00
<b>DEMOLITIONS</b>	- Issued	5
	- Value	\$.00
	- Permit Fees	\$155.00
	- 1.75% STATE TAX	\$2.73
	- Fees Collected	\$.00
<b>ONE &amp; TWO FAMILY DWELLING</b>	- Issued	95
	- Value	\$16,595,239.00
	- Permit Fees	\$40,441.65
	- 1.75% STATE TAX	\$707.77
	- Fees Collected	\$.00
<b>ELECTRICAL</b>	- Issued	67
	- Value	\$220,650.00
	- Permit Fees	\$3,285.00
	- 1.75% STATE TAX	\$57.28
	- Fees Collected	\$.00
<b>FARM BUILDINGS</b>	- Issued	5
	- Value	\$157,200.00
	- Permit Fees	\$75.00
	- 1.75% STATE TAX	\$1.31
	- Fees Collected	\$.00
<b>MECHANICAL</b>	- Issued	13
	- Value	\$74,900.00
	- Permit Fees	\$1,115.00
	- 1.75% STATE TAX	\$19.49
	- Fees Collected	\$.00
<b>MANUFACTURED HOMES</b>	- Issued	55
	- Value	\$2,584,201.00
	- Permit Fees	\$7,739.00
	- 1.75% STATE TAX	\$135.43
	- Fees Collected	\$.00
<b>REMODELING</b>	- Issued	27
	- Value	\$958,200.00
	- Permit Fees	\$3,401.70
	- 1.75% STATE TAX	\$59.49
	- Fees Collected	\$.00
<b>Total Permits - Issued</b>		395
<b>Total Permits - Value</b>		\$42,585,340.00
<b>Total Permits - Permit Fees</b>		\$72,752.58
<b>Total Permits - State Tax 1.75%</b>		1,270.68
		\$74,023.26

**TOTAL INSPECTIONS FOR YEAR**

1,527

# PRINCE EDWARD COUNTY CANNERY

7916 Abilene Road  
Farmville, Virginia 23901

LENA HUDDLESTON

Cannery Manager  
434-223-8664  
Home 392-4218

## December 2007 Cannery Report

During the month of December, the following meat was processed and canned:

220 # 401 (qt.)	@	.48	=	105.60
206 lbs. Meat	@	.20	=	41.20
6 Patrons usage	@	1.00	=	<u>6.00</u>

**TOTAL** **\$ 152.80**

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

Fund I  
Month Ending December 31, 2007

(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.....	\$ 230,861	\$ 1,446,515	\$ 3,102,350	\$ 1,655,835	46.63
Basic School Aid.....	\$ 641,493	\$ 3,973,823	\$ 7,987,757	\$ 4,013,934	49.75
All Other.....	\$ 461,869	\$ 1,884,140	\$ 6,702,046	\$ 4,817,906	28.11
Total State.....	\$ 1,334,223	\$ 7,304,478	\$ 17,792,153	\$ 10,487,675	41.05
From the Federal Gov't.....	\$ 155,779	\$ 692,980	\$ 2,144,398	\$ 1,451,418	32.32
Tran. From General Fund(County)	\$ 778,696	\$ 3,415,062	\$ 7,895,412	\$ 4,480,350	43.25
Cash Book -Local.....	\$ 72,201	\$ 167,059	\$ 305,341	\$ 138,282	54.71
<b>Total Revenues.....</b>	<b>\$ 2,340,899</b>	<b>\$ 11,579,579</b>	<b>\$ 28,137,304</b>	<b>\$ 16,557,725</b>	<b>41.15</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.....	\$ 1,682,568	\$ 8,568,364	\$ 10,156,670	\$ 21,467,363	\$2,742,329	87.23
2000-Admin.,Health/Att.....	\$ 103,677	\$ 665,006	\$ 579,277	\$ 1,673,963	\$429,680	74.33
3000-Transportation.....	\$ 127,612	\$ 649,140	\$ 581,713	\$ 1,836,704	\$605,851	67.01
4000-Operation/Maintenance	\$ 129,477	\$ 785,705	\$ 537,778	\$ 1,974,736	\$651,253	67.02
5000-Food Service.....	\$ 788	\$ 3,148	\$ -	\$ 9,050	\$5,902	34.78
6000-Facilities.....	\$ -	\$ 21,036	\$ -	\$ 177,391	\$156,355	11.86
7000-Debt. Ser.....	\$ 296,777	\$ 887,180	\$ 109,513	\$ 998,097	\$1,404	99.86
8000-Contingency Reserve	\$ -	\$ -	\$ -	\$ -	\$0	0.00
<b>Total Expenditures.....</b>	<b>\$ 2,340,899</b>	<b>\$ 11,579,579</b>	<b>\$ 11,964,951</b>	<b>\$ 28,137,304</b>	<b>\$4,592,774</b>	<b>83.68</b>

Saved as December 07-08 MonthRept

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

**Comparative Receipts and Expenditures  
 Year to Date**

Month of December 2007

Receipts:	Fiscal 2007			Fiscal 2008			Diff.
	Budgeted	Rec. YTD	Percent	Budgeted	Rec. YTD	Percent	
Sales Tax	3,268,178	1,462,562	44.75	3,102,350	1,446,515	46.63	1.87
Basic Aid	7,890,502	3,849,729	48.79	7,987,757	3,973,823	49.75	0.96
Other State	6,238,609	1,660,134	26.61	6,702,046	1,884,140	28.11	1.50
<b>Total State</b>	<b>17,397,289</b>	<b>6,972,425</b>	<b>40.08</b>	<b>17,792,153</b>	<b>7,304,478</b>	<b>41.05</b>	<b>0.98</b>
Federal Funds	3,191,518	972,480	30.47	2,144,398	692,980	32.32	1.85
Local Funds	6,850,372	3,755,898	54.83	7,895,412	3,415,062	43.25	-11.57
Cash Book	305,341	87,660	28.71	305,341	167,059	54.71	26.00
<b>Total Revenue</b>	<b>\$27,744,520</b>	<b>\$11,788,462</b>	<b>42.49</b>	<b>\$28,137,304</b>	<b>\$11,579,579</b>	<b>41.15</b>	<b>-1.34</b>

Expenditures:	Fiscal 2007			Fiscal 2008			Diff.
	Budgeted	Expended YTD	Percent	Budgeted	Expended YTD	Percent	
Instruction	20,648,571	8,567,010	41.49	21,467,363	8,568,364	39.91	-1.58
Administration	1,565,270	655,645	41.89	1,673,963	665,006	39.73	-2.16
Transportation	1,572,136	732,487	46.59	1,836,704	649,140	35.34	-11.25
Maintenance	1,990,408	787,931	39.59	1,974,736	785,705	39.79	0.20
Food Service	865,317	225,930	26.11	9,050	3,148	34.78	8.68
Facilities	177,000	7,243	4.09	177,391	21,036	11.86	7.77
Debt Service	925,818	812,217	87.73	998,097	887,180	88.89	1.16
Contingency Reserves	0	0	0.00	0	0	0.00	0.00
<b>Total Expenditures</b>	<b>\$27,744,520</b>	<b>\$11,788,462</b>	<b>42.49</b>	<b>\$28,137,304</b>	<b>\$11,579,579</b>	<b>41.15</b>	<b>-1.34</b>

For Fiscal 2007, Technology Expenditures are included as a part of both Instruction and Administration.

Saved as December07-08 Expense Compare

**Prince Edward County Public Schools  
Food Service Department  
Summary Financial Report  
2007-2008**

Fund 4  
Month Ending December 31, 2007

(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	\$ -	\$ 13,408	\$ 14,467	\$ 1,059	92.68
School Breakfast	\$ 15,276	\$ 15,514	\$ 4,084	\$ (11,430)	379.87
Total State.....	\$ 15,276	\$ 28,922	\$ 18,551	\$ (10,371)	155.91
Federal Reimbursement	\$ 61,250	\$ 264,940	\$ 873,517	\$ 608,577	30.33
Cash Book -Local.....	\$ 16,561	\$ 128,458	\$ 187,399	\$ 58,941	68.55
<b>Total Revenues.....</b>	<b>\$ 93,087</b>	<b>\$ 422,320</b>	<b>\$ 1,079,467</b>	<b>\$ 657,147</b>	<b>39.12</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>
Salary	\$ 37,915	\$ 202,365	\$ 244,241	\$ 447,013	\$ 407	99.91
Fringe Benefits	\$ 14,278	\$ 76,365	\$ 96,932	\$ 173,344	\$ 47	99.97
Purchased Services	\$ 1,715	\$ 6,721	\$ 1,306	\$ 16,060	\$ 8,033	49.98
Materials & Supplies	\$ 8,081	\$ 44,218	\$ 6,418	\$ 57,779	\$ 7,143	87.64
Food Supplies	\$ 26,926	\$ 133,728	\$ 23,039	\$ 369,371	\$ 212,604	42.44
Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -	0
Furniture/Equipment	\$ -	\$ 1,933	\$ 77	\$ 15,900	\$ 13,890	12.64
		\$ -	\$ -	\$ -	\$ -	-
<b>Total Expenditures.....</b>	<b>\$ 88,915</b>	<b>\$ 465,330</b>	<b>\$ 372,013</b>	<b>\$ 1,079,467</b>	<b>\$242,124</b>	<b>77.57</b>

Saved as December 07-08 summary financial food service

**PERT RIDERSHIP  
MONTH OF NOVEMBER 2007**

<b>WEEK</b>	<b>DATE</b>	<b>PASSENGER COUNT</b>	<b>BUS LINE</b>
Thursday	1	11	GREEN
Friday	2	17	ORANGE
Monday	5	11	GREEN
Tuesday	6	28	ORANGE
Wednesday	7	17	ORANGE
Thursday	8	16	GREEN
Friday	9	15	ORANGE
Monday	12	12	GREEN
Tuesday	13	10	ORANGE
Wednesday	14	7	ORANGE
Thursday	15	7	GREEN
Friday	16	11	ORANGE
Monday	19	8	GREEN
Tuesday	20	11	ORANGE
Wednesday	21	9	ORANGE
Thursday	22	CLOSED	GREEN
Friday	23	8	ORANGE
Monday	26	8	GREEN
Tuesday	27	9	ORANGE
Wednesday	28	10	ORANGE
Thursday	29	8	GREEN
Friday	30	13	ORANGE

**TOTAL** 246

<u>BUS LINE</u>	<u>ROUTE</u>	<u>DAYS OF OPERATION</u>
GREEN	Prospect / Pamplin	Mondays & Thursdays
ORANGE	Meherrin / Green Bay	Tuesdays, Wednesdays, & Fridays