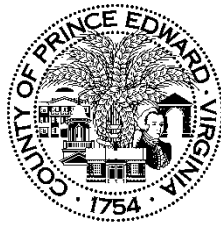


MISSION STATEMENT

"The mission of the Board of Supervisors of the County of Prince Edward is to represent all citizens, provide leadership, create vision and set policy to accomplish positive change and planned growth and to provide essential services, enhancing the quality of life and maintaining fiscal responsibility."

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BOARD OF SUPERVISORS MEETING AGENDA

June 14, 2022

Due to COVID-19, the Prince Edward County Board of Supervisors is operating public meetings pursuant to judicial order guidelines for masking and social distancing in the Prince Edward County Courthouse. While meetings are open to in-person participation, there is limited available seating. Citizens are strongly encouraged to participate in meetings through written comments and/or remote participation by calling: **1-844-890-7777, Access Code: 390313** (*If busy, please call again.*) Additionally, citizens may view the Board meeting live in its entirety at the County's YouTube Channel, the link to which is provided on the County's website.

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Public Participation and Public Hearing comments for County meetings will be received by Karin Everhart, Deputy Clerk to the Board of Supervisors, using one the following methods:

1. **Written Comments:** Please limit word count to no more than 500 words. Must be received by 2:00 p.m. the day of the meeting.
  - a. **Mailed:** Board of Supervisors, P.O. Box 382, Farmville, VA 23901.
  - a. **E-Mailed:** Board of Supervisors: [board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us)
  - b. **County Dropbox:** Written comments may also be placed in the County "payment dropbox", located in courthouse parking lot by 2:00 p.m. the day of the meeting.
2. **Verbal Comments:** Citizens may also participate remotely during the meeting. Using the meeting call-in information provided above, citizens may **phone-in to the meeting and provide comments during the Public Participation/Public Hearing portion of the agenda**; however, **citizens are encouraged to pre-register** with the County Administrator's Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of pre-registered speakers, the Chair will determine the time allotted to each speaker.

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AGENDA

7:00 p.m.	1.	The Chair will call to order the <u>June</u> meeting of the Board.	5
	2.	Invocation	5
	3.	Pledge of Allegiance	5
	4.	Conflict of Interest Disclosures	7
	5.	Recognitions: Crystal Baker	9
	6.	<u>PUBLIC PARTICIPATION:</u> <i>Citizens wishing to address the Board are asked to please sign the Public Participation Register prior to the beginning of the meeting.</i>	11
	7.	Board of Supervisors Comments	13
	8.	<u>Consent Agenda:</u>	
	a.	Treasurer's Report: April 2022	15
	b.	Approval of Minutes	19
	c.	Review of Accounts & Claims/Board Mileage Reports/County Attorney Invoices	77
	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.	115

	9.	Highway Matters	117
7:30 p.m.	10.	<u>PUBLIC HEARINGS</u> -- The Board of Supervisors will receive public input on the following:	119
	a.	Pursuant to Section 15.2-2507 of the <i>Code of Virginia</i> , the Board will consider amendments to the FY 22 County Budget and FY 22 County School Budget, and accept the distribution of \$1,114,577.00 of Federal Coronavirus Relief Funds to be appropriated by the Board of Supervisors and distributed to the Prince Edward County Public Schools.	
	11.	Community Partners Update: Virginia State Parks	141
	12.	Cannery Update: Patty Gulick, Cannery Manager	143
	13.	Animal Control Update - Chris Riviere, Chief Animal Control Officer	145
	14.	Economic Development & Tourism Update - Chelsey White, Director	147
	15.	Prince Edward County Tourism Council – Chelsey White	151
	16.	Appointments: Citizen Volunteer Positions – Sarah Elam Puckett	157
	17.	Surplus Vehicles and Miscellaneous Property – Sarah Elam Puckett	187
	18.	Sandy River Reservoir Fishing Tournament Regulations Update – Sarah Elam Puckett	195
	19.	SCOPE Building – Designate as Surplus Property – Douglas P. Stanley	199
	20.	Award of Contract: Audit Services – Douglas P. Stanley	223
	21.	County Attorney’s Report: Terri Atkins Wilson, Esq.	275
	22.	County Administrator’s Report: Douglas P. Stanley	277
	23.	<u>Committee Reports:</u>	
	a.	Fire-EMS Committee	279
	24.	<u>Closed Session:</u> 2.2-3711 (A)(6), Code of Virginia	281
	25.	<u>Correspondence/Informational:</u>	283
	a.	Citizen Correspondence and Response	284
	b.	Letter from PEVRS	287
	26.	<u>Monthly Reports:</u>	289
	a.	Animal Control	290
	b.	Building Official	292
	c.	Commonwealth Regional Council	293
	c.	Prince Edward County Public Schools	294
	d.	Tourism	305

(NOTE: Additional agenda items may be added to the Table Pack, available for review after 4:30 p.m. on Tuesday, June 14, 2022.)



**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 1, 2, 3
Department: Board of Supervisors
Staff Contact: Douglas P. Stanley / Sarah Elam Puckett
Agenda Item: Call to Order, Invocation, Pledge of Allegiance, Remote Participation

SUMMARY:

1. **Call To Order:** Board Chair Emert will call to order the June meeting of the Prince Edward Board of Supervisors.

In-Person Participation: While county meetings have re-opened to the public, there could still be limited seating, if social distancing is needed. To enter the Prince Edward County Courthouse, unvaccinated individuals are required to wear a mask at all times and socially distance. Vaccinated individuals are encouraged to wear a mask. Based on the uncertainty of social distancing requirements, the exact number of seats available in the Board/Planning Commission meeting room is uncertain. The County appreciates the public’s patience as staff continues to adapt to the public safety recommendations and guidelines of the Virginia Department of Health and the CDC.

Due to the COVID-19 Emergency, the Prince Edward County Board of Supervisors is operating pursuant to and in compliance with its “EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE.” Effective August 1, 2021, the Board has re-opened meetings to in-person participation by the public; however, there could still be limited available seating. Citizens are strongly encouraged to participate in meetings through in-person participation, written comments, and/or remote participation by calling: **1-844-890-7777, Access Code: 390313** (*If busy, please call again.*) Additionally, citizens may view the Board meeting live in its entirety at the County’s YouTube Channel, the link to which is provided on the County’s website.

2. **Invocation**
3. **Pledge of Allegiance**

COST:

ATTACHMENTS:

RECOMMENDATION:

SAMPLE MOTION:

Motion _____	Booth _____	Gilliam _____	Townsend _____
Second _____	Cooper-Jones _____	Pride _____	Wilck _____
	Emert _____		

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 4
Department: Board of Supervisors
Staff Contact: Douglas P. Stanley / Sarah Elam Puckett
Agenda Item: Conflict of Interest Act Disclosures

SUMMARY:

The Chair will ask if any member of the Board of Supervisors has a conflict or disclosure regarding any item pending before the Board of Supervisors, per the requirements of the *Virginia State and Local Government Conflict of Interests Act*. A disclosure form is attached, if needed.

COST:

ATTACHMENTS:

RECOMMENDATION:

SAMPLE MOTION:

Motion _____ Booth _____ Gilliam _____ Townsend _____
Second _____ Cooper-Jones _____ Pride _____ Wilck _____
Emert _____



STATEMENT OF DISCLOSURE

DECLARATION OF INTEREST

1. Transaction Under Discussion/Consideration: _____

2. Nature of Public Official's Personal Interest Affected by the Transaction: _____

3. Identify Membership in Business, Profession, Occupation or Group of Members that are Affected by the Transaction: _____

4. I do hereby certify and declare that I am able to participate in the above identified transaction fairly, objectively and in the public interest: Yes _____ No _____

Signature: _____ Date: _____

DECLARATION OF ACCURACY

I, the undersigned, certify that all statements in this statement of disclosure are true and correct to the best of my knowledge, are accurate and complete, and include all information required by the *Virginia Conflict of Interest Act*, Title 2.2, Chapter 31, of the *Code of Virginia*.

Signature: _____ Date: _____

Print Name _____

Address _____



**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 5
Department: Human Resources
Staff Contact: Crystal Baker
Agenda Item: Recognitions – Employee of the Month

SUMMARY:

“Recognitions” is an opportunity for the Board of Supervisors to recognize achievements in our community, with a focus on the accomplishments of students, employees and our citizen volunteers who serve the County of Prince Edward.

We would like to recognize Prince Edward County’s June Employee of the Month, Shelby Atkins. Shelby Atkins has demonstrated the County’s core values of Customer Service, Teamwork, Innovation, Initiative, Attitude Displayed and Positive Action. Shelby’s customer service to her clients is demonstrated by the grace and patience she displays to her clients, which is overheard in the cubicle area by her co-workers. Shelby is always lending a helping hand and working together with co-workers, so that we can all learn and grow from each experience and situation citizen cases may bring. Shelby’s innovation is shown by adapting to new thorough and faster ways to provide answers and process client’s request timely. Shelby takes great initiative in listening to her co-workers and stepping in to be there to help guide them in the right direction when handling situations with clients and cases. Shelby displays a wonderful attitude as she takes on each working day. Shelby’s attitude displayed is well presented and positive to others she surrounds. Shelby shows positive action in the way she approaches other co-workers in the most helpful manner, and if she can’t help anyone herself, she would direct them to help find answers and then follow up for the answer herself so she can also grow. Congratulations, Shelby! Thank you for your continued hard work and dedication.

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____
Townsend _____

Wilck _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 6
Department: Board of Supervisors
Staff Contact: Douglas P. Stanley / Sarah Elam Puckett
Agenda Item: Public Participation

SUMMARY:

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

OPPORTUNITIES FOR PUBLIC PARTICIPATING & PUBLIC INPUT

Public Participation and Public Hearing comments for County meetings will be received by Karin Everhart, Deputy Clerk to the Board of Supervisors, using one the following methods:

1. **Written Comments:** Please limit word count to no more than 500 words. Comments must be received by 2:00 p.m. the day of the meeting.

- a. **Mailed:** Board of Supervisors
P.O. Box 382, Farmville, VA 23901.
- b. **E-Mailed:** Board of Supervisors: board@co.prince-edward.va.us
Planning Commission: info@co.prince-edward.va.us

2. **Verbal Comments:** Citizens may also participate remotely during the meeting. Using the meeting call-in information provided, citizens may **phone-in to the meeting and provide comments during the Public Participation/Public Hearing portion of the agenda**; however, **citizens must pre-register** with the County Administrator’s Office at 434-392-8837 **by 2:00 p.m. the day of the meeting**. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of pre-registered speakers, the Chair will determine the time allotted to each speaker.

ATTACHMENTS: Public Participation Tracking Form

RECOMMENDATION: None.

Motion _____	Booth _____	Gilliam _____	Townsend _____
Second _____	Cooper-Jones _____	Pride _____	Wilck _____
	Emert _____		

PUBLIC INPUT TRACKING LOG

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



**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 7
Department: Board of Supervisors
Staff Contact: Douglas P. Stanley / Sarah Elam Puckett
Agenda Item: Board of Supervisors Comments

SUMMARY:

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

COST:

ATTACHMENTS:

RECOMMENDATION: None.

SAMPLE MOTION:

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 8-a
Department: Treasurer
Staff Contact: Donna Nunnally
Agenda Item: Treasurer's Report

SUMMARY:

The Treasurer's Report is attached.

COST:

ATTACHMENTS: Treasurer's Report

RECOMMENDATION: Approval.

SAMPLE MOTION:

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

Prince Edward Board of Supervisors Treasurer's Report - April 2022

Name of Bank	Bank Balance			Available Balance
Benchmark Pooled Fund Account	\$ 21,887,883.95			\$ 21,887,883.95
Benchmark Social Services	\$ 282,138.63			\$ 282,138.63
Benchmark School Fund	\$ 1,829,021.09			\$ 1,829,021.09
Benchmark Food Service	\$ 451,475.66			\$ 451,475.66
TOTAL				\$ 24,450,519.33
Certificate of Deposits				
Benchmark				\$ 2,652,154.57
Farmers Bank				\$ 2,454,586.50
Benchmark 5 Yr CD-letter of credit				\$ 658,143.24
TOTAL				\$ 5,764,884.31
GRAND TOTAL				\$ 30,215,403.64

Prince Edward Board of Supervisors Treasurer's Report - April 2021

Name of Bank	Bank Balance			Available Balance
Benchmark Pooled Fund Account	\$ 17,542,739.40			\$ 17,542,739.40
Benchmark Social Services	\$ 236,927.99			\$ 236,927.99
Benchmark School Fund	\$ 975,302.26			\$ 975,302.26
Benchmark Food Service	\$ 223,766.61			\$ 223,766.61
TOTAL				\$ 18,978,736.26
Certificate of Deposits				
Benchmark				\$ 862,293.01
Farmers Bank				\$ 2,000,000.00
Benchmark 5 yr CD-letter of credit				\$ 651,602.74
TOTAL				\$ 3,513,895.75
GRAND TOTAL				\$ 22,492,632.01

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 8-b
Department: County Administration
Staff Contact: Karin Everhart
Agenda Item: Approval of Minutes

SUMMARY:

Attached are draft minutes for the Board's review and approval.

COST:

ATTACHMENTS:

RECOMMENDATION: Approval.

SAMPLE MOTION:

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

May 3, 2022

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 3rd day of May, 2022; at 5:30 p.m., there were present:

Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck

Absent: Llew W. Gilliam, Jr.

Also present: Douglas P. Stanley, County Administrator; and Crystal Baker, Finance Manager.

Chairman Pride called the special meeting to order.

Chairman Pride stated:

Due to the COVID-19 Emergency, the Prince Edward County Board of Supervisors is operating pursuant to and in compliance with its "EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE." Effective August 1, 2021, the Board has re-opened meetings to in-person participation by the public; however, there could still be limited available seating. Citizens are strongly encouraged to participate in meetings through in-person participation, written comments, and/or remote participation by calling: 1-844-890-7777, Access Code: 390313 (If busy, please call again.) Additionally, citizens may view the Board meeting live in its entirety at the County's YouTube Channel, the link to which is provided on the County's website.

The Prince Edward County Board of Supervisors strongly encourages citizen input and engagement in our County government. Due to COVID-19, the Board of Supervisors, Planning Commission, and other County committees, boards, etc. are operating pursuant to the following protocols for public input and public participation.

Public Participation and Public Hearing comments and information regarding the limited number of seats for in-person participation at County meetings are coordinated through Karin Everhart, Deputy Clerk to the Board of Supervisors, as follows:

1. **In-Person Participation:** While county meetings have re-opened to the public, there could still be limited seating, if social distancing is needed. To enter the Prince Edward County Courthouse, unvaccinated and vaccinated individuals are required to wear a mask at all times and socially distance. Based on the uncertainty of social distancing requirements, the exact number of seats available in the Board/Planning Commission meeting room is uncertain. The County appreciates the public's patience as staff continues to adapt to the public safety recommendations and guidelines of the Virginia Department of Health and the CDC.
2. **Written Comments:** Please limit word count to no more than 500 words. Comments must be received by 2:00 p.m. the day of the meeting.

- a. **Mailed:** Board of Supervisors (or Planning Commission)
P.O. Box 382, Farmville, VA 23901.
- b. **E-Mailed:** Board of Supervisors: board@co.prince-edward.va.us
Planning Commission: info@co.prince-edward.va.us
3. **Remote Participation:** Citizens may participate remotely during the meeting. To call in to the meeting, please dial: **1-844-890-7777**. When prompted for an Access Number: **390313**. Citizens may provide comments during Public Participation and/or for a specific Public Hearing on the agenda. Citizens are encouraged to pre-register with the County Administrator's Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of speakers, the Chair will determine the time allotted to each speaker.
4. **County YouTube Channel:** Citizen may also view the monthly Board of Supervisors meeting live at the County's YouTube Channel: (link is also on County website under Meetings & Public Notices.)
<https://www.youtube.com/channel/UCyfpsa5HEjIWejBSc5XwplA/featured> .

Chair Pride offered the invocation and led the Pledge of Allegiance.

In Re: Budget Work Session

Mr. Stanley reported the State is not likely to have their budget until June; the County needs to move forward with its budget and get it advertised. He reviewed the schedule with a budget advertisement date of May 10, 2022; he said the public hearing on the School and County budgets and County tax rates will be held May 31, a work session and the adoption of the tax rates will be held June 7, and on June 14, the Approval of Appropriations Resolution will be considered.

Mr. Stanley said prior to the meeting with the School Board last week, the Budget had no increase, which meant no increase on operating [funds] for the Schools. There is \$250,000 in the Capital Improvement line [to go to] the Elementary School Remediation Project. Discussion was held on the Personal Property Assessment and Rates, and direction from the Board is needed regarding the donation requests.

Mr. Stanley stated that the budget, without any School operating increase and including an estimated 5% increase for Comp Board salaries, we anticipate being approximately \$232,831 short to balance the County budget. He proposed the County use the fund balance for one-time capital purchase items that are included in the budget. He said while the County doesn't want to use the savings account to pay the daily operating costs, but it could be used to address capital projects: paving at the landfill, replacing the

Scalehouse, construction vehicle for Solid Waste, General Properties vehicle and plow, and for Planning for Professional Services which is the required review of the Comprehensive Plan which must be done every five years. Following discussion, the Board concurred.

Mr. Stanley said the School Superintendent presented three options for an operating budget increase; Mr. Stanley reviewed the options based on the more-conservative House budget. He reiterated currently, there are no additional operating funds in the draft budget but there is \$250,000 in the fund set aside for the Elementary School.

Mr. Stanley said that dependent upon the Personal Property, the County could cover Option #2 or #3. He said Personal Property preliminary estimates in most counties in Virginia will see a 20-30% increase in vehicle assessments in 2022 based on NADA values. He said these values need to be entered into the system, and once all values are in, a report can be run that will provide anticipated assessed values. He said that data will not be available until at least June. He said Prince Edward County uses the most conservative “clean loan” value. He reviewed the rates from the surrounding counties in comparison.

Mr. Stanley said for the current year, there is a \$5,250,000 in Personal Property Tax Revenue in the budget. He said the draft budget will include \$5.6 million; he said if there is a 25% increase, the County could see a one-time increase of \$1.3 over the \$5.2 million, or \$962,000 over the \$5.6 million. He said the downside is that we do not know what it will be next year. He said the anticipated revenue increase could fund Option #2 or Option #3 of the School increase; this would keep Real Estate [rate] as-is, and would leave the \$250,000 in the Capital Fund for the Schools.

Mr. Stanley reviewed revenue and population comparisons. He explained the table presented in the Board packet shows value and tax for various vehicles. He said the critical thing is in setting the tax rate.

Supervisor Booth stated some funds are received from PPTRA.

Mr. Stanley then discussed possible solutions to fix the School budget; Option A is to leave Personal Property rates and assessments as they are; Option B is to remove the \$250,000 set aside for the Elementary School project and make adjustments in the Personal Property assessment percentage; and Option C is to remove the \$250,000 Capital funding and provide for School operating funds and make a significant adjustment to the Personal Property assessment; Option D is to level fund the Schools Operating and leave the \$250,000 in Capital Funding. Mr. Stanley said that the Real Estate [tax] generates \$175,000 per penny;

he said he has not proposed any Real Estate increase. He said if the Personal Property [tax] is used, and if the Schools get over the \$800,000 that they anticipate receiving in their draft budget, then they apply it towards the offset, which would allow the County to put the [revenue from the] Personal Property [tax] and put it into the Capital Fund for the Elementary School.

Supervisor Jones said he always would push for a higher Personal Property rate because not everyone owns a home. He suggested using a percentage change instead of 100% on value; Mr. Stanley said the Board can advertise the \$4.50 rate and come back later and look at what the Commissioner of Revenue's office generates for the vehicles. Mr. Stanley said the Board can then review what the State generates, and look at that percentage, but this will at least set the rate.

Supervisor Jones said the Personal Property rate needs to be left as-is, and when the values are figured, then make a decision if it should stay at 100% or decrease it.

Mr. Stanley then reviewed the options for the Schools. Supervisor Townsend recommended Option #2, and to leave the Personal Property rate as it is. Supervisor Cooper-Jones agreed.

Mr. Stanley said to use Option #2, the Personal Property rate would be left as-is, and there would still be a little left. He said it would have to be seen once the Commissioner of the Revenue would get the figures and see what the School delivers. He said Option #2 could be paid for from Personal Property and the question would be how much would be left that could allow a reduction in the assessment percentage to lessen the impact on tax bills for Personal Property. Discussion followed regarding the discussions held the previous week, the need for teachers, and quality programs.

Mr. Stanley said the message that needs to be presented to the School Board is that the Board needs to see more Return on Investment (ROI),

Chair Pride advised all Board members to have a discussion with their district's School Board member. Mr. Stanley said there are data points that can be tracked to make sure the Schools are going in a positive direction.

Supervisor Townsend suggested a letter to the School Board Chair from the Board to communicate the Board's feelings and topics of discussion.

Mr. Stanley led a review of the donation requests.

Supervisor Wilck suggested level-funding all requests.

Mr. Stanley requested direction on the Volunteer Fire Departments' need for a \$5,000 increase for fuel. Discussion followed.

In Re: Pre-Audit Accounting Services

Mr. Stanley said to enable the County to meet the requirements of the Statement of Auditing Standards 115 (SAS 115) issued by the American Institute of Certified Public Accountants, and provide guidance to external auditors on how they should communicate internal control related matters identified in their audit to an organization's financial statements, Prince Edward County will again need to engage professional accounting services to provide a pre-audit scope of work.

In 2020, Mary K. Earhart, PLLC, provided such services. Last year, Ms. Earhart was unable to provide the time commitment for the project given their current list of clients. They would be unable to help until the December/January timeframe which would delay completion of the audit past the November 30 deadline of the Auditor of Public Accounts. The County contracted with VML/VACo Finance to provide services with the goal of completing the audit on-time. Unfortunately, due to the inability of VML/VACo to get the work completed as scheduled, Prince Edward County was not able to complete the audit by December 31. The County staff feel that Mary Earhart provided better service and are pleased that they can meet the County's schedule for the FY 2021-2022 audit.

In total, Ms. Earhart estimates charges at \$30,000 to \$35,000. Her estimate includes possible travel, lodging, and meals. The final cost to the County in 2020 was \$39,385, due to their running into additional issues to resolve.

The FY 2022-2023 Budget includes \$85,000 for auditing services (12240-3120). It is anticipated the RFC contract for the audit will be approximately \$45,000 which will leave ample funding to cover the proposal from Ms. Earhart.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Wilck, to hire Mary Earhart, PLLC, for the provision of Pre-Audit Accounting Services and authorize the County Administrator to execute the Letter of Engagement; the motion carried:

Aye: Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck
Absent: Llew W. Gilliam, Jr.

Nay: (None)

In Re: Other Items

Mr. Stanley said that at the meeting April 12, the Board authorized staff to work with the Commonwealth Regional Council (CRC) to apply for funding through the Virginia Department of Health (VDH) for grant funds for the Sandy River Project, up to \$1 million. Mr. Stanley requested the Board to amend that authorization and take off the \$1 million limit. He said there is a potential, because of the federal ARPA funds flowing to the state, that they might approve a project like Sandy River and provide the financing and forgive 25%-50% of the total project costs, if qualified. He added that because it is Prince Edward County, and could include the Town of Farmville as a back-up water source, and could include the towns of Burkeville and Crewe, and Nottoway County plus three state facilities, the project could get significant support from the State.

Supervisor Emert made a motion, seconded by Supervisor Wilck, to rescind the \$1 million cap on the grant application; the motion carried:

Aye: Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck
Absent: Llew W. Gilliam, Jr.

Nay: (None)

Mr. Stanley said the Department of General Services has been meeting several times a week; DGS is handling the water negotiations for Behavioral Health, the Geriatric Hospital, and the Nottoway Prison. He said they have the funding from the state to be able to come up with a water source. He said part of that will ultimately help with construction of the pipeline as we develop the Sandy River project. He stated that as we negotiate with Prince Edward County Infrastructure, which is the PPEA Agreement, and with DGS. Once we have the Memorandum of Understanding (MOU) with DGS, this will give the Board more comfort

in that, the State can pick this option and, moving forward, with the three state facilities, this provides the customers requiring 700,000 gallons per day with DGS, 40,000 (gpd) in Burkeville and 270,000 (gpd) in Crewe. He said this will allow the County to work on the Interim Agreement with the PPEA.

Mr. Stanley stated that at next week's meeting, there will be six public hearings. One of them is the revised public hearing on subdivision exemptions. Mr. Stanley presented information to make sure the Board is clear on the implications. He stated that previously, the proposed amendment would allow an exemption on a lot larger than 25 acres from the subdivision ordinance. He said subsequently the Board has asked that it be lowered to five acres. He said that when a lot is exempted, it does not need to have Health Department approval or to be perked; but also, it does not need VDOT approval, which would determine that the piece of land would have sight-distance to ensure safety. He said once that lot is created, VDOT has to give that lot an entrance; they will dictate the place on the lot. The agricultural exemption has nothing to do with density; the same number of lots can be created. He said an unintended consequence would be the issue about assessments; if a lot is un-perked, its value is approximately 50% below a perked lot. Discussion followed. Mr. Stanley said the risk would be on a buyer; the buyer would have to know if it would allow a standard drain field at a cost of \$15,000 or an alternative system at a cost of \$30,000. The buyer would also have to know if the VDOT entrance is substandard.

Mr. Love said this is not a rampant problem; he said this is a created loophole to help the agricultural community. There have been three instances in the past three years. He said this issue is greatly misunderstood, and presented an example. Mr. Love said that if there is a named subdivision, this option will not be available.

Mr. Stanley stated there is language in the ordinance to prevent it being circumvented, but if a developer does it, they are saving money. Mr. Love said there is no law on a sale that a lot has to be perked; that is between the buyer and seller. Mr. Love said this is the only time it gets checked. Discussion followed.

Supervisor Emert questioned the values for the exemption or reduction on real estate taxes for people that are handicapped; Mr. Stanley said the values were increased last year to \$125,000. Discussion followed. Mr. Stanley said the state cap can be increased; last year there were only two or three households that did not qualify under the new values.

On motion of Supervisor Emert, seconded by Supervisor Cooper-Jones, and adopted by the following vote:

Aye:	Beverly M. Booth	Nay: None
	Pattie Cooper-Jones	
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Jerry R. Townsend	
	James R. Wilck	

Absent: Llew W. Gilliam, Jr.

the meeting was recessed at 7:01 p.m. until Tuesday, May 10, 2022 at 5:30 p.m. at the Prince Edward County Board of Supervisors Room, 111 N. South St., Farmville, Virginia.

DRAFT

May 10, 2022

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 10th day of May, 2022; at 7:00 p.m., there were present:

Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck

Also present: Douglas P. Stanley, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Robert Love, Director of Planning & Community Development; Cheryl Stimpson, Director of Finance; and Terri Atkins Wilson, County Attorney.

Chairman Pride called the May meeting to order.

Chairman Pride stated:

Due to the COVID-19 Emergency, the Prince Edward County Board of Supervisors is operating pursuant to and in compliance with its "EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE." Effective August 1, 2021, the Board has re-opened meetings to in-person participation by the public; however, there could still be limited available seating. Citizens are strongly encouraged to participate in meetings through in-person participation, written comments, and/or remote participation by calling: 1-844-890-7777, Access Code: 390313 (If busy, please call again.) Additionally, citizens may view the Board meeting live in its entirety at the County's YouTube Channel, the link to which is provided on the County's website.

The Prince Edward County Board of Supervisors strongly encourages citizen input and engagement in our County government. Due to COVID-19, the Board of Supervisors, Planning Commission, and other County committees, boards, etc. are operating pursuant to the following protocols for public input and public participation.

Public Participation and Public Hearing comments and information regarding the limited number of seats for in-person participation at County meetings are coordinated through Karin Everhart, Deputy Clerk to the Board of Supervisors, as follows:

- In-Person Participation:** While county meetings have re-opened to the public, there could still be limited seating, if social distancing is needed. To enter the Prince Edward County Courthouse, unvaccinated and vaccinated individuals are required to wear a mask at all times and socially distance. Based on the uncertainty of social distancing requirements, the exact number of seats available in the Board/Planning Commission meeting room is uncertain. The County appreciates the public's patience as staff continues to adapt to the public safety recommendations and guidelines of the Virginia Department of Health and the CDC.

2. **Written Comments:** Please limit word count to no more than 500 words. Comments must be received by 2:00 p.m. the day of the meeting.
 - a. **Mailed:** Board of Supervisors (or Planning Commission)
P.O. Box 382, Farmville, VA 23901.
 - b. **E-Mailed:** Board of Supervisors: board@co.prince-edward.va.us
Planning Commission: info@co.prince-edward.va.us
3. **Remote Participation:** Citizens may participate remotely during the meeting. To call in to the meeting, please dial: **1-844-890-7777**. When prompted for an Access Number: **390313**. Citizens may provide comments during Public Participation and/or for a specific Public Hearing on the agenda. Citizens are encouraged to pre-register with the County Administrator's Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of speakers, the Chair will determine the time allotted to each speaker.
4. **County YouTube Channel:** Citizen may also view the monthly Board of Supervisors meeting live at the County's YouTube Channel: (link is also on County website under Meetings & Public Notices.)
<https://www.youtube.com/channel/UCyfpsa5HEjIWejBSc5XwplA/featured> .

Chair Pride offered the invocation and led the Pledge of Allegiance.

In Re: Recognitions

Mrs. Crystal Baker, Finance Manager, stated "Recognitions" is an opportunity for the Board of Supervisors to recognize achievements in our community, with a focus on the accomplishments of students, employees and our citizen volunteers who serve the County of Prince Edward.

Mrs. Baker said "We would like to recognize Prince Edward County's first Employee of the Month, Deputy James Taylor. Deputy Taylor managed the courthouse security screening point much of the time through the majority of the worst, so far, of the COVID pandemic. He greeted every person who walked into the courthouse with a "good morning". He taught us that "green is good". He managed in his calm, measured way all of the COVID-related changes and nuances that impacted entry to the courthouse and suggested improvements that may have gone unnoted. Deputy Taylor managed the flow of public during a difficult time with a positive attitude and excellent customer service towards the employees, the public, and the job he was assigned. Deputy Taylor is an exemplary representative of the County of Prince Edward and the Prince Edward County Sheriff's Office. He serves the County and its' citizens well, and treats *everyone* with respect.

Thank you, Deputy Taylor, for being a team player and positive role model.”

In Re: Conflict of Interest Act

(None)

In Re: Public Participation

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

(None.)

In Re: Board Comments

The Board members welcomed all in attendance, and thanked all for their participation and input.

In Re: Consent Agenda

On motion of Supervisor Wilck, seconded by Supervisor Cooper-Jones, and carried:

Aye:	Beverly M. Booth	Nay:	None
	Pattie Cooper-Jones		
	J. David Emert		
	Llew W. Gilliam, Jr.		
	Robert M. Jones		
	Odessa H. Pride		
	Jerry R. Townsend		
	James R. Wilck		

the Board accepted the March 2022 Treasurer’s Report; the minutes of the meetings held April 12, 2022, and April 26, 2022; Accounts and Claims, Board Mileage Sheets; and Salaries.

Prince Edward Treasurer's Report - March 2022

Name of Bank	Bank Balance	Available Balance
Benchmark Pooled Fund Account	\$22,091,677.11	\$22,091,677.11
Benchmark Social Services	\$201,684.19	\$201,684.19
Benchmark School Fund	\$1,851,990.49	\$1,851,990.49
Benchmark Food Service	\$395,076.41	\$395,076.41
TOTAL		\$24,540,428.20
Certificates of Deposit		
Benchmark		\$628,007.42
Farmers Bank		\$4,471,866.32
Benchmark 5 Yr CD-letter of credit		\$656,524.41
TOTAL		\$5,756,398.15
		<hr/>
GRAND TOTAL		\$30,296,826.35
		<hr/> <hr/>

In Re: Town of Farmville Update – Dr. C. Scott Davis, Town Manager

Dr. C. Scott Davis, Farmville Town Manager, reported several streets will be paved over the next month to be completed by June 30. He said the Crestview subdivision, South Street, Fourth Street, Longwood Avenue, Johnston Drive, Putney Street, Barber Street and others in that area of Town. He said this will be approximately \$800,000 worth of paving. He stated fireworks will be held to commemorate July 4th on July 2nd and will be shot from the roof of the Town Hall at sunset. He said the event will be held from 6:00 to 10:00 p.m., and there will be food vendors and will be teaming up with North Street Press Club who will enclose North Street and have a beer garden and a band. Two bands will perform on Crute Stage, and the fireworks will go off at sunset. Mr. Davis then said the Heart of Virginia Festival will be held September 17, 2022.

Mr. Davis announced the Julie Moore has been hired as Finance Director and began on April 25; she previously was employed by an auditing firm, Brown Edwards and Company. He said at the Town Council meeting, Council will vote on the redistricting map and change in their ordinance based on the decennial census, which will make it available for the November election, which has changed because traditionally, the Town has held elections in May. He said the 2022-2023 Budget is the topic of a public hearing being held May 11, 2022; he said this budget will allow for a combination fire department for the

first time. He said they will still depend strongly on volunteers; however, over time, the goal is to begin building a professional career fire department to match all volunteers. It will create one new position, a Fire Chief and transfer the Fire Attendant into a firefighter position.

Mr. Davis said there is a need to replace equipment such as a dump truck, a sweeper truck, and police vehicles, the latter of which will be five per year.

Mr. Davis then stated the Town of Farmville will fund one more year of the Executive Director position at \$15,000. He said the Town will continue maintaining the vehicles; he said the turn-around time to the Rescue Squad is much faster and is saving them money. He said they will continue to provide fuel.

Mr. Davis announced there will be an increase in water, sewer and sanitation fees; water and sewer have not been adjusted since 2018, and sanitation has not been adjusted since it began in 2012. He said there will be a pay increase for employees and Town Council has worked to fix salary gaps.

Mr. Davis said with regards to ARPA, the Council has agreed to upgrades on the water and wastewater treatment plants. He said the upgrades that are needed will cost approximately \$3 million. He said the remaining ARPA funds may be used on a splashpad, other water and sewer line replacements especially in the area of Oak Street, Griffin Street and High Street, as they are in need because they are the oldest part of the town. He said they are also looking at other recreational equipment in the parks and some of the non-profit requests.

Supervisor Wilck said he has heard a lot of positive feedback for the EMT situation.

Supervisor Jones asked about the closing of the golf course and asked if it was the entire facility. Mr. Davis stated they plan to rent out the banquet room and keep that area maintained; they intend to close the functioning of the golf course as of June 30. He said the [Town] Council asked to get the property appraised at its highest and best value, and if that is completed and someone wishes to purchase that land and incorporate the banquet room, and dependent upon the amount, the Town would likely sell. Mr. Davis said that, over the years, renovations have been done in the neighborhood of \$2.2 million, and it has never made a profit or broke-even. Mr. Davis said the decision was made due to having to put money into it when the funds could be going to other core services.

Supervisor Emert thanked Mr. Davis for his assistance to PEVRS, and said the turn-around time [on vehicle repairs] has been tremendously different, and PEVRS is very thankful.

In Re: Public Participation

Melba Moore, Executive Director of Crossroads Community Services Board, reported she is enjoying her time on the Board, and is following her strategic 30-60-90 Day Plan that she shared with the interview panel. She thanked the Board for their patience as she does her assessment to ensure Crossroads is back on the right track, so it runs smoothly. She said she is here to serve the community.

In Re: Highway Matters

Mr. Scott Frederick, P.E., VDOT Resident Engineer, provided an update on VDOT activities:

- Mill Creek Road (Rt. 628) – Rural Rustic project, surface treatment will begin Monday
- Mt. Pleasant Road (Rt. 634) – shoulder work and patching
- Darlington Heights Road (Rt. 665) – boom axe work through the following week, working on the secondary roads
- Route 604 – widen the shoulders; Lynchburg District is doing Safety Projects and have placed double-yellow and edge lines on the road from the Charlotte County line to Darlington Heights Road
- Installation of approximately 100 signs – chevrons, advance warning signs, curve warning signs
- Mowing contractor working on litter pick-up is being done in Green Bay and mowing will follow
- VDOT is mowing the primary roadways starting the beginning of June
- Heights School Road – work on shoulders and broken sides of roadway
- Inmate crews are mowing by Lowe’s and Granite Falls Boulevard, on Rt. 15 to Dowdy’s Corner
- Route 460 – cutting for sight distance on all cross-overs

Mr. Frederick reported on the upcoming Rural Rustic Program upcoming in July and August:

- Bolden Flournoy
- Whispering Woods
- School House Road

Supervisor Gilliam reported that on Route 658, a section of Five Forks Road is collapsing and sinking; one area is near the bridge at Buffalo, and one is past Elam Road toward Pamplin on the left-hand side.

Supervisor Townsend thanked Mr. Frederick for patching work on Mt. Pleasant Road.

Mrs. Puckett stated the Sheriff has been working closely with staff and Mr. Frederick regarding the Board’s safety concerns on a formal safety resolution that he can present to VDOT with Sheriff Epps’ letter;

she asked the Board take action on the draft resolution regarding the public safety concerns at the Rt. 307 and Rt. 460 intersection.

Supervisor Emert reported a huge hole at the entrance to the recycling center at Darlington Heights, coming north.

Supervisor Emert made a motion, seconded by Supervisor Townsend, to approve the Resolution requesting VDOT immediately enact a speed limit reduction at the U.S. 40/RT 307 intersection as has been requested by Sheriff Tony Epps; the motion carried:

Aye:	Beverly M. Booth	Nay:	None
	Pattie Cooper-Jones		
	J. David Emert		
	Llew W. Gilliam, Jr.		
	Robert M. Jones		
	Odessa H. Pride		
	Jerry R. Townsend		
	James R. Wilck		

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

**REQUEST FOR SPEED LIMIT REDUCTION
AT U.S. 460/RT. 307 INTERSECTION**

At a regular meeting of the Board of Supervisors of the County of Prince Edward, Virginia, convened at the Prince Edward County Courthouse, Board of Supervisors Room, Tuesday, May 10, 2022, at 7:00 p.m.:

MEMBERS PRESENT:

Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck

MEMBERS ABSENT:

(None)

On motion of Supervisor Emert, seconded by Supervisor Townsend, and carried by the following vote:

AYE:

Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck

NAY:

(None)

WHEREAS, in September of 2015, the Prince Edward County Board of Supervisors authorized the submission of a HB2 (Smart Scale) project application to the Virginia Department of Transportation to reconfigure the US 460/RT 307 intersection to improve the overall geometrics, to enhance safety for the travelling public and to provide additional spacing between Route 307 and Route 600; and

WHEREAS, in the Fall of 2020, VDOT completed the construction of the newly redesigned intersection; and

WHEREAS, Prince Edward County Sheriff L. A. “Tony” Epps has submitted to VDOT a written request, a copy of which is attached hereto, for a speed limit reduction from 60 miles per hour to 45 miles per hour on U.S. 460 Eastbound, U.S. 460 Westbound and on Route 307 Westbound as vehicles are approaching the intersection; and

WHEREAS, Sheriff Epps has thoroughly and carefully outlined the compelling public safety justification for his request for a speed limit reduction at the U.S. 460/RT 307 intersection;

NOW, THEREFORE, BE IT RESOLVED that the Prince Edward County Board of Supervisors concurs with the accident data, the ongoing concern for the intersections and the conclusions enumerated by Sheriff Epps in his letter dated April 20, 2022; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Prince Edward County Board of Supervisors endorses the request by Sheriff Epps for a speed limit reduction from 60 miles per hour to 45 miles per hour on U.S. 460 Eastbound, U.S. 460 Westbound and on Route 307 Westbound as vehicles are approaching the intersection, and request that the Virginia Department of Transportation act on this request immediately to mitigate the risk of accidents at the U.S. 460/RT 307 intersection.

In Re: Public Hearing – VDOT Six-Year Plan

Chairman Pride announced that this was the date and time scheduled for a public hearing in accordance with Section 33.2-331 of the *Code of Virginia*, for the purpose of receiving public comment on the proposed Secondary Six-Year Plan for Fiscal Years 2023-2028 in the County and on the Secondary System Construction Budget for Fiscal Year 2023. Notice of this hearing was advertised according to law in the Wednesday, April 27, 2022, and Wednesday, May 4, 2022 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Chair Pride opened the public hearing.

Mr. Frederick reviewed the Six-Year Plan and FY23 Construction Program for Prince Edward County. He reported roads in the current Six-Year Plan include:

- Hidden Lake Road (completed)
- Copper Hill Road (completed)
- Mill Creek Road
- Bolden-Flournoy Road

- Whispering Woods Road
- School House Road
- Briery Way
- Old Oak Road
- Falkland Road
- Loman Road
- Junction Canal Road
- Quail Crossing Road
- Rice Creek Road
- Featherfin Road
- Bell Road
- Schultz Mill Road
- Various / Cost Centers (Rights of way, traffic, drainage, engineering)

Mr. Joe Hines requested support for Briery Way; he said there is one-third of a mile that leads to the development and the rest is paved.

Supervisor Jones asked if the work on Quail Crossing will finish the entire road; Mr. Frederick said it will.

Supervisor Townsend requested Loman and Rice Creek Roads be flipped, to have Loman Road prior to Rice Creek Road.

There being no one further wishing to speak, Chair Pride closed the public hearing.

Supervisor Townsend made a motion, seconded by Supervisor Wilck, to approve the 23-28 Six-Year Plan and FY 23 Construction Program with the amendment to Loman Road and Rice Creek Road in that order, and to authorize the Chairman or County Administrator to sign the resolution; the motion carried:

Aye:	Beverly M. Booth Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Robert M. Jones Odessa H. Pride Jerry R. Townsend James R. Wilck	Nay: None
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**A RESOLUTION OF THE
BOARD OF SUPERVISORS OF THE COUNTY OF PRINCE EDWARD, VIRGINIA**

**FY 23-28 SIX-YEAR ROAD PLAN
AND FY 23 CONSTRUCTION PRIORITY LIST**

At a regular meeting of the Board of Supervisors of the County of Prince Edward, Virginia, held at the Prince Edward County Courthouse, Board of Supervisors Room, Tuesday, May 10, 2022, at 7:00 p.m.:

MEMBERS PRESENT:

Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck

MEMBERS ABSENT:

(None)

On motion of Supervisor Townsend, seconded by Supervisor Wilck, and carried by the following vote:

AYE:

Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck

NAY:

(None)

WHEREAS, Section 33.2-331 of the *Code of Virginia*, 1950, as amended, provides the opportunity for each county to work with the Virginia Department of Transportation on the development of a Secondary Six-Year Road Plan and budget; and

WHEREAS, this Board has previously agreed to assist in the preparation of this Plan, in accordance with the Department of Transportation policies and procedures, and participated in a public hearing on the proposed Plan (FY 2023 through 2028), as well as the Construction Priority List (FY 2023) on May 10, 2022, after being duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List; and

WHEREAS, Scott D. Frederick, P.E., Resident Engineer, Virginia Department of Transportation, appeared before the Board and recommended approval of the Six-Year Plan for Secondary Roads (FY 2023 through 2028) and the Construction Priority List (FY 2023) for Prince Edward County;

NOW, THEREFORE, BE IT RESOLVED that since said Plan appears to be in the best interests of the Secondary Road System in Prince Edward County and of the citizens residing on the Secondary System, said Secondary Six-Year Plan (FY 2023 through 2028) and Construction Priority List (FY 2023) are hereby approved as presented at the public hearing.

In Re: Public Hearing – Subdivision Ordinance

Chairman Pride announced that this was the date and time scheduled for a public hearing in accordance with Section 33.2-331 of the *Code of Virginia*, for the purpose of receiving public comment on an Ordinance Amendment to Appendix A – Subdivisions of the Prince Edward County Code, to provide for

an agricultural/forestal exception, further define a family subdivision, and allow the Board of Supervisors to set the fee schedule by resolution. Notice of this hearing was advertised according to law in the Wednesday, April 27, 2022, and Wednesday, May 4, 2022 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Love stated the Prince Edward County Subdivision Ordinance does not provide any agricultural exemption for perking a site for septic and drain field that is solely intended for Agricultural use. While the Comprehensive Plan encourages agriculture and forestry as an industry in the County, the Ordinance does not directly support the goals and objectives in order to preserve farmland for active farming activities as it pertains to large tract subdivisions. An exemption to perking and entrance review for a new lot meant for agricultural use not only reduces the cost to the owner but also the time it takes in order to obtain soil work and obtain Health Department and Virginia Department of Transportation approval prior to recordation.

At the February 15, 2022 and March 14, 2022 meetings, the Planning Commission held Public Hearings on the amended new language and description of development standards for consideration that will clearly allow for agricultural and forestal uses, more clearly define a Family Subdivision and other language to better clarify the standards in the Ordinance. After comments were heard, the Commission unanimously recommended approval of new language consisting of a 25-acre minimum required for an exemption, forwarding the matter to the Board of Supervisors for Public Hearing.

At the April 12, 2022 meeting, the Board held a Public Hearing on the proposed ordinance amendment. Several speakers spoke in opposition, whereas the County received letters from local realtors in favor of perking the land and setting the minimum acreage at 25 acres as recommended by the Planning Commission. After lengthy Board discussion, the matter was referred to the May meeting for a Public Hearing with a lower 5-acre minimum threshold to be advertised.

Mr. Love reviewed what other Counties require as a minimum acreage for an exemption:

Amelia County - 40 acres

Buckingham - lots over 5 acres in size but it is a permanent restriction and can never be used as a building lot.

Charlotte County - 20 acres

Appomattox County - 20 acres

Nottoway - No ag exemption.

The current proposed minimum threshold of five (5) acres is much less than what is being utilized in the surrounding counties for an agricultural exemption. It would provide opportunity for owners wanting to subdivide a new lot for agricultural purposes without the need of perking and or an entrance review from VDOT.

Mr. Love said there have been only three plats since he has been with Prince Edward County that have been intended as agricultural use. He said this exemption could be used to lower the cost to create a new lot. He said this does not apply to residential use lots which will still need to be perked. This exemption only happens when a new tract is created. Mr. Love stated there have been no further comments received on this topic.

Chair Pride opened the public hearing.

Jessie Yeatts, Lockett District, asked if there was a change from the proposed five-acre limit, and that if that stands, he had nothing more to say.

There being no one further wishing to speak, Chair Pride closed the public hearing.

Supervisor Jones made a motion, seconded by Supervisor Townsend, to approve the Ordinance Amendment to amend and re-ordain the Prince Edward County Code, Appendix A - Subdivisions; the motion carried:

Aye:	Beverly M. Booth	Nay:	Pattie Cooper-Jones
	J. David Emert		
	Llew W. Gilliam, Jr.		
	Robert M. Jones		
	Odessa H. Pride		
	Jerry R. Townsend		
	James R. Wilck		

**AN ORDINANCE TO AMEND APPENDIX A OF THE PRINCE EDWARD COUNTY CODE
(SUBDIVISIONS) TO AMEND THE DEFINITION OF SUBDIVIDE**

BE IT ORDAINED BY THE PRINCE EDWARD COUNTY BOARD OF SUPERVISORS that the Prince Edward County Code - Appendix A (Subdivisions) be amended as follows:

- 7-32. Subdivide. To divide any tract, parcel or lot of land into two or more parts, except:
- 7-32-1. The administrator may, however, permit the separation of one parcel from a tract of land without complying with all requirements of this ordinance if it is:
- (1) Not in conflict with the general meaning and purpose of the ordinance;
 - (2) No new streets are required to serve the parcel;
 - (3) At least 1½ acres in area; and

- (4) Not less than 200-foot frontage.

7-32-2. The division of land solely for agricultural or forestal purposes and not for building or occupancy. The minimum lot size for such a division shall be 5 acres. Such division shall not be for the purpose of circumventing this chapter. Any plat with lots approved under this section shall contain restrictions as to the uses allowed on the lots suitable to the Administrator. Such restrictions shall also be placed by the subdivider in any deed of transfer for a lot approved under this section. Such restrictions shall run with the land until a valid Health Department approval is received for an individual sewage disposal system or a sanitary sewer is extended to serve the property.

7-32-3. A single division of a lot or parcel for the sale or gift to a member of the immediate family of the property owner, including the family member's spouse. Only one such division shall be allowed per family member and shall not be for the purpose of circumventing this chapter. A member of the immediate family is defined as any person who is a natural or legally defined offspring, spouse, sibling, grandchild, parent or grandparent of the property owner; provided, however, that only one conveyance of land shall be permitted to each set of parents of each one of the individual property owners, and provided further that a maximum of two conveyances of land shall be permitted to a maximum of two different sets of parents where there is more than one individual property owner. No person who has previously received a conveyance of land as a grantee under § 15.2-2244 of the Code of Virginia or any local ordinance enacted pursuant thereto shall be eligible to be a grantee of a lot or parcel created pursuant hereto.

7-32-4. The division of land for dedication for widening or straightening the rights-of-ways for roads within or eligible for inclusion within the state highway system or the division of land for dedication for public utilities.

~~The term "to subdivide" shall not include a bona fide division or partition of land for members of a family owning any such lands or a bona fide partition of land between or among cotenants, in the partition of such land ordered by a court of competent jurisdiction.~~

Any person proposing to divide land who contends that such division is exempted from the provisions of this chapter under Subsection (1), (2), (3) or (4) above shall submit to the Administrator a plat and/or other evidence satisfactory to the Administrator to enable him to determine if the proposed division is exempt. If, in the opinion of the Administrator, the division is exempted, he shall so certify on the plat or deed of conveyance by which the property is to be divided. No person shall record a plat or conveyance for a division of land without complying with the provisions of this chapter or without obtaining the Administrator's certificate of exemption.

Language proposed to be deleted is ~~lined through~~.
Language proposed to be added is underlined.

In Re: Public Hearing – Special Use Permit - Sawmill

Chairman Pride announced that this was the date and time scheduled for a public hearing in accordance with Section 33.2-331 of the *Code of Virginia*, for the purpose of receiving public comment on a request by Israel Yoder for a Special Use Permit to operate a sawmill facility on Tax Map Parcel 086-A-1 on

County Line Road, Cullen, Virginia. Notice of this hearing was advertised according to law in the Wednesday, April 27, 2022, and Wednesday, May 4, 2022 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Love said the County has received an application for a Special Use Permit from Israel Yoder for a Special Use permit to operate a sawmill facility on Tax Map Parcel 086-A-1 on County Line Road, Cullen, VA. This parcel is in an A1, Agricultural Conservation zoning district and this use is allowed in the district only after approval of a special use permit.

Mr. Love stated the Planning Commission held a public hearing on April 18, 2022 where no one spoke in opposition, but there was one letter received in opposition to the application. The County has received one additional letter opposing the request since that initial meeting. The Planning Commission unanimously recommended approval with conditions, forwarding the request to the Board of Supervisors for Public Hearing. Mr. Love said the sawmill operation equipment is on-site as they have been using it to create lumber for their cheese factory, but wish to continue that operation at that location and have it as a public sawmill.

County staff is of the opinion the use is compatible with the zoning district and will have minimal impact on surrounding properties.

Supervisor Gilliam questioned the hours of operation. Mr. Love stated Mr. Yoder requested more hours but agreed to scale it back at the recommendation of the Planning Commission. The amended hours of operation are included in the conditions.

Chair Pride opened the public hearing.

Tom Grant, Charlotte County, stated he resides across from the proposed location and asked the Board to look at the Special Use for Spot Zoning requests, [which states it is to be] in the best interest of the health, safety, morals, and the community as pursuant to the Comprehensive Plan. He said zoning, land use and the Comprehensive Plan should dictate the use of the land; creating special privileges to one or a few properties is spot zoning. Property owners who do whatever they want with their property first, then seek approval for creating a non-conforming use clearly demonstrates that they don't care about their neighbors, they don't care about the property, they just do it. He requested the Board not create islands which are far different from the entire district as it is zoned agricultural and residential. He said he and a few of his

neighbors consider the sawmill a nuisance. Mr. Grant said zoning goals that he read in Prince Edward County documents and in Charlotte County talk about conservation of property values, safeguarding the general public welfare, and eliminating non-conforming uses. He said if zoning is not enforced, it is ineffectual. He stated there are several sawmills in the area within ten minutes of this property.

Mr. Grant asked that this use not be enlarged or extended and asked that a complete stoppage and removal of the sawmill within one year be done. This minimizes any loss from the change-over and gives time for the owner to plan ahead for the most advantageous use of this land. He added he visited other sawmills in the area and there are fumes, air-laden pollution, noise of noxious activity and general traffic problems. He closed by saying he doesn't want to see this in a residential, agricultural area.

Supervisor Emert stated he received a call from Israel Yoder that they do not observe Daylight Savings Time, and which would allow them to work from 7:00 a.m. to 6:00 p.m. on the permit.

There being no one further wishing to speak, Chair Pride closed the public hearing.

Supervisor Jones made a motion, seconded by Supervisor Cooper-Jones, to approve the Special Use Permit request by Israel Yoder for a sawmill facility with conditions as recommended by the Planning Commission; the motion carried:

Aye:	Beverly M. Booth Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Robert M. Jones Odessa H. Pride Jerry R. Townsend James R. Wilck	Nay: (None)
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**Israel Yoder – Sawmill Facility
Special Use Permit Conditions**

SITE PLAN

1. Development activities on the site shall be limited to those as specified in the Special Use Permit Application and Site Plan. The final locations of incidental facilities may be adjusted provided no such adjustment violates any buffers, setbacks, or other statutory requirement. The concepts reflected in the filed special use permit dated 03-21-2022 are hereby made part of these development conditions.
2. Final site plan approval for the Sawmill facility shall be submitted to the Prince Edward County Planning Commission for final review and approval pursuant to Article IV Development Standards of the Prince Edward County Code (Zoning Ordinance).

3. Any proposed expansion of the operation, change of activities or additional facilities or activities shall be submitted to the Prince Edward County Planning and Community Development office for review prior to implementation. Any changes may be subject to Permit amendment procedures, including Public Hearings.
4. All buildings within the property shall be developed as a cohesive entity, ensuring that building placement, architectural treatment, parking lot lighting, landscaping, trash disposal, vehicular and pedestrian circulation and other development elements work together functionally and aesthetically.

ENVIRONMENTAL

5. All pollution control measures, erosion and sediment control measures, storm water control facilities, and all construction activities shall comply with the requirements of the appropriate federal, state, and local regulations and ordinances.
6. All facilities for the provision of potable water and sanitation and wastewater disposal systems shall be approved by the appropriate local, state, or federal agency including but not limited to Virginia Department of Health, Virginia Departments of Environmental Quality, Environmental Protection Agency, etc.
7. Any development activities of structural of land disturbing nature not specifically addressed by these Conditions shall be in conformance with applicable provisions of federal, state, and local statutes and regulations.

TRANSPORTATION

8. All entrance permits must be authorized by the Virginia Department of Transportation.
9. All internal roads used for public access shall be of compacted earth, or have a minimum of a four (4) inch stone base, or shall be paved.
10. Adequate area shall be provided on site to accommodate parking of all employees and patrons. It shall be the responsibility of the Permittee to assure that employees and patrons park only on site and not on any highway right-of-way, or on adjoining or adjacent parcels unless written consent is provided by the owner or owners thereof.

GENERAL

11. Hours of operation will be from 8:00 a.m. until 6:00 p.m.
12. All exterior lighting shall be designed and installed so as to minimize glare onto adjoining properties or any public access road. All lighting shall be full cut-off type fixtures.
13. Outdoor storage of trash containers shall be situated at the rear of buildings and shall be appropriately screened.
14. The Permittee is responsible for the appearance of the site including litter pick-up and other orderly site appearance.
15. This Permit is non-transferable, except and unless written notice from the Permittee regarding the transfer, and a signed document from the proposed new Permittee is received by the Planning and

Community Development Office which states that the new Permittee agrees to comply with all terms and Conditions imposed with the original Permit Issuance. If the proposed new Permittee desires to amend the original Permit Conditions, amendments must be addressed by the Prince Edward County Planning Commission and Board of Supervisors through the Special Use Permit process.

16. Failure of Permittee to full conform to all terms and conditions may result in revocation of this Special Use Permit if said failure or failures are not corrected or addressed to the satisfaction, not to be unreasonably withheld, of the County within thirty (30) days of written notice from the County.

In Re: Public Hearing – Special Use Permit - Community Solar Energy Facility

Chairman Pride announced that this was the date and time scheduled for a public hearing in accordance with Section 33.2-331 of the *Code of Virginia*, for the purpose of receiving public comment on a request by Impact Power Solutions, LLC, for a Special Use Permit to operate a 5 MWac community solar energy facility on Tax Map Parcel 043-A036, on Llama Road, Pamplin, VA. Notice of this hearing was advertised according to law in the Wednesday, April 27, 2022, and Wednesday, May 4, 2022 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Love stated the County has received an application for a Special Use Permit from Impact Power Solutions, LLC, to construct and operate a 5MWac solar energy facility on Tax Map Parcel 043-A-36, containing a total of 33.6 +/- acres on Llama Road, Pamplin, VA. This parcel is in an A-1, Agricultural Conservation zoning district and this use is allowed in the district only after approval of a special use permit.

Mr. Love said the purpose of the Special Use is to allow for the location of a community solar energy generation facility. The applicant stated that the proposed facility will not be seen nor heard and will not impact adjacent properties. The facility will not generate noise, light, dust, odor, fumes, or vibrations. Water quality will be addressed according to Virginia Stormwater Management Permit requirements and the site will not generate any significant amount of traffic with the main traffic occurring temporarily during the construction phase.

The Planning Commission held a public hearing on April 18, 2022; no one spoke in opposition and the County has received no other correspondence opposing the request. The Planning Commission unanimously recommended approval with conditions, forwarding the request to the Board of Supervisors for Public Hearing. Mr. Love added that one of the conditions sets forth that siting agreements will be done and will require a separate public hearing under the Code of Virginia. He said that is a negotiation between the

County and the developer based on revenue shares, which is allowed by the Code of Virginia. He said that will take place if this is recommended for approval.

Supervisor Emert asked if this is the same property that was to be used as a solar project four or five years ago. Mr. Love said it is; he said the owner signed an agreement [with a different company] and the timing timed-out. He said this is only one landowner [has now] entered this lease with Impact Power Solutions.

Chair Pride opened the public hearing.

George Welch, Buffalo District, expressed his concerns regarding the project. He stated that several years ago, a solar farm was to be built; he said he shares a 2,000-foot boundary line with this property but did not receive a letter in the mail about this project. He asked if the solar collectors are made in China, and said he prefers trees to a denuded property, but added he will not be able to see it from his property. He questioned how the company will get the power from the solar site to the substation, as they would have to go through his property if they are going on the Dominion right-of-way. He said Dominion has the right to construct and take care of the vegetation, but no private company has authorization to use his property.

Jake Hay, IPS Solar, stated the previous company planned a different type of solar operation; that was utility scale which crosses over boundary lines. He said this is a smaller, single landowner project and would not cross the property line. He said Dominion would be using their lines and their grid, they will put up the lines that tie into the existing grid and upgrade any single-phase line which would also benefit anyone in the area as well. He said Dominion would be using their existing right-of-way. Mr. Hay said this is a 20-acre project with 5 MW and is the largest maximum site under Virginia's program. He said this is a site because of the lack of visibility from the neighbors; he said process includes putting in pollinator plantings and native grasses which will help with water management, compaction and erosion. He said if this land would go to agricultural [use] at the end of the life of this project, the native grasses will be deep-rooted and improve the quality of the soil. He said an access road will be built at IPS Solar's expense and this will upgrade the existing road. After construction, this will be used minimally for upkeep and maintenance of the site.

Mr. Hay said IPS is a 31-year old company out of Minneapolis, Minnesota, that has built community solar gardens all over the country. He stated the program is relatively new; it is a community solar program

and the goal is not to sell the power to Dominion, but for homeowners and businesses that do not have the ability to put solar on their homes. This program allows them to subscribe to the solar garden, and Dominion treats their bill as if they have solar produced on-site. Dominion is not actually getting the power because it is put onto the grid and is dispersed as normal.

Chair Pride asked how Mr. Welch will be contacted. Mr. Hay said he will provide his contact information to Mr. Welch; if there is anything that would affect his land, IPS would reach out to him by mail or telephone call.

Chair Pride then asked if the road is built and affects his property, would Mr. Welch be compensated. Mr. Hay said he would if it is on his property; he added IPS is using an existing field road that is there, and upgrading it, not installing a new path.

Supervisor Wilck asked if the lines will be overhead or buried. Mr. Hay said everything inside the fence will be buried, until it comes up out of the fence; at that point but Dominion's lines are above-ground as it is easier for them to access. At the point where there is the connection, there will be poles. He added there is an existing transmission line directly west of the property that is a high metal transmission line, but IPS ties into the standard lines.

Supervisor Gilliam asked where the poles will be located. Mr. Hay said they are adjacent to the road; the meter will be on the east side of the train tracks and the overhead cables will come up from the north-west corner and follow along the road, and using Dominion's right of way.

Supervisor Jones questioned if the people will see reduced rates. Mr. Hay said subscribers will receive a credit dependent upon their subscription.

There being no one further wishing to speak, Chair Pride closed the public hearing.

Supervisor Emert and Supervisor Gilliam discussed the lines as delineated on the map of the project. Mr. Adam Carlson (Chief Real Estate Officer), explained where the lines will be. He said in discussion with Dominion, they have determined where they can connect.

Supervisor Jones made a motion, seconded by Supervisor Wilck, to approve the Special Use Permit request by Impact Power Solutions, LLC, for a proposed 5MWac community solar energy facility with conditions as recommended by the Planning Commission and subject to a siting agreement to be mutually agreed upon by the Board of Supervisors and Impact Power Solutions, LLC; the motion carried:

Aye: Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck

Nay: (None)

**Impact Power Solutions, LLC
Special Use Permit Conditions**

SECTION 1. GENERAL PROVISIONS

1. This Special Use Permit applies to the following properties for which a special use permit application was submitted:
Tax Map Parcel Identification Number: 043-A-36
The Special Use Permit application was submitted on 03/18/2022 by Impact Power Solutions, LLC on behalf of the owners of the said properties, and compliance with these conditions is the express duty of, and these conditions shall bind, the Applicant and any assignee of the Applicant who operates the Solar Facility.
2. The Site shall be developed, constructed, operated, and decommissioned in compliance with all of the following:
 - a. All applicable federal, state, and local laws, statutes, ordinances, and regulations.
 - b. All written agreements entered into between the Applicant and the County, expressly including, but not limited to, a Solar Facility Siting Agreement.
 - c. The Site Plan approved by Prince Edward County.
 - d. The Decommissioning Plan approved by Prince Edward County.
 - e. The Emergency Response Plan approved by Prince Edward County.
 - f. The Construction Traffic Management Plan approved by Prince Edward County.
 - g. The Erosion and Sediment Control Plan approved by Prince Edward County.
 - h. The Stormwater Management Plan approved by Prince Edward County and/or DEQ.

Violation by the Applicant or by any one or more of Applicant's agents, employees, contractors, assigns, or successors in interest of any terms, conditions, or provisions of any of the foregoing shall constitute a violation of this Special Use Permit.

3. The following terms shall have the following meanings if or when used in these Conditions:
 - a. "Abandoned" means the discontinuation of power generation by the Solar Facility for a period of at least 180 consecutive days, except in the event of a force majeure event requiring reconstruction.
 - b. "Applicant" means Impact Power Solutions, LLC.
 - c. "Approved Site Plan" means the detailed drawing showing all equipment, excavation, landscaping, and other changes or improvements to be made to the real property or properties for the development of the Project following approval of the Special Use Permit Application by the Prince Edward County Planning Commission, and the Prince Edward County Board of Supervisors and administrative review and approval by Prince Edward County staff.

- d. "Board" means the Board of Supervisors of Prince Edward County, Virginia.
 - e. "Commercial Operation" means the period beginning on the date that the sale of electricity generated from the Solar Facilities to a third party through the Grid commences pursuant to a Power Purchase Agreement and terminating contemporaneously with the commencement of Decommissioning.
 - d. "County" means Prince Edward County, Virginia.
 - g. "County Administrator" means the county administrator of Prince Edward County, Virginia.
 - h. "Decommission" or "Decommissioning" or "Decommissioning Activities" means the work on the Solar Facility to remove improvements on the real property and to otherwise comply with the Decommissioning Plan.
 - i. "Decommissioning Commencement Date" means the earliest date on which Decommissioning is required to begin under the terms set forth in these Special Use Permit Conditions.
 - j. "Decommissioning Plan" means the plan for Decommissioning Activities submitted by Impact Power Solutions, LLC and approved by the County.
 - k. "Grid" means the interconnected network for delivering electricity from producers to consumers (consisting of generating stations, electrical substations, high voltage transmission lines, and distribution lines that connect individual customers) to which the Project is connected and provides power.
 - l. "Investor Owned Utility Company" means an electric utility as defined in Section 56-576 of the Code of Virginia.
 - m. "Operator" means any party which undertakes the management, maintenance, and operation of the Solar Facility, including, but perhaps not limited to, as assignee of the Applicant.
 - n. "Power Purchase Agreement" means the written agreement pursuant to which electricity generated from the Solar Facilities is sold to a third party.
 - o. "Project" means the Solar Facility on the Site, including the following: (i) the development, design, procurement, construction, installation, commissioning, testing, interconnection, and start-up of the Solar Facility on the Site; (ii) the operation, repair, replacement, and maintenance of the Solar Facility on the Site; and (iii) the decommissioning and removal of the Solar Facility from the Site.
 - p. "Related Entity" or "Related Entities" means any two or more entities described in I.R.C. § 267(b).
 - q. "Site" or "Solar Facility Site" means all properties to be leased or purchased by the Applicant or any Related Entity for development in connection with the Project, identified as follows: Prince Edward County Tax Map Identification Number 043-A-36.
 - r. "Site Plan" means the detailed drawing showing all equipment, landscaping, roads, retention facilities, fencing, buffers, and other changes or improvements to be made to the real property or properties for the development of the Project.
 - s. "Solar Facility" or "Solar Facilities" means the Site together with all equipment, apparatus, or other items of personal property used for the Construction, Operation, or Decommissioning of the Project.
 - t. "Surety Review Date" means the date by which the Applicant will update the cost estimate in the Decommissioning Plan every seven (7) years and reimburse the County for the actual and reasonable, out-of-pocket costs of each such independent review and analysis by a licensed engineer of each decommissioning cost estimate revision.
4. The Site shall be developed in general conformance with the information and exhibits submitted with the Special Use Permit application (the "SUP" Application), except as modified by associated

conditions, the Approved Site Plan, and as required by the land development ordinances of Prince Edward County.

5. This Special Use Permit (SUP) is issued to the owners of the properties for which the special use permit application was submitted (the Properties) and shall run with the land unless and until this SUP is revoked, expires, or is voided.
6. An approved site plan (the "Approved Site Plan") shall be required for this use.
7. Prior to the issuance of construction permits, the Applicant shall record in the Circuit Court Clerk's Office of Prince Edward County, Virginia a plat of survey delineating the property boundary and total acreage.
8. The Applicant shall submit an Emergency Response Plan (the "ER Plan") with the submission of the Site Plan. The ER Plan shall include fire suppression methods that can be deployed during both the construction and operation of the project. The ER Plan shall also include a program of education and training to be provided for County emergency response staff covering onsite emergency response.
9. Unless approved in writing by the County, no signage shall be permitted on the Site; except that signage containing notices, warnings, or other information, if required by law or by applicable codes and standards, or deemed by the County to be in the interest of the safety and welfare of the community, shall be required.
10. Impact Power Solutions, LLC will reimburse, or cause to be reimbursed, to the County all reasonable, out-of-pocket costs and fees incurred for professional services engaged for purposes of assisting the County during the application process and during Construction, including, but not limited to, legal fees and consulting fees; however legal fees shall not be assessed to Impact Power Solutions, LLC after construction is completed. The purpose of the reimbursement payments is to defray the costs and expenses incurred by the County in connection with (i) the zoning and permitting processes related to the approval of the Solar Facility, (ii) the permitting process with federal and state agencies, as applicable, and (iii) the construction of the Solar Facility. Should the special use permit application submitted by Impact Power Solutions, LLC for the Project not be approved by the County, no reimbursement under this paragraph will be owed by Impact Power Solutions, LLC to the County.

SECTION II. BUFFERS, HEIGHTS, AND SETBACKS

11. Buffers throughout the Site shall include the following:
 - a. All setbacks shall be no less than those shown on the site plan approved by Prince Edward County.
 - b. The Site Plan will identify a Maximum Extent of Project Area, outside of which solar panels or other equipment will not be located. The solar panels or other equipment of the Solar Facility will not be located within the standard setbacks established by Section 7-110 (D) of the County Ordinance.
 - c. The Site Plan will include a vegetative buffering plan (the "Vegetative Buffer Plan") that will limit the visibility of the Solar Facility from the public rights-of-way adjacent to the Site. For purposes of this Condition, "Solar Facility" does not include the perimeter security fencing, gravel access road, or interconnection equipment. Also, the "Solar Facility" is not an objectionable feature, within the meaning of County Ordinance Section 7-110 (F). All vegetative buffering areas, as shown on the Vegetative Buffer Plan, shall enable insolation of the Solar Facility and may be both natural and planted, shall be a part of the approved

Project, and should be protected from harvest so long as the Site is operated as a solar facility.

- d. Vegetative buffering areas shall be installed (pursuant to the screening suggestions attached as Exhibit A) and, as necessary, managed to ensure health and preservation of the vegetation. Any vegetative buffering that is dead during the operating period shall be removed and replaced in conformance with the approved site plan, within a six (6) month time period during a typical growing period. The type and height of replacement vegetation shall be similar to that of which was originally planted during construction. In the event that the vegetative buffering is severely damaged due to an unusual weather occurrence or natural catastrophe, the Project shall have one year or one growing season, whichever is sooner, to replace or replant.
- e. A 15' screening buffer shall be observed with any bordering standing timber harvested after construction of the solar facility.
- f. Electrical lines leaving the solar facility shall be underground until the point of reaching the first pole outside of the facility as to not impact the screening plan.
- g. Any historical resources noted in the Virginia Department of Historic Resources Map must be identified, marked, and preserved at a setback of at least 100 feet, as reflected on the Site Plan.
- h. The maximum height of ground mounted systems, equipment, and structures, as measured from the grade or base of the improvements to the highest point, shall not exceed eighteen (18) feet in height. Excluded from this height requirement are overhead electric distribution and transmission lines and poles, project substation, and utility switchyard.

SECTION III. CONSTRUCTION, TRAFFIC, and ROAD REPAIRS

12. Subject to compliance with applicable site safety requirements and upon reasonable prior notice, the County Administrator, building official, zoning administrator, or environmental codes and compliance officer, or any party or parties designated by any one or more of those county officials, including other federal, state, or local government officials, shall be allowed to enter the Site at any time during construction. Once the facility has commenced Commercial Operation, subject to compliance with applicable Site safety requirements, County officials may enter the Site upon at least one week's advance notice to the Solar Facility Liaison.
13. All construction entrances for the Site shall be in general conformance with the information and exhibits submitted with this Special Use Permit application and must be authorized and approved by the Virginia Department of Transportation (VDOT).
14. All construction activity shall be conducted during daylight hours Monday-Saturday. Activities allowed on Sundays include only the following: onsite planning, walking and riding the Site by passenger vehicle (not heavy construction trucks or equipment), office work, and other activities that do not produce large quantities of traffic on the surrounding roads or loud construction noises within the Site. The Applicant shall comply with the Prince Edward County Noise Ordinance Chapter 46, Article II during operation but shall not be required to do so during construction.
15. All heavy construction traffic, including, but perhaps not limited to, dump trucks, tractors and trailers, supplier vehicles, and trucks hauling equipment shall enter the site at the designated private driveway along Route 719 (Llama Road).
16. The Applicant shall submit a Construction Traffic Management Plan ("CTMP") as part of the Site Plan. The CTMP shall address traffic control measures, an evaluation of the condition of the public roads along the Delivery Routes prior to construction, and a description and an estimate of any

anticipated repairs to public roads that may arise due to damages attributable to construction of the Solar Facilities, which CTMP must be reviewed by a third-party selected by the County and paid by, and at the sole cost of, the Applicant.

17. Dust containment measures shall be utilized at all times, as necessary, to contain dust from constituting a nuisance to nearby residents.
18. No burning of stumps and/or debris will be allowed onsite at the subject solar facility.
19. The Solar Facilities shall be enclosed within chain link security fencing not less than six (6) feet in height.
20. The Project will not utilize permanent lighting. If installed at a later date, lighting will be downward facing, motion activated security lighting located at the Project entrance gate or at the control panels near the equipment pad.
21. Prior to commencement of construction, the Applicant shall provide the County a bond equal to 100% of the cost of the anticipated repairs to be made to the public road along the Delivery Routes, as defined in paragraph 22 below, including the entire public right of way along the Delivery Routes. The bond may be in the form of a letter of credit, a surety bond, or a cash bond given to the County, to be held by the County without interest, but the form of any surety bond must be approved by the County Administrator. The County will release, return, and terminate the roadway surety upon completion of construction and Commercial Operation of the Project.
22. Delivery Routes to the site shall include Route 719 (Rice Creek Road) from its intersection with State Route 47 (Thomas Jefferson Highway) to the Impact Power Solutions, LLC Site.
23. The Solar Facilities shall be constructed and operational within two (2) years of approval. The Zoning Administrator may approve an extension of up to one (1) year upon written request from the Applicant detailing the need for an extension.
24. Solar Panels will be constructed, maintained, and operated in accordance with national industry standards and regulations including the National Electrical Code, International Fire Code of the International Code Council and the National Fire Protection Association Fire Code, as provided in Va. Code 15.2-2286. In the event of a conflict between the national industry standards and these Conditions, the national industry standards shall control so that as technology advances, updated technology may be used by the Applicant. Notwithstanding any of the foregoing, the use of any of the following materials at any time, whether in construction, maintenance, or operation of the facility, is expressly prohibited: cadmium telluride, cadmium, tellurium, GEN X, field-applied Teflon® coating, or any other materials prohibited by federal or state agencies.
25. Storage on the Site of power generated by the Facility or generated elsewhere is prohibited.
26. No panels, inverters, pyranometers, substations, or any other component of the Solar Facility, except fencing, shall be located in a floodplain.
27. Upon completion of the construction of the Solar Facilities, the Applicant shall submit a post-construction evaluation of the condition of the roads along the Delivery Routes to the County Administrator for approval. The post-construction evaluation shall include a plan for repairing any damage caused to the public roads along the Delivery Route directly attributable to the Applicant. The Applicant shall be responsible for causing such repairs to be completed and shall be responsible

for coordination of repairs with VDOT. All roadway repairs along the Delivery Routes shall be made at the sole expense of the Applicant.

SECTION IV. ENVIRONMENTAL

28. The Applicant shall submit a Stormwater Management Plan and an Erosion and Sediment Control Plan as part of the Site Plan. The Applicant shall reimburse, or cause to be reimbursed to, the County all reasonable, out-of-pocket costs incurred by the County related to retaining such third-party inspectors, plan reviewers, and advisors as reasonably necessary for project review and inspections. All such payments shall be remitted to the County within thirty (30) days of invoicing. The County shall retain the right to inspect the Site to verify the findings of the third-party inspectors upon reasonable, prior notice and subject to compliance with Site safety requirements. The phasing of land disturbance shall be detailed in the Erosion and Sediment Control plan and accompanying project narrative.
29. Stabilization of the Site shall be maintained at all times in compliance with Virginia Department of Environmental Quality (DEQ) standards, rules, requirements, and regulations. The Applicant and the Operator, or either one of them, shall notify the County within twenty-four (24) hours of receiving any DEQ notice of less than full compliance by the Project and shall, within forty-eight (48) hours of receipt, provide the County with a copy of the notice. Thereafter, the Applicant and the Operator, or either one of them, shall provide to the County within forty-eight (48) hours of transmission or receipt copies of all correspondence with DEQ regarding Project noncompliance issue until such time as the matter is fully resolved to the satisfaction of DEQ. In order to ensure orderly development of the Solar Facility and to protect the stabilization and environmental integrity and quality of the Site, no more than fifty percent (50%) of the total site development area shown on the Approved Site Plan may be disturbed at any point in time. For purposes of this condition number 29, an area for which any one or more of the following is true is not considered to be disturbed: the area has established ground cover, the County has determined that the area is not disturbed, an area where temporary stabilization measures have been implemented, gravel driveways, or laydown areas.
30. Soil testing shall be conducted on the Site as follows:
 - a. Testing shall be conducted in no less than three (3) locations on the Site, at least one location being within proximity to panels of each different type or manufacturer. Samples will be collected from a depth of six inches below ground surface.
 - b. Testing shall be conducted prior to the issuance of a land disturbance permit and every five years thereafter. Testing also shall be conducted immediately prior to Decommissioning and immediately following the termination of Decommissioning.
 - c. Samples shall be analyzed for Priority Pollutant 13 Metals (arsenic, antimony, beryllium, cadmium, chromium, copper, lead, mercury, nickel, selenium, silver, thallium, and zinc) in accordance with EPA methods SW 6020, SW 6020A, SW1312, and 200.8.
 - d. Testing shall be performed by a service provider retained by the Operator but approved by the County.
 - e. A test report for each testing event, including an executive summary, shall be provided to the Prince Edward County zoning administrator within ten (10) days of the completion of such report.
 - f. No costs shall be incurred by Prince Edward County for soil testing or reports of soil testing provided to Prince Edward County.

SECTION V. DECOMMISSIONING

31. Decommissioning shall be conducted in accordance with the Decommissioning Plan approved by Prince Edward County.
32. The Applicant or the Operator shall provide a Notice of Decommission to the County Administrator of Prince Edward County within thirty days of a determination to cease Operation of the Solar Facility.
33. Prior to the commencement of Construction, the Applicant shall submit to the County and receive County approval of a Decommissioning Plan. The Applicant shall comply with all terms and conditions of the Decommissioning Plan as approved by the County. The Decommissioning Plan at a minimum shall include provisions regarding the following:
 - a. Specifications for the removal of all solar equipment, buildings, cabling, electrical components, foundations, pilings, and fencing.
 - b. A requirement that all Site real property must be restored to the condition of the property as of the date Construction commences (reasonable wear and tear excepted).
 - c. A requirement that the property must be stabilized so as to adequately control, prevent, and minimize any and all erosion or sediment runoff, consistent with the approved Erosion and Sediment Control Plan.
34. Decommissioning shall begin immediately after the Facility has, for a period of six (6) consecutive months, ceased operating as a solar energy facility distributing energy to the electrical grid and shall be diligently pursued, as determined by the County in its sole discretion, and completed within eighteen (18) months from the Decommissioning Commencement Date. Prior to its expiration, the County may extend this Decommissioning period by six (6) months if the County finds that the Operator commenced Decommissioning the Solar Facility diligently and continuously worked to Decommission the Facility throughout the Decommissioning period, and is reasonably expected to complete the Decommissioning within the additional six month period.
35. Periods during which the Facility is not operational for maintenance, repair, or due to a catastrophic event beyond the control of Impact Power Solutions, LLC during which time Impact Power Solutions, LLC works diligently to return the Facility to full Commercial Operation, shall not constitute the cessation of operations requiring the initiation of Decommissioning requirements herein. Impact Power Solutions, LLC must provide written notice and evidence of the Solar Facility status and repair efforts to the County Administrator during the period in which the Solar Facility is not fully operational. Such notice shall identify the last day on which the Facility was fully operational. Regardless of the efforts of Impact Power Solutions, LLC to return the Solar Facility to full Commercial Operation, if the Solar Facility does not operate as a solar energy facility distributing energy to the electrical grid after the catastrophic event for a period of eighteen (18) months, the Project shall be deemed Abandoned and Impact Power Solutions, LLC shall commence Decommissioning no later than the 548th day after the catastrophic event.
36. Any change of party responsible for Decommissioning of the facility, or change in any part of the contact information, shall be reported to the County Administrator within sixty (60) days of the change(s).
37. If Decommissioning Activities are not completed within the allotted time, or if the Project is Abandoned, the County may complete or have completed at its expense the Decommissioning Activities required under the terms of the Decommissioning Plan and may recover all costs of completing those Decommissioning Activities from the surety provided as set forth herein.

38. To secure the costs of Decommissioning, Impact Power Solutions, LLC or its successor shall at all times, beginning at commencement of construction and until the termination of Decommissioning, provide financial surety in a form and in an amount approved by the County. If the Solar Facility is transferred to a public utility or an Investor or Member Owned Utility Company (e.g., Dominion Energy, Old Dominion Electric Cooperative or its successor entity), the surety required of the Applicant may be cancelled at the time of the transfer and no further surety will be required.
39. The amount of the surety required shall be 100% of the estimated Decommissioning costs estimated at each Surety Review Date, less the scrap or repurposing value of the Solar Facility. The estimated costs and surety to meet the above requirements shall be reviewed by the County Administrator on each Surety Review Date, at which time the County Administrator shall determine if the estimates adequately reflect the Decommissioning costs and any scrap or repurposing value and that the surety will guarantee performance. Should the County Administrator determine that estimated costs and surety are insufficient, the County Administrator and Impact Power Solutions, LLC shall mutually agree to determine the correct surety amount; and Impact Power Solutions, LLC shall then provide the agreed, adequate surety within one hundred eighty (180) days following the Surety Review Date or, if later, within thirty (30) days after the County Administrator and Impact Power Solutions, LLC agree on the adequate surety amount.
40. Surety must be provided in the form of a cash bond deposited with the County; by an irrevocable letter of credit provided for the County's benefit; or by a surety bond listing the County as the obligee, an hypothecated account, an escrow account, or a guaranty issued by a credit-worthy entity, or as otherwise provided in Section 15.2-2241.2 of the Code of Virginia.
 - a. A cash bond shall be in the form of a cashier's check or certified check deposited with the County which has cleared all issuing institutions. Any interest accruing on such funds shall be added to the total amount and retained by the County for Decommissioning. The deposit shall be accompanied by a letter agreement, acceptable to, and issued by, the County Administrator, confirming that the cash deposit is to be held by the County to guarantee the performance of the Decommissioning work required herein, and should the Solar Facility be Abandoned or should the Decommissioning work not be diligently undertaken or performed according to the requirements herein, or should the Special Use Permit be revoked, lapse, expire, or be voided due to violation thereof, the County may expend the deposited funds to undertake the Decommissioning work required herein, without more, after providing written notice to the person identified as owner of the property in the land records of Prince Edward County as of the date of the notice. Within six (6) months of the completion of the Decommissioning work required herein by a person or entity other than the County or a contractor engaged by the County, as confirmed by the County Administrator, the cash bond and accrued interest, less any amounts expended by the County as allowed herein, shall be released and paid to Impact Power Solutions, LLC or, if the Project has been Abandoned, to the person identified as owner of the property in land records of Prince Edward County as of the date of the completed Decommissioning or as otherwise directed by that owner of the property.
 - b. An irrevocable letter of credit shall mean an instrument provided by a lending institution guaranteeing payment to the County within seventy-two (72) hours of the County's written notice to the institution that the Solar Facility has been Abandoned or the Decommissioning Activities have not been diligently undertaken or performed according to the requirements herein and demand to the institution for the funds, without more. The letter of credit shall have no expiration date or required renewal and shall remain in effect for the benefit of the County and shall under no circumstances be withdrawn before the Decommissioning Activities required herein are completed or the amount guaranteed has been fully drawn by

the County. The letter of credit shall require that the County be notified thirty (30) days prior to any cancellation or alteration of the letter of credit. Should the County receive notice that the letter of credit will be cancelled or otherwise become unavailable or decrease, or should this Special Use Permit be revoked, lapse, expire or be voided due to violation thereof by Impact Power Solutions, LLC, the County may, immediately draw down the entirety of the letter of credit and convert the surety to a cash bond to be deposited with the County and subject to the terms herein; this shall be specifically reflected in the language of the irrevocable letter of credit. The County may expend the guaranteed funds, without more, to undertake the Decommissioning Activities required herein and required pursuant to the terms of the Decommissioning Plan after providing written notice to Impact Power Solutions, LLC or, if the Project is Abandoned, to the person identified as the owner of the Property in the land records of Prince Edward County as of the date of the notice. Within six (6) months following the completion of the Decommissioning Activities required herein and required pursuant to the terms of the Decommissioning Plan by a person or entity other than the County or a contractor engaged by the County, as confirmed by the County Administrator, the letter of credit shall be released by the County and any amounts drawn on the letter of credit, less any amounts expended by the County as allowed herein, shall be released and paid to Impact Power Solutions, LLC or, if the Project has been Abandoned, to the person identified as owner of the property in land records of Prince Edward County as of the date of the completed Decommissioning or as otherwise directed by that owner of the property.

- c. A surety bond shall mean a bond issued by a company with an AM Best rating of A++, that is treasury listed, and that is licensed to do business in the Commonwealth of Virginia. The surety bond shall list the County as an obligee and shall remain in effect for the benefit of the County and shall under no circumstances be withdrawn or cancelled before the Decommissioning Activities required herein and required by the terms of the Decommissioning Plan are completed or the amount guaranteed has been fully paid to the County. The surety bond shall require that the County be notified thirty (30) days prior to any cancellation or alteration of the bond. Should the County receive notice that the surety bond will be cancelled or otherwise become unavailable or decrease below the limits required herein, or should the Special Use Permit be revoked, lapse, expire or be voided due to violation thereof by Impact Power Solutions, LLC, the County may, immediately file a claim, for the entirety of the amount of the bond, the guarantor shall pay the amounts guaranteed and the County shall convert the surety to a cash bond to be deposited with the County and subject to the terms herein; this shall be specifically reflected in the language of the surety bond. The County may expend the guaranteed funds, without more, to undertake the Decommissioning Activities required herein and required pursuant to the terms of the Decommissioning Plan, after providing written notice to Impact Power Solutions, LLC, or, if the Project is Abandoned, to the person identified as the owner of the Property in the land records of Prince Edward County as of the date of the notice. Within six (6) months following the completion of the Decommissioning Activities required herein by a person or entity other than the County or a contractor engaged by the County, as confirmed by the County Administrator, the surety bond shall be released by the County, and the bond funds paid to the County less any amounts expended by the County as allowed herein, shall be released and paid to Impact Power Solutions, LLC or, if the Project has been Abandoned, to the person identified as owner of the property in land records of Prince Edward County as of the date of the completed Decommissioning or as otherwise directed by that owner of the property.

41. Should this Special Use Permit be revoked, lapse, expire, or be voided due to violation thereof, the County may immediately draw down all of the surety funds and convert them into a cash bond for

purposes of Decommissioning as set forth hereunder and as set forth in the Decommissioning Plan. In such case, no contractual agreement shall be required for the cash bond. This shall be reflected in the surety provided.

42. Should the funds guaranteed for the Decommissioning Activities for any reason not be sufficient for the County to complete the Decommissioning Activities as allowed for herein and as set forth in the Decommissioning Plan, Impact Power Solutions, LLC or its successor, shall be and shall remain liable to the County for the difference between the guaranteed funds and the amounts required to Decommission the Solar Facility and shall pay the difference to the County upon demand. The County shall not be liable to any party in any way for the funds drawn pursuant to the conditions set out herein and expended in relation to Decommissioning.
43. Should the Facility be Abandoned, or should the Special Use Permit be revoked, lapse, expire, or be voided due to violation thereof, or should the Decommissioning Activities not be diligently undertaken or performed, and should the County draw down the funds for the purpose of performing the Decommissioning Activities and mobilize its contractors to perform the Decommissioning Activities or otherwise incur liability to its contractors for the performance of the Decommissioning Activities, Impact Power Solutions, LLC, its successor or agent, shall have no right to perform the Decommissioning Activities unless specifically authorized by the County in a writing that confirms that the County has incurred no liability to any contractors to perform the Activities or that any such liability is transferrable as deemed acceptable to the County. The Applicant or the Operator shall immediately, upon written demand by the County or any person or entity authorized to act on behalf of the County, without more, grant or release to the County, or any person or entity authorized to act on behalf of the County, under terms deemed acceptable by the County, all necessary real property rights, personal property rights, either or both, as determined solely by the County, other than fee simple ownership or a leasehold interest of the real property, so that the County or any person or entity authorized to act on behalf of the County may undertake any required Decommissioning Activities that have not otherwise been performed as required. This shall include, but may not be limited to, releasing any interest in the personal property, facilities, fixtures, and structures which are to be removed and recycled, disposed of, or otherwise demolished.

In Re: Public Hearing – County Food & Beverage Tax

Chairman Pride announced that this was the date and time scheduled for a public hearing in accordance with Section 33.2-331 of the *Code of Virginia*, for the purpose of receiving public comment on a proposed Ordinance to enact and levy a County Food and Beverage Tax at a rate of 6%, which would only be collected outside of the corporate limits of the Town of Farmville and which proceeds would be earmarked to help pay for anticipated school capital improvements. Notice of this hearing was advertised according to law in the Wednesday, April 27, 2022, and Wednesday, May 4, 2022 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Doug Stanley, County Administrator, stated that during the 2020 General Assembly Session, HB 785 and SB 588 were passed with the following key provisions:

- Authorizes all Counties to levy a tax on-admissions at a rate not to exceed 10 percent, with the exception of Counties in the Historic Triangle where an additional state sales and use tax is imposed.
- Authorizes all Counties to levy transient occupancy taxes at rates exceeding 2 percent. The revenue derived from rates greater than 2 percent would be spent either (1) for purposes previously authorized or (2) for rates between 2 and 5 percent, for tourism promotion (as is currently required for the Counties that secured the authority to impose taxes up to 5 percent under Virginia Code 58.1-3819). Revenue from rates greater than 5 percent could be used for general purposes.
- Authorizes all Counties to impose cigarette taxes at a rate not to exceed 40 cents per pack. This authority would take effect July 1, 2021. In the interim, the Department of Taxation is required to convene a stakeholder workgroup to make recommendations to modernize the process for collection of cigarette taxes. Cities and Towns with rates higher than 40 cents per pack would be grandfathered at the rates in effect as of January 1, 2020.
- Authorizes all Counties to impose meals taxes at a rate not to exceed 6 percent and eliminates the referendum requirement. A locality in which a meals tax referendum failed prior to July 1, 2020, would have to wait six years after the date of the failed referendum to impose the tax.

During the FY 2020-2021 budget process the Board asked staff to look at alternative funding sources. Since that time, the County has instituted the transient occupancy tax at 7% and is in discussions on a regional cigarette tax. As you know, Delegate Edmunds carried a bill in the 2022 General Assembly session to have Prince Edward County added to the list of qualified localities under Chapter §58.1-602 that would have allowed the County to collect up to 1 % in additional sales tax revenue for the construction or renovation of schools within the locality. She said the County will ask him to please try again next year.

Mrs. Puckett asked the Board to review the draft ordinance presented to enact a county food and beverage tax at a rate of 6%. The County would only collect the tax outside of Town limits. With the largest restaurant, Fishin' Pig, looking to move into Town limits in 2022, collecting a large amount of revenue is not anticipated. Most of it will be generated from prepared food at the various mom and pop convenience stores around the County. None of the surrounding counties currently has a meals tax. Staff looked at a couple counties similarly situated and offer the following collection comparison:

County	FY 2019	2018 Population	Per Capita
Amherst	\$1,016,301	31,666	\$32.09
Dinwiddie	\$902,126	28,529	\$31.62
Page	\$354,730	23,933	\$14.82
Middlesex	\$401,497	10,769	\$37.32
Average	\$668,664	23,722	\$28.96
Prince Edward Projected	\$321,300 – \$664,632 (est.)	22,950	\$14-\$28 (est.)

Based on the per capita collection amount, Prince Edward County would anticipate collecting \$300,000 to \$600,000 per year. The revenue would be a good source to help pay for anticipated school capital improvements in the coming years. The Board would need to advertise for a public hearing in order to enact the ordinance.

Chair Pride opened the public hearing.

Ben Campbell, Farmville District, expressed his support for this proposed ordinance; he stated this will not just be paid for by the residents but also tourists coming to the County. He said prepared food is a luxury. Mr. Campbell said there has been discussion regarding ways to raise funding for the schools other than property taxes; he added that in 2020, House Bill 534 allowed municipalities impose a five-cent tax on disposable plastic bags in grocery stores, pharmacies and convenience stores, and is currently in place in seven municipalities.

Justin Pope, Farmville District, expressed his support of the proposed ordinance. He said it is important to take the steps necessary to allow the County to make urgent repairs to the Schools; this proposal is important so when the County and constituents go to the General Assembly next year, they will see that this is a community that is willing to help itself with a unified voice for the future of Prince Edward County.

Hood Frazier, Lockett District, stated this is the first step toward providing for the needs for the students and teachers. He said when the building is updated and renovated, it shows the teachers and students they are valued, and will keep and attract quality staff to the community.

There being no one further wishing to speak, Chair Pride closed the public hearing.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Wilck, to approve the ordinance to establish a County Meals Tax as outlined and set the implementation date as October 1, 2022 to allow for hiring and training of staff in the Commissioner of the Revenue's Office to implement the tax; the motion carried:

Aye:	Beverly M. Booth	Nay: (None)
	Pattie Cooper-Jones	
	J. David Emert	
	Llew W. Gilliam, Jr.	
	Robert M. Jones	
	Odessa H. Pride	
	Jerry R. Townsend	
	James R. Wilck	

In Re: Public Hearing – Public Dancehall Ordinance

Chairman Pride announced that this was the date and time scheduled for a public hearing in accordance with Section 33.2-331 of the *Code of Virginia*, for the purpose of receiving public comment on comprehensive amendments to the County’s Public Dancehall Ordinance, to include moving the permit authority from the Board to the County Administrator; expanding the information that is required from the applicant; and increasing the permit fee to cover the costs to the county for staff time and inspection. Notice of this hearing was advertised according to law in the Wednesday, April 27, 2022, and Wednesday, May 4, 2022 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mrs. Sarah Elam Puckett, stated that at its April meeting, the Board authorized advertising a public hearing on the proposed draft update of the Public Dancehall Ordinance (County Code, Chapter 6, Article IV). County staff, working closely with the County Attorney and the Sheriff, researched and reviewed similar ordinances from multiple other Virginia counties.

The proposed revisions provide for several major changes:

- a. As proposed, the permit authority would move to the County Administrator from the Board of Supervisors. Most jurisdictions issue dancehall permits administratively, not by action of the Board. As the timeline for issuing the permit is 30 days, it could be challenging to conduct the required inspections and background checks and meet the timeline for placing an application on a monthly board agenda.
- b. The amendments expand the information that is required from the applicant about the business and his /her partners.
- c. The amendments require significant additional information from the applicant on the security/ security contractor that will be used.
- d. The permit fee will increase from \$100 to \$500 in an effort to cover the costs to the county for staff time and inspections.
- e. This ordinance does not apply to dances held for benevolent or charitable purposes or conducted under the auspices of religious, educational, civic or military organizations.

Chair Pride opened the public hearing.

There being no one wishing to speak, Chair Pride closed the public hearing.

Supervisor Emert made a motion, seconded by Supervisor Jones, to approve the repeal of the current Chapter 5. Article IV. Dancehalls. of the County Code of Ordinances and the adoption and enactment

of the proposed and amended County Public Dancehall Ordinance as presented; the motion carried:

Aye: Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck

Nay: (None)

ARTICLE IV. PUBLIC DANCEHALLS

State Law Reference: Section 15.2-912.3, Code of Virginia

Sec. 6-96. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Public dancehall means any place open to the general public where dancing by patrons is permitted.

Permit means a certificate validating the operation of the dancehall, issued by the authority of the county administrator in accordance with this ordinance for a calendar year or any portion thereof. Cross reference(s)-Definitions generally, § 1-2.

Sec. 6-97. Required permit; application and fee.

- (a) No person shall operate or conduct a public dancehall in the county except in accordance with a permit issued by the county administrator and such other regulations in this article which may apply. Such permit shall be maintained on the premises of the dancehall and be made available for inspection in accordance with section 6-101.
- (b) Application for a permit under this article shall be made in writing on forms provided for this purpose and filed with the county department of planning and community development. Applicants shall provide the following:
 - (1) The name, street address and telephone number of the proposed public dancehall.
 - (2) The name, residential address, telephone number, date of birth, sex, race, hair and eye color, height, and weight of the individual applicant or the individual applying on behalf of an entity.
 - (3) The name, address and telephone number of each individual who is an officer, director, partner, principal or manager of the proposed public dancehall, as well as any promoter involved in conducting the dances at the proposed public dancehall.
 - (4) Whether the applicant or any of the persons listed in subsection (b)(3) of this section has been convicted of any felony or misdemeanor and, if so, the nature of the offense, when and where convicted, and the penalty or punishment assessed.
 - (5) Whether the applicant or any of the persons listed in subsection (b)(3) of this section has

had a public dancehall permit denied or revoked by any jurisdiction in the last five years and, if so, when, and where the denial or revocation occurred.

- (6) The name, residential address and telephone number of two references who are neither minors nor relatives of the applicant or of any person listed in subsection (b)(3) of this section.
 - (7) If the applicant does not own the premises of the proposed public dancehall, a signed statement from the owner or owners authorizing use of the premises for a public dancehall and a copy of the lease agreement which authorizes the use of the building by the applicant for the entire duration of the permit.
 - (8) Written declaration, dated and signed by the applicant, certifying that the information contained in the application is true and correct and authorizing the sheriff to undertake a criminal background and reference check.
- (c) Each such application for a permit shall be accompanied by a fee in the amount of \$500.00. Application fees are non-refundable and are not pro-rated.
 - (d) In addition to submitting the information required by subsection (b) of this section, applicants shall complete the county permit application in its entirety and make the premises of the proposed public dancehall reasonably available for inspections pursuant to this article by representatives of the sheriff's office, the state fire marshal, the building official, and the department of planning and community development of the county.

Sec. 6-98 Issuance or denial of permit.

- (a) Within 30 days of the filing of an application completed in accordance with section 6-97, or a longer period if requested by the applicant, the county administrator shall issue a permit or provide a written decision of denial to the applicant.
- (b) Upon receipt of a completed application, the director of planning and community development shall provide relevant portions of the application to the sheriff, and the building official of the county, who will also coordinate with the state fire marshal for their review. Within 20 days of receipt, or a longer period if the applicant has requested that the permit decision be rendered more than 30 days after filing:
 - (2) The building official shall: (a) inform the director of planning and community development in writing whether the structure in which the proposed dancehall is located meets all the applicable provisions in the Virginia Uniform Statewide Building Code; and (b) having also coordinated with the State Fire Marshal, the building office shall inform the director of planning and community development in writing whether the structure in which the proposed dancehall is located meets all the applicable provisions in the Virginia Statewide Fire Prevention Code, and (c) whether the parking facilities impede the approach of fire apparatus;
 - (3) The director of planning and community development shall document in writing whether the zoning requirements have been fulfilled for the proposed dancehall.
- (c) The County Administrator, or his/her designee, shall issue a permit if he finds that:
 - (1) The building official has determined that the structure in which the proposed dancehall is located meets all the provisions in the Virginia Statewide Fire Prevention Code, and the parking facilities do not impede the approach of fire apparatus;
 - (2) The building official has determined that the structure in which the proposed dancehall is located meets all the applicable provisions in the Virginia Uniform Statewide Building Code;

- (3) The director of planning has determined that the zoning requirements have been fulfilled for the proposed dancehall; and
- (4) None of the following grounds for denial appears to exist:
 - a. The applicant or any person listed in section 6-97 has been convicted within the past five years of a felony, or within the past three years of a misdemeanor involving moral turpitude, under the laws of any state or of the United States.
 - b. The applicant or any person listed in section 6-97 has operated another dancehall or a business affiliated with the proposed dancehall that permitted repeated occurrences of disorderly, violent, obscene or other unlawful conduct or was declared a public nuisance.
 - c. The applicant or any person listed in section 6-97 has had a public dancehall permit denied or revoked by another jurisdiction within the past five years for violating any local, state or federal law or permitting disorderly, violent, obscene or other unlawful conduct.
 - d. The application or any statement made in support of the application contains a material misrepresentation or omission of fact.
 - e. The proposed dancehall does not conform to applicable local, state and federal laws.
 - f. The proposed dancehall is not permitted under the terms of an applicable lease or real property covenant.
- (d) The county administrator may attach conditions to a permit that are reasonably related to the preservation of peace and good order.
- (e) Permits issued under this section shall not be transferable.

Sec. 6-99. Revocation of permit or license.

- (a) The county administrator may revoke any permit issued pursuant to this article for any of the following reasons:
 - (1) The dancehall does not conform to the requirements of the Virginia Statewide Fire Prevention Code, or any other law concerning fire prevention or safety.
 - (2) The dancehall does not conform to the requirements of the Virginia Uniform Statewide Building Code.
 - (3) The dancehall does not conform to the requirements of the zoning code of the county.
 - (4) The application or any statement made in support of the application has been discovered to contain a material misrepresentation or omission of fact.
 - (5) The permittee has allowed, or failed to take reasonable measures to prevent, repeated occurrences of disorderly, violent, obscene or other unlawful conduct on its premises.
 - (6) The permittee has violated any term or condition of its permit.
 - (7) The permittee has violated any provision of this article.
 - (8) The permittee has assigned or otherwise transferred its permit to another person or entity.
 - (9) The permittee is in violation of a local, state or federal law, and such violation prohibits the continued operation of the dancehall.
- (b) No person for whom a public dancehall permit has been revoked may apply for another such permit until twelve months after such revocation.

Sec. 6-100. Procedure upon denial of an application or revocation of a permit.

- (a) If the county administrator denies an application or revokes a permit, he shall notify the applicant or permittee in writing of such action, the reasons therefor, and the right to request a hearing. To receive a hearing, the applicant or permittee must make a written hearing request which must be received by the county administrator within ten days of the date of the notice of denial or revocation. If a timely hearing request is not received by the county administrator, his decision shall be final. If a hearing is properly requested, it shall be held within ten days from receipt of the hearing request. The hearing shall be presided over by the county administrator. The applicant or permittee shall have the right to present evidence and argument or to have counsel do so. Within five days of the hearing, the county administrator shall render his decision, which shall be final. A permittee must discontinue operation of its dancehall when the decision to revoke the permit becomes final.
- (b) Any person operating such a public dancehall whose permit has been revoked shall have the right of appeal to the circuit court of the county in accordance with law.

Sec. 6-101 Right of entry.

In addition to any existing legal authority, representatives of all applicable county departments shall have the authority to enter and inspect any dancehall permitted under this article for the purpose of determining compliance with the provisions of this article.

Sec. 6-102. Hours of operation; prohibited conduct.

- (a) It shall be unlawful for any person operating or conducting a public dancehall to have such dancehall open on Sunday between the hours of 1:00 a.m. and 1:00 p.m. or open on any other day between the hours of 1:00 a.m. and 9:00 a.m. In addition to the provisions of this subsection, permittees shall conform to all zoning code requirements concerning their hours of operation.
- (b) It shall be unlawful for any person operating or conducting a public dancehall to permit, or fail to take reasonable measures to prevent, disorderly, violent, obscene or other unlawful conduct on its premises.

Sec. 6-103. Illumination of exterior signs.

Any person operating or conducting a public dancehall shall not allow exterior signs to be illuminated after 1:00 a.m., or to be illuminated during any hours prohibited for the operation of such dancehall.

Sec 6-104. Exemptions from article.

All dances held for benevolent or charitable purposes or conducted under the auspices of religious, educational, civic or military organizations are exempt from this article.

Sec. 6-105. License year.

The license year shall be January 1 to December 31.

Sec. 6-106. License to serve alcohol.

It shall be unlawful for any dancehall establishment within the purview of section 6-96 to allow any alcoholic beverages on its premises unless the establishment is licensed by the state alcoholic beverage control board for on-the-premises alcoholic beverages sales.

Sec. 6-107. Intoxication on premises.

Any person within a dancehall or other place within the purview of this article who is found to be intoxicated or under the influence of alcohol, drugs, or narcotics shall upon order of the proprietor, management personnel or law enforcement officer leave such place forthwith and not return until sober. Failure to obey such order shall constitute a violation of this section and shall be classified as a class 3 misdemeanor.

Sec. 6-108. Security officers required.

The permittee, owner or operator shall, at his expense, provide security officers as follows and shall cause the security officers to adhere to the following:

- (1) At any event, concert, show, or other live entertainment for which an ABC license is obtained, or any event that has in attendance over fifty (50) patrons, not counting staff, there shall be security officers, as required by this section.
- (2) A minimum of two security officers shall be required for each scheduled event, performance, or show; plus, one additional security officer per 100 patrons on the premises, or any portion thereof, is also required. (Example: an event with 200 patrons requires four security officers.)
- (3) For the purposes of this section, a "security officer" shall be a deputy, peace officer, or special police officer, if such an off-duty assignment is permitted by such appointee's department, or a private security officer procured by the public dancehall owner or operator, through a private security business licensed and bonded pursuant to the Code of Virginia, 1950, as amended, and the state department of criminal justice services.
- (4) Each security officer on the premises of the dancehall must be visibly identifiable and in a security officer uniform with "security" clearly and visibly displayed on the uniform and jacket, if applicable, and displaying a badge of office. Each individual security officer must have on his possession his operator's license and department of criminal justice services license.
- (5) Notification to the sheriff's office shall be made at least twenty-four hours in advance of an event for which security officers will be present, by the permittee or the private security business, regarding the name of the company, a point of contact for the security company, the number of officers who will be on the premises of the dancehall venue in the county, and if the officers will be armed.
- (6) Failure to comply with the requirements of this section shall result in immediate revocation of the dancehall permit issued to such owner or operator.

Sec. 6-109. Persons under eighteen years of age.

It shall be unlawful for any person owing, operating or conducting a public dancehall to allow any person under the age of eighteen (18) years to remain in such dancehall unless accompanied by a parent or legal guardian.

Sec. 6-110. Owner responsibility.

The owner, operator or permittee of a dancehall or other place within the purview of this article

is responsible for maintaining control of his individual dancehall establishment patrons to the best of his ability. Lack of such effort to control the patrons may initiate action to review the permit and license of the establishment by the county or the circuit court judge of record. Revocation of license may occur if within the judgment of either the county or the circuit court judge the revocation is deemed to be in the best interest of the county.

Sec. 6-111. Penalty

Any person violating the provisions of this article shall be guilty of a class 3 misdemeanor.

In Re: Citizen Volunteer Appointments

Mrs. Puckett announced boards and commissions which have an upcoming vacancy and/or expiring terms of office in June 2022.

APPOINTMENT	TERM OF OFFICE	# OF VACANCIES	CURRENTLY IN OFFICE
Board of Appeals for Building Code	5 Years	1	Henry Booth **
County Industrial Development Authority	4 Years	1	Brad Watson*
Social Services Board <i>(Position to be filled by resident living in the Meherrin/Green Bay area of the County.)</i>	4 Years	1	Theresa A. Clark, Ph.D.*
Central Virginia Regional Library Board	4 Years	1	Gwen S. Akers-Booker*

Supervisor Jones made a motion, seconded by Supervisor Emert, to authorize the advertisement of the Citizen Volunteer vacancies as outlined above for appointments at the June 14, 2022 Board meeting; the motion carried:

Aye:	Beverly M. Booth Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Robert M. Jones Odessa H. Pride Jerry R. Townsend James R. Wilck	Nay: (None)
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In Re: Appointments - Board of Supervisors, VA Heartland Regional Industrial Facility Authority

Mrs. Puckett stated that Supervisor Jerry Townsend currently represents the Board of Supervisors on the Virginia's Heartland Regional Industrial Facility Authority. His current term of office expires June 30, 2022. The Board will wish to consider re-appointing Supervisor Townsend to the Industrial Facility Authority for a term of office to expire June 30, 2026.

Supervisor Jones made a motion, seconded by Supervisor Cooper-Jones, to re-appoint Jerry R. Townsend to the Virginia's Heartland Regional Industrial Facility Authority for a term of office to expire June 30, 2026; the motion carried:

Aye:	Beverly M. Booth Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Robert M. Jones Odessa H. Pride Jerry R. Townsend James R. Wilck	Nay: (None)
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In Re: GO Virginia Grant Cash Match Request – CRC Regional Economic Development Organization (REDO) Business Plan

Mr. Stanley reported that at the Commonwealth Regional Council (CRC) meeting on April 20th, the attached summary outline of the GO Virginia Grant for the CRC Regional Economic Development Organization (REDO) Business Plan was presented by Melody Foster. She is working on this application with Bryan David and Liz Povar. The CRC will be sending out letters of request to each of the seven counties and Longwood University during May, requesting \$2,500 in cash match and a commitment of in-kind match for their staff and appointed advisory committee members time for the project. The CRC hopes to receive commitments during May in preparation to submit the GO Virginia Grant in June.

The CRC has approved moving forward with this grant request and has committed \$10,000 in cash towards this grant request. The CRC will also be providing an in-kind match of time as well to show the localities their commitment to this project.

Project Elements:

- **REDO Business Plan and Strategy Design:**
 - SWOT Analysis of Regional Capabilities
 - Market Demand Analysis
 - Site & Building Inventory Analysis
 - Board and Operational Structure Design including Legal Structure
 - Vision, Goals, and Strategy Framework
 - Budget and Financial Sustainability Plan, 3 Years, including Fund Raising Campaign framework

Project Goals:

The communities of the Commonwealth Regional Council's footprint, through a series of critical discussions, desire a strategic reset of goals, priorities, focus, and support to better reflect changes in the economic development landscape and to launch a REDO effectively and sustainably. The goals of this ECB project are:

- Complete an inclusive and collaborative process that results in a collective determination of the value of launching a Regional Economic Development Organization (REDO) that is financially sustainable and produces a return on investment for local members in terms of stronger economies.
- Complete a business plan that incorporates organizational, program, and budget recommendations with defined measures of success.

Funding Request:

GO Virginia matching requirements 2/1 with an expectation of an in-kind/ cash match.

Funding Request: GO Virginia: \$100,000

Match: \$50,000

Cash match:	\$2,500 per locality & Longwood -	\$20,000
	CRC Cash Match -	\$10,000
		\$30,000 Cash Match
In-Kind match:	Localities, Longwood & CRC -	\$20,000 In-Kind Match
	Staff/Advisory Committee	
		\$50,000 Match

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve the \$2,500 cash match request required for the GO Virginia Grant for the CRC Regional Economic Development Organization (REDO) Business Plan and authorize the Chair to sign all necessary documents required; the motion carried:

Aye: Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck

Nay: (None)

In Re: Health Department – FY 2021-2022 Locality Agreement

Mr. Stanley presented the note and proposed FY 2021-2022 Locality Agreement with the Health Department. The proposed agreement reflects a budget of \$194,873.00 in local matching funds and an additional \$12,113.00 in local funds from FY 2020-2021.

The local Health Department Agreement must be approved each year, even though it comes in over halfway through the fiscal year. As proposed, the cost is \$194,873 which has been included in the County's FY 2021-2022 budget.

Supervisor Townsend made a motion, seconded by Supervisor Booth, to approve the FY 2021-2022 Locality Agreement between Prince Edward County Board of Supervisors and the Virginia Department of Health for funding and services of the Prince Edward County Health Department as proposed; the motion carried:

Aye: Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck

Nay: (None)

In Re: Cannery – Cost of Cans

Mrs. Puckett stated the Prince Edward Cannery will open for home canning in early-mid June, the date of which may be dependent upon the delivery of the new boiler.

In the interim, Staff wanted to make the Board aware of the significant increase in the cost of cans that the home canning users will encounter this summer. Patty Gulick received three quotes on cans then met with the Assistant County Administrator in April to discuss the increases, as follows:

	2021 Charge In-County	2022 Cost To County	2022 Charge In-County	2022 Out of County (+30%)
Pint Cans	\$0.43	\$0.60	\$0.60	\$0.78
Quart Cans	\$0.55	\$1.05	\$1.05	\$1.37
Gallon Cans	\$1.35	\$2.00	\$2.00	\$2.60

The County will continue to manage the cannery so as to prioritize in-county cannery users and will be putting out a press release later this month to provide 2022 information to Prince Edward County citizens and cannery patrons.

Additionally, Cannery Manager Patty Gulick and a representative of Virginia Food Works will be present at the June Board meeting to kick off the season with a home canning and commercial canning update.

No action was required from the Board.

In Re: FY22 Appropriations – Sheriff’s Department

Mrs. Cheryl Stimpson, Finance Director, stated the Sheriff’s Department received a payment from VACORP in the amount of \$6,541.97 and from Virginia Farm Bureau in the amount of \$8,446.62 for vehicle repairs. The Sheriff’s Department is requesting these funds be appropriated to the Sheriff’s Department to cover the costs of vehicle repairs, as follows:

FY22 BUDGET AMENDMENTS

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	19020	0006	Insurance Recoveries		\$14,988.59
4 (Exp)	100	31200	3311	Motor Vehicle Repair	\$14,988.59	

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve the FY22 Budget Amendment presented above and appropriate the same funds; the motion carried:

Aye: Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck

Nay: (None)

In Re: Prince Edward County Public School Board Appropriations

Mrs. Stimpson stated the County received three requests from Prince Edward County Public Schools requesting an appropriation in the amount of \$188,833.18 to the school operating budget. These funds are a

combination of federal, state and CARES Act ESSA grant funds. There is no local match for these appropriations.

FY22 BUDGET AMENDMENTS

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	250	033020	0101	CARES Act		\$141,615.43
3 (Rev)	250	033020	0041	School Improvement Funds		\$45,000.00
3 (Rev)	250	033020	0032	Dual Enrollment Grant		\$2,212,38
3 (Rev)	250	033020	0078	Title III		\$5.37
4 (Exp)	250	061000	3311	Instruction	\$188,833.18	

Supervisor Booth made a motion, seconded by Supervisor Cooper-Jones, to approve the FY22 Budget Amendment presented above and appropriate the same funds; the motion carried:

<p>Aye:</p> <p>Beverly M. Booth Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Robert M. Jones Odessa H. Pride Jerry R. Townsend James R. Wilck</p>	<p>Nay: (None)</p>
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In Re: School Board Appropriations – Authorize Public Hearing

Mr. Stanley said that on April 25, 2022, he received a letter from the School Board requesting appropriation of \$1,114,577.00 to the school CARES Act budget. In order for this transaction to take place, the Board must authorize a public hearing to amend the FY22 County and School Budgets by the amount of \$1,114,577.00 and appropriate the same funds.

Per Section 15.2-2507 of the *Code of Virginia*, a locality may amend its budget during the fiscal year. However, if such an amendment exceeds the currently adopted expenditures by one percent or more, the locality must advertise the amendment at least seven days prior to the public hearing. The school’s currently approved FY22 budget is currently \$28,701,871.98, which means they exceed the one-percent threshold.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to authorize advertisement of a public hearing on the amendment to the School’s FY22 CARES Act budget to appropriate funding; the motion carried:

Aye: Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck

Nay: (None)

In Re: Health Insurance

Mrs. Cheryl Stimpson stated that Mary Jones, One Digital Health Insurance Consultants, has provided seven different options for the County's health insurance for county employees for the 2022-2023 fiscal year. This year, the County Administrator requested that One Digital provide renewal options to make the County more competitive with its benefits package offered to employees. The County's current cost for family coverage is \$1,357.00 (Keycare 500), and \$1,293.00 (Keycare 300), ranges from \$300 to \$800 higher per month in the employee share of the premium, when compared to many of the neighboring localities that we compete with for employees. While Prince Edward County is competitive in salary in most positions, the benefits costs hurt our ability to recruit and retain employees. The County saw a 1.4% increase in rates, and the County Administrator requested that we include an 8% increase with the goal of shifting premiums to "buy-down" the cost of spouse/dependent coverage.

Mrs. Stimpson said that Option 1 is the standard renewal of the existing plan which represents no change to the current premium cost; Option 2 is a 6% increase overall from the current premium, Option 3 is an 8% increase in the total premium cost, Option 4 is a 10% increase in the total premium cost, Options 5 through seven provide the same percent increases as 2 through 4, but splits the increase between the employee and the employer differently. Options 2 and 3 provide the ability to bank additional monies into the Health Insurance fund in anticipation of any high-cost employee health care needs, while also providing the County with the ability to remain competitive with our neighboring counties. The staff recommendation is Option 3.

Mrs. Stimpson said that because the new plan year begins July 1, 2022, it is imperative that the Board approve the selection of an option, so staff may provide the information to the County employees for Open Enrollment beginning June 1, 2022 and ending June 15, 2022.

Supervisor Wilck made a motion, seconded by Supervisor Townsend, to approve the selection of Option 3 as the County's Health Insurance premium for FY 2022-2023; the motion carried:

Aye:	Beverly M. Booth	Nay: (None)
	Pattie Cooper-Jones	
	J. David Emert	
	Llew W. Gilliam, Jr.	
	Robert M. Jones	
	Odessa H. Pride	
	Jerry R. Townsend	
	James R. Wilck	

In Re: County Attorney Update

Mrs. Terri Atkins Wilson, County Attorney, stated she has been working on the review of ordinances and IDA issues. She said there are currently no lawsuits pending. She then said she attended the conference with the Local Government Attorneys in Harrisonburg.

In Re: Fire-EMS Committee Report

Mr. Trey Pyle stated the Fire-EMS Committee met earlier in the day, and have tabled action on the Four-For-Life funding and will return next month to present their findings and request for appropriations at that time.

In Re: County Administrator Update

Mr. Stanley presented an update on his activities:

- Department General Services – this will provide of level of commitment from the State which will allow the County to move forward with interim agreement on the project.
- Application to Two Grants through the Virginia Department of Health, Office of Drinking Water; he thanked Melody Foster and Todd Fortune for their assistance.
- Met with Department of Environmental Quality regarding the Water Withdrawal Permit; DEQ is anticipating approval by the end of 2022
- Commonwealth Transportation Board Hearing had their hearing in Lynchburg last week; funding for the County Revenue Sharing Project for Manor House Road Turn Lane Project in the amount of \$3,025,927 was allotted in the plan. He said the County has also applied for a Smart Scale application for that project, which would be 100% state-funded.
- Farmville River Walk, Phase 1, which wraps around downtown along the Appomattox River – funding for that project has been approved in the amount of \$859,736 and was included in the grant plan.
- Kinex Broadband loan for the Broadband project is scheduled to close this week.

- Tobacco Commission will consider a funding request for \$530,100 for a water tank project for the HIT Park with matching funds coming from the Prince Edward County Business Ready Sites program.
- Prince Edward County Industrial Park agreement on the right-of-way with Triboro should be finalized next week, and it could then go out to bid on that project.

Mr. Stanley then stated FACES is looking to build a monument-type sign at a cost of \$8,058.70.

Chair Pride stated they are requesting this funding for the sign because people are having difficulty finding their new location. She added they need an official sign and asked the Board to consider giving this amount. She said FACES covers the needs of so many citizens.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Wilck, to approve the request to appropriate \$8,058.70 to FACES to fund construction of a monument sign; the motion carried:

<p>Aye: Beverly M. Booth Pattie Cooper-Jones Llew W. Gilliam, Jr. Odessa H. Pride Jerry R. Townsend James R. Wilck</p>	<p>Nay: J. David Emert Robert M. Jones</p>
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In Re: Animal Warden’s Report

Mr. Chris Riviere, Deputy Animal Control Officer, submitted a report for the month of April 2022, which was reviewed and ordered to be filed with the Board papers.

In Re: Building Official’s Report

Mr. Phillip Moore, Building Inspector, submitted a report for the month of April 2022, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery – Home

Ms. Patty Gulick, Cannery Manager, submitted a report for the month of April 2022, which was reviewed and ordered to be filed with the Board papers.

In Re: Commonwealth Regional Council Items of Interest

Ms. Melody Foster, Executive Director, submitted a report for the month of April 2022, which was reviewed and ordered to be filed with the Board papers.

In Re: Virginia Cooperative Extension Quarterly Report

Mr. Jake Morgan, Unit Coordinator, submitted the 2022 First Quarterly Report, which was reviewed and ordered to be filed with the Board papers.

In Re: Prince Edward County Public Schools

Dr. Barbara Johnson, Superintendent, submitted a summary financial report for the month of March 2022, which was reviewed and ordered to be filed with the Board papers.

In Re: Tourism and Visitor Center Report

Ms. Chelsey White, Director of Economic Development and Tourism, submitted a report for the month of April 2022, which was reviewed and ordered to be filed with the Board papers.

On motion of Supervisor Wilck, seconded by Supervisor Cooper-Jones, and adopted by the following vote:

Aye:	Beverly M. Booth	Nay:	None
	Pattie Cooper-Jones		
	J. David Emert		
	Llew W. Gilliam, Jr.		
	Robert M. Jones		
	Odessa H. Pride		
	Jerry R. Townsend		
	James R. Wilck		

the meeting was adjourned at 8:52 p.m.

May 20, 2022

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 20th day of May, 2022; at 12:00 p.m., there were present:

Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Odessa H. Pride
Jerry R. Townsend

Absent: Llew W. Gilliam, Jr., James R. Wilck

Also present: Douglas P. Stanley, County Administrator; Sarah Elam Puckett, Assistant County Administrator; and Terri Atkins Wilson, County Attorney.

Chairman Pride called the special meeting to order.

Chairman Pride stated:

Due to the COVID-19 Emergency, the Prince Edward County Board of Supervisors is operating pursuant to and in compliance with its "EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE." Effective August 1, 2021, the Board has re-opened meetings to in-person participation by the public; however, there could still be limited available seating. Citizens are strongly encouraged to participate in meetings through in-person participation, written comments, and/or remote participation by calling: 1-844-890-7777, Access Code: 390313 (If busy, please call again.) Additionally, citizens may view the Board meeting live in its entirety at the County's YouTube Channel, the link to which is provided on the County's website.

Chair Pride offered the invocation and led the Pledge of Allegiance.

Mr. Stanley, County Administrator, entered the meeting at this time.

In Re: Board Vacancy

Mr. Stanley stated that if the Board of Supervisors wishes to fill the vacancy of the seat held by Supervisor Robert M. "Bobby" Jones - District 201, the Code of Virginia requires that a petition for a special election be filed with the Circuit Court within fifteen (15) days of the creation of the vacancy (by May 30, 2022). The appointment to fill the vacancy until the special election can be held must be made within 45 days (by June 29, 2022).

Supervisor Jones' term of office would have ended December 31, 2023. The individual elected in the special election for District 201 will serve until December 31, 2023 and is then eligible to run for re-election in the November 2023 election, if they so choose.

In order to file a petition with the Circuit Court, it requires a motion and affirmative vote from the Board of Supervisors to request a special election to fill the vacancy left by the passing of Supervisor Jones. It also requires a motion if the Board wishes to conduct the special election with the general election on November 8, 2022. Thirdly, it requires the County Attorney to prepare and file with the Circuit Court a petition for a special election that sets forth those facts as well as prepare a Writ-of-Election to be endorsed by the Judge and entered as an Order of the Court.

Mr. Stanley said the Board may appoint someone to fill the vacancy in the interim. If a majority of the remaining members of the Board cannot agree, or do not act, the judges of the Circuit Court of the County may make the appointment. If agreeable, Mr. Stanley suggested the Board authorize County staff to advertise for applicants for the interim appointment.

Mr. Stanley said that he spoke with Lynette Wright, Registrar, and learned that the special election on a separate date would be at significant cost to the county.

Supervisor Gilliam entered the meeting at this time.

Following some discussion, Supervisor Emert made a motion, seconded by Supervisor Townsend, to request a special election to be held, to fill the vacancy on the Board of Supervisors for District 201, and that the special election be held in conjunction with the General Election on November 8, 2022; to authorize the County Attorney to file the petition and see a Writ of Election from the Prince Edward County Circuit Court for a special election to be held on November 8, 2022; and that the Board authorize County staff to advertise for applicants for an interim appointment for the District 201 seat; the motion carried:

Aye:	Beverly M. Booth Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Odessa H. Pride Jerry R. Townsend	Nay: None
Absent:	James R. Wilck	

On motion of Chair Pride, seconded by Supervisor Cooper-Jones, and adopted by the following vote:

Aye:	Beverly M. Booth Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Odessa H. Pride Jerry R. Townsend	Nay: None
Absent:	James R. Wilck	

the meeting was adjourned at 12:10 p.m.



**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 8-c
Department: County Administration
Staff Contact: Crystal Baker
Agenda Item: Review of Accounts & Claims

SUMMARY:

The May bill list is attached.

COST:

ATTACHMENTS:

RECOMMENDATION:

SAMPLE MOTION:

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

ACCOUNTS PAYABLE CHECKS
PRINCE EDWARD

FROM DATE- 5/01/2022
TO DATE- 5/31/2022

6/01/2022

FUND NO.	DESCRIPTION	\$\$\$ PAY \$\$\$
100	GENERAL FUND	\$325,826.93
115	CDA SPECIAL LEVY FUND	\$31,612.06
120	EXPENDITURES - GRANITE FALLS CDA	\$1,529.00
135	PUBLIC/PRIVATE EDUCATION ACT FUND	\$4,447.15
202	SPECIAL PROJECTS EXPENSES	\$466,625.00
501	WATER FUND	\$78.76
502	SEWER FUND	\$43.02
520		\$52,354.20
741	PIEDMONT COURT SERVICES FUND	\$10,718.25
	TOTAL	893,234.37

MAJOR# ACCT# 011010	VENDOR NUMBER BOARD OF SUPERVISORS	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3160	11257	Professional Services BENNETT FUNERAL HOME	PEGRAM EDWARD	CREMATION	675.00 *
3161	21756	Strategic Planning LETTERPRESS COMMUNICATIONS	2306	CTY COM APRIL 2022	675.00 *
3600	15240	Advertising FARMVILLE NEWSMEDIA	129579	ADVERTISING CONV CTR	129.05
	15240	FARMVILLE NEWSMEDIA	129579	ADVERTISING CONV CTR	129.04
	15240	FARMVILLE NEWSMEDIA	129579	ADVERTISING ANN CNTL	116.76
	15241	FARMVILLE HERALD	222498	CT HSE LAWN BID	154.05
	15241	FARMVILLE HERALD	222498	PH REDIST MAP B&W	1,341.26
	15241	FARMVILLE HERALD	222498	PH REDIST MAP COLOR	1,466.26
	15241	FARMVILLE HERALD	222498	BOS MEETING	700.95
	15241	FARMVILLE HERALD	222498	RFP AUDIT SERVICES	227.79
5510	29368	Travel-Mileage TOWNSEND JERRY R	MILEAGE 0422	MILEAGE	4,265.16 *
5530	11080	Travel-Subsistence & Lodg BAKER CRYSTAL	REIMB 0522	BOS MTG SNACKS	43.88 *
	11250	BENCHMARK COMMUNITY BANK	1555 ADMIN 0522	BOS DRINKS	19.43
6040	31339	ADP Equipment VERIZON WIRELESS	242374982 0422	CELLULAR SERVICE	7.13
	31339	VERIZON WIRELESS	242374982 0522	CELL PHONES	26.56 *
012110	COUNTY ADMINISTRATOR				560.51
3160	21342	Professional Services LAURA R. ESS	SCOPE BUILDING	505 GRIFFIN BLVD	560.51
5210	11250	Postal Services BENCHMARK COMMUNITY BANK	1555 ADMIN 0522	POSTAGE	1,121.02 *
	11250	BENCHMARK COMMUNITY BANK	1563 ADMIN 0522	PB LEASING	8,084.12 **
5230	31339	Telecommunications VERIZON WIRELESS	242374982 0422	CELLULAR SERVICE	1,500.00 *
	31339	VERIZON WIRELESS	242374982 0522	CELLULAR SERVICE	1,500.00 *
5510	11250	Travel-Mileage BENCHMARK COMMUNITY BANK	1555 ADMIN 0522	PARKING	37.00
5540	11250	Travel-Convention & Educa BENCHMARK COMMUNITY BANK	1555 ADMIN 0522	UVA COOPER CNTR CONF	92.49
					129.49 *
					114.04
					114.04
					228.08 *
					10.00
					10.00 *
					535.00
					535.00 *

MAJOR# ACCT# 5810	VENDOR NUMBER	VENDOR NAME	INVOICE NUMBER	DESCRIPTION	AMOUNT
	11250	BENCHMARK COMMUNITY BANK	1555 ADMIN 0522	AMERICAN PLANNING	887.00 *
6001		Office Supplies			887.00 *
	10259	AMAZON CAPITAL SERVICES	1DLH XK6Y 1YQ7	HP64X BLK TONER CRTD	338.85
	11250	BENCHMARK COMMUNITY BANK	1555 ADMIN 0522	CRYSTAL CAKE	20.49
	13369	DIAMOND SPRINGS WATER INC	3062 2443624	5 GALLON SPRING	22.77
	13369	DIAMOND SPRINGS WATER INC	3062 2447798	WATER COOLER RENT	8.95
	19946	JUDY ELLINGTON DESIGN	7728	BUSINESS CARDS	50.74
	20600	KEY OFFICE SUPPLY	TAB DIVIDER CR	RETURNED BSN 01183	92.88-
	20600	KEY OFFICE SUPPLY	5672111	DIVIDERS	64.28
	20600	KEY OFFICE SUPPLY	567263	TONER	151.92
	20600	KEY OFFICE SUPPLY	567264	BLACK CARTRIDGE	126.05
	20600	KEY OFFICE SUPPLY	567265	YELLOW CARTRIDGE	101.66
	20600	KEY OFFICE SUPPLY	567266	BX PENS BLN75C	38.50
	20600	KEY OFFICE SUPPLY	567267	PENS/INDEXES	34.64
	20600	KEY OFFICE SUPPLY	567463	PENS	22.39
	20600	KEY OFFICE SUPPLY	567494	LETTER COPY PAPER	399.90
	20600	KEY OFFICE SUPPLY	567495	3 HOLE PUNCH PAPER	231.68
	20600	KEY OFFICE SUPPLY	567496	LEGAL COPY PAPER	79.95
	28587	SOUTHERN COPIER	220511 0016	PRINTER METER CHARGE	699.39
				ACCOUNT TOTAL	2,299.28 *
6012	11250	Books and Subscriptions	1563 ADMIN 0522	START MEETING	34.74
				ACCOUNT TOTAL	34.74 *
8202	20600	Furniture & Fixtures	567012	EXEC & GUEST CHAIRS	4,388.00
	25276	PAUL DOWNS CABINETMAKERS I	13218 7997 002	12202021DS CONF TBLE	10,952.00
				ACCOUNT TOTAL	15,340.00 *
				MAJOR TOTAL	20,963.59 **
012210		LEGAL SERVICES			
3160	28062	Professional Services	529116 106953	CEP SOLAR/LEGAL SVCS	4,725.00
	28062	SANDS ANDERSON PC	534252 106953	LEGAL SERVICES	1,848.00
				ACCOUNT TOTAL	6,573.00 *
				MAJOR TOTAL	6,573.00 **
012310		COMMISSIONER OF REVENUE			
3600		Advertising			
	15240	FARMVILLE NEWSMEDIA	129579 1420108	ADVERTISING COR	135.19
	15240	FARMVILLE NEWSMEDIA	129579 1420108	ADVERTISING COR	135.19
	15240	FARMVILLE NEWSMEDIA	129579 1420108	ADVERTISING COR	101.39
	15240	FARMVILLE NEWSMEDIA	129579 1427881	ADVERTISING ONLN COR	20.00
	15241	FARMVILLE HERALD	224939 1391508	PE FORMS REMINDER	154.05
				ACCOUNT TOTAL	545.82 *
5540	12919	Travel-Convention & Educa	5612 146 1 F84A	TRAINING	100.00

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
6001	12919	COMMISSIONER OF REV ASSOC	5622 144 1 874D	TRAINING	100.00
	12919	COMMISSIONER OF REV ASSOC	5623 145 1 08F5	TRAINING	300.00
	12919	COMMISSIONER OF REV ASSOC	5624 146 1 7E44	TRAINING	200.00
				ACCOUNT TOTAL	700.00 *
6001	20600	Office Supplies	566350	USS T2754 STAMP	13.95
	20600	KEY OFFICE SUPPLY	566455	CANON GPR 15 TONER	65.00
	20600	KEY OFFICE SUPPLY	566463	HEW CF279A CARTRIDGE	60.99
	20600	KEY OFFICE SUPPLY	566464	HEW CE278A CARTRIDGE	93.19
	20600	KEY OFFICE SUPPLY	566465	DRYLINE CORRECTIONS	40.30
				ACCOUNT TOTAL	273.43 *
				MAJOR TOTAL	1,519.25 **
012410	TREASURER				
3171	29041	Land Sale Expense - TACS	7923	TACS FEES	627.80
				ACCOUNT TOTAL	627.80 *
5230	11250	Telecommunications	2777 TREAS 0522	PAYFLOW/PAYPAL	26.80
		BENCHMARK COMMUNITY BANK			26.80 *
5510	11250	Travel-Mileage	2777 TREAS 0522	GAS	55.00
	11730	BRYANT AMY	REIMB 0422	MILEAGE	208.26
	23965	NUNNALLY DONNA	MILEAGE 0422	MILEAGE ROLES&RESP	141.56
				ACCOUNT TOTAL	404.82 *
5530	11250	Travel-Subsistence & Lodg	2777 TREAS 0522	HOTEL/ROLES&RESP	371.70
	11250	BENCHMARK COMMUNITY BANK	2777 TREAS 0522	MEALS	18.94
	11730	BRYANT AMY	REIMB 0422	ROLES & RESP CLASS	285.17
	11730	BRYANT AMY	REIMB 0422	MEALS	66.83
				ACCOUNT TOTAL	742.64 *
5540	32294	Travel-Convention & Educa	52099	CUST SVR CL A.BRYANT	185.00
		WELDON COOPER CENTER			185.00 *
5810	11015	Dues & Association Member	DUES FY23	MEMBERSHIP FEES	500.00
		BAI TREASURERS USER GROUP			500.00 *
6001	20600	Office Supplies	565965	ADD ROLLS/STAND UP	18.25
	20600	KEY OFFICE SUPPLY	566265	PACKING TAPE 6 CNT	23.99
	20600	KEY OFFICE SUPPLY	566406	STAPLE REMOVER	.83
	20600	KEY OFFICE SUPPLY	566424	HEATER	39.94
				ACCOUNT TOTAL	83.01 *
6014	28866	Other Operating Supplies	16990	SHREDDING	40.00
		STEPS, INC			40.00 *
6020	13012	DMV Stops	202212000656	DMV STOP FEES	1,550.00
				ACCOUNT TOTAL	1,550.00 *
				MAJOR TOTAL	4,160.07 **

MAJOR# ACCT# 012510	VENDOR NUMBER INFORMATION TECHNOLOGY	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3160	11902	Professional Services BUSINESS DATA OF VA, INC.	01 1851	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1852	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1853	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1854	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1855	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1856	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1857	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1860	CONTRACT AGREEMENT	4,500.00
	11902	BUSINESS DATA OF VA, INC.	01 1883	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1884	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1885	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1886	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1887	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1888	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1889	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1890	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1891	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1892	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1894	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1895	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1896	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01 1897	TRAVEL & EXPENSE	125.00
				ACCOUNT TOTAL	7,125.00 *
				MAJOR TOTAL	7,125.00 **
013100		ELECTORAL BOARD AND OFFICIALS			
3160	14551	Professional Services ELECTION SYSTEMS &	CD2024000	FIRMWARE UPGRADE	3,620.50
6001	20600	Office Supplies KEY OFFICE SUPPLY	567497	FOLDER/POCKETS/TAPE	3,620.50 *
				ACCOUNT TOTAL	342.46
				MAJOR TOTAL	342.46 *
013200		REGISTRAR			
5210	25483	Postal Services PITNEY BOWES GLOBAL FINAN	3315641371	LEASE MAIL METER	156.39
5540	31033	Travel-Convention & Educa VRAY	2022 ANNUAL MTG	VRAY ANNUAL MEETING	156.39 *
6001	13750	Office Supplies DOGWOOD PRINTING, LLC	10220	ELECT.#10 WINDW ENVE	325.00
	13750	DOGWOOD PRINTING, LLC	78276	ELECTION ENVELOPES	325.00 *
				ACCOUNT TOTAL	379.80
				MAJOR TOTAL	546.11

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INVT#	DESCRIPTION	AMOUNT
021100	20600	KEY OFFICE SUPPLY	CREDIT ENVELOPS	CREDIT FOR RETURN	452.01
	20600	KEY OFFICE SUPPLY	563400	CALENDAR	10.62
	20600	KEY OFFICE SUPPLY	563596	DESK PAD CALENDARS	33.98
	20600	KEY OFFICE SUPPLY	564848	CARTRIDGE	124.63
	20600	KEY OFFICE SUPPLY	565056	COPY PAPER	36.99
	20600	KEY OFFICE SUPPLY	565068	SEALS/WHITE CARDSTK	21.38
	20600	KEY OFFICE SUPPLY	565526	CARTRIDGE	164.99
	20600	KEY OFFICE SUPPLY	565540	PINS/BNDRS/PENCL HLD	52.65
	20600	KEY OFFICE SUPPLY	566417	CARTRIDGE	165.99
				ACCOUNT TOTAL	1,085.13 *
				MAJOR TOTAL	1,566.52 **
6030	28587	Non-Capital Equipment SOUTHERN COPIER	220419 0073	ANNUAL PERIOD CHARGE	325.00
				ACCOUNT TOTAL	325.00 *
				MAJOR TOTAL	325.00 **
021250		JUVENILE & DOMESTIC COURT			
5210	26124	Postal Services QUADIEN FINANCE USA, INC.	JDR PSTGE 0422	POSTAGE	118.00
				ACCOUNT TOTAL	118.00 *
6001	10259	Office Supplies AMAZON CAPITAL SERVICES	1GGQ N674 V3LJ	HP55X INK CARTRIDGES	94.89
	13369	DIAMOND SPRINGS WATER INC	12135 2400221	5 GALLON SPRING	22.77
	13369	DIAMOND SPRINGS WATER INC	12135 2443619	5 GALLON SPRING	15.18
	13369	DIAMOND SPRINGS WATER INC	12135 2452885	WATER COOLER RENT	11.95
	13369	DIAMOND SPRINGS WATER INC	12135 2500209	5 GALLON SPRING	22.77
	20600	KEY OFFICE SUPPLY	567424	CC ROLLS	4.20
				ACCOUNT TOTAL	171.76 *
				MAJOR TOTAL	289.76 **
021600		CLERK OF THE CIRCUIT COURT			
5230	21319	Telecommunications CENTURYLINK	309863799 0522	PHONE	64.04
	21319	CENTURYLINK	309863799 0622	PHONE	63.29
				ACCOUNT TOTAL	127.33 *
5850	20600	Jurors/Witnesses KEY OFFICE SUPPLY	566502	JURY SUPPLIES	113.40
	999999		JUROR 04152022	JUROR	30.00
	999999		JUROR 04152022	JUROR	30.00
	999999		JUROR 04152022	JUROR	60.00
	999999		JUROR 04152022	JUROR	30.00
	999999		JUROR 04152022	JUROR	30.00
	999999		JUROR 04152022	JUROR	60.00
	999999		JUROR 04152022	JUROR	30.00

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
6012	13369	DIAMOND SPRINGS WATER INC	11151 2452377	WATER COOLER RENT	9.95
	13369	DIAMOND SPRINGS WATER INC	11151 2500172	5 GALLON SPRING	15.18
	20600	KEY OFFICE SUPPLY	566063	CLEAR FILE	19.68
	20600	KEY OFFICE SUPPLY	566064	ENVELOPES/ADD ROLLS	33.73
	20600	KEY OFFICE SUPPLY	566563	COPY PAPER	239.80
	20600	KEY OFFICE SUPPLY	566564	CHPROMB4 CHARGER	35.59
	20600	KEY OFFICE SUPPLY	566565	BATTERIES	47.18
	20600	KEY OFFICE SUPPLY	566566	CARTRIDGES	349.47
	20600	KEY OFFICE SUPPLY	567128	COPY PAPER	59.95
	20600	KEY OFFICE SUPPLY	567129	YELLOW COPY PAPER	11.78
	20600	KEY OFFICE SUPPLY	567130	BLUE SHARPIE PENS	49.95
	20600	KEY OFFICE SUPPLY	567190	CF258A CARTRIDGES	479.80
	20600	KEY OFFICE SUPPLY	567360	11X17 PAPER	19.00
	20600	KEY OFFICE SUPPLY	567361	BINDERS	34.58
				ACCOUNT TOTAL	1,436.00 *
021800	29038	T&N PRINTING	425555	PLATS REDUCED/POSTGE	28.76
	29038	T&N PRINTING	426806	REDUCT PROCESS/PSTGE	25.26
				ACCOUNT TOTAL	54.02 *
				MAJOR TOTAL	9,608.35 **
6012		Books and Subscriptions			
	22211	RELX INC. DBA LEXIS NEXIS	3093839620	MONTHLY PAYMENT	366.00 *
				ACCOUNT TOTAL	366.00 **
				MAJOR TOTAL	366.00 **
022100		COMMONWEALTH'S ATTORNEY			
3320	28587	SOUTHERN COPIER	220419 0084	ANNUAL BILLING	585.00 *
		Maintenance Service Contr			
5530	11250	BENCHMARK COMMUNITY BANK	2256 CWA 0522	HOTEL SPRING CONF.	527.92 *
		Travel-Subsistence & Lodg			
5810	31411	VA ASSOC OF COMM ATTY	8990 2	VACA DUES	350.00 *
		Dues & Association Member			
5899	15240	FARMVILLE NEWSMEDIA	129579 1424512	ADVERTISING CWA	184.35
	15240	FARMVILLE NEWSMEDIA	129579 1424512	ADVERTISING CWA	184.35
	28866	STEPS, INC	16988	SHRED SERVICE	35.00
		Miscellaneous			
				ACCOUNT TOTAL	403.70 *
				MAJOR TOTAL	1,866.62 **
022210		VICTIM WITNESS ASSIST STATE FUNDS			
6001	20600	KEY OFFICE SUPPLY	566275	CORRECTN/CARTRIDGES	282.16
		Office Supplies - State F			
				ACCOUNT TOTAL	282.16 *
				MAJOR TOTAL	282.16 **

MAJOR# ACCT# 031200	VENDOR NUMBER SHERIFF	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3110	28596	Animal Care/Services SOUTHERN STATES	1171519	DOG FOOD	58.95
	28596	SOUTHERN STATES	1174950	DOG FOOD	38.49
	28596	SOUTHERN STATES	1175728	DOG FOOD & LEASH	108.97
				ACCOUNT TOTAL	206.41 *
3160	28022	Professional Services SAFE HARBOR COUNSELING GRO	APRIL 27 2022	PROFESSIONAL SERVICE	300.00
	28022	SAFE HARBOR COUNSELING GRO	MAY 13 2022	AUSTIN T ROACH	300.00
	28022	SAFE HARBOR COUNSELING GRO	MAY 5 2022	PROFESSIONAL SERVICE	300.00
				ACCOUNT TOTAL	900.00 *
3170	22347	Drug Testing MEDTOX LABORATORIES INC	04202294888	DRUG TEST	50.00
				ACCOUNT TOTAL	50.00 *
3311	11005	Repairs & Maint-Auto & Eq B&G AUTO INC	16038	INSTALL NEW BATTERY	44.98
	14300	EAST END MOTOR CO INC	214704	VEH INSPECTION	20.00
	14300	EAST END MOTOR CO INC	214705	RPL WSHR NZL/COOL RE	261.60
	14300	EAST END MOTOR CO INC	215304	SYS CHK/NEW BATTERY	346.79
	14300	EAST END MOTOR CO INC	215468	VEHICLE INSPECTION	20.00
	14915	EXPRESS CARE	20271	OIL CHANGE	79.95
	14915	EXPRESS CARE	21875	OIL CHANGE	79.95
	14915	EXPRESS CARE	22343	OIL CHANGE	113.96
	14915	EXPRESS CARE	22404	OIL CHANGE	81.95
	14915	EXPRESS CARE	22449	OIL CHANGE	110.94
	14915	EXPRESS CARE	22970	WIPER BLADES	55.98
	14915	EXPRESS CARE	28861	OIL CHANGE	76.95
	14915	EXPRESS CARE	30163	OIL CHANGE	79.95
	27490	RUNDSTROM AUTO LLC	PECSO 032922	REPLACE HEADLIGHT	60.79
	27490	RUNDSTROM AUTO LLC	PECSO 033122	INSTL BRAKES/ROTORS	190.00
	27490	RUNDSTROM AUTO LLC	PECSO 041922	OIL CHNGE/INSPECTION	57.00
	27490	RUNDSTROM AUTO LLC	PECSO 042522	RPL ORING/TRANS FLD	347.15
	29199	THIRD STREET WRECKER INC	T9309	WRECKER CHARGE	250.00
	29199	THIRD STREET WRECKER INC	T9311	WRECKER CHARGE	150.00
	29199	THIRD STREET WRECKER INC	T9317	WRECKER CHARGE	250.00
				ACCOUNT TOTAL	2,677.94 *
3320	11894	Maintenance Service Contr BUSINESS CARD	0555SHERIFF0522	VTEL WEBX SVC CNTRCT	339.57
	23833	VERIZON CONNECT NWF, INC	OSV00000275288	GPS SERVICE	388.56
	31339	VERIZON WIRELESS	9905184003	VEHICLE MODEM CHG	921.01
				ACCOUNT TOTAL	1,649.14 *
5210	11894	Postal Services BUSINESS CARD	0555SHERIFF0522	POSTAGE	129.90
				ACCOUNT TOTAL	129.90 *
5230	20904	Telecommunications KINEX NETWORKING SOLUTION	2205 0003652	RMTE BCKUP/FBR CONN	119.95
	21319	CENTURYLINK	309468839 0522	VCIN	10.36
	21319	CENTURYLINK	309558628 0522	PHONE	7.97

MAJOR# ACCT#	VENDOR NUMBER NAME	INVOICE#	DESCRIPTION	AMOUNT
5510	999999 QUICK PASS CUSTOMER	17093232402	QUICK PASS TOLL	4.95 *
Travel-Mileage				ACCOUNT TOTAL
5530	11894 BUSINESS CARD	0555SHERIFF0522	MEALS & LODGING	626.68
	28703 SPRAGUE JOSEPH	MEALS 04/052022	MEALS APRIL/MAY 2022	29.75
Travel-Convention and Edu				ACCOUNT TOTAL
5540	12636 CENTRAL VIRGINIA CRIMINAL	5446	DEF TRNG B. RAGLAND	225.00
Office Supplies				ACCOUNT TOTAL
6001	10259 AMAZON CAPITAL SERVICES	1DR9 FNH9 JWG4	ALIENTAPE	41.59
	10259 AMAZON CAPITAL SERVICES	146K HINN CNPX	TOOL BOX	74.97
	11894 BUSINESS CARD	0555SHERIFF0522	ADOBE POSTERS	73.17
	13369 DIAMOND SPRINGS WATER INC	12832 2400222	5 GALLON SPRING	34.75
	13369 DIAMOND SPRINGS WATER INC	12832 2443620	5 GALLON SPRING	34.75
	13369 DIAMOND SPRINGS WATER INC	12832 2453212	WATER COOLER RENT	22.90
	13369 DIAMOND SPRINGS WATER INC	12832 2500169	5 GALLON SPRING	34.75
	20600 KEY OFFICE SUPPLY	566060	FILE FOLDERS	37.98
	20600 KEY OFFICE SUPPLY	566061	POST IT NOTES	29.86
	20600 KEY OFFICE SUPPLY	566131	TONER	335.79
	20600 KEY OFFICE SUPPLY	566728	FILE FOLDERS	41.80
	20600 KEY OFFICE SUPPLY	566729	BINDER POCKETS	10.84
	21153 CAPITAL ONE/ WALMART	636325 0522	MAGNET BRD/XTRA MAG	23.30
Virso Comm Center Crime P				ACCOUNT TOTAL
6004	28640 SOUTHSIDE ELECTRIC COOP	526776002 0522	ELECT SVC VIRSO	796.45 *
Vehicle & Powered Equip F				ACCOUNT TOTAL
6008	11894 BUSINESS CARD	0555SHERIFF0522	GAS	14.74 *
Vehicle & Powered Equip S				ACCOUNT TOTAL
6009	14300 EAST END MOTOR CO INC	214992	TIRES	28.00
	14300 EAST END MOTOR CO INC	215368	NEW TIRE	28.00 *
	15721 FISHER AUTO PARTS, INC.	056 302495	WINDSHIELD WIPERS	712.32
	21153 CAPITAL ONE/ WALMART	636325 0522	BOOSTER CABLES	137.67
Police Supplies				ACCOUNT TOTAL
6010	13012 DMV	202212000013	SPECIAL ID	33.83
	16102 GALLS LLC	021171423	ALCO SENSOR	46.73
	32734 WITMER PUBLIC SAFETY GRP	INV25265	GUN & AMMO	930.55 *
	32734 WITMER PUBLIC SAFETY GRP	INV25550	AMMO	10.00
Uniforms & Wearing Appare				ACCOUNT TOTAL
6011	10380 AMERICAN UNIFORM SALES	00060242	ARMOR SKINS	551.25
	11021 BADGE & WALLET	454609	BAGDE & NAME TAG	1,369.00
ACCOUNT TOTAL				2,730.23 *

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	11021	BADGE & WALLET	456024	BADGE & NAME TAG	172.50
	11021	BADGE & WALLET	457607	BADGE & NAME PLATE	172.50
	11256	BKT UNIFORMS	86817	COAT	286.00
	11256	BKT UNIFORMS	86827	COAT	260.00
	14787	EPPS TONY	REIMB 04262022	REIMB FOR ALTERATION	40.00
	16102	GALLS LLC	020834838	RADIO HOLDER	52.50
	16102	GALLS LLC	020894529	BOOTS	194.96
	16102	GALLS LLC	020913995	RADIO STRAP	103.80
	16102	GALLS LLC	020956460	BDU'S	52.50
	16102	GALLS LLC	020985246	BDU'S	156.75-
	16102	GALLS LLC	021003742	SAFETY VESTS	61.05
	16102	GALLS LLC	021005080	BOOTS & SHOES	170.28
	16102	GALLS LLC	021071538	WEB BELT/DBL MAG HLD	68.39
	16102	GALLS LLC	021153430	ACADEMY OXFORD	76.50
	16102	GALLS LLC	021171116	UNIFORM SUP NEW HIRE	645.99
	16102	GALLS LLC	021171776	MACE POUCH MK	19.25
	16102	GALLS LLC	021172271	NEW HIRE ROACH	640.61
	22166	CREATIVE MONOGRAMMING	14665	POLOS	105.00
	22166	CREATIVE MONOGRAMMING	14674	POLOS	245.00
	27153	READ'S UNIFORMS LLC	124134 99	FLASHLIGHT	113.73
	27153	READ'S UNIFORMS LLC	124135 99	SHIRTS	80.18
	27153	READ'S UNIFORMS LLC	124136 99	PANTS	236.60
	27153	READ'S UNIFORMS LLC	124137 99	NEWMAN	236.60
	27153	READ'S UNIFORMS LLC	124139 99	FLASHLIGHT	113.73
	28592	SOUTHERN POLICE EQUIP CO	206366	OUTER VEST CARRIER	280.00
8205	21040	Motor Vehicles KUSTOM SIGNALS INC	593153	RADARS	4,647.44 *
032200	VOLUNTEER FIRE DEPARTMENT			ACCOUNT TOTAL	5,308.00 *
7002	10850	Payment to Rice VFD ATLANTIC EMERGENCY	14051RIC RVFD	HME PUMPER MAINT	5,308.00 *
	12024	C W WILLIAMS	643588 RVFD	BOOT STRCTRL LEATHER	21,260.77 **
	12845	GFL/COUNTY WASTE	080012580 9RVFD	4YD FL TRASH	6,917.81
	14695	ELLINGTON'S LAWN SERVICE	101 RVFD	MOWING	425.08
	16651	GOODMAN SPECIALIZED	17640G RVFD	ANNUAL PUMP TEST	56.45
	21319	CENTURYLINK	310013979 0622	PHONE RVFD	255.00
	31846	DOMINION ENERGY VIRGINIA	4500495009 0522	ELECTRIC RVFD	445.15
7003	14700	Payment to Prospect VFD ELLINGTON ENERGY SERVICE	34438 PVFD	ANNUAL GENERATOR SVC	343.13
	15908	FOSTER FUELS INC	1050533 PVFD	OVEN REPAIR	173.61
	16651	GOODMAN SPECIALIZED	17675G PVFD	WATER LEAK REPAIR	8,616.23 *
	16658	GOODMAN TRUCK & TRACTOR	132336 PVFD	TRUCK REPAIRS	259.00
	25210	PAMPLIN EXXON	6151 PVFD	REGULAR CA 15.4GAL	281.85
				ACCOUNT TOTAL	539.31
				ACCOUNT TOTAL	11,892.33
				ACCOUNT TOTAL	46.18
				ACCOUNT TOTAL	13,018.67 *

MAJOR# ACCT# 7004	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	12996	Payment to Darlington VFD	MARCH 2022 DHVF	PEST CONTROL	45.00
	13083	CYRUS PEST CONTROL CO	REIMB 0322 2	VIASAT INTERNET	60.51
	13083	DARLINGTON HGT FIRE DEPT	REIMB 0322 2	AED SUPERSTORE	186.85
	13083	DARLINGTON HGT FIRE DEPT	REIMB 0322 2	R DRAPER HEAT/COOL	206.00
	13083	DARLINGTON HGT FIRE DEPT	REIMB 0322 2	GAS DETECTOR	854.99
	14300	DARLINGTON HGT FIRE DEPT	0215447 DHVFD	STATE INSPECTION	51.00
	14300	EAST END MOTOR CO INC	215447 DHVFD	JJG VA STATE INSPCTN	51.00
	14700	ELLINGTON ENERGY SERVICE	35353 DHVFD	AC SERV LABOR	124.00
	14700	ELLINGTON ENERGY SERVICE	35353 DHVFD	A/C FUEL REG. 1 MAN	124.00
	28640	SOUTHSIDE ELECTRIC COOP	38156001 0422	ELECTRIC DHVFD	222.59
	28640	SOUTHSIDE ELECTRIC COOP	38156001 0522	ELECTRIC DHVFD	233.40
7005		Payment to Hampden-Sydney		ACCOUNT TOTAL	2,159.34 *
	10850	ATLANTIC EMERGENCY	14050RICB	PIERCE ENFRCR MAINT	2,010.74
	11493	BRAME SPECIALTY CO INC	7726297	PAD SCRUB/SHAMPOO	107.22
	12295	CENTRA MEDICAL GROUP, LLC	5002525486	GWALTNEY, REED	40.00
	14734	EMERGENCY MEDICAL PRODUCT	2331525	EMS SUPPLIES	499.41
	17756	HONEYCUTT & MCGUIRE PC	24015	CONSULT/CLEAN QB	2,291.75
7015		Fire Programs/ATL-Hampden		ACCOUNT TOTAL	4,949.12 *
	29440	PRINCE EDWARD CO TREAS	HSVFD TRK 5/22	HSVFD TRUCK PAYMENT	15,332.00
032500		EMERGENCY SERVICES		ACCOUNT TOTAL	15,332.00 *
3160		Professional Service E-91		MAJOR TOTAL	44,075.36 **
	29280	TIMMONS GROUP	288252 34335102	PEC CO ADDRESS MAINT	600.00
6014		Other Operating Supplies		ACCOUNT TOTAL	600.00 *
	16943	STIMPSON, CHERYL L	REIMB 0522	FOOD SEARCH/RESCUE	106.82
6015		Facility Costs - COVID VA		ACCOUNT TOTAL	106.82 *
	10251	ALLIED SECURITY SYSTEMS, I	307727 CVD VAX	PEFYA AUTO FIRE TEST	31.00
	25825	PRINCE ED-FARMVILLE YOUTH	LEASE 0122 VAX	RENT PEFYA BUILDING	500.00
	25825	PRINCE ED-FARMVILLE YOUTH	LEASE 0222 VAX	RENT PEFYA BUILDING	500.00
	25825	PRINCE ED-FARMVILLE YOUTH	LEASE 0322 VAX	RENT PEFYA BUILDING	500.00
	25825	PRINCE ED-FARMVILLE YOUTH	LEASE 0422 VAX	RENT PEFYA BUILDING	500.00
	25825	PRINCE ED-FARMVILLE YOUTH	LEASE 0522 VAX	RENT PEFYA BUILDING	500.00
	25825	PRINCE ED-FARMVILLE YOUTH	LEASE 0622 VAX	FACILITY COSTS-COVID	500.00
	25825	PRINCE ED-FARMVILLE YOUTH	LEASE 0921 VAX	RENT PEFYA BUILDING	500.00
	25825	PRINCE ED-FARMVILLE YOUTH	LEASE 1021 VAX	RENT PEFYA BUILDING	500.00
	25825	PRINCE ED-FARMVILLE YOUTH	LEASE 1121 VAX	RENT PEFYA BUILDING	500.00
	25825	PRINCE ED-FARMVILLE YOUTH	LEASE 1221 VAX	RENT PEFYA BUILDING	500.00
6016		Clinic Operations - COVID		ACCOUNT TOTAL	5,031.00 *
	21319	CENTURYLINK	491005300 0522	CVD VAX CLINIC WIFI	141.67
	21319	CENTURYLINK	491005300 0622	CVD VAX CLINIC WIFI	141.67
				ACCOUNT TOTAL	283.34 *
				MAJOR TOTAL	6,021.16 **

MAJOR# ACCT#	VENDOR NUMBER NAME	INVOICE#	DESCRIPTION	ACCOUNT TOTAL	MAJOR TOTAL	AMOUNT
033200	REGIONAL JAIL & DETENTION					
7001	Piedmont Regional Jail-Pe 25380 PIEDMONT REGIONAL JAIL	3917	SECURITY TOWER	33,333.34	33,333.34 *	
034100	BUILDING OFFICIAL					
3311	Repairs & Maint-Auto 25210 PAMPLIN EXXON	47875	VEHICLE SERVICE	562.50	562.50 *	
5230	Telecommunications 31339 VERIZON WIRELESS	242374982 0422	CELLULAR SERVICE	23.28	23.28	
	31339 VERIZON WIRELESS	242374982 0522	CELLULAR SERVICE	23.28	23.28	
6001	Office Supplies 20600 KEY OFFICE SUPPLY	566646	INK CARTRIDGES	425.96	425.96	
	22581 MOORE, PHILLIP	REIMB 0522	APPRVD STKRS/COMMENT	120.00	120.00	
6040	ADP Equipment 28587 SOUTHERN COPIER	220428 0066	C250I COPIER BW5580	545.96	545.96 *	
035100	ANIMAL CONTROL					
3110	Vet Care 27524 RIDGE ANIMAL HOSPITAL	325780	VET SERVICES	101.95	101.95	
	27524 RIDGE ANIMAL HOSPITAL	327849	VET SERVICES	153.70	153.70	
	27524 RIDGE ANIMAL HOSPITAL	328064	VET SERVICES	95.00	95.00	
3310	Repairs/Maintenance 13730 DODSON BROS EXTERMINATING	719313 0422	PEST CNTRL ANML SHLT	350.65	350.65 *	
	28352 SHERWIN WILLIAMS CO	2656 5	PAINT FOR SHELTER	50.00	50.00	
5110	Electrical Services 31846 DOMINION ENERGY VIRGINIA	0890745003 0522	ELECTRIC	482.14	482.14	
	31846 DOMINION ENERGY VIRGINIA	0890745003 0622	ELECTRIC	532.14	532.14 *	
5230	Telecommunications 21319 CENTURYLINK	310119726 0622	PHONE	214.66	214.66	
	31339 VERIZON WIRELESS	242374982 0422	CELLULAR SERVICE	210.67	210.67	
	31339 VERIZON WIRELESS	242374982 0522	CELLULAR SERVICE	425.33	425.33 *	
6001	Office Supplies 11250 BENCHMARK COMMUNITY BANK	1563 ADMIN 0522	SPYPOINT ANIML CNTRL	140.17	140.17	
	20600 KEY OFFICE SUPPLY	567194	HP94A CARTRIDGES	80.76	80.76	
	21153 CAPITAL ONE/ WALMART	630109 0422	32GB U3 2PK	80.76	80.76	
				301.69	301.69 *	
				121.20	121.20	
				133.18	133.18	
				23.88	23.88	
				278.26	278.26 *	

MAJOR# ACCT# 6002	VENDOR NUMBER	VENDOR NAME	INVT#	DESCRIPTION	AMOUNT
	21153	Supplies for Shelter CAPITAL ONE/ WALMART	630109 0422	TRAYS	6.32
	21811	LOWE'S	994127 IVGGQG	SHELTER SUPPLIES	68.31
	28596	SOUTHERN STATES	1175855	LIVE CATCH ANML TRPS	98.78
				ACCOUNT TOTAL	173.41 *
6009	15721	Vehicle & Powered Equip S FISHER AUTO PARTS, INC.	056 303985	TRICO 30 SERIES	9.88
				ACCOUNT TOTAL	9.88 *
				MAJOR TOTAL	2,071.36 **
042610		SANDY RIVER RESERVOIR			
3150		Legal Services			
	10651	AQUALAW PLC	14367	PROFESSIONAL SERVICE	3,514.50
	10651	AQUALAW PLC	14450	PROFESSIONAL SERVICE	14,058.00
				ACCOUNT TOTAL	17,572.50 *
				MAJOR TOTAL	17,572.50 **
043200		GENERAL PROPERTIES			
3310		Repairs/Maintenance			
	13730	DODSON BROS EXTERMINATING	158003 0422	PEST CNTRL CANNERY	38.00
	13730	DODSON BROS EXTERMINATING	158005 0422	PEST CNTRL FARMVL RD	38.00
	13730	DODSON BROS EXTERMINATING	158006 0422	PEST CNTRL SCOPE BLD	38.00
	13730	DODSON BROS EXTERMINATING	158007 0422	PEST CNTRL CT HOUSE	85.00
	13730	DODSON BROS EXTERMINATING	158010 0422	PEST CNTRL VSTRS CTR	38.00
	15650	FIDELITY ENGINEERING CORP	FPSMC0047435	ANNUL BILL GENERATOR	1,450.00
	15650	FIDELITY ENGINEERING CORP	FPSM074556	GENERATOR REPAIR	409.48
	21811	LOWE'S	906004 IWIGKG	STAGREEN/PINS	86.36
	21811	LOWE'S	913845 IWNQZG	WDGE/ANCHR/TREES	296.31
	28596	SOUTHERN STATES	1174232	SPRYR/RAKE/SHOVEL	60.97
	31167	VALLEY BOILER INC	29037	RFLC OIL PUMPS 1&2	2,817.60
	31167	VALLEY BOILER INC	29189	RFLC SEAL ON PUMP	1,100.00
	31167	VALLEY BOILER INC	29375	RFLC CIRCUITN PUMP	8,542.00
	31619	VILLAGE CABINET COMPANY	THIRD FL BRKRM	COUNTER TOP/HARDWARE	938.22
				ACCOUNT TOTAL	15,937.94 *
5110		Electrical Services			
	28640	SOUTHSIDE ELECTRIC COOP	114379002 0622	500 RESERVOIR ELECT	24.54
	31846	DOMINION ENERGY VIRGINIA	1230385005 0522	ROY CLARK MONUMENT	8.43
	31846	DOMINION ENERGY VIRGINIA	1230385005 0622	ROY CLARK MONUMENT	8.44
	31846	DOMINION ENERGY VIRGINIA	1545926683 0622	SCOPE BUILDING	110.72
	31846	DOMINION ENERGY VIRGINIA	2786281903 0622	COURTHOUSE	13,900.10
	31846	DOMINION ENERGY VIRGINIA	4883315659 0622	STEPS HEADQUARTERS	1,007.78
	31846	DOMINION ENERGY VIRGINIA	4951935099 0522	SHERIFF SHED	6.59
	31846	DOMINION ENERGY VIRGINIA	4951935099 0622	SHERIFF SHED	6.59
	31846	DOMINION ENERGY VIRGINIA	5856894620 0522	WORSHAM CLERK OFFICE	16.34
	31846	DOMINION ENERGY VIRGINIA	5856894620 0622	WORSHAM CLERK OFFICE	16.23
	31846	DOMINION ENERGY VIRGINIA	6669158583 0622	LIGHTS AT RICE	134.91
	31846	DOMINION ENERGY VIRGINIA	8105475944 0622	AG BUILDING	939.03

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5130	31846	DOMINION ENERGY VIRGINIA	9670710004 0522	ELECTRIC	52.75
	31846	DOMINION ENERGY VIRGINIA	9670710004 0622	ELECTRIC	63.34
				ACCOUNT TOTAL	16,295.79 *
	29332	Water & Sewer			
	29332	TOWN OF FARMVILLE	AG BLDG 0522	WATER & SEWER	55.49
	29332	TOWN OF FARMVILLE	CH LAWN 0522	WATER	11.29
	29332	TOWN OF FARMVILLE	SCOPE 0522	WATER & SEWER	34.84
	29332	TOWN OF FARMVILLE	STEPS 0522	WATER & SEWER	410.93
	29332	TOWN OF FARMVILLE	56 SMI WAY 0522	WATER & SEWER	60.27
				ACCOUNT TOTAL	572.82 *
5230	10105	Telecommunications			
	10105	AT&T	7305055660 0522	PHONE	44.49
	21319	CENTURYLINK	310262069 0622	PHONE	75.12
	21319	CENTURYLINK	310441360 0522	PHONE	128.08
	21319	CENTURYLINK	310441360 0622	PHONE	126.58
	31339	VERIZON WIRELESS	242374982 0422	CELLULAR SERVICE	80.76
	31339	VERIZON WIRELESS	242374982 0522	CELLULAR SERVICE	80.76
				ACCOUNT TOTAL	535.79 *
5440	28869	Portable Toilet Rental			
	28869	STIFF O O INC	9791	MONTHLY SERVICE	125.00
				ACCOUNT TOTAL	125.00 *
6005	13367	Janitorial Supplies			
	13367	DIAMOND PAPER COMPANY	299543	CLEANING SUPPLIES	281.83
	13367	DIAMOND PAPER COMPANY	299617	CLEANER	48.84
	13367	DIAMOND PAPER COMPANY	300212	CLEANING SUPPLIES	982.41
	21153	CAPITAL ONE/ WALMART	630109 0522	MOPS/BROOMS/DUSTERS	122.99
				ACCOUNT TOTAL	1,436.07 *
6007	11250	Repairs and Maintenance S			
	11250	BENCHMARK COMMUNITY BANK	3197 ADMIN 0522	PULLS DIRECT	65.70
	11250	BENCHMARK COMMUNITY BANK	3197 ADMIN 0522	PULLS DRIECT	65.70-
	11250	BENCHMARK COMMUNITY BANK	3197 ADMIN 0522	BRUSH ANTIQE BRASS	65.70
	11250	BENCHMARK COMMUNITY BANK	3197 ADMIN 0522	FLOWERS	25.23
	11250	BENCHMARK COMMUNITY BANK	3197 ADMIN 0522	TOPSOIL	479.75
	12401	CENTRAL VIRGINIA LANDSCAPE	INV00014	TOPSOIL DSS GRASS	195.00
	13367	DIAMOND PAPER COMPANY	298929	CLEANING SUPPLIES	494.50
	13369	DIAMOND SPRINGS WATER INC	3062 2400262	5 GALLON SPRING	15.18
	13369	DIAMOND SPRINGS WATER INC	3062 2443614	5 GALLON SPRING	15.18
	13369	DIAMOND SPRINGS WATER INC	3062 2447800	WATER COOLER RENT	8.95
	13369	DIAMOND SPRINGS WATER INC	3062 2447801	WATER COOLER RENT	8.95
	20909	KING EQUIPMENT RENTALS	1 506204	EQUIPMENT RENTAL	400.32
	21005	KORMAN SIGNS	363236	3" DIE CUT NUMBERS	52.99
	21005	KORMAN SIGNS	363462	SIGNS	228.42
	21811	LOWE'S	901997 ITKTTU	PVC QTR RND	77.76
	21811	LOWE'S	906225 IVLNKL	TEE/HOSE BIB	28.09
	21811	LOWE'S	906833 IWXKEG	GLUE TRAP	21.56
	21811	LOWE'S	913654 IUNLHD	DSS GRASS	164.43
	25680	PRICE SUPPLY CO INC	2204 130633	SLOAN KIT SHREDIT	42.77
	25680	PRICE SUPPLY CO INC	2204 130798	FILTER FACET AG BLDG	61.20
	25680	PRICE SUPPLY CO INC	2204 130966	4WAYKY/BL VLV SHRDIT	20.21

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
6009	25680	PRICE SUPPLY CO INC	2204	NON-ACID DRAIN OPNR	24.41
	27922	CINTAS CORPORATION #524	4117148604	UNIFORM RENTAL	151.65
	27922	CINTAS CORPORATION #524	4117840998	UNIFORM RENTAL	151.06
	27922	CINTAS CORPORATION #524	4118531939	UNIFORM RENTAL	144.52
	27922	CINTAS CORPORATION #524	4119204684	UNIFORM RENTAL	151.06
	27922	CINTAS CORPORATION #524	4119953139	UNIFORM RENTAL	149.75
	28596	SOUTHERN STATES	1172394	SILT FNCE/CURVE HMMR	41.49
	28596	SOUTHERN STATES	1172986	STRAW DSS GRASS	52.50
	29083	TAYLOR-FORBES EQUIP CO	IN94339	FLEX COUPLE	161.91
	29083	TAYLOR-FORBES EQUIP CO	IN94533	KEYS, START	42.00
	30239	UNIFIRST CORPORATION	1680012581	CLEANING RENTAL	48.70
	30239	UNIFIRST CORPORATION	1680014793	CLEANING RENTAL	48.70
				ACCOUNT TOTAL	3,573.94 *
8206	29035	Vehicle & Powered Equip S		SNOW BLOWER	239.55
	29083	T-N-T SMALL ENGINE REPAIR	008552	BLT/ROLLER/AIR FLTR	399.76
	29035	Lawn Equipment	179080		639.31 *
				ACCOUNT TOTAL	899.00
043400				ACCOUNT TOTAL	899.00 *
				MAJOR TOTAL	40,015.66 **
3161	31653	Professional Services-Can	685	COMMERCIAL CONTRACT	2,916.67
				ACCOUNT TOTAL	2,916.67 *
3310	11410	Repairs & Maintenance	954156395	BOILER INSPECTION	20.00
	13664	DOLI/BOILER SAFETY	21385	OPERATION SEAM ROLL	608.49
				ACCOUNT TOTAL	628.49 *
5110	28640	Electrical Services	44435001 0622	1916 ABILENE ELECT	362.03
				ACCOUNT TOTAL	362.03 *
5230	21319	Telecommunications	310248529 0622	PHONE	304.75
				ACCOUNT TOTAL	304.75 *
				MAJOR TOTAL	4,211.94 **
051100		HEALTH DEPARTMENT		HEALTH DEPARTMENT	12,881.67
5610	25840	Payment To Local Health D	BOS MTG 1221		12,881.67 *
				ACCOUNT TOTAL	12,881.67 *
				MAJOR TOTAL	12,881.67 **
053500		COMPREHENSIVE SERVICES ACT		PROFESSIONAL SERVICE	3,120.00
3160	11191	CSA Programs			
		BEAR CREEK ACADEMY			

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	DESCRIPTION	INVT#	SIGN	AMOUNT
053501	11191	BEAR CREEK ACADEMY	PROFESSIONAL SERVICE			3,120.00
	11490	BRALEY & THOMPSON	PROFESSIONAL SERVICE			3,570.00
	12181	CARRAWAY MORGAN	PROFESSIONAL SERVICE			687.58
	12929	CROSSROADS SERVICES BD	PROFESSIONAL SERVICE			500.00
	12929	CROSSROADS SERVICES BD	PROFESSIONAL SERVICE			326.50
	15965	FULCRUM COUNSELORS, LLC	PROFESSIONAL SERVICE			762.50
	15965	FULCRUM COUNSELORS, LLC	PROFESSIONAL SERVICE			960.00
	16672	GRAFTON SCHOOL INC	PROFESSIONAL SERVICE			7,416.00
	28353	SHIFFLETT, PATRICK	PROFESSIONAL SERVICE			640.16
	29252	THREE RIVERS TREATMENT CEN	PROFESSIONAL SERVICE			2,450.00
						23,552.74 *
						23,552.74 **
						ACCOUNT TOTAL
						MAJOR TOTAL
5637	15140	FACES, INC	FACES		SIGN 0522	8,058.70
						8,058.70 *
						8,058.70 **
						ACCOUNT TOTAL
						MAJOR TOTAL
081100		PLANNING				553.47
3600	15241	FARMVILLE HERALD	Advertising		222498 1424456	553.47 *
						ACCOUNT TOTAL
5210	11250	BENCHMARK COMMUNITY BANK	Postal Services		1563 ADMIN 0522	14.99
	11250	BENCHMARK COMMUNITY BANK	BENCHMARK COMMUNITY BANK		1563 ADMIN 0522	13.60
						28.59 *
						ACCOUNT TOTAL
5230	31339	VERIZON WIRELESS	Telecommunications		242374982 0422	80.76
	31339	VERIZON WIRELESS	VERIZON WIRELESS		242374982 0522	80.76
						161.52 *
						ACCOUNT TOTAL
5530	25961	PYLE, HOWARD	Travel-Subsistence & Lodg		REIMB 04252022	156.10
	25961	PYLE, HOWARD	PYLE, HOWARD		REIMB 04252022	31.85
	25961	PYLE, HOWARD	PYLE, HOWARD		REIMB 0522	57.07
						245.02 *
						ACCOUNT TOTAL
6008	25961	PYLE, HOWARD	Vehicle & Powered Equip F		REIMB 0522	30.00
						30.00 *
						1,018.60 **
						ACCOUNT TOTAL
						MAJOR TOTAL
081500		ECONOMIC DEVELOPMENT				500.00
3160	12745	COMMONWEALTH REGIONAL	Professional Services		TOBCOM/VDEP/YAK	500.00 *
						ACCOUNT TOTAL
5210	11250	BENCHMARK COMMUNITY BANK	Postal Services		1555 ADMIN 0522	26.95
						26.95 *
						ACCOUNT TOTAL

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INVT#	DESCRIPTION	AMOUNT
5230	31339	31339	Telecommunications VERIZON WIRELESS	242374982	CELLULAR SERVICE	40.38
	31339		VERIZON WIRELESS	242374982	CELLULAR SERVICE	40.38
					ACCOUNT TOTAL	80.76 *
5602	12745		Regional Development Part COMMONWEALTH REGIONAL	GO VA GRANT %	REDO GOVA GRANT MTCH	2,500.00
5899	11529		Special Projects BRIGHT IMAGES, INC.	20215972	PEC BUS PRK SIGNAGE	742.92 *
					ACCOUNT TOTAL	742.92 *
6001	10259		Office Supplies AMAZON CAPITAL SERVICES	IRVL N11T LJRT	BKLET EXPANSN MAILER	142.12
	11250		BENCHMARK COMMUNITY BANK	1563 ADMIN 0522	ADOBE	14.99
	11902		BUSINESS DATA OF VA, INC.	01 1886	NORTON	34.95
	20600		KEY OFFICE SUPPLY	564907	DESK CALENDAR	11.64
	20600		KEY OFFICE SUPPLY	567045	BINDER CLIPS	3.32
					ACCOUNT TOTAL	207.02 *
					MAJOR TOTAL	4,057.65 **
081600			TOURISM			
3600	15240		Advertising FARMVILLE NEWSMEDIA	129579	ADVERTISING TOURISM	129.05
	15240		FARMVILLE NEWSMEDIA	129579	ADVERTISING TOURISM	129.04
					ACCOUNT TOTAL	258.09 *
5110	31846		Electrical Services DOMINION ENERGY VIRGINIA	0675198071	ELECTRIC	154.15
	31846		DOMINION ENERGY VIRGINIA	0675198071	ELECTRIC	149.77
	31846		DOMINION ENERGY VIRGINIA	1059387447	ELECTRIC	33.91
	31846		DOMINION ENERGY VIRGINIA	1059387447	ELECTRIC	44.79
					ACCOUNT TOTAL	382.62 *
5130	29332		Water & Sewer TOWN OF FARMVILLE	VISR CNTR 0522	WATER & SEWER	48.84
					ACCOUNT TOTAL	48.84 *
5210	11250		Postal Services BENCHMARK COMMUNITY BANK	1563 ADMIN 0522	UPS CHARGES	59.41
	11894		BUSINESS CARD	0639PUCKETT0622	UPS CHARGES	77.50
					ACCOUNT TOTAL	136.91 *
5230	21319		Telecommunications CENTURYLINK	310393238	PHONE	385.91
					ACCOUNT TOTAL	385.91 *
6001	20600		Office Supplies KEY OFFICE SUPPLY	567044	PAPER/PENS/NOTES	103.78
	20600		KEY OFFICE SUPPLY	567046	INK CARTRIDGES	455.06
					ACCOUNT TOTAL	558.84 *
					MAJOR TOTAL	1,771.21 **
082300			FLOOD & EROSION CONTROL			
5470	17925		Stormwater Review Fees HURT & PROFFITT, INC	71176	PEC SWM PLAN REVIEW	900.00
					ACCOUNT TOTAL	900.00 *
					MAJOR TOTAL	900.00 **

MAJOR# ACCT#	VENDOR NUMBER NAME	INVOICE#	DESCRIPTION	AMOUNT
083500	COOPERATIVE EXTENSION OFFICE			
3199	Purchase of Service - Oth 29913 TREASURER VA TECH	3RD QTR 0422	3RD QUARTER SUPPORT	10,683.46 *
5230	Telecommunications 21319 CENTURYLINK	309520098 0522	PHONE	155.08 *
			ACCOUNT TOTAL	10,838.54 **
091000	GENERAL EXPENSE			
5230	Internal Telecom Account 23933 SEGRA	165866886 0522	PHONE	2,760.88 *
5807	Contingency 27756 ROCHEFFE'S FLORIST 27756 ROCHEFFE'S FLORIST	19548 19609	FLOWERS RANDY COOK FLOWERS (JONES)	132.99 294.00 *
			ACCOUNT TOTAL	426.99 *
			MAJOR TOTAL	3,187.87 **
094000	CAPITAL PROJECTS			
0007	BUSINESS PARK ROAD DEVELO 29280 TIMMONS GROUP 29280 TIMMONS GROUP	284144 49081 286815 49081	PEBP AC RD REDSN SUP PEBP AC RD REDSN SUP	5,474.50 4,244.00 *
			ACCOUNT TOTAL	9,718.50 *
0043	General Properties 21283 LAND PLANNING & DESIGN ASS	21070 9 2022290	DRAWINGS/DESIGN	8,681.94 *
			ACCOUNT TOTAL	8,681.94 *
			MAJOR TOTAL	18,400.44 **
			FUND TOTAL	325,826.93

AP375H
 6/01/2022
 FUND # - 115 CDA SPECIAL LEVY FUND

PRINCE EDWARD
 LISTING OF INVOICES FOR 5/01/2022 -- 5/31/2022

AFTER CHECKS
 PAGE 20

MAJOR# ACCT# 012110	VENDOR NUMBER CDA SPECIAL LEVY	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
0001	25545	Special Levy Payment to C POPLAR HILL COMMUNITY	SPECIALLEVY0522	SPECIAL LEVY PMT	31,612.06
				ACCOUNT TOTAL	31,612.06 *
				MAJOR TOTAL	31,612.06 **
				FUND TOTAL	31,612.06

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
012110	31421	GRANITE FALLS EXPENDITURES			
5307		Insurance			
	31421	VACORP	102092 072C 23	CORP INS. VAGR072C23	1,529.00
				ACCOUNT TOTAL	1,529.00 *
				MAJOR TOTAL	1,529.00 **
				FUND TOTAL	1,529.00

MAJOR# ACCT# 010000	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	ACCOUNT TOTAL	AMOUNT
3150	25213	Legal Services PANDAK & TAVES, PLLC	351	SR WATER PRJCT (PPEA)	2,347.15	2,347.15 *
3160	25327	Professional Service-Engi PENNONI ASSOCIATES INC.	1118842	21001 PPEA ENGS	2,100.00	2,100.00 *
					4,447.15	4,447.15 **
				FUND TOTAL	4,447.15	

MAJOR# ACCT# 000100	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
0311	20904	Special Projects - Broadb KINEX NETWORKING SOLUTION	BRDBND PRJCT 2	BROADBAND PROJECT	143,177.45
	20904	KINEX NETWORKING SOLUTION	BRDBND PRJCT 3	BROADBAND PROJECT	28,978.73
	20904	KINEX NETWORKING SOLUTION	BRDBND PRJCT 4	BROADBAND PROJECT	37,652.30
	20904	KINEX NETWORKING SOLUTION	BRDBND PRJCT 5	BROADBAND PROJECT	256,816.52
				ACCOUNT TOTAL	466,625.00 *
				MAJOR TOTAL	466,625.00 **
				FUND TOTAL	466,625.00

MAJOR# ACCT#	VENDOR NUMBER GENERAL	VENDOR NAME PROPERTIES	INV#	DESCRIPTION	ACCOUNT TOTAL	MAJOR TOTAL	FUND TOTAL	AMOUNT
5130	29332	Water Service TOWN OF FARMVILLE		WATER TANK 0522				78.76
				WATER & SEWER				78.76 *
								78.76 **
								78.76

MAJOR# ACCT# 043200	VENDOR NUMBER GENERAL	VENDOR NAME PROPERTIES	INV#	DESCRIPTION	AMOUNT
5110	31846	Electrical Services DOMINION ENERGY VIRGINIA	4148700281	SEWER PUMP	43.02
				ACCOUNT TOTAL	43.02 *
				MAJOR TOTAL	43.02 **
				FUND TOTAL	43.02

MAJOR# ACCT# 042300	VENDOR NUMBER COLLECTIONS	VENDOR NAME	INVOICE#	DESCRIPTION	AMOUNT
3310	21811	Repairs & Maintenance LOWE'S	906876	IND SPRA/ESY OFF/BKT	58.31
3311	14300	Repairs & Maint-Auto & Eq EAST END MOTOR CO INC	214898	2020 KENW T400	58.31 *
	25596	POWELL'S IDEALEASE, LLC	668231	HINGE/BRACKETS	1,076.65
	25596	POWELL'S IDEALEASE, LLC	668494	SUPPORTS	220.86
	25596	POWELL'S IDEALEASE, LLC	668495	TENSIONER/BELT FAN	185.79
				ACCOUNT TOTAL	376.35
3840		Contract Landfill - POS			1,859.65 *
	10254	REPUBLIC SERVICES #974	0974 000602714	TRASH COLLECTION	446.48
	10254	REPUBLIC SERVICES #974	0974 000602715	TRASH COLLECTION	231.03
	10254	REPUBLIC SERVICES #974	0974 000602716	TRASH COLLECTION	476.92
	10254	REPUBLIC SERVICES #974	0974 000604260	TRASH COLLECTION	453.23
	10254	REPUBLIC SERVICES #974	0974 000604261	TRASH COLLECTION	236.15
	10254	REPUBLIC SERVICES #974	0974 000604262	TRASH COLLECTION	258.55
				ACCOUNT TOTAL	2,102.36 *
3841	14723	Purchase of Service - Rec EMANUEL TIRE OF VIRGINIA	500886	TIRE RECYCLING	556.50
	14723	EMANUEL TIRE OF VIRGINIA	500991	TIRE RECYCLING	1,267.50
	28866	STEPS, INC	APRIL 2022	RECYCLING	2,218.90
				ACCOUNT TOTAL	4,042.90 *
5110		Electrical Services			
	28640	SOUTHSIDE ELECTRIC COOP	114379001 0622	2872 BUFFALO CH ELEC	57.73
	28640	SOUTHSIDE ELECTRIC COOP	114379003 0522	ELECTRIC VIRSO ROAD	86.61
	31846	DOMINION ENERGY VIRGINIA	0599507431 0622	RICE COLLECTION CNTR	54.75
	31846	DOMINION ENERGY VIRGINIA	0670040567 0522	CELL C PUMP STATION	20.62
	31846	DOMINION ENERGY VIRGINIA	0670040567 0622	CELL C PUMP STATION	18.79
	31846	DOMINION ENERGY VIRGINIA	1144204110 0522	ELECTRIC	49.90
	31846	DOMINION ENERGY VIRGINIA	1144204110 0622	ELECTRIC	37.98
	31846	DOMINION ENERGY VIRGINIA	4268948512 0522	ELECT. HARDTIMES RD	141.00
	31846	DOMINION ENERGY VIRGINIA	4268948512 0622	ELECT HARDTIMES RD	96.24
	31846	DOMINION ENERGY VIRGINIA	5181167213 0522	SCLHSE LECHATE PUMP	386.62
	31846	DOMINION ENERGY VIRGINIA	5181167213 0622	SCLHSE LECHATE PUMP	441.01
	31846	DOMINION ENERGY VIRGINIA	7471653571 0522	WORSHAM SITE	55.71
	31846	DOMINION ENERGY VIRGINIA	7471653571 0622	WORSHAM SITE	51.76
	31846	DOMINION ENERGY VIRGINIA	8601161519 0522	PROSPECT ELECTRIC	75.03
	31846	DOMINION ENERGY VIRGINIA	8601161519 0622	PROSPECT ELECTRIC	60.69
	31846	DOMINION ENERGY VIRGINIA	8970737501 0522	SCALE HOUSE	88.71
	31846	DOMINION ENERGY VIRGINIA	8970737501 0622	SCALE HOUSE	71.06
	31846	DOMINION ENERGY VIRGINIA	9176847250 0522	LANDFILL SHELTER	26.16
	31846	DOMINION ENERGY VIRGINIA	9176847250 0622	LANDFILL SHELTER	22.70
				ACCOUNT TOTAL	1,843.07 *
5230		Telecommunications			
	21319	CENTURYLINK	309480181 0522	PHONE	78.09
	21319	CENTURYLINK	309480181 0622	PHONE	78.09
	21319	CENTURYLINK	309553498 0522	PHONE	63.06

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5440	28869	Portable Toilet Rental STIFF O O INC	9791	MONTHLY SERVICE	877.50 *
6008	14700	Vehicle & Powered Equip F ELLINGTON ENERGY SERVICE	4492	DIESEL	258.00
	14700	ELLINGTON ENERGY SERVICE	4913 MARCH 2022	DIESEL	328.00
	14700	ELLINGTON ENERGY SERVICE	6559	DIESEL	63.54
	23246	NAPA AUTO PARTS (APPOMATTO)	213236	BLUE DEF 2.5 GAL	259.80 *
042400		LANDFILL OPERATIONS		ACCOUNT TOTAL	757.54 *
3160	13779	Professional Services DRAPER ADEN ASSOCIATES	040493 2200605	SWMP 5YR CERT DEQ	1,676.00
	21105	LABELLA ASSOCIATES, D.P.C.	163524 2220095	LANDFILL MONITORING	12,339.78
3310	12220	Repairs/Maintenance CARTER MACHINERY CO INC	1090738	CAT0826 INSPCT/MAINT	1,694.53
	21153	CAPITAL ONE/ WALMART	630109 0422	FRESHNR/FL FLDR/INDX	55.31
	32926	NAPA AUTO PARTS (APPOMATTO)	211338	POWER WAX/SEALER	47.48
	32926	WRIGHT AUTO SUPPLY	233687	UTILITY XL/GLVS/2.5D	176.86
	32926	WRIGHT AUTO SUPPLY	233781	DEGREASER	44.00
	32926	WRIGHT AUTO SUPPLY	234024	DEGREASER/SEALER	73.76
3311	11250	Equipment Repairs & Maint BENCHMARK COMMUNITY BANK	1563 ADMIN 0522	NRTHRN TL PRESS WASH	2,091.94 *
	11491	ARC3 GASES	8775109	CYLINDER RENTAL	695.25
	11491	ARC3 GASES	8855824	CYLINDER RENTAL	30.69
	11491	ARC3 GASES	8895565	CYLINDER RENTAL	29.70
	11491	ARC3 GASES	8897442	OXYGEN	28.33
	11491	ARC3 GASES	8908938	ACETYLENE	80.66
	12220	CARTER MACHINERY CO INC	8908938	OXYGEN/SOAPSTONE HLD	33.69
	12220	CARTER MACHINERY CO INC	1091228	DISASM/ASSM TRACK	1,003.28
	12220	CARTER MACHINERY CO INC	3665087	WASHER/BOLT/GLASS	363.56
	12220	CARTER MACHINERY CO INC	3665088	BOLTS/WASHERS/CLEANE	273.21
	12220	CARTER MACHINERY CO INC	3671753	FAN/MOTOR	336.86
	12220	CARTER MACHINERY CO INC	3677720	GASKT/ORING/SPACER	102.26
	12220	CARTER MACHINERY CO INC	3684127	BOLT/WASHER	2.02
	12220	CARTER MACHINERY CO INC	3684128	SEAL STK	128.52
				ACCOUNT TOTAL	2,091.94 *

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5230	12220	CARTER MACHINERY CO INC	3686802	GLASS FRNT	402.51
	13369	DIAMOND SPRINGS WATER INC	3062 2443636	5 GALLON SPRING	15.18
	13369	DIAMOND SPRINGS WATER INC	3062 2447799	WATER COOLER RENT	8.95
	21797	LLEWELLYN METAL WORKS INC	9176	BOLTS & WASHERS	11.50
	32926	WRIGHT AUTO SUPPLY	235031	BATTERY/10W30	270.89
				ACCOUNT TOTAL	3,817.06 *
5230	21319	Telecommunications CENTURYLINK	309326764 0622	PHONE	120.30
	21319	CENTURYLINK	3093269764 0522	PHONE	121.05
	31339	VERIZON WIRELESS	242374982 0422	CELLULAR SERVICE	80.39
	31339	VERIZON WIRELESS	242374982 0522	CELLULAR SERVICE	80.39
				ACCOUNT TOTAL	402.13 *
5510	11250	Travel BENCHMARK COMMUNITY BANK	1563 ADMIN 0522	HILTON VA BCH JJONES	207.85
	11250	BENCHMARK COMMUNITY BANK	1563 ADMIN 0522	VA RECYCLING JJONES	250.00
				ACCOUNT TOTAL	457.85 *
6008	14700	Fuel ELLINGTON ENERGY SERVICE	40176	TRASHMORE ROAD	12,570.00
				ACCOUNT TOTAL	12,570.00 *
6009	21811	Vehicle & Powered Equip S LOWE'S	906030 IWIGKI	VIVE/PUSHB/MOP	37.00
	21811	LOWE'S	906267 IXVHSW	PREM 2 CYC/SHUT OFF	30.27
	21811	LOWE'S	906552 IWSWAP	POLY SCOOP/TRN SHVL	59.82
				ACCOUNT TOTAL	127.09 *
8207	23792	Physical Plant W C NEWMAN CO INC	40323 1 DUP	CONCRETE (1)	1,605.42
	23792	W C NEWMAN CO INC	40324 2 DUP	CONCRETE (2)	1,605.42
	23792	W C NEWMAN CO INC	40328 3 DUP	CONCRETE (3)	1,605.42
	23792	W C NEWMAN CO INC	40329 4 DUP	CONCRETE (4)	1,605.42
				ACCOUNT TOTAL	6,421.68 *
				MAJOR TOTAL	39,903.53 **
				FUND TOTAL	52,354.20

MAJOR# ACCT# 021400	VENDOR NUMBER NAME PIEDMONT COURT SERVICES	INV#	DESCRIPTION	AMOUNT
3199	Purchase of Services - Ot 18988 INTRINSIC INTERVENTIONS IN 28095 ALERE TOXICOLOGY SERV INC	16566 L319568	ALCOHOL TESTS LAB CONFIRMATIONS	46.50 41.32 87.82 *
3600	Advertising 15240 FARMVILLE NEWSMEDIA 15240 FARMVILLE NEWSMEDIA	222650 1427977 222650 1440931	EMPLOYMENT AD AD RENEWAL 13 WKS	100.00 300.00 400.00 *
5110	Electrical Service 31846 DOMINION ENERGY VIRGINIA	7218131923 0522	ELECTRIC	50.80 50.80 *
5420	Lease/Rent of Building 28724 SRP CORPORATION LLC	RENT 0522	RENT	2,104.00 2,104.00 *
5510	Travel - Mileage 16160 GEE RACHEL 16944 STIMPSON CONNIE 17869 HUDDLESTON LACY 27170 REESE-THOMAS A ROCQUELLE 31091 VITALE MATT 31091 VITALE MATT 32777 WOMACK ROCKY	MILEAGE 0422 MILEAGE 0422 MILEAGE 0422 REIMB 0422 MILEAGE 0422 MILEAGE 0522 MILEAGE 0422	MILEAGE MILEAGE PROBATION MILEAGE MILEAGE MILEAGE TRAVEL MILEAGE MILEAGE	157.36 13.39 111.73 37.44 149.76 74.88 67.86 612.42 *
6001	Office Supplies 20600 KEY OFFICE SUPPLY 26525 QUILL CORPORATION	567443 24949452	USB DRIVE CLEANER	10.58 70.99 81.57 * 3,336.61 **
097001	PCS SUPERVISION FEES EXPENDITURES			
3199	PCS - Purchase of Service 15145 FADS 18988 INTRINSIC INTERVENTIONS IN 27159 REDWOOD TOXICOLOGY LAB	PCS220430 16566 768562	DRUG TESTS ALCOHOL TESTS/SHPPNG DRUG TESTS FOR OFFIC	4,200.00 194.25 562.46 4,956.71 *
3310	PCS - Repairs and Mainten 16944 STIMPSON CONNIE	REIMB 0422	R/M CHECK IN SYS FEE	399.00 399.00 *
5110	PCS - Utilities 31846 DOMINION ENERGY VIRGINIA 31846 DOMINION ENERGY VIRGINIA 31846 DOMINION ENERGY VIRGINIA 31846 DOMINION ENERGY VIRGINIA	4324962309 0522 4324962309 0622 7218131923 0522 7218131923 0622	ELECTRIC ELECTRIC ELECTRIC ELECTRIC	72.53 56.45 91.49 154.12 374.59 *
5230	PCS - Telecommunications 23933 SEGRA	174057257 0522	PHONE	307.82

MAJOR# ACCT#	VENDOR NUMBER 31339	VENDOR NAME VERIZON WIRELESS	INV# 242383617 0522	DESCRIPTION CELL PHONES	AMOUNT 139.68 447.50 *
5420	28724	PCS - Lease/Rent of Build SRP CORPORATION LLC	RENT MAY2022 2	LEASE/RENT	ACCOUNT TOTAL 646.00 646.00 *
5560	16944	PCS - CCJB Meetings STIMPSON CONNIE	REIMB 0422	PCCJB DINNER MEETING	ACCOUNT TOTAL 333.22 333.22 *
6001	20600	PCS - Office Supplies KEY OFFICE SUPPLY	567443	USB DRIVES	48.71
	20600	KEY OFFICE SUPPLY	567487	CARTRIDGES/FAX MCH	160.17
6012	32682	PCS - Books & Subscriptio WILLIAMSON DONALD	REIMB 0422	ZOOM	208.88 *
					ACCOUNT TOTAL 15.74 15.74 *
					MAJOR TOTAL 7,381.64 **
					FUND TOTAL 10,718.25
					TOTAL DUE 893,234.37

108 Approved at meeting of _____ on _____.

Signed _____ Title _____ Date _____
 _____ Title _____ Date _____
 _____ Title _____ Date _____



April 30, 2021

Prince Edward County, Virginia
Post Office Box 382
Farmville, VA 23901

dstanley@co.prince-edward.va.us

spuckett@co.prince-edward.va.us

cbaker@co-prince-edward.va.us

FOR PROFESSIONAL SERVICES RENDERED:

Invoice #1030

General Legal Representation:

4/01/21	Discussion and email correspondence regarding disposition of deceased person with Joey Dayton, Bean Creek Lake State Park Manager, for Nathan Brown, deceased. Email with Catherine A. Shankles, Office of the Attorney General. Second set of emails with Attorney General 4/08/2021. Email saying mother picked up decedent.	1.00 hr.
4/02/21	Review of email and attachments from CVEC Order and Notice of Hearing, Hunton Andrews Akurth, LLP. No Action needed.	.25 hr.
4/05/21	Email and review of documents related to citizen request to abolish the personal property tax. Review of Section 46.2-863 on this topic.	.50 hr.
4/05/21	Email re: loose cows in the Prospect area from citizen and discussion with Animal Control. Additional email re: visit of citizen to Doug.	.25 hr.
4/05/21	Email chain regarding Disabled Vets Personal Property with County Commissioner of Revenue and Doug Stanley. Second set of emails regarding our ordinance and need for amendment. 4/07/21 email- Lynchburg response.	1.00 hr.
4/06/21	Review and email discussion of Board Members Pay as it relates to cost-of-living raises.	

	Review of Code Section 15.2-1414.2. Question put on LGA government Listserv. Review of response. March 18 response from ListServ reviewed.	1.00 hr.
4/06/21	Review and email discussion regarding loose cows, Animal Control walking of fence lines. Agreement to walk the adjoining fence line to investigate.	.50 hr.
4/06/21	Review of several items from Board work session in email from Doug, including Farm Use Tags, Civil Penalty for littering; Covering of truck issues. ListServ request on Farm Tags.	1.00 hr.
4/07/21	Review of email attachments regarding Elderly Disabled Tax Relief June 9, 2019; Elderly & Disabled Exemption 9/8/2015, Motor Vehicle License Tax 3/9/2010 from minutes review.	.75 hr.
4/08/21	Email discussion and preparation of memo to Doug Stanley regarding lack of need to modify or charge a reduced rate ordinance for the disabled veteran. 4/08/2021 Email from Commissioner of Revenue re: Disabled Veteran	1.00 hr.
4/08/21	Receipt of monthly Board packet for 4/13/2021 meeting to review	1.00 hr.
4/09/21	Review of Salaries spreadsheet from Doug Stanley in connection with Virginia Code Section 15.2-1414.2	.50 hr.
4/09/21	Review of statewide Cover Your Load Law, Virginia Code Section 46.2-1156 and 10.1-1424	.50 hr.
4/13/21	Posted question on the ListServ for LGA Attorneys regarding cost-of-living issues for Board of Supervisors. Response from John Blair, Staunton. Response from James Barnett, County of York. Report to Doug Stanley. Draft of Memo. Answer from Lawrence Spencer, Blacksburg.	1.00 hr.
4/13/21	Attended monthly Board of Supervisors Meeting. 7:00 to 10:00	3.00 hr.
4/15/21	Email and review of Crossroads Funding question and review of Code and case law references for Board	.75 hr.
4/16/21	Meeting in Doug's Office to discuss past due bills for waste disposal with Cheryl Stimpson and staff	.75 hr.
4/26/21	Meeting with Doug and Chelsey White to review By-Laws of IDA for Prince Edward	

4/26/21	County Request from ListServ LGA Group re: Conflict of Interest and Board of Supervisors re: the budget process. Review of email from Walter Erwin, Lynchburg	.50 hr.
4/26/21	Email draft with full explanation and completed forms for 2 members of the Board of Supervisors with COIA 4/27/2021 - email from Jerry Townsend re: wife's employment with the school.	.75 hr.
4/27/21	Review of discussions regarding Collective Bargaining Issue for May 1, 2021 Deadline and email to Doug Stanley	1.00 hr.
4/27/21	Verbal and Written COIA for Beverly Booth & Jerry Townsend for budget meeting in an email from Sarah Puckett. Email with changes to submitted statements.	.25 hr.
4/28/21	Review of FOIA request from Nelson Bailey in Buckingham for FOIA Training	.75 hr.
		.25 hr.

Total hours = 18.25 hrs. @ \$200.00/hr.

BALANCE DUE **\$3,650.00**

DUE UPON RECEIPT

Please make check payable to Terri Atkins Wilson, P.C



May 31, 2021

Prince Edward County, Virginia
Post Office Box 382
Farmville, VA 23901

dstanley@co.prince-edward.va.us

spuckett@co.prince-edward.va.us

cbaker@co-prince-edward.va.us

FOR PROFESSIONAL SERVICES RENDERED:

Invoice #1031

General Legal Representation:

5/3/21	Review ListServ responses concerning the Employee Collective Bargaining Issue for May Board Meeting agenda item	.75 hr.
5/3/21	Review of Transient Occupancy Tax Draft For Board	1.00 hr.
5/3/21	Review of several localities' copies of Ordinances regarding Statements of Economic Interest for personal interest statement Inquiry	.75 hr.
5/3/21	Planning meeting with Doug Stanley and Staff to discuss list of upcoming ordinance modifications, collection of waste management past due accounts	2.00 hr.
5/5/21	Email and discussion of collection letters and its proper wording for solid waste past due accounts. Approved of letter and emails to Cheryl and Doug	.75 hr.
5/6/21	Emails and review of Meals Tax Ordinance for Redrafting of Ordinance. Emails with adjoining localities regarding Cigarette Tax and Discussion	1.00 hr.
5/6/21	Email and review plus draft sent for the Transient Occupancy Tax. Discussion with Sarah Puckett on final revisions to Draft Ordinance	1.00 hr.
5/7/21	Receipt of Board Packet for upcoming 5/11/21 meeting	1.00 hr.

5/10/21	Email and review of list of open items from Doug Stanley to include several drafts completed over the last month. 5/10/21 email regarding concerns over to-do list	.75 hr.
5/11/21	Attendance at the monthly Board of Supervisors Meeting	3.00 hr.
5/13/21	Email receipt and review of document entitled "Memorandum of Agreement for Offender Labor for Transportation Projects," from Jerry Townsend. Removed VDOT from agreement. 5/14/21 sent final copy.	1.00 hr.
5/13/21	Email discussions and response to collection issues with landfill billing with Cheryl Stimpson	.25 hr.
5/13/21	Email and review of Article about solar facility and Board of Supervisors	.25 hr.
5/17/21	Email discussion regarding KINEX Broadband Funding and drafting of agreement. 5/18/2021 - another email with DHCD Broadband Office.	.75 hr.
5/19/21	Review of email with several different localities and their solar agreements to include Charlotte, Greenville, Halifax, King and Queen and Richmond County. 5/21/2021 email with Revenue Sharing Ordinance example for review.	1.00 hr.
5/26/21	Email notification of Muni code update to County Code online.	.25 hr.

Total hours = 15.5 hrs. @ \$200.00/hr.

BALANCE DUE **\$3,100.00**

DUE UPON RECEIPT

Please make check payable to Terri Atkins Wilson, P.C



**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 8-d
Department: County Administration
Staff Contact: Cheryl Stimpson
Agenda Item: Salaries

SUMMARY:

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

COST:

ATTACHMENTS: None.

RECOMMENDATION: None.

SAMPLE MOTION:

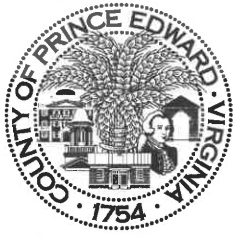
Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 9
Department: County Administration
Staff Contact: Sarah Elam Puckett
Agenda Item: Highway Matters

SUMMARY:

VDOT Resident Engineer, Scott D. Frederick, P.E., will not be present for the June meeting. Staff will record any highway matters to forward to Mr. Frederick.

COST:

ATTACHMENTS: None.

RECOMMENDATION: None.

SAMPLE MOTION:

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 10 –a
Department: Board of Supervisors
Staff Contact: Douglas P. Stanley/Cheryl Stimpson
Agenda Item: PUBLIC HEARING: American Rescue Plan Act (ARPA) Funding

Summary: As the Board is aware, the Prince Edward County Public Schools has received a total of \$1,114,557.00 of additional CARES Act – ESSER III Funding for addressing unfinished learning, before and after school programs, and summer programs.

Prior to the expenditure and in accordance with 15.2-2507 of the *Code of Virginia*, the Board will hold a public hearing to increase the FY 22 County and School Budgets, accepting the distribution of federal funds and appropriate the funding to the FY 22 County and School Budgets.

Attached is a copy of the School’s Request of Appropriation of Additional Funds that represents the plan of expenditures.

Attachments: Public Hearing Notice
School Letter

Recommendation: Following the public hearing, the Board will wish to increase the FY 22 County Budget and FY 22 School Budget by \$1,114,557.00 and appropriate same funds to enable the expenditure of the federal ARPA funding.

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____
Townsend _____

Wilck _____



Please publish the following public hearing notice in **THE FARMVILLE HERALD** on Wednesday June 1, 2022 and Wednesday, June 8, 2022.



NOTICE OF PUBLIC HEARINGS

The Prince Edward County Board of Supervisors will hold a **PUBLIC HEARING** on Tuesday, June 14, 2022, commencing at 7:30 p.m. in the Board of Supervisors Room, Prince Edward County Courthouse, 111 N. South Street, 3rd Floor, Farmville, Virginia, to receive citizen input prior to considering the following:

Pursuant to Section 15.2-2507 of the Code of Virginia, the Board will consider amendments to the FY 22 County Budget and FY 22 County School Budget, and accept the distribution of \$1,114,577.00 of Federal Coronavirus Relief Funds to be appropriated by the Board of Supervisors and distributed to the Prince Edward County Public Schools.

Citizen input for Public Hearings of the Board of Supervisors will be received by Karin Everhart, Deputy Clerk to the Board of Supervisors, using one of the following methods:

1. **In-Person Participation:** While county meetings have re-opened to the public, there is still limited seating. To enter the Prince Edward County Courthouse, individuals are required at all times to wear a mask and to socially distance. The Board of Supervisors appreciates the public's cooperation with these measures as the courthouse continues to operate under judicial order.
2. **Written Comments:** Please limit word count to no more than 500 words. Comments must be received by 2:00 p.m. the day of the meeting.
 - a. **Mailed:** Board of Supervisors
P.O. Box 382, Farmville, VA 23901.
 - b. **E-Mailed:** board@co.prince-edward.va.us
3. **Remote Participation:** Citizens may participate remotely during the meeting. To call in to the meeting, please dial: **1-844-890-7777**. When prompted for an Access Number: **390313**. Citizens are encouraged to pre-register with the County Administrator's Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of speakers, the Chair will determine the time allotted to each speaker.
4. **County YouTube Channel:** Citizen may also view the monthly Board of Supervisors meeting live (no public input) at the County's YouTube Channel: (link is also on County website under Meetings & Public Notices.) <https://www.youtube.com/channel/UCyfpsa5HEjIWejBSc5XwplA/featured> .

Additional information regarding the proposed budget amendment is available for public review on the County's web site at www.co.prince-edward.va.us or in the Prince Edward County Administrator's Office, 111 N. South Street, 3rd Floor, Farmville, VA. It is the County's intent to comply with the Americans with Disabilities Act. Should you have questions or require special accommodations, please contact the County Administrator's Office at 434-392-8837.

###

PRINCE EDWARD COUNTY PUBLIC SCHOOLS

School Board

February 9, 2022

Prince Edward County
Mr. Doug Stanley, County Administrator
P. O. Box 382
Farmville, VA 23901

Dear Mr. Stanley:

The Prince Edward County School Board respectfully requests an appropriation of funds in the amount of \$1,114,577.00.00 to the CARES ACT budget for the 2021-2022 school year. These additional funds will be placed into the CARES ACT budget for a new total for the FY2021-2022 school year of \$9,641,699.40. There is no local match required for this appropriation.

Thank you for your consideration of this request.

Respectfully submitted,



Dr. Barbara A. Johnson
Superintendent



Mrs. Lucy Carson
Chairperson, School Board

BAJ/vmj

pc: School Board Members

Attachment

UNITED IN EXCELLENCE

35 Eagle Drive Farmville, VA 23901 | Telephone: 434-315-2150 | Fax: 434-392-1911

Action Item 9B:

Subject: Request of Appropriation of Additional Funds

Recommendation: It is recommended that the School Board request from the Prince Edward County Board of Supervisors to appropriate an additional \$1,114,577.00 to the CARES ACT Budget for 2021-2022 school year.

Increase: \$1,114,577.00 (ARP Act ESSER III School Division Awards for Addressing Unfinished Learning, Before and After School Programs, And Summer Programs (New FY2021-2022))

The additional amount will represent a total of \$9,641,699.40 under the CARES ACT program for the FY2021-2022 school year.

Rationale: Prince Edward County Public Schools has received an additional \$1,114,577.00 in CARES ACT funding.

Budget: Revenues – Cares Act
Expenditure – Instruction

Legal Reference: Prince Edward County School Board Policies
DA – Management of Funds
DB – Annual Budget



Virginia Department of Education
 P.O. Box 2120
 Richmond, Virginia 23218-2120

Place an "X" by the applicable response.

<input checked="" type="checkbox"/>	Original
<input type="checkbox"/>	Revision :
	Revision # <input type="text"/>
	Date: <input type="text"/>
	<u>Explain</u>
<input type="checkbox"/>	Amendment:
	Amendment # <input type="text"/>
	Date: <input type="text"/>
	<u>Explain</u>

A. COVER PAGE

**American Rescue Plan (ARP) Act
 Elementary and Secondary School Emergency Relief (ESSER) III Fund
 Formula Fund Application
 Due by September 1, 2021**

To be Completed by School Division			
Applicant (Legal Name of Agency):		Division Number:	Application Coordinator:
PRINCE EDWARD COUNTY PUBLIC SCHOOLS		073	Mrs. Amy McClure
Email:	amy.mcclure@pecpsk12.org	Phone:	434-315-2150
		Ext:	2341

LOCAL EDUCATIONAL AGENCY (LEA) CERTIFICATION

Use of Funds: The applicant designated above applies for an allocation of federal assistance as appropriated under the ARP ESSER III Fund. Specific uses of funds for this award are found in the "Guidelines, Instructions, and Assurances" document.

Assurances: The LEA assures that programs and activities funded under the ARP ESSER III Fund will be administered and implemented in compliance with all applicable statutes, regulations, policies, and program plans. Additionally, the LEA agrees by signing below to implement the assurances located in the application. The assurances and signed cover page are to be retained by the LEA.

Certification: I hereby certify that, to the best of my knowledge, the information contained in this application is correct, and agree on behalf of the LEA to abide by the assurances.

 Superintendent's Signature

Dr. Barbara Johnson

 Superintendent's Name

August 27, 2021

 Date

Application Submission, Approval, and LEA Expenditure of Funds: ARP ESSER III applications must be submitted through OMEGA and are due by September 1, 2021. The initial budget transfer request may be submitted through OMEGA after the LEA has received ESSER III application approval. Funds must be spent and reimbursements submitted in accordance with the approved application. Revisions and Amendments should be submitted in a timely manner.

APPLICATION INFORMATION

ARP ESSER III Fund Formula Allocation	\$ 7,059,250.31
--	-----------------

LEA ARP ESSER III PLAN

The U.S. Department of Education's interim final rule on ARP Act ESSER III funds requires each LEA that receives ARP ESSER III funds to develop and make publicly available on its website a plan for the LEA's use of ARP ESSER III funds. The LEA must engage in meaningful consultation with stakeholders and give the public an opportunity to provide input in the development of its plan. Refer to the Guidelines, Instructions, and Assurances for more information on this requirement.

Provide the URL to the LEA's ARP ESSER III plan:

http://www.pecps.k12.va.us/news/covid-19_information_page

LEA SAFE RETURN TO IN-PERSON INSTRUCTION AND CONTINUITY OF SERVICES PLAN

The ARP Act requires that, within 30 days of receiving ESSER III formula funds, each LEA will develop and make publicly available on its website a plan for the safe return of in-person instruction and continuity of services as required in section 2001(i)(1) of the ARP Act. Before making the plan publicly available, the LEA is required to seek public comment on the plan and take such comments into account in the development of the plan. Refer to the Guidelines, Instructions, and Assurances for more information on this requirement.

Provide the URL to the LEA's Return to In-Person Instruction and Continuity of Services Plan:

http://www.pecps.k12.va.us/news/covid-19_information_page

REVISIONS AND AMENDMENTS

Place an "X" in the first box indicating whether it is a revision or amendment. Enter the date of the revision or amendment. Indicate the tab(s) that have been changed. Provide a concise description of changes.

NOTE: Any changes to the program budget should first be reflected in an amended application, followed by a budget transfer within 7 business days of approval of the amended application. Budget transfers will not be accepted without an approved amended application reflecting budget changes.

1.	Revision	<input type="checkbox"/>	Date:	<input type="text"/>
	Amendment	<input type="checkbox"/>	Date:	<input type="text"/>
2.	Revision	<input type="checkbox"/>	Date:	<input type="text"/>
	Amendment	<input type="checkbox"/>	Date:	<input type="text"/>
3.	Revision	<input type="checkbox"/>	Date:	<input type="text"/>
	Amendment	<input type="checkbox"/>	Date:	<input type="text"/>
4.	Revision	<input type="checkbox"/>	Date:	<input type="text"/>
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8.	Revision	<input type="checkbox"/>	Date:	<input type="text"/>
	Amendment	<input type="checkbox"/>	Date:	<input type="text"/>
9.	Revision	<input type="checkbox"/>	Date:	<input type="text"/>
	Amendment	<input type="checkbox"/>	Date:	<input type="text"/>

EXPENDITURE ACCOUNTS DESCRIPTIONS

These accounts are for budgeting and recording expenditures of the educational agency for activities under its control. Below are definitions of the major expenditure categories. The descriptions provided are examples only. For further clarification on the proper expenditures of funds, contact your school division budget or finance office, the grant specialist in the Virginia Department of Education, or refer to the appropriate federal act.

OBJECT CODE DEFINITIONS:

(revised 5/16/17)

1000 PERSONAL SERVICES - Includes all compensation for the direct labor of persons in the employment of the local government.

Salaries and wages paid to employees for full- and part-time work, including overtime, shift differential, and similar compensation. Includes payments for time not worked, including sick leave, vacation, holidays, jury duty, military leave, and other paid absences that are earned during the reporting period.

For the purposes of this report, the term "salaries" means all compensation including base wage. This also includes amounts paid through salary reduction plans, such as tax-sheltered annuities and flexible benefit plans. Do not confuse this definition with the Virginia Retirement System (VRS) definition, which excludes supplements for retirement calculation purposes in some circumstances.

2000 EMPLOYEE BENEFITS - Job related benefits provided to employees as part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowances.

NOTE: Fringe Benefits are a significant component of employee compensation and, like salaries and wages, are charged to the appropriate object of expenditure within each program. If possible, fringe benefit costs should be charged to the applicable educational program or activity on an ongoing basis. An alternative is to charge all fringe benefits to various benefit accounts. As part of the year-end closing process, these accounts are closed, and all costs are allocated to the appropriate educational program or activity. The following methods are suggested for allocating such cost at year-end. If these methods do not provide reasonable allocations based on circumstances within the school division, then the school division should use another reasonable allocation method. Consistency in application should be maintained at all times.

- Allocation by percentage of payroll dollars
- Allocation by Head Count
- Direct to Program or Activity

3000 PURCHASED/CONTRACTUAL SERVICES - Services acquired from outside sources (i.e., private vendors, public authorities, or other governmental entities). Purchase of the service is on a fee basis or fixed time contract basis. Payments for rentals and utilities are not included in this account description. Allowable payments would be to individual or firms that are independent contractors and not employees of the grantee or sub-grantee organization. The word honorarium is sometimes used to characterize such payments; the term “fee” is preferred.

- Food Purchases – Prepared meals, working meals, and/or catered services purchased through a vendor are included in this object code. Reimbursement is capped at the per diem rate for the meal listed according to the state travel regulations. Examples for this object code include meals provided during day-long professional development sessions, or meals provided to support attendance at family engagement activities. Food purchased from catering services and restaurants such as Pizza Hut, Panera Bread, and Subway is included in this object code.
- Transportation Services Public Carriers – Payments to public carriers for transportation of pupils on vehicles that are used by the public. Include payments for pupils transported in intra-city transit buses, taxicabs, airplanes, and intercity/interstate passenger buses.
- Transportation Services Private Carriers – Payments (either cash or tokens) to parents for transportation of pupils in lieu of providing transportation on school buses. Include allowable payments to parents for pupils attending public, private, and non-sectarian schools. Include costs associated with transporting special education students in school board-owned vehicles to and from school.
- Transportation Services by Contract – Payments to private owners of school buses who contract with the school board to transport pupils to and from public schools. Include payments to owners of private vehicles that contract with the school board to transport pupils to and from designated public and private schools.
- Purchase of Service from Other Governmental Entities – Payments for services purchased from other governmental entities (i.e., other local governments, public authorities, state agencies, and other LEAs) on a contract/fee basis. Tuition payments to other local governments for a jointly operated center are not included here but are reported under “Payments to Joint Operations” (object code 7000).
- Tuition Paid – Other Divisions In-State, Tuition Paid – Other Divisions Out-of-State, and Tuition Paid – Private Schools are included in this object code.

4000 INTERNAL SERVICES - Charges from an Internal Service Fund to other functions/activities/elements of the local government for the use of intergovernmental services, such as data processing, automotive/motor pool, central purchasing/central stores, print shop, and risk management. These services are provided by internal services within the School District and possibly the county but not a vendor.

- Food Purchases – Food purchased from the food services department of a school division or subgrantee equivalent to support professional development or family engagement events is included in this object code. For example, internal expenses for school cafeterias to provide meals to support attendance at family engagement activities are included in this object code.

5000 OTHER CHARGES - Include expenditures that support the use of programs. Includes expenditures that support the program, including utilities (maintenance and operation of plant), staff/administrative/consultant travel, office phone charges, training, leases/rental, indirect cost, and other.

- Travel – includes payments for travel reimbursement for staff/administrative/consultant travel. These are travel costs that are being reimbursed directly to travelers. These costs may include lodging, mileage, meals, and incidentals as allowable according to state travel regulations or documented subrecipient internal travel policies. If the sub-recipient does not have documented internal travel policies, state travel regulations will prevail.
- Contributions to Other Entities – Includes payments to other governmental entities or community organizations that are not related to the direct purchase of a service on a fee basis (which is reported under object code 3000) or payments to joint operations (which are reflected under object code 7000).
- Public Assistance Payments – Payments to individuals for public assistance programs (general government use only).
- Miscellaneous Other Charges – Includes expenditures that support the program, including indirect costs and other costs.

6000 MATERIALS AND SUPPLIES - Includes articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized. This includes any equipment purchased under \$5,000, unless the LEA has set a lower capitalization threshold. Therefore, computer equipment under \$5,000 would be reported in "materials and supplies."

- Food Purchases – Food items purchased from a grocery store or its equivalent for snacks or breaks is included in this object code. Examples include bottled water, granola bars, cookies, and fruit purchased from a store such as Wal-Mart, Food Lion, Costco, etc. Prepared meals is not included in this object code, see object code 3000 for prepared/working/catered meals as purchased/contracted services.
- Vehicle and Powered Equipment Fuels – Gasoline, lubricating oils, or such other fuel used in the operation of vehicles and powered equipment (e.g., lawnmowers) purchased from private sources or governmental agencies.
- Vehicle and Powered Equipment Supplies – Tires, spark plugs, batteries, and chains used in the operation of vehicles and powered equipment purchased from private sources or governmental agencies.
- Textbooks – All textbooks and workbooks purchased to be used in the classroom.
- Instructional Materials – Books (not textbooks) and other materials.

- Technology Software/On-line Content – Include expenditures for videodiscs and computer programs used in the classroom for instructional purposes, operating system software (i.e., standalone software, not software that is pre-installed and included in hardware costs), application software, and on-line or downloadable software and content. Include expenditures for both additions and replacement.
- Non-Capitalized Technology Hardware – Include expenditures for hardware or classroom technology equipment that is not capitalized.
- Non-Capitalized Technology Infrastructure – Include expenditures for technology infrastructure that is not capitalized.

8000 CAPITAL OUTLAY - Note: Indirect cost cannot be claimed against capital outlay and equipment.

Outlays that result in the acquisition of or additions to fixed assets. Capital Outlay includes the purchase of fixed assets both replacement and/or additional.

Capital Outlay Replacement

- Technology – Hardware Replacements – Include capital outlay for replacement of hardware or classroom technology equipment. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)
- Technology – Infrastructure Replacements – Include capital outlay for replacement of technology infrastructure. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)
- Capital Outlay Additions – Include machinery, equipment, furniture, fixtures, communications equipment, motor vehicles, etc. that are capitalized.
- Technology – Hardware Additions – Include capital outlay for additional hardware or classroom technology equipment. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)
- Technology – Infrastructure Additions – Include capital outlay for additional technology infrastructure. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)

• Special Note - Classification of Hardware and Infrastructure Expenditures:

Report expenditures under technology “hardware” for computers, associated peripheral equipment, and other specialized technology equipment. Computers include desktop and laptop machines, handheld computers (i.e., Personal Digital Assistants or PDAs), and mainframe machines. Peripheral equipment includes devices attached to computers, such as monitors, keyboards, disk drives, modems, printers, scanners, cameras and speakers, etc.

Report other specialized computer devices under technology “hardware” such as fax-back and voicemail resources; videoconferencing and other distance education tools, including satellite transmitters and receivers; cable-based receivers; and modem or codec-based video equipment; projection devices, from transparent and opaque projectors to video monitors; and graphing calculators and other specialized computational aids.

Report expenditures under technology “infrastructure” for equipment and devices that enable the linking of computers or video hardware to networks (such as routers, hubs, switches, access servers, modems, or codecs). Infrastructure also refers to cabling installations, whether wire, fiber optic, or coaxial, as well as electrical capacity expansion or HVAC upgrades to support networks. In wireless networking systems, include receivers and transmitters under infrastructure.

C. GENERAL EDUCATION PROVISIONS ACT (GEPA) SECTION 427

Section 427 of the General Education Provisions Act (GEPA) requires applicants for federal funds to include in their applications a description of the steps the applicant will take to ensure equitable access to, and participation in, federally-assisted programs for students, teachers, and other program beneficiaries with special needs. The provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, the applicant should determine whether these or other barriers may prevent students, teachers, etc., from such access or participation in the federally-funded project or activity. The description in the application of steps to be taken to overcome these barriers need not be lengthy; the application may provide a clear and succinct description of how the applicant plans to address those barriers that are applicable to their circumstances.

Describe the steps the division will take to ensure equitable access to, and participation in, grant-funded programs for students, teachers, and other program beneficiaries with special needs as required by the General Education Provisions Act (GEPA) 427, OMB Control No. 1894-00045, Section 427.

In Prince Edward County Public Schools, the mission is to be an inclusive, student-centered community focused on inspiring confident, knowledgeable, and productive citizens who are empowered to lead. The division has one elementary school, one middle school, and one high school. There are two Title I schools in the division: Prince Edward Elementary and Prince Edward Middle School. These Title I schools provide activities and resources authorized under ESEA and IDEA to promote equal opportunities at success for all students. At each school, all parents, students, and teachers regardless of race, ethnicity, gender, national origin, color or disability are equally provided access to all facilities, resources, materials, federally assisted programs, and employment opportunities. Annually, Prince Edward County Schools completes a comprehensive needs assessment in which all stakeholders are involved to ensure academic program planning and implementation include all ideas to support student enrichment activities and learning. In addition, all staff, teachers, and principals are given equal access to all professional development activities that are held within the division, offered regionally or nationally. The school division's Coordinator of Federal Programs in conjunction with the Coordinator of Exceptional Programs, school registrars, and division leaders maintain close communication regarding equity of services for all students.

ASSURANCES**The LEA/grantee assures:**

- I. The program will be administered in accordance with all applicable statutes, regulations, the program plan and the program application;
- II. Funds will be used for activities that are reasonable, necessary, allocable, and allowable under section 2001(e) of the ARP Act. The U.S. Department of Education generally does not consider the following to be an allowable use of ESSER funds: 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the SEA or LEAs or 2) expenditures related to state or local teacher or faculty unions or associations;
- III. The control of funds provided under the program and title to property acquired with program funds will be maintained and administered by the appropriate public agency;
- IV. The public agency will administer the funds and property as required by the authorizing statutes;
- V. It will adopt and use proper methods of administering the program, including -
 - A. The enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and
 - B. The correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation;
- VI. It will cooperate with any examination of records with respect to ARP ESSER III funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of the state educational agency, the U.S. Department of Education and/or its Inspector General, or any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority;
- VII. It will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds paid to the applicant under each program;
- VIII. It will submit such reports to the state educational agency and Secretary may require to enable the state educational agency and the Secretary to perform their duties under the program;
- IX. It will provide opportunities for the participation in, planning of, and operation of each program by teachers, parents, and other interested agencies, organizations, and individuals;
- X. It will maintain program records for five years, provide such information, and afford such access to the records as the state educational agency or the Secretary may reasonably require to carry out the state educational agency's or the Secretary's duties;
- XI. Applications, evaluations, plans, or reports related to each program will be made available to parents and the public;
- XII. Facilities constructed under any program will be consistent with overall state construction plans and standards and with the requirements of Section 504 of the Rehabilitation Act of 1973 in order to ensure that the facilities are accessible to and usable by individuals with disabilities;
- XIII. It has adopted effective procedures for acquiring and disseminating information and research regarding the programs and for adopting, where appropriate, promising educational practices to teachers and administrators participating in each program;
- XIV. It will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with section 2001(e)(2)(R) of the ARP Act. ARP Act funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19;
- XV. It will develop and make publicly available on its website, consistent with Section 2001(i)(1) of the ARP Act and the USED Interim Final Rule on ARP Act ESSER III funds and not later than 30 days after receiving the allocation of funds, a plan for the safe return to in-person instruction and continuity of services. Before making the plan publicly available, it will seek public comment on the plan and take such comments into account in the development of the plan and will periodically review and revise the plan according to federal requirements;
- XVI. It will develop and make publicly available on its website, consistent with the USED Interim Final Rule on ARP Act ESSER III funds and no later than 90 days after receiving the allocation of funds, a plan for the LEA's use of ARP ESSER III funds. It will engage in meaningful consultation with stakeholders and give the public an opportunity to provide input in the development of its plan;
- XVII. It will ensure that funds are expended in accordance with the approved original or amended application. In the event that it needs to expend funds in any manner other than stipulated in the approved application, it will amend the plan using the amendment process provided by the Virginia Department of Education. The application will be amended before funds will be expended for activities not approved in the application;
- XVIII. It will adhere to the provisions of the Federal Funding Transparency and Accountability Act (FFATA), and will obtain a valid DUNS number prior to applying for funds;

- XIX. It will comply with the provisions of all applicable acts, regulations and assurances; the provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the U.S. Department of Education in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the U.S. Department of Education in 2 CFR part 3474;
- XX. It will comply with the provisions of 2 CFR part 200 section 200.116, which prohibits the purchase of certain telecommunications and video surveillance services or equipment as described in Public Law 115-232, section 889; and
- XXI. None of the funds expended under the program will be used to acquire equipment (including computer software) if such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees.

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 11
Department: County Administration
Staff Contact: Douglas P. Stanley
Agenda Item: Virginia State Parks Update

SUMMARY: Representatives of our County’s three Virginia State Parks will be present to update to Board on the activities of High Bridge Trail, Twin Lakes and Sailor’s Creek Battlefield State Park.

COST:

ATTACHMENT:

RECOMMENDATION:

SAMPLE MOTION:

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 12
Department: Cannery
Staff Contact: Patty Gulick
Agenda Item: Cannery Update – 2022 Season

Summary:

- Cannery Manager Patty Gulick will be in attendance at the Board meeting to update the Board on the upcoming 2022 home canning season.
- Still awaiting confirmation that a representative of Virginia Food Works will attend the meeting to provide a commercial canning update.
- Once the boiler installation schedule is confirmed, the County will be putting out a press release to provide citizens updated information to our citizens and cannery patrons.

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 13
Department: Animal Control
Staff Contact: Chris Riviere
Agenda Item: Animal Control Update

Summary: Chief Animal Control Officer Chris Riviere will be in attendance at the Board meeting to update the Board on the activities of County Animal Control.

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 14
Department: Economic Development & Tourism
Staff Contact: Chelsey White
Agenda Item: Economic Development & Tourism Update

Summary: Chelsey White will be present to provide the Board an update on the County's Economic Development & Tourism programs.

Attachment: Economic Development & Tourism Report

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

Chelsey White

Director of Economic Development & Tourism



Prince Edward County, Virginia

Office of Economic Development & Tourism

Economic Development and Tourism Report:

- Continued to work with industrial and commercial developer prospects to find sites around Prince Edward County including the Prince Edward Business Park and privately-owned industrial properties. Presented information on the benefits of the Enterprise Zone Program to citizens and developers upon request.
- Participated in the SOVA Innovation Hub video projects which combined footage from around the region that shows the work happening through [RISE Collaborative](#). The footage included economic development partners and community members brainstorming the design concept in the space.
- Attended the MBC board meeting at Longwood University to speak about the need for the facility in the economic development realm and the impact it could have in building the next generation for an innovative workforce. Also answered questions about the County's efforts to develop the HIT Park.
- Participated in the GOVA Region3 Minority Engagement Workgroup meeting. Our regional entrepreneurship/innovation implementation grant includes a strong commitment to diversity, equity, and inclusion in programs developed.
- Assisted the IDA with the closing of the TRRC Community and Business Lending program loan for the Kinex Broadband Expansion project.
- Assisted the CRC with completing the TRRC Southern Virginia Grant request for A&E for the Elevated Water Tank to be located at the HIT Park.
- Prince Edward County was awarded \$530,100 in grant funding from the Tobacco Commission for a water tank in the HIT Park.
- Assisted with the Access Road Project which went out to bid on June 1st.
- Assisted the IDA on the HSC bond issue closing for the dorm renovation project.
- Continued to participate in economic development programs, collaborations, and educational opportunities through regional and state organizations including VEDP, SOVA RISE, and the Virginia Economic Development Association (VEDA).

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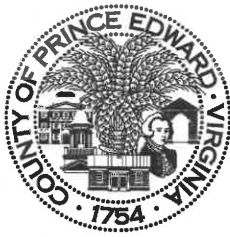
Chelsey White

Director of Economic Development & Tourism

- The VTC application for the Virginia Regional Marketing Program: DMO Marketing Grant #0322-0032-DMO, A Wonderful Week(end): Wellness, Working Remotely, Working Out has been approved in the requested amount of \$20,000.
- Continued to manage the tourism marketing logo development and the THOYA brochure update.
- Participated in Virginia's Crossroads quarterly meeting in Charlotte County at Patrick Henry's Red Hill to plan for any carry out regional tourism marketing campaigns and initiatives.
- Visited local businesses to coordinate tourism-related projects and marketing campaigns.
- The Visitor Center hosted registration for High Bridge Trail State Park's National Trails Day Race event on June 1st.
- Shot Visitor Center video promotional videos to be debuted on new social media platforms. Continued planning for the launch of Facebook and Instagram social media platforms to market tourism opportunities in Prince Edward County.
- Continued participation in County marketing efforts with Letterpress Communications. Continued to participate in local, regional, and state organizations including THOYA, Virginia's Crossroads, and the Virginia Tourism Corporation in marketing the County's tourism opportunities.
- The Visitor Center is open again every Saturday. The hours of operation are Monday through Saturday from 8:30 am until 4:30 pm.

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item No.: 15
Department: Tourism
Staff Contact: Douglas Stanley/Chelsey White
Issue: Prince Edward County Tourism Council

SUMMARY:

On June 8, 2021, the Prince Edward County Board of Supervisors amended and approved Ordinance 70-221 thru 70.231 pertaining to the Transient Occupancy Tax (TOT). Effective July 1, 2021, a TOT of seven percent of the total amount paid for lodging for hotels, motels, campgrounds, and other facilities offering lodging within the county, and outside the Town of Farmville (as Farmville has its own occupancy tax), shall be reported to the Commissioner of the Revenue on or before the last day of the following calendar month. The TOT will allow the County to collect money to be spent for tourism purposes and it will allow the County to put additional resources into branding and marketing the community as a destination. Additionally, this would allow the County to support and enhance restaurants, lodging establishments, and the many amenities in the community. To comply with Section 58.1-3819 of the Code of Virginia, as amended, a tourism council could be developed to consult the County on marketing and tourism initiatives.

Staff proposes the attached bylaws for the creation of the Prince Edward County Tourism Council. The Council will advise, assist, support, and advocate for tourism policies, programs, and activities to market and promote Prince Edward County. This Council will serve as the “local tourism industry organization” referred to in Section 58.1-3819 of the Code of Virginia, as amended, and will include local lodging partners as indicated in the Code section. The Council will be composed of not less than five (5) nor more than nine (9) voting members. The Director of Economic Development and Tourism will serve on the Council as a non-voting member. The Marketing Assistant will serve on the Council as a non-voting member and as a recording secretary. To the extent practicable, the Tourism Council will have a diverse representation from the following tourism-related industries: outdoor recreation, higher education, destination shopping/retail, lodging, museums, state parks, spirits (wineries/vineyards, breweries), and/or the Chamber of Commerce in Prince Edward County, with no more than one-third of the Council members representing a single tourism industry.

A similar organization existed from 2007 to about 2012, named the Prince Edward County Tourism Advisory Board. It was a joint board set forth by Prince Edward County and the Town of Farmville. The attached bylaws were developed using examples from Greene County and Warren County/the Town of Front Royal.

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____



**Board of Supervisors
Agenda Summary**

ATTACHMENT: Proposed Prince Edward County Tourism Council Bylaws

RECOMMENDATION: Approve the attached bylaws for the Prince Edward County Tourism Council.

SAMPLE MOTION:

I move that the Board of Supervisors approve the attached bylaws for the Prince Edward County Tourism Council.

OR

I move that the Prince Edward County Board of Supervisors table this item for further discussion.

ATTACHMENTS:

COST:

RECOMMENDATION:

SUGGESTED MOTION:

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

**PRINCE EDWARD COUNTY TOURISM COUNCIL
BY-LAWS**

The Prince Edward County Board of Supervisors and the Prince Edward County Tourism Council adopt the following articles in order to provide guidance to the members in the performance of their duties.

ARTICLE I – GENERAL

1. **NAME:** There will be a Prince Edward County Tourism Council, hereafter “the Council”, under the guidance of the Prince Edward County Board of Supervisors, hereafter “BOS”. The Council will work in conjunction with the Director of Economic Development and Tourism, hereafter “Director” and the office of Economic Development and Tourism, hereafter “EDT”.

2. **GENERAL PROCEDURE:** In all matters not prescribed by the Code of Virginia or these by-laws, the Council will follow the procedure set forth in Robert’s Rules of Order.

3. **PURPOSE:** The principal purpose of the Council is to work in conjunction with the Director on how best to promote Prince Edward County as a travel destination and raise the tourism economic impact. The Council shall serve as the local organization required by State Code 58.1-3819 requiring the County to “consult with local tourism industry organizations” to ensure Transient Occupancy Tax (TOT) revenues are designated and spent solely for local tourism and travel, marketing of tourism or initiatives to generate tourism revenues in the locality.

4. **FUNDING:** The Council is an advisory body to the BOS and the EDT and receives no direct funding. Prince Edward County tourism initiatives are funded by 3/7 of the 7% Transient Occupancy Tax (TOT) paid to the General Fund of Prince Edward County to be used for the promotion of tourism within Prince Edward County. Annually, the Council will advise the Director in proposing the Tourism Marketing Budget to the BOS through the County’s budgeting process. Tourism funds will be managed by the Director with guidance from the Council according to an annual Tourism operating budget approved by the BOS.

5. **COMPENSATION:** Council members shall serve without monetary compensation.

ARTICLE II – STRUCTURE AND PROCEDURE

1. **COMPOSITION:** The Council will be composed of not less than five (5) nor more than nine (9) voting members. The Director will serve on the Council as a non-voting member. The Marketing Assistant will serve on the Council as a non-voting member and as a recording secretary. Additional staff members from EDT may attend Council meetings as needed as non-voting members. Council members shall either be residents of Prince Edward County or work for or own a business in Prince Edward County or in a tourism adjacent industry. To the extent practicable, the Tourism Council will have a diverse representation from the following tourism-related industries: outdoor recreation, higher education, destination shopping/retail, lodging, museums, state parks, spirits (wineries/vineyards, breweries), and/or the Chamber of Commerce in Prince Edward County, with no more than one-third of the Council members representing a single tourism industry.

2. **TERMS:** Members will be elected for two-year terms. Each Member will hold office for two years or until a successor shall have been duly qualified and elected or until the Member shall resign or shall have been removed in the manner herein provided. Upon expiration of terms, duly qualified successors will be identified and recommended by Tourism Council members, BOS members, EDT staff members, or a combination thereof. Qualified successors will be subject to approval by the BOS. If any member should leave the Council before the completion of their appointed term, the Council will make a recommendation to the BOS.

3. **OFFICERS:** The officers of the Council will be the Chair and Vice-Chair. They will be elected for one year by the Council and will hold office until duly qualified successors are elected. The specific duties of the officers of the Council are described in Article III.

4. **MEETINGS:** Regular meetings will be held by the Council every other month on the third Wednesday. Special meetings of the Council may be called at any time by the Chair, to be held at a time and place designated by the Chair in the call of the meeting. Notices of both regular and special meetings shall be emailed by the Marketing Assistant to each member of the Council not less than five (5) days before any such meeting unless agreed upon by all members with less than 5 days’ notice. Notices of special meetings shall state the purposes thereof. Robert’s Rules of Order shall govern the

conduct of meetings. Emergency meetings may be convened by the Chairman with a 24-hour telephone notice attempt to reach all members.

5. **QUORUM REQUIREMENTS:** A quorum at any meeting shall consist of a majority of the entire membership of the Council. A majority of such quorum may decide any question that may come before the meeting.

6. **SUBCOMMITTEES:** The Council may appoint a subcommittee to address a specific project or task. The subcommittee shall be chaired by a member of the Council, but Prince Edward County citizens or business owners not on the Council may be appointed by the Council to serve as members of the subcommittee. The duties, responsibilities, and term length of the subcommittee will be determined by the Council at the time of its creation. Subcommittees will follow the same general procedures as followed by the Council.

7. **REMOVAL:** If any Council member is absent from three consecutive meetings, has been properly notified, and has not notified the Council of his/her intended absence, the remaining Council members may request by a majority vote of the entire Council that the member be removed and replaced.

8. **MINUTES:** The minutes of all meetings shall be kept and retained by the Secretary.

9. **DUTIES AND RESPONSIBILITIES:** The Council will undertake various activities to promote tourism in Prince Edward County, including the following duties and responsibilities:

- a. Working with the Director, recommend to the BOS a budget for use of TOT funding for the promotion of tourism.
- b. In coordination with the Director, develop an annual advertising plan.
- c. Assist EDT to ensure the general information pages about Prince Edward County on the state Virginia Tourism Corporation (VTC) website are accurate and up-to-date and to encourage tourism businesses in Prince Edward County to maintain a listing on the VTC website.
- d. Advise EDT on the production of brochures to advertise the County.
- e. Advise EDT on consistent branding of Prince Edward County Tourism.
- f. Advise EDT on updating the Prince Edward County Tourism webpages.
- g. Encourage new ways of promoting tourism in the County as new technologies and media development.
- h. Promote Prince Edward County as a venue for events by assisting, encouraging, and advising organizations that seek to hold events in Prince Edward County.
- i. Advise the Marketing Assistant in maintaining a calendar of events for Prince Edward County to be posted on the Tourism webpages and at the Visitor Center.
- j. Assist EDT in maintaining a database of local vendors and suppliers and encourage event planners to use them.
- k. Actively promote the Visitor Center and assist the Marketing Assistant as needed.
- l. Consult with other organizations and groups in the County, region, and state that can assist Prince Edward County's tourism growth, such as the Virginia Tourism Corporation, and Farmville Downtown Partnership (FDP).

10. **FINANCIAL MATTERS:** The Council is authorized to apply for and accept gifts, grants, or donations from public or private sources to enable the Committee to carry out its objectives.

- a. Prince Edward County shall be designated as a fiscal agent to administer and maintain financial records for the Council.
- b. Each tourism project that is approved by the Council shall include a budget and funding plan. The funding plan shall include any grant and/or private funds that may be used toward the project.

10. **ADMINISTRATIVE MATTERS:** The Committee shall make quarterly reports to the Prince Edward County Board of Supervisors. No individual member of the Committee shall make representations or commitments on the Committee's behalf without formal approval or endorsement by the majority of the membership of the Committee

11. **LOGO:** The Committee may have a logotype or seal that identifies its purposes for use in any brochures, letterheads, and other official publications issued by the Committee on its behalf. The Committee may authorize the use of such a graphic by others when such use helps further the Committee's goals and objectives.

ARTICLE III – OFFICERS’ DUTIES AND RESPONSIBILITIES

1. **CHAIR:** The Chair of the Council will undertake the following duties and responsibilities:

- a. Preside over all meetings of the Council, and with the help of the EDT staff develop the agenda for those meetings.
- b. Call special meetings when it is deemed advisable.
- c. Sign official papers of the Council.

- d. Assist potential subcommittees and attend their meetings as needed.
- e. Perform such other duties as are incident to the office or are properly required by the Council.
2. **VICE-CHAIR:** The Vice-Chair of the Council will undertake the following duties and responsibilities:
 - a. In the absence of the Chair, perform all the duties of the Chair. (In the absence of both the Chair and the Vice-Chair, the Committee shall elect a Chair Pro Tempore who shall perform all duties of the Chair.)
 - b. Assist potential subcommittees and attend their meetings as needed.
 - c. Perform such other duties as are incident to the office or are properly required by the Council.
3. **SECRETARY:** maintains the minutes of the meetings and issues notices of meetings as provided herein.

ARTICLE IV – GOALS

1. **MISSION:** Consistent with its purpose, the Council shall establish objectives and strategies (Plan of Work) for achieving the goals set forth below. In doing so, the Committee will provide direction and oversight to any public employees who may be specifically assigned to carry out the Committee's mission.
2. **Citizen Understanding -** Increase the economic value of tourism and travel to Prince Edward County and its citizens and businesses, and encourage inter-community collaboration on all matters relating to tourism development and promotion.
3. **Tourism -** Broaden awareness of the community's existing attractions, both natural and man-made, its heritage and historic sites, and services provided for travelers. This effort shall include awareness within the tourism industry and among the traveling public, with emphasis on multi-county initiatives whenever possible.
4. **Hospitality -** Ensure that travelers to and through Prince Edward County are served hospitably and have ready access to information on tourist services and points of interest.
5. **Tourism Development -** Pursue with the County an overall economic development program to include the development of additional visitor accommodations such as lodging and conference facilities, restaurants, campgrounds, public parks, and other attractions.
6. **Scenic Beauty -** Encourage programs that's purposes are to preserve and enhance the scenic beauty of the Town and County, particularly along its public highways.

ARTICLE V – AMENDMENTS

1. **PROCEDURE:** These by-laws may be amended, repealed, or altered, in whole or in part, at any time, by the BOS. The Council may make a recommendation to the BOS by a two-thirds majority vote of the entire Council.

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item No.: 16
Department: County Administration
Staff Contact: Sarah Elam Puckett
Issue: Citizen Volunteer Appointments

Summary: Below is a chart summarizing the boards and commissions which have upcoming vacancies and/or expiring terms of office in June 2022. Also attached is a copy of each applicants Citizen Volunteer Application.

APPOINTMENT	TERM OF OFFICE	# OF VACANCIES	IN OFFICE	APPLICANTS
Board of Appeals for Building Code	5 Years	1	Henry Booth*	
County Industrial Development Authority	4 Years	1	Brad Watson*	Caryn B. Kayton Lorenzo Navon Simmons C. R. "Bob" Timmons, Jr. Brad Watson Rhett L. Weiss
Social Services Board <i>(Position to be filled by resident living in the Meherrin/Green Bay area of the County.)</i>	4 Years	1	Theresa A. Clark, Ph.D.*	Gwen Akers-Booker Theresa A. Clark, Ph.D.* Lorenzo Navon Simmons
Central Virginia Regional Library Board	4 Years	1	Gwen S. Akers-Booker *	Gwen S. Akers-Booker * Lorenzo Navon Simmons

**Eligible for re-appointment.*

ATTACHMENTS: Citizen Volunteer Applications

RECOMMENDATION:

1. Make appointments for each Citizen Volunteer position.

Motion _____
 Second _____

Booth _____
 Cooper-Jones _____
 Emert _____

Gilliam _____
 Pride _____

Townsend _____
 Wilck _____

Industrial Development Authority



CITIZEN VOLUNTEER APPLICATION
FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Date 05/32/22

Name Caryn Beausoleil Kayton

Home Address 770 Rice's Depot Rd

City Rice State VA Zip Code 23966

Election District:

Buffalo-501	<u> </u>	Farmville-801	<u> </u>
Hampden-401	<u> </u>	Leigh-301	<u> </u>
Farmville-101	<u> </u>	Lockett-201	<u> X </u>
Farmville-701	<u> </u>	Prospect-601	<u> </u>

Home Telephone Number Cell: 757-406-1324 FAX

E-Mail Address Caryn@CarynsBridals.com

Current Employer Caryn's Bridals

Business Address 233 N Main St

City Farmville State VA Zip Code 23901

Business Telephone Number 434-392-5111 FAX

Which Address is Preferred for Mailings? Home Office X

Optional Information Which May Prove Helpful:

Occupation Business Owner

Former Occupation, If Retired

Education: High School Kecoughtan Year 1975

College/Technical School Longwood Year 1979

Graduate School Longwood Year 1982

Military Service Years

Degrees/Other

Past Board, Commission, and Committee Assignments

Professional, Civic, or Other Activities Farmville Downtown Partnership, President,

Vice President; Farmville Area Chamber of Commerce, Board of Directors

Downtown Farmville, Vice President, Secretary; Lions Club

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

See attached letter

Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

No

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

No

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

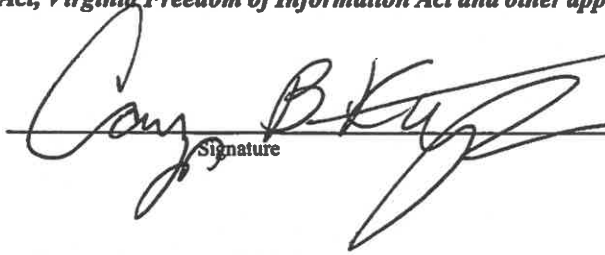
APPOINTED BY THE BOARD OF SUPERVISOR:

- Board of Appeals for Building Code
- Southside Virginia Community College Board
- Crossroads Community Services Board
- Poplar Hill Community Development Authority
- Prince Edward County Industrial Development Authority
- Central Virginia Regional Library Board
- Prince Edward County Planning Commission
- Prince Edward County Social Services Board
- Piedmont Regional Jail Board
- Special Committee of the Board of Supervisors: _____
- Other _____
- Other _____
- Other _____

APPOINTED BY CIRCUIT COURT:

- Board of Zoning Appeals

By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.


5/31/22

 Signature Date

Please Return Application To:
 Prince Edward County Administrator's Office
 Post Office Box 382, 111 South Street, 3rd Floor
 Farmville, Virginia 23901
 Tel: 434-392-8837 – FAX: 434-392-6683
 e-mail: info@co.prince-edward.va.us

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.

May 31, 2022

Prince Edward County Board of Supervisors
Prince Edward County Administrator's Office
111 South Street, 3rd Floor
Farmville, VA 23901

To whom it may concern:

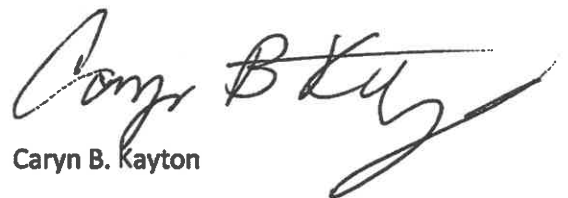
The possibility of joining the Prince Edward County Board of Supervisors is an honor. This letter is to express my interest and gratitude and explain how this opportunity is the next step in a natural progression of my service to our community.

Prince Edward County has been my home for 47 years. It has also provided me a career, as local business owner for 40 years. My late husband and I raised two children in Prince Edward County, one of whom lives here, and is now raising children of his own. His children are the second-generation attending Prince Edward public schools. I am involved in Downtown Farmville initiatives, including Downtown Farmville Partnership and Farmville Area Chamber of Commerce. Through my personal and professional life, I have built a network of wonderful people in our area.

As a member of the Board of Supervisors, I can bring not only fresh perspective, but a depth of knowledge that only comes with experience. My involvement and relationships in this community have evolved into a tool which can be leveraged to improve the future of our beautiful County. I believe in bringing people together and leading by example. I know that our children are our future, and education is paramount. As a business owner, I also understand budget constraints and leadership. 40 plus years developing these skills in Prince Edward County make this a perfect opportunity to expand my sphere of influence as a member of this Board.

I am grateful for your consideration and enjoy the opportunity to be part of the conversation. No matter who the Board chooses, I will continue my mission to help improve our community through each life I touch.

Sincerely,

A handwritten signature in black ink, appearing to read 'Caryn B. Kayton', written in a cursive style.

Caryn B. Kayton



CITIZEN VOLUNTEER APPLICATION
FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Rec'd 4/5/2022

Date 04/05/2022

Name Lorenzo Navan Simmons

Home Address 1003 Freestone Rd

City Meherrin State Virginia Zip Code 23954

Election District:	Buffalo-501	_____	Farmville-801	_____
	Hampden-401	_____	Leigh-301	<u>L.N.S.</u>
	Farmville-101	_____	Lockett-201	_____
	Farmville-701	_____	Prospect-601	_____

Home Telephone Number (434) 607-2249 FAX _____

E-Mail Address Lorenzo.Simmons22@gmail.com

Current Employer S.S.I.

Business Address _____

City _____ State _____ Zip Code _____

Business Telephone Number _____ FAX _____

Which Address is Preferred for Mailings? Home L.N.S. Office _____

Optional Information Which May Prove Helpful:

Occupation _____

Former Occupation, If Retired _____

Education: High School Prince Edward County Year 2015

College/Technical School SVCC Single Semester Year _____

Graduate School _____ Year _____

Military Service U.S.M.C. Drop-out Years _____

Degrees/Other _____

Past Board, Commission, and Committee Assignments _____

Professional, Civic, or Other Activities _____

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

Passion Pursuit of Democracy

Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

APPOINTED BY THE BOARD OF SUPERVISOR:

- Board of Appeals for Building Code
- Southside Virginia Community College Board
- Crossroads Community Services Board
- Poplar Hill Community Development Authority
- Prince Edward County Industrial Development Authority
- Central Virginia Regional Library Board
- Prince Edward County Planning Commission
- Prince Edward County Social Services Board
- Piedmont Regional Jail Board
- Special Committee of the Board of Supervisors: _____
- Other _____
- Other _____
- Other _____

APPOINTED BY CIRCUIT COURT:

- Board of Zoning Appeals

By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.



 Signature

04/05/2022

 Date

Please Return Application To:
 Prince Edward County Administrator's Office
 Post Office Box 382, 111 South Street, 3rd Floor
 Farmville, Virginia 23901
 Tel: 434-392-8837 -- FAX: 434-392-6683
 e-mail: info@co.prince-edward.va.us

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.



CITIZEN VOLUNTEER APPLICATION FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Date 3/18/2022

Name C R "Bob" Timmons, Jr

Home Address 758 GOOSE CREEK RD

City PULLER State VA Zip Code 23954

Election District: Buffalo-501 Farmville-801 _____
Hampden-401 _____ Leigh-301 _____
Farmville-101 _____ Lockett-201 _____
Farmville-701 _____ Prospect-601 _____

Home Telephone Number 434-414-5755 FAX _____

E-Mail Address ecsbobt@yahoo.com

Current Employer N/A

Business Address _____

City _____ State _____ Zip Code _____

Business Telephone Number _____ FAX _____

Which Address is Preferred for Mailings? Home Home Office _____

Optional Information Which May Prove Helpful:

Occupation _____

Former Occupation, If Retired OWNER - TIMMONS CONSULTING SERVICES, LLC

Education: High School _____ Year _____
College/Technical School _____ Year 1967
Graduate School _____ Year _____
Military Service _____ Years _____
Degrees/Other _____

Past Board, Commission, and Committee Assignments BOARD OF SUPERVISORS, PEC
BOARD OF EQUALIZATION

Professional, Civic, or Other Activities _____

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

my background is working with developers for project developments, updates, etc. - i believe with my experience i can be an asset to PEC

Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

APPOINTED BY THE BOARD OF SUPERVISOR:

- Board of Appeals for Building Code
- Southside Virginia Community College Board
- Crossroads Community Services Board
- Poplar Hill Community Development Authority
- Prince Edward County Industrial Development Authority
- Central Virginia Regional Library Board
- Prince Edward County Planning Commission
- Prince Edward County Social Services Board
- Piedmont Regional Jail Board
- Special Committee of the Board of Supervisors: _____
- Other _____
- Other _____
- Other _____

APPOINTED BY CIRCUIT COURT:

- Board of Zoning Appeals

By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.

CR Ammons I

Signature

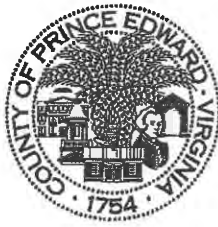
3/18/2022

Date

Please Return Application To:

Prince Edward County Administrator's Office
Post Office Box 382, 111 South Street, 3rd Floor
Farmville, Virginia 23901
Tel: 434-392-8837 -- FAX: 434-392-6683
e-mail: info@co.prince-edward.va.us

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.



CITIZEN VOLUNTEER APPLICATION
FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Date 5-6-22

Name BRADLEY WATSON

Home Address 137 GATES POINT DRIVE

City RICE State VA Zip Code 23966

Election District: Buffalo-501 _____ Farmville-801 _____
Hampden-401 _____ Leigh-301 _____
Farmville-101 _____ Lockett-201
Farmville-701 _____ Prospect-601 _____

Home Telephone Number 434-395-8853 FAX _____

E-Mail Address BWatson@investdavenport.com

Current Employer DAVENPORT COMPANY LLC

Business Address 101 N. MAIN STREET

City FARMVILLE State VA Zip Code 23901

Business Telephone Number 434-392-9813 FAX _____

Which Address is Preferred for Mailings? Home _____ Office

Optional Information Which May Prove Helpful:

Occupation FINANCIAL ADVISOR

Former Occupation, If Retired _____

Education: High School PRINCE EDWARD ACADEMY Year 1983

College/Technical School UNIV. OF VIRGINIA Year 1987

Graduate School VA COMMONWEALTH UNIV. Year 1999

Military Service _____ Years _____

Degrees/Other _____

Past Board, Commission, and Committee Assignments PRINCE EDWARD IDA
CHAIR

Professional, Civic, or Other Activities YMCA BOARD OF DIRECTORS ;
HAVE BEEN ON COUNTLESS BOARDS, ORGANIZATIONS,
COMMITTEES, ETC IN THIS AREA FOR 30 YEARS

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

I FEEL LIKE I CAN MAKE A DIFFERENCE IN THE
LIVES OF OUR COUNTY RESIDENTS THROUGH MY
PROFESSIONAL & BUSINESS EXPERIENCES, AND MY
INVOLVEMENT IN THIS AREA ALL MY LIFE

Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

NO

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

DAVENPORT ADVISES THE COUNTY ON SOME BOND ISSUES BUT THAT SECTION IS ENTIRELY SEPARATED FROM MINE W/IN THE COMPANY

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

APPOINTED BY THE BOARD OF SUPERVISOR:

- _____ Board of Appeals for Building Code
- _____ Southside Virginia Community College Board
- _____ Crossroads Community Services Board
- _____ Poplar Hill Community Development Authority
- ✓ Prince Edward County Industrial Development Authority
- _____ Central Virginia Regional Library Board
- _____ Prince Edward County Planning Commission
- _____ Prince Edward County Social Services Board
- _____ Piedmont Regional Jail Board
- _____ Special Committee of the Board of Supervisors: _____
- _____ Other _____
- _____ Other _____
- _____ Other _____

APPOINTED BY CIRCUIT COURT:

- _____ Board of Zoning Appeals

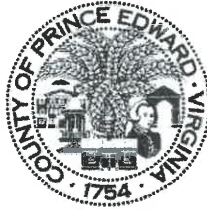
By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.

Bobby E. Wal
Signature

5/6/22
Date

Please Return Application To:
Prince Edward County Administrator's Office
Post Office Box 382, 111 South Street, 3rd Floor
Farmville, Virginia 23901
Tel: 434-392-8837 -- FAX: 434-392-6683
e-mail: info@co.prince-edward.va.us

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.



CITIZEN VOLUNTEER APPLICATION
FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Name Rhet + L. Weiss Date 27 May 2022
Home Address 809 Fourth Avenue
City Farmville State VA Zip Code 23901
Election District: Buffalo-501 _____ Farmville-801 _____
Hampden-401 _____ Leigh-301 _____
Farmville-101 _____ Lockett-201 _____
Farmville-701 X Prospect-601 _____
Home Telephone Number Mobile: 650-305-1812 FAX N/A
E-Mail Address rhet+lw@weiss@gmail.com
Current Employer DEALTEK, Ltd.
Business Address 809 Fourth Avenue
City Farmville State VA Zip Code 23901
Business Telephone Number Mobile: 650-305-1812 FAX N/A
Which Address is Preferred for Mailings? Home Office _____

Optional Information Which May Prove Helpful:

Occupation Please see Attachment
Former Occupation, If Retired _____
Education: High School _____ Year _____
College/Technical School _____ Year _____
Graduate School _____ Year _____
Military Service _____ Years _____
Degrees/Other _____
Past Board, Commission, and Committee Assignments _____
Professional, Civic, or Other Activities _____

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

Please see Attachment.

Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

No.

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

No.

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

APPOINTED BY THE BOARD OF SUPERVISOR:

- Board of Appeals for Building Code
- Southside Virginia Community College Board
- Crossroads Community Services Board
- Poplar Hill Community Development Authority
- Prince Edward County Industrial Development Authority
- Central Virginia Regional Library Board
- Prince Edward County Planning Commission
- Prince Edward County Social Services Board
- Piedmont Regional Jail Board
- Special Committee of the Board of Supervisors: _____
- Other _____
- Other _____
- Other _____

APPOINTED BY CIRCUIT COURT:

- Board of Zoning Appeals

By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.


27 May 2022

 Signature Date

Please Return Application To:
 Prince Edward County Administrator's Office
 Post Office Box 382, 111 South Street, 3rd Floor
 Farmville, Virginia 23901
 Tel: 434-392-8837 -- FAX: 434-392-6683
 e-mail: info@co.prince-edward.va.us

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.

Attachment to Prince Edward County
Citizen Volunteer Application from
Rhett L. Weiss, Esq.
27 May 2022

Optional Information Which May Prove Helpful:

Occupation: Business consultant and entrepreneur

Former Occupation, if Retired: Amazon AWS and Google executive; Cornell University - faculty member, Entrepreneurship & Innovation Institute executive director; bank COO; lawyer

Education:

1. High School: McLean High School, McLean, VA. High School Diploma. National Honor Society. 1979.
2. College: Tulane University, New Orleans, LA. Bachelor of Science in Management with Honors. Finance Major. Member, Beta Gamma Sigma (National Business Honor Society) and Beta Alpha Psi (National Accounting Honor Society). 1983.
3. Graduate School:
 - a. College of William & Mary, Williamsburg, VA. Doctor of Jurisprudence. Member, Moot Court Trial Team, American Bar Association Competition, Regional Finalist. Fellow, John Marshall Society, Virginia Bar Association. 1986.
 - b. Georgetown University, Washington, DC. Executive Certificate in International Business (7-course MBA-level program). 1996.
4. Other:
 - a. Virginia Tech, Blacksburg, VA. Institute for Planning Commissioners. 1988.
 - b. University of North Carolina, Chapel Hill, NC. The Economic Development Course. 2000.
 - c. University of Chicago, Booth School of Business, Chicago, IL. Building and Implementing Growth Strategies. 2010.

Past Board, Commission, and Committee Assignments

Town of Farmville or Prince Edward County: None. I moved to Farmville on 1 December 2021.

Professional, Civic, or Other Activities

Examples of activities (past unless otherwise indicated):

1. Prince Edward County: Volunteer advisor regarding Heartland Innovative Technology Park (HIT Park) and related economic development matters (current)
2. Farmville Area Chamber of Commerce: Member (current)
3. Various Startups and Growth-Stage Ventures: Board Member, (Co-)Founder, Advisor, Mentor, and/or Investor (past and current)
4. Business Plan Pitch Competitions: Judge (various organizations and locations in US; past and current)
5. Entrepreneurship, Negotiation, and Economic Development Topics: Presenter and Author (past and current)

6. Virginia, North Carolina, and South Carolina Economic Developers Associations; Southern Economic Development Council – Member; Chair, NCEDA Professional Development Subcommittee
7. Front Royal-Warren County (VA) Chamber of Commerce: Chairman and Member, Board of Directors
8. Blue Ridge Arts Council, Front Royal, VA: Co-Founder; Chairman and Member, Board of Directors
9. Lord Fairfax Community College Foundation, Middletown, VA: Member, Board of Directors
10. Boy Scouts of America, Shenandoah Area Council, Winchester, VA: Treasurer (9 counties in VA and WV); earned Council’s Statuette Award for exemplary service; two-term District Chairman (four VA counties); received two National Quality District Awards; Eagle Scout (National Capital Area Council)
11. William & Mary Law School: Reunion Co-Chair (multiple reunions)
12. First Flight Venture Center, Research Triangle Park, NC: Executive in Residence
13. Republic of Lithuania, Ministry of Economy, Vilnius, Lithuania: Member, Investment Advisory Council
14. Technology Alliance of Central New York, Syracuse, NY: Member, Board of Directors; awarded Technology Project of the Year in 2003
15. Central New York International Business Association, Syracuse, NY: Member, Board of Directors
16. Skaneateles (NY) Sunrise Rotary Club: Co-Founder; President; Member, Board of Directors; drafted charter application to become a Rotary Club
17. Joint Skaneateles Village/Town Alternative Energy Technology Committee: Member
18. Skaneateles Youth Soccer Organization: Member, Board of Directors
19. U. S. Soccer Federation: Licensed soccer coach; coached in Virginia and New York youth leagues
20. Build-A-Future Foundation, Washington, DC: Member, Board of Directors; Vice President
21. Washington, D.C. Public Schools Partners in Education: Law Firm Contact

Please state below your interest and/or reason to seek appointment by the Town Council and any special qualities that qualify you for this appointment.

Interest and/or Reason:

In response to the recent *Farmville Herald* notice, please consider me for appointment to the County Industrial Development Authority and/or other boards, commissions, or committees which may benefit from my qualifications. To serve the community, I would like to share and apply my professional background at the intersection of business, law, and real estate including economic development.

1. Early in my career, I served as Front Royal’s Assistant Town Attorney, representing the Town at all Planning Commission and BZA meetings/hearings. In addition, my focus areas as a practicing lawyer were business, real estate, zoning, and finance. As a lawyer, business executive, and consultant, I have been involved in economic development, strategic development, and corporate development projects throughout the world.
2. As a new resident, I want to serve this community. I have the time and energy to serve. Already since moving here six months ago, and for much of this week, I have been volunteering my time and contributing my data center industry knowledge to advise the County and its consulting engineering firm on the HIT Park project. I also have provided economic development-related input at public hearings and directly to the County Administrator. Further, I have become an active Farmville Area Chamber of Commerce member.
3. For years, as part of my professional work, I have engaged with numerous planning commissions, IDAs, EDAs, and governing bodies. I have wanted to serve directly on such boards myself. But, I was unable to do so due to business requirements or family commitments. I no longer have those constraints.
4. In summary, I am very interested in and willing to serve Prince Edward County. I want to help the County leverage its best attributes, improve quality of life, and optimize the benefits of economic development, comprehensive planning, cohesive zoning, and sustainable growth. I have the skill set, experience, and judgment to contribute to sound strategies, decisions, and policies in these areas.

Special Qualities:

1. Licenses:

- A. Law: Virginia, District of Columbia (Past Chair, Real Property Committee), and New York. Licenses are current but on inactive status.
- B. Real Estate: Virginia. Industrial and commercial focus. Active license.

2. Awards (Examples):

- A. Top Ten Project in North America 2007, *Site Selection Magazine*, May 2008 (Google data center project in Lenoir, NC).
- B. Golden Eagle Award for Community Impact, from AdvantageWest Economic Development (NC), Nov. 2007.
- C. Honorary Citizenship from City of Lenoir and Caldwell County, NC, by unanimous resolutions of their elected governing bodies, January 2007. First and second such honors from the city and county, respectively, during their entire histories.

3. Published Books (all co-authored with other Cornell University professors):

- A. *The Entrepreneurial Engineer*, Cambridge University Press, 2013
- B. *Entrepreneurial Management for Engineers*, 2011
- C. *Technology Driven Entrepreneurship*, 2003 - 2005

4. Patent: US Patent No. 7,640,196, "Method of Making Capital Investment Decisions Concerning Locations for Business Operations and/or Facilities." I invented and patented web-based DEALS® software, used worldwide to model and optimize location-sensitive corporate capital investment decisions.

Social Services Board



CITIZEN VOLUNTEER APPLICATION
FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Name Gwen Akers-Booker Date 5/15/2022
Home Prince Edward Co.
Address 795 Old Ridge Rd.
City Farmville State VA. Zip 23901
Code 301

Election District: Buffalo-501 Farmville-
801
Hampden-401 Leigh-301
Farmville-101 Lockett-
201 Farmville-
701 Prospect-601

Home Telephone Number 434.315.0155
~~FAX~~ gwenakers1@yahoo.com
E-Mail gwenakers1@yahoo.com
Address 795 Old Ridge Rd Farmville, VA.23901
Current

Employer Centra Southside Community Hospital
Business HOSPITAL
Address 800 oak street
City Farmville State VA. Zip 23901
Code

Business Telephone Number 434.315.2831

FAX

Which Address is Preferred for Mailings? Home
Office

Optional Information Which May Prove Helpful:

Occupation Secretary to Electoral Board, PE County. Currently

Former Occupation, If

Retired — Employee — Prince Edward Co. Schools — Powerschool Coordinator

Education: High — Prince Edward Co. High

School Ashworth College, Atlanta GA Year 2019

College/Technical BBA

School Year

Graduate

School Year

Military
Service N/A

Years

Degrees/Other

Past Board, Commission, and Committee

Assignments = Central Virginia Regional Library Board

Professional, Civic, or Other

Activities

Secretary to Electoral Board, P.E.
Levi Baptist Church, Trustee
Library Board Member, P.E.

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

My interest is to help support the Board in all and any way possible for the best solution

Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

NO

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

N/A

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

APPOINTED BY THE BOARD OF SUPERVISOR:

- _____ Board of Appeals for Building Code
- _____ Southside Virginia Community College Board
- _____ Crossroads Community Services Board
- _____ Poplar Hill Community Development Authority
- _____ Prince Edward County Industrial Development Authority
- 1 _____ Central Virginia Regional Library Board
- 3 _____ Prince Edward County Planning Commission
- 2 _____ Prince Edward County Social Services Board
- _____ Piedmont Regional Jail Board
- _____ Special Committee of the Board of Supervisors:

_____ Other

_____ Other

_____ Other

APPOINTED BY CIRCUIT COURT:

- _____ Board of Zoning Appeals

By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.

Signature

Date

Glwendolyn S. Allen-Booker

5/15/2022

Please Return Application To:
Prince Edward County Administrator's Office
Post Office Box 382, 111 South Street, 3rd Floor
Farmville, Virginia 23901
Tel: 434-392-8837 – FAX: 434-392-6683
e-mail: info@co.prince-edward.va.us

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.



CITIZEN VOLUNTEER APPLICATION
FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Date 5/18/2022

Name Theresa A. Clark

Home Address 1428 Tuggle Road (P.O. Box 689)

City Farmville State VA Zip Code 23901

Election District:	Buffalo-501	_____	Farmville-801	_____
	Hampden-401	_____	Leigh-301	_____
	Farmville-101	_____	Lockett-201	_____
	Farmville-701	_____	Prospect-601	<input checked="" type="checkbox"/>

Home Telephone Number 434-392-3687 FAX _____

E-Mail Address Clarkta1954@outlook.com

Current Employer Retired

Business Address _____

City _____ State _____ Zip Code _____

Business Telephone Number _____ FAX _____

Which Address is Preferred for Mailings? Home P.O. Box 689 Office _____

Optional Information Which May Prove Helpful:

Occupation Retired Professor/Department Chair

Former Occupation, If Retired _____

Education: High School PE County Year _____

College/Technical School VSU, Longwood, VCU Year '75, '88, '97

Graduate School VCU Year 1997

Military Service _____ Years _____

Degrees/Other BA Social Welfare, MS Education, Ph.D. Social Work

Past Board, Commission, and Committee Assignments DSS Board currently

Professional, Civic, or Other Activities Active in Sharon Baptist Church, Active in AKA Service Sorority, Alumni Board Longwood

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

- Human Services is one of my areas of expertise along with community services.
- Experience via employment for 10+ years with Cumberland and Prince Edward County DSS Departments, 1st Female in the history of Prince Edward County to serve as a member of the Board of Supervisors.



CITIZEN VOLUNTEER APPLICATION
FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Date 04/05/2022

Name Lorenzo Navon Simmons

Home Address 1003 Freestone Rd

City Meherrin State Virginia Zip Code 23954

Election District:	Buffalo-501	_____	Farmville-801	_____
	Hampden-401	_____	Leigh-301	<u>L.N.S.</u>
	Farmville-101	_____	Lockett-201	_____
	Farmville-701	_____	Prospect-601	_____

Home Telephone Number (424) 607-2249 FAX _____

E-Mail Address Lorenzo.Simmons22@gmail.com

Current Employer S.S.I.

Business Address _____

City _____ State _____ Zip Code _____

Business Telephone Number _____ FAX _____

Which Address is Preferred for Mailings? Home L.N.S. Office _____

Optional Information Which May Prove Helpful:

Occupation _____

Former Occupation, If Retired _____

Education: High School Prince Edward County Year 2015

College/Technical School SVC Single Semester Year _____

Graduate School _____ Year _____

Military Service U.S.M.C. DROP OUT Years _____

Degrees/Other _____

Past Board, Commission, and Committee Assignments _____

Professional, Civic, or Other Activities _____

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

Passion Pursuit of Democracy

Rec'd 4/5/2022

Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

APPOINTED BY THE BOARD OF SUPERVISOR:

- Board of Appeals for Building Code
- Southside Virginia Community College Board
- Crossroads Community Services Board
- Poplar Hill Community Development Authority
- Prince Edward County Industrial Development Authority
- Central Virginia Regional Library Board
- Prince Edward County Planning Commission
- Prince Edward County Social Services Board
- Piedmont Regional Jail Board
- Special Committee of the Board of Supervisors: _____
- Other _____
- Other _____
- Other _____

APPOINTED BY CIRCUIT COURT:

- Board of Zoning Appeals

By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.



 Signature

04/05/2022

 Date

Please Return Application To:
 Prince Edward County Administrator's Office
 Post Office Box 382, 111 South Street, 3rd Floor
 Farmville, Virginia 23901
 Tel: 434-392-8837 -- FAX: 434-392-6683
 e-mail: info@co.prince-edward.va.us

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.

Central Virginia Regional Library Board



CITIZEN VOLUNTEER APPLICATION
FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Name Gwen Aker-Booker Date 5/15/2022
Home Prince Edward Co.
Address 795 Old Ridge Rd.
City Farmville State VA. Zip 23901
Code 301

Election District: Buffalo-501 Farmville-
801
Hampden-401 Leigh-301
Farmville-101 Lockett-
201 Farmville-
701 Prospect-601

Home Telephone Number 434.315.0155
~~FAX~~ gwenakers1@yahoo.com
E-Mail gwenakers1@yahoo.com
Address Current 795 Old Ridge Rd Farmville, VA.23901
Employer Centra Southside Community Hospital
Business HOSPITAL
Address 800 oak street
City Farmville State VA. Zip 23901
Code

Business Telephone Number 434.315.2831

FAX
Which Address is Preferred for Mailings? Home
Office

Optional Information Which May Prove Helpful:

Occupation Secretary to Electoral Board, PE County. Currently

Former Occupation, If

Retired — Employee — Prince Edward Co. Schools — Powerschool Coordinator

Education: High — Prince Edward Co. High

School Ashworth College, Atlanta GA Year 2019

College/Technical BBA

School Year

Graduate

School Year

Military

Service

N/A

Years

Degrees/Other

Past Board, Commission, and Committee

Assignments = Central Virginia Regional Library Board

Professional, Civic, or Other

Activities

Secretary to Electoral Board, P.E.
Levi Baptist Church, Trustee
Library Board Member, P.E.

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

My interest is to help support the board in all and any way possible for the best solution

Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

NO

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

N/A

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

APPOINTED BY THE BOARD OF SUPERVISOR:

- _____ Board of Appeals for Building Code
- _____ Southside Virginia Community College Board
- _____ Crossroads Community Services Board
- _____ Poplar Hill Community Development Authority
- _____ Prince Edward County Industrial Development Authority
- 1 _____ Central Virginia Regional Library Board
- 3 _____ Prince Edward County Planning Commission
- 2 _____ Prince Edward County Social Services Board
- _____ Piedmont Regional Jail Board
- _____ Special Committee of the Board of Supervisors:

_____ Other

_____ Other

_____ Other

APPOINTED BY CIRCUIT COURT:

- _____ Board of Zoning Appeals

By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.

Signature

Date

Gwendolyn S. Allen-Booke

5/15/2022

Please Return Application To:
Prince Edward County Administrator's Office
Post Office Box 382, 111 South Street, 3rd Floor
Farmville, Virginia 23901
Tel: 434-392-8837 -- FAX: 434-392-6683
e-mail: info@co.prince-edward.va.us

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.



CITIZEN VOLUNTEER APPLICATION
FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Date 04/05/2022

Name Lorenzo Navon Simmons

Home Address 1003 Free State Rd

City Meherrin State Virginia Zip Code 23954

Election District:	Buffalo-501	_____	Farmville-801	_____
	Hampden-401	_____	Leigh-301	<u>L.N.S.</u>
	Farmville-101	_____	Lockett-201	_____
	Farmville-701	_____	Prospect-601	_____

Home Telephone Number (424) 607-2249 FAX _____

E-Mail Address Lorenzo.Simmons22@gmail.com

Current Employer S.S.I.

Business Address _____

City _____ State _____ Zip Code _____

Business Telephone Number _____ FAX _____

Which Address is Preferred for Mailings? Home L.N.S. Office _____

Optional Information Which May Prove Helpful:

Occupation _____

Former Occupation, If Retired _____

Education: High School Prince Edward County Year 2015

College/Technical School SVCC Single Semester Year _____

Graduate School _____ Year _____

Military Service U.S.M.C. DROP OUT Years _____

Degrees/Other _____

Past Board, Commission, and Committee Assignments _____

Professional, Civic, or Other Activities _____

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

PASSION Pursuit of Democracy

Rec'd 4/5/2022

Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

APPOINTED BY THE BOARD OF SUPERVISOR:

- Board of Appeals for Building Code
- Southside Virginia Community College Board
- Crossroads Community Services Board
- Poplar Hill Community Development Authority
- Prince Edward County Industrial Development Authority
- Central Virginia Regional Library Board
- Prince Edward County Planning Commission
- Prince Edward County Social Services Board
- Piedmont Regional Jail Board
- Special Committee of the Board of Supervisors: _____
- Other _____
- Other _____
- Other _____

APPOINTED BY CIRCUIT COURT:

- Board of Zoning Appeals

By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.


Signature

04/05/2022
Date

Please Return Application To:
Prince Edward County Administrator's Office
Post Office Box 382, 111 South Street, 3rd Floor
Farmville, Virginia 23901
Tel: 434-392-8837 -- FAX: 434-392-6683
e-mail: info@co.prince-edward.va.us

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.



**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item No.: 17
Department: County Administration
Staff Contact: Douglas P. Stanley/Sarah Elam Puckett
Issue: Surplus Vehicles and Property

Summary: The following vehicles are no longer required by the County and it is requested the Board declare them surplus. Once declared surplus the County will dispose of the vehicles.

YEAR	MAKE/MODEL	LAST 4 VIN	COMMENTS
2005	Ford explorer	8770	Transmission issues
—	GMC Safari Van	2039	Inoperable. May already be surplus
2019	F 250 truck bed and bumper		Est. Value: \$3600-\$4000 Fourth St. Motor and Burkeville Body Shop gave estimates, but not interested in buying.
2011	Ford Sedan	4294	Condition unknown
2005	Ford Expedition	4828	Condition unknown

Additional Items:

- About 15, 4 ft ground lights (Photo attached).
- Honda push mower, broken and not worth repairing, estimate of over \$300 to fix.
- Miscellaneous old chairs/ benches – In back of shop and need to be sorted.
- At DSS: 14 desks and various desk pieces (wooden and metal) file cabinet, mailbox cabinet, 2 open type file folder cabinets, a couple of chairs – Consider allowing Habitat Restore to remove what they will.

Attachments: Photographs

Recommendation: Declare the vehicles listed above and all other items to be surplus and authorize the County Administrator to dispose of the property appropriately.

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

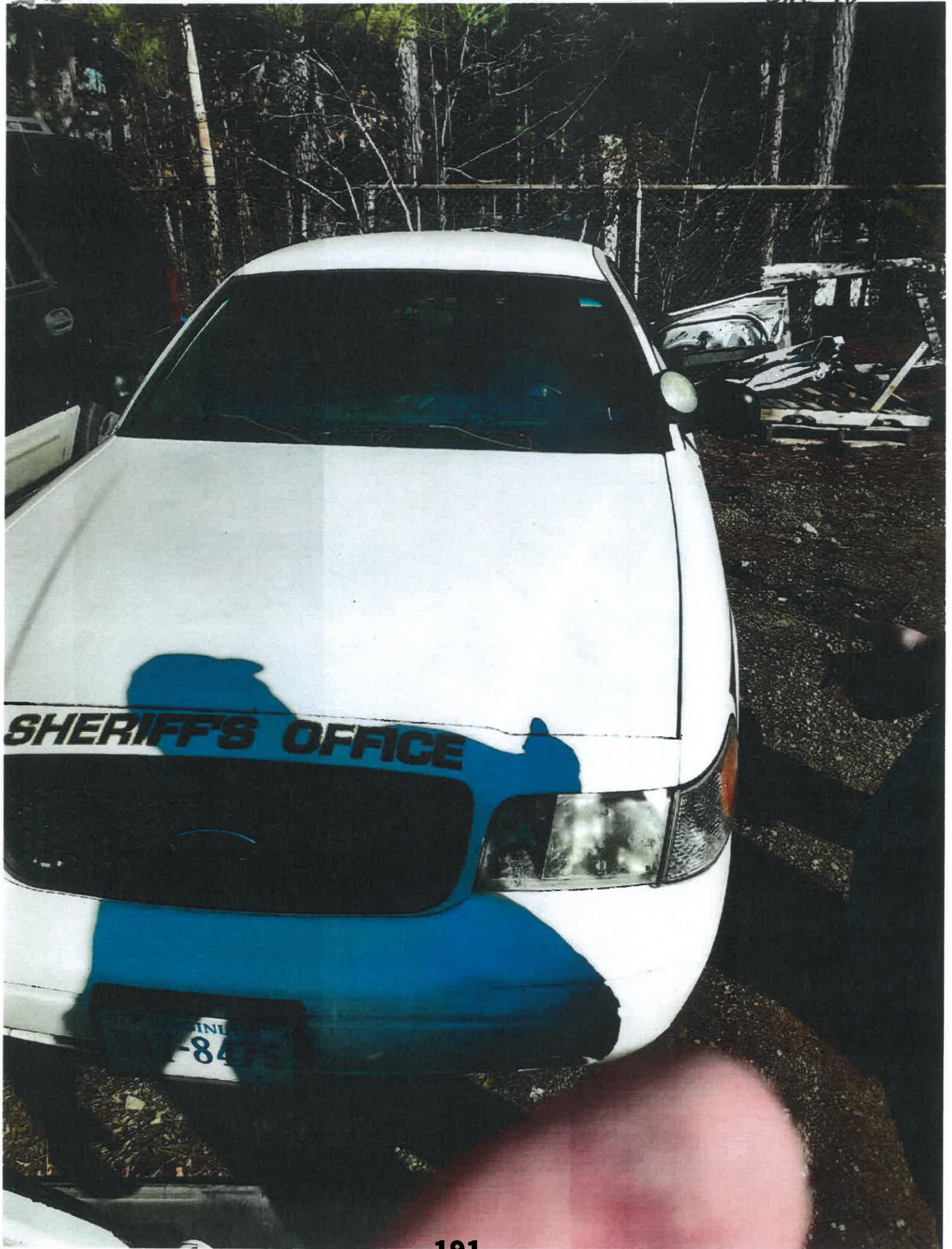
Townsend _____
Wilck _____







Sherriff







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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 18
Department: County Administration
Staff Contact: Sarah Elam Puckett
Agenda Item: Amendment to Sandy River Fishing Tournament Regulations

SUMMARY: As the Board is aware, the County permits fishing tournaments at the Sandy River Reservoir, based on the attached regulations that were adopted by the Board in 2003. In a recent conversation with a representative of the County’s liability insurance provider, VACORP, it was recommended the County require fishing tournament sponsors provide a Certificate of Insurance naming the County as an “Additional Insured” with limits of \$1,000,000 per occurrence and \$2,000,000 in aggregate.

Attached for the Board’s consideration are proposed amendments to the County Fishing Tournament Regulations and the Application for Fishing Tournament Permit. Amendments are shown in red.

It is recommended this amendment be made effective July 1, 2022. At present, there is one tournament permitted and scheduled between now and July 1. There is one additional tournament scheduled and permitted for September. Both of these are Sandy River Bassmasters. Pending Board action, county staff will reach out to them about this new requirement.

ATTACHMENT: Draft Regulations and Permit Application

RECOMMENDATION: Approval with effective date of July 1, 2022.

SAMPLE MOTION:

I move the Board approve the amendments to the County Fishing Tournament Regulations requiring each applicant furnish a certificate of insurance on a general liability insurance policy naming the County as an “additional insured” with limits of \$1,000,000 per occurrence and \$2,000,000 in aggregate

Or

I move the Board table the amendments pending further discussion.

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

**COUNTY OF PRINCE EDWARD, VIRGINIA
SANDY RIVER RESERVOIR**

FISHING TOURNAMENT REGULATIONS

1. All articles contained Section 82-31 of the *Code of the County of Prince Edward, Virginia*, shall be enforced;
2. All applicable State and Federal laws, regulations and administrative code requirements shall be enforced;
3. Not more than four fishing tournament permits shall be issued to any qualifying organization/tournament sponsor annually;
4. The definition of a qualifying organization is one that meets the requirements of the IRS Regulations for 501(c)(3);
5. Not more than four tournaments shall be scheduled per month, and tournaments shall be scheduled for not more than two Saturdays and two Sundays per month;
6. The Reservoir shall be closed to fishing tournaments from July 15 to September 15;
7. The Sandy River Reservoir shall be closed to fishing tournaments on peak vacation/family summer days and weekends, to include Memorial Day Weekend, July 4, and Labor Day Weekend, and others, if so designated by the Board of Supervisors;
8. Fishing tournament sponsors shall be responsible, within two weeks of the date of the tournament, for submitting to the Virginia Department of Game and Inland Fisheries creel survey data in a form as provided by the County of Prince Edward;
9. Organizations that fail to submit creel survey data to the Virginia Department of Game and Inland Fisheries shall not be approved for additional fishing tournaments;
10. The fee for fishing tournament permits shall be established by the Board of Supervisors of the County of Prince Edward;
11. Based on the available public parking at the Sandy River Reservoir; the maximum total number of boats allowed per tournament shall not exceed forty (40);
12. Tournament sponsors shall be responsible for insuring that the "Proper Care of Tournament Caught Fish" guidelines, as provided by the Virginia Department of Game and Inland Fisheries, are followed by all participants in the tournament;
13. The Sandy River Reservoir shall remain open for public use to all user groups on dates of scheduled fishing tournaments;
14. Fishing tournaments at the Sandy River Reservoir shall be approved and scheduled by the County Administrator and/or his/her designee, based on the date a properly executed County Tournament Permit Application is submitted to the Prince Edward County Administrator's Office;
15. Effective July 1, 2022, the applicant for a fishing tournament must furnish a Certificate of Insurance on a general liability insurance policy, protecting the County, its elected and appointed officials, employees and agents from and against any and all claims which may result from or in connection with the fishing tournament. The County of Prince Edward must be named as an 'Additional Insured' on the certificate. Applicants must produce a copy of the policy with all endorsements. The County Administrator's Office or designee must receive the certificate at the time the application is filed. Limits of insurance are \$1,000,000.00 (one million) per occurrence and \$2,000,000.00 (two million) aggregate for death or bodily injury and property damage. Applicant must furnish written proof of liability insurance to cover the tournament prior to being granted permission to hold a tournament. Failure to furnish written proof of insurance will result in termination of reservation.
16. The Board of Supervisors of the County of Prince Edward, Virginia shall amend these policies, as needed, to protect and enhance the public recreational enjoyment of the Sandy River Reservoir for all user groups.

For additional information, please contact the Prince Edward County Administrator's Office at 434-392-8837.

Adopted: 12/09/03/Revised Draft: 6-14-22

**COUNTY OF PRINCE EDWARD, VIRGINIA
SANDY RIVER RESERVOIR**

APPLICATION FOR FISHING TOURNAMENT PERMIT

Please complete the following information, sign and date the application and return it to the address below:

County of Prince Edward
111 N/ South Street, PO Box 382
Farmville, Virginia 23901
Tel: (434) 392-8837/Fax: (434) 392-6683

Sponsoring Organization _____

Charitable Non-Profit or Civic Association? Yes _____ No _____

Contact Person _____

Address _____

Telephone: Day _____ Evening _____

Fax: _____ E-mail: _____

Requested Date of Tournament: 1st Choice _____

2nd Choice _____

Tournament Hours: Start _____ End _____

of Participants _____ # of Boats _____

(Maximum of _____)

Entry Fee Charged to Participants _____

Will prizes be awarded? _____ Total amount of prizes to be awarded _____

Effective July 1, 2022:

While using County property, liability Insurance information must be submitted with application:

Name of Carrier: _____

Address: _____

Phone Number: _____

The applicant must furnish a Certificate of Insurance on a general liability insurance policy, protecting the County, its elected and appointed officials, employees and agents from and against any and all claims which may result from or in connection with the fishing tournament scheduled by this application. The County of Prince Edward must be named as an 'Additional Insured' on the certificate. Applicants must produce a copy of the policy with all endorsements. The County Administrator's Office or designee must receive the certificate at the time the application is filed. Required limits of insurance are \$1,000,000.00 (one million) per occurrence and \$2,000,000.00 (two million) aggregate for death or bodily injury and property damage. *Important- You must furnish written proof of liability insurance to cover the tournament prior to being granted permission to hold a tournament. Failure to furnish written proof of insurance will result in termination of reservation.

Please complete application on reverse side.

Draft: 6-14-22

NOTE: Proceeds from any fishing tournament held at the Sandy River Reservoir must go to benefit a charitable non-profit community organization or civic association. If different from above, please provide the name and contact information for the organization that will benefit from this tournament.

Organization _____

Contact _____

Telephone _____

I, the undersigned, **acknowledge and have provided to the County the required Certificate of Insurance** and acknowledge that I have been provided a copy of and have read the **County of Prince Edward Fishing Tournament Regulations** and **Ordinance to Regulate and Protect the Sandy River Reservoir**. Additionally, I agree to abide by all County and Commonwealth of Virginia laws, regulations and ordinances governing the use of the Sandy River Reservoir. I also understand that the Sandy River Reservoir will not be closed to public use during the tournament.

Signature

Date

Print Name

County Use Only

Date Received _____ Approved By _____

Tournament Date _____

Certificate of Insurance Attached _____

VDGIF Notified _____



**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item No.: 19
Department: County Administration
Staff Contact: Douglas P. Stanley
Issue: SCOPE Building – Designation as Surplus Property

SUMMARY: Pursuant to County Policy adopted October 9, 2007, whenever the Board of Supervisors of Prince Edward County, Virginia deems it in the best interest of the citizens of said County to dispose of any surplus real property owned by said County, the Board shall first conduct a public hearing prior to the disposition. After the public hearing and upon affirmative vote of a majority of the members of the Board, the property shall be declared surplus and shall be advertised for sale. The County shall also obtain an appraisal of value of the property and shall accept no bid which is less than the appraised value.

Phillip Moore completed a courtesy inspection of the SCOPE Building prior to allowing rental of the building to the general public or reuse by Piedmont Senior Resources for providing meals to the public. After inspection, Phillip has determined the building cannot function safely for public gatherings. The rear of the building has significant rot in the crawlspace which has caused settling of the floor. Based on his inspection, I have suspended rental of the building. The Meals-on-Wheels Office in the front of the building can still be utilized. Based on previous discussions with the Properties Committee, we have obtained an appraisal of the building to propose offering the building for sale to the public in lieu of renovating and correcting the building issues.

As part of a previous agreement, the County is responsible for providing office space for Meals-on-Wheels. We are currently in discussion with Steps to provide space in their building. We would give Steps a credit on their rent paid to offset the office space/SF.

ATTACHMENT: Procedure for Disposition of Surplus Real Property, Parcel Report

RECOMMENDATION: Authorize advertisement of a public hearing to declare the SCOPE Building, located at 505 Griffin Boulevard, as surplus property.

SAMPLE MOTION:

I move that the Prince Edward County Board of Supervisors, pursuant to the County’s Procedure for Disposition of Surplus Real Property, authorize advertisement of a public hearing to declare the SCOPE Building, located at 505 Griffin Boulevard, as surplus property.

OR

I move that the Prince Edward County Board of Supervisors table this item for further discussion.

Motion _____ Booth _____ Gilliam _____ Townsend _____
Second _____ Cooper-Jones _____ Jones _____ Wilck _____
Emert _____ Pride _____



County of Prince Edward, Virginia

PROCEDURE FOR DISPOSITION OF SURPLUS REAL PROPERTY

Whenever the Board of Supervisors of Prince Edward County, Virginia deem it in the best interest of the citizens of said County to dispose of any surplus real property owned by said County, the following procedure shall be followed:

1. A public hearing shall be conducted prior to the disposition of said real property. In no event shall the public hearing be conducted no more than ninety days prior to the sale of the property. Notice of the public hearing shall be published in a newspaper of general circulation in said County not less than once a week for two successive weeks. Notice may also be posted on the County web page and posted on the notice board in the Prince Edward County Courthouse. The public hearing shall not be scheduled within seven days of the last date of publication.
2. After the required public hearing and upon the affirmative vote of a majority of the members of the Board of Supervisors, the property shall be declared surplus and shall be advertised for sale not less than once a week for four successive weeks in a newspaper of general circulation in the County and in either the Richmond Times-Dispatch or Lynchburg News and Advance once a week for two successive weeks. Sale shall be by public auction and shall not be conducted within seven days of the date of the last advertisement.
3. County shall obtain an appraisal of the value of said surplus property and shall accept no bid which is less than the appraised value. The appraisal shall be no older than one year.
4. Property transfers from the County to the Industrial Development Authority or other governmental entities or authorities and transfers by leasehold agreements are expressly exempt from this procedure.

5. Recognizing that there may be market conditions or other circumstances which are time sensitive that could adversely affect the value of any such property, the Board of Supervisors may deviate from all or any of this procedure upon the unanimous vote of the Board members in attendance.
6. To the extent that the terms of this procedure may conflict with the Code of Virginia, the Code of Virginia shall be controlling.

(Procedure adopted Tuesday, October 9, 2007)



N/A

Parcel Information

Parcel ID: 023A7 76 4	Account: 126
Owner Name: PRINCE EDWARD COUNTY BOARD OF	Description 1: LOT TM 260604
Owner Address: 505 GRIFFIN BLVD	Description 2: N/A
FARMVILLE, VA 23901	Class 1: 7
Parcel Address: N/A	Class 2: 4
N/A	

NOTE -- Parcels are up to date as of 2018

Valuation Information

Land Value: \$46,600	Acreage: N/A
Improvement Value: \$131,300	DB Ref: 2010 840
Total Value: \$177,900	Plat Ref: N/A
	District Number: 7

Town of Farmville

Building Inspection Department

P. O. Drawer 368, Farmville, Va. 23901
Phone: 434-392-8465 Fax: 434-392-1079

April 14, 2022

Mr. Doug Stanley
P.O. Box 382
Prince Edward, Va 23901

Location: 505 Griffin Blvd – SCOPE Building

I reviewed the engineers report provided by the Timmons group and completed a courtesy inspection on 04/14/2022. The following outlines some of the deficiencies found, per the 2018 Virginia Property Maintenance Code. (Pertinent code sections are printed in bold with comments following each section.)

PM 304.4 - All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.

Comments: The floor in the rear show's signs of significant deterioration. The floor has separated from the rear wall. I went into the crawlspace to continue my inspection and made the following observations:

- The band or rim joist has completely deteriorated and would need to be replaced.
- The ends of the joists have rotted and started to crumble and compress in several locations, please see the attached photos. The joists in the rear would all need to be replaced.
- The crawlspace lacks adequate ventilation, insulation and a proper vapor barrier.
- I also noticed that in the past soil has been mounded up against the rear of the structure and the brick on the exterior has been absorbing the moisture, much like a sponge.
- I am unable to tell but my guess is the structure also lacked appropriate flashing and weep holes between the brick veneer and the structure.
- The accumulated soil has also covered up several vents further compounding the limited ventilation and preventing any cross ventilation from occurring to help keep the structure dry.
- The HVAC system or systems installed appear to be poorly designed and installed. Several ducts are not connected to the appropriate vents. The current system and abandoned systems need to be removed and have an appropriately designed system installed. I would recommend getting the HVAC system out of the crawlspace.
- The duct joints are not sealed and not properly insulated. This contributes to condensation and moisture accumulation in the crawlspace.
- The rear floor is at risk of partial collapse in the current condition.
- These are just a few of the maintenance concerns and violations for this structure as my inspection was limited to the rear of the structure.

This building may be acceptable if the front rooms are used as limited office space; however, it cannot

function safely for its intended use or for event type gatherings, unless significant repairs are completed.

If the intention is to make the necessary repairs. I would recommend an engineer plan for the temporary bracing requirements and repairs needed. These repairs will require the rear portion of the floor be removed, and the exterior wall be opened for further inspection, with the possibility for unforeseen repairs being needed. The exterior would need to be regraded so the brick could be further inspected. I can see that the rim joist, sill plate and rear joists would need to be replaced. I expect you would need flashing or drainage provided between the brick and exterior wall. The exterior rear wall will likely need repair work completed in addition to wet and molded insulation being replaced.

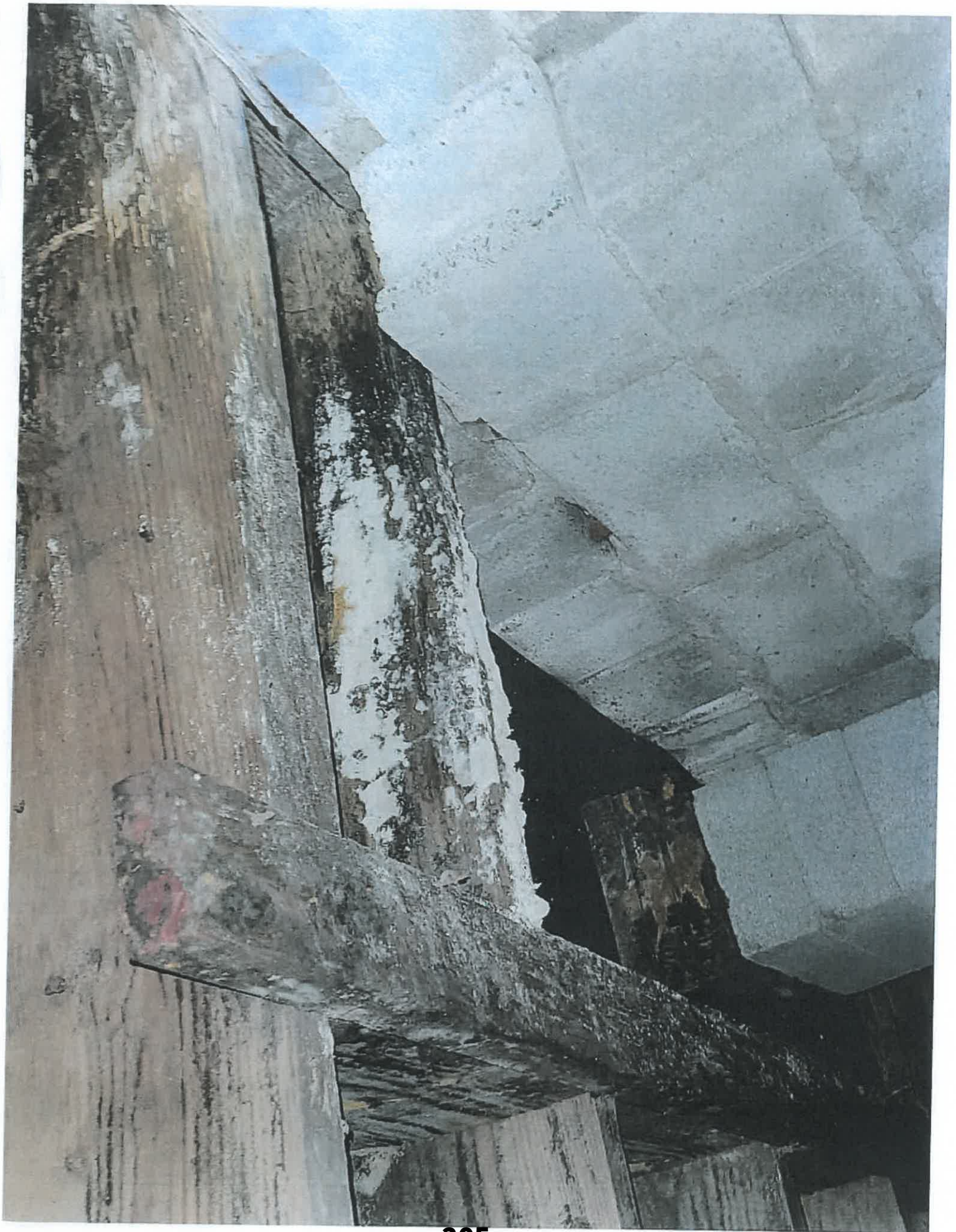
Again, I would not recommend the building be used for events in its current condition and I would have the rear 10 feet flagged, on the inside with caution tape. In addition to the structural repairs mentioned, the building smells moldy. I can't prove mold without a mold test but the presence of mold and/or mildew is very evident. I would also expect the building is in need of additional maintenance upgrades not outlined in this report or the engineer report provided.

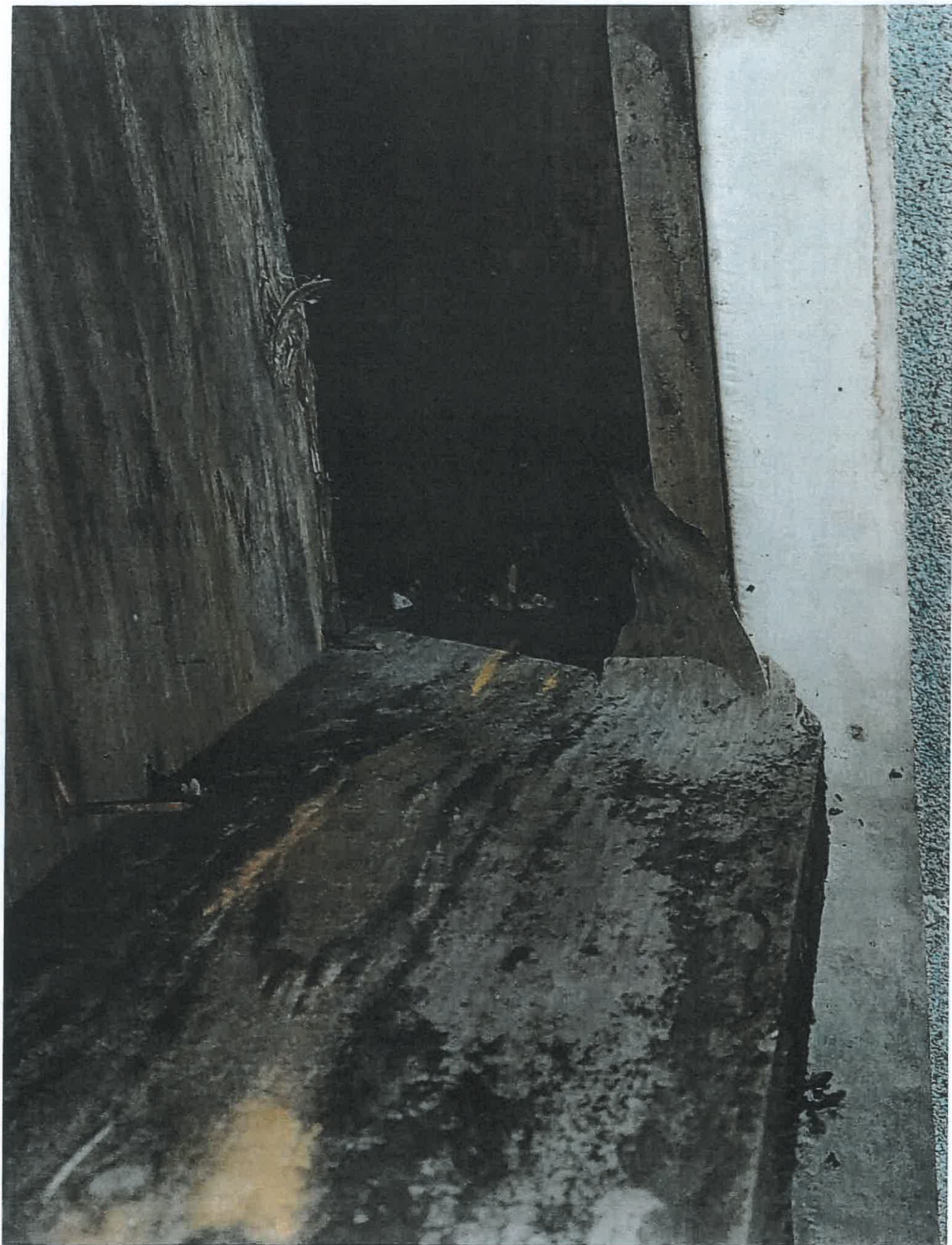
I would recommend a follow up inspection on a quarterly basis to monitor the safety of the structure.

Sincerely,

A handwritten signature in blue ink, appearing to read "Phillip Moore", with a long horizontal flourish extending to the right.

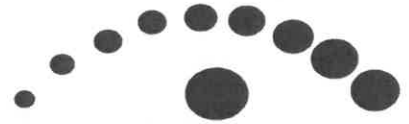
Phillip Moore
Building Official











SITE VISIT REPORT

Project Name: SCOPE Building	Location: 505 Griffin Blvd Farmville, VA 23901
Project No.: 49063	Client: County of Prince Edward
Report by: Andrew Propst	Date: 06 August 2021

Timmons Group Employee(s): Andrew Propst

On-Site Contacts: Randall Cook (County of Prince Edward Buildings and Grounds Supervisor) and Douglas Stanley (County of Prince Edward County Administrator)

Background

The County of Prince Edward requested that Timmons Group perform a site visit to observe the existing conditions in the Meals on wheels / Senior Citizens of Prince Edward (SCOPE) building crawl space and attic and prepare a brief report on the condition of the structure noting any deficiencies found during the observation and recommended next steps.

Site Visit

On 03 August 2021, Andrew Propst of Timmons Group visited the subject property to observe the crawlspace, attic, and structural timber framing. Observations were limited to what was readily visible to the unaided eye. Some framing was shrouded by abandoned ductwork; Timmons Group did not move any duct work or vents, or damage any of the building members while on-site.

During the site visit, Timmons Group observed the following. Observations noted below are typical (unless otherwise noted).

- Solid sawn floor joists.
 - The east-west joists bear on 3-ply wood beams on one end, and bear on sill plate boards on the other end.
- Failure along solid sawn floor joists, including:
 - Bearing failures of sill plate and floor joist
 - Deflection of subfloor at failing joists and sill plates.
- Insulation is not present throughout the crawl space.
- Western most foundation wall crawl space vents have been covered with earth.
- Evidence of moisture intrusion and efflorescence along western most masonry wall.
- Signs of moisture intrusion with significant wood rot along plywood subfloor and floor framing.
- Abandoned ventilation equipment present in the crawlspace and interior of the building.
- Dirt has been excavated along perimeter of crawl space walls.
- Vapor barrier is not present in crawl space.



- Deteriorated plastic and other trash and debris present in crawl space.
- Interior floor sagging at western most wall, wall framing is visible and showing wood rot.
- The 9th roof truss from the north end has a web member that has fractured.
- Northern and Southern roof line show signs of sagging.
- Southern most concrete brick ledge pulling away from concrete patio.
- Bottom of column at front patio shows signs of surface corrosion.
- Brick façade at patio stairs cracking through mortar and one brick.

Recommendations

The condition of the structural framing observed within the crawl space was poor and needs immediate repairs. The failed joists, sill plates, and rim joists, which were a common observation along the western foundation wall, will need to be sistered with new joists, and replaced with new rim joists and sill plates. This repair process would also require jacking the floor system up to replace the failed members and address the floor deflection. It is anticipated that the bearing failures along the joists, sill plate, and rim joist were caused by wood rot from water infiltration of the impeded crawl space vents. In addition, the interior wall should be uncovered to determine if the wall framing has similar wood rot which would require repair. The roof framing is in good condition with exception of one truss which has a fractured web member, this member should be replaced with like grade and size of lumber. Building plans and drawings were unavailable at the time of the site visit and report.

We recommend the following:

- Replace the fractured web member in the roof truss.
- Install vent wells at all improperly covered crawl space vents.
- Ensure ground water is properly draining away from the foundation wall and consider installing a drain system along the western most wall.
- Remove trash and abandoned ventilation duct work to allow for construction work in crawl space to commence.
- Remediate and remove mold and mildew present throughout the crawl space.
- Install a proper crawl space entry door to keep out environmental elements.
- The existing failed joists, sill plates, and rim joists should be replaced with new members of similar dimensions and grade of lumber to prevent further damage to the framing and floor system. The existing floor and framing will need to be temporarily shored and jacked up in order to complete the repairs.
 - When replacing damaged joists, it is recommended to leave the existing damaged joist. The new joist should be installed flush on one side of the existing joist.
 - Existing floor joists may need to be cut in order to replace the existing rim joist. The contractor must shore the wall above during construction to maintain support of exterior load bearing wall.
 - Existing sill plate is beyond repair and must be removed. The new sill plate must be installed in kind and given proper positive attachment to the top of the foundation wall.
- Properly install vapor barrier in all crawlspaces. The vapor barrier seams should overlap and be taped at the seams and along the masonry walls.

- Install flooring insulation or fully encapsulate crawl space and install exterior wall insulation.

Given the extensive efforts to remediate the issues stated above it is possible that the building in question has surpassed the point of useful life and demolition of the existing structure should be considered. Alternatively, Timmons Group can work with a contractor of your choice to arrive at constructible solutions that address the issues identified above.

Timmons Group would be pleased to assist the County of Prince Edward with further consulting services for this project upon request.

Figures



Figure No. 01

Location:	General site location: 505 Griffin Blvd, Farmville, VA 23901
Description:	Vicinity Map



**Figure
No. 02**

Location:

General site location:
505 Griffin Blvd, Farmville, VA 23901

Description:

Site plan and layout of building situated above crawl space.

Photographs

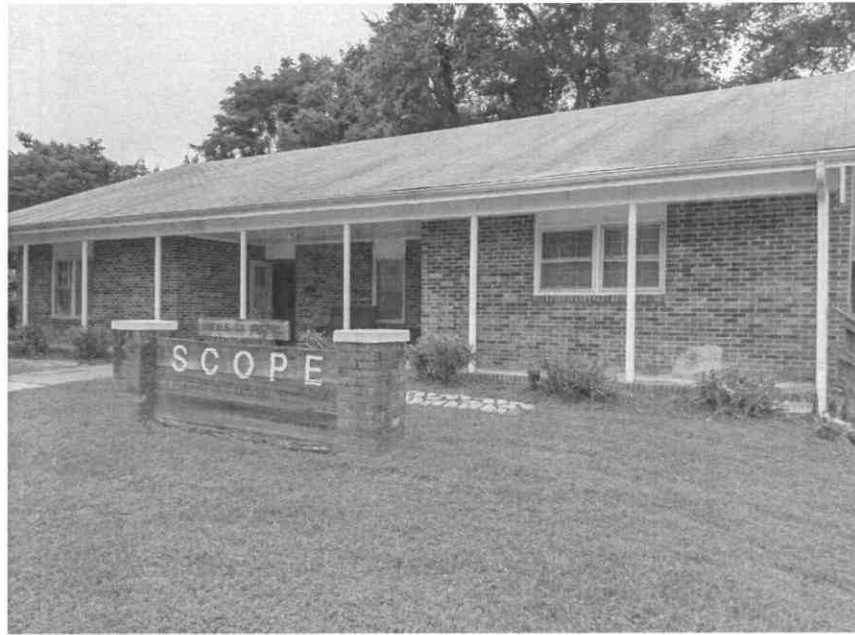


Photo No. 01

Location:
Looking west at front of building
(eastern elevation)

Description:
General photo of building.

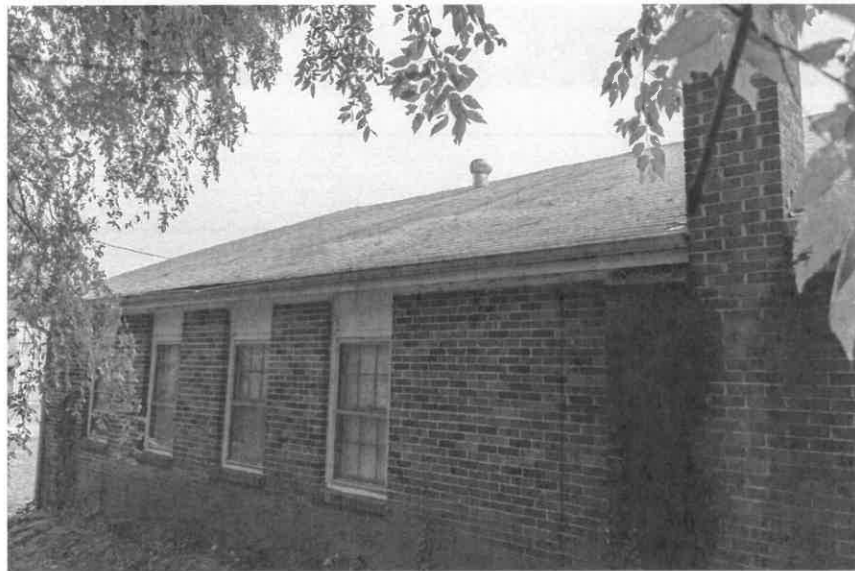


Photo No. 02

Location:
Looking east at back of building.
(western elevation)

Description:
General photo of building.



Photo No. 03
Location:
Looking east at back of building.

Description:
Approximate location of crawl space
vent beneath vegetation.



Photo No. 04
Location:
Looking south at crawl space
entrance.

Description:
Crawl space entrance general
condition, abandoned HVAC
ductwork beyond.



Photo No. 05

Location:

Crawl space at northwest corner.

Description:

Mold present, common throughout.

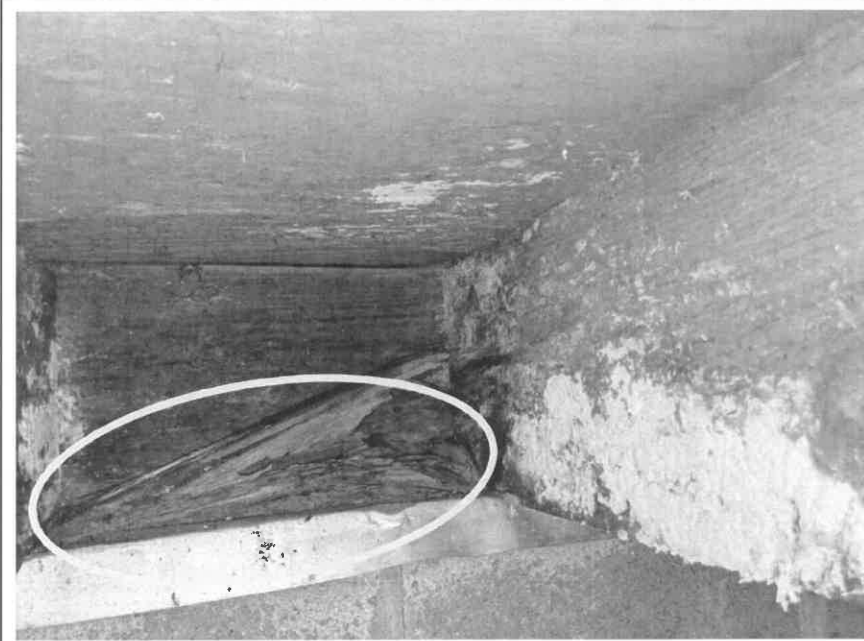


Photo No. 06

Location:

Crawl space at western wall.

Description:

Sill Plate rotted and crushed, typical along western wall.



Photo No. 07
Location:
Crawl space beneath building

Description:
Abandoned ductwork, typical.



Photo No. 08
Location:
Crawl space at western wall.

Description:
Sill plate and floor joist rotted and crushed.

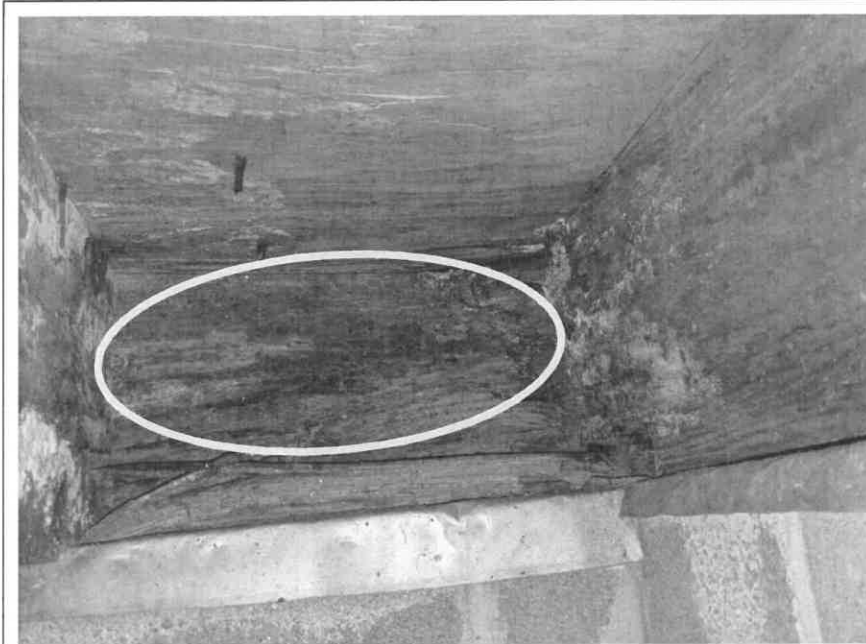


Photo No. 09

Location:
Crawl space at western wall.

Description:
Rim joist rotted, typical along western wall.

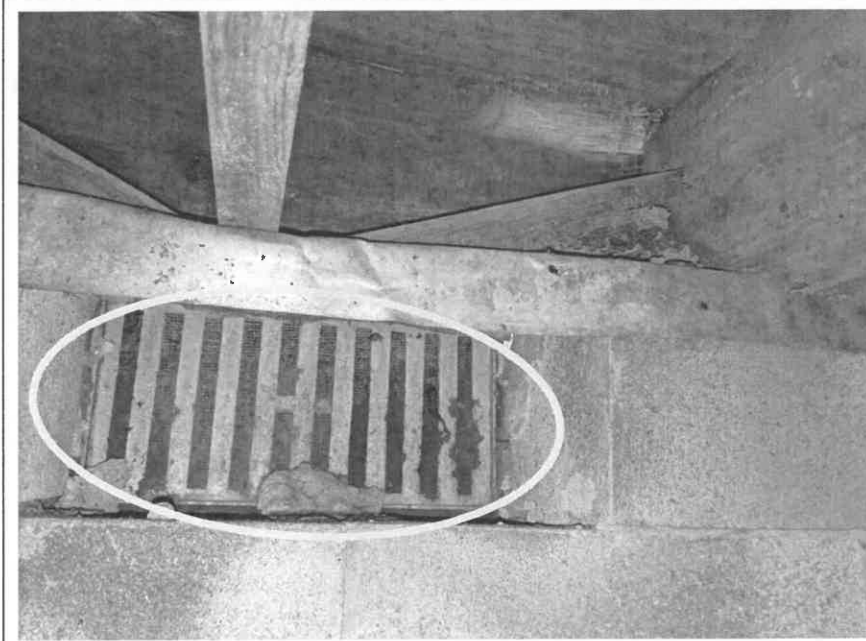


Photo No. 10

Location:
Crawl space at western wall.

Description:
Soil and/or debris blocking crawl space vent, typical along western wall.

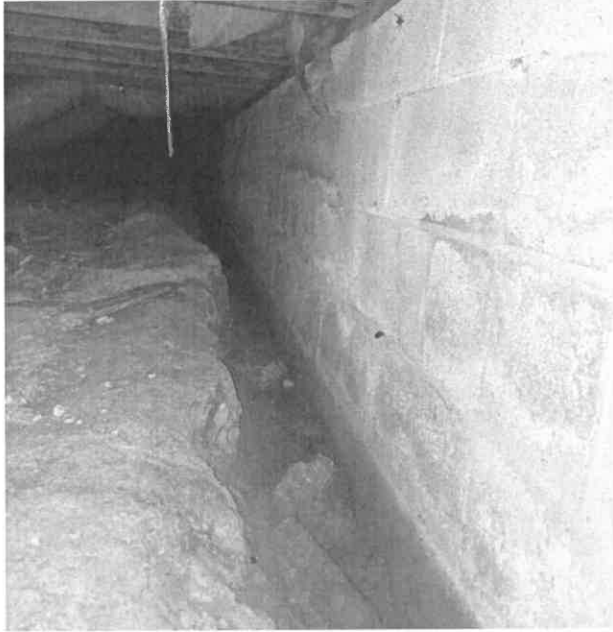


Photo No. 11

Location:
Crawl space.

Description:
Efflorescence along masonry walls and soil excavated from bottom of masonry wall, typical.

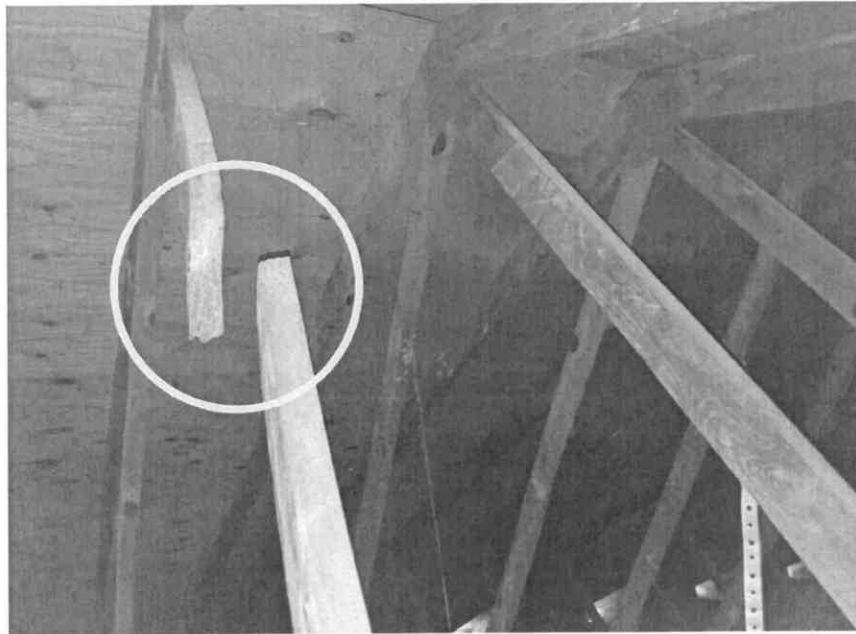


Photo No. 12

Location:
Inside Attic

Description:
Web member fully fractured in 9th fink truss from the northern wall.

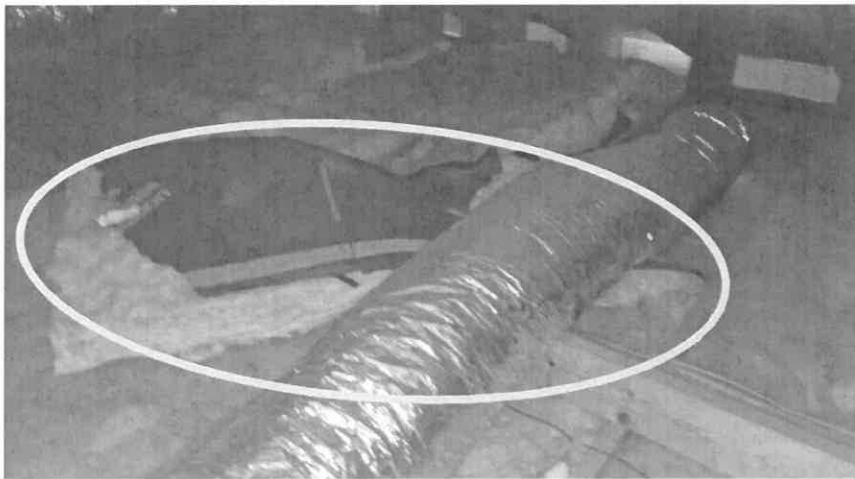


Photo No. 13

Location:
Inside Attic

Description:
Batt insulation removed at locations
of ceiling registers.

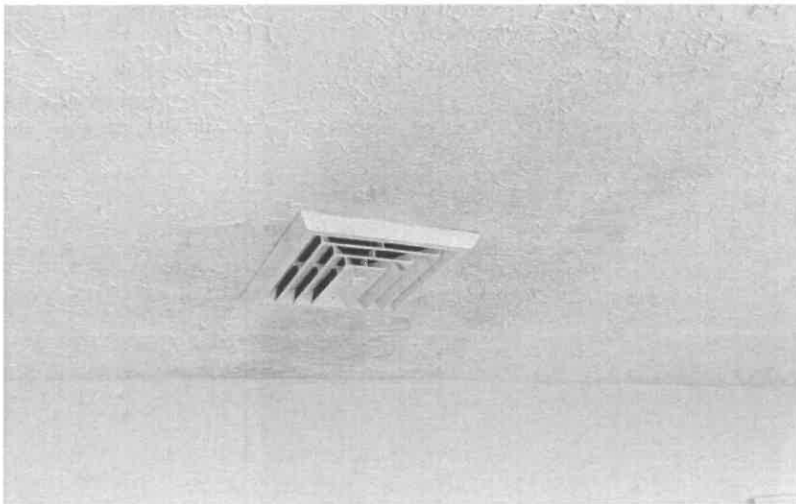


Photo No. 14

Location:
Interior of building

Description:
Discoloration surrounding ceiling
registers.



Photo No. 15

Location:
Interior of building along western wall.

Description:
Floor has settled and separated from the baseboards. Possibility that wood rot extends into wall framing beyond.

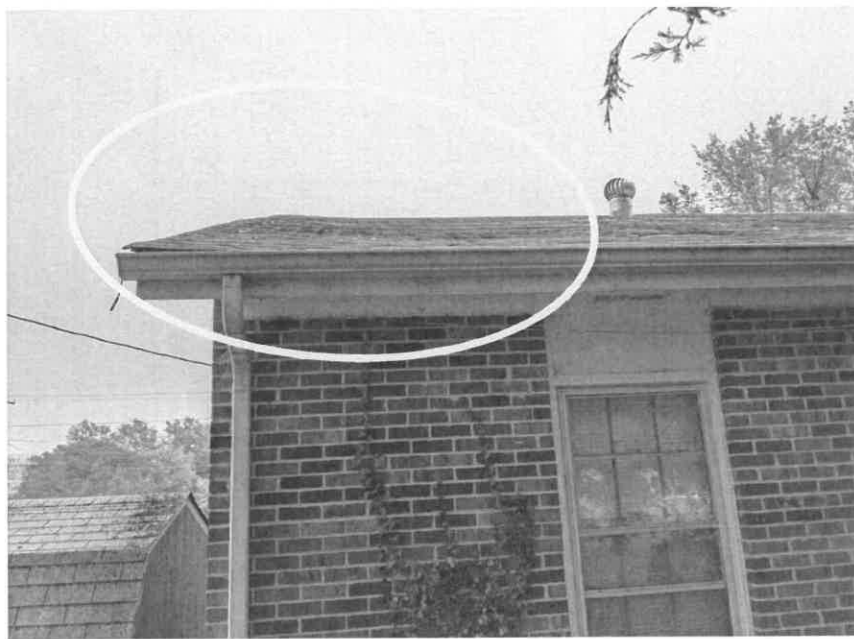


Photo No. 16

Location:
Looking west at northern end.

Description:
Visual settlement apparent in roof.

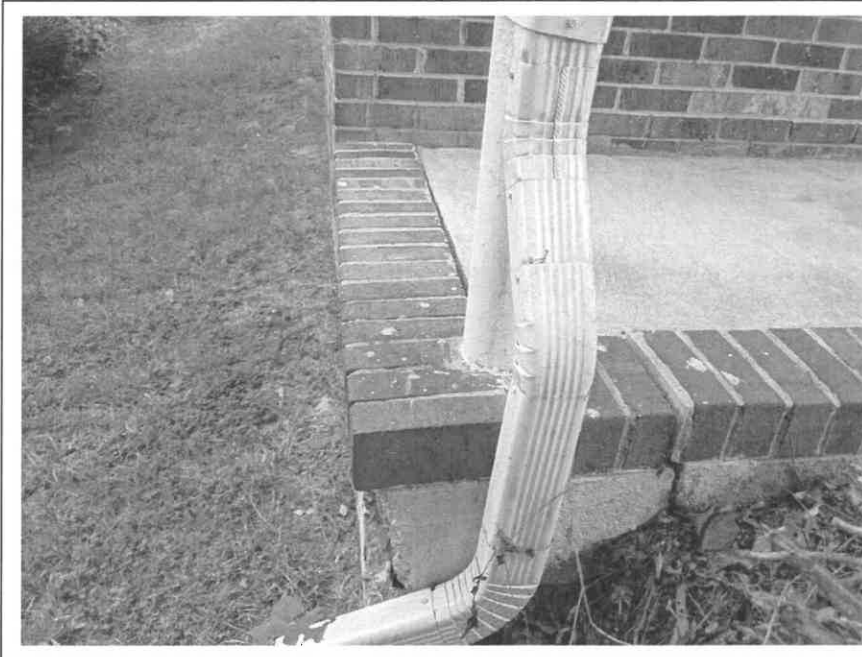


Photo No. 17

Location:
Southeast corner of building

Description:
Foundation wall separating from patio.



**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 20
Department: Board of Supervisors
Staff Contact: Douglas P. Stanley
Agenda Item: Audit Services

SUMMARY:

A request for proposal (RFP) for audit services was advertised, posted on the County’s website, advertised in the Herald, and mailed directly to a list of firms that perform such work.

The County received one response for the RFP from Robinson, Farmer, Cox Associates; the County’s current auditor.

The RFP review committee consisted of Finance Director Cheryl Stimpson, Assistant County Administrator Sarah Puckett, and County Administrator Doug Stanley. It is the unanimous recommendation of the review committee to recommend that a contract be awarded to Robinson, Farmer, Cox Associates (RFC). The recommendation is based on the fact that RFC has done a good job in development of past audits for the County, that they are highly recommended by other similarly sized jurisdictions in the state of Virginia and that their proposed price estimate fit the County’s budget. RFC currently conducts audits for approximately 70% of the 95 counties in Virginia and 20% of its cities.

Given that RFC has had the contract previously, RFC presented with their proposal a different lead auditor (from another office) to head the audit. This will provide a fresh set of eyes on the County’s finances. The committee looked on this change favorably.

RFC has proposed a fee of \$49,500 for the FY2022 audit. Staff recommends the selection of the firm of Robinson, Farmer, Cox, Associates to perform audit services for Fiscal Years ending June 30, 2022 through June 30, 2024 with the option to renew for three (3) additional one-year terms.

In accordance with the RFP, the contract could be extended for three additional one-year periods with the mutual consent of both parties. Due to the need to schedule field work with the successful firm in June, we need a decision quickly from the Board.

ATTACHMENTS:

Request for Proposals, RFC Proposal, Quote for FY 2022 audit.

RECOMMENDATIONS:

Award a contract to Robinson, Farmer, Cox Associates as outlined to perform audit services for Fiscal Years ending June 30, 2022 through June 30, 2024 with the option to renew for three (3) additional one-year terms.

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____



**Board of Supervisors
Agenda Summary**

The cost for the first year (FY2022) is \$48,000. (Included in budget line item 12240-3120 Accounting and Audit Services).

SAMPLE MOTIONS:

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors approve the request to award a contract to Robinson, Farmer, Cox Associates as outlined to perform audit services for Fiscal Years ending June 30, 2022 through June 30, 2024 with the option to renew for three (3) additional one-year terms.

ALTERNATIVE MOTIONS:

I move that the Board of Supervisors table the request for further discussion.

OR

I move that the Board of Supervisors request that the County Administrator rebid the project.

Motion _____
Second _____

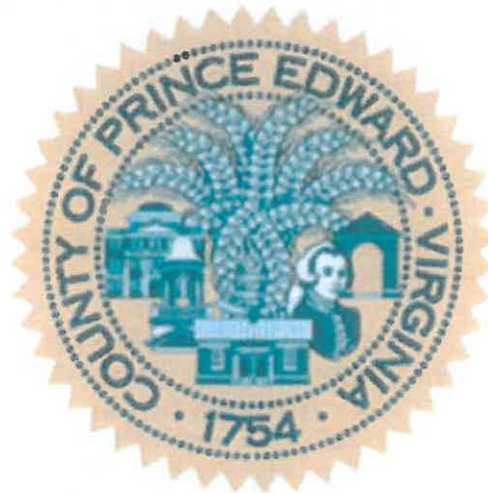
Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

COUNTY OF PRINCE EDWARD, VIRGINIA

Request for Proposals For Audit Services



Issue Date: April 27, 2022

Due Date and Time: May 12, 2022 at 2:00 p.m.

Send Proposals To: County of Prince Edward, Virginia
Attn: Douglas P. Stanley, County Administrator
Post Office Box 382
111 South Street, 3rd Floor
Farmville, Virginia 23901

All inquiries: Cheryl Stimpson, Director of Finance/HR
TEL: (434) 392-8837
FAX: (434) 392-6683
[e-mail: cstimpson@co.prince-edward.va.us](mailto:cstimpson@co.prince-edward.va.us)



COUNTY OF PRINCE EDWARD, VIRGINIA

REQUEST FOR PROPOSALS

Audit Services

The County of Prince Edward, Virginia will accept proposals until **Thursday, May 12, 2022 at 2:00 p.m.**, from qualified firms to provide auditing services as may be required for Fiscal Years ending June 30, 2022 through June 30, 2024 with the option to renew for three (3) additional one-year terms. The Financial Report for FY2021 and the Budget for FY2022 are available on Prince Edward County's website: <https://www.co.prince-edward.va.us/departments/county-administration/annual-financial-reports> and <https://www.co.prince-edward.va.us/departments/county-administration/budget>.

Submittals, with one (1) original and four (4) copies, clearly marked "**Proposal for Audit Services**" may be delivered or mailed to arrive by the specified closing time to:

County of Prince Edward
ATTN: Douglas P. Stanley, County Administrator
Post Office Box 382
111 South Street, 3rd Floor
Farmville, Virginia 23901

Proposals by telephone, facsimile or e-mail will not be accepted. Any proposal received after 2:00 p.m. on the date specified hereinabove, whether by mail or otherwise, will be returned unopened. Please note that overnight courier services may not guarantee delivery to the County of Prince Edward by 2:00 p.m. and plan accordingly.

Nothing contained herein is intended to exclude any responsible offeror or in any way restrain or restrict competition. On the contrary, all responsible offerors are hereby invited and encouraged to submit proposals.

Proposals should be a complete and effective response to the solicitation without unnecessary elaboration. The County prefers to receive proposals that communicate the offeror's response without extraneous artwork, expensive materials, and specialized binding. Offerors are asked to provide no more than one copy of information (corporate brochures, etc.) that is not specifically requested by the solicitation.

Selection will be by competitive negotiation, as defined in the Virginia Public Procurement Act. The County of Prince Edward reserves the right to reject any or all proposals submitted.

A complete copy of the Request for Proposal is available from the County's website at www.co.prince-edward.va.us or may be requested by contacting the Prince Edward County Administrator's Office at (434) 392-8837.



**COUNTY OF PRINCE EDWARD, VIRGINIA
REQUEST FOR PROPOSALS
Audit Services**

1.0 PURPOSE

The intent of this Request for Proposal and resulting contract is to obtain proposals from qualified independent certified public accountants or firms to provide auditing services for Prince Edward County for the fiscal years ending June 30, 2022 through June 30, 2024 with the option to renew for three (3) additional one-year terms. Respondents to this Request for Proposal should have extensive experience, a knowledgeable background, and qualifications in the following areas:

- Generally accepted government auditing standards in the United States, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- The Commonwealth of Virginia Auditor of Public Accounts' *Specifications for Audits of Counties, Cities and Towns*.
- Any other applicable standards.

The Auditor or firm must represent the following:

- That the Auditor and/or firm is independent, as that term is defined in the American Institute of Certified Public Accountants (AICPA) Code of Professional Conduct;
- That the Auditor and/or firm is licensed by the Commonwealth of Virginia to perform the audits;
- That adequate supervision will be provided on a day-to-day basis and that the resulting work papers shall be adequate and shall be available for review by auditors of the Federal, State and local government;
- That all working papers and reports will be retained, at the auditor's expense, in compliance with the Code of Virginia, unless the firm is notified in writing by Prince Edward County of the need to extend the retention period; and
- That individuals who will be responsible for planning, directing and reporting on the audit and who will be spending a substantial portion of the hours expended for the audit shall complete on an annual basis continuing professional education programs in government accounting, auditing, financial reporting, and related subjects.

2.0 SCOPE OF WORK TO BE PERFORMED

A. Financial Statements

The Auditor shall audit all funds and account groups of the Local Government in accordance with generally accepted auditing standards; the standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; the provisions of the OMB Circular A-128 Audits of State and Local Governments; and the Specification for Audits of Counties, Cities and Towns.

The Audit shall result in the rendering of the auditor's opinion on the financial statements prepared by the Local Government. The auditor's opinion shall be unqualified unless the Auditor furnishes the Local Government, on a timely basis, the reasons for qualifying the opinion, disclaiming an opinion, or rendering an adverse opinion.

B. Supplemental Schedules and Statistical Schedules

The Auditor shall apply procedures and report on the supplementary schedules included in the Comprehensive Annual Financial Report (CAFR), including the statements of the treasurer's accountability, the legal debt margin, the analysis of funding progress for pension plans, and the schedule of federal assistance. The Auditor is not required to apply procedures and report on statistical tables included in the CAFR.

C. Internal Controls

In connection with the audit of the financial statements, the Auditor shall consider, test and report on internal controls in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards, OMB Circular A-128, Audits of State and Local Governments, and the Specification for Audits of Counties, Cities and Towns. In addition to the work required by these standards, the Auditor shall test internal controls of the Prince Edward County School Board and Prince Edward County Department of Social. It is understood that in performing these tests of controls, the Auditor shall visit the following areas during the course of the audit:

Prince Edward County Courthouse
Prince Edward County School Board Office
Prince Edward County Department of Social Services

D. Compliance Auditing

In connection with the audit of the financial statements, the Auditor shall perform tests and report on compliance in accordance with Government Auditing Standards, OMB Circular A-128, Audits of State and Local Governments, and the Specifications for Audits of Counties, Cities and Towns.

E. School Cafeteria Fund

The audit of the School Cafeteria Fund shall be included in the Audit of the Local Government's financial statements.

F. Comparative Report Transmittal Forms

The Auditor of Public Accounts requires all local governments to complete Comparative Report Transmittal Forms in accordance with the provision of the Uniform Financial Reporting Manual. The Auditor shall prepare the required forms, perform the agreed-upon

procedures specified in the Uniform Financial Reporting Manual, and submit the forms to the Auditor of Public Accounts by November 30 following the end of the fiscal year.

3.0 MEETINGS AND REPORT PREPARATION

A. Meetings

The selected Auditor shall schedule conferences between the Auditor and representatives of the governing body of the Local Government before the preliminary work and at the end of the field work. The purpose of these meetings is to keep the governing body fully informed on the scope and progress of the audit.

B. Required Reports

Based on the audit work performed, the Auditor shall include the following reports in the CAFR unless otherwise indicated:

- (1) An opinion on the fair presentation of the general-purpose financial statements and the combining, individual fund, and individual account group financial statements in conformity with generally accepted accounting principles.
- (2) A report on the supplementary schedules described in Section 2(B) above. The auditor shall prepare a disclaimer of opinion related to the statistical schedules included in the CAFR.
- (3) A report on the internal control structure based on the Auditor's consideration of the internal control structure in accordance with Government Auditing Standards. The Auditor shall communicate all reportable conditions (as defined by the AICPA) found during the audit in the report on internal controls. Further, the Auditor shall identify any material weakness in the report. The Auditor shall report other weaknesses in internal controls not meeting the definition of a reportable condition in the report on internal controls.
- (4) A report on the internal control structure used in administering federal assistance programs. The Auditor shall communicate all reportable conditions (as defined by the AICPA) affecting federal assistance programs in the report on internal controls. Further, the Auditor shall identify any material weaknesses in the report. The Auditor shall report other weaknesses in internal controls not meeting the definition of a reportable condition in the report on internal controls.
- (5) A report on compliance based on the audit of the general-purpose financial statements performed in accordance with Government Auditing Standards. This report includes, but is not limited to, compliance with state laws and regulations. The Auditor shall communicate all instances of noncompliance that could have a material effect on the general-purpose financial statements in the report on compliance. The Auditor shall report all other instances of noncompliance in the report on compliance.
- (6) An opinion on compliance with specific requirements applicable to major federal assistance programs. The Auditor shall communicate all instances of noncompliance with the specific requirements for major federal assistance programs in the report on

compliance or in the Schedule of Findings and Questioned Costs. If matters of noncompliance are disclosed in the Schedule of Findings and Questioned Costs, the Auditor shall reference the Schedule in the report on compliance.

- (7) A report on compliance with the general requirements applicable to federal assistance programs. The Auditor shall communicate all instances of noncompliance with the general requirements in the report on compliance or in the Schedule of Findings and Questioned Costs. If matters of noncompliance are disclosed in the Schedule of Findings and Questioned Costs, the Auditor shall reference the Schedule in the report on compliance.
- (8) A report on compliance with the requirements applicable to non-major federal assistance programs if the Auditor selected non-major program transactions during the audit. The Auditor shall communicate all instances of noncompliance with the requirements governing nonmajor programs in the report on compliance or in the Schedule of Findings and Questioned Costs. If matters of noncompliance are disclosed in the Schedule of Findings and Questioned Costs, the Auditor shall reference the Schedule in the report on compliance.
- (9) A report disclosing the status of findings and recommendations from previous audits in accordance with Government Auditing Standards and the Specifications for Audits of Counties, Cities and Towns.
- (10) A report summarizing compliance matters tested in accordance with the Uniform Financial Reporting Manual.
- (11) A report on the application of agreed-upon procedures relative to the Comparative Report Transmittal Forms. This report shall be forwarded to the Local Government for submission with the forms to the Auditor of Public Accounts.
- (12) The Auditor shall make an immediate, written report of all irregularities and illegal acts, or indications of illegal acts of which they become aware to the governing body of the Local Government.

C. Report Preparation and Presentation

The Auditor shall be responsible for report preparation, editing and printing. The Auditor shall furnish 25 copies of the final CAFR to the governing body not later than December 31 following the close of the accounting period.

The auditor shall present the Comprehensive Annual Financial Report to the local governing body at a public session as required by Section 15.2-2511 of the Code of Virginia.

D. The Local Government may send its CAFR to the Government Finance Officers Association of the United States for review in its certificate of achievement program.

E. Submission of Reports to the APA

The Auditor shall submit three copies of the CAFR to the Auditor of Public Accounts by December 15 of each year in accordance with Section 15.2-2510 of the Code of Virginia.

- F. **Submission of Reports to Federal and State Agencies**
The Auditor shall be responsible for submitting copies of the CAFR to appropriate state and federal agencies. The Auditor shall complete Census Form F-28 "Survey of County Government Finances" for the year audited and submit it to the Census Bureau on behalf of the Local Government.
- G. **Submission of Transmittal Forms to the APA**
The Auditor shall submit one copy of the comparative Report Transmittal Forms, including his report thereon, to the Auditor of Public Accounts by November 30 following the end of the fiscal year.

4.0 ASSISTANCE TO BE PROVIDED TO THE AUDITOR

- A. **Books of Account**
The Local Government shall fully balance the books of account, reconcile subsidiary ledgers to control accounts, and reconcile all bank accounts no later than August 31 immediately following statement date.
- B. **Schedules**
The staff of the Local Government shall prepare the following information of forms acceptable to the Auditor:
 - (1) A final trial balance of each fund;
 - (2) A final trial balance of each subsidiary ledger;
 - (3) A schedule of federal program revenues, expenditures and beginning and ending balances by program;
 - (4) A copy of the final budget presented to the board for the audit period, the original budget ordinance for the audit period, and all amendments to the budget ordinance;
 - (5) A copy of project ordinances and amendments thereto for all projects beginning during the period or not fully completed prior to the period;
 - (6) A schedule of insurance in force during the year and of insurance expense for the year;
 - (7) A schedule of investments held by all funds at the statement date showing both book value and estimated market value at the statement date;
 - (8) A schedule of capital outlays during the period;
 - (9) A schedule of capital asset dispositions during the period;
 - (10) A schedule of accounts payable at the statement date;
 - (11) Reconciliation of the final quarter's fringe benefit tax returns;
 - (12) Copies of contracts with governmental grantor or grantee agencies;
 - (13) Copies of other contracts in force at statement date of a material account;

(14) Such reasonable additional schedules as may be requested for financial audits.

C. Other Assistance

The staff of the Local Government and responsible management shall be available during the audit to assist the firm by providing information and explanation.

5.0 PROPOSAL PREPARATION AND SUBMISSION

A. Format of the Proposal

Proposals should be as thorough and detailed as possible so that the Local Government may properly evaluate the Auditor's ability to provide the required services. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

B. Contents of the Proposal

The Auditor is required to submit the following items as a complete proposal:

(1) Title Page

Show the RFP subject, the name of the proposer's firm, local address, telephone number, name of contact person and date.

(2) Letter of Transmittal that includes the items listed below.

(a) History of the firm, including number of years in business and size of firm.

(b) A statement by the prospective Auditor of his or her understanding of the work to be performed with descriptions of the audit approach and illustrations of the procedures to be employed.

(c) The approximate date the audit will begin (including preliminary field work) and end. Also, the approximate dates for delivery of the financial statements and Auditors' reports.

(d) Biographies, including experience, of the individuals who will be assigned to the engagement, relevant experience of each in auditing municipalities, and recent continuing professional education.

(e) Names, addresses and telephone numbers of persons who may be contacted for reference.

(f) A copy of the report on the firm's most recent peer review.

(g) A statement by the prospective Auditor that:

1. The firm is independent of Prince Edward County, as that term is defined in the Ethical Rules of the AICPA.

2. The firm and the partner assigned to the engagement are licensed to perform the audit as provided by applicable laws of the Commonwealth of Virginia.

3. The firm has met the peer review standards of the AICPA and Government Auditing Standards.
4. The firm will provide adequate supervision on a day-to-day basis.
5. Staff assigned to the audit have met the continuing education requirements required by Government Auditing Standards, issued by the Comptroller General of the United States.
6. The firm is organized or authorized to transact business in the Commonwealth of Virginia as shown by an identification number issued by the State Corporation Commission. Any firm not authorized to transact business in the Commonwealth as a foreign entity shall state why such authorization is not required under applicable law.

C. Right to Reject Proposals

Proposals shall be signed by an authorized representative of the firm. All information requested must be submitted. Failure to submit all requested information may result in the rejection of the proposal.

D. Deadline for Submission

To be considered for selection, the Auditor shall submit a complete response to the Request for Proposal.

One (1) original and four (4) copies of each proposal shall be submitted to the Local Government. Copies of the proposal shall be forwarded to Douglas P. Stanley, County Administrator, County of Prince Edward, P.O. Box 382, 111 N. South Street, Farmville, Virginia 23901 no later than 2:00 PM on May 12, 2022. The proposal should clearly be marked "Proposal - Audit Services."

E. Inquiries

Inquiries concerning the request should be sent to P.O. Box 382, or hand-delivered to 111 N. South Street, Farmville, Virginia 23901, telephone number (434) 392-8837 or cstimpson@co.prince-edward.va.us.

6.0 EVALUATION, SELECTION, AND AWARD CRITERIA

A. Evaluation Criteria

The Auditor is asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the County may properly evaluate the prospective Auditor's ability to provide the required services.

Selection of the successful Auditor will be based upon submission of proposals meeting the selection criteria, and the minimum selection criteria will include:

- (1) The specific plans or methodology to be used in performing the audit (i.e., the audit approach). **(20 points)**
- (2) The skill, experience and training of the specified persons who will be performing the services requested. **(20 points)**

- (3) The prior experience and reputation of the Auditor in auditing Local Governments similar to the Local Government. To be considered, the Auditor must have audited at least two Virginia cities or counties in the previous fiscal year and had their audits approved by the Auditor of Public Accounts. **(25 points)**
- (4) References from other local governments or clients. **(10 points)**
- (5) Ability to complete the audit and submit the financial statements and Auditor's reports to the Auditor of Public Accounts by the required deadline. **(25 points)**

TOTAL: 100 points

B. Selection Process

Selection shall be made of two or more Auditors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposals. Discussions shall be conducted with such Auditors in which they will be encouraged to elaborate on their qualifications and expertise pertinent to the proposed project. The discussions may include nonbinding estimates of the cost for the required services. At the conclusion of discussions outlined above, on the basis of responses and information gathered in the selection process to this point, the Local Government shall select in order of preference two or more Auditors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the Local Government can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the governing body, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second and so on until a contract can be negotiated at a fair and reasonable price.

C. Schedule

The following are the dates for each step of this procurement:

- (1) Request for Proposal (RFP) distributed: April 21, 2022
- (2) Deadline for receipt of proposals: May 12, 2020 at 2:00 PM
- (3) Evaluation of proposals: May 2022
- (4) Interview of firms/negotiation of contract: May 2022
- (5) Award of contract by the Prince Edward County Board of Supervisors: June 14, 2022

7.0 PAYMENT TERMS

Interim billing during the performance of the contract shall not exceed 80% of the total fee. Final payment will be issued upon approval of the report by the Governing Board and the Auditor of Public Accounts.

Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than is necessary under ordinary circumstances, the Auditor shall inform the Governing Body in writing of the need for such additional investigation and the additional compensation to complete the investigation.

8.0 GENERAL TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

- A. **SUBMISSION OF PROPOSAL:** Failure to submit a proposal in accordance with the requirements set forth in this solicitation is cause for rejection of the proposal. However, the Local Government reserves the right to waive informalities.
- B. **CLARIFICATION OF TERMS:** If any prospective offeror has questions about the terms contained in this Request, the prospective offeror should contact the individual named in section 5(E), no later than five working days before the deadline for receipt of proposals. Any revision to the solicitation will be made only by addendum by the Local Government.
- C. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Auditor shall comply with applicable federal, state, and local laws and regulations.
- D. **EMPLOYMENT DISCRIMINATION PROHIBITED:** By submitting their proposals each Auditor certifies that they will conform to the provision of the Federal Civil Rights Act of 1964, as amended, the Virginians with Disabilities Act (Section 51.5 of the Code of Virginia, et seq.), and the Americans with Disabilities Act. The Auditor also agrees that during the performance of the contract that:
- (1) The Auditor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, national origin, sexual orientation, or disability except where religion, sex or national origin is a bona fide occupational qualification reasonable and necessary to the normal operation of the Auditor. The Auditor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - (2) The Auditor, in all solicitations or advertisements for employees placed by or on behalf of the Auditor, shall state that the Auditor is an equal opportunity employer.
 - (3) Notices, advertisements and solicitations placed in accordance with federal laws, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.
 - (4) The Auditor shall include the provision of items (1), (2), and (3) in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- E. **DRUG-FREE WORKPLACE.** During the performance of the contract awarded pursuant to this solicitation, the Auditor agrees to:
- (1) Provide a drug-free workplace for Auditor's employees.
 - (2) Post in conspicuous places, available to employees and applicants for employment, a

statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Auditor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.

- (3) State in all solicitations or advertisements for employees placed by or on behalf of the Auditor that the Auditor maintains a drug-free workplace.
- (4) Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- F. **SMALL, WOMEN-OWNED, AND MINORITY-OWNED (SWAM) BUSINESSES:** The Local Government welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions made by the County. The Local Government actively solicits small businesses, women-owned, and minority-owned (SWAM) businesses to respond to all Requests for Proposals. All solicitations are posted on the Local Government's website at [Current RFPs & Bids | Prince Edward County, VA \(prince-edward.va.us\)](http://prince-edward.va.us) and may be viewed under the Current RFPs and Bids section on the homepage.
- G. **NONDISCRIMINATION:** In the solicitation and awarding of contracts, the Local Government does not discriminate against offerors on the basis of race, religion, color, sex, national origin, age, disability, status as a service-disabled veteran, or faith-based organizations.
- H. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, each Auditor certifies that their bids or proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacture or subcontractor in connection with their bid or proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
- I. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their proposals, each Auditor certifies that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- J. **COMPLIANCE WITH STATE LAW.** During the performance of the contract awarded as a result of this solicitation, an Auditor that is organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity unless otherwise provided by law.
- K. **QUALIFICATIONS OF OFFERORS:** The Local Government may make such reasonable investigations as they deem proper and necessary to determine the ability of the firm proposing

to perform the work. The Local Government reserves the right to reject any proposal if the evidence submitted by the firm, or investigations of the firm, fail to satisfy the Local Government that the firm is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

- L. **CHANGES TO THE CONTRACT:** Subject to Section 2.2-4309 of the Code of Virginia, the Local Government may order changes within the general scope of the contract at any time by written notice to the Auditor. The Auditor shall be compensated for any additional costs incurred as a result of such order. Said compensation shall be determined by mutual agreement between the parties in writing.
- M. **DEFAULT:** In case of failure to deliver services in accordance with the contract terms and conditions, the Local Government, after written notice to the Auditor, may procure them from other sources and hold the Auditor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Local Government may have.
- N. **INDEMNIFICATION:** The successful Auditor agrees to indemnify, defend, and hold harmless the Local Government, its officers, volunteers, agents, and employees from and against any and all claims, demands, defense costs, damages, suits, actions, liability or consequential damages of any kind or nature arising directly out of or in connection with negligent acts, errors or omissions in the performance of its professional services of the successful Auditor, including its agents, consultants and subcontractors, under the terms of the contract, excepting those which arise out of the negligence of the Local Government.
- O. **CANCELLING OR AMENDING A SOLICITATION:** The Local Government may cancel or withdraw a solicitation in whole or in part and reject any and all proposals at any time prior to an award. The Local Government may also amend the solicitation by the issuance of an addendum prior to the deadline set for receipt of response.
- P. **NOTICE OF AWARD:** Notice of contract award shall be posted on the information board in the Prince Edward County Courthouse.

9.0 SPECIAL TERMS AND CONDITIONS

- A. **AVAILABILITY OF FUNDS:** The Local Government shall be bound hereunder only to the extent of the funds available and appropriated or which may hereafter become available for the purpose of this agreement.
- B. **CANCELLATION OF CONTRACT:** The Local Government reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Auditor. Any contract cancellation notice shall not relieve the Auditor of the obligation to complete an audit commenced before the effective date of the cancellation.
- C. **RENEWAL OF CONTRACT:** This contract may be renewed by the Local Government upon written agreement with the Auditor for up to three (3) successive one-year periods with the same terms as the contract awarded as a result of this solicitation.
- D. **FILING REQUIREMENTS:** The audit contract awarded as a result of this solicitation will be filed with the Auditor of Public Accounts, Commonwealth of Virginia.

- E. **RETENTION OF WORKING PAPERS:** The Auditor hereby agrees to retain all books, records and other working papers relative to this contract for five (5) years after final payment. The Local Government, its authorized agents, and/or state and federal auditors shall have full access to and the right to examine any of said materials during said period.
- F. **SUBCONTRACTS:** No portion of this work shall be subcontracted without prior written consent of the Local Government. In the event that the Auditor desires to subcontract any portion of the services specified in the contract, the Auditor shall furnish the names, qualifications, and experience of the proposed subcontractors. The Auditor shall, however, remain fully liable and responsible for the work to be done by the subcontractor(s) and shall assure compliance with all requirements of the contract.
- G. **INSURANCE REQUIREMENTS:** The successful Auditor shall maintain insurance to protect itself and the Local Government from claims under the Workers' Compensation Act and from any other claim for damages for personal injury, including death, and for damages to property which may arise from services under this contract, whether such service be by the Auditor or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the following insurance specifications:
- | | | |
|-----|---------------------------------|-----------------------------------|
| (1) | Products, Completed Operations: | \$2,000,000 aggregate |
| (2) | Automobile Insurance: | \$1,000,000 combined single limit |
| (3) | Workers' Compensation: | Virginia Statutory Requirements |

AUDIT PROPOSAL

FOR THE COUNTY OF PRINCE EDWARD, VIRGINIA



FISCAL YEARS ENDING JUNE 30, 2022 THROUGH 2024

MAY 12, 2022

Please Respond To:

Joshua A. Roller, CPA
Robinson, Farmer, Cox Associates
530 Westfield Road
Charlottesville, VA 22901

E: jroller@rfca.com
P: (434) 973-8314
F: (434) 974-7363

TABLE OF CONTENTS

	<u>Page</u>
Opening Letter	1-4
Overview of Firm:	
General Overview.....	5
Professional Affiliations	5
Consulting and GFOA Reporting Services	6
Staffing	6
Client Support	7
Technology	8
RFC Specialized Software and Manuals	9
Consulting Services	10
Clients Served.....	11
Statement of Professional Status	12
Other Representations	12
Quality Control:	
Internal Quality Control.....	12
External Quality Control–Firm Participation in Peer Review Program	12
Peer Review Report.....	13-14
Summary of Proposer’s Qualifications	15
Understanding of Work–Approach:	
Summary	16
Phase 1: Planning	17
Phase 2: Fieldwork	18-21
Phase 3: Reporting	22
Continuing Service	23
Client Expectations.....	23
Audit Timeline	24
Appendix	
Engagement Resumes	
Continuing Professional Education	
RFP Required Attachments	



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

May 12, 2022

County of Prince Edward
Attn: Douglas Stanley, County Administrator
111 South Street 3rd Floor
Farmville, VA 23901

Ladies and Gentlemen:

We are pleased to submit our proposal to provide professional audit services for the County of Prince Edward, Virginia. This proposal is in response to your Request for Proposals for Financial Auditing Services, RFP#22-012. The audit period for this contract is for the fiscal years ending June 30, 2022 through June 30, 2024 with up to three additional one-year terms, if agreed upon by both parties.

EXPERIENCED LEADERS

For more than **sixty-eight** years, Robinson, Farmer, Cox Associates (RFC) has been the leading governmental auditing and consulting firm in the Commonwealth of Virginia. In continuous operation since 1953, we provide audit services for nearly 75% of Virginia's counties, over 25% of its cities, and dozens of its towns. We also serve numerous authorities, boards, commissions, and other entities. Staff members of RFC spend **approximately 100,000 hours annually** in the service of Virginia's local governments and related organizations. RFC operates six strategically located offices, all of which are located in the Commonwealth of Virginia. The Charlottesville office of RFC is the headquarters of the Firm. RFC is a certified small business within the qualifications of the SWaM certification program.

RFC's approach is simple: to provide quality services performed by experienced staff with extensive knowledge in the areas of public entity accounting, auditing, and financial consulting. This straightforward approach to conducting business ensures that our clients receive the efficient, professional, and effective services they have come to expect.

CHARLOTTESVILLE OFFICE: STREET ADDRESS

530 Westfield Road
Charlottesville, Virginia 22901
Phone: (434) 973-8314
Fax: (434) 974-7363

MAILING ADDRESS

P.O. Box 6580
Charlottesville, Virginia 22906
E-mail: rfc@rfca.com
Website: www.rfca.com

Audit Team

The proposed audit team will be managed by a Member/Partner in RFC. This high-level of involvement and management provides the County direct access to the engagement partner. Furthermore, we believe this increases the quality and effectiveness of the audit process while adhering to the County imposed and statutory deadlines. Lastly, the daily involvement of the audit partner ensures the appropriate level of service and commitment to the audit engagement.

Management Recommendations

As part of our audit process, we evaluate the County's internal controls and review significant accounting policies. This review encompasses a review of Key IT controls and processes and allows us to provide insightful recommendations aimed at improving internal controls and operating efficiencies. In addition, we provide technical advice aimed at improving financial statement presentation and related note disclosures.

Audit Support

RFC developed software and audit manuals provide our clients with cost effective ways of complying with ever-changing reporting requirements. Recent support products include:

- The RFC Governmental Fixed Asset Depreciation System ©;
- The RFC Integrated GASB 34 Financial Reporting Model ©;
- RFC's Actuarial Valuation Model for GASB 43/45;
- The RFC Local Government Accounting Manual©;
- RFC Linear Programming Cost Allocation Software; and the
- RFC GASB 68 & 75 Pension and OPEB Models.

Changes in Accounting Standards and State Legislation

Since RFC's primary focus is public entity accounting, auditing, and consulting, we keep abreast of proposed changes in related accounting standards and state legislation. RFC takes a proactive approach in advising our clients of future legislative and regulatory changes, internal requirements necessary to meet these changes, and the related impact on operations. We publish client newsletters periodically to address these concerns. In addition, RFC provides seminars to clients detailing items that impact local governments in Virginia. Recent topics covered by our newsletters and seminars have included: implementation of GASB 54, a guide to GASB 63, 67, and 68, understanding and implementing SAS 115, basics of bond issuance in Virginia, developing and implementing financial forecasts, proffer calculations, understanding impact fees, and assessing and improving internal controls. We are also in the process of developing useful tools to assist our clients in implementation of GASB 87 and continued annual reporting for leases in accordance with the standard.

SERVICES: (CONTINUED)

Changes in Accounting Standards and State Legislation: (Continued)

RFC and the proposed audit team will provide direct and practical guidance to implement upcoming GASB pronouncements. This assistance will include notification of impending standards, practical education of those standards and documents, files and templates when necessary. More recently RFC partners and team leaders consulted with each audit client about the requirements, best practices and continuous changes to the available guidance for the CARES Act funding and SLFRF program.

Consulting

RFC provides a variety of financial, technological, and management consulting services which are discussed later in this proposal.

QUALITY

Quality is synonymous with our reputation and is the cornerstone of our business. While all accounting firms are subject to the same standards regarding quality control and educational requirements, RFC distinguishes itself through its commitment to excellence. RFC's Quality Control Department epitomizes this commitment.

The Firm's Quality Department has a team of five full-time reviewers whose focus is to review individual engagements to ensure that RFC standards are maintained year-round.

A number of RFC clients have participated in the GFOA¹ Certificate of Excellence in Financial Reporting Program for over thirty years. **All clients that have applied for the certificate have been successful in receiving same.** The Firm's Director of Quality Control, has served as a Special Review Committee member for the GFOA, and continues to review a selection of governmental audit reports from around the country each year. This process enhances our ability to ensure that your financial reports meet all reporting guidelines.

ACCESSIBILITY

Robinson, Farmer, Cox Associates is committed to providing the best audit services available by capitalizing on our highly trained and experienced engagement staff using proven techniques to satisfy your audit requirements. We look forward to discussing our qualifications with you in further detail at your convenience.

We pride ourselves on remaining accessible to our clients during audit season and beyond. We encourage our clients to call us anytime with audit-related questions or concerns at **no extra charge**. We also maintain year-round contact through client newsletters, RFC sponsored events, and website postings.

¹ GFOA – Government Finance Officers Association

STAFFING AND TIMELINE

Joshua A. Roller will serve as Partner-in-Charge for this engagement, which will be staffed by personnel from our office in Charlottesville, Virginia. Kristen L. Choate will be the Reviewing Partner and will be available as needed for the engagement. Staff assignments and additional details are included later in this proposal. Our field work for the FY2022 audit and subsequent audits will commence in accordance with guidelines set forth in the County's request for proposals. We will review and/or prepare reports in accordance with the timeline agreed to by the County and RFC.

CONCLUSION

Robinson, Farmer, Cox Associates is committed to providing the best audit and consulting services available by capitalizing on our highly trained and experienced engagement staff using proven techniques to satisfy your audit and consulting needs. We look forward to discussing our qualifications with you in further detail at your convenience.

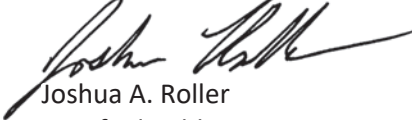
Should any questions arise concerning this proposal, please contact:

Joshua A. Roller, Member
P.O. Box 6580
Charlottesville, Virginia 22906
(434) 973-8314

Thanking you for your consideration, we remain

Very truly yours,

ROBINSON, FARMER, COX ASSOCIATES



Joshua A. Roller
Certified Public Accountant
Member

OVERVIEW OF FIRM

General Overview

Robinson, Farmer, Cox Associates (RFC) is a specialized Certified Public Accounting firm providing audit, assurance, and financial consulting services to local governments and related organizations in the Commonwealth of Virginia. Since the firm's founding in 1953, RFC has been the leading governmental accounting firm in the Commonwealth.

Robinson, Farmer, Cox Associates maintains six offices in the Commonwealth located in Blacksburg, Charlottesville, Fredericksburg, Louisa, Richmond, and Staunton.

Among the six offices, **we have fifteen partners, seven directors, and approximately seventy staff serving on our governmental audit teams.**



Professional Affiliations



Robinson, Farmer, Cox Associates is a long standing member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center. The Center provides useful tools and educational seminars aimed at improving the quality of governmental audits.

Robinson, Farmer, Cox Associates' staff are updated continuously on audit items of concern. In addition, we are able to translate knowledge gained from the Center into useful audit tools for our staff and governmental clients.

Members and staff of the firm are actively involved in other professional organizations that serve to enhance our abilities as auditors and advisors to local governments. Various members and staff of the firm are enrolled in the following professional organizations:

- ▶ Virginia Government Finance Officers' Association
- ▶ Association of Government Accountants
- ▶ Virginia Society of Certified Public Accountants
- ▶ American Institute of Certified Public Accountants
- ▶ Association of Certified Fraud Examiners

Virginia's Premier Source of Financial Expertise
For Over 50 Years.

OVERVIEW OF FIRM (CONTINUED)

Consulting Services and GFOA Reporting Services

Through the years, by serving as the auditor and advisor in financial planning for various Virginia counties, the Firm has assisted Virginia counties in receiving equitable settlements and awards in the final settlement of annexation suits and inter-governmental reimbursement agreements. The Firm took the initiative to review revenue sharing entitlements received by Virginia localities which subsequently resulted in approximately 70% of the Virginia localities receiving more equitable revenue sharing entitlements.



Each audit client of RFC that participates in the GFOA Certificate of Achievement for Excellence in Financial Reporting receives a detailed review of the Comprehensive Annual Financial Report by an experienced reviewer, including an individual that reviews reports for GFOA. This service provides additional assurance that the requirements of the Certificate Program are met. The Firm has assisted the County of Accomack, County of Albemarle, County of Augusta, County of Culpeper, County of Frederick, County of Gloucester, County of

King George, County of Louisa, County of Prince George, City of Fairfax, City of Fredericksburg, City of Martinsville, Rapidan Service Authority, Rivanna Water and Sewer Authority, Fauquier County Water and Sanitation Authority, Albemarle County Service Authority, King George County Service Authority, Charlottesville-Albemarle Airport Authority, and Meherrin River Regional Jail Authority in obtaining the GFOA Certificate of Achievement. Most recently, the Firm has assisted Western Tidewater Regional Jail Authority in obtaining the certificate. Further, the Firm is actively involved in assisting other localities and authorities who will be applying for the Certificate in future years.

Staffing

Robinson, Farmer, Cox Associates strongly promotes a process of continual staff improvement through training programs and mentoring from our Members. In addition, RFC promotes a positive work environment and a balanced workload. As a result, our employee retention rates are nearly twice as strong as the average for national accounting firms. Our strong employee retention rates allow us to put more experienced auditors on your engagement.

OVERVIEW OF FIRM (CONTINUED)

Client Support

Members of the firm routinely provide support for Virginia municipalities through the active participation in professional organization committee assignments aimed at developing and implementing financial reporting standards for all local governments in the Commonwealth. Examples of our service include:

- › The Virginia Society of Certified Public Accountants' Committee on Governmental Accounting and Auditing,
- › The Virginia Chapter of the Governmental Financial Officers Association Committee on Local Governmental Reporting,
- › The Auditor of Public Accounts of the Commonwealth of Virginia Committee on Local Government and Financial Reporting, and
- › Officer assignments with the Association of Government Accountants.

Members of the firm are routinely requested to speak at professional conferences. In recent years, members of the firm have given seminars on a variety of topics to the following audiences:

- › Association of Government Accountants
- › Virginia Association of Counties
- › Virginia Municipal League
- › Virginia Government Finance Officers Association
- › Virginia Treasurer's Association
- › Virginia Government Finance Network

Recent topics presented at these conferences have included:

- › Developing a Governmental Forecast
- › The Methodology of Proffer Calculations
- › The Basics of Bond Issuances in Virginia
- › How to Assess Your Internal Controls
- › Fraud and Internal Controls in Local Governments
- › ARPA Audit Considerations

OVERVIEW OF FIRM (CONTINUED)

Technology

Robinson, Farmer, Cox Associates' audit teams are deployed in the field with state-of-the-art audit software. Our audit teams use *ProSystem fx Engagement Software* coupled with *PPC's² practice aids™*, *PPC's Workpapers™* and *PPC's Interactive Disclosure Libraries™*. Our audit and assurance work papers and programs are maintained in a **paperless environment** and are shared through **secured wireless networks** established during audit fieldwork. High speed scanners are used to replicate documents in a digital format, as necessary, for inclusion in our files. **Daily offsite back-ups** are used to ensure audit work is **safe, secure, and maintained in accordance with professional standards**.

Robinson, Farmer, Cox Associates' staff annually updates our custom audit programs to meet current auditing and accounting standards. These updates take approximately 2000 hours each year and result in timely audit template updates.

Robinson, Farmer Cox Associates' Director of Technology, Billy Gardner, is a registered Certified Information Systems Auditor (CISA) and provides IT system reviews of governmental agencies. These reviews go beyond the typical financial statement review and are aimed at identifying weaknesses in governmental IT systems and related controls. At RFC, we feel that these reviews are critical when new applications are in the development and implementation stages. Furthermore, we routinely request these in-depth expanded audits to document critical IT faults and available remedies. Typically, IT system reviews are performed at no additional charge to our clients when performed as part of the audit process.



Robinson, Farmer, Cox Associates has recently employed the use of data analytics and artificial intelligence (AI) as part of the audit process. Data analytics and AI provides for a highly efficient technique to audit volumes of historic data with a high probability of accuracy. Our Director of Data Analytics uses TeamMate Analytics which is an Excel-based audit data analytics solution that enables auditors to perform powerful advance data analysis and reduce risk. It also helps highlight any potential issue that otherwise might be hidden in data.

² PPC is an acronym for Practitioners Publishing Company

OVERVIEW OF FIRM (CONTINUED)

RFC Specialized Software and Manuals

Robinson, Farmer, Cox Associates further provides support to Virginia's local governments through the development of specialized software, reporting manuals, and financial templates aimed at increasing the efficiency and effectiveness of Virginia's local governments. Some examples of our products in use include:

RFC Financial Forecasting Model

This forecasting model uses multiple forecasting methods to predict future revenue and expenditure trends based on historical data as well as currently known facts. The model uses a "best fit test" to select forecasting methods for individual drivers based on historical accuracy. The model has been used primarily to develop medium-term financial plans (operating and capital) for Virginia localities and the establishment of tax rates to fund such plans; however, the model has served to predict the financial impact of annexations, boundary adjustments, and changes in governmental status.

RFC Fixed Asset Software

Our fixed asset software was deployed to assist local governments in implementing changes required by Governmental Accounting Standards Board Statement 34 (GASB 34). The software calculates depreciation by asset type, department, function, and fund as specified by reporting standards. This software produces depreciation reports in a format that allows for easy input into the financial statements.

RFC GASB 68 Pension Model

This model was developed to assist governments with the implementation of Governmental Accounting Standards Board Statement 68 (GASB 68). This model allows entities to properly allocate the net pension liability and associated deferred inflows and outflows of resources related to the VRS net pension liability.

RFC GASB 75 OPEB Model

This model was developed to assist governments with the implementation of Governmental Accounting Standards Board Statement 75 (GASB 75). This model allows entities to properly allocate the net OPEB liability and associated deferred inflows and outflows of resources related to the OPEB liability.

RFC Cost Allocation Plan Software

Our cost allocation plan software is currently used by more than sixty local governments in Virginia for the preparation of their annual cost allocation plans.

OVERVIEW OF FIRM (CONTINUED)

Consulting Services³

For over sixty-eight years, Robinson, Farmer, Cox Associates has provided consulting services to governments in the Commonwealth of Virginia. Many of our studies and analyses have been used in litigation support, and our consultants have served repeatedly as expert witnesses. Some examples of our consulting services follow:

- ▶ Consultation in preparing official statements and other data necessary for issuing both revenue and general obligation bonds.
- ▶ Administrative and financial management issues such as:
 - Financial feasibility and rate studies for utility enterprises,
 - Fiscal analysis and establishment of Special Districts,
 - IT systems evaluation, design and development for both financial and general governmental functions,
 - Financial forecasting and budgeting,
 - Proffer calculation systems and impact fees,
 - Fiscal impact analysis of residential and commercial development,
 - Capital improvement programs,
 - Indirect cost allocation plans,
 - Governmental cost containment studies,
 - Organizational studies,
 - Cash management planning, and
 - Personnel classification and pay plans.
- ▶ Intergovernmental matters such as:
 - Forms of government studies: incorporation, consolidation, and change of status,
 - Annexation impact analysis,
 - Utility rate requirements, and
 - Financial reporting and formulae analysis of inter-governmental agreements.

³ Consulting services of the Firm are provided by the Firm's wholly owned subsidiary RFC Associates, LLC.

OVERVIEW OF FIRM (CONTINUED)

Clients Served

Robinson, Farmer, Cox Associates serves more than sixty-five counties, fifty towns and cities, and more than one-hundred authorities, boards, and commissions within our State’s boundaries. We have listed below a select listing of similar engagements we recently or are currently engaged to perform audit services:

COUNTIES[©]



Albemarle County, Virginia*	Greene County, Virginia
Amelia County, Virginia*	Greensville County, Virginia
Brunswick County, Virginia	Halifax County, Virginia
Buckingham County, Virginia*	King George County, Virginia*
Campbell County, Virginia*	Louisa County, Virginia*
Charlotte County, Virginia	Madison County, Virginia
Clarke County, Virginia	Nelson County, Virginia
Culpeper County, Virginia*	Prince George County, Virginia*
Fauquier County, Virginia*	Shenandoah County, Virginia*
Frederick County, Virginia*	Warren County, Virginia*
Gloucester, Virginia*	Westmoreland County, Virginia

TOWNS

Town of Berryville, Virginia	Town of Haymarket, Virginia
Town of Chincoteague, Virginia	Town of Smithfield, Virginia
Town of Clifton Forge, Virginia	Town of Vienna, Virginia*
Town of Gordonsville, Virginia	Town of West Point, Virginia

CITIES

City of Fairfax, Virginia*	City of Manassas, Virginia*
City of Fredericksburg, Virginia*	City of Martinsville, Virginia

AUTHORITIES, BOARDS, AND COMMISSIONS

Campbell Utilities & Service Authority*	Northern Virginia Regional Park Authority*
Capital Region Airport Commission*	Northwestern Community Services Board
Charlottesville-Albemarle Airport Authority*	Rapidan Service Authority*
Fauquier Water & Sanitation Authority*	Rappahannock Area Community Services
Hampton Roads Regional Jail Authority*	Rappahannock Regional Jail Authority*
Meherrin River Regional Jail Authority*	Rivanna Water & Sewer Authority*
Northern Virginia Regional Commission	Western Tidewater Regional Jail Authority*

* Denotes Localities Awarded the GFOA Certificate of Excellence in Governmental Reporting.

© Blue shading in map above represents counties audited by Robinson, Farmer, Cox Associates

OVERVIEW OF FIRM (CONTINUED)

STATEMENT OF PROFESSIONAL STATUS

Robinson, Farmer, Cox Associates hereby affirms that it is licensed and chartered as a professional limited liability company under the *Code of Virginia (1950)*, as amended and that its staff of licensed certified public accountants and other professional personnel conduct business in accordance with statutory requirements and the Code of Ethics of the Virginia Society of Certified Public Accountants. Robinson, Farmer, Cox Associates further represents that it is independent with respect to the County of Prince Edward, Virginia, and its respective component units as defined in the Ethical Rules of the American Institute of Certified Public Accountants.

The Firm is managed by its Board of Directors elected by the members. An Executive Committee aids the Directors in their administration of company affairs.

The Firm is a certified SWaM business under the qualifications of a small business.

OTHER REPRESENTATIONS

The Partner-in-Charge and Audit Manager will adequately supervise all staff and Firm personnel on each phase of the audit. All audit working papers and reports will be retained by Robinson, Farmer, Cox Associates at the expense of the Firm in accordance with professional standards.

QUALITY CONTROL SYSTEM

Robinson, Farmer Cox Associates is devoted to the quality of the audit working papers, reports and all other documents produced by the Firm. The Firm has a fully functioning quality control department. The department is responsible for ensuring that all quality control policies and procedures are properly performed on every engagement. All reports, working papers and other related documents are reviewed by the independent quality control department prior to the release of the final documents to the client, state and federal agencies. Moreover, the Firm utilizes a practice management software to accurately track the status of all engagements throughout the quality control system to ensure reports and documents are released in a timely manner.

FIRM PARTICIPATION IN PEER REVIEW PROGRAM

Robinson, Farmer, Cox Associates is enrolled in the AICPA Peer Review Program. The Firm's most recent quality control review of its accounting and auditing practice was conducted in January 2020. An unmodified opinion, dated January 16, 2020, was issued on the Firm's accounting and auditing practice. This particular review consisted of 37 engagements and included 8 state and local governmental audits performed by the Firm. Further, the Firm annually conducts an Internal Review of its Accounting and Auditing Practice in accordance with the AICPA Peer Review Program.

A selection of Robinson, Farmer, Cox Associates' local government audit reports and workpapers are reviewed annually by the Auditor of Public Accounts (APA). The most recent review took place in September 2021 and resulted in a rating of pass.

RFC is Licensed and Chartered in Virginia.

Our Accounting and Auditing Services Undergo Regular Peer Reviews and Quality Control Evaluations.

OVERVIEW OF FIRM (CONTINUED)



Tetrick & Bartlett, PLLC
Certified Public Accountants
Consultants

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Members of
Robinson, Farmer, Cox Associates
and the Peer Review Committee
of the Virginia Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Robinson, Farmer, Cox Associates (the firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

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OVERVIEW OF FIRM (CONTINUED)

Robinson, Farmer, Cox Associates

Page 2

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Robinson, Farmer, Cox Associates in effect for the year ended June 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Robinson, Farmer, Cox Associates has received a peer review rating of *pass*.

Tetnik & Bottlett, PLLC

Clarksburg, West Virginia
January 16, 2020

SUMMARY OF PROPOSER'S QUALIFICATIONS

The following is a list of key personnel and their assignments for this audit engagement. All members of this audit team have extensive and varied experience in governmental auditing.

Engagement Staff

Partner-in-Charge – Joshua A. Roller, C.P.A. will be partner-in-charge of this engagement and will have the overall responsibility for the coordination and technical review of the audits. He will also be responsible for day-to-day fieldwork and supervision of staff accountants during the course of the audit.

Concurring Partner – Matthew A. McLearn, C.P.A. will be responsible for second review of the financial statements and working papers. He will also be responsible for administration of contract documents.

Quality Control Member – Kristen L. Choate, C.P.A. will be responsible for reviewing the financial statements and working papers to ensure compliance with firm quality control standards.

Senior Technical Reviewer – Melissa A. Blow, C.P.A. will be responsible for the technical review of the financial statements and work program

Audit Manager – Eric S. Angell, C.P.A. will be onsite for both preliminary and final fieldwork. In addition, he will assist the Partner-in-Charge during audit fieldwork.

Technology Consultant – Billy Gardner, C.I.S.A., C.E.H will review information systems operations and controls.

Clerical/Administrative - Tammy M. Dyer will be responsible for the control of all audit files and documents flowing through the Firm's office, typing reports, and communications with the audit staff.

All staff assigned to this engagement have experience in governmental auditing. In addition, all staff assigned have continuing education as required by *Government Auditing Standards* and will have adequate supervision by the Partner-in-Charge and Audit Manager on a day-to-day basis.

Other staff assignments will occur at the discretion of the Partner-in-Charge as they relate to the technical areas of the audit engagement. Services will be performed primarily from our office in Charlottesville, Virginia, which employs five members, thirty professional accountants and consultants, and nine administrative support personnel. Robinson, Farmer, Cox Associates' administration carefully monitors professional staffing resources to assure a balanced staffing complement.

Detailed Resumes and Continuing Professional Education can be found in the Appendix Section of this proposal response.

Experienced Team of Auditors
Ready to Serve and Meet the needs of the County.

UNDERSTANDING OF WORK–AUDIT APPROACH

Summary

The audit will be performed in **three distinct phases** – Phase 1: Planning, Phase 2: Fieldwork, and Phase 3: Reporting. Key tasks and objectives for each of the phases are summarized in the table below.

		Key Tasks Performed (as applicable)
P H A S E 1	Planning	<ul style="list-style-type: none"> <i>Engagement team planning meeting</i> <i>Review prior audit & interim reports</i> <i>Review minutes of Board Meetings</i> <i>Establish schedule for fieldwork</i> <i>Prepare & provide preliminary fieldwork request list to client</i>
P H A S E 2	Fieldwork	<ul style="list-style-type: none"> <i>Intro meeting with Management</i> <i>Perform walkthroughs of client processes</i> <i>Assess client risk based on preliminary evaluation</i> <i>Determine procedures for a risk-based audit</i> <i>IT Review and Assessment</i> <i>Test key internal controls</i> <i>Test compliance with Federal and State regulations</i> <i>Perform substantive tests</i> <i>Perform balance verifications/reconciliations</i> <i>Perform analytical procedures</i> <i>Hold exit conference with Management upon completion of fieldwork</i> <i>Provide draft Management Comments & Recommendations</i> <i>Member review of audit workpapers & procedures</i>
P H A S E 3	Reporting	<ul style="list-style-type: none"> <i>Audit report preparation & Member review</i> <i>Quality control review of workpapers & audit report</i> <i>Audit reports delivered to County</i> <i>Final Management Comments delivered</i> <i>APA transmittal reports are reviewed</i> <i>Review of SF-SAC forms</i> <i>Presentation of the audit</i>

UNDERSTANDING OF WORK–AUDIT APPROACH

During our audit, compliance tests will be conducted in connection with our review of the County’s system of internal controls for the purpose of submitting our written reports on material weaknesses and significant deficiencies in internal control included in the Independent Auditors' Report on Internal Accounting Control over Financial Reporting and Compliance. The federal programs compliance audits will be conducted in accordance with the *Uniform Guidance*.

PHASE 1: Planning

During the planning stage, Robinson, Farmer, Cox Associates will review prior audit work papers, publicly available information, and interim financial data, as well as state and local reports. The purpose of the planning stage is to:

- Gain knowledge of the County’s internal control over financial reporting;
- Identify matters affecting the government, such as changes in financial reporting practices, economic conditions, laws and regulations, and technological changes;
- Identify matters relating to the government’s operations, including its organization, operating characteristics, and capital structure;
- Document our preliminary judgments about materiality, risk, and other factors relating to the determination of material weaknesses;
- Familiarize the audit team with control deficiencies previously communicated to the finance committee or management;
- Identify legal or regulatory matters of which the government is aware;
- Review public information about the government relevant to the evaluation of the likelihood of material financial statement misstatements and the effectiveness of the government's internal control over financial reporting;
- Document knowledge about risks related to the government evaluated as part of the auditor's client acceptance and retention evaluation; and
- Identify key policy changes and financial actions taken during the current fiscal year.

Upon completion of our initial assessment, we will provide the County with a detailed list of items we would like to review upon commencement of audit fieldwork. This list is delivered several weeks prior to the date of audit commencement and is intended to provide a starting point for the audit and affords the County time to gather necessary documents.

UNDERSTANDING OF WORK–AUDIT APPROACH (CONTINUED)

PHASE 2: Fieldwork

Robinson, Farmer, Cox Associates begins audit work in the spring/summer of each year. During fieldwork, we perform the following key procedures:

Review of Policies and Procedures

RFC will review current accounting, purchasing and personnel policies to gain an understanding of the controls and requirements set forth in such policies. In addition, we will review minutes of the Board of Supervisors to identify key actions and directives of the County.

Data Analytics

The Director of Data Analytics will request data from the County's accounting system. The data will be tested under multiple tests and queries to identify inconsistencies, anomalies and outlying data points for further examination. Data analytics will allow the audit team to isolate specific sets of data that may be used to assess the internal controls of the governmental areas of fraud risk.

Walkthroughs

In performing a walkthrough, our auditors follow a transaction from origination through the government's processes, including information systems, until it is reflected in the County's financial records, using the same documents and information technology that County personnel use. The primary purpose of a walkthrough is to identify key internal controls, control systems, and responsible parties.

Identification of Fraud Risk

We will conduct inquiries of management and of other employees regarding their knowledge of any actual fraud or suspicions of fraud, as well as any allegations of fraud affecting the County. We will inquire about the County's understanding of the risk of fraud within the organization including any specific fraud risks the County has identified, as well as account balances or transaction classes that may be susceptible to fraud. We will inquire about the controls the County has implemented to identify fraud risks and to detect fraud and how those programs and controls are monitored.

UNDERSTANDING OF WORK–AUDIT APPROACH (CONTINUED)

PHASE 2: Fieldwork: (Continued)

IT Review and Assessment

The Technology Consultant will conduct a comprehensive assessment of all IT controls. The assessment will be used to assess the overall risks over financial reporting. Additionally, we will provide a summary of practical recommendations and best practices.

Control Testing

Upon completion of the procedures above, we will identify key controls and control systems that are necessary to provide accurate financial data and deter or prevent material fraud within the government.

Sampling will be used while performing control testing during preliminary fieldwork. RFC utilizes statistical sampling methods based on factors such as the population size and the auditors' assessment of risk related to the control. Sample sizes will vary based on these factors along with any deviations encountered during testing and can range from as few as two to as many as ninety items; however, the most common samples range from twenty-five to forty items. Samples may be selected from the population using systematic, haphazard, or random selection, as deemed appropriate for each instance.

Compliance Testing

Local governments are subject to local, state, and federal compliance testing. Local compliance testing centers around compliance with purchasing policies, personnel policies, Board of Supervisors orders as well as administrative policies. State compliance testing is determined by the State Auditor of Public Accounts in the *Specifications for Audits of Counties, Cities, and Towns*. Federal compliance testing is required by the Office of Management and Budget's *Uniform Guidance*. Annually, our workpapers are updated to identify compliance testing required by the State Auditor of Public Accounts and the Uniform Guidance. Compliance testing with local policies and procedures is specific to each government according to key local policies established by the Board and/or administration.

The audit team will use sampling while performing compliance testing during preliminary fieldwork. Statistical sampling methods are used and are based on factors such as the population size and the auditors' determination of the tolerable exception rate for the test. Sample sizes will vary based on these factors along with any deviations encountered during testing. Sample sizes can range from as few as two to as many as one-hundred-twenty items; however, the most common samples are approximately twenty-five to forty items. Samples may be selected from the population using systematic, haphazard, or random selection, as deemed appropriate for each instance.

UNDERSTANDING OF WORK–AUDIT APPROACH (CONTINUED)

PHASE 2: Fieldwork: (Continued)

Compliance Testing (Continued)

Upon the completion of preliminary fieldwork, we will have documented the following in our work papers and programs:

- › Key policies and procedures and the extent to which they are being followed;
- › Fraud risk within the government;
- › The government’s compliance with local, state, and federal requirements;
- › Key accounting processes and the effectiveness of control systems and controls in place to prevent material financial and fraud risk;
- › Key information technology controls and how they may be circumvented or overridden;
- › Weaknesses in control systems or controls that represent material weaknesses or significant deficiencies as defined by Statement on Auditing Standards 115 (SAS 115);
- › The extent to which controls may be relied upon in relation to key financial statement assertions; and
- › Documentation of key areas of concern under which audit procedures should be expanded.

In addition, upon completion of preliminary fieldwork, we will advise the County of any areas or items of concern and our recommendations for dealing with same.

After the end of the fiscal year, Robinson, Farmer, Cox Associates will schedule final fieldwork. Final fieldwork is generally scheduled in the fall of each year after all closing and year end accrual entries are posted to the books. Final fieldwork programs and work plans are designed to substantiate account balances and key financial statement assertions including related note disclosures. In addition, final fieldwork is used to complete control testing and perform audits of federal programs (Single Audits). Key activities performed during final fieldwork include:

Evaluation of Controls

The audit team will perform a review of prior control testing activities and determine if controls have changed since preliminary fieldwork. Additional control testing will be performed, if necessary, at this time. A final determination of controls, including IT controls, that will be relied upon as part of the audit will be established at this time.

UNDERSTANDING OF WORK–AUDIT APPROACH (CONTINUED)

PHASE 2: Fieldwork: (Continued)

Review of Risk Assessment

A review of material fraud risk will be performed. Based on this review, the team will implement audit procedures aimed at identifying misappropriations within the organization. The team will also review the risk of material misstatements within the financial statements and implement audit procedures to mitigate such risk.

Substantive Procedures

Substantive procedures will be used during final fieldwork to provide the audit team with information regarding the five audit assertions (completeness, existence, disclosure, rights, and valuation). A determination of areas for which controls are insufficient will be made and auditors will identify substantive audit procedures for those areas. The team will also implement substantive audit procedures and testing to validate material balances in the financial statements and related note disclosures not evaluated through control testing.

Sample sizes for substantive testing can vary considerably based on a number of factors. These factors include the auditors' calculation of materiality/tolerable misstatement for the fund/account balance being tested and the auditors' assessment of the risk of material misstatement and other procedures risk ("risk factors"). Once these factors are determined, the sample size is calculated using algorithms created to provide a statistically acceptable (i.e. 95%-99%) level of assurance. Similar to other samples, these samples are selected from the population using systematic, haphazard or random selection as deemed appropriate in each instance.

Analytical Procedures

Analytical reviews of key account balances will be performed to determine any variances in balances from prior periods and budgeted amounts. These reviews allow the audit team to evaluate actual changes compared to expectations and investigate the reasons for any unexpected changes.

Upon the completion of final fieldwork, the County can expect the following deliverables:

- An exit conference with key officials concerning the auditors' preliminary conclusions;
- An overview of findings identified in the audit and a recommended course of action to deal with such findings; and
- A list of additional items needed from the County for completion of the audit (if necessary).

UNDERSTANDING OF WORK–AUDIT APPROACH (CONTINUED)

PHASE 3: Reporting

Upon completion of final fieldwork, Robinson, Farmer, Cox Associates will assist the County with preparation and production of the Annual Comprehensive Financial Report to ensure that all reporting elements are incorporated as required by the *Government Auditing Standards*. In conjunction with report preparation, Robinson, Farmer, Cox Associates will prepare all necessary state and federal filings. Upon completion of the audit report, you can expect the following submittals:

- An opinion on the fair presentation of the basic financial statements in conformity with accounting principles generally accepted in the United State of America.
- An opinion on the fair presentation of the other supplementary information and the schedule of expenditures of federal awards in conformity with accounting principles generally accepted in the United States of America (“GAAP”).
- A disclaimer of opinion related to the statistical section included in the Annual Comprehensive Financial Report.
- A report on compliance and on internal control over financial reporting based on an audit of the financial statements performed in accordance with GAS and the *Specifications for Audit of Counties, Cities and Towns* or other applicable APA Specifications. We will communicate all instances of noncompliance that could have a material effect on the financial statements in the report. We will communicate all reportable conditions and material weaknesses in internal controls over financial reporting and its operations in the report. Non-reportable conditions discovered will be reported in a separate letter to Management Personnel, which shall be referred to in the report(s) on internal controls and on compliance and other matters.
- A report on compliance with requirements applicable to each major program and internal control over compliance in accordance with the *Uniform Guidance*. We will report all instances of noncompliance with the specific requirements for major federal program in the report on compliance and in the Schedule of Findings and Questioned Costs. We will communicate all reportable conditions affecting major federal programs in the report. We will identify any material weaknesses in the report. Any finding or weaknesses will be reported immediately to Management Personnel.
- We will make an immediate, written report to the County Administrator of all management letter comments of which we become aware and of any actual or suspected irregularities or illegal activities.
- The Data Collection Form required by Uniform Guidance.

UNDERSTANDING OF WORK–AUDIT APPROACH (CONTINUED)

Continuing Service

Robinson, Farmer, Cox Associates will remain on-call during the year for audit related issues. **It is our policy to provide support through telephone calls, emails, staff meetings, and client bulletins at no additional charge.** Robinson, Farmer, Cox Associates is also available to provide other services, as requested. These services will be separately identified as consulting services. Such services include:

- Agreed-Upon Procedures
- Financial forecasting
- Budget consultation
- Privatization Studies
- Continuing professional education (CPE) seminars
- Assistance in the preparation of bond issuance documents
- Assistance with the placement of bank qualified debt obligations
- Cost Allocation Plans

Client Expectations

It is anticipated that the County will provide the items listed below to assist us in completing the audit in an efficient and timely manner.

Books of Account

The County shall fully balance the books of account, reconcile subsidiary ledgers to control accounts, and reconcile all bank accounts within 90 days of each fiscal year end.

Schedules

The staff of the County shall prepare the following information:

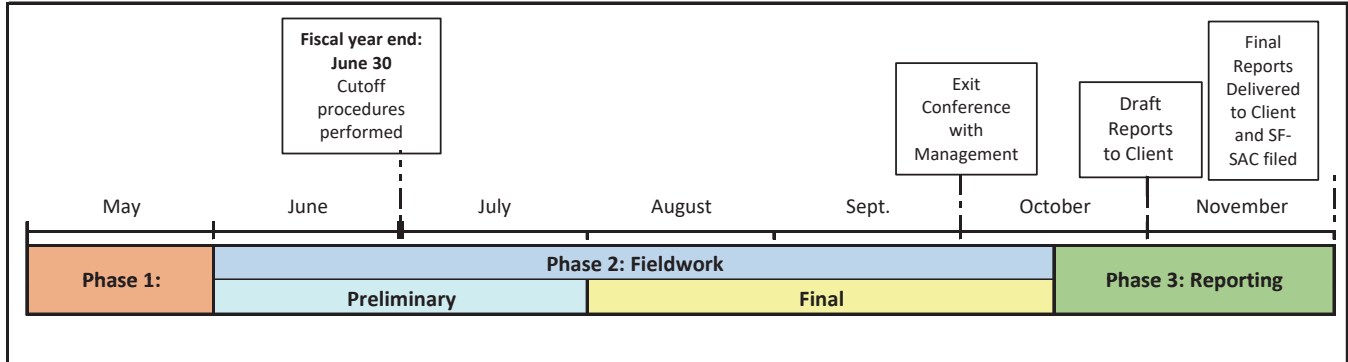
- a) A final trial balance of each fund;
- b) A final trial balance of each subsidiary ledger;
- c) A copy of the final budget approved by the Board of Supervisors for the audit period, the original budget resolution for the audit period, and all subsequent amendments to the budget resolution;
- d) A copy of project contracts and amendments thereto for all projects beginning during the period or not fully completed prior to the period;
- e) A schedule of insurance in force during the year and of insurance expenses for the year;
- f) A schedule of capital outlays during the period;
- g) A schedule of capital assets dispositions during the period;
- h) A schedule of accounts payable and receivables at the statement date;
- i) Copies of grant agreements with governmental grantor or grantee agencies;
- j) Copies of other significant contracts in force at statement date; and
- k) Such reasonable additional schedules as may be requested.

The above list is not exhaustive of all the items we will need to complete your audit; however, we will provide detailed preliminary and final fieldwork requests prior to our arrival. These lists are tailored to each client's specific audit needs and are delivered approximately three weeks prior to fieldwork.

UNDERSTANDING OF WORK–AUDIT APPROACH (CONTINUED)

Audit Timeline

The key to a successful audit is to define the project timing and to communicate expectations to all parties involved. To that end, we have established a tentative timeframe for the audit as presented below. Once engaged as your auditor, we will present specific dates for the audit and key deliverables.



Planning

Discuss prior years audit	Discuss audit work plan
Discuss preliminary work to be performed — PBC listing	Areas of particular concern
Identify key testing *Arrange for work space and other needs	Establish liaisons for engagement
Issue engagement letter and obtain signatures prior to start of fieldwork	

Fieldwork

Preliminary Fieldwork - May

Preliminary Progress with key County Staff

Discuss progress, Outstanding items and Situations/problems that need addressing

Preliminary Exit with with key County Staff

Discuss problems/concerns noted/outstanding items; Review plan for final fieldwork; Identify management comments to-date including observation, implication and recommendation for each comment identified

Final Fieldwork - September/October

Final Fieldwork Entrance with Key County Staff.

Discuss PBC items Update/changes to work plan or workpapers

Final Fieldwork Progress with Key County Staff.

Discuss progress, Outstanding items and Situations/problems that need addressing

Final Fieldwork Exit with Key County Staff.

Discuss outstanding items; Summarize results of fieldwork; Review significant findings; Discuss final entries to be posted to financial system; Identify management comments including observation, implication and recommendation for each comment identified.

Reporting

Final Financial Report Review/Production

We will prepare financial statements, note disclosures, and opinions for approval.
Upon approval the County's final Financial Report will be prepared for the Board of Supervisors meeting.

Comparative Cost Transmittal Forms

We will perform the agreed-upon procedures specified in the UFRM, prepare the required forms and submit to the Auditor of Public Accounts.

SF-SAC Reporting/Landfill Assurance

We will prepare the County's SF-SAC Reporting Package and Review Disclosure Checklists/Applications for submission.
We will prepare the County's Landfill Assurance and provide the Agreed Upon Procedures Report.

APPENDIX

- Engagement Resumes
- Continuing Professional Education

JOSHUA A. ROLLER



CERTIFIED PUBLIC ACCOUNTANT

PROFESSIONAL PROFILE

Josh is a Member of the Firm's Charlottesville Office. He specializes in and has over 10 years' experience auditing Local Government and various Authorities, Boards and Commissions throughout the Commonwealth of Virginia. In addition, he has audited many other entities to include voluntary health and welfare organizations and other not-for-profit organizations throughout the Commonwealth of Virginia.

PROFESSIONAL REGISTRATION

Commonwealth of Virginia, Certified Public Accountant

EDUCATION

Hampden-Sydney College,
Bachelor of Economic and Commerce

PROFESSIONAL AFFILIATIONS

American Institute of Certified Public Accountants (AICPA), *Member*

Virginia Society of Certified Public Accountants (VSCPA), *Member*

Virginia Government Finance Officers Association, *Associate Member*

PROFESSIONAL POSITIONS

2019 to Present Member-Charlottesville Office
Robinson, Farmer, Cox Associates

2015 to 2018 Director-Charlottesville Office
Robinson, Farmer, Cox Associates

2014 to 2015 Audit Manager-Charlottesville Office
Robinson, Farmer, Cox Associates

2008 to 2014 Associate-Charlottesville Office
Robinson, Farmer, Cox Associates

CONTACT DETAILS

Robinson, Farmer, Cox Associates
530 Westfield Road
Charlottesville, VA 22901
Office: 434-973-8314

MATTHEW A. MCLEAREN



CERTIFIED PUBLIC ACCOUNTANT
CERTIFIED FRAUD EXAMINER

CONTACT DETAILS

Robinson, Farmer, Cox Associates
530 Westfield Rd
Charlottesville, VA 22901
Office: 434-973-8314

PROFESSIONAL PROFILE

Matthew is the Firm Managing Director and Member of Robinson, Farmer Cox Associates, P.L.L.C. in the firm's Charlottesville office. Participated in and managed audits of counties, towns, cities and public authorities in the Commonwealth of Virginia. Managed and participated in numerous audits of voluntary health and welfare organizations and other not-for-profit organizations. Matt has considerable experience in governmental audits, having managed the audits of over 25 governmental entities.

PROFESSIONAL REGISTRATION

Commonwealth of Virginia, Certified Public Accountant
Certified Fraud Examiner

EDUCATION

Virginia Tech, Bachelor of Science in Business – Accounting

PROFESSIONAL AFFILIATIONS

American Institute of Certified Public Accountants (AICPA), *Member*

Virginia Society of Certified Public Accountants (VSCPA), *Member*

National Government Finance Officers Association (GFOA), *Associate Member*

Virginia Government Finance Officers Association (VGFOA), *Associate Member*

Association of Certified Fraud Examiners, *Member*

PROFESSIONAL POSITIONS

2019 to Present Managing Director & Member Charlottesville Office
Robinson, Farmer, Cox Associates

2008 to 2018 Member, Charlottesville Office
Robinson, Farmer, Cox Associates

2007 to 2008 Director, Charlottesville Office
Robinson, Farmer, Cox Associates

2002 to 2007 Associate/Manager Charlottesville Office
Robinson, Farmer, Cox Associates

KRISTEN L. CHOATE



CERTIFIED PUBLIC ACCOUNTANT

ACCOMPLISHMENTS

Named Super CPA
by Virginia Business
Magazine

CONTACT DETAILS

Robinson, Farmer, Cox Associates
530 Westfield Rd
Charlottesville, VA 22901
Office: 434-973-8314

PROFESSIONAL PROFILE

Kristen is a Member of Robinson, Farmer, Cox Associates, and the Firm's Director of Quality Control, with more than 20 years of experience. She serves a variety of governmental clients, including Counties, Towns, Regional Jail Authorities, Regional Airports, Community Services Boards, and School Activity Funds, as well as HUDs, Voluntary Health and Welfare Organizations and other organizations throughout the Commonwealth of Virginia. Kristen develops technical guidance on governmental accounting and auditing matters, consulting with engagement teams on accounting, auditing, and financial reporting issues. She is responsible for overseeing audit quality reviews, ensuring professional standards are met on all audit and attest engagements performed by the Firm. Further, she is responsible for the development of the Firm's audit policies and updates to the Firm's annual audit manuals and guidance, to include single audits. Kristen regularly attends National GFOA and VGFOA conferences and serves as a Special Review Committee Member for the GFOA.



Kristen has earned the AICPA's Certified Single Auditor badge. This specialized knowledge is used to evaluate and apply audit steps such as client acceptance, engagement planning and analysis, and concluding on a single audit engagement. CPAs who earn this Badge demonstrate an advanced competency level as outlined in the AICPA Competency Framework: Governmental Auditing. They evaluate and perform single audit-specific requirements such as major program determination, audit sampling, and reporting on the compliance of internal controls.

PROFESSIONAL REGISTRATION

Commonwealth of Virginia, Certified Public Accountant

EDUCATION

Radford University, Bachelor of Business Administration–Accounting

PROFESSIONAL AFFILIATIONS

American Institute of Certified Public Accountants (AICPA):

- *Member*
- *Member of the State & Local Government Expert Panel*

Virginia Society of Certified Public Accountants (VSCPA), *Member*

National Government Finance Officers Association (GFOA):

- *Associate Member*
- *Special Review Committee Member for Excellence in Financial Reporting Program*

Virginia Government Finance Officers Association (VGFOA):

- *Associate Member*
- *Communications and Legislative Affairs Committee Member*

PROFESSIONAL POSITIONS

2015 to Present	Member & Director of Quality Control–Charlottesville Office <i>Robinson, Farmer, Cox Associates</i>
2007 to 2015	Director of Quality Control–Charlottesville Office <i>Robinson, Farmer, Cox Associates</i>
2000 to 2007	Associate/Manager–Charlottesville Office <i>Robinson, Farmer, Cox Associates</i>

268



STAFF PROFILES

ERIC S. ANGELL, *Certified Public Accountant*

Eric began his career at Robinson, Farmer, Cox Associates in 2016. Eric has assisted with local government and numerous commercial and non-profit audits as well as Department of Labor audits prior to his career at RFCA. During his career at RFCA, he has participated in audits of Capital Region Airport Commission and various community service boards, voluntary health and welfare organizations, and has prepared numerous financial reports for governmental clients including audits of counties, cities, towns, school divisions, water and sewer authorities, industrial development authorities.

PROFESSIONAL REGISTRATION

- › State of Virginia, *Certified Public Accountant*
- › *Chartered Global Management Accountant*

EDUCATION

- › University of Virginia, Bachelor of Science in Commerce

PROFESSIONAL AFFILIATIONS

- › American Institute of Certified Public Accountants, *Member*
- › Virginia Society of Certified Public Accountants, *Member*

PROFESSIONAL POSITIONS

2016 to Present	Audit Manager–Charlottesville Office <i>Robinson, Farmer, Cox Associates</i>
2003 to 2016	<i>Chief Financial Officer, Private Industry Construction Firm</i>
1999 to 2003	Auditor, Arehart Associates
1994 to 1999	Audit Senior, Hantzmon Wiebel, LLP

STAFF PROFILES (CONTINUED)

WILLIAM T. GARDNER, CISA, CEH

Billy has participated in numerous local government consulting and auditing engagements. In this role, he has provided complete IT reviews for various localities and other entities in the Commonwealth of Virginia. He has also provided management and technological consulting services for both governmental and non-governmental clients. Currently, he provides Information Technology support for multiple clients throughout the Commonwealth of Virginia.

PROFESSIONAL CERTIFICATIONS

- › *Certified Information Systems Auditor (CISA)*
- › *Certified Ethical Hacker (CEHv7)*
- › *Security+ce*
- › *Network+ce*

EDUCATION

- › *Averett University, Bachelor of Science Computer Information Systems*

PROFESSIONAL AFFILIATIONS

- › *Information Systems Audit and Control Association (ISACA), Member*

PROFESSIONAL POSITIONS

2015 to Present	Director of Information Technology, <i>Robinson, Farmer, Cox Associates</i>
2007 to 2015	IT Audit Consultant & Systems Admin, <i>Robinson, Farmer, Cox Associates</i>
2001 to 2007	IT Help Desk Specialist I, University of Virginia Parking & Transportation Department, Charlottesville, Virginia

CONTINUING PROFESSIONAL EDUCATION

The Firm's policy meets and exceeds the continuing professional education requirements established by the Virginia Society of Certified Public Accountants. Below is a page from Robinson, Farmer, Cox Associates In-House CPE Agenda.

**ROBINSON, FARMER, COX ASSOCIATES
2021 ANNUAL ACCOUNTING AND AUDITING UPDATE SERIES
CALENDAR YEAR 2021**

TOPIC	SPEAKER	MINUTES	TIME
Wednesday, January 6, 2021			
I. OMB Compliance Supplement Addendum	Group Study	125	1:00-3:30
Thursday, February 11, 2021			
II. Single Audit Lightning Round	Group Study	125	1:00-3:30
Wednesday, March 17, 2021			
III. Uniform Guidance Revisions: What you Need to Know	Group Study	125	1:00-3:30
Thursday, March 25, 2021			
IV. FASB Updates with Special Emphasis on ASU 2018-08 Accounting for Contributions Received and Made	Hannah Reams Charlottesville (QC Team)	100	10:00-12:00
Friday, May 7, 2021			
V. Ethics Navigating Through the Gray Area	Jay Sanudo Richmond (Audit Manager)	100	9:00-11:00
VI. 2021 GAQC Webcast	Group Study	100	1:00-3:00
Friday, June 4, 2021			
VII. General Auditing Updates GASB 84 CARES and ARPA Funding	Kristen Choate Charlottesville (QC Team)	125	9:00-11:30
VIII. SSAE 19 Impact on AUPs and FASB ASU 2014-09 Revenue from Contracts with Customers (Topic 606)	Hannah Reams Charlottesville (QC Team)	100	9:00-11:00
Friday, July 30, 2021			
IX. Compliance Supplement and Single Audit Update	Group Study	100	10:00-12:00
Friday, August 20, 2021			
X. Data Analytics	Melissa Blow Charlottesville (QC Team)	50	10:00-11:00
	Total minutes	<u>1050</u>	
	Total hours	<u>21</u>	

RFC provides semi-annual in-house staff seminars which review current accounting, auditing, and reporting topics inclusive of current legislative matters. RFC's policy meets and exceeds the continuing professional education requirements established by the Virginia Society of Certified Public Accountants. 2021 Individual Continuing Professional Education hours are detailed on the following page.

CONTINUING PROFESSIONAL EDUCATION (CONTINUED)

JOSHUA A. ROLLER			Hours
Sponsor- RFC	OMB Compliance Supplement Addendum	Governmental	2.5
Sponsor- RFC	RFC TY2020 Federal Tax Return Update	Taxation	8.0
Sponsor- RFC	Single Audit Lightning Round	Governmental	2.5
Sponsor- RFC	Uniform Guidance Revisions: What You Need to Know	Governmental	2.5
Sponsor- RFC	FASB Updates with Special Emphasis on ASU 2018-08	A&A	2.0
Sponsor- RFC	General Auditing Updates	Governmental	2.5
Sponsor- RFC	SSAE 19 Impact on AUPs and FASB ASU 2014-09	A&A	2.0
Sponsor- RFC	2021 Compliance Supplement and Single Audit Update	Governmental	2.0
Sponsor- RFC	Audit Data Analytics	A&A	1.0
Sponsor- RFC	Navigating Through the Gray Area	Ethics	2.0
Sponsor- Checkpoint	Network Governmental Acct Reports-Winter, Spring, Summer Autumn 2021	Governmental	12.0
Sponsor- Checkpoint	Network Nonprofit Acct Reports-Winter, Spring, Summer Autumn 2021	A&A	12.0
Total Hours			51.0
KRISTEN L. CHOATE			Hours
Sponsor- RFC	OMB Compliance Supplement Addendum	Governmental	2.5
Sponsor- RFC	RFC TY2020 Federal Tax Return Update	Taxation	8.0
Sponsor- RFC	Single Audit Lightning Round	Governmental	2.5
Sponsor- AICPA	Health Care Update and Lightning Round	A&A	1.0
Sponsor- RFC	Uniform Guidance Revisions: What You Need to Know	Governmental	2.5
Sponsor- Arizent	3 Tips to a Better Peer Review	A&A	1.0
Sponsor- RFC	FASB Updates with Special Emphasis on ASU 2018-08	A&A	2.0
Sponsor- AICPA	2021 Annual Required GAQC Webcast	Governmental	2.0
Sponsor- RFC	Navigating Through the Gray Area	Ethics	2.0
Sponsor- RFC	General Auditing Updates	Governmental	7.5
Sponsor- VGFOA	VGFOA Virtual Spring Conference	Governmental	12.0
Sponsor- RFC	SSAE 19 Impact on AUPs and FASB ASU 2014-09	A&A	2.0
Sponsor- AICPA	2021 Compliance Supplement and Single Audit Update	Governmental	2.0
Sponsor- RFC	Audit Data Analytics	A&A	1.0
Sponsor- AICPA	GAQC Single Audit Lightning Round Q&A	Governmental	2.0
Total Hours			50.0
MATTHEW A. MCLEAREN			Hours
Sponsor- RFC	Navigating Through the Gray Area	Ethics	2.0
Sponsor- RFC	2021 Annual Required GAQC Webcast	Governmental	2.5
Sponsor- RFC	General Auditing Updates	Governmental	2.5
Sponsor- RFC	SSAE 19 Impact on AUPs and FASB ASU 2014-09	A&A	2.0
Sponsor- RFC	Audit Data Analytics	A&A	1.0
Sponsor- Checkpoint	Network Governmental Acct Reports - Winter, Spring, Summer Autumn 2021	Governmental	12.0
Sponsor- Checkpoint	Network Nonprofit Acct Reports - Winter, Spring, Summer Autumn 2021	A&A	12.0
Sponsor- Checkpoint	Consideration of Fraud in a Financial Statement Audit	Fraud A&A	5.0
Sponsor- Checkpoint	Introduction to Fraud Symptoms and Detection	Fraud A&A	5.0
Total Hours			44.0

CONTINUING PROFESSIONAL EDUCATION (CONTINUED)

MELISSA E. BLOW			Hours
Sponsor- RFC	OMB Compliance Supplement Addendum	<i>Governmental</i>	2.5
Sponsor- RFC	Uniform Guidance Revisions: What You Need to Know	<i>Governmental</i>	2.5
Sponsor- RFC	FASB Updates with Special Emphasis on ASU 2018-08	<i>Governmental</i>	2.0
Sponsor- RFC	Navigating Through the Gray Area	<i>Ethics</i>	2.0
Sponsor- RFC	2021 Annual Required GAQC Webcast	<i>Governmental</i>	2.5
Sponsor- AICPA	AICPA & CIMA Employee Benefit Plans Conference 2021	<i>EBP A&A</i>	10.5
Sponsor- AICPA	Lessee and Lessor Accounting	<i>A&A</i>	2.0
Sponsor- AICPA	Impact of GASB Activities on State and Local Governments	<i>Governmental</i>	3.0
Sponsor- AICPA	Interpreting the New Revenue Recognition Standard	<i>A&A</i>	4.0
Sponsor- RFC	SSAE 19 Impact on AUPs and FASB ASU 2014-09	<i>Governmental</i>	2.0
Sponsor- RFC	A&A Update (Compliance Supplement and Single Audit Update)	<i>Governmental</i>	2.0
Sponsor- AICPA	Report Writing for Forensic Engagements	<i>A&A</i>	1.5
Sponsor- AICPA	Communicating Your Forensic Auditor Report Part 2	<i>A&A</i>	1.5
Sponsor- AICPA	NFP Reporting Update	<i>A&A</i>	2.5
Sponsor- AICPA	Government Accounting and Auditing Update	<i>Governmental</i>	9.0
Sponsor- RFC	Audit Data Analytics	<i>A&A</i>	3.0
Sponsor- AICPA	KPI Dashboards - The New Financial Reporting Model	<i>Spec. Know</i>	2.0
Sponsor- AICPA	AI & Mach Learning: Detect'g Fraud, Mkt Abuse & Money Laundering	<i>A&A</i>	1.5
Sponsor- AICPA	CPEA Annual 8-Hour Video Webcast Day 1	<i>A&A</i>	4.0
Sponsor- AICPA	CPEA Annual 8-Hour Video Webcast Day 2	<i>A&A</i>	4.0
Total Hours			64.0
ERIS S. ANGELL			
Sponsor-AICPA	AICPA Town Hall Series	<i>A&A</i>	1.0
Sponsor-RFC	RFC TY2020 Federal Tax Return Update	<i>Taxation</i>	8.0
Sponsor-RFC	Single Audit Lightning Round	<i>Governmental</i>	2.5
Sponsor-RFC	Navigating Through the Gray Area	<i>Ethics</i>	2.0
Sponsor-RFC	General Auditing Updates	<i>Governmental</i>	2.5
Sponsor-RFC	SSAE 19 Impact on AUPs and FASB ASU 2014-09	<i>A&A</i>	2.0
Sponsor-AICPA	Construction Contractors: Accounting and Auditing	<i>A&A</i>	8.5
Sponsor-Checkpoint	Network Governmental Acct Reports-Winter, Spring, Summer Autumn 2021	<i>Governmental</i>	12.0
Sponsor-Checkpoint	Network Nonprofit Acct Reports-Winter, Spring, Summer Autumn 2021	<i>A&A</i>	12.0
Sponsor-RFC	Audit Data Analytics	<i>A&A</i>	1.0
Sponsor-VSCPA	Don Farmer's 2021 Federal Tax Update Simulcast	<i>Taxation</i>	8.0
Total Hours			59.5

ROBINSON, FARMER, COX ASSOCIATES
NON-BINDING COST ESTIMATE

PROFESSIONAL AUDITING SERVICES

Fees for completing Audit and Related Services for County of Prince Edward, Virginia for the year ending June 30, 2022.

	<u>Fiscal Year Ending June 30, 2022</u>
Professional Audit Services	\$ <u>48,000</u>


The non-binding cost estimates above are based on current accounting and auditing standards. Any effects of significant changes in these standards will be discussed with management. Any fee adjustment will be mutually agreed upon.


Any adjustment in the above fee structure after 365 calendar days from the first day of the contract period will be subject to an increase in accordance with the appropriate Bureau of Labor Statistics, Consumer Price Index (CPI-U). The total of the increase in fee structure unit price shall not exceed a total of five percent (5%) of the original fee structure.

Company Name: ROBINSON, FARMER, COX ASSOCIATES

Address: 530 Westfield Road, P.O. Box 6580
Charlottesville, Virginia 22906

Telephone: 434-973-8314

Member Signature: 
Joshua A Roller, CPA

Member Signature: 
Matthew A McLearn, CPA



**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 21
Department: County Attorney
Staff Contact: Terri Atkins Wilson, Esq.
Agenda Item: County Attorney Update

Summary: The County Attorney will provide the Board an update on any outstanding legal issues.

COST:

ATTACHMENT:

RECOMMENDATION:

SAMPLE MOTION:

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item No.: 22
Department: County Administration
Staff Contact: Douglas Stanley, ACIP ICMA-CM County Administrator
Issue: County Administrator's Report

SUMMARY: The County Administrator will provide the Board an update on any additional matters or concerns of the County.

ATTACHMENTS:

COST:

RECOMMENDATION:

SUGGESTED MOTION:

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 23
Department: Finance/Emergency Services
Staff Contact: Trey Pyle
Agenda Item: Fire-EMS Committee Recommendation

SUMMARY: The Virginia Office of EMS receives funding allocated from the Four-For-Life program annually. The funding is legislated by the *Code of Virginia* 46.2-694 which stipulates that an additional \$4 per year is charged and collected at the time of vehicle registration and set aside as a special fund to be used only for EMS purposes, specifically, training of EMS personnel and the purchase of equipment and supplies for emergency medical and rescue services.

Staff has been working with Fire-EMS Committee to establish a formula for distribution between the three EMS agencies (two transport and one first responder) – Prince Edward, Meherrin and Hampden-Sydney.

The Committee is meeting at 6:00 p.m. just prior to the June Board meeting and we anticipate the committee bringing a recommendation to the Board at tis June meeting.

Attachments:

Recommendation: Forthcoming from Committee.

FY22 BUDGET AMENDMENTS

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	24040	0015	EMS Four for Life		
4 (Exp)	100	32300	7005	PEVRS		
4 (Exp)	100	32300	7008	Meherrin EMS		
4 (Exp)	100	32200	7005	H-S VFD (First Responder)		

Motion _____
 Second _____

Booth _____
 Cooper-Jones _____
 Emert _____

Gilliam _____
 Pride _____

Townsend _____
 Wilck _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 24
Department: County Administration/County Attorney
Staff Contact: Douglas P. Stanley /Terri Atkins Wilson
Agenda Item: Closed Session

SUMMARY:

MOTION GOING INTO CLOSED SESSION

I move that the Board of Supervisors convene in Closed Session:

1. For discussion and consideration of the applications for the appointment to fill the District 2 seat on the Board of Supervisors, pursuant to the exemptions provided for in Section 2.2-3711(A)(1), of the *Code of Virginia*.

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 25
Department: County Administration
Staff Contact: Douglas P. Stanley / Sarah Elam Puckett
Agenda Item: Correspondence/Informational

SUMMARY:

Please see attachments.

COST:

ATTACHMENTS:

- a. Citizen Letter Re: Compensation for Livestock & Poultry Killed by Dogs
- b. Letter from Prince Edward Volunteer Rescue Squad, Inc.

RECOMMENDATION: None.

SAMPLE MOTION:

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____

May 25, 2022

Dear Board of Supervisors,

I am writing this letter to request that you take a look at increasing the price of poultry when they are killed. I understand from Animal Control that the amount is currently set at \$10.00/bird. I'm asking that it be raised to at least \$20.00/bird if the taxpayers have to pay the amount. However, in the event the dogs' owners are found, I feel the owner should have to pay \$40.00/bird or more as they are responsible for their dogs.

On April 20, I came home from work to find two dogs on my property killing my 19 chickens. Five of those were laying hens, so I have lost the price that I paid for the hens, which was \$15.00/hen, as well as the feed that I fed them, and I'm no longer getting eggs, they were young and had started laying a couple months before. The other 14 chickens were for meat and were 1 week away from being butchered. I'm completely out of all that meat, and the price of chicken in stores is high currently, so I took a huge loss on the meat of those chickens.

Since the attack at my place the same dogs killed a neighbor's chickens as well. The owners of these dogs have been found, and animal control currently has the dogs.

Thank you for taking time to consider my request.

Sincerely,



Doris Ranck
928 New Bethel Rd.
Meherrin, VA 23954

BOARD OF SUPERVISORS

Odessa H. Pride, Ed.D.
Chair
Llew W. Gilliam, Jr.
Vice Chair
Beverly M. Booth
J. David Emert
Pattie Cooper-Jones
Jerry R. Townsend
James R. Wilck



COUNTY OF PRINCE EDWARD, VIRGINIA

June 1, 2022

COUNTY ADMINISTRATOR

Douglas P. Stanley, AICP, ICMA-CM
Post Office Box 382
111 N. South Street, 3rd Floor
Farmville, VA 23901
Office: (434) 392-8837
Fax: (434) 392-6683
dstanley@co.prince-edward.va.us
www.co.prince-edward.va.us

Ms. Doris Ranck
928 New Bethel Road
Meherrin, Virginia 23954

Dear Ms. Ranck:

Thank you for your letter dated May 25, 2022 addressed to the Board of Supervisors. First, let me say how sorry we are to learn about the recent incident with dogs killing your chickens.

You have requested the Board of Supervisors consider increasing the compensation for poultry killed by dogs from \$10.00 per fowl to \$20.00 per fowl, if paid by the County, and to \$40.00 per fowl, if paid by a dog owner. Regrettably, the Board of Supervisors is bound by the limitations of the *Code of Virginia*. Specifically, Section 3.2-6553 of the *Code of Virginia* (copy attached) states that the maximum to be paid per fowl is \$10.00.

While we agree that \$10.00 per fowl may not always fairly compensate a poultry owner for lost fowl, it will take action by the Virginia General Assembly to change the *Code of Virginia*. The Board can add this to its legislative agenda for the 2023 General Assembly session and ask our state elected representatives to consider introducing legislation that would appropriately compensate the owners of both fowl and livestock that are killed by dogs. I intend to add this to the list of legislative issues that the Board will consider later this summer.

Again, thank you for your letter. If the County may provide additional information or answer any questions, please do not hesitate to call Sarah Elam Puckett, Assistant County Administrator, or me at 434-392-8837.

Sincerely,

Douglas P. Stanley, AICP, ICMA-CM
County Administrator

Attachment

Copy: Board of Supervisors
County Attorney

Code of Virginia
Title 3.2. Agriculture, Animal Care, and Food
Chapter 65. Comprehensive Animal Care

§ 3.2-6553. Compensation for livestock and poultry killed by dogs.

Any person who has any livestock or poultry killed or injured by any dog not his own shall be entitled to receive as compensation the fair market value of such livestock or poultry not to exceed \$750 per animal or \$10 per fowl if (i) the claimant has furnished evidence within 60 days of discovery of the quantity and value of the dead or injured livestock and the reasons the claimant believes that death or injury was caused by a dog; (ii) the animal control officer or other officer shall have been notified of the incident within 72 hours of its discovery; and (iii) the claimant first has exhausted his legal remedies against the owner, if known, of the dog doing the damage for which compensation under this section is sought. Exhaustion shall mean a judgment against the owner of the dog upon which an execution has been returned unsatisfied.

Local jurisdictions may by ordinance waive the requirements of clause (ii) or (iii) or both provided that the ordinance adopted requires that the animal control officer has conducted an investigation and that his investigation supports the claim. Upon payment under this section, the local governing body shall be subrogated to the extent of compensation paid to the right of action to the owner of the livestock or poultry against the owner of the dog and may enforce the same in an appropriate action at law.

1984, c. 492, § 29-213.87; 1986, c. 108; 1987, c. 488, § 3.1-796.118; 1992, c. 461; 1998, c. [817](#); 2008, c. [860](#); 2014, cc. [116](#), [160](#).



Prince Edward Volunteer Rescue Squad, Inc.
Post Office Box 87 Farmville, Va. 23901



Prince Edward County Board of Supervisors

111 South Street

Farmville, Va. 23901

May 31, 2022

Dear Madam Chair Pride and Board of Supervisors,

The Prince Edward Volunteer Rescue Squad Board would like to thank you all for your work to ensure the citizens of our county have the best emergency medical services available to them in a timely and dependable manner.

In the last meeting of the PEVRS Board of Directors, a discussion was held regarding the makeup of the Prince Edward County Board of Supervisors' Fire and EMS Committee. As you are aware, the Meherrin District is represented appropriately by Supervisor Townsend, and while not directly on the committee, Deputy Emergency Services Coordinator Trey Pyle (Chief-Meherrin Fire and Rescue) attends and has the opportunity to inform the Committee about the needs and successes of that agency. The inner workings of Hampden Sydney Volunteer Fire Department are well communicated by Supervisor Gilliam. We think that it would be beneficial to the Committee, and therefore the Board and our community, for PEVRS to be similarly represented. Therefore, we request that a Board member representing PEVRS is appointed to this Committee as well.

Thank you for your consideration, as we believe this to be in the best interests of the citizens our agency serves.

Sincerely,

Deanna Lester NRP, MPH

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**Board of Supervisors
Agenda Summary**

Meeting Date: June 14, 2022
Item #: 26
Department: County Administration
Staff Contact: Douglas P. Stanley / Sarah Elam Puckett
Agenda Item: Monthly Reports

SUMMARY:

Please see attachments.

COST:

ATTACHMENTS:

- a. Animal Control
- b. Building Official
- c. Commonwealth Regional Council
- d. Prince Edward County Public Schools
- e. Tourism

RECOMMENDATION: None.

SAMPLE MOTION:

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Pride _____

Townsend _____
Wilck _____



Animal Control Monthly Report

"May 2022"

Dogs

Surrendered	2
Picked Up	4
Claimed By Owner	0
Adopted	0
Transferred P/U	0
Euthanized	0
Injured / Euth.	0
Transferred to SPCA	4
Seized	3
Bite Case	10
Other	0

Fees Collected \$0

Cats

Surrendered	15
Picked Up	0
Claimed By Owner	0
Adopted	0
Transferred	0
Euth - Injury	0
Euthanized	0
Died in Kennel	0
Transferred to SPCA	15
Dead on Arrival	0
Bite case	2

Fees Collected \$0.00

Bill the Town of Farmville	
0 animals housed.	
Total Billed:	\$0.00

Wildlife

Handled	1
Euthanized	0
Rabies Case	0

Livestock

Returned to Owner	6
Sold at Market	0
Adopted	0

Fees Collected \$0.00

Other Companion Animals

Returned to Owner	0
Surrendered	0
Transferred	0
Adopted	0

Miles Driven 1,900

Days at or above capacity 31

Number of Calls to Shelter 140

Summons Issued 0

Warrants Served 0

Days in Court 1

Nuisance Dogs 13

Dangerous Dogs 1

Calls After Hours/On Call 15

Dogs Brought in by Farmville PD 2

Total Fees Collected \$0.00

*Chris Riviere, Chief Animal Control Officer
Ariel Adams, Deputy Animal Control Officer*

Notes:



Prince Edward County Animal Control

Boarding and Services Invoice

May 2022

All companion animals held by Prince Edward Animal Control for separate agencies are charged a \$25.00 impoundment fee and \$10.00 a day boarding and care. Livestock or other animals are billed at actual cost at time of service. Veterinary care is assessed at cost as needed.

Boarding and Transfer of Canine ID#

Dates held

Reason for disposition:

Total fees: \$

No Animals billed for month of May 2022.

Total for Invoice: \$0.00

BUILDING OFFICIAL

Permits Issued Report
5/01/2022 Through 5/31/2022

ADDITIONS	- Issued	21
	- Value	\$325,400.00
	- Permit Fees	\$4,610.85
	- 2.00% STATE TAX	\$92.24
	- Fees Collected	\$2,120.45
CELL TOWER	- Issued	1
	- Value	\$25,000.00
	- Permit Fees	\$500.00
	- 2.00% STATE TAX	\$10.00
	- Fees Collected	\$.00
COMMERCIAL	- Issued	1
	- Value	\$350,000.00
	- Permit Fees	\$1,462.24
	- 2.00% STATE TAX	\$29.24
	- Fees Collected	\$.00
ONE & TWO FAMILY DWELLING	- Issued	7
	- Value	\$1,752,320.00
	- Permit Fees	\$2,981.00
	- 2.00% STATE TAX	\$59.61
	- Fees Collected	\$1,862.31
ELECTRICAL	- Issued	29
	- Value	\$24,850.00
	- Permit Fees	\$1,550.00
	- 2.00% STATE TAX	\$31.00
	- Fees Collected	\$1,020.00
MECHANICAL	- Issued	13
	- Value	\$6,000.00
	- Permit Fees	\$650.00
	- 2.00% STATE TAX	\$13.00
	- Fees Collected	\$459.00
MECHANICAL/GAS	- Issued	5
	- Value	\$5,605.00
	- Permit Fees	\$250.00
	- 2.00% STATE TAX	\$5.00
	- Fees Collected	\$204.00
MANUFACTURED HOMES	- Issued	2
	- Value	\$115,670.00
	- Permit Fees	\$217.80
	- 2.00% STATE TAX	\$4.36
	- Fees Collected	\$222.16
PLUMBING	- Issued	18
	- Value	\$9,000.00
	- Permit Fees	\$900.00
	- 2.00% STATE TAX	\$18.00
	- Fees Collected	\$714.00
POOL	- Issued	1
	- Value	\$5,000.00
	- Permit Fees	\$35.00
	- 2.00% STATE TAX	\$.70
	- Fees Collected	\$.00
REMODELING	- Issued	5
	- Value	\$577,000.00
	- Permit Fees	\$1,657.50
	- 2.00% STATE TAX	\$33.15
	- Fees Collected	\$749.70
IN LIEU OF SOIL & EROSION	- Issued	12
	- Value	\$.00
	- Permit Fees	\$.00
	- Fees Collected	\$.00
Total Permits - Issued		115
Total Permits - Value		\$3,195,845.00
Total Permits - Permit Fees		\$14,814.39
Total Permits - Surcharge Fee		\$296.30
Total Permits - Other Fees		\$.00
Total Permits - Fees Collected		\$7,351.62

INSPECTIONS FOR MAY 96



IN PARTNERSHIP WITH

The Counties of Amelia | Buckingham | Charlotte | Cumberland | Lunenburg | Nottoway
Prince Edward

CRC May 2022 Items of Interest

New Ventures

- **\$888,702 in funding** for the **Amelia County Schools Sidewalk Project** has been included in the VDOT Draft FY23 Six Year Improvement Plan (SYIP). The Commonwealth Transportation Board will adopt the SYIP in June of 2022. The CRC assisted with this grant request.
- **\$859,736 in funding** for the **Farmville River Walk Project** has been included in the VDOT Draft FY23 Six Year Improvement Plan (SYIP). The Commonwealth Transportation Board will adopt the SYIP in June of 2022. The CRC assisted with this grant request.
- **\$3,025,927 in funding** for the **Prince Edward Manor House Drive Turn Lane Revenue Sharing** project has been included in the VDOT Draft FY23 Six Year Improvement Plan (SYIP). The Commonwealth Transportation Board will adopt the SYIP in June of 2022. The CRC assisted with this grant request.
- Prince Edward County has been **awarded \$530,100 for A&E designs** for a water storage tank and booster pump station in the **Prince Edward County Heartland Innovation Technology Park**. The CRC assisted with this grant request.
- **Virginia's Heartland Regional Industrial Authority** has been **awarded \$112,400** by the Tobacco Commission to prepare site design plans for the development of sites in the Heartland Park to bring the Park up to a Tier IV designation by VEDP, which would make the Park more marketable to business prospects. The CRC assisted with this grant request.
- The CRC assisted Cumberland County in submitting a grant application for funds to the Department of Conservation and Recreation for the Cumberland Courthouse/Bear Creek Lake State Park Connector Trail Improvement Project.
- The CRC is applying for GO Virginia Enhanced Capacity Building Grant funds to develop a Business Plan for the Creation of a New Regional Economic Development Organization (REDO) for the CRC footprint.
- The CRC will be hosting a FOIA Training event for local staff and elected officials in September. More to come....
- **Next CRC Meeting, Wednesday, June 15, 2022 at 9:30 a.m., Heartland Regional Industrial Park, Keysville, Virginia.**

Activity

- Regional Emergency Planning –The Consultant is working with local Registrars on the Regional Election Security Improvement project on items such as threat & vulnerability monitoring, setting up automated periodic reporting and security awareness training. Staff have updated the Draft Regional Continuity of Operations Plan and the Draft Regional PPE Stockpile Plan based on local input.
- DEQ Watershed Implementation Plan (WIP) III Assistance: CRC staff sent out funding opportunities as well as participated in a DEQ virtual meeting discussion with Chesapeake Bay PDCs on items such as Environmental Justice issues.
- PE County Access Road Project Administration: The CRC assisted the County in submitting extension request for two of the TRRC grants for the Access Road project. The TRRC granted both extensions.
- CRC Affordable Workforce Housing Development Program: The CRC has executed agreements with all housing partners.
- CRC Regional Hazard Mitigation Plan: The Berkley Group and CRC staff held a virtual meeting with the Project Management Team and stakeholders on May 9th to review Draft Sections regarding Hazard Identification & Risk Assessment.
- GOVAR3 Entrepreneurship & Innovation Implementation Project: Project expenses and match are being monitored.
- Nottoway County Comprehensive Plan Update: The CRC staff are currently working with the working committee on finalizing the Future Land Use Map, developing special policy areas and establishing goals/objectives and strategies.
- Charlotte County Comprehensive Plan Update: The citizen survey has been disseminated with a deadline of May 31st.
- Drakes Branch SLFRF Administration: The CRC assisted the Town in submitting annual reporting of ARPA funds.
- DHR ESHPF Kenbridge Town Hall Repairs Project: The CRC assisted the Town of Kenbridge in reviewing a draft contract for the Contractor's services.
- DHR ESHPF Charlotte County Courthouse Complex Drainage Project: The CRC assisted the County in reviewing bid documents and discussed items necessary in the selected Contractor's contract.
- CRC Regional VATI Grant: The CRC is working with DHCD to finalize the \$15 million dollar contract for the Regional VATI Grant for Universal Broadband Coverage in the counties Cumberland, Lunenburg and Prince Edward in partnership with Kinex.

COMMONWEALTH REGIONAL COUNCIL
One Mill Street, Suite 202, P.O. Box P
Farmville, VA 23901 | 434.392.6104
www.virginiashartland.org

Prince Edward County Public Schools

2021-2022

CARES ACT

Summary Financial Report

April 30, 2022

<u>Revenues</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance Under/Over Budget</u>
Total Revenues	577,699.41	2,107,686.31	8,527,122.40	6,419,436.09

294

<u>Expenditures</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Outstanding Encumbrances</u>	<u>Budget</u>	<u>Unencumbered Balance</u>
Total Expenditures	\$ 307,323.41	\$ 2,583,445.31	\$ 816,707.31	\$ 8,527,122.40	\$ 5,126,969.78

Saved as April 21-22 CARES ACT

Prince Edward County Public Schools
Summary Financial Report
April 30, 2022

<u>Revenues</u>	Current Month	Year to Date	Budget	Variance Actual Under (Over) Budget	YTD as a Percent of Budget
From the State:					
State Sales Tax	268,536.50	3,010,187.58	\$ 3,103,342.00	\$ 93,154.42	97.00
Basic School Aid	422,225.00	4,728,802.02	\$ 6,115,319.00	\$ 1,386,516.98	77.33
All Other	628,118.16	4,686,300.46	\$ 6,905,606.98	\$ 2,219,306.52	67.86
Total State	1,318,879.66	12,425,290.06	\$ 16,124,267.98	\$ 3,698,977.92	77.06
From the Federal Gov't.					
	221,181.27	2,751,987.56	\$ 2,936,418.25	\$ 184,430.69	93.72
General Fund (County)	284,688.72	3,540,324.04	\$ 9,255,574.00	\$ 5,715,249.96	38.25
Cash Book -Local	78,840.78	138,361.19	\$ 383,394.00	\$ 245,032.81	36.09
Total Revenues	1,903,590.43	18,855,962.85	\$ 28,699,654.23	\$ 9,843,691.38	65.70

<u>Expenditures</u>	Current Month	Year to Date	Outstanding Encumbrances	Budget	Expended & Encumbered (Over) Under Budget	Expen. & Encumbrance as a % of Budget
1000-Instruction	1,415,120.82	13,620,234.10	\$ 3,704,426.97	\$ 21,232,457.23	\$ 3,907,796.16	81.60
2000-Admin.,Health/Atten.	133,785.38	1,212,055.91	\$ 214,755.42	\$ 1,704,107.00	\$ 277,295.67	83.73
3000-Transportation	114,267.31	1,098,722.17	\$ 457,826.51	\$ 1,825,479.00	\$ 268,930.32	85.27

**Prince Edward County Public Schools
2021-2022**

**Comparative Receipts and Expenditures
Year to Date - Month of April 30, 2022**

	Fiscal 2021				Fiscal 2022			
	Approved Budget	Received Year-to-Date	Percent of Revenue	Approved Budget	Received Year-to-Date	Percent of Revenue	Fiscal Year \$ Difference	Fiscal Year % Difference
Receipts:								
Sales Tax	3,125,839.00	2,672,200.62	85.49%	3,103,342.00	3,010,187.58	97.00%	337,986.96	11.51%
Basic Aid	6,249,990.00	5,171,817.95	82.75%	6,115,319.00	4,728,802.02	77.33%	-443,015.93	-5.42%
Other State	5,901,400.00	4,168,913.13	70.64%	6,905,606.98	4,686,300.46	67.86%	517,387.33	-2.78%
Total State	15,277,229.00	12,012,931.70	78.63%	16,124,267.98	12,425,290.06	77.06%	412,358.36	-1.57%
Federal Funds	2,360,431.00	3,014,580.49	127.71%	2,936,418.25	2,751,987.56	93.72%	-262,592.93	-33.99%
Local Funds	8,793,062.00	3,009,912.90	34.23%	9,255,574.00	3,540,324.04	38.25%	530,411.14	4.02%
Cash Book	311,991.00	75,974.58	24.35%	383,394.00	138,361.19	36.09%	62,386.61	11.74%
Total Revenue	26,742,713.00	18,113,399.67	67.73%	28,699,654.23	18,855,962.85	65.70%	742,563.18	-2.03%
Expenditures:								
Instruction	19,607,162.00	12,925,336.81	65.92%	21,232,457.23	13,620,234.10	64.15%	694,897.29	-1.77%
Administration	1,610,508.00	1,070,318.22	66.46%	1,704,107.00	1,212,055.91	71.13%	141,737.69	4.67%
Transportation	1,796,019.00	931,661.99	51.87%	1,825,479.00	1,098,722.17	60.19%	167,060.18	8.31%
Maintenance	1,746,512.00	1,239,430.82	70.97%	1,764,782.00	1,292,473.50	73.24%	53,042.68	2.27%
Facilities	174,647.00	116,772.51	66.86%	245,873.00	43,715.26	17.78%	-73,057.25	-49.08%
Debt Service	606,757.00	565,288.36	93.17%	552,259.00	549,363.66	99.48%	-15,924.70	6.31%
Technology	1,201,108.00	865,486.96	72.06%	1,374,697.00	898,607.27	65.37%	33,120.31	-6.69%
Total Expenditures	26,742,713.00	17,714,295.67	66.24%	28,699,654.23	18,715,171.87	65.21%	1,000,876.20	-1.03%

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

2021-2022
Comparative Receipts and Expenditures
Food Service Department
 Year to Date

Month of April 30, 2022

Receipts:	Fiscal 2021			Fiscal 2022			
	Budgeted	Rec. YTD	Percent	Budgeted	Rec. YTD	Percent	Diff.
State School Food	47,093.00	40,996.27	87.05	35,314.00	50,922.87	144.20	57.15
Fresh Fruit & Vegetable	55,000.00	4,270.02	7.76	55,000.00	65,567.45	119.21	111.45
Total State	102,093.00	45,266.29	44.34	90,314.00	116,490.32	128.98	84.65
Federal Reimbursement	1,229,760.00	536,877.57	43.66	1,229,760.00	1,089,703.87	88.61	44.95
Cash Book - Local	148,000.00	30,831.22	20.83	108,500.00	82,435.14	75.98	55.15
Total Revenue	1,479,853.00	612,975.08	41.42	1,428,574.00	1,288,629.33	90.20	48.78
Expenditures:	Budgeted	Expended YTD	Percent	Budgeted	Expended YTD	Percent	Diff.
Salary	439,233.00	297,856.42	67.81	417,721.00	311,686.03	74.62	6.80
Fringe Benefits	186,605.00	131,887.41	70.68	202,338.00	143,366.15	70.85	0.18
Purchased Services	55,000.00	29,972.77	54.50	55,000.00	38,629.67	70.24	15.74
Travel	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
Materials & Supplies	40,000.00	28,899.15	72.25	48,500.00	35,714.95	73.64	1.39

Travel	0.00	0.00	-	\$	1,000	\$	1,000.00	0.00%
Materials & Supplies	3,563.04	35,714.95	12,341.41	\$	48,500	\$	443.64	99.09%
Food Supplies	57,397.14	490,266.35	100,374.15	\$	634,015	\$	43,374.50	93.16%
Repairs & Maintenance	31.56	201.35	9,599.94	\$	20,000	\$	10,198.71	49.01%
Furniture/Equipment	0.00	6,936.38	1,563.62	\$	50,000	\$	41,500.00	17.00%
Total Expenditures	111,210.87	1,026,800.88	\$ 269,861.57	\$	1,428,574	\$	131,911.55	90.77%

Saved as April 21-22 Month Rept Food Service

Prince Edward County Public Schools
Summary Financial Report
May 31, 2022

<u>Revenues</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	Variance Actual Under (Over) <u>Budget</u>	YTD as a Percent of <u>Budget</u>
From the State:					
State Sales Tax	333,648.62	3,343,836.20	\$ 3,103,342.00	\$ (240,494.20)	107.75
Basic School Aid	422,224.99	5,151,027.01	\$ 6,115,319.00	\$ 964,291.99	84.23
All Other	699,137.29	5,385,437.75	\$ 6,905,606.98	\$ 1,520,169.23	77.99
Total State	1,455,010.90	13,880,300.96	\$ 16,124,267.98	\$ 2,243,967.02	86.08
From the Federal Gov't.	88,752.32	2,840,739.88	\$ 2,936,418.25	\$ 95,678.37	96.74
General Fund (County)	329,948.70	3,870,272.74	\$ 9,255,574.00	\$ 5,385,301.26	41.82
Cash Book -Local	8,169.13	146,530.32	\$ 383,394.00	\$ 236,863.68	38.22
Total Revenues	<u>1,881,881.05</u>	<u>20,737,843.90</u>	<u>\$ 28,699,654.23</u>	<u>\$ 7,961,810.33</u>	<u>72.26</u>

<u>Expenditures</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Outstanding Encumbrances</u>	<u>Budget</u>	Expended & Encumbered (Over) Under <u>Budget</u>	Expen. & Encumbrance as a % of <u>Budget</u>
1000-Instruction	1,400,675.06	15,020,909.16	\$ 2,456,638.66	\$ 21,232,457.23	\$ 3,754,909.41	82.32
2000-Admin.,Health/Atten.	112,544.30	1,324,600.21	\$ 112,228.27	\$ 1,704,107.00	\$ 267,278.52	84.32
3000-Transportation	114,635.66	1,213,357.83	\$ 369,051.99	\$ 1,825,479.00	\$ 243,069.18	86.68
4000-Operation/Maintenanc	102,470.06	1,394,943.56	\$ 83,111.34	\$ 1,764,782.00	\$ 286,727.10	83.75
6000-Facilities	88,211.67	131,926.93	\$ 12,450.00	\$ 245,873.00	\$ 101,496.07	58.72
7000 - Debt. Service	0.00	549,363.66	\$ -	\$ 552,259.00	\$ 2,895.34	99.48
8000 - Technology	63,344.30	961,951.57	\$ 184,133.32	\$ 1,374,697.00	\$ 228,612.11	83.37
Total Expenditures	<u>1,881,881.05</u>	<u>20,597,052.92</u>	<u>\$ 3,217,613.58</u>	<u>\$ 28,699,654.23</u>	<u>\$ 4,884,987.73</u>	<u>82.98</u>

Saved as May 21-22 Summary Financial Report

Prince Edward County Public Schools
2021-2022
Food Service Department
Summary Financial Report
May 31, 2022

<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 State:					
State School Food	1,277.96	52,200.83	\$ 35,314	\$ (16,886.83)	147.82%
Fresh Fruit & Vegetable	7,217.75	72,785.20	\$ 55,000	\$ (17,785.20)	132.34%
School Breakfast	0.00	0.00		\$ -	0.00%
Total State Funds	8,495.71	124,986.03	\$ 90,314	\$ (34,672.03)	138.39%
Federal Reimbursement	121,810.31	1,211,514.18	\$ 1,229,760	\$ 18,245.82	98.52%
Cash Book - Local	7,803.51	90,238.65	\$ 108,500	\$ 18,261.35	83.17%
Total Revenues	138,109.53	1,426,738.86	\$ 1,428,574	\$ 1,835.14	99.87%

<u>Expenditures</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Outstanding Encumbrances</u>	<u>Budget</u>	<u>Expended & Encumbered (Over) Under Budget</u>	<u>Expen. & Encumbrance as a % of Budget</u>
Salary	33,825.79	345,511.82	62,419.55	\$ 417,721	\$ 9,789.63	97.66%
Fringe Benefits	15,538.33	158,904.48	29,715.67	\$ 202,338	\$ 13,717.85	93.22%
Purchased Services	2,080.04	40,709.71	2,472.78	\$ 55,000	\$ 11,817.51	78.51%
Refunds	0.00	0.00	-	\$ -	\$ -	0.00%
Travel	0.00	0.00	-	\$ 1,000	\$ 1,000.00	0.00%
Materials & Supplies	2,389.03	38,103.98	9,952.38	\$ 48,500	\$ 443.64	99.09%
Food Supplies	46,275.83	536,542.18	58,371.62	\$ 634,015	\$ 39,101.20	93.83%
Repairs & Maintenance	9,016.27	9,217.62	583.67	\$ 20,000	\$ 10,198.71	49.01%
Furniture/Equipment	0.00	6,936.38	1,563.62	\$ 50,000	\$ 41,500.00	17.00%
Total Expenditures	109,125.29	1,135,926.17	\$ 165,079.29	\$ 1,428,574	\$ 127,568.54	91.07%

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

2021-2022
Comparative Receipts and Expenditures
Food Service Department
Year to Date

Month of May 31, 2022

Receipts:	Fiscal 2021			Fiscal 2022			Diff.
	Budgeted	Rec. YTD	Percent	Budgeted	Rec. YTD	Percent	
State School Food	47,093.00	44,480.71	94.45	35,314.00	52,200.83	147.82	53.37
Fresh Fruit & Vegetable	55,000.00	4,270.02	7.76	55,000.00	72,785.20	132.34	124.57
Total State	102,093.00	48,750.73	47.75	90,314.00	124,986.03	138.39	90.64
Federal Reimbursement	1,229,760.00	603,501.41	49.07	1,229,760.00	1,211,514.18	98.52	49.44
Cash Book - Local	148,000.00	82,766.03	55.92	108,500.00	90,238.65	83.17	27.25
Total Revenue	1,479,853.00	735,018.17	49.67	1,428,574.00	1,426,738.86	99.87	50.20
Expenditures:	Fiscal 2021			Fiscal 2022			Diff.
	Budgeted	Expended YTD	Percent	Budgeted	Expended YTD	Percent	
Salary	439,233.00	328,834.86	74.87	417,721.00	345,511.82	82.71	7.85
Fringe Benefits	186,605.00	146,168.41	78.33	202,338.00	158,904.48	78.53	0.20
Purchased Services	55,000.00	29,972.77	54.50	55,000.00	40,709.71	74.02	19.52
Travel	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
Materials & Supplies	40,000.00	29,369.79	73.42	48,500.00	38,103.98	78.56	5.14
Food Supplies	634,015.00	275,497.13	43.45	634,015.00	536,542.18	84.63	41.17
Repairs & Maintenance	20,000.00	3,786.43	18.93	20,000.00	9,217.62	46.09	27.16
Furniture/Equipment	100,000.00	14,420.00	14.42	50,000.00	6,936.38	13.87	-0.55
Total Expenditures	1,475,853.00	828,049.39	56.11	1,428,574.00	1,135,926.17	79.51	23.41

Saved as May 21-22 Expense Compare Food Service

Prince Edward County Public Schools
 2021-2022
 CARES ACT
 Summary Financial Report
 May 31, 2022

<u>Revenues</u>	<u>Current Month</u>	<u>Year to Date</u>			<u>Budget</u>	<u>Variance Under/Over Budget</u>
Total Revenues	183,232.60	2,290,918.91			8,527,122.40	6,236,203.49

<u>Expenditures</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Outstanding Encumbrances</u>	<u>Budget</u>	<u>Unencumbered Balance</u>
Total Expenditures	\$ 80,650.40	\$ 2,664,095.71	\$ 884,848.29	\$ 8,527,122.40	\$ 4,978,178.40

Saved as May 21-22 CARES ACT

**Prince Edward County Public Schools
2021-2022**

**Comparative Receipts and Expenditures
Year to Date - Month of May 31, 2022**

Receipts:	Fiscal 2021				Fiscal 2022			
	Approved Budget	Received Year-to-Date	Percent of Revenue	Approved Budget	Received Year-to-Date	Percent of Revenue	Fiscal Year \$ Difference	Fiscal Year % Difference
Sales Tax	3,125,839.00	2,984,351.94	95.47%	3,103,342.00	3,343,836.20	107.75%	359,484.26	12.28%
Basic Aid	6,249,990.00	5,686,683.36	90.99%	6,115,319.00	5,151,027.01	84.23%	-535,656.35	-6.76%
Other State	<u>5,901,400.00</u>	<u>4,957,401.65</u>	84.00%	<u>6,905,606.98</u>	<u>5,385,437.75</u>	77.99%	<u>428,036.10</u>	-6.02%
Total State	15,277,229.00	13,628,436.95	89.21%	16,124,267.98	13,880,300.96	86.08%	251,864.01	-3.12%
Federal Funds	2,360,431.00	3,022,922.93	128.07%	2,936,418.25	2,840,739.88	96.74%	-182,183.05	-31.32%
Local Funds	8,793,062.00	3,193,559.29	36.32%	9,255,574.00	3,870,272.74	41.82%	676,713.45	5.50%
Cash Book	<u>311,991.00</u>	<u>86,893.13</u>	27.85%	<u>383,394.00</u>	<u>146,530.32</u>	38.22%	<u>59,637.19</u>	10.37%
Total Revenue	26,742,713.00	19,931,812.30	74.53%	28,699,654.23	20,737,843.90	72.26%	806,031.60	-2.27%
Expenditures:	Approved Budget	Expended Year-to-Date	Percent of Expenditures	Approved Budget	Expended Year-to-Date	Percent of Expenditures	Fiscal Year \$ Difference	Fiscal Year Difference
Instruction	19,607,162.00	14,279,163.12	72.83%	21,232,457.23	15,020,909.16	70.75%	741,746.04	-2.08%
Administration	1,610,508.00	1,169,941.20	72.64%	1,704,107.00	1,324,600.21	77.73%	154,659.01	5.09%
Transportation	1,796,019.00	1,048,835.60	58.40%	1,825,479.00	1,213,357.83	66.47%	164,522.23	8.07%
Maintenance	1,746,512.00	1,321,946.16	75.69%	1,764,782.00	1,394,943.56	79.04%	72,997.40	3.35%
Facilities	174,647.00	121,549.25	69.60%	245,873.00	131,926.93	53.66%	10,377.68	-15.94%
Debt Service	606,757.00	565,288.36	93.17%	552,259.00	549,363.66	99.48%	-15,924.70	6.31%
Technology	1,201,108.00	1,025,984.61	85.42%	1,374,697.00	961,951.57	69.98%	-64,033.04	-15.44%
Total Expenditures	26,742,713.00	19,532,708.30	73.04%	28,699,654.23	20,597,052.92	71.77%	1,064,344.62	-1.27%

Tourism & Visitor Center Monthly Report for May 2021

HEARTLAND REGIONAL VISITOR CENTER ATTENDANCE:					
	Virginia Guests	Other States	Other Countries	Total Guests	Average Visitors per Month:
YTD 2022	335	70	10	415	83.0
2021	1,754	398	3	2,155	179.6

Requests for Information:

	Phone Inquiries	Video Views (All)	Center Visits	GoogleMyBusiness Finding the Visitor Center	Monthly Totals:
May 2022	25	1	102	895	1,023
May 2021	24	5	257	No data	286
% Difference	4.17%	-80.00%	-60.31%	No data	257.69%
305					
TOTAL YTD	89	39	392	No data	520
2022 YTD	110	449	579	No data	1,138
2021 YTD	-19.09%	-91.31%	-32.30%	No data	-54.31%
% Difference					

June Report to Board of Supervisors:

- The VTC application for the Virginia Regional Marketing Program: DMO Marketing Grant #0322-0032-DMO, A Wonderful Week(end): Wellness, Working Remotely, Working Out has been approved in the requested amount of \$20,000.
- Continued to manage the tourism marketing logo development and the THOYA brochure update.
- Participated in Virginia's Crossroads quarterly meeting in Charlotte County at Patrick Henry's Red Hill to plan for any carry out regional tourism marketing campaigns and initiatives.
- Visited local businesses to coordinate tourism-related projects and marketing campaigns.
- The Visitor Center hosted registration for High Bridge Trail State Park's National Trails Day Race event on June 1st.
- Shot Visitor Center promotional videos to be debuted on new social media platforms. Continued planning for the launch of Facebook and Instagram social media platforms to market tourism opportunities in Prince Edward County.
- Continued participation in County marketing efforts with Letterpress Communications. Continued to participate in local, regional, and state organizations including THOYA, Virginia's Crossroads, and the Virginia Tourism Corporation in marketing the County's tourism opportunities.
- The Visitor Center is open again every Saturday. The hours of operation are Monday through Saturday from 8:30 am until 4:30 pm.

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