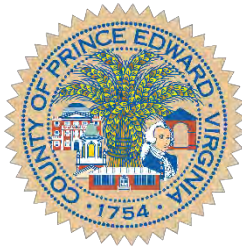




MISSION STATEMENT

"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**

December 12, 2023

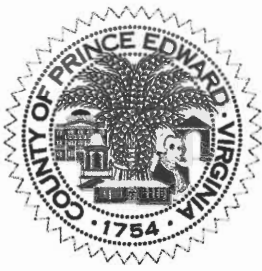
The Prince Edward County Board of Supervisors encourages citizens participation in public meetings through in-person participation, written comments and/or remote participation by calling: **1-844-890-7777, Access Code: 390313** (*If busy, please call again.*) Additionally, citizens may view the Board meeting live in its entirety at the County's YouTube Channel, the link to which is provided on the County's website.

~~~~~

|           |                                                                                                                                                                                                                                                                          | <u>Staff Contact</u>             | <u>Page #</u> |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------|
| 7:00 p.m. | 1. The Chair will call to order the December meeting of the Board.                                                                                                                                                                                                       |                                  | 5             |
|           | 2. Invocation                                                                                                                                                                                                                                                            |                                  | 5             |
|           | 3. Pledge of Allegiance                                                                                                                                                                                                                                                  |                                  | 5             |
|           | 4. Conflict of Interest Disclosures                                                                                                                                                                                                                                      |                                  | 7             |
|           | 5. Recognitions                                                                                                                                                                                                                                                          | Doug Stanley/<br>Cheryl Stimpson | 9             |
|           | 6. <b><u>PUBLIC PARTICIPATION</u></b><br><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                                                                                                                                                                                                                                                    |                                  | 15            |
|           | b. Approval of Minutes                                                                                                                                                                                                                                                   |                                  | 19            |
|           | c. Account & Claims, Mileage Reports, County Attorney Invoices                                                                                                                                                                                                           |                                  | 35            |
|           | d. The County Administrator has reported that checks have been issued pursuant to the order of the Board as to salaries, etc., the amount of which has been heretofore approved.                                                                                         |                                  | 93            |
|           | 9. <u>Community Partner Updates:</u>                                                                                                                                                                                                                                     |                                  | 95            |
|           | a. Sarah Maddox, Piedmont Area Veterans Council                                                                                                                                                                                                                          |                                  |               |
|           | 10. Highway Matters: Scott Frederick, P.E., VDOT                                                                                                                                                                                                                         |                                  | 97            |
| 7:30 p.m. | 11. <b><u>PUBLIC HEARINGS:</u></b> The Board will receive public input on the following:                                                                                                                                                                                 |                                  |               |
|           | a. A request by Paladin Medical Transport, Inc. to rezone Tax Map Parcel 039-A-17C and located at the end of Bush River Drive, from A2, Agricultural Residential, to C1, General Commercial, to allow for offices that provide case management and day support services. | Robert Love                      | 99            |
|           | 12. <u>Department Reports:</u>                                                                                                                                                                                                                                           |                                  | 113           |
|           | a. Animal Control                                                                                                                                                                                                                                                        | Adam Mumma                       |               |
|           | b. Building Official                                                                                                                                                                                                                                                     | Phillip Moore                    |               |
|           | c. Economic Development & Tourism                                                                                                                                                                                                                                        | Chelsey White                    |               |
|           | d. Emergency Management                                                                                                                                                                                                                                                  | Trey Pyle                        |               |

|                                                                |                     |     |
|----------------------------------------------------------------|---------------------|-----|
| e. General Properties                                          | Randy Cook          |     |
| f. Information Technology                                      | Shawn Howard        |     |
| g. Planning & Community Development                            | Robert Love         |     |
| h. Social Services                                             | Kimberley Allen     |     |
| i. Solid Waste                                                 | Jeff Jones          |     |
| 13. <u>Finance &amp; Human Resources Report:</u>               | Cheryl Stimpson     |     |
| a. Appropriations: Schools – Authorize Public Hearing          |                     | 115 |
| b. Appropriation: National Opioid Settlement                   |                     | 119 |
| c. Sheriff’s Office – Vehicle Equipment                        |                     | 121 |
| d. Constitutional Officer Agreement                            |                     | 127 |
| e. Davenport & Company - Financial Advisory Services Contract  |                     | 131 |
| f. County Administrator and Attorney’s Contracts               |                     | 149 |
| 14. Public Safety Radio System                                 | Trey Pyle           | 151 |
| 15. Appointments – Citizen Volunteer Positions                 | Sarah Elam Puckett  | 227 |
| 16. Landfill Cell F Construction                               | Sarah Elam Puckett  | 255 |
| 17. Lease Agreement with USDA for County Ag Building           | Sarah Elam Puckett  | 257 |
| 18. FY 24 Health Department Locality Agreement                 | Doug Stanley        | 263 |
| 19. Engagement of Lobbyist for Sales Tax Bill                  | Doug Stanley        | 275 |
| 20. County Attorney’s Report                                   | Terri Atkins Wilson | 285 |
| 21. County Administrator’s Report                              | Doug Stanley        | 287 |
| 22. Closed Session                                             | Doug Stanley        | 289 |
| 23. <u>Upcoming</u>                                            |                     | 291 |
| a. VACo Supervisor Certification Leadership Training           |                     | 292 |
| b. Local Government Day                                        |                     | 294 |
| c. VACo Chairperson’s Institute                                |                     | 295 |
| 24. <u>Correspondence/Informational</u>                        |                     | 297 |
| a. Letter from Farmer’s Coop. RE: Agreement w/ Southern States |                     | 298 |
| b. Letter from Cumberland County, RE: Comp Plan Update         |                     | 299 |
| c. Citizen Email – Trash on Highways                           |                     | 300 |
| d. SVCC Proud Panther Newsletter                               |                     | 301 |
| 25. <u>Monthly Reports</u>                                     |                     | 309 |
| a. Animal Control                                              |                     | 310 |
| b. Building Office                                             |                     | 311 |
| c. Home Canning                                                |                     | 312 |
| d. Commonwealth Regional Council                               |                     | 313 |
| e. Tourism & Visitor Center                                    |                     | 314 |

*(NOTE: Additional agenda items may be added to the Table Pack is available for review after 4:30 p.m. on December 12, 2023.)*



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**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 Chairman Gilliam will call to order the December meeting of the Prince Edward Board of Supervisors.
2. **Invocation**
3. **Pledge of Allegiance**

**COST:**

**ATTACHMENTS:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**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 \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



## 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:** December 12, 2023  
**Item #:** 5  
**Department:** Human Resources  
**Staff Contact:** Douglas P. Stanley/Cheryl Stimpson  
**Agenda Item:** Recognitions

**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.

- A. The Board will have the opportunity to congratulate the members and coaches of the 2023 Fuqua Volleyball Team who won the Virginia Colonial Conference Varsity Volleyball Championship and the Virginia Independent School Athletic Association Division IV Volleyball State Championship. Fuqua School Head of School, Chance Reynolds, will also be attending the meeting to help introduce his students and staff.
- B. The Board will also have the opportunity to congratulate Barrett Motter, a senior at Prince Edward County High School, who recently earned the rank of Eagle Scout. The rank of Eagle Scout is the highest and most prestigious achievement a Scout can achieve. Highly respected, the title of Eagle Scout carries with it special significance not only in Scouting but also in school, business and the community. To attain the Eagle rank, a Scout must earn at least 21 merit badges, fulfill leadership roles and display outdoor skills, demonstrate by example the Scout Oath and Law, and complete a comprehensive service project in the community. Barrett completed his service project last summer at the Sandy River Reservoir by installing a bench and landscaping out on the point, and overlooking the water.
- C. The Board will also recognize the County’s December Employee of the Month, Deputy Mark Stephens. Deputy Stephens is an almost nine-year employee of the Prince Edward County Sheriff’s Office and is retired from the United States Coast Guard. Currently, Deputy Stephens works often at the courthouse security desk. His nomination for employee of the month describes his positive attitude and his sincere and thoughtful manner with greeting and managing the public. He is always respectful and polite and is a positive figure representing Prince Edward County. Thank you and congratulations.

|              |                    |               |                |
|--------------|--------------------|---------------|----------------|
| Motion _____ | Cooper-Jones _____ | Gilliam _____ | Pride _____    |
| Second _____ | Emert _____        | Jenkins _____ | Townsend _____ |
|              |                    | Jones _____   | Watson _____   |

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**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](mailto:board@co.prince-edward.va.us)  
Planning Commission: [info@co.prince-edward.va.us](mailto: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.

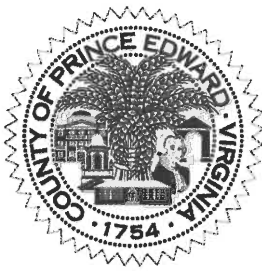
**Attachments:** Public Participation Tracking Form

**Recommendation:** None.

|              |                    |               |                |
|--------------|--------------------|---------------|----------------|
| Motion _____ | Cooper-Jones _____ | Gilliam _____ | Pride _____    |
| Second _____ | Emert _____        | Jenkins _____ | Townsend _____ |
|              |                    | Jones _____   | Watson _____   |

# 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:** December 12, 2023  
**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 \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 8-a  
**Department:** Board of Supervisors  
**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 \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

**Prince Edward Board of Supervisors Treasurer's Report  
October 2023**

| Bank Account Balances         |       |           |  |             |                 |                         |
|-------------------------------|-------|-----------|--|-------------|-----------------|-------------------------|
| Name of Bank                  | Ref # | Int. Rate |  | Int. Paid   | Bank Balance    |                         |
| Benchmark Pooled Fund Account | 7654  | 4.25      |  | \$29,936.47 | \$ 8,106,518.09 |                         |
| Benchmark Social Services     | 9746  |           |  |             | \$ 182,896.11   |                         |
| Benchmark School Fund         | 3352  |           |  |             | \$ 2,721,790.16 |                         |
| Benchmark Food Service        | 3742  |           |  |             | \$ 461,265.35   |                         |
| <b>TOTAL</b>                  |       |           |  |             |                 | <b>\$ 11,472,469.71</b> |

**\*Note: School Fund and Cafeteria Fund balances shown above are estimated balances due to end of the fiscal year.**

| Certificates of Deposit            |       |           |      |          |                 |                         |
|------------------------------------|-------|-----------|------|----------|-----------------|-------------------------|
|                                    | Ref # | Int. Rate | Term | Maturity | Bank Balance    | Available Balance       |
| <b>Benchmark</b>                   |       |           |      |          |                 |                         |
|                                    | 0994  | 1.00      | 24   | 01/15/26 | \$ 123,503.22   |                         |
|                                    | 0995  | 1.00      | 24   | 01/15/26 | \$ 123,503.22   |                         |
| Recreation Fund                    | 0998  | 0.50      | 36   | 02/14/24 | \$ 17,573.21    |                         |
| Benchmark 5 Yr CD-letter of credit | 0632  | 1.00      | 60   | 01/04/26 | \$ 668,086.43   | \$ 932,666.08           |
| Benchmark Investment Acct          | L796  | 3.35      | 36   | 05/13/25 | \$ 2,495,000.06 | \$ 2,495,000.06         |
| <b>Farmers Bank</b>                |       |           |      |          |                 |                         |
|                                    | 2465  | 0.50      | 36   | 06/17/24 | \$ 110,316.67   |                         |
|                                    | 2466  | 0.50      | 36   | 06/17/24 | \$ 110,316.67   |                         |
| Underground Storage                | 2478  | 0.60      | 36   | 10/27/24 | \$ 23,076.91    |                         |
|                                    | 3465  | 4.15      | 6    | 11/16/23 | \$ 2,546,004.17 |                         |
|                                    | 3454  | 4.65      | 12   | 04/05/24 | \$ 2,557,643.07 |                         |
|                                    | 3475  | 4.64      | 6    | 10/05/23 | \$ 5,117,679.17 |                         |
|                                    |       |           |      |          |                 | \$ 10,465,036.66        |
| <b>TOTAL</b>                       |       |           |      |          |                 | <b>\$ 13,892,702.80</b> |

|                    |  |  |  |  |  |                         |
|--------------------|--|--|--|--|--|-------------------------|
| <b>GRAND TOTAL</b> |  |  |  |  |  | <b>\$ 25,365,172.51</b> |
|--------------------|--|--|--|--|--|-------------------------|



**Prince Edward Board of Supervisors Treasurer's Report  
OCTOBER 2022**

| Bank Account Balances         |       |           |                  |  |                         |
|-------------------------------|-------|-----------|------------------|--|-------------------------|
| Name of Bank                  | Ref # | Int. Rate | Bank Balance     |  | Available Balance       |
| Benchmark Pooled Fund Account | 7654  |           | \$ 14,097,495.34 |  | \$ 14,097,495.34        |
| Benchmark Social Services     | 9746  |           | \$ 209,223.84    |  | \$ 209,223.84           |
| Benchmark School Fund         | 3352  |           | \$ 1,147,483.79  |  | \$ 1,147,483.79         |
| Benchmark Food Service        | 3742  |           | \$ 437,336.11    |  | \$ 437,336.11           |
| <b>TOTAL</b>                  |       |           |                  |  | <b>\$ 15,891,539.08</b> |

\*Note: School Fund and Cafeteria Fund balances shown above are estimated balances.

| Certificates of Deposit               |      |      |                 |  |                        |
|---------------------------------------|------|------|-----------------|--|------------------------|
| <b>Benchmark</b>                      |      |      |                 |  |                        |
|                                       | 0994 | 1.00 | \$ 122,275.88   |  |                        |
|                                       | 0995 | 1.00 | \$ 122,275.88   |  |                        |
| Recreation Fund                       | 0998 | 0.50 | \$ 17,485.62    |  |                        |
| Benchmark 5 Yr CD-letter of credit    | 0632 | 1.00 | \$ 661,447.11   |  | \$ 923,484.49          |
| <b>Benchmark Investment Acct L796</b> |      |      |                 |  |                        |
|                                       | OLD  | 1.85 | \$ 371,229.54   |  |                        |
|                                       | NEW  | 3.35 | \$ 2,048,558.24 |  | \$ 2,419,787.78        |
| <b>Farmers Bank</b>                   |      |      |                 |  |                        |
|                                       | 2465 | 0.50 | \$ 109,770.30   |  |                        |
|                                       | 2466 | 0.50 | \$ 109,770.30   |  |                        |
| Underground Storage                   | 2478 | 0.60 | \$ 22,938.96    |  |                        |
|                                       | 2501 | 2.09 | \$ 2,225,313.77 |  | \$ 2,467,793.33        |
| <b>TOTAL</b>                          |      |      |                 |  | <b>\$ 5,811,065.60</b> |

|                    |  |  |  |  |                         |
|--------------------|--|--|--|--|-------------------------|
| <b>GRAND TOTAL</b> |  |  |  |  | <b>\$ 21,702,604.68</b> |
|--------------------|--|--|--|--|-------------------------|

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 8-b  
**Department:** Board of Supervisors  
**Staff Contact:** Karin Everhart  
**Agenda Item:** Approval of Minutes

---

**SUMMARY:**

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

**Cost:**

**Attachments:** Board minutes.

**Recommendation:** Approval.

**Sample Motion:**

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

November 9, 2023

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 9<sup>th</sup> day of November, at 7:00 p.m., there were present:

Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Victor "Bill" Jenkins  
E. Harrison Jones  
Odessa H. Pride  
Jerry R. Townsend  
Cannon Watson

Also present: Douglas P. Stanley, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Cheryl Stimpson, Director of Finance; Trey Pyle, Deputy Emergency Management Coordinator; Terri Atkins Wilson, County Attorney; Kevin Faubion, Twin Lakes State Park; Daniel Jordan, High Bridge Trail State Park; and Melba Moore, DBA, MS, Crossroads Community Services Board.

Chairman Gilliam called the November meeting to order.

Supervisor Jones offered the invocation and led the Pledge of Allegiance.

In Re: Conflict of Interest Act Disclosures

(None)

In Re: Recognitions

"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.

The Board would like to recognize Matthew McMillian as Employee of the Month for November. Investigator McMillan "is one of the most helpful people in [the Sheriff's Office]. When there is a project that needs doing or that others need help with, he is always the first person to volunteer. He will start a project on his own if he thinks it will benefit the office. He always has a positive attitude and never seems to fail to transfer that to the rest of the office personnel. Team work is also an attribute as his work ethic seems to help every member of our office to

strive to be more like him." We thank McMillian for his helpful spirit, hard work and positive attitude. We look forward to working with you for many years to come.

Mr. Stanley then recognized Prince Edward County's Veteran employees, thanking them for their service:

- David Emert, Board of Supervisors
- James Graves, Sheriff's Office
- Kendasia Hensley, Commission of Revenue's Office
- Charlie Huddleston, Solid Waste
- John Johnson, Sheriff's Office
- Cindy Sams, Victim Witness
- Mark Stephens, Sheriff's Office
- Cheryl Stimpson, County Administration
- James Taylor, Sheriff's Office

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.*

Nehemiah Braxton, President of the Affordable Housing Board, presented an update on the Timberlake I, Timberlake II, and Evergreen apartments. He stressed that the Board is required by HUD to have a management agency, which is Crossroads. He stated there has been difficulty getting participation on the Board and asked if anyone is interested in joining, they could contact him or Crossroads. He said without the Board following the HUD guidelines, the housing could be closed. Some discussion followed regarding previous management and the ownership of the three apartment buildings. Mr. Stanley said that years ago, there were complaints, but he has not heard anything negative in the past one and a half years.

In Re: Board of Supervisors Comments

The Board members congratulated the winners of the recent election, thanked those in attendance and said citizen input is important to for the Board to address the issues.

In Re: Consent Agenda

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

|      |                                                                                                                                                                      |           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Aye: | Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Victor "Bill" Jenkins<br>E. Harrison Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Cannon Watson | Nay: None |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

the Board accepted the September 2023 Treasurer's Report; the minutes of the meeting held October 10, 2023; Accounts and Claims, Board Mileage Sheets; and Salaries.

**Prince Edward Treasurer's Report - September 2023**

| Name of Bank                  | Ref # | Int. Rate | Int. Paid   | Bank Balance           |
|-------------------------------|-------|-----------|-------------|------------------------|
| Benchmark Pooled Fund Account | 7654  | 4.25      | \$34,690.05 | \$8,634,406.91         |
| Benchmark Social Services     | 9746  |           |             | \$218,946.10           |
| Benchmark School Fund         | 3352  |           |             | \$1,903,851.58         |
| Benchmark Food Service        | 3742  |           |             | \$408,110.72           |
| <b>TOTAL</b>                  |       |           |             | <b>\$11,165,315.31</b> |

\*Note: School Fund and Cafeteria Fund balances shown above are estimated balances due to end of the fiscal year.

**Certificates of Deposit**

|                                    | Ref # | Int. Rate | Bank Balance   | Available Balance             |
|------------------------------------|-------|-----------|----------------|-------------------------------|
| Benchmark                          | 0994  | 1.00      | \$123,192.71   |                               |
|                                    | 0995  | 1.00      | \$123,192.71   |                               |
| Recreation Fund                    | 0998  | 0.50      | \$17,573.21    |                               |
| Benchmark 5 Yr CD-letter of credit | 0632  | 1.00      | \$666,406.72   | \$930,365.35                  |
| Benchmark Investment Acct          | L796  | 3.35      | \$2,495,000.06 | \$2,495,000.06                |
| Farmers Bank                       | 2465  | 0.50      | \$110,316.67   |                               |
|                                    | 2466  | 0.50      | \$110,316.67   |                               |
| Underground Storage                | 2478  | 0.60      | \$23,042.06    |                               |
|                                    | 3465  | 4.15      | \$2,546,004.17 |                               |
|                                    | 3454  | 4.65      | \$2,528,500.69 |                               |
|                                    | 3457  | 4.75      | \$5,000,000.00 | \$10,318,180.26               |
| <b>TOTAL</b>                       |       |           |                | <b>\$13,743,545.67</b>        |
| <b>GRAND TOTAL</b>                 |       |           |                | <b><u>\$24,908,860.98</u></b> |

In Re: Correction to Meeting Minutes – January 10, 2023

In our research for the upcoming training offerings, we discovered an error in the Board of Supervisors meeting minutes.

The following meeting minutes from January 10, 2023, inadvertently omitted the term "Freedom of Information Act training" when labeling the type of training the Board members were undertaking. The training included both COIA and FOIA training.

We need a correction to the official minutes, Supervisors Record Book #35, Page 53. Proposed amendments are red and bold.

In Re: Virginia Conflict of Interest Act and **Freedom of Information Act Training**

Doug Stanley, County Administrator, stated the Code of Virginia states the Conflict of Interest Act (COIA) and Freedom of Information Act (FOIA) Training must occur every two years. All elected and re-elected officials are to take the training two months of assuming office. He said having everyone take this course this evening and on a two-year cycle will keep everyone current.

*The Board members began the Conflict of Interest Act training.*

*Vice-Chairman Gilliam recessed the meeting at 6:55 p.m.*

*Vice-Chairman Gilliam reconvened the meeting at 9:00 p.m. to **enable the County Attorney to complete the Board's FOIA and COIA training.***

*Vice-Chairman Gilliam declared the meeting adjourned at 9:10 p.m.*

Supervisor Jones made a motion, seconded by Supervisor Emert, to approve the correction to the January 10, 2023 meeting minutes to include the amendments as presented; the motion carried:

|      |                       |           |
|------|-----------------------|-----------|
| Aye: | Pattie Cooper-Jones   | Nay: None |
|      | J. David Emert        |           |
|      | Llew W. Gilliam, Jr.  |           |
|      | Victor "Bill" Jenkins |           |
|      | E. Harrison Jones     |           |
|      | Odessa H. Pride       |           |
|      | Jerry R. Townsend     |           |
|      | Cannon Watson         |           |

In Re: Community Partner Updates

Kevin Faubion, Twin Lakes State Park, presented a brief history and an update on Twin Lakes State Park. He said there will be new exhibit space at the Visitor Center to highlight the rich cultural history of the Park. He then presented information on the economic impact of the Park on the local economy, with the total value to the local economy of \$4.9 million, with \$385,000 generated in state and local taxes. He added the attendance has already reached 129,000 in 2023. The Park is open year-round, with certain amenities closing after Labor Day, and the campground closes the first weekend of December and reopens the first weekend in March. The conference center and cabins are open year round.

Chairman Gilliam asked if the Park connects to the Rails to Trails [Park]; Mr. Faubion said they do not connect at this time but it is in the long-term Master Plans to do so.

Daniel Jordan, High Bridge Trail State Park, presented an update on High Bridge Trail State Park. He said there are more state parks in Virginia than in any other state, with 41 state parks. He reviewed statistics and said the economic impact on the local economy for this year is \$6.4 million. He reviewed events that are held during the year and said Pamplin has donated the finished parking lot to the State Parks and has just signed a contract to construct the Trail from Heights School Road to Pamplin. The Visitor Center completion date is estimated to be December 31, and the road will be paved at the end of the month.

Melba Moore, DBA, MS, Crossroads Community Services Board, stated that to answer Mr. Braxton's question, Housing Alternatives, Inc., owns the group home, Evergreen; Opportunity, Inc. owns Timberlake II; and Residential Opportunity, Inc. owns Timberlake I. Those are the names of the properties that the HUD Board is responsible for, and Crossroads serves as property management. She then presented information on the past 19 months of operations. Ms. Moore reviewed the accomplishments of the team, moving to the modernization of the agency and focus of the organization, stressing improvements in the financial, communications and workforce aspects.

Supervisor Emert expressed his gratitude for what Ms. Moore has accomplished at Crossroads.

In Re: Highway Matters

Sarah Elam Puckett, Assistant County Administrator, distributed an email that was received from Paul Maserjian regarding Monroe Church Road, along with her response.



Supervisor Pride stated Mud Dusty Road is to be considered as part of the [Six-Year Plan] project. Supervisor Townsend said the financing was limited and nothing was added to the priority list for 2023-2024.

Chairman Gilliam said the Route 460 Exit sign on the eastbound ramp, south of Farmville to get onto Route 15, is on the ground. He added crews did a good job cutting the trees but more needs done from Buffalo Creek to Stockton Lake on Five Forks Road before winter.

In Re: Public Hearing – Amendments to the FY24 County Budget and FY24 County School Budget

Chairman Gilliam announced that this was the date and time scheduled for a public hearing to receive citizen input prior to considering amendments to the FY 2024 County Budget and FY 2024 County School Budget and accept the Distribution of \$1,763,012.93 of Federal Coronavirus Relief Funds. Notice of this hearing was advertised according to law in the Wednesday, November 1, 2023 edition of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Stanley stated that as the Board is aware, the Prince Edward County Public Schools has received a total of \$1,763,012.93 of additional CARES Act Funding for addressing unfinished learning, before and after school programs, and other programs.

Supervisor Emert made a motion, seconded by Supervisor Jones, to approve the increase to the FY 24 County Budget and the FY 24 School Budget by \$1,763,012.93 and appropriate the same funds; the motion carried:

Aye: Pattie Cooper-Jones  
 J. David Emert  
 Llew W. Gilliam, Jr.  
 Victor “Bill” Jenkins  
 E. Harrison Jones  
 Odessa H. Pride  
 Jerry R. Townsend  
 Cannon Watson

Nay: None

In Re: Litter Prevention and Recycling Grant

Prince Edward County has been awarded a non-competitive grant from the Virginia Department of Environmental Quality for Litter Prevention and Recycling Program activities in the amount of \$14,767.00. This grant is typically used to cover the expenses of recycling televisions and other electronic products through Synergy.

| Rev/Exp | Fund | Dept   | Object | Description    | Debit       | Credit      |
|---------|------|--------|--------|----------------|-------------|-------------|
| 3 (Rev) | 100  | 024040 | 0007   | Litter Control |             | \$14,767.00 |
| 4 (Exp) | 520  | 042300 | 3841   | POS-Recycling  | \$14,767.00 |             |

Supervisor Jones made a motion, seconded by Supervisor Pride, to approve the FY24 County Budget supplement and appropriate the same funds; the motion carried:

|      |                                                                                                                                                                      |           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Aye: | Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Victor "Bill" Jenkins<br>E. Harrison Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Cannon Watson | Nay: None |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

In Re: Emergency Management Report – Mutual Aid Agreement

At the October 10, 2023 Board of Supervisors meeting, the Board approved a mutual aid agreement with the County of Charlotte and authorized the County Administration to execute the agreement on behalf of the County.

To expedite the process of developing mutual aid agreements with our remaining six neighbors, staff is requesting the Board consider issuing blanket approval to the agreement, as presented last month, and authorization to the County Administrator to execute said agreement with a neighboring locality. Staff will continue to involve the Prince Edward Area Firefighters Association (PEVRS) and to work with neighboring jurisdictions on reviewing the fire department districts to ensure the closest departments are being dispatched to assist with incidents in Prince Edward County.

Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to approve the mutual aid agreement for execution with any neighboring jurisdiction and authorize the County Administrator to execute the agreement on behalf of the County of Prince Edward; the motion carried:

|      |                                                                                                                                                                      |           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Aye: | Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Victor "Bill" Jenkins<br>E. Harrison Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Cannon Watson | Nay: None |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

In Re: Appropriations – EMS Levy

At its August 13, 2019 meeting, the Board of Supervisors adopted the Prince Edward County Emergency Medical Service (EMS) District, which encompasses the entire county. The creation of the District enables the Board

to annually levy a special tax within the district. Any amount collected from such levy must be kept separate from all other moneys of the County and shall only be used for the maintenance and operations of EMS services in the District, as outlined in Section 50-42 of the County Ordinance.

On September 13, 2022, the Board of Supervisors appropriated the available EMS Levy Funds the three EMS agencies in the county, Prince Edward Volunteer Rescue Squad, Meherrin Vol. Fire & Rescue, and the Hampden Sydney Vol. Fire Department First Responder, along with starting a contingency fund for emergency situations only (e.g., accident replacement, vehicle motor or transmission replacements, etc.). The agencies would be responsible to budget their funds for operations, maintenance and vehicle replacement. The funds will remain within the county account and invoices shall be submitted for payment or reimbursement.

The current available balance as of October 31, 2023 is \$ 379,561.61.

FY2023 Fund Disbursement: Contingency: \$100,000.00  
 Remaining Balance: PEVRS – 70%, MVFR – 25%, HSVFD – 5%

FY23 BUDGET SUPPLEMENT

| Rev/Exp | Fund | Dept  | Object | Description           | Debit        | Credit       |
|---------|------|-------|--------|-----------------------|--------------|--------------|
| 3 (Rev) | 205  | 41050 | 0205   | EMS Levy Fund Balance |              | \$379,561.61 |
| 4 (Exp) | 205  | 93000 | 5807   | EMS Contingency       | \$100,000.00 |              |
| 4 (Exp) | 205  | 32301 | 7005   | PEVRS                 | \$195,693.13 |              |
| 4 (Exp) | 205  | 32301 | 7008   | Meherrin EMS          | \$69,890.40  |              |
| 4 (Exp) | 205  | 32301 | 7010   | Hampden Sydney EMS    | \$13,978.08  |              |

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve the FY23 Budget Supplement, as presented and appropriate the same funds for the EMS Levy; the motion carried:

Aye: Pattie Cooper-Jones  
 J. David Emert  
 Llew W. Gilliam, Jr.  
 Victor “Bill” Jenkins  
 E. Harrison Jones  
 Odessa H. Pride  
 Jerry R. Townsend  
 Cannon Watson

Nay: None

In Re: Virginia’s Heartland Regional Industrial Facility Authority – Annual Report

Mr. Stanley presented the FY 2023 audit report for the Virginia's Heartland Regional Industrial Facility Authority. The audit serves as the annual report from the Authority and is for informational purposes.

In the past fiscal year, Eastern Engineered Wood Products opened their-facility. The project is located on a 32-acre tract in the Industrial Park and includes 22 acres of paved storage including office space, storage buildings,

a cutoff shed and rail spur. Eastern Wood distributes structural floor and roof systems to the professional contractor trade through a network of retail lumber dealers and truss manufacturers. The facility will employ an estimated 20 employees at full capacity.

In Re: 2024 General Assembly – Legislative Priorities

Mr. Stanley presented the list of proposed legislative priorities for the upcoming 2024 General Assembly session:

1. **1% Sales Tax for Local School Construction or Renovation** - The Board of Supervisors of Prince Edward County will need to request that Delegate Wright introduce a bill in the upcoming General Assembly session that would add Prince Edward County to the list of counties that are enabled to collect up to 1 % in additional sales tax revenue for the construction or renovation of schools within the locality. Currently localities listed under §58.1-602 include Charlotte County, Gloucester County, Halifax County, Henry County, Mecklenburg County, Northampton County, Patrick County, Pittsylvania County, or the City of Danville. The County has estimated that a 1 % increase in sales tax would generate an estimated \$3,000,000 in annual revenue based on collections over the past five years. This is based on the County's share of 50% of local collections and our proportionate split of the remaining 50% with the Town of Farmville based on school age population. This would provide enough revenue to support significant improvements to the County elementary school as well as middle and high schools.

2. **Allowing Prince Edward County to Establish a Solid Waste Fee** - The Board of Supervisors of Prince Edward County requests that the General Assembly amend §15.2-2159 of the Code of Virginia to add Prince Edward County to the list of counties that are enabled to establish a fee for solid waste management. As the Board is aware, the County's solid waste management systems includes a county-owned sanitary landfill and seven convenience/recycling center sites. Currently, as outlined in Subsection A, the counties of Accomack, Augusta, Buckingham, Floyd, Highland, Pittsylvania, Russell, and Wise Counties may by ordinance, and after a public hearing, levy a fee for the disposal of solid waste not to exceed the actual cost incurred by the county in procuring, developing, maintaining, and improving the landfill and for such reserves as may be necessary for capping and closing such landfill in the future. Bath, Buckingham, Russell, and Southampton Counties may by ordinance, and after a public hearing, levy a fee for the management of solid waste not to exceed the actual cost incurred by the county in removing and disposing of solid waste. Such fee as collected shall be deposited in a special account to be expended only for the purposes for which it was levied. Additionally, the Counties of Floyd, Pittsylvania, Russell, Southampton, and Wise Counties are enabled to purchase or subsidize the purchase of equipment used for the collection of solid waste. The Board of Supervisors would like Prince Edward to be added to §15.2-2159.

In 2022, the County hired a new landfill engineering firm, LaBella, and they have reviewed the County's solid waste operations and made recommendations on making the County's Solid Waste Enterprise fund self-sufficient. As part of the solution, the County would like to be able to establish a solid waste fee to help offset the cost of handling and disposal of County waste.

3. **Amendment to Allow for Extension of Enterprise Zone #48** - The counties of Prince Edward, Lunenburg, and Charlotte are requesting that the Enterprise Zone, which is currently scheduled to phase out on December 31, 2024 be granted, an additional 5-year grace period. Since Enterprise Zone #48

(Charlotte/Lunenburg/Prince Edward) was created prior to July 1, 2005 (2000) we would request modification of the language from one to two five-year renewal periods.

4. **Sandy River Reservoir Project-** The Board of Supervisors of Prince Edward County requests that the General Assembly take any necessary steps to support the Sandy River Reservoir Project and the provision of water and sewer from Prince Edward to the State facilities in Nottoway County.
5. In addition, the Board supports the **2024 VACO Legislative Priorities.**

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve the proposed 2024 Legislative Priorities list as proposed; the motion carried:

|      |                                                                                                                                                                      |           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Aye: | Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Victor “Bill” Jenkins<br>E. Harrison Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Cannon Watson | Nay: None |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

In Re: FY 2024-2025 Budget Schedule

Mr. Stanley reviewed the proposed FY 2024-2025 budget schedule. The budget has been coordinated with the School budget schedule.

Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to adopt the FY 2024-2025 Budget Schedule and Departmental Budget Forms as presented; the motion carried:

|      |                                                                                                                                                                      |           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Aye: | Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Victor “Bill” Jenkins<br>E. Harrison Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Cannon Watson | Nay: None |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

| DATE             | ACTIVITY                                                                              | TIME/LOCATION |
|------------------|---------------------------------------------------------------------------------------|---------------|
| January 19, 2024 | Budget Preparation Guide distributed to County Departments and Constitutional Offices |               |
| January 19, 2024 | Donation Request forms distributed                                                    |               |
| Feb. 1-23, 2024  | Budget work sessions between Departments and County Administrator                     |               |

|                   |                                                                                                                                                                           |                                                    |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| February 13, 2024 | Joint Finance Committee Meeting of Board of Supervisors and School Board                                                                                                  | 5:00 p.m.<br>Board of Supervisors Room             |
| February 20, 2024 | Board of Supervisors Budget Planning Meeting (Davenport Presentation)                                                                                                     | 5:30 p.m.<br>Board of Supervisors Room             |
| February 23, 2024 | Budget worksheets submitted to County Administrator                                                                                                                       |                                                    |
| February 29, 2024 | Joint Finance Committee Meeting of Board of Supervisors and School Board                                                                                                  | 1:00 p.m.<br>School Board Office                   |
| March 8, 2024     | Revenue estimate completed by County Administrator                                                                                                                        |                                                    |
| March 12, 2024    | Presentation of County Administrator's proposed budget to Board of Supervisors                                                                                            | 5:30 p.m.<br>Board of Supervisors Room             |
| March 19, 2024    | Board of Supervisors budget work session – presentations by outside agencies                                                                                              | 2:00 p.m.<br>Board of Supervisors Room             |
| March 26, 2024    | School Superintendent budget presentation to Board of Supervisors and School Board<br><br>Board of Supervisors authorizes Public Hearing for April 16 (Ad date – April 5) | 5:30 p.m.<br>Board of Supervisors Room             |
| April 9, 2024     | Board of Supervisors Budget Work Session (if needed)                                                                                                                      | 5:30 p.m.<br>3 <sup>rd</sup> Floor Conference Room |
| April 16, 2024    | Board of Supervisors Budget Work Session (if needed)                                                                                                                      | 5:30 p.m.<br>3 <sup>rd</sup> Floor Conference Room |
| April 16, 2024    | Public Hearing on County & School Budgets & Tax Rates (Planning Commission Meeting will need to be rescheduled)                                                           | 7:00 p.m.<br>Board of Supervisors Room             |
| April 23, 2024    | Budget Work Session, Adoption of County & School Budgets & Tax Rates                                                                                                      | 7:00 p.m.<br>Board of Supervisors Room             |
| June 11, 2024     | Approval of Appropriations                                                                                                                                                | 7:00 p.m.<br>Board of Supervisors Room             |

In Re: County Attorney Update

Mrs. Terri Atkins Wilson, County Attorney, congratulated the Board members on their re-election and expressed gratitude for the Veterans, and for the opportunity to work with the Board.

Mrs. Atkins Wilson then reported work included:

- discussion on the rules of the Conflict of Interest Act as they apply to the Board of Supervisors;
- clarification of property owned by the County and IDA;
- meeting with Sandy River Distillery;
- work on the Memorandum of Understanding for the sewer line
- meetings with the Animal Control Officers for discussion of the Animal Control Ordinance regarding Running at Large and the seizure of an animal in poor living conditions

In Re: County Administrator Update

Mr. Stanley presented his report:

- **2023 Tax Bills and Annual Report** – County taxpayers should have received a copy of their 2023 real estate and personal property tax bills this week.
- **Elementary School Construction Grant** – The Board Chair signed a letter in support of the request (required by the State). The School System submitted the grant on November 3<sup>rd</sup>.
- **HIT Park** – On November 6-7<sup>th</sup>, Chelsey White, and I, along with our data center consultant, attended the DCD Connect Data Center Conference in Lansdowne. The conference had 500+ attendees that are involved in data center design, construction, and operation.
- **Sandy River Project** – Our project team submitted a response letter to DEQ to address the 3 comments that were submitted. A copy of the response is attached. If DEQ received 25 or more comments there would be a mandatory public hearing required on the application. With 3, it is up to DEQ whether they want to hold one.
- **Comprehensive Plan** – The Comprehensive Plan Survey has been distributed. It will be available November 1 – December 31 for citizens to fill out and submit. A link can be found on our Comprehensive Plan page and will be on Facebook, or a printed copy in the Administrator’s Office. Please feel free to share with your friends and neighbors. Our goal is to get 15%+ response rate from the community. Our first public workshop will be held on Thursday, November 16<sup>th</sup> at 6:00 pm at Crawley Forum.
- **Comprehensive Plan Meeting** – November 16<sup>th</sup> at 6:00 pm at Moton.
  - **Comp Plan Survey**
    - **Introduction:** This survey is an opportunity for residents and neighbors of Prince Edward County to share thoughts and opinions on the future growth and development of the County. Your feedback will be used by the County’s staff, Planning Commission, and Board of Supervisors as we work to update the County’s Comprehensive Plan.
  - **Upcoming Meetings**
    - Comprehensive Plan Work Session 5:30 pm – Crawley Forum HSC – 11/16
    - Comprehensive Plan Work Session 5:30 pm – Moton Museum – 12/13

In Re: Personnel Committee Report

Mrs. Puckett stated the Personnel Committee met Tuesday, October 31, 2023 at 3:00 p.m. Members present were Pattie Cooper-Jones, Committee Chair; and Supervisors Odessa Pride, Ed.D., and Harrison Jones.

The Committee discussed staffing in the Animal Control Department. At present, there are two full-time animal control officers and one part-time (29 hours per week at \$15.00 per hour) kennel attendant. The part-time position is very difficult to keep filled and there is fairly consistent turnover. When that position is vacant, the two officers have to pick up those duties of care and cleaning of the animals and shelter, on top of their animal control responsibilities and their on-call/after-hours duties.

Our officers are consistently earning compensatory time and are having a difficult time using leave when they are either on-call or covering the part-time vacancy. Currently, both officers have well over 100 hours of compensatory time. The annual maximum carry-over is 40.

The Committee reviewed the cost of the compensatory time and the cost of taking the part-time position to a full-time position. A proposed new full-time position, Kennel Attendant/Deputy Animal Control Officer, was discussed. This position will be needed when the new animal shelter is constructed.

The Committee recommends transitioning of the part-time animal control position to a full-time position and appropriate \$10,000 (the amount needed for the remainder of the current fiscal year) to the Animal Control Department for wages and benefits to enable the County Administrator to immediately advertise and fill this new vacancy.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Jones, to approve the full-time position in the Animal Control Department and appropriate \$10,000 to the Animal Control Department; the motion carried:

|      |                                                                                                                                                                      |           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Aye: | Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Victor "Bill" Jenkins<br>E. Harrison Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Cannon Watson | Nay: None |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

In Re: Closed Session

Supervisor Emert made a motion, seconded by Supervisor Townsend, that the Board convene in Closed Session for discussion and consideration of the annual performance of the County Administrator and the County Attorney, pursuant to the exemptions provided for in Section 2.2-3711 (A)(l) of the *Code of Virginia*; and for consultation with legal counsel related to an unsolicited proposal for an intergovernmental contract, pursuant to the exemptions provided for in Section 2.2-3711(A)(8) of the *Code of Virginia*; the motion carried:

|      |                                                                                                                                                                      |           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Aye: | Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Victor "Bill" Jenkins<br>E. Harrison Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Cannon Watson | Nay: None |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|



The Board returned to regular session by motion of Supervisor Emert, seconded by Supervisor Townsend, and adopted as follows:

|      |                                                                                                                                                                      |           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Aye: | Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Victor "Bill" Jenkins<br>E. Harrison Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Cannon Watson | Nay: None |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

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

|      |                                                                                                                                                                      |           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Aye: | Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Victor "Bill" Jenkins<br>E. Harrison Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Cannon Watson | Nay: None |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

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

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

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

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

In Re: Animal Warden's Report

Mr. Adam Mumma, Chief Animal Control Officer, submitted a report for the month of October 2023, 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 October 2023, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery - Home

Rodney Scott, Cannery Manager, submitted a report for the month of October 2023, 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 October 2023, which was reviewed and ordered to be filed with the Board papers.

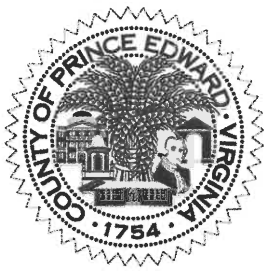
In Re: Tourism and Visitor Center Report

Ms. Chelsey White, Director of Economic Development and Tourism, submitted a report for the month of October 2023, which was reviewed and ordered to be filed with the Board papers.

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

|      |                       |      |      |
|------|-----------------------|------|------|
| Aye: | Pattie Cooper-Jones   | Nay: | None |
|      | J. David Emert        |      |      |
|      | Llew W. Gilliam, Jr.  |      |      |
|      | Victor "Bill" Jenkins |      |      |
|      | E. Harrison Jones     |      |      |
|      | Odessa H. Pride       |      |      |
|      | Jerry R. Townsend     |      |      |
|      | Cannon Watson         |      |      |

the meeting was adjourned at 9:19 p.m.



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 8-c  
**Department:** County Administration  
**Staff Contact:** Crystal Baker  
**Agenda Item:** Review of Accounts & Claims

---

**SUMMARY:**

The Bill List, Mileage Reports, and County Attorney Invoices are attached.

**Cost:**

**Attachments:**

**Recommendation:**

**Sample Motion:**

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

| FUND NO. | DESCRIPTION                  | \$\$\$ PAY \$\$\$ |
|----------|------------------------------|-------------------|
| 100      | GENERAL FUND                 | \$320,051.12      |
| 125      | DARE FUND                    | \$1,161.26        |
| 205      | EMS DISTRICT FUND            | \$139,584.36      |
| 501      | WATER FUND                   | \$82.09           |
| 502      | SEWER FUND                   | \$39.02           |
| 520      |                              | \$15,888.91       |
| 741      | PIEDMONT COURT SERVICES FUND | \$4,488.37        |
|          | TOTAL                        | 481,295.13        |

AP375H  
12/08/2023  
FUND # - 100 GENERAL FUND

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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME             | INV#      | DESCRIPTION          | AMOUNT       |
|-----------------|------------------|----------------------------|-----------|----------------------|--------------|
| 3161            | 21756            | Strategic Planning         | 2779      | CITY COMM HRS OCT 23 | 2,687.50     |
|                 | 21756            | LETTERPRESS COMMUNICATIONS | 2779      | SOC MED AUDIT OCT23  | 250.00       |
|                 |                  |                            |           | ACCOUNT TOTAL        | 2,937.50 *   |
| 3500            | 21756            | Printing & Binding         | 2779      | ANNL RPRT OCT 23 HRS | 2,875.00     |
|                 |                  |                            |           | ACCOUNT TOTAL        | 2,875.00 *   |
| 5530            | 11250            | Travel-Subsistence & Lodg  | 1555      | BOS/PC MTG MOTON MSM | 330.60       |
|                 |                  | BENCHMARK COMMUNITY BANK   |           |                      | 330.60 *     |
| 6040            | 31339            | ADP Equipment              | 242374982 | CELL PHONE           | 660.53       |
|                 |                  | VERIZON WIRELESS           | 1123      |                      | 660.53 *     |
| 8202            | 20600            | Furniture & Fixtures       | 415       | HIGH BACK CHAIRS BOS | 5,269.00     |
|                 |                  | KEY OFFICE SUPPLY          | 582810    |                      | 5,269.00 *   |
|                 |                  |                            |           | ACCOUNT TOTAL        | 12,072.63 ** |
|                 |                  |                            |           | MAJOR TOTAL          |              |

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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                                          | INV#                       | DESCRIPTION                               | AMOUNT                      |
|-----------------|------------------|---------------------------------------------------------|----------------------------|-------------------------------------------|-----------------------------|
| 3311            | 11250            | Repairs & Maint-Auto & Eq<br>BENCHMARK COMMUNITY BANK   | 3197 ADMIN 1123<br>0233281 | MOBILE DET CO TAHOE<br>ST INSP/OIL CHANGE | 50.00<br>139.51<br>189.51 * |
|                 |                  |                                                         |                            | ACCOUNT TOTAL                             |                             |
| 5230            | 10259            | Telecommunications<br>AMAZON CAPITAL SERVICES           | 1XWM-GN93-6L14             | IPHONE CHARGERS                           | 38.97                       |
|                 | 31339            | VERIZON WIRELESS                                        | 242374982 1123             | CELL PHONE                                | 132.31<br>171.28 *          |
| 5530            | 11250            | Travel-Subsistence & Lodg<br>BENCHMARK COMMUNITY BANK   | 1555 ADMIN 1123            | FRMVLE CHMR COMMRC                        | 10.00                       |
|                 | 11250            | BENCHMARK COMMUNITY BANK                                | 1555 ADMIN 1123            | RPC MTG LODGING                           | 211.97                      |
|                 | 11250            | BENCHMARK COMMUNITY BANK                                | 6828 ADMIN 1123            | CR COUCHER GRITSMILL                      | 206.58-                     |
|                 | 16943            | STIMPSON, CHERYL L                                      | 202310 REIMB               | FOOD FOR EMPL MEETING                     | 102.66<br>118.05 *          |
| 5540            | 11250            | Travel-Convention & Educa<br>BENCHMARK COMMUNITY BANK   | 1555 ADMIN 1123            | RPC CONF MEETING REG                      | 205.00<br>205.00 *          |
| 5810            | 23445            | Dues & Association Member<br>NATIONAL ASSOC OF COUNTIES | 202327156                  | MEMBERSHIP DUES 2024                      | 465.00<br>465.00 *          |
| 6001            | 10259            | Office Supplies<br>AMAZON CAPITAL SERVICES              | 1XWM-GN93-6L14             | FIRST AID KIT                             | 21.99                       |
|                 | 12947            | CRYSTAL SPRINGS                                         | CR 23465833                | CR FOR OVERPAYMENT                        | 11.95-                      |
|                 | 12947            | CRYSTAL SPRINGS                                         | 23465833 102723            | COOLER RENT 3RD FL                        | 8.26                        |
|                 | 20600            | KEY OFFICE SUPPLY                                       | 23465833 102723            | WATER/DEL FEE 3RD FL                      | 21.58                       |
|                 | 20600            | KEY OFFICE SUPPLY                                       | 415 582696                 | BLK CARTRIDGE                             | 198.85                      |
|                 | 20600            | KEY OFFICE SUPPLY                                       | 415 582697                 | SPINE INSERTS                             | 8.14                        |
|                 | 20600            | KEY OFFICE SUPPLY                                       | 415 582945                 | W2/ENV/1099/PLANNER                       | 263.87<br>510.74 *          |
| 6012            | 10259            | Books and Subscriptions<br>AMAZON CAPITAL SERVICES      | 1XWM-GN93-6L14             | PRIME MEMBERSHIP FEE                      | 1,299.00                    |
|                 | 10259            | AMAZON CAPITAL SERVICES                                 | 1XWM-GN93-6L14             | CREDIT ON MEMBR FEE                       | 1,120.00-                   |
|                 | 11250            | BENCHMARK COMMUNITY BANK                                | 1555 ADMIN 1123            | START MEETING                             | 13.37<br>192.37 *           |
|                 |                  |                                                         |                            | ACCOUNT TOTAL                             |                             |
|                 |                  |                                                         |                            | MAJOR TOTAL                               | 1,851.95 **                 |

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| MAJOR#<br>ACCT#<br>3160 | VENDOR<br>NUMBER<br>28062 | VENDOR<br>NAME<br>SANDS ANDERSON PC | INV#<br>625405 | DESCRIPTION<br>110729<br>JR THARPE TRUCKING | AMOUNT<br>3,384.50<br>3,384.50 *<br>3,384.50 ** |
|-------------------------|---------------------------|-------------------------------------|----------------|---------------------------------------------|-------------------------------------------------|
|                         |                           |                                     |                | ACCOUNT TOTAL                               |                                                 |
|                         |                           |                                     |                | MAJOR TOTAL                                 |                                                 |

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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                                  | INV#           | DESCRIPTION   | AMOUNT    |
|-----------------|------------------|-------------------------------------------------|----------------|---------------|-----------|
| 3199            | 15145            | Purchase of Services<br>FADS                    | PECA231031     | DRUG TESTS    | 280.00 *  |
| 5530            | 10259            | Employee Recognition<br>AMAZON CAPITAL SERVICES | 1XMM-GN93-6L14 | DIPLOMA FRAME | 199.96 *  |
|                 |                  |                                                 |                | ACCOUNT TOTAL | 280.00 *  |
|                 |                  |                                                 |                | ACCOUNT TOTAL | 199.96 *  |
|                 |                  |                                                 |                | MAJOR TOTAL   | 479.96 ** |



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| MAJOR#<br>ACCT#<br>3120 | VENDOR<br>NUMBER<br>28729 | VENDOR<br>NAME<br>Accountings & Auditing Se<br>MCGRIFF INSURANCE SERVICES | INV#<br>1800055584 | DESCRIPTION<br>OPEB ACCOUNTING | AMOUNT<br>4,958.00<br>4,958.00 *<br>4,958.00 ** |
|-------------------------|---------------------------|---------------------------------------------------------------------------|--------------------|--------------------------------|-------------------------------------------------|
|                         |                           |                                                                           |                    | ACCOUNT TOTAL                  |                                                 |
|                         |                           |                                                                           |                    | MAJOR TOTAL                    |                                                 |

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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME          | INV#            | DESCRIPTION          | AMOUNT      |
|-----------------|------------------|-------------------------|-----------------|----------------------|-------------|
| 3320            | 20600            | KEY OFFICE SUPPLY       | 416 581966      | COPIER MAINT RENWL   | 657.00 *    |
| 6001            | 20600            | Office Supplies         |                 |                      | 657.00 *    |
|                 | 10259            | AMAZON CAPITAL SERVICES | 1WFX-GHGN-4CWT  | CAL/PENS/STPLR/TPE/  | 142.47      |
|                 | 20600            | KEY OFFICE SUPPLY       | 416 CR COR 0723 | CR CANON INK CARTRDG | 65.00-      |
|                 | 20600            | KEY OFFICE SUPPLY       | 416 580574      | COPY PAPER           | 293.94      |
|                 | 20600            | KEY OFFICE SUPPLY       | 416 580575      | SCISRS/ENV/PKTS/OPNR | 157.19      |
|                 | 20600            | KEY OFFICE SUPPLY       | 416 580577      | INK CARTRIDGES       | 697.14      |
|                 |                  |                         |                 | ACCOUNT TOTAL        | 1,225.74 *  |
|                 |                  |                         |                 | MAJOR TOTAL          | 1,882.74 ** |

| MAJOR#<br>ACCT#<br>5230 | VENDOR<br>NUMBER | VENDOR<br>NAME                             | INV#            | DESCRIPTION     | AMOUNT      |
|-------------------------|------------------|--------------------------------------------|-----------------|-----------------|-------------|
| 6001                    | 11250            | BENCHMARK COMMUNITY BANK                   | 2777 TREAS 1123 | PAYPAL/PAYFLOW  | 7.30 *      |
| 6014                    | 10259            | Office Supplies<br>AMAZON CAPITAL SERVICES | 1CYM-Q7JN-4YKW  | HANGING FOLDERS | 15.42 *     |
| 6020                    | 28866            | Other Operating Supplies<br>STEPS, INC     | 18410           | SHREDDING       | 109.57 *    |
|                         | 13012            | DMV Stops<br>DMV                           | 202330400812    | DMV STOP FEES   | 109.57 *    |
|                         |                  |                                            |                 | ACCOUNT TOTAL   | 3,175.00    |
|                         |                  |                                            |                 | ACCOUNT TOTAL   | 3,175.00 *  |
|                         |                  |                                            |                 | ACCOUNT TOTAL   | 3,307.29 ** |

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| MAJOR#<br>ACCT#<br>3161 | VENDOR<br>NUMBER | VENDOR<br>NAME<br>Election Official | INV#            | DESCRIPTION        | AMOUNT   |
|-------------------------|------------------|-------------------------------------|-----------------|--------------------|----------|
|                         | 10119            |                                     | EARLY VOTE 1123 | ELECTION OFFICIAL  | 540.00   |
|                         | 10119            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 10148            |                                     | EARLY VOTE 1123 | ELECTION OFFICIAL  | 1,080.00 |
|                         | 10148            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 10171            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 175.00   |
|                         | 10648            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 10880            |                                     | ELECTION 1123   | ELECTION TRAINING  | 25.00    |
|                         | 11045            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 11171            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 180.00   |
|                         | 11186            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 175.00   |
|                         | 11198            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 180.00   |
|                         | 11252            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 11265            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 180.00   |
|                         | 12807            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 13015            |                                     | ELECTION 1123   | ELECTION TRAINING  | 25.00    |
|                         | 13766            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 13832            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 14365            |                                     | EARLY VOTE 1123 | ELECTION OFFICIAL  | 1,620.00 |
|                         | 14365            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 14385            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 180.00   |
|                         | 14739            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 14793            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 225.00   |
|                         | 15870            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 225.00   |
|                         | 16228            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 16228            |                                     | ELECTION 1123 2 | ELECTION OFFICIAL  | 225.00   |
|                         | 17011            |                                     | ELECTION 1123   | PREPROCESSING/LATE | 280.00   |
|                         | 17502            |                                     | EARLY VOTE 1123 | ELECTION TRAINING  | 25.00    |
|                         | 17502            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 630.00   |
|                         | 19250            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 19701            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 225.00   |
|                         | 19768            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 180.00   |
|                         | 20207            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 20326            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 180.00   |
|                         | 21001            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 21002            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 225.00   |
|                         | 21501            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 22127            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 22217            |                                     | EARLY VOTE 1123 | ELECTION OFFICIAL  | 150.00   |
|                         | 22217            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 450.00   |
|                         | 22217            |                                     | ELECTION 1123 2 | ELECTION OFFICIAL  | 150.00   |
|                         | 22274            |                                     | ELECTION 1123   | PREPROCESSING/LATE | 190.00   |
|                         | 22955            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 225.00   |
|                         | 22989            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 150.00   |
|                         | 23342            |                                     | EARLY VOTE 1123 | ELECTION OFFICIAL  | 150.00   |
|                         | 23342            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 180.00   |
|                         | 25121            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 180.00   |
|                         | 27131            |                                     | EARLY VOTE 1123 | ELECTION OFFICIAL  | 150.00   |
|                         | 27131            |                                     | ELECTION 1123   | ELECTION OFFICIAL  | 180.00   |
|                         |                  |                                     |                 | ELECTION OFFICIAL  | 225.00   |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME             | INV#            | DESCRIPTION          | AMOUNT       |
|-----------------|------------------|----------------------------|-----------------|----------------------|--------------|
|                 | 27714            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 150.00       |
|                 | 28406            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 225.00       |
|                 | 28408            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 180.00       |
|                 | 28434            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 225.00       |
|                 | 28439            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 150.00       |
|                 | 28997            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 150.00       |
|                 | 29092            |                            | ELECTION 1123 2 | PREPROCESSING/LATE   | 280.00       |
|                 | 29092            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 150.00       |
|                 | 29154            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 150.00       |
|                 | 29283            |                            | ELECTION 1123   | ELECTION TRAINING    | 25.00        |
|                 | 29290            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 180.00       |
|                 | 29348            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 180.00       |
|                 | 29790            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 150.00       |
|                 | 32575            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 150.00       |
|                 | 32681            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 100.00       |
|                 | 32690            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 180.00       |
|                 | 32806            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 280.00       |
|                 | 32915            |                            | ELECTION 1123   | PREPROCESSING/LATE   | 150.00       |
|                 | 32915            |                            | ELECTION 1123 2 | ELECTION OFFICIAL    | 225.00       |
|                 | 33760            |                            | ELECTION 1123   | ELECTION OFFICIAL    | 15,065.00 *  |
|                 | 36140            |                            | ELECTION 1123   | ELECTION OFFICIAL    |              |
| 5420            |                  | Lease/Rental of Buildings  |                 |                      |              |
|                 | 13083            | DARLINGTON HGT FIRE DEPT   | ELECTION 1123   | RENT                 | 200.00       |
|                 | 14600            | ELKS LODGE #269            | ELECTION 1123   | RENT                 | 200.00       |
|                 | 17776            | HAMPDEN-SYDNEY VOL FIRE    | ELECTION 1123   | RENT                 | 200.00       |
|                 | 22899            | MT ZION SECOND BAPTIST CH  | ELECTION 1123   | RENT                 | 200.00       |
|                 | 25920            | PROSPECT VOL FIRE DEPT     | ELECTION 1123   | RENT                 | 200.00       |
|                 | 27330            | RICE VOL FIRE DEPT         | ELECTION 1123   | RENT                 | 200.00       |
|                 | 28897            | MT PLEASANT UNITED         | ELECTION 1123   | RENT                 | 200.00       |
|                 | 29332            | TOWN OF FARMVILLE          | ELECTION 1123   | RENT TRAIN STATION   | 200.00       |
| 5510            |                  | Mileage                    |                 |                      | 1,600.00 *   |
|                 | 10173            |                            | MILEAGE 09/1123 | TRAINING/DEL EQUIP   | 114.62       |
| 5810            |                  | Dues & Association Member  |                 |                      | 114.62 *     |
|                 | 31647            | VIRGINIA ELECTORAL BOARD A | MEMBERSHIP 2024 | DUES ELEC BOARD 2024 | 200.00       |
|                 |                  |                            |                 | MAJOR TOTAL          | 200.00 *     |
|                 |                  |                            |                 | MAJOR TOTAL          | 16,979.62 ** |
|                 |                  |                            |                 | ACCOUNT TOTAL        | 1,600.00 *   |
|                 |                  |                            |                 | ACCOUNT TOTAL        | 114.62       |
|                 |                  |                            |                 | ACCOUNT TOTAL        | 114.62 *     |
|                 |                  |                            |                 | ACCOUNT TOTAL        | 200.00       |
|                 |                  |                            |                 | MAJOR TOTAL          | 200.00 *     |
|                 |                  |                            |                 | MAJOR TOTAL          | 16,979.62 ** |

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|-----------------|------------------|----------------------------------------------|-------------|------------------------------|-----------|
| 5210            | 25483            | Postal Services<br>PITNEY BOWES GLOBAL FINAN | 3318258774  | LEASE POSTAGE MACH           | 156.39 *  |
| 6001            | 20600            | Office Supplies<br>KEY OFFICE SUPPLY         | 1275 583298 | STD/LEGAL COPY PAPER         | 177.97 *  |
|                 |                  |                                              |             | ACCOUNT TOTAL                | 177.97 *  |
|                 |                  |                                              |             | ACCOUNT TOTAL<br>MAJOR TOTAL | 334.36 ** |

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| MAJOR#<br>ACCT#<br>6001 | VENDOR<br>NUMBER<br>10259 | VENDOR<br>NAME<br>Office Supplies<br>AMAZON CAPITAL SERVICES | INV#<br>1VRK-7V61-63KG | DESCRIPTION<br>24 MONTHLY PLANNER | AMOUNT<br>12.98<br>12.98 *<br>12.98 ** |
|-------------------------|---------------------------|--------------------------------------------------------------|------------------------|-----------------------------------|----------------------------------------|
|                         |                           |                                                              |                        | ACCOUNT TOTAL                     |                                        |
|                         |                           |                                                              |                        | MAJOR TOTAL                       |                                        |

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| MAJOR#<br>ACCT#<br>5210 | VENDOR<br>NUMBER<br>26125 QUADIENT LEASING USA, INC. | VENDOR<br>NAME<br>Postal Services | INV#<br>Q1041186 | DESCRIPTION<br>LEASE PSTG MACHINE | AMOUNT<br>350.19 *  |
|-------------------------|------------------------------------------------------|-----------------------------------|------------------|-----------------------------------|---------------------|
| 6001                    | 20600 KEY OFFICE SUPPLY                              | Office Supplies                   | 424 582979       | YEAR STICKERS                     | 5.79 *              |
|                         |                                                      |                                   |                  | ACCOUNT TOTAL                     | 350.19 *            |
|                         |                                                      |                                   |                  | ACCOUNT TOTAL<br>MAJOR TOTAL      | 5.79 *<br>355.98 ** |



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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                                | INV#          | DESCRIPTION       | AMOUNT    |
|-----------------|------------------|-----------------------------------------------|---------------|-------------------|-----------|
| 3160            | 28866            | Professional Services<br>STEPS, INC           | 18408         | SHRED SERVICE     | 21.40 *   |
| 5210            | 26124            | Postal Services<br>QUADIANT FINANCE USA, INC. | JDR PSTG 1023 | POSTAGE           | 760.97    |
| 6001            | 12947            | Office Supplies<br>CRYSTAL SPRINGS            | 23486741      | WATER/COOLER RENT | 760.97 *  |
|                 |                  |                                               |               | ACCOUNT TOTAL     | 170.61    |
|                 |                  |                                               |               | ACCOUNT TOTAL     | 170.61 *  |
|                 |                  |                                               |               | MAJOR TOTAL       | 952.98 ** |

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|--------|--------|----------------------------------------|-----------|---------------|----------|
| ACCT#  | NUMBER | NAME                                   |           |               |          |
| 5230   | 31339  | Telecommunications<br>VERIZON WIRELESS | 242374982 | CELL PHONE    | 40.41    |
|        |        |                                        |           | ACCOUNT TOTAL | 40.41 *  |
|        |        |                                        |           | MAJOR TOTAL   | 40.41 ** |

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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                                | INV#           | DESCRIPTION        | AMOUNT      |
|-----------------|------------------|-----------------------------------------------|----------------|--------------------|-------------|
| 3310            | 20600            | Repairs/Maintenance<br>KEY OFFICE SUPPLY      | 582855         | CAN2200 CPR MAINT  | 921.00      |
|                 | 20600            | KEY OFFICE SUPPLY                             | 582856         | CAN32351 CPY MAINT | 786.00      |
|                 |                  |                                               |                | ACCOUNT TOTAL      | 1,707.00 *  |
| 5210            | 26125            | Postal Services<br>QUADIANT LEASING USA, INC. | Q1044065       | POSTAGE LEASE      | 382.29      |
|                 |                  |                                               |                | ACCOUNT TOTAL      | 382.29 *    |
| 5230            | 21319            | Telecommunications<br>BRIGHTSPEED             | 309863799 1023 | OCT PHONE BILL     | 62.15       |
|                 |                  |                                               |                | ACCOUNT TOTAL      | 62.15 *     |
| 6001            | 20600            | Office Supplies<br>KEY OFFICE SUPPLY          | 582002         | FOLDERS            | 47.34       |
|                 | 20600            | KEY OFFICE SUPPLY                             | 582003         | PAPER              | 79.95       |
|                 | 20600            | KEY OFFICE SUPPLY                             | 582004         | PENS               | 42.54       |
|                 |                  |                                               |                | ACCOUNT TOTAL      | 169.83 *    |
| 6012            | 29038            | Books and Subscriptions<br>T&N PRINTING       | 466983         | PLATS              | 17.07       |
|                 |                  |                                               |                | ACCOUNT TOTAL      | 17.07 *     |
|                 |                  |                                               |                | MAJOR TOTAL        | 2,338.34 ** |

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| MAJOR# | VENDOR NUMBER | VENDOR NAME               | INV#       | DESCRIPTION     | AMOUNT    |
|--------|---------------|---------------------------|------------|-----------------|-----------|
| 6012   | 22211         | RELX INC. DBA LEXIS NEXIS | 3094758682 | OCTOBER PAYMENT | 432.00    |
|        |               |                           |            |                 | 432.00 *  |
|        |               |                           |            |                 | 432.00 ** |
|        |               |                           |            | ACCOUNT TOTAL   |           |
|        |               |                           |            | MAJOR TOTAL     |           |

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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME           | INV#            | DESCRIPTION          | ACCOUNT TOTAL | AMOUNT      |
|-----------------|------------------|--------------------------|-----------------|----------------------|---------------|-------------|
| 6001            | 28866            | STEPS, INC               | 18406           | SHRED SERVICE        |               | 74.90 *     |
|                 |                  | Office Supplies          |                 |                      |               |             |
|                 | 11250            | BENCHMARK COMMUNITY BANK | 2256 CWA 1123   | SHARPIE PENS         |               | 6.32        |
|                 | 11250            | BENCHMARK COMMUNITY BANK | 2256 CWA 1123   | OFFICE SUPPLIES      |               | 81.25       |
|                 | 11250            | BENCHMARK COMMUNITY BANK | 2256 CWA 1123   | WIRELESS MOUSE       |               | 9.97        |
|                 | 12947            | CRYSTAL SPRINGS          | 23482426 102723 | DELIVERY FEE         |               | 73.72       |
|                 | 20600            | KEY OFFICE SUPPLY        | 6 582206        | COPY PAPER           |               | 399.95      |
|                 | 20600            | KEY OFFICE SUPPLY        | 6 582207        | CALENDARS/POST NOTES |               | 100.98      |
|                 | 20600            | KEY OFFICE SUPPLY        | 6 582634        | LEGAL PADS           |               | 47.02       |
|                 | 29992            | TUCKER, TIA              | REIMB 1123      | REIMB NOTARY STAMP   |               | 39.91       |
|                 |                  |                          |                 | ACCOUNT TOTAL        |               | 759.12 *    |
| 6003            |                  | Community Outreach       |                 |                      |               |             |
|                 | 11250            | BENCHMARK COMMUNITY BANK | 2256 CWA 1123   | COMM OUTRCH ITEMS    |               | 51.44       |
|                 | 11250            | BENCHMARK COMMUNITY BANK | 2256 CWA 1123   | POSTERBOARD          |               | 1.05        |
|                 | 11250            | BENCHMARK COMMUNITY BANK | 2256 CWA 1123   | STICKER LETTERS      |               | 5.27        |
|                 | 11250            | BENCHMARK COMMUNITY BANK | 2256 CWA 1123   | COMM OUTREACH ITEMS  |               | 168.29      |
|                 |                  |                          |                 | ACCOUNT TOTAL        |               | 226.05 *    |
|                 |                  |                          |                 | MAJOR TOTAL          |               | 1,060.07 ** |

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| MAJOR#<br>ACCT#<br>6001 | VENDOR<br>NUMBER | VENDOR<br>NAME            | INV#   | DESCRIPTION    | AMOUNT    |
|-------------------------|------------------|---------------------------|--------|----------------|-----------|
|                         | 20600            | Office Supplies - State F |        |                |           |
|                         | 20600            | KEY OFFICE SUPPLY         | 582369 | PAPER          | 61.48     |
|                         | 20600            | KEY OFFICE SUPPLY         | 582370 | INK CARTRIDGES | 280.05    |
|                         | 20600            | KEY OFFICE SUPPLY         | 582371 | LABELS         | 4.42      |
|                         | 20600            | KEY OFFICE SUPPLY         | 582537 | STICKY NOTES   | 18.99     |
|                         |                  |                           |        | ACCOUNT TOTAL  | 364.94 *  |
|                         |                  |                           |        | MAJOR TOTAL    | 364.94 ** |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                                          | INV#            | DESCRIPTION            | ACCOUNT TOTAL | AMOUNT   |
|-----------------|------------------|---------------------------------------------------------|-----------------|------------------------|---------------|----------|
| 3310            | 22347            | Drug Testing<br>MEDTOX LABORATORIES INC                 | 10202394888     | DRUG TEST              | 50.00         | 50.00 *  |
| 3311            | 22495            | Repairs/Maintenance-Radio<br>MOBILE COMMUNICATIONS AMER | 4080001365-1    | RADIO REPAIR           | 175.00        | 175.00 * |
|                 | 14300            | Repairs & Maint-Auto & Eq<br>EAST END MOTOR CO INC      | 0232459         | OILCHNG/BTRY/HOSE      | 791.87        |          |
|                 | 14300            | EAST END MOTOR CO INC                                   | 0232860         | TIE RD END/BRKS/MFLR   | 1,839.80      |          |
|                 | 14300            | EAST END MOTOR CO INC                                   | 0232961         | INSTALLED RING         | 225.67        |          |
|                 | 14300            | EAST END MOTOR CO INC                                   | 0233592         | DIAG/RPR AC SYSTEM     | 543.96        |          |
|                 | 14915            | EXPRESS CARE                                            | 29851           | OIL CHANGE             | 93.98         |          |
|                 | 14915            | EXPRESS CARE                                            | 30001           | OIL CHNGE/AIR FLTR     | 118.97        |          |
|                 | 27767            | ROCKWELL AUDIO                                          | 11660           | LGHT/SIREN BOX INSTA   | 395.00        |          |
|                 | 29199            | THIRD STREET WRECKER INC                                | T12353          | WRECKER SERVICE        | 338.00        |          |
|                 | 29199            | THIRD STREET WRECKER INC                                | T12483          | WRECKER SERVICE        | 250.00        |          |
| 3320            |                  | Maintenance Service Contr                               |                 |                        | 4,597.25      | *        |
|                 | 10102            | AT&T MOBILITY                                           | 4082451 1023    | GPS SERVICE            | 411.41        |          |
|                 | 21767            | LEXISNEXIS RISK DATA MANAG                              | 692908320231031 | MSC-OCT MONTHLY CHG    | 132.61        |          |
|                 | 29949            | TRITECH SOFTWARE SYSTEMS,                               | 394097          | SVC CRNT FLD OPP/MAP   | 23,851.25     |          |
|                 | 31339            | VERIZON WIRELESS                                        | 9947915701      | MDT MONTHLY CHG        | 1,040.48      |          |
| 5210            |                  | Postal Services                                         |                 |                        | 25,435.75     | *        |
|                 | 12566            |                                                         | REIMB 1123      | POSTAGE REIMBURSEMENT  | 9.49          |          |
|                 | 12566            |                                                         | REIMB 1123      | POSTAGE REIMBURSEMENT  | 9.49          |          |
| 5230            |                  | Telecommunications                                      |                 |                        |               |          |
|                 | 10102            | AT&T MOBILITY                                           | 677451 1023     | CELLULAR SERVICE       | 1,375.11      |          |
|                 | 20904            | KINEX NETWORKING SOLUTION                               | 2311-0025603    | RMTE BCKUP/FIBER CON   | 119.95        |          |
|                 | 21319            | BRIGHTSPEED                                             | 309468839 1123  | VCIN                   | 10.36         |          |
|                 | 21319            | BRIGHTSPEED                                             | 309558628 1123  | PHONE                  | 7.59          |          |
|                 | 21319            | BRIGHTSPEED                                             | 489989564 1023  | SALLY PORT LINE        | 83.44         |          |
| 5530            |                  | Travel-Subsistence & Lodg                               |                 |                        | 1,596.45      | *        |
|                 | 23232            |                                                         | REIMB 1123      | MEAL REIMBURSEMENT     | 12.78         |          |
| 5801            |                  | Accreditation                                           |                 |                        | 12.78         | *        |
|                 | 10259            | AMAZON CAPITAL SERVICES                                 | 1CTM-69TC-W6TP  | SHIPPING               | 134.56        |          |
|                 | 10259            | AMAZON CAPITAL SERVICES                                 | 1CTM-69TC-W6TP  | SHIPPING               | 70.05         |          |
|                 | 10259            | AMAZON CAPITAL SERVICES                                 | 1CTM-69TC-W6TP  | SHIPPING               | 131.37        |          |
|                 | 10259            | AMAZON CAPITAL SERVICES                                 | 1CTM-69TC-W6TP  | SHIPPING               | 6.99          |          |
|                 | 10259            | AMAZON CAPITAL SERVICES                                 | 1CTM-69TC-W6TP  | CREDIT ON ACCT         | 77.04         |          |
| 6001            |                  | Office Supplies                                         |                 |                        | 265.93        | *        |
|                 | 20600            | KEY OFFICE SUPPLY                                       | 545 582062      | HIGHLIGHTERS/ENVELOPES | 64.89         |          |
|                 | 20600            | KEY OFFICE SUPPLY                                       | 545 582341      | RING BINDERS           | 30.30         |          |
|                 | 20600            | KEY OFFICE SUPPLY                                       | 545 582342      | RING BINDERS           | 54.18         |          |
|                 | 20600            | KEY OFFICE SUPPLY                                       | 545 582367      | RING BNDRS/DIVIDERS    | 77.16         |          |
|                 |                  |                                                         |                 |                        | 226.53        | *        |

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|-----------------|------------------|----------------------------------------------------|------------|--------------------|---------------|--------------|
| 6008            | 27604            | Vehicle & Powered Equip F<br>ROACH, ABBY           | REIMB 1123 | GAS REIMBURSEMENT  |               | 30.00 *      |
| 6009            | 14300            | Vehicle & Powered Equip S<br>EAST END MOTOR CO INC | 0232885    | TIRES              |               | 843.00       |
|                 | 14300            | EAST END MOTOR CO INC                              | 0233076    | TIRES              |               | 722.88       |
|                 | 14300            | EAST END MOTOR CO INC                              | 0233297    | TIRE               |               | 334.90       |
|                 | 14300            | EAST END MOTOR CO INC                              | 0233729    | LIGHT BULB         |               | 25.99        |
| 6010            |                  | Police Supplies                                    |            |                    | ACCOUNT TOTAL | 1,926.77 *   |
|                 | 15656            | FIRE & SAFETY EQUIP CO                             | 125385     | SVC CALL FIRE EXT  |               | 194.50       |
|                 | 31340            | VERITEQUE USA, INC                                 | 3506       | CANNABIS TEST KITS |               | 135.00       |
| 6011            |                  | Uniforms & Wearing Appare                          |            |                    | ACCOUNT TOTAL | 329.50 *     |
|                 | 16102            | GALLS LLC                                          | 025916642  | SHOES              |               | 90.50        |
|                 | 16102            | GALLS LLC                                          | 026074778  | BELT KEEPERS       |               | 82.32        |
|                 | 22166            | CREATIVE MONOGRAMMING                              | 16242      | POLOS              |               | 160.00       |
|                 | 27153            | READ'S UNIFORMS LLC                                | 220217-99  | SHIRTS/PANTS       |               | 367.84       |
|                 |                  |                                                    |            |                    | ACCOUNT TOTAL | 700.66 *     |
|                 |                  |                                                    |            |                    | MAJOR TOTAL   | 35,346.62 ** |



| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                                      | INV#            | DESCRIPTION               | AMOUNT       |
|-----------------|------------------|-----------------------------------------------------|-----------------|---------------------------|--------------|
| 7001            | 11422            | BOUND TREE MEDICAL LLC                              | 85120444        | FVFD DISPOSABLE BAGS      | 103.77       |
|                 | 11491            | ARC3 GASES                                          | 10218420        | FVFD OXYGEN               | 89.35        |
|                 | 12260            | CAS SEVERN                                          | 3007248         | FVFD COMPUTER             | 4,864.20     |
|                 | 15520            | FARMVILLE VOL FIRE DEPT                             | VERIZON REIMB   | IPAD DATA                 | 160.04       |
|                 |                  |                                                     |                 | ACCOUNT TOTAL             | 5,217.36 *   |
| 7002            | 12845            | GFL/COUNTY WASTE                                    | KD0000349245    | TRASH COLLECTION RFD      | 100.60       |
|                 | 14300            | EAST END MOTOR CO INC                               | 02326666        | RVFD ST INSP 91 GMC       | 51.00        |
|                 | 14695            | ELLINGTON'S LAWN SERVICE                            | 115             | MOWING RVFD               | 270.00       |
|                 | 27490            | RUNDSTROM AUTO LLC                                  | 15430           | RVFD STATE INSPECTION     | 20.00        |
|                 | 28597            | SOUTHERN STATES COOP INC                            | R187354         | RVFD LP GAS BULK          | 244.74       |
|                 |                  |                                                     |                 | ACCOUNT TOTAL             | 686.34 *     |
| 7004            | 12996            | CYRUS PEST CONTROL CO                               | OCT 23          | DHVFD PEST CONTROL        | 45.00        |
|                 | 12996            | CYRUS PEST CONTROL CO                               | SEPT 23         | DHVFD PEST CONTROL        | 45.00        |
|                 | 14700            | ELLINGTON ENERGY SERVICE                            | 57845           | DHVFD PROPANE             | 578.51       |
|                 | 14700            | ELLINGTON ENERGY SERVICE                            | 57851           | DHVFD PROPANE             | 167.52       |
|                 | 28640            | SOUTHSIDE ELECTRIC COOP                             | 38156001        | 1123 DHVFD ELECTRIC       | 192.03       |
|                 |                  |                                                     |                 | ACCOUNT TOTAL             | 1,028.06 *   |
| 7007            | 20674            | KEYSVILLE AUTO PARTS, LLC                           | 933556          | MVFD OIL/CLEANER/CHOKE    | 19.66        |
|                 | 20674            | KEYSVILLE AUTO PARTS, LLC                           | 933560          | MVFD SPARK PLUG           | 3.28         |
|                 | 20674            | KEYSVILLE AUTO PARTS, LLC                           | 933757          | MVFD FUEL FLTR/CLMP/PWSIR | 24.83        |
|                 | 31339            | VERIZON WIRELESS                                    | 9947110285      | WIRELESS MVFR             | 229.75       |
|                 | 31846            | DOMINION ENERGY VIRGINIA                            | 0519881510      | 1023 MEHERRIN VFD         | 325.23       |
|                 |                  |                                                     |                 | ACCOUNT TOTAL             | 602.75 *     |
| 7015            | 29440            | Fire Programs/ATL-Hampden<br>PRINCE EDWARD CO TREAS | HSVFD LOAN 1223 | HSVFD LOAN PAYMENT        | 14,920.00    |
|                 |                  |                                                     |                 | ACCOUNT TOTAL             | 14,920.00 *  |
| 7041            | 14700            | ELLINGTON ENERGY SERVICE                            | 502727          | DHVFD DIESEL              | 1,022.50     |
|                 | 14700            | ELLINGTON ENERGY SERVICE                            | 502728          | DHVFD GAS                 | 497.63       |
|                 | 25246            | PARKER OIL CO INC                                   | 664751          | 63302A 3 DIESEL MVFD      | 1,101.26     |
|                 | 28597            | SOUTHERN STATES COOP INC                            | R118895         | RVFD GASOLINE             | 249.22       |
|                 |                  |                                                     |                 | ACCOUNT TOTAL             | 2,870.61 *   |
|                 |                  |                                                     |                 | MAJOR TOTAL               | 25,325.12 ** |

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|-----------------|------------------|-----------------------------------------------|--------|----------------------------------|----------------------|--------|
| 3160            | 29280            | Professional Service E-91<br>TIMMONS GROUP    | 326756 | 34335102<br>PEC ADPRS DATA MAINT | 1,567.50<br>1,567.50 | *      |
| 3311            | 28487            | Maintenance & Repair Auto<br>JERRY GLEN SMITH | 875    | WINDSHIELD REPLICMNT             | 425.00<br>425.00     | *      |
|                 |                  |                                               |        | MAJOR TOTAL                      | 1,992.50             | **     |

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| MAJOR# | VENDOR | VENDOR                                              | INV# | DESCRIPTION        | AMOUNT      |
|--------|--------|-----------------------------------------------------|------|--------------------|-------------|
| ACCT#  | NUMBER | NAME                                                |      |                    |             |
| 3196   | 25375  | Purchase of Services - JD<br>PIEDMONT RGNL JUVENILE | 2166 | JUVENILE DETENTION | 4,125.00    |
|        |        |                                                     |      | ACCOUNT TOTAL      | 4,125.00 *  |
|        |        |                                                     |      | MAJOR TOTAL        | 4,125.00 ** |

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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME            | INV#           | DESCRIPTION        | AMOUNT      |
|-----------------|------------------|---------------------------|----------------|--------------------|-------------|
| 3311            | 22581            | Repairs & Maint-Auto      | REIMB 1123 2   | OIL CHANGE         | 85.88       |
|                 | 22581            |                           | REIMB 1123 3   | VEHICLE INSPECTION | 20.00       |
|                 |                  |                           |                | ACCOUNT TOTAL      | 105.88 *    |
| 3320            | 12044            | Maintenance Service Contr | 1408           | CP IMPLEMENTATION  | 6,000.00    |
|                 |                  | CLOUDPERMIT INC.          |                | ACCOUNT TOTAL      | 6,000.00 *  |
| 5230            | 31339            | Telecommunications        | 242374982 1123 | CELL PHONE         | 40.41       |
|                 |                  | VERIZON WIRELESS          |                | ACCOUNT TOTAL      | 40.41 *     |
| 5530            | 22581            | Travel-Subsistence & Lodg | REIMB 1123 1   | MEAL FOR MEETING   | 15.72       |
|                 | 22581            |                           | REIMB 1123 4   | MEAL FOR MEETING   | 14.00       |
|                 |                  |                           |                | ACCOUNT TOTAL      | 29.72 *     |
| 6001            | 20600            | Office Supplies           | 415 582090     | MESSAGE BK/STAPLER | 30.97       |
|                 | 20600            | KEY OFFICE SUPPLY         | 415 583081     | INK CARTRIDGES     | 789.00      |
|                 | 20600            | KEY OFFICE SUPPLY         | 415 583218     | ROLL ON BLACK INK  | 3.85        |
|                 | 20600            | KEY OFFICE SUPPLY         | 415 583458     | SHEET PROTECTORS   | 10.76       |
|                 |                  |                           |                | ACCOUNT TOTAL      | 834.58 *    |
|                 |                  |                           |                | MAJOR TOTAL        | 7,010.59 ** |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                    | INV#            | DESCRIPTION          | AMOUNT      |
|-----------------|------------------|-----------------------------------|-----------------|----------------------|-------------|
| 3110            | 27524            | RIDGE ANIMAL HOSPITAL<br>Vet Care | 13113 360582    | VET CARE             | 2,288.16    |
|                 | 27524            | RIDGE ANIMAL HOSPITAL             | 13113 360613    | VET CARE             | 78.00       |
|                 | 27524            | RIDGE ANIMAL HOSPITAL             | 13113 360708    | VET CARE             | 467.12      |
|                 | 27524            | RIDGE ANIMAL HOSPITAL             | 13113 360994    | VET CARE             | 45.57       |
|                 | 27524            | RIDGE ANIMAL HOSPITAL             | 13113 361102    | VET CARE             | 368.55      |
|                 | 27524            | RIDGE ANIMAL HOSPITAL             | 13113 361776    | VET CARE             | 99.46       |
| 5110            |                  | Electrical Services               |                 |                      | 3,346.86 *  |
|                 | 31846            | DOMINION ENERGY VIRGINIA          | 0890745003 1123 | ANIMAL CONTROL       | 502.73      |
| 5230            |                  | Telecommunications                |                 |                      | 502.73 *    |
|                 | 21319            | BRIGHTSPEED                       | 310119726 1123  | ANIMAL CONTROL       | 137.00      |
|                 | 31339            | VERIZON WIRELESS                  | 242374982 1123  | CELL PHONE           | 80.82       |
| 5530            |                  | Travel-Subsistence & Lodg         |                 |                      | 217.82 *    |
|                 | 11250            | BENCHMARK COMMUNITY BANK          | 6828 ADMIN 1123 | ACO CONF LODGING     | 285.52      |
| 6001            |                  | Office Supplies                   |                 |                      | 285.52 *    |
|                 | 11250            | BENCHMARK COMMUNITY BANK          | 6828 ADMIN 1123 | BUSINESS CARDS ACO   | 96.88       |
| 6002            |                  | Supplies for Shelter              |                 |                      | 96.88 *     |
|                 | 11250            | BENCHMARK COMMUNITY BANK          | 6828 ADMIN 1123 | KURANDA SHLTR SUPPLS | 514.46      |
|                 | 21811            | LOWE'S                            | 983644-LYSLZB   | TRSH BGS/WINDEX/WSHR | 61.90       |
| 6003            |                  | Shelter Food                      |                 |                      | 576.36 *    |
|                 | 28596            | SOUTHERN STATES                   | 1235267         | DOG FOOD             | 57.98       |
|                 | 28596            | SOUTHERN STATES                   | 1235618         | DOG FOOD             | 28.99       |
|                 |                  |                                   |                 | ACCOUNT TOTAL        | 86.97 *     |
|                 |                  |                                   |                 | MAJOR TOTAL          | 5,113.14 ** |

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|--------|---------------|---------------------------------------------------|------------|---------------|----------|
| 3110   | 29459         | Professional Health Serv<br>TREASURER OF VIRGINIA | [REDACTED] | CORONOR       | 20.00    |
|        |               |                                                   |            | ACCOUNT TOTAL | 20.00 *  |
|        |               |                                                   |            | MAJOR TOTAL   | 20.00 ** |

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|--------|---------------|-------------------------------|----------------|----------------------|---------------|------------------------------------------|
| 3150   | 10651         | Legal Services<br>AQUALAW PLC | 15757 0354 001 | PROFESSIONAL SERVICE | MAJOR TOTAL   | 24,770.50<br>24,770.50 *<br>24,770.50 ** |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                         | DESCRIPTION           | INV#            | AMOUNT      |
|-----------------|------------------|----------------------------------------|-----------------------|-----------------|-------------|
| 3310            | 21296            | Professional Services<br>LANGHORNE RON | 3RD FL NORTH WAX      | 1034            | 1,155.00    |
|                 | 21296            | LANGHORNE RON                          | 3RD FL SOUTH WAX      | 1035            | 2,483.00    |
|                 |                  |                                        |                       |                 | 3,638.00 *  |
|                 |                  | Repairs/Maintenance                    |                       |                 |             |
|                 | 12408            | CHEMTREAT INC                          | NOVEMBER 23 SERVICE   | CIN010589272    | 133.75      |
|                 | 13730            | DODSON BROS EXTERMINATING              | PEST CONTROL CANNERY  | 158003 1023     | 39.00       |
|                 | 13730            | DODSON BROS EXTERMINATING              | PST CONTRL FRMVLE RD  | 158005 1023     | 39.00       |
|                 | 13730            | DODSON BROS EXTERMINATING              | PEST CONTROL CRTHSE   | 158007 1023     | 85.00       |
|                 | 13730            | DODSON BROS EXTERMINATING              | PEST CNTRL VISTR CTR  | 158010 1023     | 39.00       |
|                 | 15655            | FIDELITY POWER SYSTEMS                 | RADIATOR INSTALL      | FPS0089077      | 13,320.00   |
|                 | 16915            | GULLY TAVERN LANDSCAPING               | LANDSCPE MNTHLY CNRT  | 7053            | 650.00      |
|                 | 21296            | LANGHORNE RON                          | MONTHLY FERTIL PRGM   | 1037            | 61.39       |
|                 | 21296            | LANGHORNE RON                          | 2ND FLOOR WAXING      | 1038            | 4,291.00    |
|                 | 21296            | LANGHORNE RON                          | 3RD FL SPEEDBUFFING   | 1038            | 1,819.00    |
|                 | 29242            | TK ELEVATOR CORPORATION                | FULL MAINT OCT-DEC23  | 3007480825      | 3,393.16    |
| 3311            |                  | Repairs & Maint-Auto & Eq              |                       |                 | 23,870.30 * |
|                 | 29984            | TRUCK BODY CORPORATION                 | BLADE ASSY CHEV3500   | 5364            | 8,600.00    |
|                 |                  |                                        |                       |                 | 8,600.00 *  |
| 5110            |                  | Electrical Services                    |                       |                 |             |
|                 | 31846            | DOMINION ENERGY VIRGINIA               | ROY CLARK MONUMENT    | 1230385005 1123 | 6.59        |
|                 | 31846            | DOMINION ENERGY VIRGINIA               | COURTHOUSE            | 2786281903 1123 | 12,464.90   |
|                 | 31846            | DOMINION ENERGY VIRGINIA               | SOUTH ST PARKING LOT  | 3646262521 1123 | 62.00       |
|                 | 31846            | DOMINION ENERGY VIRGINIA               | STEPS                 | 4883315659 1123 | 1,071.03    |
|                 | 31846            | DOMINION ENERGY VIRGINIA               | SHERIFF SHED          | 4951935099 1123 | 6.59        |
|                 | 31846            | DOMINION ENERGY VIRGINIA               | WORKSHAM CLERK OFFICE | 5856894620 1123 | 30.50       |
|                 | 31846            | DOMINION ENERGY VIRGINIA               | AG BUILDING           | 8105475944 1123 | 750.37      |
|                 | 31846            | DOMINION ENERGY VIRGINIA               | SHOP ELECTRIC         | 9670710004 1123 | 146.12      |
| 5130            |                  | Water & Sewer                          |                       |                 | 14,538.10 * |
|                 | 29332            | TOWN OF FARMVILLE                      | WATER & SEWER         | AG BLDG 1023    | 72.46       |
|                 | 29332            | TOWN OF FARMVILLE                      | WATER                 | CH LAWN 1023    | 43.65       |
|                 | 29332            | TOWN OF FARMVILLE                      | WATER & SEWER         | STEPS 1023      | 148.45      |
|                 | 29332            | TOWN OF FARMVILLE                      | WATER & SEWER         | 56 SMI WAY 1023 | 52.64       |
| 5230            |                  | Telecommunications                     |                       |                 | 317.20 *    |
|                 | 10105            | AT&T                                   | LONG DIST CO SHOP     | 7305055660 1123 | 49.27       |
|                 | 21319            | BRIGHTSPEED                            | ELEVATOR              | 310441360 1023  | 124.30      |
|                 | 31339            | VERIZON WIRELESS                       | CELL PHONE            | 242374982 1123  | 40.41       |
| 5440            |                  | Portable Toilet Rental                 |                       |                 | 213.98 *    |
|                 | 28869            | STIFF O O INC                          | MONTHLY SERVICE       | 10723           | 125.00      |
|                 |                  |                                        |                       |                 | 125.00 *    |
| 5530            |                  | Travel-Subsistence & Lodg              |                       |                 |             |
|                 | 11250            | BENCHMARK COMMUNITY BANK               | RETIREMENT F HATCHER  | 3197 ADMIN 1123 | 34.25       |
|                 | 11250            | BENCHMARK COMMUNITY BANK               | RETIREMENT F HATCHER  | 3197 ADMIN 1123 | 89.76       |
| 6005            |                  | Janitorial Supplies                    |                       |                 | 124.01 *    |
|                 | 13367            | DIAMOND PAPER COMPANY                  | JANITORIAL SUPPLIES   | 324036          | 998.50      |



| MAJOR#<br>ACCT# | VENDOR<br>NUMBER         | VENDOR<br>NAME            | INV#                      | DESCRIPTION           | AMOUNT               |          |
|-----------------|--------------------------|---------------------------|---------------------------|-----------------------|----------------------|----------|
| 6007            | 13367                    | DIAMOND PAPER COMPANY     | 324758                    | JANITORIAL SUPPLIES   | 1,497.02             |          |
|                 | 21811                    | LOWE'S                    | 910108-LZDKTS             | CREDIT SALES TAX      | 4.19                 |          |
|                 | 21811                    | LOWE'S                    | 988883-LZDKVF             | BISSELL RENTAL        | 83.16                |          |
|                 | 21811                    | LOWE'S                    | 989488-LZHSMY             | CR BISSL RENT CLN FE  | 24.99                |          |
|                 |                          |                           |                           | ACCOUNT TOTAL         | 2,549.50 *           |          |
| 6007            | 10172                    | Repairs and Maintenance S |                           | ANNUAL SERVICE HVAC   | 4,000.00             |          |
|                 | 11250                    | AIR CONDITIONING EQUIPMNT | 187367                    | PICTURE HANGING       | 128.51               |          |
|                 | 11250                    | BENCHMARK COMMUNITY BANK  | 3197 ADMIN 1123           | REBAR/GATE PANEL      | 184.77               |          |
|                 | 12947                    | BENCHMARK COMMUNITY BANK  | 23465833 102723           | COOLER RENT GRND FL   | 8.26                 |          |
|                 | 12947                    | CRYSTAL SPRINGS           | 23465833 102723           | COOLER RENT 2ND FL    | 8.26                 |          |
|                 | 12947                    | CRYSTAL SPRINGS           | 23465833 102723           | WATER 2ND FL BRKRM    | 36.76                |          |
|                 | 12947                    | CRYSTAL SPRINGS           | 23465833 102723           | WATER 2ND FL BRKRM    | 22.77                |          |
|                 | 12947                    | CRYSTAL SPRINGS           | 23482426 102723           | DELIVERY FEE          | 13.99                |          |
|                 | 15560                    | FARMVILLE WHSALE ELECTRIC | 777504                    | CIR BRKR FINDER       | 59.97                |          |
|                 | 15560                    | FARMVILLE WHSALE ELECTRIC | 777516                    | LED WALLPACK          | 677.60               |          |
|                 | 15560                    | FARMVILLE WHSALE ELECTRIC | 778430                    | WLPLT/CLMPS/RECPT     | 46.73                |          |
|                 | 16671                    | GRAINGER                  | 9905897204                | VLTGE DET/FIRST AID   | 172.15               |          |
|                 | 21005                    | KORMAN SIGNS              | 382156                    | DIE CUT NUM 3"        | 50.76                |          |
|                 | 21811                    | LOWE'S                    | 971146-MADTPB             | MAINT SUPPLIES        | 122.22               |          |
|                 | 21811                    | LOWE'S                    | 972099-LXXQUM             | RAKE/CULTIVATOR       | 90.19                |          |
|                 | 21811                    | LOWE'S                    | 976709-LYGROL             | SAND PRP/OIL BASE     | 54.45                |          |
|                 | 21811                    | LOWE'S                    | 976727-LYGRON             | CR SAND PRP/OIL BASE  | 54.45                |          |
|                 | 21811                    | LOWE'S                    | 981030-MATWTK             | PNE BRD/WHITWOOD BRD  | 20.35                |          |
|                 | 21811                    | LOWE'S                    | 984167-MBDQUF             | BATTERIES/LIGHT TESTR | 27.80                |          |
|                 | 21811                    | LOWE'S                    | 985801-MBHWER             | HOLIDAY ITEMS         | 65.77                |          |
|                 | 21811                    | LOWE'S                    | 985834-MBHWEU             | SUCTION CUP/LIGHTS    | 20.78                |          |
|                 | 21811                    | LOWE'S                    | 986881-MBHWFL             | STRT EDGE/SCREWS      | 16.11                |          |
|                 | 21811                    | LOWE'S                    | 987490-LZDKUL             | SAW BLD/CORD/PLUG     | 455.94               |          |
|                 | 25680                    | PRICE SUPPLY CO INC       | ORD 2310C69676            | RH/LH STEM HOT/COLD   | 728.00               |          |
|                 | 25680                    | PRICE SUPPLY CO INC       | 2310-169745               | 4-WAY KEY             | 17.38                |          |
|                 | 27756                    | ROCHETTE'S FLORIST        | 2310-171020               | ECM CONDENSE FURNACE  | 2,093.20             |          |
|                 | 28596                    | SOUTHERN STATES           | 21450                     | STREAMERS             | 90.00                |          |
|                 |                          |                           | 1235180                   | WIRE CUT/RINGER       | 41.97                |          |
|                 |                          |                           |                           | ACCOUNT TOTAL         | 9,200.24 *           |          |
|                 | 6009                     | 14300                     | Vehicle & Powered Equip S |                       | OIL CHNGE/INSP TAHOE | 139.51   |
|                 |                          | 15721                     | EAST END MOTOR CO INC     | 0233281               | TOWELS/GLASS CLEANER | 24.44    |
|                 |                          | 29083                     | FISHER AUTO PARTS, INC.   | 056-328264            | BLWR CART/TOOTHBR    | 1,271.00 |
| 32926           |                          | TAYLOR-FORBES EQUIP CO    | IN06186                   | CAR WSH/BLCH/LED KIT  | 85.66                |          |
|                 |                          | WRIGHT AUTO SUPPLY        | 263052                    | ACCOUNT TOTAL         | 1,520.61 *           |          |
| 6011            | 27922                    | Uniforms & Wearing Appare |                           | UNIFORM RENTAL        | 113.79               |          |
|                 | 27922                    | CINTAS CORPORATION #524   | 4172013856                | UNIFORM RENTAL        | 113.79               |          |
|                 | 27922                    | CINTAS CORPORATION #524   | 4172806413                | UNIFORM RENTAL        | 113.79               |          |
|                 | 27922                    | CINTAS CORPORATION #524   | 4173449202                | UNIFORM RENTAL        | 113.79               |          |
|                 | 27922                    | CINTAS CORPORATION #524   | 4174061110                | UNIFORM RENTAL        | 113.79               |          |
|                 | 27922                    | CINTAS CORPORATION #524   | 9244972940                | CR OVERCHG R COLEMAN  | 19.29                |          |
| 8206            | Lawn Equipment           |                           | ACCOUNT TOTAL             | 435.87 *              |                      |          |
| 11250           | BENCHMARK COMMUNITY BANK | 3197 ADMIN 1123           | LITTLE WONDER BLOWER      | 2,582.33              |                      |          |

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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME         | INV#    | DESCRIPTION          | AMOUNT       |
|-----------------|------------------|------------------------|---------|----------------------|--------------|
|                 | 29083            | TAYLOR-FORBES EQUIP CO | W087531 | GRAVELY HYDR SERVICE | 751.69       |
|                 |                  |                        |         | ACCOUNT TOTAL        | 3,334.02 *   |
|                 |                  |                        |         | MAJOR TOTAL          | 68,466.83 ** |

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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                                 | INV#            | DESCRIPTION          | AMOUNT      |
|-----------------|------------------|------------------------------------------------|-----------------|----------------------|-------------|
| 3161            | 31653            | VIRGINIA FOOD WORKS                            | 816             | COMM CANNERY CONTRCT | 2,916.67 *  |
| 5110            | 28640            | Electrical Services<br>SOUTHSIDE ELECTRIC COOP | 44435001 1123   | CANNERY              | 2,916.67 *  |
| 5120            | 25247            | Heating Services<br>PARKER OIL COMPANY INC     | 670793 63792K 8 | PROPANE CANNERY      | 561.59 *    |
| 5230            | 21319            | Telecommunications<br>BRIGHTSPEED              | 310248529 1123  | CANNERY              | 561.59 *    |
|                 |                  |                                                |                 | ACCOUNT TOTAL        | 1,258.16    |
|                 |                  |                                                |                 | ACCOUNT TOTAL        | 1,258.16 *  |
|                 |                  |                                                |                 | ACCOUNT TOTAL        | 125.07      |
|                 |                  |                                                |                 | ACCOUNT TOTAL        | 125.07 *    |
|                 |                  |                                                |                 | MAJOR TOTAL          | 4,861.49 ** |

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| MAJOR#<br>ACCT#<br>3160 | VENDOR<br>NUMBER | VENDOR<br>NAME             | INV# | DESCRIPTION          | AMOUNT       |
|-------------------------|------------------|----------------------------|------|----------------------|--------------|
|                         |                  | CSA Programs               |      |                      |              |
|                         | 12929            | CROSSROADS SERVICES BD     |      | PROFESSIONAL SERVICE | 367.31       |
|                         | 12929            | CROSSROADS SERVICES BD     |      | PROFESSIONAL SERVICE | 367.31       |
|                         | 12929            | CROSSROADS SERVICES BD     |      | PROFESSIONAL SERVICE | 367.31       |
|                         | 15965            | FULCRUM COUNSELORS, LLC    |      | PROFESSIONAL SERVICE | 330.00       |
|                         | 15965            | FULCRUM COUNSELORS, LLC    |      | PROFESSIONAL SERVICE | 1,690.00     |
|                         | 21784            | LIFE PUSH, LLC             |      | PROFESSIONAL SERVICE | 260.00       |
|                         | 27578            | SH VARSITY ACQUISITION SUB |      | PROFESSIONAL SERVICE | 6,138.00     |
|                         | 27578            | SH VARSITY ACQUISITION SUB |      | PROFESSIONAL SERVICE | 6,138.00     |
|                         | 27578            | SH VARSITY ACQUISITION SUB |      | PROFESSIONAL SERVICE | 11,462.00    |
|                         | 27578            | SH VARSITY ACQUISITION SUB |      | PROFESSIONAL SERVICE | 7,392.00     |
|                         | 27578            | SH VARSITY ACQUISITION SUB |      | PROFESSIONAL SERVICE | 6,138.00     |
|                         | 28979            | STRATEGIC THERAPY ASSOC    |      | PROFESSIONAL SERVICE | 195.00       |
|                         | 29217            | THOMAS BROTHERS SOFTWARE   |      | 2023 YEARLY UPDATE   | 50.00        |
|                         |                  |                            |      | ACCOUNT TOTAL        | 40,894.93 *  |
|                         |                  |                            |      | MAJOR TOTAL          | 40,894.93 ** |

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| MAJOR#<br>ACCT#<br>5651 | VENDOR<br>NUMBER<br>21283 | VENDOR<br>NAME<br>County Recreation<br>LAND PLANNING & DESIGN ASS | INV#<br>23 087 2023372 | DESCRIPTION<br>PARK CONCPT/PLAYGRND | AMOUNT<br>3,073.25<br>3,073.25 *<br>3,073.25 ** |
|-------------------------|---------------------------|-------------------------------------------------------------------|------------------------|-------------------------------------|-------------------------------------------------|
|                         |                           |                                                                   |                        | ACCOUNT TOTAL                       |                                                 |
|                         |                           |                                                                   |                        | MAJOR TOTAL                         |                                                 |

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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                                    | INV#           | DESCRIPTION          | AMOUNT      |
|-----------------|------------------|---------------------------------------------------|----------------|----------------------|-------------|
| 3160            | 11259            | Professional Services<br>BERKLEY INVESTMENTS, LLC | INVOICE #3     | COMP PLAN REVIEW W01 | 9,277.99 *  |
| 5230            | 31339            | Telecommunications<br>VERIZON WIRELESS            | 242374982 1123 | CELL PHONE           | 80.82 *     |
|                 |                  |                                                   |                | ACCOUNT TOTAL        | 9,277.99 *  |
|                 |                  |                                                   |                | ACCOUNT TOTAL        | 80.82 *     |
|                 |                  |                                                   |                | MAJOR TOTAL          | 9,358.81 ** |

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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                                     | INV#      | DESCRIPTION        | AMOUNT      |
|-----------------|------------------|----------------------------------------------------|-----------|--------------------|-------------|
| 3600            | 21756            | Advertising<br>LETTERPRESS COMMUNICATIONS          | 2779      | ED RETAINER OCT 23 | 687.50      |
|                 | 21756            | LETTERPRESS COMMUNICATIONS                         | 2779      | RET/REPL BANNERS   | 557.88      |
|                 |                  |                                                    |           | ACCOUNT TOTAL      | 1,245.38 *  |
| 5230            | 31339            | Telecommunications<br>VERIZON WIRELESS             | 242374982 | CELL PHONE         | 40.41 *     |
|                 |                  |                                                    |           | ACCOUNT TOTAL      | 40.41 *     |
| 5602            | 12745            | Regional Development Part<br>COMMONWEALTH REGIONAL | REDO 1023 | REDO CONTRIBUTION  | 2,500.00    |
|                 |                  |                                                    |           | ACCOUNT TOTAL      | 2,500.00 *  |
|                 |                  |                                                    |           | MAJOR TOTAL        | 3,785.79 ** |

| MAJOR#<br>ACCT#<br>3600 | VENDOR<br>NUMBER | VENDOR<br>NAME                                          | INV#            | DESCRIPTION          | AMOUNT      |
|-------------------------|------------------|---------------------------------------------------------|-----------------|----------------------|-------------|
|                         | 11250            | BENCHMARK COMMUNITY BANK<br>Advertising                 | 6828 ADMIN 1123 | TS ADVERTISEMENT     | 1,595.00    |
|                         | 11250            | BENCHMARK COMMUNITY BANK                                | 6828 ADMIN 1123 | CANVA ADVERTISEMENTS | 113.00      |
|                         | 21756            | LETTERPRESS COMMUNICATIONS                              | 2779            | TRSM IMPL OCT 23 HRS | 250.00      |
|                         |                  |                                                         |                 | ACCOUNT TOTAL        | 1,958.00 *  |
| 3700                    | 21756            | Transient Occupancy Tax E<br>LETTERPRESS COMMUNICATIONS | 2779            | TRSM MELTWTFR OCT 23 | 150.00      |
|                         |                  |                                                         |                 | ACCOUNT TOTAL        | 150.00 *    |
| 5110                    | 31846            | Electrical Services<br>DOMINION ENERGY VIRGINIA         | 0675198071 1123 | VISITOR CENTER A     | 166.86      |
|                         | 31846            | DOMINION ENERGY VIRGINIA                                | 1059387447 1123 | VISITOR CENTER B     | 34.16       |
|                         |                  |                                                         |                 | ACCOUNT TOTAL        | 201.02 *    |
| 5130                    | 29332            | Water & Sewer<br>TOWN OF FARMVILLE                      | VISTR CTR 1023  | WATER & SEWER        | 53.04       |
|                         |                  |                                                         |                 | ACCOUNT TOTAL        | 53.04 *     |
| 5210                    | 11250            | Postal Services<br>BENCHMARK COMMUNITY BANK             | 6828 ADMIN 1123 | UPS CHARGES          | 7.97        |
|                         | 11250            | BENCHMARK COMMUNITY BANK                                | 6828 ADMIN 1123 | UPS CHARGES          | 11.49       |
|                         |                  |                                                         |                 | ACCOUNT TOTAL        | 19.46 *     |
| 5230                    | 10259            | Telecommunications<br>AMAZON CAPITAL SERVICES           | 1YJQ-XMNL-4V6W  | IPHONE CHARGER       | 19.97       |
|                         | 20904            | KINEX NETWORKING SOLUTION                               | 2311-0026149    | VISITOR CENTER       | 111.85      |
|                         |                  |                                                         |                 | ACCOUNT TOTAL        | 131.82 *    |
| 5540                    | 11250            | Travel-Convention & Educa<br>BENCHMARK COMMUNITY BANK   | 6828 ADMIN 1123 | DATA CTR CONF        | 324.06      |
|                         |                  |                                                         |                 | ACCOUNT TOTAL        | 324.06 *    |
| 5892                    | 15958            | VTC ARPA Tourism Grant<br>FRAZIER & FRAZIER INC         | 04-8095         | PEC WAYFINDING       | 280.00      |
|                         |                  |                                                         |                 | ACCOUNT TOTAL        | 280.00 *    |
| 6001                    | 10259            | Office Supplies<br>AMAZON CAPITAL SERVICES              | 1YJQ-XMNL-4V6W  | PUSH PINS            | 4.35        |
|                         |                  |                                                         |                 | ACCOUNT TOTAL        | 4.35 *      |
|                         |                  |                                                         |                 | MAJOR TOTAL          | 3,121.75 ** |



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| MAJOR#<br>ACCT#<br>3199 | VENDOR<br>NUMBER | VENDOR<br>NAME     | Purchase of Service - Oth | INV#           | DESCRIPTION         | AMOUNT      |
|-------------------------|------------------|--------------------|---------------------------|----------------|---------------------|-------------|
|                         | 22689            |                    |                           | REIMB 1023 1   | NATL CONF REG FEE   | 500.00      |
|                         | 22689            |                    |                           | REIMB 1023 2   | WYNDHAM GRAND HOTEL | 753.20      |
|                         | 22689            |                    |                           | REIMB 1023 3   | TRAVEL MILEAGE      | 493.87      |
|                         | 22689            |                    |                           | REIMB 1023 4   | MEALS               | 99.67       |
|                         | 22689            |                    |                           | REIMB 1023 5   | TOLLS               | 30.20       |
|                         |                  |                    |                           |                | ACCOUNT TOTAL       | 1,876.94 *  |
| 5230                    | 21319            | Telecommunications |                           | 309520098 1023 | PE COOP EXT SVC     | 151.30      |
|                         |                  | BRIGHTSPEED        |                           |                | ACCOUNT TOTAL       | 151.30 *    |
|                         |                  |                    |                           |                | MAJOR TOTAL         | 2,028.24 ** |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME            | INV#            | DESCRIPTION           | AMOUNT       |
|-----------------|------------------|---------------------------|-----------------|-----------------------|--------------|
|                 | 10162            | Internal Telecom Account  |                 |                       |              |
|                 | 20904            | ADVERNOLOGY, INC          | H0383           | NOV 23 EMAIL HOSTING  | 30.00        |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026150    | COUNTY ADMINISTRATION | 140.30       |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026151    | TREASURER             | 70.85        |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026152    | PLANNING/BUILDING     | 17.45        |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026153    | SHERIFF               | 102.20       |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026154    | HEALTH DEPT PEC       | 88.75        |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026155    | MAGISTRATE            | 55.35        |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026156    | GENERAL DIST COURT    | 70.30        |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026157    | VICTIM WITNESS        | 15.45        |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026158    | PIEDMONT HEALTH DEPT  | 85.25        |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026159    | COMMISSIONER OF REV   | 71.80        |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026160    | CIRCUIT COURT CLERK   | 116.20       |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026161    | CIRCUIT COURT         | 55.35        |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026162    | JUV PROBATION/PAROLE  | 55.85        |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026163    | COMMONWEALTH ATTY     | 71.80        |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026164    | JUVENILE & DOMESTIC   | 55.35        |
|                 | 20904            | KINEX NETWORKING SOLUTION | 2311-0026165    | REGISTRAR             | 55.35        |
|                 | 23933            | SEGRA                     | 165866886 1123  | INTERNET              | 1,318.29     |
|                 |                  |                           |                 | ACCOUNT TOTAL         | 2,475.89 *   |
| 5803            |                  | Internal Fuel Account     |                 |                       |              |
|                 | 28598            | SOUTHERN STATES-AMELIA    | R106063         | GAS                   | 2,140.37     |
|                 | 28598            | SOUTHERN STATES-AMELIA    | R118901         | GAS                   | 1,793.09     |
|                 | 28598            | SOUTHERN STATES-AMELIA    | R146627         | GAS                   | 1,496.88     |
|                 | 28598            | SOUTHERN STATES-AMELIA    | R158507         | GAS                   | 1,639.20     |
|                 | 28598            | SOUTHERN STATES-AMELIA    | R181843         | GAS                   | 1,629.27     |
|                 | 28598            | SOUTHERN STATES-AMELIA    | R193217         | GAS                   | 1,273.25     |
|                 | 28598            | SOUTHERN STATES-AMELIA    | R216025         | GAS                   | 1,451.02     |
|                 |                  |                           |                 | ACCOUNT TOTAL         | 11,423.08 *  |
| 5807            |                  | Contingency               |                 |                       |              |
|                 | 11250            | BENCHMARK COMMUNITY BANK  | 1555 ADMIN 1123 | EMP OF MTH GIFT CARD  | 120.00       |
|                 | 11250            | BENCHMARK COMMUNITY BANK  | 6828 ADMIN 1123 | FLOWERS LAWSON H      | 57.65        |
|                 | 11250            | BENCHMARK COMMUNITY BANK  | 6828 ADMIN 1123 | FLOWERS JUNE DIXON    | 62.65        |
|                 |                  |                           |                 | ACCOUNT TOTAL         | 240.30 *     |
| 5811            |                  | Flores Admin Fee          |                 |                       |              |
|                 | 15837            | FLORES & ASSOCIATES, LLC  | 486559          | NOVEMBER 2023         | 110.60       |
|                 |                  |                           |                 | ACCOUNT TOTAL         | 110.60 *     |
|                 |                  |                           |                 | MAJOR TOTAL           | 14,249.87 ** |

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|-----------------|------------------|--------------------------------------------------------|-----------------|----------------------|--------------|
| 0002            | 10259            | Computer System<br>AMAZON CAPITAL SERVICES             | 1QKN-QGW6-CNF4  | INTERNAL SSD/PWRCORD | 246.31       |
|                 | 11250            | BENCHMARK COMMUNITY BANK                               | 6828 ADMIN 1123 | ADOBE LICENSE        | 2,111.33     |
|                 | 12726            | COMPRO COMPUTERS                                       | PEC 08012023 A  | LAPTOP FOR SARAH P   | 1,294.90     |
| 0007            | 29280            | BUSINESS PARK ROAD DEVELO<br>TIMMONS GROUP             | 326024 56908    | PEBP ACC RD CONST SV | 3,652.54 *   |
| 0010            | 15560            | Compactor Site Improvemen<br>FARMVILLE WHSALE ELECTRIC | 775949          | CAMERA SYSTEM ITEMS  | 2,295.00     |
|                 | 15560            | FARMVILLE WHSALE ELECTRIC                              | 775960          | CAMERA SYSTEM ITEMS  | 2,295.00 *   |
|                 | 15560            | FARMVILLE WHSALE ELECTRIC                              | 776573          | CAMERA SYSTEM ITEMS  | 46.06        |
| 0302            | 12944            | Countywide Comm System<br>CTA CONSULTANTS, LLC         | 1013            | EMS COMM SYSTEM      | 232.89       |
|                 |                  |                                                        |                 |                      | 471.45       |
|                 |                  |                                                        |                 |                      | 750.40 *     |
|                 |                  |                                                        |                 | ACCOUNT TOTAL        | 9,000.00     |
|                 |                  |                                                        |                 | ACCOUNT TOTAL        | 9,000.00 *   |
|                 |                  |                                                        |                 | MAJOR TOTAL          | 15,697.94 ** |
|                 |                  |                                                        |                 | FUND TOTAL           | 320,051.12   |

AP375H  
12/08/2023  
FUND # - 125 DARE FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 11/01/2023 -- 11/30/2023

AFTER CHECKS  
PAGE 40

| MAJOR# | VENDOR | VENDOR                                                 | INV#   | DESCRIPTION   | AMOUNT      |
|--------|--------|--------------------------------------------------------|--------|---------------|-------------|
| ACCT#  | NUMBER | NAME                                                   |        |               |             |
| 0001   | 12913  | Expenditures - Dare Donat<br>CREATIVE PRODUCT SOURCING | 155342 | T SHIRTS      | 1,161.26 *  |
|        |        |                                                        |        | ACCOUNT TOTAL | 1,161.26 *  |
|        |        |                                                        |        | MAJOR TOTAL   | 1,161.26 ** |
|        |        |                                                        |        | FUND TOTAL    | 1,161.26    |

| MAJOR#<br>ACCT#<br>7005 | VENDOR<br>NUMBER | VENDOR<br>NAME<br>PEVRS   | DESCRIPTION          | INV#     | OP EXP REIMB<br>1063 | DESCRIPTION | AMOUNT        |
|-------------------------|------------------|---------------------------|----------------------|----------|----------------------|-------------|---------------|
| 7008                    | 25880            | PRINCE EDWARD VOL RESCUE  | OPER EXPENSE REIMB   |          |                      |             | 101,553.45    |
|                         | 25880            | PRINCE EDWARD VOL RESCUE  | ROOF REPLACEMENT     |          |                      |             | 34,912.50     |
|                         |                  |                           |                      |          |                      |             | 136,465.95 *  |
|                         |                  | Meherrin EMS              |                      |          |                      |             |               |
|                         | 11491            | ARC3 GASES                | INDUSTRIAL LEASE 1YR | 10286677 | MVFD                 |             | 166.00        |
|                         | 11491            | ARC3 GASES                | OXYGEN/CYL TEST      | 10287145 | MVFD                 |             | 74.97         |
|                         | 11491            | ARC3 GASES                | OXYGEN-MEDICAL       | 10288612 | MVFD                 |             | 98.72         |
|                         | 11491            | ARC3 GASES                | OXYGEN MEDICAL       | 10316399 | MVFD                 |             | 94.27         |
|                         | 14734            | EMERGENCY MEDICAL PRODUCT | SMART BATTERY        | 2587990  | MVFR                 |             | 769.99        |
|                         | 14734            | EMERGENCY MEDICAL PRODUCT | EMS SUPPLIES         | 2588521  | MVFR                 |             | 98.46         |
|                         | 14734            | EMERGENCY MEDICAL PRODUCT | EMS SUPPLIES         | 2589343  | MVFR                 |             | 59.58         |
|                         | 14734            | EMERGENCY MEDICAL PRODUCT | SMART BATTERY        | 2590508  | MVFR                 |             | 1,539.98      |
|                         | 14734            | EMERGENCY MEDICAL PRODUCT | EMS SUPPLIES         | 2593890  | MVFR                 |             | 210.75        |
|                         | 20674            | KEYSVILLE AUTO PARTS, LLC | LIGHT BULBS MEDIC5-2 | 934657   | MVFD                 |             | 5.69          |
|                         |                  |                           | ACCOUNT TOTAL        |          |                      |             | 3,118.41 *    |
|                         |                  |                           | MAJOR TOTAL          |          |                      |             | 139,584.36 ** |
|                         |                  |                           | FUND TOTAL           |          |                      |             | 139,584.36    |

AP375H  
12/08/2023  
FUND # - 501 WATER FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 11/01/2023 -- 11/30/2023

AFTER CHECKS  
PAGE 42

| MAJOR# | VENDOR | VENDOR                             | INV#            | DESCRIPTION   | AMOUNT   |
|--------|--------|------------------------------------|-----------------|---------------|----------|
| ACCT#  | NUMBER | NAME                               |                 |               |          |
| 5130   | 29332  | Water Service<br>TOWN OF FARMVILLE | WATER TANK 1023 | WATER & SEWER | 82.09    |
|        |        |                                    |                 | ACCOUNT TOTAL | 82.09 *  |
|        |        |                                    |                 | MAJOR TOTAL   | 82.09 ** |
|        |        |                                    |                 | FUND TOTAL    | 82.09    |

| MAJOR# | VENDOR | VENDOR                   | INV#       | DESCRIPTION   | AMOUNT   |
|--------|--------|--------------------------|------------|---------------|----------|
| ACCT#  | NUMBER | NAME                     |            |               |          |
| 5110   | 31846  | Electrical Services      | 4148700281 | SEWER PUMP    | 39.02    |
|        |        | DOMINION ENERGY VIRGINIA | 1123       |               | 39.02 *  |
|        |        |                          |            |               | 39.02 ** |
|        |        |                          |            | ACCOUNT TOTAL | 39.02    |
|        |        |                          |            | MAJOR TOTAL   | 39.02    |
|        |        |                          |            | FUND TOTAL    | 39.02    |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME            | INVOICE<br>NUMBER | DESCRIPTION          | AMOUNT      |
|-----------------|------------------|---------------------------|-------------------|----------------------|-------------|
| 3160            | 27169            | Professional Services     | REIMB 1023        | CDL PHYSICAL REIMB   | 135.00 *    |
|                 |                  |                           |                   | ACCOUNT TOTAL        | 135.00 *    |
| 3310            | 21811            | Repairs/Maintenance       | 982485-MAYVTS     | BATTERIES/HK RATCHT  | 38.89       |
|                 | 21830            | LUCK STONE CORPORATION    | IV-101889990      | LANDFILL VDOT #57    | 1,029.59    |
|                 | 32926            | WRIGHT AUTO SUPPLY        | 264222            | BLUE DEF 2.5GAL      | 239.80      |
|                 |                  |                           |                   | ACCOUNT TOTAL        | 1,308.28 *  |
| 3311            | 12282            | Repairs & Maint-Auto & Eq | 56199             | HYD HOSE & FITTING   | 61.36       |
|                 | 13000            | CAVALIER HOSE & FITTINGS  | P00438            | XTBAR 20"            | 59.38       |
|                 | 29083            | CURTIS LANE HOLDINGS, LLC | IN05986           | MOWING HEAD STIHL    | 30.99       |
|                 | 32926            | TAYLOR-FORBES EQUIP CO    | 263760            | COUPLING             | 19.76       |
|                 |                  |                           |                   | ACCOUNT TOTAL        | 171.49 *    |
| 3840            | 10254            | Contract Landfill - POS   | 0974-000631316    | TRASH COLLECTION     | 500.99      |
|                 | 10254            | REPUBLIC SERVICES #974    | 0974-000631317    | TRASH COLLECTION     | 286.50      |
|                 | 10254            | REPUBLIC SERVICES #974    | 0974-000631318    | TRASH COLLECTION     | 331.20      |
|                 |                  |                           |                   | ACCOUNT TOTAL        | 1,118.69 *  |
| 3841            | 28866            | Purchase of Service - Rec | OCTOBER 2023      | RECYCLING            | 2,008.64    |
|                 | 29029            | STEPS, INC                | 2300531           | ELECTRONICS RECYCLE  | 2,650.60    |
|                 |                  |                           |                   | ACCOUNT TOTAL        | 4,659.24 *  |
| 5110            | 28640            | Electrical Services       | 114379003 1023    | RECYCLE CENTER       | 67.86       |
|                 | 31846            | SOUTHSIDE ELECTRIC COOP   | 0670040567 1123   | CELL C PUMP STATION  | 18.39       |
|                 | 31846            | DOMINION ENERGY VIRGINIA  | 1144204110 1123   | GREEN BAY CONV SITE  | 94.84       |
|                 | 31846            | DOMINION ENERGY VIRGINIA  | 210005242362102   | RICE SITE 1023       | 107.30      |
|                 | 31846            | DOMINION ENERGY VIRGINIA  | 4268948512 1123   | LANDFILL OFFICE      | 108.84      |
|                 | 31846            | DOMINION ENERGY VIRGINIA  | 5181167213 1123   | SCLHSE LEACHATE PUMP | 584.61      |
|                 | 31846            | DOMINION ENERGY VIRGINIA  | 7471653571 1123   | WORSHAM CONV SITE    | 57.55       |
|                 | 31846            | DOMINION ENERGY VIRGINIA  | 8535655636 1123   | SHOP @ LANDFILL      | 23.67       |
|                 | 31846            | DOMINION ENERGY VIRGINIA  | 8601161519 1123   | PROSPECT CONV SITE   | 89.60       |
|                 | 31846            | DOMINION ENERGY VIRGINIA  | 8970737501 1123   | SCALE HOUSE          | 133.62      |
|                 | 31846            | DOMINION ENERGY VIRGINIA  | 9176847250 1123   | LANDFILL SHELTER     | 43.08       |
|                 |                  |                           |                   | ACCOUNT TOTAL        | 1,329.36 *  |
| 5230            | 21319            | Telecommunications        | 309480181 1023    | GREEN BAY CONV SITE  | 59.83       |
|                 | 21319            | BRIGHTSPEED               | 309553498 1023    | RICE CONV SITE       | 57.36       |
|                 | 21319            | BRIGHTSPEED               | 309615846 1023    | TUGGLE CONV SITE     | 57.36       |
|                 | 21319            | BRIGHTSPEED               | 310039285 1123    | WORSHAM CONV SITE    | 57.36       |
|                 | 31339            | VERIZON WIRELESS          | 242374982 1123    | CELL PHONE           | 23.31       |
|                 |                  |                           |                   | ACCOUNT TOTAL        | 255.22 *    |
| 5440            | 28869            | Portable Toilet Rental    | 10723             | MONTHLY SERVICE      | 877.50      |
|                 |                  | STIFF O O INC             |                   | ACCOUNT TOTAL        | 877.50 *    |
|                 |                  |                           |                   | MAJOR TOTAL          | 9,854.78 ** |





| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME             | INV#         | DESCRIPTION            | AMOUNT      |
|-----------------|------------------|----------------------------|--------------|------------------------|-------------|
| 3199            | 18988            | PCS - Purchase of Service  | 22020        | ALCOHOL TESTS/SHIPPING | 59.75       |
|                 | 27159            | INTRINSIC INTERVENTIONS IN | 811360       | PURCHASE OF SERVICE    | 783.27      |
|                 | 28095            | REDWOOD TOXICOLOGY LAB     | L366345      | LAB CONFIRMATIONS      | 108.60      |
|                 |                  | ALERE TOXICOLOGY SERV INC  |              |                        | 951.62 *    |
| 5110            |                  | PCS - Utilities            |              |                        |             |
|                 | 31846            | Dominion Energy Virginia   | 4324962309   | PCS ELECTRIC           | 71.58       |
|                 | 31846            | Dominion Energy Virginia   | 7218131923   | PCS ELECTRIC           | 152.91      |
|                 |                  |                            |              |                        | 224.49 *    |
| 5230            |                  | PCS - Telecommunications   |              |                        |             |
|                 | 20904            | KINEX NETWORKING SOLUTION  | 2311-0025797 | TELECOMMUNICATIONS     | 70.46       |
|                 |                  |                            |              |                        | 70.46 *     |
| 5420            |                  | PCS - Lease/Rent of Build  |              |                        |             |
|                 | 28724            | SRP CORPORATION LLC        | RENT 1123    | RENT NOVEMBER 2023     | 2,750.00    |
|                 |                  |                            |              |                        | 2,750.00 *  |
| 5510            |                  | PCS - Travel-Mileage       |              |                        |             |
|                 | 11654            | [REDACTED]                 | MILEAGE 1023 | TRAVEL MILEAGE         | 90.39       |
|                 | 28833            | [REDACTED]                 | MILEAGE 1023 | TRAVEL MILEAGE         | 240.71      |
|                 | 32682            | [REDACTED]                 | MILEAGE 1023 | TRAVEL MILEAGE         | 92.35       |
|                 |                  |                            |              |                        | 423.45 *    |
| 6001            |                  | PCS - Office Supplies      |              |                        |             |
|                 | 20600            | KEY OFFICE SUPPLY          | 401 583433   | MINI BINDER CLIPS      | 9.36        |
|                 | 20600            | KEY OFFICE SUPPLY          | 401 583434   | CARTRIDGE              | 58.99       |
|                 |                  |                            |              |                        | 68.35 *     |
|                 |                  |                            |              |                        | 4,488.37 ** |
|                 |                  |                            |              |                        | 4,488.37    |
|                 |                  |                            |              |                        | 481,295.13  |

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

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

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

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



June 30, 2023

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

[dstanley@co.prince-edward.va.us](mailto:dstanley@co.prince-edward.va.us)

[spuckett@co.prince-edward.va.us](mailto:spuckett@co.prince-edward.va.us)

[cbaker@co.prince-edward.va.us](mailto:cbaker@co.prince-edward.va.us)

**FOR PROFESSIONAL SERVICES RENDERED:**

**Invoice #1056**

General Legal Representation:

|         |                                                                                                                                                                                        |          |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 6/6/23  | Email from Doug Stanley with an update on Draft Contract for County Reassessment in 2025.                                                                                              | .25 hr.  |
| 6/7/23  | Email follow-up with Sarah Puckett for Robin R. Perkins, Deceased in reference to unclaimed body. Email response from Tharp Funeral Home. Email regarding increase in price from 2020. | .50 hr.  |
| 6/9/23  | Receipt and review of Upcoming Board of Supervisors Board Packet for 6/13/2023 Meeting.                                                                                                | 1.00 hr. |
| 6/12/23 | Email from Doug Stanley with Contract review request for proposal with Cloud Permit Software Service Agreement of 46 pages.                                                            | 1.00 hr. |
| 6/12/23 | Email discussion with Doug Stanley concerning the recording of the plat for the Claude Walker property.                                                                                | .25 hr.  |
| 6/13/23 | Regular Meeting of the Prince Edward County Board of Supervisors.                                                                                                                      | 3.75 hr. |

|         |                                                                                                                                    |          |
|---------|------------------------------------------------------------------------------------------------------------------------------------|----------|
| 6/14/23 | Email with Doug Stanley and Gary Elder regarding the County and Town Sewer Line at Business Park.                                  | .50 hr.  |
| 6/22/23 | Review of Berkeley Group Contract and email to Doug Stanley.                                                                       | 1.00 hr. |
| 6/23/23 | Preparation of Petition and Order to Appoint Ms. Shaunna Hunter-McKinney to the Board of Zoning Appeals.                           | 1.00 hr. |
| 6/23/23 | Slight revision to Business Park agreement with the Town of Farmville concerning sewer line under Access Road.                     | .75 hr.  |
| 6/23/23 | Receipt of report from Cheryl Stimpson regarding the top 10 delinquent accounts for collection. Preparation of collection letters. | 2.75 hr. |
| 6/26/23 | Email and phone conversation with Phillip Moore, Building Inspector regarding several open issues.                                 | 1.00 hr. |
| 6/27/23 | Email inquiry from Doug Stanley concerning an email from citizen.                                                                  | .50 hr.  |
| 6/27/23 | Preparation of petition and order for Robin Roberts Perkins, deceased, an unclaimed body.                                          | .75 hr.  |
| 6/30/23 | Email and phone discussion with Commissioner of Revenue, Edna Goldman, concerning taxpayer inquiry for leased property.            | .75 hr.  |

Total hours = 15.75 hrs. @ \$200.00/hr.

**BALANCE DUE** **\$3,150.00**

**DUE UPON RECEIPT**



THE LAW OFFICES OF  
**TERRI ATKINS WILSON, P.C.**

117 North Main Street  
Farmville, VA 23901  
Phone 434-392-1422  
Fax 434-392-1777  
tawilson@tawlaw.net  
www.terriatkinswilsonlaw.com

July 31, 2023

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

[dstanley@co.prince-edward.va.us](mailto:dstanley@co.prince-edward.va.us)

[spuckett@co.prince-edward.va.us](mailto:spuckett@co.prince-edward.va.us)

[cbaker@co.prince-edward.va.us](mailto:cbaker@co.prince-edward.va.us)

**FOR PROFESSIONAL SERVICES RENDERED:**

**Invoice #1057**

General Legal Representation:

|          |                                                                                                                                                                            |          |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 7/5/23   | Draft of letter to citizen for an incident at the County landfill after hours on June 28, 2023. Copy to Sarah Puckett and email correspondence concerning details.         | .75 hr.  |
| 7/5/2023 | Preparation of the Petition and Order for the appointment of Shauna Hunter-McKinney to the Board of Zoning Appeals.                                                        | .50 hr.  |
| 7/7/23   | Meeting with Sarah Puckett and Doug Stanley to review and report on various ordinance changes to County Code.                                                              | 1.50 hr. |
| 7/7/23   | Receipt and review of the July 11, 2023, Regular Board Packet for Monthly Board of Supervisors Meeting 7/11/23 - Table Packet Received.                                    | 1.00 hr. |
| 7/10/23  | Email from Doug Stanley to check on the return of survey affidavit for tax sale parcel in Prospect. Verified its location with Taxing Authority via email to Andy Neville. | .25 hr.  |

|         |                                                                                                                                                            |          |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 7/10/23 | Receipt and review of email to Board Members regarding email from Nottoway Administrator to their Registrar.                                               | .25 hr.  |
| 7/11/23 | Regular Scheduled Meeting of the Prince Edward County Board of Supervisors.                                                                                | 1.50 hr. |
| 7/14/23 | Email concerning review and approval of the airport ordinance in our County Code by member of Virginia Department of Aviation.                             | .25 hr.  |
| 7/18/23 | Preparation and attendance at the Board of Zoning Appeals Hearing for Application for Appeal concerning violation. Review of submitted items from counsel. | 2.75 hr. |
| 7/18/23 | Attendance at the Prince Edward County Planning Commission regarding public hearing.                                                                       | 1.75 hr. |
| 7/19/23 | Email from Sarah Puckett regarding List Serv for LGA concerning a legislative update. Reviewed but none found. Response on 7/20/2023.                      | .25 hr.  |
| 7/27/23 | Receipt and review of email from Doug Stanley concerning article from John C. Blair, Esq., and use of meeting locations and access.                        | .25 hr.  |
| 7/31/23 | Receipt and review of citizen's letter to County administrator and his reply concerning ordinances in the County.                                          | .50 hr.  |

Total hours = 11.50 hrs. @ \$200.00/hr.

**BALANCE DUE**

**\$2,300.00**

**DUE UPON RECEIPT**

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



THE LAW OFFICES OF  
**TERRI ATKINS WILSON, P.C.**

117 North Main Street  
 Farmville, VA 23901  
 Phone 434-392-1422  
 Fax 434-392-1777  
 tawilson@tawlaw.net  
 www.terriatkinswilsonlaw.com

August 31, 2023

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

[dstanley@co.prince-edward.va.us](mailto:dstanley@co.prince-edward.va.us)

[spuckett@co.prince-edward.va.us](mailto:spuckett@co.prince-edward.va.us)

[cbaker@co.prince-edward.va.us](mailto:cbaker@co.prince-edward.va.us)

**FOR PROFESSIONAL SERVICES RENDERED:**

**Invoice #1058**

General Legal Representation:

|           |                                                                                                                                                       |          |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 8/1/2023  | Discussion with Animal Control Office regarding matter and questions for upcoming Court hearing.                                                      | .50 hr.  |
| 8/2/2023  | Receipt and review of email from Doug Stanley regarding review of Code Ordinance.                                                                     | .25 hr.  |
| 8/3/2023  | Receipt and review for monthly Board Packet for 8/8/2023 Board Meeting.                                                                               | 1.00 hr. |
| 8/7/2023  | Court hearing representation with Animal Control concerning dogs running at large and settlement with opposing counsel. Preparation time and hearing. | 2.00 hr. |
| 8/7/2023  | Receipt and review of email from Sarah Puckett concerning Code Section regarding seizure of "non-probate assets" for unclaimed body case.             | .25 hr.  |
| 8/8/2023  | Regular Scheduled Board of Supervisors Meeting on 8/8/2023.                                                                                           | 3.25 hr. |
| 8/9/2023  | Receipt and review of email from Sarah Puckett concerning August Board Meeting "To Do" List.                                                          | .25 hr.  |
| 8/10/2023 | Receipt and review of letter from Sheriff concerning unclaimed body of Mr. Tyrone Conway.                                                             | .25 hr.  |

|           |                                                                                                                                                                                                         |          |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 8/16/2023 | Discussion with Building Inspector concerning a Landlord-Tenant water issue.                                                                                                                            | .50 hr.  |
| 8/16/2023 | Receipt and review of email message from Doug Stanley for MOU for Town Sewer in Business Park.                                                                                                          | .25 hr.  |
| 8/17/2023 | Request for review of letter from Commissioner of Revenue in reference to a combination of tax map parcels upon combinations of parcels in 2014. Research and discussions with Commissioner of Revenue. | .75 hr.  |
| 8/21/2023 | Phone call and email with Sarah Puckett regarding FOIA request. Research statutes. Review response.                                                                                                     | .75 hr.  |
| 8/22/2023 | Receipt and review of draft document from County Administrator concerning boundary line with Nottoway County and Prince Edward and meeting summary.                                                     | .50 hr.  |
| 8/25/2023 | Receipt and review of emails concerning unclaimed body for Tyrone G. Conway. Preparation and submission of Petition to Pay Costs of Disposition. Research for request of money from decedents' estate.  | 1.00 hr. |

Total hours = 11.50 hrs. @ \$200.00/hr.

**BALANCE DUE**

**\$2,300.00**

**DUE UPON RECEIPT**

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





THE LAW OFFICES OF  
**TERRI ATKINS WILSON, P.C.**

117 North Main Street  
 Farmville, VA 23901  
 Phone 434-392-1422  
 Fax 434-392-1777  
 tawilson@tawlaw.net  
 www.terriatkinswilsonlaw.com

September 30, 2023

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

[dstanley@co.prince-edward.va.us](mailto:dstanley@co.prince-edward.va.us)

[spuckett@co.prince-edward.va.us](mailto:spuckett@co.prince-edward.va.us)

[cbaker@co.prince-edward.va.us](mailto:cbaker@co.prince-edward.va.us)

**FOR PROFESSIONAL SERVICES RENDERED:**

**Invoice #1059**

General Legal Representation:

|           |                                                                                                                                                                                                                |          |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 9/1/2023  | Receipt and review of email from Doug Stanley regarding to MOU for the connection to sewer line at Business Park with Town of Farmville. Draft of cover for Board of Supervisors meeting. Research background. | 1.75hr.  |
| 9/5/2023  | Follow up email from Doug Stanley concerning review of MOA for Nottoway and Prince Edward Boundary.                                                                                                            | .25 hr.  |
| 9/6/2023  | Receipt and review of email from Sarah Puckett concerning upcoming closed session at Board of Supervisors Meeting on 9/8/2023.                                                                                 | .50 hr.  |
| 9/7/2023  | Receipt and review of monthly Board of Supervisors' Packet for 9/12/2023 meeting.                                                                                                                              | 1.00 hr. |
| 9/12/2023 | Regularly Scheduled Meeting of the Board of Supervisors.                                                                                                                                                       | 3.00 hr. |
| 9/18/2023 | Email notification to Doug Stanley and Sarah Puckett concerning an order from Columbia Gas which was filed with the State Corporation Commission.                                                              | .25 hr.  |
| 9/20/2023 | Partial Title Search on Lot 2D, next to Lowe's parcel to determine ownership by both the Industrial Development Authority and Prince Edward County. Determined that both                                       | 2.00 hr. |

entities share ownership and must then sign the deed. (Billing one-half of my time to County).

|           |                                                                                                                                                                  |         |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 9/23/2023 | Receipt and review from Adam Mumma, Animal Control Officer, concerning suggested revisions to the Running at Large County Ordinance.                             | .75 hr. |
| 9/27/2023 | Receipt and review of email concerning the placement of political signs in the area of Courthouse. County Administrator had addressed and answered the concerns. | .25 hr. |
| 9/28/2023 | Receipt and partial review of Solid Waste Ordinance, Chapter 66, from Sarah Puckett for upcoming meeting with interested parties to discuss.                     | .50 hr. |

Total hours = 10.25 hrs. @ \$200.00/hr.

**BALANCE DUE** **\$2,050.00**

**DUE UPON RECEIPT**

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



THE LAW OFFICES OF  
**TERRI ATKINS WILSON, P.C.**

117 North Main Street  
 Farmville, VA 23901  
 Phone 434-392-1422  
 Fax 434-392-1777  
 tawilson@tawlaw.net  
 www.terriatkinswilsonlaw.com

October 31, 2023

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

[dstanley@co.prince-edward.va.us](mailto:dstanley@co.prince-edward.va.us)

[spuckett@co.prince-edward.va.us](mailto:spuckett@co.prince-edward.va.us)

[cbaker@co.prince-edward.va.us](mailto:cbaker@co.prince-edward.va.us)

**FOR PROFESSIONAL SERVICES RENDERED:**

**Invoice #1060**

General Legal Representation:

|            |                                                                                                                                   |          |
|------------|-----------------------------------------------------------------------------------------------------------------------------------|----------|
| 10/2/2023  | Email update for collection matter for payments from Cheryl Stimpson.                                                             | .25 hr.  |
| 10/5/2023  | Receipt and review of October 10, 2023, Regular Board Packet.                                                                     | 1.00 hr. |
| 10/9/2023  | Receipt and review of citizen letter to Doug Stanley concerning the issue of trucks on Monroe Church Road.                        | .25 hr.  |
| 10/9/2023  | Receipt and review of emails concerning an attachment to the MOA easement from Lowes and IDA to Town of Farmville.                | .25 hr.  |
| 10/9/2023  | Draft of Memo for Board of Supervisors meeting concerning the background of the MOA for the sewer line pipe in the Business Park. | 1.00 hr. |
| 10/9/2023  | Draft of memo concerning the dual ownership of Parcel 2D in the Business Park for the Board of Supervisors meeting.               | .75 hr.  |
| 10/10/2023 | Legal review of Conflict of Interest Statements for the Board of Supervisors meeting for October 10, 2023.                        | .25 hr.  |
| 10/10/2023 | Regular scheduled monthly meeting of the Board of Supervisors.                                                                    | 2.75 hr. |

|            |                                                                                                                                                                                                                                     |          |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 10/11/2023 | Receipt and review of October Board of Supervisor Meeting To Do List from Sarah Puckett.                                                                                                                                            | .25 hr.  |
| 10/11/2023 | Forwarded a copy of article from the Virginia Local Government Attorneys' List Serv to Doug Stanley and Sarah Puckett.                                                                                                              | .25 hr.  |
| 10/30/2023 | Email receipt and review of Running at Large Ordinance from Animal Control and Sarah Puckett. Discussion and posting on Local Government Attorney List Serve. Several responses. Responded by email as to the opinion of the group. | 1.75 hr. |
| 10/31/2023 | Receipt and review of email from Animal Control Officer with response to charges in the Running at Large Ordinance.                                                                                                                 | .75 hr.  |

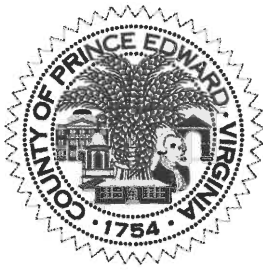
Total hours = 9.50 hrs. @ \$200.00/hr.

**BALANCE DUE**

**\$1,900.00**

**DUE UPON RECEIPT**

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



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**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 \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 9  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** Community Partner Updates

---

**SUMMARY:** The following community partners will join the Board at its December meeting:

- a. Sarah Maddox, Piedmont Area Veterans Council

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 10  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Agenda Item:** Highway Matters

---

**SUMMARY:**

VDOT Resident Engineer, Scott D. Frederick, P.E., will attend the December meeting.

**COST:**

**ATTACHMENTS:**

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 11  
**Department:** Community Development  
**Staff Contact:** Robert Love  
**Agenda Item:** Public Hearing – Rezoning A2 to C1 – Paladin Medical Transport Inc.

**Summary:**

The County has received an application request by Paladin Medical Transport, Inc. to rezone Tax Map Parcel 039-A-17C, located at the end of Bush River Drive (State Route 630), from A2, Agricultural Residential to C1, General Commercial to allow for offices that provide case management and day support services.

The public hearing notice was published in the November 29, 2023 and December 6, 2023 editions of the Farmville Herald, Attachment (2). The list of adjoining property owners as well as the Town of Farmville and the sample letter sent to each can be found in Attachments (3) and (4).

The Planning Commission held a public hearing on November 21, 2023, no one spoke in opposition of the application and the County had received no correspondence opposing the request. The Planning Commission unanimously recommended approval of the rezoning, forwarding the request to the Board of Supervisors for Public Hearing. Melba R. Moore, DBA, MS, Executive Director of Crossroads Community Services Board has submitted comments in support of the rezoning as they intend to expand their operation to this property, Attachment (5).

This parcel is contiguous with the existing C1, General Commercial District and would not be considered spot zoning. County staff is of the opinion the use is generally compatible with the zoning district and that the rezoning of this parcel would be in harmony and will have minimal impacts on surrounding properties as far as traffic and noise.

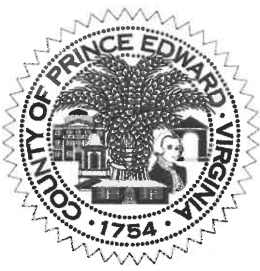
**Attachments:**

- 1. Rezoning Application
- 2. Notice of Public Hearing
- 3. List of adjoining property owners
- 4. Sample Letter sent to adjoining property owners & Town of Farmville
- 5. Letter of support from Crossroads Services Board
- 5. Excerpt of the draft minutes of the December 21, 2023 meeting of the Planning Commission.

**Recommendations:**

- 1. Conduct the Public Hearing and render a decision concerning the request for the Rezoning.

|              |                    |               |                |
|--------------|--------------------|---------------|----------------|
| Motion _____ | Cooper-Jones _____ | Gilliam _____ | Pride _____    |
| Second _____ | Emert _____        | Jenkins _____ | Townsend _____ |
|              |                    | Jones _____   | Watson _____   |



**Board of Supervisors  
Agenda Summary**

**Recommended Motions:**

I move that the Board of Supervisors approve the request by Paladin Medical Transport, Inc. to amend the Prince Edward County Zoning Map and rezone approximately 5.00 +/- acres from A-2, Agricultural Residential to C1, General Commercial. *(list of conditions)*

**OR**

I move that the Board of Supervisors deny the request by Paladin Medical Transport, Inc. to amend the Prince Edward County Zoning Map and rezone approximately 5.00 +/- acres from A-2, Agricultural Residential to C1, General Commercial. *(list reasons)*

**OR**

I move that the Board of Supervisors table the request by Paladin Medical Transport, Inc. to amend the Prince Edward County Zoning Map and rezone approximately 5.00 +/- acres from A-2, Agricultural Residential to C1, General Commercial for further discussion at a work session.

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

FOR OFFICE USE ONLY  
 Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FOR OFFICE USE ONLY  
 PERMIT APPLICATION # \_\_\_\_\_  
 Date Submitted \_\_\_\_\_  
 Magisterial District \_\_\_\_\_

*County of Prince Edward*

PLEASE PRINT OR TYPE

**PRINCE EDWARD COUNTY  
 APPLICATION  
 REQUEST FOR REZONING  
 REQUEST FOR AMENDMENT**

I, WE Paladin Medical Transport Inc  
 DO HEREBY PETITION THE BOARD OF SUPERVISORS OF THE COUNTY OF PRINCE EDWARD TO AMEND THE  
 COUNTY ZONING ORDINANCE BY:

       Modifying section(s) \_\_\_\_\_ of the ordinance as noted below. (See Schedule A)

Modifying the Zoning District Classification of the following described property from the A2  
 District(s), to the C1 District.

Location / Legal Description of Property: Deed Book / Page No. 1800/1460 or Instrument No. \_\_\_\_\_  
 Tax Map # 27088-1 & 27088-2 Subdivision, if applicable \_\_\_\_\_

If acreage, attach plat of property and a metes and bounds description.  
 Briefly describe the current use of the property.  
Commercial office building and garage/shop.

Provide on schedule A below a description of the proposed use and how such proposed amendment to the zoning ordinance relates to the County's Comprehensive Plan.  
 Provide on schedule B below a list of all property owners and their mailing addresses as shown on the County land records who are contiguous to and directly across the street from the parcel(s) proposed to be changed.

Owner(s) of Property  
 Name: Karen Haddaway

Karen Haddaway  
 Signature  
10-26-2023  
 Date

Address: 213 & 215 Bush River Drive, Farmville, VA 23901

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Owner(s) of Property  
 Name: \_\_\_\_\_

Signature  
 Date

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Schedule A

Describe the requested amendment to the Zoning Ordinance, (OR), Describe the relationship of the proposed re-zoning to the County's Comprehensive Plan.  
Please see the attachment A.

Schedule B

Contiguous property owner(s) to be affected by this proposed change.

Name  
Crossroads Community Services Board  
Carolynn and Corbett Bowman  
Prince Edward IDA

Address  
60 Bush River Dr, Farmville, VA 23901  
3205 Green Bay Rd, Green Bay, VA 23942  
PO Box 625 Farmville, VA 23901

NOTE: The above information must be supplied by the applicant. Failure to do so will void the application. Attach additional sheets, if necessary.

- Application Fee Re-zoning Permit \$300
- Application Fee Zoning Amendment \$300

Application Fee Received By Russell Date 10/26/2023  
 Cash  Check  # 081896

The above permit application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted.

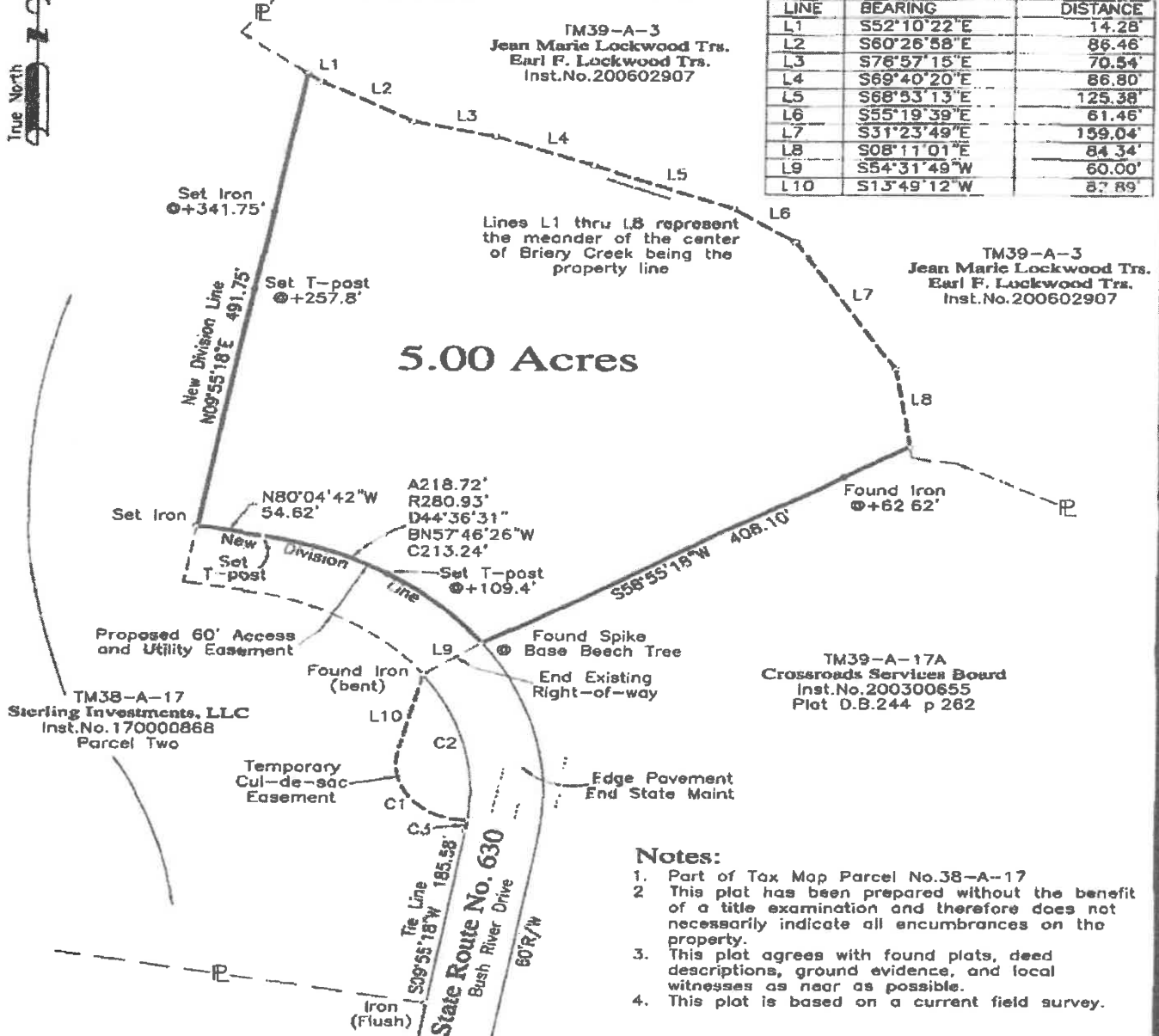
**All checks for payment should be made payable to: Treasurer, Prince Edward County, Virginia.**

Mail to: Department of Building & Zoning  
 P. O. Box 382  
 Farmville, VA 23901  
 (434) 392-8837



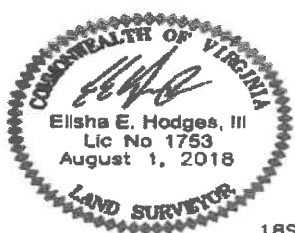
| CURVE | RADIUS  | ARC LENGTH | CHORD LENGTH | CHORD BEARING | DELTA ANGLE |
|-------|---------|------------|--------------|---------------|-------------|
| C1    | 80.00'  | 109.85'    | 95.01'       | S38°31'58"E   | 104°42'20"  |
| C2    | 220.93' | 163.45'    | 159.75'      | N14°16'32"W   | 42°23'18"   |
| C3    | 220.93' | 11.58'     | 11.58'       | S08°25'13"W   | 3°00'11"    |

| LINE | BEARING     | DISTANCE |
|------|-------------|----------|
| L1   | S52°10'22"E | 14.28'   |
| L2   | S60°26'58"E | 86.46'   |
| L3   | S76°57'15"E | 70.54'   |
| L4   | S69°40'20"E | 86.80'   |
| L5   | S68°53'13"E | 125.38'  |
| L6   | S55°19'39"E | 61.46'   |
| L7   | S31°23'49"E | 159.04'  |
| L8   | S08°11'01"E | 84.34'   |
| L9   | S54°31'49"W | 60.00'   |
| L10  | S13°49'12"W | 87.89'   |

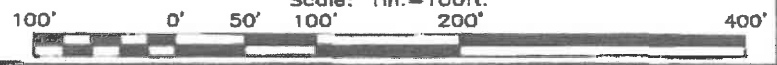


- Notes:**
1. Part of Tax Map Parcel No.38-A-17
  2. This plot has been prepared without the benefit of a title examination and therefore does not necessarily indicate all encumbrances on the property.
  3. This plot agrees with found plats, deed descriptions, ground evidence, and local witnesses as near as possible.
  4. This plot is based on a current field survey.

*[Signature]* 8/2/18  
Zoning Administrator



**Survey of**  
**Part of Tax Map Parcel No.38-A-17**  
Current Owner: Sterling Investments, LLC Inst.No.170000868  
Parcel Two  
Farmville District, Prince Edward County, Virginia  
August 1, 2018  
Scale: 1 in. = 100 ft.



**Maxy & Associates, P.C.**  
Land Surveyors • Engineers • Planners • Consultants  
P.O. Box 90 • Farmville Virginia 23901 • Tel:434-392-8827

18S0138  
FB1085-52

## **Attachment A**

Crossroads Community Services Board was organized in 1973 as a cooperative venture with the seven counties of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway and Prince Edward. Crossroads is a governing board with members appointed by each county Board of Supervisors. Crossroads is organized to prevent and treat the occurrence of mental illnesses, intellectual disabilities, substance use and co-occurring disorders and enhance the lives of children, adults and families who experience these conditions.

### **Proposed Plan for Property**

The proposed use for the property located at 213 and 215 Bush River Drive will be to provide Intellectually/Developmentally disabled individuals with Case Management services and Day Support services.

**Case Management** - Case management facilitates the achievement of client wellness and autonomy through advocacy, assessment, planning communication, education, resource management, medication management, and service facilitation. Case management has a staff of 16. Fourteen of the staff work (5) days remote. The case managers use the office space for completing paperwork and team meetings or initial client assessments. This will take place on the 2nd floor. Our model will be hoteling. The side entrance to the building can be assessed by wheelchair or walker, with handicap parking. The hours of operation will be 8:30 AM-5:00 PM.

**Day support program services**- assist adults who have a diagnosis of developmental disabilities to be more independent, learn new things, visit new places, and make friendships. These activities are achieved through skill building, activities of daily living, communication, and facilitate community integration. There will be approximately (3-4) staff working on the first floor of the space. The hours of operation are 7:30 AM-4:00 PM.

**Garage/Storage** - The plan for the building located at 215 is to serve as the Garage for the storing of at least (6) trucks, at least (6) automobiles and serve as a workspace for the (5) facility management team members. The hours of operation will be 7:30 AM-4:00 PM.

### **Current Program offerings at Crossroads Community Service Board**

Crossroads provides Emergency /Crisis Intervention Services 24/7. Preadmission screenings to determine the least restrictive environment to assist individuals in a psychiatric crisis.

Outpatient Services Counseling services to children and adults who experience emotional difficulties or mental illness, substance use or co-occurring disorders or who are at risk for developing mental illness.

Case Management Services provides assessments, ongoing support, monitoring, and linking individuals to other services on the individuals needs and interests.

Substance Use Services individual and group therapy, assessment, and referrals to detoxifications, inpatient, and 28-day residential services.

Youth and Family Services. Assessment, case management, and therapy services to children, youth, and families.

Piedmont Juvenile Detention Center Program clinical and case management services are provided to youth who have been voluntarily detained by the court system. Services include but are not limited to:

intake assessment, individual counseling, and psychoeducational group counseling. Services address both mental health and substance use concerns.

Town House psychosocial rehabilitation day program for individuals who experience the effects of mental illness, substance use or co-occurring disorders with an emphasis on the development of skills and the ability to function as independently as possible within their community.

Prevention/Education Services provides services to at-risk youth and families including community education, school-based programs, consultation, training sessions and targeted prevention programs.

Psychiatric/Medication Management Nursing Service psychiatric evaluations, consultations and medication management are provided for individuals in need of psychotropic medications. Nursing services are available to provide screenings, injections, phlebotomy, and consumer health education on healthy lifestyles.

Intellectual Disability Case Management the case management or support coordination services aids individuals and their families in accessing needed services that are responsive to the individuals needs.

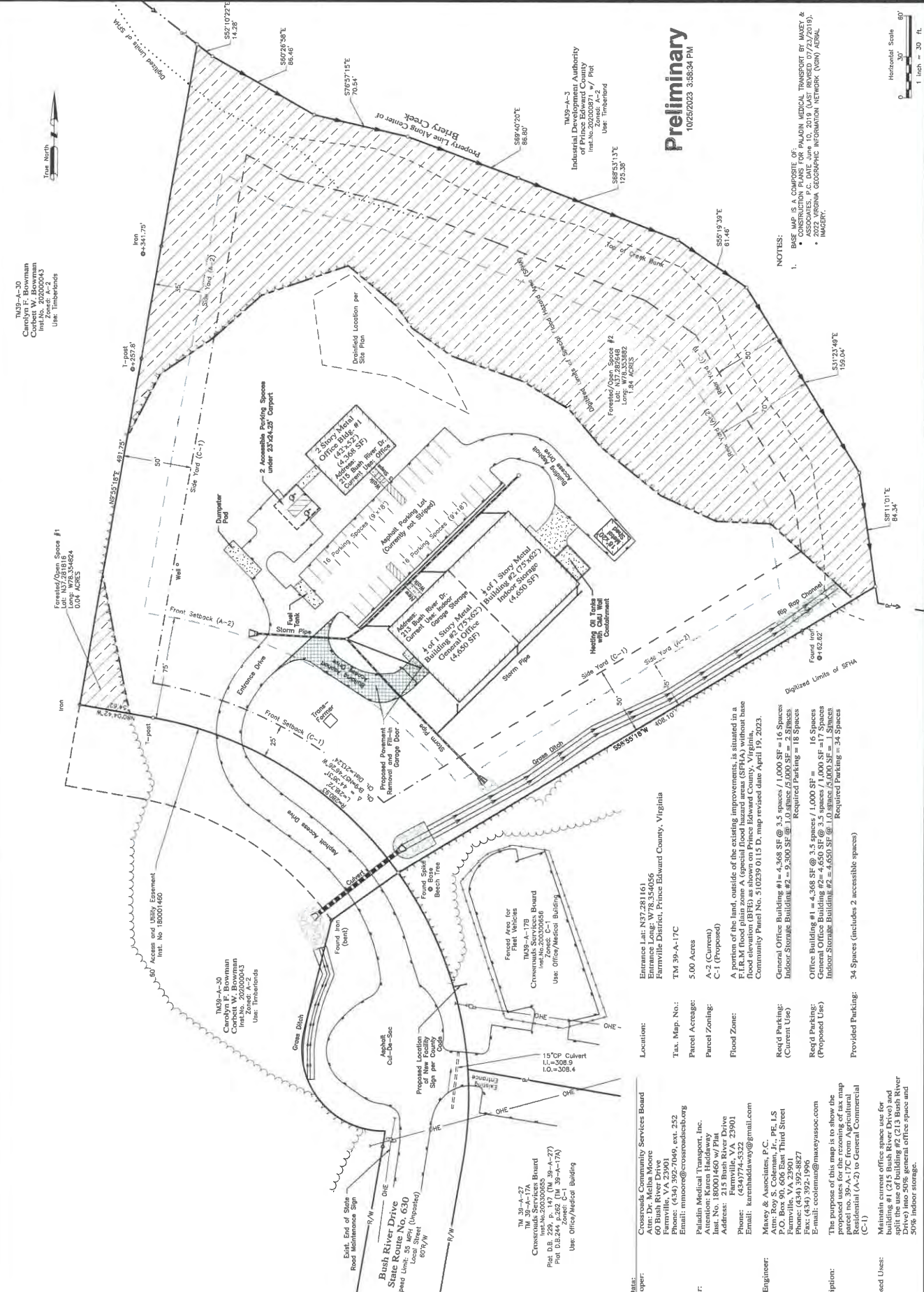
Charter Oak/KREST/Southside Enterprise each provides day support service programs consisting of training, assistance, and specialized supervision in the acquisition, retention, or improvement of self-help, socialization, and adaptive skills for adults with developmental disabilities. Services are provided in groups or individuals in nonresidential community-based settings.

Residential Services are operated by Crossroads in several group homes and HUD/Section 8 apartments.

OBRA Services The Omnibus Budget Reconciliation Act (OBRA) dates back to 1987. It was developed to ensure individuals residing in nursing facilities receive quality care and have access to specialized services that are not usually provided in nursing facilities. Individuals with mental illness, intellectual disabilities or developmental disabilities who live in nursing facilities across the Commonwealth receive OBRA specialized services.



|     |            |          |
|-----|------------|----------|
| NO. | DATE       | BY/APP'D |
| 1   | 04/25/2023 | JOM      |
| 2   | 04/25/2023 | JOM      |
| 3   |            |          |
| 4   |            |          |
| 5   |            |          |
| 6   |            |          |
| 7   |            |          |
| 8   |            |          |
| 9   |            |          |
| 10  |            |          |



TM39-A-30  
 Carolyn F. Bowman  
 Civil Engineer  
 License No. 202000043  
 Zone: A-2  
 Use: Timberlands

Entrance Lot: N2728161  
 Entrance Long: W78.354056  
 Farmville District, Prince Edward County, Virginia

TM39-A-17C  
 5.00 Acres  
 Parcel Acreage:  
 A-2 (Current)  
 C-1 (Proposed)

Flood Zone:  
 A portion of the land, outside of the existing improvements, is situated in a F.I.R.M flood plain zone A (special flood hazard area (SFHA)) without base flood elevation (BFE) as shown on Prince Edward County, Virginia, Community Panel No. 510259 0110 D, map revised date April 13, 2023.

Required Parking:  
 General Office Building #1 = 4,368 SF @ 3.5 spaces / 1,000 SF = 16 Spaces  
 Indoor Storage Building #2 = 9,300 SF @ 1.0 space / 1,000 SF = 9 Spaces  
 Office Building #1 = 4,368 SF @ 3.5 spaces / 1,000 SF = 16 Spaces  
 General Office Building #2 = 4,650 SF @ 3.5 spaces / 1,000 SF = 17 Spaces  
 Indoor Storage Building #2 = 4,650 SF @ 1.0 space / 1,000 SF = 5 Spaces  
 Required Parking = 34 Spaces  
 Provided Parking = 34 Spaces (includes 2 accessible spaces)

Proposed Uses:  
 Maintain current office space use for building #1 (215 Bush River Drive) and split the use of building #2 (213 Bush River Drive) into 50% general office space and 50% indoor storage.

Site Data:  
 Developer: Crossroads Community Services Board  
 Attn: Dr. Melba Moore  
 Phone: (434) 392-7049, ext. 252  
 Email: mmoores@crossroads.org  
 Owner: Paladin Medical Transport, Inc.  
 Attention: Karen Heidaway  
 License No. 181001680 w/PA  
 Address: Farmville, VA 23901  
 Phone: (434) 774-5322  
 Email: karenheidaway@gmail.com  
 Civil Engineer: Maxey & Associates, P.C.  
 Attn: Roy S. Coleman, Jr., PE, LS  
 License No. 202000043  
 Phone: (434) 392-8827  
 Fax: (434) 392-1996  
 E-mail: royc@maxeyassoc.com  
 Description: The purpose of this map is to show the proposed uses for the rezoning of tax map Residential (A-2) to General Commercial (C-1).  
 Proposed Uses: Maintain current office space use for building #1 (215 Bush River Drive) and split the use of building #2 (213 Bush River Drive) into 50% general office space and 50% indoor storage.

NOTES:  
 1. THIS MAP IS A COMPOSITE OF:  
 • CONSTRUCTION PLANS FOR PALADIN MEDICAL TRANSPORT BY MAXEY & ASSOCIATES, P.C. DATE June 10, 2019 (LAST REVISED 07/23/2019),  
 • PRINCE EDWARD COUNTY GEOSPATIAL INFORMATION NETWORK (VORN) AERIAL, MAXEY.

Scale:  
 Horizontal Scale  
 1 inch = 20 ft.

1 of 1



Please publish the following public hearing notice in **THE FARMVILLE HERALD** on Wednesday November 29, 2023, and Wednesday, December 6, 2023.

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### NOTICE OF PUBLIC HEARINGS

The Prince Edward County Board of Supervisors will hold the following **PUBLIC HEARING** on Tuesday, December 12, 2023, commencing at 7:30 p.m. in the Board of Supervisors Room, Prince Edward County Courthouse, 111 N. South Street, 3<sup>rd</sup> Floor, Farmville, Virginia, to receive citizen input prior to considering the following:

1. A request by Paladin Medical Transport, Inc. to rezone Tax Map Parcel 039-A-17C, located at the end of Bush River Drive (State Route 630), from A2, Agricultural Residential to C1, General Commercial to allow for offices that provide case management and day support services.

Citizen input for Public Hearings will be received through: (1) in-person participation; (2) remote participation by calling 1-844-890-7777, Access Code # 390313; or (3) by written comments mailed to P.O. Box 382, Farmville, VA 23901; via email to [board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us); or via facsimile at 434-392-6683. Based on the number of speakers, the Chair will determine the time allotted to each. Citizens may also view the monthly Board of Supervisors meeting live (no public input) at the County's YouTube Channel by using the link on County website under Meetings & Public Notices.

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

###



**BOARD OF SUPERVISORS**

Llew W. Gilliam, Jr.  
Chair

Pattie Cooper-Jones  
Vice Chair

J. David Emert  
Victor "Bill" Jenkins  
E. Harrison Jones  
Odessa H. Pride, Ed.D.  
Jerry R. Townsend  
B. VonCannon Watson



**COUNTY OF PRINCE EDWARD, VIRGINIA**

**Director of Planning and  
Community Development**

Robert Love  
Post Office Box 382  
111 N. South Street, 3<sup>rd</sup> Floor  
Farmville, VA 23901

Office: (434) 414-3037  
Fax: (434) 392-6683

rlove@co.prince-edward.va.us  
www.co.prince-edward.va.us

November 27, 2023

To: Property Owners

From: Robert Love, Director of Planning and Community Development

Subject: Rezoning Request – Paladin Medical Transport, Inc.

The Prince Edward County Board of Supervisors will hold a public hearing on Tuesday, December 12, 2023 at 7:30 p.m. to receive citizen input on a request by Paladin Medical Transport, Inc. to rezone Tax Map Parcel 039-A-17C, located at the end of Bush River Drive (State Route 630), from A2, Agricultural Residential to C1, General Commercial to allow for offices that provide case management and day support services.

You are receiving this notice because you own land in the vicinity of the property requested to be approved for the rezoning. Following the hearing the Prince Edward County Board of Supervisors may vote to recommend approval or denial of the request.

Instructions of how to listen or participate in the meeting and public hearing are contained on the reverse side of this letter. If you have any questions or comments, please do not hesitate to contact me at: 434-414-3037 or by email at: rlove@co.prince-edward.va.us

Respectfully,

Robert Love

Director of Planning and Community Development

**BOARD OF SUPERVISORS**

Llew W. Gilliam, Jr.  
Chair

Pattie Cooper-Jones  
Vice Chair

J. David Emert  
Victor "Bill" Jenkins  
E. Harrison Jones  
Odessa H. Pride, Ed.D.  
Jerry R. Townsend  
B. VonCannon Watson



**COUNTY OF PRINCE EDWARD, VIRGINIA**

**Director of Planning and  
Community Development**

Robert Love

Post Office Box 382  
111 N. South Street, 3<sup>rd</sup> Floor  
Farmville, VA 23901

Office: (434) 392-8837

Fax: (434) 392-6683

[rlove@co.prince-edward.va.us](mailto:rlove@co.prince-edward.va.us)

[www.co.prince-edward.va.us](http://www.co.prince-edward.va.us)

November 27, 2023

C. Scott Davis, Town Manager  
Town of Farmville, Virginia  
P.O. Box 368  
Farmville, VA 23901

From: Robert Love, Director of Planning and Community Development

Subject: Rezoning Request A2 to C1 – Paladin Medical Transport, Inc.

Dear Mr. Davis;

Per §15.2-2204 (C) of the Code of Virginia (1950), as amended, you are being sent written notification of a rezoning application as listed in the attached public notice which involves a parcel of land within one-half mile of a boundary with an adjoining locality.

The Prince Edward Board of Supervisors will hold a public hearing on December 12, 2023 at 7:30 p.m. to receive input on the requests. Instructions of how to listen or participate in the meeting and public hearing are contained on the reverse side of this letter.

If you have any questions or comments, please forward them to my attention no later than noon on the date of the public meeting. please do not hesitate to contact me at: 434-414-3037 or by email at: [rlove@co.prince-edward.va.us](mailto:rlove@co.prince-edward.va.us)

Respectfully,

Robert Love

Director of Planning and Community Development



# CROSSROADS

Community Services Board

---

December 12, 2023

County of Prince Edward  
Doug Stanley, County Administrator  
Llewellen Gilliam, Jr., Chairman  
P. O. Box 382  
Farmville, VA 23901-0382

Good evening, Chairman Gilliam, Board of Supervisors, County Administrator Stanley and members of the community, please forgive my absence from this evening's meeting, I am away from the office traveling. My name is Dr. Melba R. Moore, Executive Director of Crossroads Community Services Board. I am providing written remarks in support of modifying the Zoning District Classification of the following described properties (213 and 215 Bush River Drive) from the A2 District to the C1 District.

It is my pleasure to provide these remarks in requesting your support of my organization, Crossroads Community Services Board: During the past 19 months, the Crossroads Community Services Board has undergone a process of modernization of the Human Resource Performance Management, Financial and Telecommunications system. In this same vein, it was necessary to think about the feasibility in consolidating to co-locate programs on or near the existing campus.

When the 213 and 215 properties became available, it was a perfect time to pursue executing the vision of co-locating some preexisting services to the area. Due to some technological challenges the current location of the existing services will no longer be supported by the new telecommunications system.

The proposed plan for the property will be to provide office space to render services to the Intellectually/Developmentally disabled population through Case Management and Day Support services. A portion of the garage facility will be utilized for available offices, conference room and storage. The hours of operation will be from 7:30 AM-5:00 PM Monday through Friday.

I ask for your positive vote to grant rezoning of 213 and 215 Bush River Drive. Your continued support and commitment to playing a vital role in the modernization of Crossroads Community Services Board is extremely important to me.

Thank You,

*Dr. Melba R. Moore*

The following is an excerpt of the minutes of the regular meeting of the Prince Edward County Planning Commission held November 21, 2023.

**In Re: Public Hearing – Rezoning A2 to C1 – Paladin Medical Transport Inc.**

Chairman Pregelmann announced this was the date and time scheduled to receive citizen input prior to considering a request to rezone Tax Map Parcel 038-A-17C, located at the end of Bush River Drive (State Route 630), from A2, Agricultural Residential to C1, General Commercial, to allow for offices that provide case management and day support services. Notice of this hearing was advertised according to law in the Wednesday, November 8, 2023 and Wednesday, November 15, 2023 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Robert Love said the County has received an application request by Paladin Medical Transport, Inc. to rezone Tax Map Parcel 039-A-17C, located at the end of Bush River Drive (State Route 630), from A2, Agricultural Residential to C1, General Commercial to allow for offices that provide case management and day support services.

This parcel is contiguous with the existing C1, General Commercial District and would not be considered spot zoning.

County staff is of the opinion the use is generally compatible with the zoning district and that the rezoning of this parcel would be in harmony and will have minimal impacts on surrounding properties as far as traffic and noise. Mr. Love stated he received no comments in support of or against this request.

Mr. Love said there will be renovations inside the buildings, with no major work outside. There may be a sign requested in the future.

Commissioner Sandlin asked if the ambulance is still in operation. Mr. Love said it is not; the buildings will be used for case management. Discussion followed.

Dr. Melba Moore, Executive Director of Crossroads Community Services Board, stated the intent is to bring the existing case management offices currently located in Rice to the full campus of Crossroads, to provide full services to clients at one location.

Chairman Pregelmann opened the public hearing.

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

Commissioner Weiss made a motion, seconded by Commissioner Paige, to recommend to the Board of Supervisors approval of the request by Paladin Medical Transport, Inc., to amend the Prince Edward County Zoning Map and rezone approximately 5.00 +/- acres from A2, Agricultural Residential to C1, General Commercial; the motion carried:

|         |                           |             |
|---------|---------------------------|-------------|
| Aye:    | Llew W. Gilliam, Jr.      | Nay: (None) |
|         | Whitfield M. Paige        |             |
|         | John "Jack" W. Peery, Jr. |             |
|         | John Pregelmann           |             |
|         | Teresa Sandlin            |             |
|         | Rhett Weiss               |             |
|         | Henry Womack              |             |
| Absent: | Brad Fuller               |             |
|         | Clifford Jack Leatherwood |             |

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 12  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley/Sarah Elam Puckett  
**Agenda Item:** Department Year-End Updates

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**Summary:** Every December is a good opportunity for County department directors provide an update to the Board on the accomplishments of their departments and an overview of the work completed during 2023.

The following department directors will join the Board at its December 12<sup>th</sup> meeting:

- |                                     |                 |
|-------------------------------------|-----------------|
| a. Animal Control                   | Adam Mumma      |
| b. Building Official                | Phillip Moore   |
| c. Economic Development & Tourism   | Chelsey White   |
| d. Emergency Management             | Trey Pyle       |
| e. General Properties               | Randy Cook      |
| f. Information Technology           | Shawn Howard    |
| g. Planning & Community Development | Robert Love     |
| h. Social Services                  | Kimberley Allen |
| i. Solid Waste                      | Jeff Jones      |

**Attachments:**

**Recommendation:**

**SAMPLE MOTION:**

|              |                    |               |                |
|--------------|--------------------|---------------|----------------|
| Motion _____ | Cooper-Jones _____ | Gilliam _____ | Pride _____    |
| Second _____ | Emert _____        | Jenkins _____ | Townsend _____ |
|              |                    | Jones _____   | Watson _____   |

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 13-a  
**Department:** Finance/HR  
**Staff Contact:** Cheryl Stimpson  
**Agenda Item:** School Board Appropriations – Authorize Public Hearing

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**SUMMARY:**

On December 1, 2023, the County Administrator received a letter from the School Board requesting appropriation of \$5,166,614.41 to the school CARES ACT budget. The County Administrator also received a request to appropriate \$1,071,002.32 to the school’s operating budget for FY24. For these transactions to take place, the Board will have to authorize a public hearing to amend the FY24 County and School Budgets by the amount of \$6,237,616.37 and then 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, then the locality must advertise the amendment at least seven days prior to the public hearing. The County’s currently approved FY24 budget is currently \$69,732,747, which means we exceed the one percent threshold.

**COST:** There is no anticipated cost, except the cost of publishing the public hearing notice.

**ATTACHMENT:** Requests from Superintendent, Dr. Barbara A. Johnson.

**RECOMMENDATION:** The Board of Supervisors will wish to authorize a public hearing for its January 2024 meeting prior to acting on the appropriations for the school’s CARES ACT budget and school’s operating budget.

**SAMPLE MOTION:** I move that the Board of Supervisors authorize advertising a public hearing on the amendment to the school’s FY24 CARES Act budget and operating budget to appropriate funding.

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Gilliam \_\_\_\_\_ Pride \_\_\_\_\_  
Second \_\_\_\_\_ Emert \_\_\_\_\_ Jenkins \_\_\_\_\_ Townsend \_\_\_\_\_  
Jones \_\_\_\_\_ Watson \_\_\_\_\_

# PRINCE EDWARD COUNTY PUBLIC SCHOOLS

## School Board

December 1, 2023

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 \$5,166,614.41 to the CARES ACT budget for the 2023-2024 school year. The Cares Act funds were approved by the Board at the School Board Work Session on March 22, 2023. There is no local match required for this appropriation.

### Cares Act Funding

#### Revenues:

|                                 |                 |
|---------------------------------|-----------------|
| ESSER II - CRRSA                | \$ 425,222.57   |
| ESSER III - ARP - Division      | \$ 4,279,905.97 |
| ESSER III - ARP Teal            | \$ 20,000.00    |
| ESSER III - Before and After    | \$ 55,924.49    |
| ESSER III - Unfinished Learning | \$ 385,561.38   |
| Cares Act Funding Total         | \$ 5,166,614.41 |

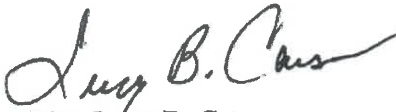
### Cares Act Funding

#### Expenditures:

|             |                 |
|-------------|-----------------|
| Instruction | \$ 5,166,614.41 |
|-------------|-----------------|

Thank you for your consideration of this request.

Respectfully submitted,



Mrs. Lucy B. Carson  
Chairperson, School Board

LBC/vmj

UNITED IN EXCELLENCE

pc: School Board Members

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

# PRINCE EDWARD COUNTY PUBLIC SCHOOLS

## School Board

November 8, 2023

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 state funds in the amount of \$1,071,002.32 to the School Operating budget for the FY2023-2024 school year. There is no local match required for this appropriation.

- \$1,013,758.00 – Additional Appropriation FY2023-2024
  - ALL in Virginia: \$978,601.00
  - Basic Aid/Mentor Teacher Program: \$35,157.00
- \$24,000.00 – Additional Appropriation FY2023-2024 – Competitive Faculty Grant
- \$11,983.32 – Additional Appropriation FY2023-2024 – Title V Funds
- \$21,261.00 – Carry-Over Funds – SPED Pre-School Handicap Funds

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

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UNITED IN EXCELLENCE

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 9, 2023  
**Item #:** 13-b  
**Department:** Finance/HR  
**Staff Contact:** Cheryl Stimpson  
**Agenda Item:** National Opioid Settlement

**Summary:**

Prince Edward County has received funds totaling \$10,826.29 from the Opioid Settlement Fund Trust. The County is required to use these funds for opioid remediation.

**FY24 BUDGET SUPPLEMENTS**

| Rev/Exp | Fund | Dept   | Object | Description                | Debit       | Credit      |
|---------|------|--------|--------|----------------------------|-------------|-------------|
| 3 (Rev) | 100  | 018990 | 0056   | National Opioid Settlement |             | \$10,826.29 |
| 4 (Exp) | 100  | 052400 | 5601   | Opioid Remediation         | \$10,826.29 |             |

**Recommendation:** Approve the FY24 Budget supplement and appropriate the same funds.

**SAMPLE MOTION: I MOVE THAT THE BOARD OF SUPERVISORS APPROVE THE BUDGET SUPPLEMENT REQUEST AND APPROPRIATE THE SAME FUNDS.**

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

Cooper-Jones \_\_\_\_\_  
 Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
 Jenkins \_\_\_\_\_  
 Jones \_\_\_\_\_

Pride \_\_\_\_\_  
 Townsend \_\_\_\_\_  
 Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 13-c  
**Department:** Finance/HR  
**Staff Contact:** Cheryl Stimpson  
**Agenda Item:** Authorize Payment for Sheriff's Department Vehicle Equipment

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**Summary:**

At the September 12, 2023, Board of Supervisors meeting, the Board approved carryover funds from the FY23 to the FY24 budget in the amount of \$141,139.16. The Sheriff's department intended to use those funds to outfit new vehicles that were to be purchased in FY23, however, the purchase was not made prior to the closeout of the fiscal year. The Sheriff's department has received a quote from Sheehy Ford in the amount of \$94,574.04 for the equipment necessary to outfit those new vehicles. The Board is asked to approve the \$94,574.04 for the purchase of the equipment and allow the County Administrator to execute any documents necessary for the purchase of the equipment.

**Attachment:** Purchase Order and detailed equipment quote per vehicle.

**Recommendation:** Approve the amount of \$94,574.04 for the equipment purchase and allow the County Administrator to execute the documents for the purchase of the equipment.

**SAMPLE MOTION: I MOVE THAT THE BOARD OF SUPERVISORS APPROVE THE AMOUNT OF \$94,574.04 FOR EQUIPMENT FOR THE SHERIFF'S DEPARTMENT AND ALLOW THE COUNTY ADMINISTRATOR TO SIGN ANY NECESSARY DOCUMENTS.**

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Gilliam \_\_\_\_\_ Pride \_\_\_\_\_  
Second \_\_\_\_\_ Emert \_\_\_\_\_ Jenkins \_\_\_\_\_ Townsend \_\_\_\_\_  
Jones \_\_\_\_\_ Watson \_\_\_\_\_



## Sheehy Ford - Municipal Sales & Service

641 Johnston Willis Drive - Richmond, VA 23236-3954

Phone: (804) 419-1364 - Fax: (804) 378-3685

# QUOTE

|                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |        |           |           |         |           |             |  |           |  |              |  |     |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|-----------|-----------|---------|-----------|-------------|--|-----------|--|--------------|--|-----|------------------|
| <b>Sold To:</b> Prince Edward CSO<br>124 N. Main Street, 1st Floor<br>Farmville, VA 23901                                                                                                                                                                                   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">R.O. No:</td><td></td></tr> <tr><td>Date</td><td style="text-align: center;">11/16/23</td></tr> <tr><td>Quote #</td><td style="text-align: center;">AAAQ12195</td></tr> <tr><td>P.O. Number</td><td></td></tr> <tr><td>C/ I Pay:</td><td></td></tr> <tr><td>Customer No:</td><td></td></tr> <tr><td>Rep</td><td style="text-align: center;">Sebastian Tulasz</td></tr> </table> | R.O. No: |        | Date      | 11/16/23  | Quote # | AAAQ12195 | P.O. Number |  | C/ I Pay: |  | Customer No: |  | Rep | Sebastian Tulasz |
| R.O. No:                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |        |           |           |         |           |             |  |           |  |              |  |     |                  |
| Date                                                                                                                                                                                                                                                                        | 11/16/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |        |           |           |         |           |             |  |           |  |              |  |     |                  |
| Quote #                                                                                                                                                                                                                                                                     | AAAQ12195                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |        |           |           |         |           |             |  |           |  |              |  |     |                  |
| P.O. Number                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |        |           |           |         |           |             |  |           |  |              |  |     |                  |
| C/ I Pay:                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |        |           |           |         |           |             |  |           |  |              |  |     |                  |
| Customer No:                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |        |           |           |         |           |             |  |           |  |              |  |     |                  |
| Rep                                                                                                                                                                                                                                                                         | Sebastian Tulasz                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |        |           |           |         |           |             |  |           |  |              |  |     |                  |
| <b>Contact:</b> David Wilmoth<br><br><b>Phone:</b> (434) 392-8101 Ext.<br><b>Fax:</b> (434) 392-6730                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |        |           |           |         |           |             |  |           |  |              |  |     |                  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Year:</td> <td style="width: 15%;">Make:</td> <td style="width: 15%;">Model:</td> <td style="width: 15%;">V.I.N.</td> <td style="width: 15%;">Stock No:</td> </tr> </table> | Year:                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Make:    | Model: | V.I.N.    | Stock No: |         |           |             |  |           |  |              |  |     |                  |
| Year:                                                                                                                                                                                                                                                                       | Make:                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Model:   | V.I.N. | Stock No: |           |         |           |             |  |           |  |              |  |     |                  |

| QTY | Part Number  | Product Description                                                                                                                                                                                     | Unit Price | Ext. Price | Shipping | Labor | Outside Contractor |
|-----|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|----------|-------|--------------------|
|     |              | <b>Vehicle- Marked Unit</b>                                                                                                                                                                             |            |            | \$0.00   | 0.00  |                    |
|     |              | <b>TINT</b>                                                                                                                                                                                             |            |            | \$0.00   | 0.00  |                    |
| 1   | TINT         | Tint Front Windows to match Rear Glass at 35%.                                                                                                                                                          | \$185.00   | \$185.00   | \$0.00   | 0.00  | 0.00               |
|     |              | <b>UPFIT</b>                                                                                                                                                                                            |            |            | \$0.00   | 0.00  |                    |
| 1   | Tremco       | Anti-Theft System Utility-Explorer                                                                                                                                                                      | \$142.40   | \$142.40   | \$0.97   | 1.00  | 0.00               |
| 1   | 380830       | Bosch Style Ignition Relay. 75A SPST,12V.                                                                                                                                                               | \$40.89    | \$40.89    | \$0.00   | 1.00  | 0.00               |
| 2   | 615506-6     | 6 Way Fuse Blocks, Required For Installation Of Emergency Equipment With One Fuse Block Hot All The Time And One Fuse Block Ignition Controlled                                                         | \$16.58    | \$33.16    | \$0.00   | 2.00  | 0.00               |
| 1   | SMS20FPIUSWS | Enable 4 Standard Optioned Steering Wheel Switches. Includes (3) HD Relays and Pigtails with Red LED Indicator on console.                                                                              | \$70.00    | \$70.00    | \$0.00   | 1.25  | 0.00               |
| 1   | SMS20FPIU    | Enable Factory Wig-Wags and Disable Wig-Wags once parking lights are active.(VA Code)                                                                                                                   | \$0.00     | \$0.00     | \$0.00   | 1.00  | 0.00               |
|     |              | <b>FRONT END PUSH BUMPER/LIFGTING</b>                                                                                                                                                                   |            |            | \$0.00   | 0.00  |                    |
| 1   | TLI2D        | T-Series DUO ION Super LED, Whelen, Surface Mount Lighthouse, Red/White, black flange, Scan-Lock Flash Patterns, 4 wire pigtail. MOUNTED IN THE FOG LIGHT AREA DRIVERS SIDE                             | \$102.06   | \$102.06   | \$0.00   | 1.00  | 0.00               |
| 1   | TLI2E        | T-Series DUO ION Super LED, Whelen, Surface Mount Lighthouse, Blue/White, black flange, Scan-Lock Flash Patterns, 4 wire pigtail.MOUNTED IN THE FOG LIGHT AREA PASS SIDE                                | \$102.06   | \$102.06   | \$0.00   | 1.00  | 0.00               |
| 1   | 36-2125      | 2020 PI Utility Westin Push Bumper Elite                                                                                                                                                                | \$292.31   | \$292.31   | \$36.00  | 2.00  | 0.00               |
| 1   | 36-6005W2    | Westin Ion 2 Light Channel 23.5" Long                                                                                                                                                                   | \$33.40    | \$33.40    | \$0.00   | 0.00  | 0.00               |
| 1   | 36-2125W     | Westin Headlight/Wing Wrap Elite for 2020 PI Utility. (Requires Pit Bar to be purchased with Push Bumper to work).                                                                                      | \$149.94   | \$149.94   | \$26.00  | 1.50  | 0.00               |
| 1   | 36-2125PB    | Westin Elite Pit Bar for 2020 PI Utility                                                                                                                                                                | \$375.56   | \$375.56   | \$32.00  | 1.50  | 0.00               |
| 1   | I2D          | ION, DUO, Whelen, LED, Red/White, Super-Series LED Light, Scan-Lock Flash Patterns, (1) 4-Wire Pig Tail), Black Housing. WIRE RED TO FLASH, and WIRE WHITE FOR STEADY BURN. MOUNTED IN LIGHT CHANNEL.   | \$105.30   | \$105.30   | \$3.65   | 1.00  | 0.00               |
| 1   | I2E          | ION, DUO, Whelen, LED, Blue/White, Super-Series LED Light, Scan-Lock Flash Patterns, (1) 4-Wire Pig Tail), Black Housing. WIRE BLUE TO FLASH, and WIRE WHITE FOR STEADY BURN. MOUNTED IN LIGHT CHANNEL. | \$105.30   | \$105.30   | \$3.65   | 1.00  | 0.00               |

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Quote No: AAAQ12195

| QTY | Part Number    | Product Description                                                                                                                                                                                                                                                                                     | Unit Price | Ext. Price | Shipping | Labor | Outside Contractor |
|-----|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|----------|-------|--------------------|
| 1   | VTX609C        | Whelen, Vertex, "CLEAR" (Sold In Pairs), Hide-A-Way Super-LED Lights, Single Self Contained Lighthoods With 25 Scan-Lock Flash Patterns & Steady Burn. MOUNTED IN HEADLAMP OEM LOCATION FOR SIDE INTERSECTION.                                                                                          | \$142.24   | \$142.24   | \$7.25   | 2.00  | 0.00               |
| 1   | VTXADAPT       | Twist-In Adapter for use with Ford Factory Prep Option(SOLD IN PAIRS)                                                                                                                                                                                                                                   | \$15.12    | \$15.12    | \$0.00   | 0.00  | 0.00               |
| 1   | CEM16          | 16 Output, 4 Input WeCanX Expansion Module                                                                                                                                                                                                                                                              | \$149.58   | \$149.58   | \$0.00   | 2.50  | 0.00               |
|     |                | <b>SIREN CONTROLLER</b>                                                                                                                                                                                                                                                                                 |            |            | \$0.00   | 0.00  |                    |
| 1   | C399           | Cencom Core. Amplifier Control Module, Flashing Outputs, Includes 3 WeCanX Ports, and Controls up to 99 Devices/Remote Modules, Control Heads Purchased Separately                                                                                                                                      | \$724.68   | \$724.68   | \$0.00   | 4.50  | 0.00               |
| 1   | 61B            | Ford OEM ODBII Bypass Harness. Needed for reading vehicle CAN signals associated with Whelen CORE and CARBIDE Siren Controllers.                                                                                                                                                                        | \$0.00     | \$0.00     | \$0.00   | 0.50  | 0.00               |
| 1   | C399K1         | OBID II CANPORT for 2016-2019 Ford Interceptor Utility, 2020 Ford Interceptor Utility used with Factory Option 61B, 2016-2020 Ford F-150, 2018-2019 Ford, F-250/350/450/550, Expedition and Transit 150/250/350, 2017-2019 Ford Fusion (All Models), 2020 Ford Fusion Hybrid and 2016-2017 Dodge Charge | \$90.18    | \$90.18    | \$0.00   | 0.00  | 0.00               |
| 1   | CCTL6          | Cencom Core Controller. Includes 3 Section Control Head and 8 Push-Buttons, 4-Position Slide Switch with a 7-Position Rotary Knob. Manual, Airhorn Plus 3 Traffic Advisor Switches and Microphone with Extension Cable                                                                                  | \$291.85   | \$291.85   | \$0.00   | 0.00  | 0.00               |
| 1   | CHWLFE29       | WCX Howler for 2020+ PI Utility. Low frequency Siren Amplifier                                                                                                                                                                                                                                          | \$388.26   | \$388.26   | \$0.00   | 3.00  | 0.00               |
|     |                | <b>LIGHTBAR</b>                                                                                                                                                                                                                                                                                         |            |            | \$0.00   | 0.00  |                    |
| 1   | EB2DEDE        | 54" Legacy WCX DUO Lightbar. Red/Blue Emergency Lighting with White Override "Flood Feature" in Front and on Corners. Red/Blue Emergency with Amber T/A Override in the Rear.                                                                                                                           | \$2,367.36 | \$2,367.36 | \$16.00  | 2.00  | 0.00               |
|     |                | <b>CONSOLE / DOCKING STATION</b>                                                                                                                                                                                                                                                                        |            |            | \$0.00   | 0.00  |                    |
| 1   | 60CREGCS       | 6" Round Extremely Low Profile Interior Red/White Dome Light. MOUNTED IN CABIN AREA ABOVE CENTER CONSOLE.                                                                                                                                                                                               | \$131.76   | \$131.76   | \$0.00   | 1.25  | 0.00               |
| 1   | C-VS-1012-INUT | Console, 22", Havis Shield, for 2020 Ford PI Utility, 10 inch angled, 12 inch rear horizontal space, includes; OEM USB and lighter plug cutout , two (2) additional 12 volt sockets with wire and fuse, rocker switch or dual USB charge module cutout, OEM parking brake relocation cutout             | \$391.30   | \$391.30   | \$50.00  | 1.50  | 0.00               |
| 1   | CM009785-1     | HVAC Relocation Bracket Kit, Havis Shield, Option used in C-VS-1012-INUT console if vehicle is equipped with rear HVAC controller                                                                                                                                                                       | \$45.84    | \$45.84    | \$4.78   | 0.50  | 0.00               |
| 1   | C-EB40-CCS-1P  | 4" 1-Piece Equipment Mounting Bracket Fits Whelen Cencom CCSRN, CCSRNTA, MPC03                                                                                                                                                                                                                          | \$0.00     | \$0.00     | \$0.00   | 0.00  | 0.00               |
| 3   | C-EB30-CDS-1P  | EQUIPMENT"FLUSH MOUNTING" BRACET 1 PIECE CDM750 1250                                                                                                                                                                                                                                                    | \$0.00     | \$0.00     | \$0.00   | 0.00  | 0.00               |
| 1   | CUP2-1001      | Self-Adjusting Double Cup Holder. Self-adjusts to fit cups up to 3.5" in diameter. Occupies 4-inches of equipment bracket space, with a depth of 3-inches                                                                                                                                               | \$43.55    | \$43.55    | \$0.00   | 0.00  | 0.00               |
| 1   | C-LP-3         | 2", 3 Lighter Plug Outlets                                                                                                                                                                                                                                                                              | \$35.97    | \$35.97    | \$3.26   | 0.50  | 0.00               |
| 1   | C-USB-3        | USB-C & USB Type A Dual Port Charger                                                                                                                                                                                                                                                                    | \$51.42    | \$51.42    | \$0.00   | 0.50  | 0.00               |
| 1   | C-AP-0325-1    | 3", Storage Box, 2.5"                                                                                                                                                                                                                                                                                   | \$33.15    | \$33.15    | \$4.35   | 0.00  | 0.00               |
| 1   | C-ARM-103      | Armrest (For Top Mount Console), Large Pad, Height Adjustable Flip-up Hinge. (Rear Mounted on Console)                                                                                                                                                                                                  | \$118.30   | \$118.30   | \$0.00   | 0.25  | 0.00               |

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| QTY | Part Number              | Product Description                                                                                                                                                                                                                                            | Unit Price | Ext. Price | Shipping | Labor | Outside Contractor |
|-----|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|----------|-------|--------------------|
| 1   | C-MD-112                 | Swing Arm With Motion Adapter ,Heavy duty mount, 11 inch Slide out, Tilt/swivel                                                                                                                                                                                | \$238.55   | \$238.55   | \$0.00   | 0.25  | 0.00               |
| 3   | C-MCB                    | Bracket, Havis, Mic Clip                                                                                                                                                                                                                                       | \$12.35    | \$37.05    | \$0.00   | 0.00  | 0.00               |
| 3   | 425-3816                 | Magnetic Mic Mount, Single Pack, Jotto Desk,                                                                                                                                                                                                                   | \$35.50    | \$106.50   | \$2.00   | 0.00  | 0.00               |
| 1   | MNT-PRN-UR-HA<br>B-PI-20 | Ultra Rugged Printer Mount for 2020 PIU Headrest                                                                                                                                                                                                               | \$225.00   | \$225.00   | \$5.00   | 1.00  | 0.00               |
| 1   | MNT-PRN-UR-HP<br>-PJ     | Ultra Rugged Printer Adapter Mount Plate for Pock<br>Jet                                                                                                                                                                                                       | \$492.00   | \$492.00   | \$0.00   | 0.50  | 0.00               |
| 1   | PJ762                    | Brother Pocket Jet 7                                                                                                                                                                                                                                           | \$597.00   | \$597.00   | \$5.00   | 0.50  | 0.00               |
| 1   | 14331                    | Power Adapter LB3690                                                                                                                                                                                                                                           | \$58.00    | \$58.00    | \$0.00   | 1.00  | 0.00               |
| 1   | 14831                    | PocketJet Printer USB Cable                                                                                                                                                                                                                                    | \$37.00    | \$37.00    | \$0.00   | 0.00  | 0.00               |
| 1   | 75454                    | Streamlight Stinger DS C4 LED with 120V AC & DC<br>Cords - 2 Chargers - Black                                                                                                                                                                                  | \$175.95   | \$175.95   | \$12.00  | 0.75  | 0.00               |
| 1   | CG-X                     | Charge Guard-Select, Havis Shield, Self Contained<br>Unit Provides Circuit Protection For Vehicle Power<br>System, Regulated By a Programmable Timer, LED<br>Indicates Under And Over Voltage Coditions,<br>Protects Mobile Electronics From Voltage Anomalies | \$69.55    | \$69.55    | \$3.25   | 1.00  | 0.00               |
|     |                          | <b>SIDE / REAR LIGHTING</b>                                                                                                                                                                                                                                    |            |            | \$0.00   | 0.00  |                    |
| 1   | IONR                     | Whelen, ION, "RED" Super-Series LED Light,<br>Scan-Lock Flash Patterns, (Includes Universal Mount<br>and (1) 4-Wire Pig Tail) MOUNTED & CENTERED<br>IN SIDE CARGO WINDOW DRIVER SIDE.                                                                          | \$90.72    | \$90.72    | \$3.65   | 1.00  | 0.00               |
| 1   | IONB                     | Whelen, ION, "BLUE" Super-Series LED Light,<br>Scan-Lock Flash Patterns, (Includes Universal Mount<br>and (1) 4-Wire Pig Tail). MOUNTED & CENTERED<br>IN SIDE CARGO WINDOW PASS SIDE.                                                                          | \$90.72    | \$90.72    | \$3.65   | 1.00  | 0.00               |
| 1   | VTX9D                    | Red/White DUO Vertex (Sold In Pairs). MOUNTED<br>INTO THE "REVERSE" and "TURN SIGNAL" AREA<br>OF THE TAIL LAMP. RED FOR EMERGENCY.<br>WHITE FOR BACK UP/SCENE LIGHT ONLY ONE<br>IN DRIVER SIDE ONE IN PASS SIDE                                                | \$133.92   | \$133.92   | \$0.00   | 2.25  | 0.00               |
| 1   | VTX9E                    | Blue/White DUO Vertex (Sold In Pairs). MOUNTED<br>INTO THE "REVERSE" and "TURN SIGNAL" AREA<br>OF THE TAIL LAMP. BLUE FOR EMERGENCY.<br>WHITE FOR BACK UP/SCENE LIGHT ONLY ONE<br>IN DRIVER SIDE ONE IN PASS SIDE                                              | \$133.92   | \$133.92   | \$0.00   | 2.25  | 0.00               |
| 1   | IONR                     | Whelen, ION, "RED" Super-Series LED Light,<br>Scan-Lock Flash Patterns, (Includes Universal Mount<br>and (1) 4-Wire Pig Tail) MOUNT IN REAR HATCH<br>AT THE TOP CENTER SECTION AROUND THIRD<br>BRAKE LIGHT. DRIVER SIDE                                        | \$90.72    | \$90.72    | \$3.65   | 1.00  | 0.00               |
| 1   | IONB                     | Whelen, ION, "BLUE" Super-Series LED Light,<br>Scan-Lock Flash Patterns, (Includes Universal Mount<br>and (1) 4-Wire Pig Tail). MOUNT IN REAR HATCH<br>AT THE TOP CENTER SECTION AROUND THIRD<br>BRAKE LIGHT PASS SIDE                                         | \$90.72    | \$90.72    | \$3.65   | 1.00  | 0.00               |
| 1   | TLIR                     | T-Series ION Super LED, Whelen, Surface Mount<br>Lighthead, (Sold in Pairs) Red, black flange,<br>Scan-Lock Flash Patterns, 4 wire pigtail.MOUNTED<br>AROUND LICENSE PLATE IN VERTICAL<br>OREIENTATION DRIVER SIDE                                             | \$111.78   | \$111.78   | \$0.00   | 1.00  | 0.00               |
| 1   | TLIB                     | T-Series ION Super LED, Whelen, Surface Mount<br>Lighthead, (Sold in Pairs) Blue, black flange,<br>Scan-Lock Flash Patterns, 4 wire pigtail. MOUNTED<br>AROUND LICENSE PLATE IN VERTICAL<br>OREIENTATION PASS SIDE                                             | \$111.78   | \$111.78   | \$0.00   | 1.00  | 0.00               |
| 1   | CEM16                    | 16 Output, 4 Input WeCanX Expansion Module                                                                                                                                                                                                                     | \$149.58   | \$149.58   | \$0.00   | 2.50  | 0.00               |
|     |                          | <b>SUPPLIED EQUIPMENT / ANTENNAS</b>                                                                                                                                                                                                                           |            |            | \$0.00   | 0.00  |                    |
| 1   | SUP-RADIOS               | Installation of (3) Customer Supplied Radios                                                                                                                                                                                                                   | \$0.00     | \$0.00     | \$0.00   | 7.50  | 0.00               |

Continued on Next Page

| QTY | Part Number     | Product Description                                                                                                                                                                                               | Unit Price | Ext. Price | Shipping | Labor | Outside Contractor |
|-----|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|----------|-------|--------------------|
| 1   | SUP-RADAR       | Install of Customer Radar                                                                                                                                                                                         | \$0.00     | \$0.00     | \$0.00   | 3.00  | 0.00               |
| 1   | SUP-DVR         | Installation of Customer Supplied DVR                                                                                                                                                                             | \$0.00     | \$0.00     | \$0.00   | 3.00  | 0.00               |
| 1   | SUP-SIR         | Installation of Customer Supplied Low Band Radion                                                                                                                                                                 | \$0.00     | \$0.00     | \$0.00   | 2.50  | 0.00               |
| 1   | SUP-NNTN7618    | Installation of Customer Supplied Hand Held radio Charger Kit                                                                                                                                                     | \$0.00     | \$0.00     | \$0.00   | 1.00  | 0.00               |
| 1   | SUP-MODEM       | Installation of Customer Supplied Modem                                                                                                                                                                           | \$0.00     | \$0.00     | \$0.00   | 2.00  | 0.00               |
| 1   | SUP-AXON        | Install of Customer Supplied Axon Camera System( IF AQUIRED BY CUSTOMER, NOT SURE DEAL AS OF YET.)                                                                                                                | \$0.00     | \$0.00     | \$0.00   | 5.00  | 0.00               |
| 1   | RFMT-NT-HF-DS   | Low Band Roof Mount Antenna, Sti-co, tuned to 39.54 mhz.(TESSCO-504189)                                                                                                                                           | \$176.22   | \$176.22   | \$0.00   | 1.00  | 0.00               |
| 3   | COAX 1          | Antenna Coax Cable End User To Provide Locations                                                                                                                                                                  | \$18.55    | \$55.65    | \$0.00   | 3.00  | 0.00               |
|     |                 | <b>PRISONER TRANSPORT/CAGE</b>                                                                                                                                                                                    |            |            | \$0.00   | 0.00  |                    |
| 1   | 1K0574ITU20WD   | Single Prisoner Transport System                                                                                                                                                                                  | \$1,040.76 | \$1,040.76 | \$125.00 | 6.00  | 0.00               |
| 1   | PK0123ITU202N D | 12 VS Cargo Barrier with MESH Window                                                                                                                                                                              | \$519.96   | \$519.96   | \$85.00  | 2.00  | 0.00               |
|     |                 | <b>REAR CARGO AREA</b>                                                                                                                                                                                            |            |            | \$0.00   | 0.00  |                    |
| 1   | TK0230ITU20     | Cargo Box, LFK-BSN, Setina, with Lift Top and fixed box with lock, base tier no lock.                                                                                                                             | \$1,527.96 | \$1,527.96 | \$75.00  | 3.00  | 0.00               |
| 1   | LOFT-PIU20-2GX  | 20+ Ford Police Utility LOFT Dual Weapon Extra Wide Storage Tray provides additional 4" of width for guns - LOFT-PIU20-2GX Includes 2 Gun Locks, Muzzle Bracket Assembly, Butt Cup & Momentary Push Button Swtch. | \$1,400.80 | \$1,400.80 | \$0.00   | 3.50  | 0.00               |
|     |                 | <b>GRAPHICS</b>                                                                                                                                                                                                   |            |            | \$0.00   | 0.00  |                    |
| 1   | PRINCE EDWARD   | Approved Prince Edward CSO decals, made,installed, Quoted and Invoiced by Signs@Work.                                                                                                                             | \$1,150.00 | \$1,150.00 | \$0.00   | 0.00  | 0.00               |

*Quote Expires after 60 Days From Issue Date*

*Sincere & Hospitable Employees Enthusiastically Helping You!*

|                       |                    |
|-----------------------|--------------------|
| Parts                 | \$15,669.75        |
| Labor (Hours/Amt)     | 94.75 \$6,822.00   |
| Sales Tax             | \$0.00             |
| Shipping              | \$514.76           |
| Outside Contract Work | \$0.00             |
| Misc. Supplies        | \$1,137.00         |
| <b>Total</b>          | <b>\$24,143.51</b> |



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 13-d  
**Department:** Finance/Human Resources  
**Staff Contact:** Cheryl Stimpson  
**Agenda Item:** Constitutional Officer Agreements

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**SUMMARY:** Since 2006, the Board of Supervisors has executed an agreement with each Constitutional Officer (Sheriff, Treasurer, Commissioner of the Revenue, Clerk of Circuit Court, and Commonwealth’s Attorney) regarding the applicability of the County’s Personnel Policy on the employees of the Constitutional Officers. The Board will wish to authorize the Chairman to execute an agreement with the Commissioner of Revenue. A copy of the agreement is attached for your review.

**Attachments:** Cooperative Agreement Between the Board of Supervisors and The Commissioner of Revenue of the County of Prince Edward, Virginia.

**SAMPLE MOTION:** I move that the Board of Supervisors authorize the Chairman to execute the Cooperative Agreement Between the Board of Supervisors and the Commissioner of Revenue of the County of Prince Edward, Virginia on behalf of the County.

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Gilliam \_\_\_\_\_ Pride \_\_\_\_\_  
Second \_\_\_\_\_ Emert \_\_\_\_\_ Jenkins \_\_\_\_\_ Townsend \_\_\_\_\_  
Jones \_\_\_\_\_ Watson \_\_\_\_\_



**COOPERATIVE AGREEMENT BETWEEN THE BOARD OF SUPERVISORS  
AND THE COMMISSIONER OF REVENUE  
OF THE COUNTY OF PRINCE EDWARD, VIRGINIA**

THIS COOPERATIVE AGREEMENT, effective as of January 1, 2024, between the Commissioner of Revenue, and the Board of Supervisors of the County of Prince Edward, Virginia.

**ARTICLE I – SCOPE OF AGREEMENT**

This agreement extends the coverage of the County’s personnel policies and procedures to all employees of the Commissioner of Revenue. This Agreement recognizes that employees of the Commissioner of Revenue, and other County employees all serve the residents of Prince Edward County.

Therefore, this Agreement seeks to establish a uniform personnel system so that the Commissioner of Revenue’s employees will have the same rights and benefits and will be subject to the same policies, procedures, and regulations as other County employees, except as provided herein. The inclusion of such employees in the County Pay and Classification Plan shall not change the status of such employees as appointees of a constitutional officer who serve at the will and pleasure of the Commissioner of Revenue, and concurrent with the term of office of the Commissioner of Revenue; nor shall it deprive the Commissioner of Revenue of control over the actions of her appointees but shall serve as the basis for supplementation of salaries as permitted by law.

Employees will be subject to the County’s personnel policies and procedures, except the grievance procedure. All employees of the Commissioner of Revenue, whether funded by the Compensation Board or by the County, shall be placed on the County’s pay plan, shall be eligible for the same benefits, and salary adjustments consistent with those received by other County Employees. This is an endeavor to maintain parity among County and Compensation Board funded positions as it pertains to general employee compensation.

The Commissioner of Revenue understands that future increases offered by the State through the Compensation Board will not be passed automatically to the staff since they would be covered under the county system. Regardless of what the county pay, and classification plan states it is understood that the salaries for the Commissioner of Revenue’s staff will be no less than the salaries approved by the Compensation Board, as is required by state law. If the salary established by the Compensation Board for a given position is higher than that determined by the County’s pay plan, the salary set by the Compensation Board shall be applicable to the position.

Nothing in the Agreement shall be interpreted to infringe upon the authority of the Commissioner of Revenue to retain control over the operations of her office, including, without limitation, the authority to:

- Direct the work of employees and deputies;
- Hire, promote, transfer, or appoint employees and deputies; and
- Discipline, suspend, demote, dismiss, or terminate the appointment of any employee or deputy.

Such authority shall be exercised by the Commissioner of Revenue; however, the procedures shall be in accordance with the County’s personnel policies and procedures. In addition, the Commissioner of Revenue’s authority pursuant to Virginia Code Section 15.2-1603 to terminate the appointment of a deputy is not intended to be infringed by this agreement.

The Commissioner of Revenue does not agree to include employees under the County Grievance Policy or Procedure, as the employees serve as an extension of the Commissioner of Revenue and derive all powers from the status of the Commissioner of Revenue as an elected Constitutional Officer.



The Commissioner of Revenue does agree to abide by all applicable State and Federal laws regarding FLSA, FMLA, EEO/AA and other such applicable statutes as applied to appointees of elected officials.

## **ARTICLE II – TIME OF PERFORMANCE**

This Agreement shall commence as of January 1, 2024, and is effective until the below named Constitutional Officer leaves office.

## **ARTICLE III – LAWS, PERMITS AND RESTRICTIONS**

This Agreement shall be governed in all respects, whether as to validity, construction, capacity, or performance by the laws of the Commonwealth of Virginia.

## **ARTICLE IV – POLICIES**

The Commissioner of Revenue agrees to comply with the policies included in the County’s Personnel Policy Manual, adopted by the Board of Supervisors on December 20, 2005, and which may be amended from time to time.

The Commissioner of Revenue and County agree that employees and deputies in the office of the Commissioner of Revenue shall be incorporated into the County Uniform Pay Plan, as approved by the Board of Supervisors on December 20, 2005, and which may be amended from time to time.

## **ARTICLE V – AMENDMENT TO POLICIES**

The County agrees to provide the Commissioner of Revenue with written notice of any change to all policies and procedures, and any new policies within thirty (30) days after adoption by the Board. The Commissioner of Revenue agrees to respond in writing to the County within thirty (30) days of receipt of such notice as to her agreement or disagreement with such amended/new policy. No amendments or new policies may be incorporated within this agreement without the written consent of the Commissioner of Revenue and the County.

This Agreement constitutes the sole Agreement existing between the parties with respect to this subject matter and there are no other written or oral understandings or agreements with respect thereto. No variation or modification of this Agreement and no waiver of its provisions shall be valid unless agreed to in writing and signed by the County, and the Constitutional Officer.

## **ARTICLE VI – TERMINATION**

- (1) This Agreement may be canceled by either party by giving thirty (30) days written notice to the other, or
- (2) This Agreement shall be suspended in the event the Board of Supervisors fails to appropriate or allocate funds for the purpose of continuation of this Agreement, or
- (3) In the event of breach by either party to this Agreement, the other party may give written notice to the party deemed to be in breach specifying the way the Agreement has been breached. If such notice of breach is given, the party sending the notice may suspend performance of any or all its corresponding obligations under this Agreement, and if the party receiving the notice has not substantially corrected the breach within thirty (30) days of receipt of the written notice, the party sending the notice shall have the right to terminate this Agreement.

**ARTICLE VII – PERSONNEL RECORDS AND REPORTS**

The County Administrator or designee shall maintain the official time records of all employees of the Commissioner of Revenue. The Commissioner of Revenue agrees to keep and maintain current records of all her employees regarding accumulated sick leave, annual leave, etc. and to report each pay period any usage. The Commissioner of Revenue agrees to provide the County Administrator, or his designee all relevant information needed to administer the Personnel Plan, upon request. Records and forms will be maintained and submitted in accordance with established procedures. Additionally, the Commissioner of Revenue agrees to provide an accounting as of January 1, 2024, and each quarter thereafter, of all accrued leave balances.

Witness the following signatures and seals:

\_\_\_\_\_  
Commissioner of Revenue  
County of Prince Edward

\_\_\_\_\_  
Chairman, Board of Supervisors  
County of Prince Edward

BY:

\_\_\_\_\_  
County Administrator

Approved as to Form:

\_\_\_\_\_  
County Attorney



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 13-e  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** Financial Advisory Services Annual Term Contract with Davenport & Company, LLC

**SUMMARY:**

The County of Chesterfield issued a request for proposals (RFP) due February 1, 2021, for financial advisory services. There is language in the RFP which allows other localities to use the resultant contract which is allowed under the cooperative procurement regulations in the Virginia Code. The County of Chesterfield entered into the attached agreement with Davenport & Company, LLC for the period of July 1, 2021, through June 30, 2022. The agreement allows for the option of automatic renewal for up to two (2) additional years.

The request is for the Board of Supervisors to approve and authorize the County Administrator to sign an agreement with Davenport & Company, LLC for the period of December 15, 2023, to December 14, 2024, for financial advisory services. Prince Edward County would have the option to renew the contract for four additional years.

The hourly rates for the financial advisory services provided by Davenport & Company, LLC will not change from the current rates.

Prince Edward County has utilized the financial advisory services of Davenport & Company, LLC for several years. In recent years, the County has engaged Davenport & Company, LLC to provide financial advisor services for projects such as the Courthouse Bond, the Social Services/Steps Building Renovation, and the School Remodeling projects.

**ATTACHMENTS:**

Chesterfield Agreement and Pricing Schedule, 2021 Cooperative Procurement Agreement, and Draft 2023 Cooperative Procurement Agreement

**RECOMMENDATIONS:**

That the Board of Supervisors approve and authorize the County Administrator to sign an annual term contract with Davenport & Company, LLC to provide financial advisory services.

**CONSENT AGENDA MOTION:**

I move that the Board of Supervisors approve and authorize the County Administrator to sign an annual term contract with Davenport & Company, LLC to provide financial advisory services for a one-year period from December 15, 2023, to December 14, 2024.

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



**Board of Supervisors  
Agenda Summary**

**ALTERNATIVE MOTIONS:**

I move that the Board of Supervisors not approve and not authorize the County Administrator to sign an annual term contract with Davenport & Company, LLC to provide financial advisory services for a one-year period from December 21, 2023, to December 14, 2024.

OR

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

OR

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

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

**Intent to Participate in Cooperative Procurement**

**County of Chesterfield contract #ADMN2100378**

This agreement (the "Agreement") to utilize, by way of cooperative procurement, the County of Chesterfield (Chesterfield) contract #ADMIN2100378, which is attached hereto as **EXHIBIT A** the Chesterfield Contract, is hereby made this \_\_\_\_\_ December 2023 by Prince Edward County, Virginia (the "County"), and Davenport & Company LLC (the "Contractor"). Collectively, the City and the Contractor are the "Parties."

**WITNESSETH**

In and for the mutual promises and covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. The Parties intend to utilize the Chesterfield Contract for the provision of financial advisory services as described in the Chesterfield Contract, including the review of PPEA proposals submitted to the County.
2. The term of this agreement is from the date of execution until terminated by the County or the Contractor, which either party may do at any time with 30 days' written notice.
3. The Parties agree to utilize the Chesterfield Contract for the terms and conditions of any of the work described in Paragraph 1, with the following exception or modification: any references to "Chesterfield" shall mean the "County" unless the context requires otherwise.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day and year first above written.

**DAVENPORT & COMPANY LLC**

**PRINCE EDWARD COUNTY, VIRGINIA**

\_\_\_\_\_  
By: James E. Sanderson, Jr.

Title: Senior Vice President

\_\_\_\_\_  
BY: \_\_\_\_\_

Title: \_\_\_\_\_

**Intent to Participate in Cooperative Procurement**

**County of Chesterfield contract #ADMN2100378**

This agreement (the "Agreement") to utilize, by way of cooperative procurement, the County of Chesterfield (Chesterfield) contract #ADMN2100378, which is attached hereto as **EXHIBIT A** the Chesterfield Contract, is hereby made this 15<sup>th</sup> day of December 2021 by Prince Edward County, Virginia (the "County"), and Davenport & Company LLC (the "Contractor"). Collectively, the City and the Contractor are the "Parties."

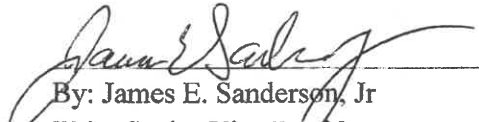
**WITNESSETH**

In and for the mutual promises and covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:


1. The Parties intend to utilize the Chesterfield Contract for the provision of financial advisory services as described in the Chesterfield Contract, including the review of PPEA proposals submitted to the County.
2. The term of this agreement is from the date of execution until terminated by the County or the Contractor, which either party may do at any time with 30 days' written notice.
3. The Parties agree to utilize the Chesterfield Contract for the terms and conditions of any of the work described in Paragraph 1, with the following exception or modification: any references to "Chesterfield" shall mean the "County" unless the context requires otherwise.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day and year first above written.

**DAVENPORT & COMPANY LLC**

  
By: James E. Sanderson, Jr  
Title: Senior Vice President

**PRINCE EDWARD COUNTY, VIRGINIA**

  
By: DOUGLAS STANLEY  
Title: COUNTY ADMINISTRATOR

**SERVICE AGREEMENT #ADMN2100378 FOR FINANCIAL ADVISORY SERVICES**

THIS AGREEMENT, entered into as of this 1st day of July, 2021 ("effective date"), by and between the COUNTY OF CHESTERFIELD, VIRGINIA ("County"), a political subdivision of the Commonwealth of Virginia and Davenport & Company LLC, ("Contractor").

**W I T N E S S E T H :**

WHEREAS, by Request for Proposal No. ADMN21000180 (the "RFP"), the County solicited interested firms to submit proposals for Financial Advisory Services; and

WHEREAS, Contractor has represented to the County that it is fully capable of performing the services described in this Agreement, and the County has relied on such representation to select Contractor to provide the services; and

WHEREAS, the County and Contractor now desire to enter into an agreement setting forth their rights and obligations with regard to Contractor's performance of the services.

NOW, THEREFORE, for and in consideration of the mutual agreements contained herein, the parties agree as follows.

1. Scope of Services. Contractor shall furnish all labor, materials and services necessary to satisfy the requirement of the County as set forth in the RFP, this Agreement, and any additional services described in the Contractor's proposal entitled "Proposal to Provide Financial Advisory Services" dated February 1, 2021 and any revisions thereto, hereinafter referred to as "Proposal". The work to be performed by the Contractor is described in detail in the RFP and the Proposal, and shall be referred to collectively as the "Services". Contractor represents that it will perform the Services in accordance with generally accepted professional standards, and will provide the County with the best possible advice and consultation within Contractor's authority and capacity. In the event of any conflict between the terms of the document originating from the County ("County Document", including the RFP, this Service Agreement, and Exhibit A), and a document originating from the Contractor ("Contractor Document", including the Proposal), the terms of the County Document shall control.

2. Authorization. Contractor warrants that it has the right to enter into this Agreement and to perform all obligations hereunder. Contractor represents that the execution of this Agreement and performance of any of its obligations hereunder are duly authorized and in compliance with applicable federal, state and local laws, rules and regulations. Contractor represents that it holds all valid licenses and permits necessary to perform the Services and will promptly notify the County in the event any such license or permit expires, terminates or is revoked.

3. County's Obligations. The County shall furnish Contractor, upon request, with any information, data, reports, and records which are reasonably available to the County and necessary for carrying out Contractor's responsibilities, so long as the provision of such information, data, reports, and records to Contractor is consistent with applicable law. The County shall designate a person to act as the County's contact with respect to the Services. The County's representative shall have the authority to transmit instructions, receive information and interpret and define the County's policies and decisions pertinent to Contractor's Services.

4. Time of Performance. All Services to be performed and any reports to be prepared hereunder by Contractor shall be undertaken and completed promptly pursuant to a schedule to be agreed upon between the County and the Contractor. It is expressly understood and agreed by the parties hereto that time is of the essence.

5. Contract Terms. The initial term of this contract shall be effective from July 1, 2021 through June 30, 2022. This contract is renewable at the sole discretion of the County for four (4) additional terms of one (1) year each.

6. Compensation. The County shall pay Contractor, provided that Contractor performs to the satisfaction of the County, fee(s) as indicated in Exhibit A – Contract Pricing and Negotiated Items.

7. Time of Payment. Contractor shall submit invoices in accordance with the schedule outlined above. The County shall make payments to Contractor subject to the terms of this Agreement within thirty (30) days of receipt of Contractor's correct invoice. Contractor understands and accepts that the County will not pay any finance charges imposed on any invoices submitted by the Contractor for services performed under this Agreement. If the Agreement is terminated by the County and not in any way through the fault of Contractor, payments due Contractor for services rendered prior to



termination shall be paid to Contractor and shall constitute total payment for such services. If this Agreement is terminated in whole or in part due to the fault of Contractor, Contractor shall have no right to claim payment due for services performed but uncompensated at the time of termination provided that the County is not delinquent in its payments to Contractor. Payments made to Contractor shall not be considered as evidence of satisfactory performance of the work by Contractor, either in whole or in part, nor shall any payment be construed as acceptance by the County of inadequate services.

8. Non-Appropriations. The continuation of the terms, conditions, and provisions of this contract beyond the fiscal year is subject to approval and ratification by the Chesterfield County Board of Supervisors (and the Chesterfield County School Board, as applicable) and appropriation by them of the necessary money to fund this Agreement for each succeeding year.

9. Termination. It shall be the sole right of the County to terminate this Agreement at any time for any reason upon written notification to the Contractor.

10. Force Majeure. Neither party shall be held liable or responsible to the other party nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any obligation under this Agreement when such failure or delay is caused by or results from causes beyond the reasonable control of the affected party, including but not limited to fire, floods, embargoes, war, acts of war (whether war is declared or not), insurrections, riots, civil commotions, strikes, lockouts or other labor disturbances, acts of God or acts, epidemics, omissions or delays in acting by any governmental authority; provided, however, that the party so affected shall use reasonable commercial efforts to avoid or remove such causes of nonperformance, and shall continue performance hereunder with reasonable dispatch whenever such causes are removed. Either party shall provide the other party with prompt written notice of any delay or failure to perform that occurs by reason of force majeure. The parties shall mutually seek a resolution of the delay or the failure to perform as noted above.

11. Records and Inspection. Contractor shall maintain full and accurate records with respect to all matters covered under this Agreement including, without limitation, accounting records, written policies and procedures, time records, telephone records, reproduction cost records, travel and living expense records and any other supporting evidence necessary to substantiate charges related to this

Agreement. Contractor's records shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by the County and its employees, agents or authorized representatives to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by Contractor pursuant to this Agreement. Such records subject to examination shall also include, without limitation, those records necessary to evaluate and verify direct and indirect costs (including indirect labor and overhead allocations) as they may apply to costs associated with this Agreement. The County shall have access to such records from the effective date of this Agreement, for the duration of the Agreement, and until two (2) years after the date of final payment by the County to the Contractor pursuant to this Agreement. The County's employees, agents or authorized representatives shall have access to the Contractor's facilities, shall have access to all necessary records, and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this paragraph.

12. Insurance. The Contractor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the County from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the County, and the general public from any and all claims for injury and damage resulting by any actions on the part of the Contractor or his forces as enumerated above. The Contractor shall furnish a Certificate of Insurance, naming Chesterfield County as an additional insured for general liability and excess liability coverage. Should any of the policies be canceled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder. The Contractor shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the County's Attorney and/or Risk Management and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this Agreement. The Contractor shall maintain during the initial term, and any additional terms of this Agreement, the following equivalent coverage and minimum limits:

- (a) Commercial General Liability: \$1,000,000 Combined Single Limit per occurrence.

Coverage must be Broad Form and include Products & Completed Operations, Bodily Injury, Property Damage and Contractual Liability.

(b) Business Automobile Liability: \$1,000,000 Combined Single Limit per occurrence. Coverage should include all owned, hired and non-owned automobiles.

(c) Workers' Compensation: Virginia Statutory limits including Employers Liability limits of \$100,000 each accident, \$100,000 each disease-each employee, and \$500,000 policy limit.

(d) Professional Liability: \$1,000,000 per occurrence.

(e) Umbrella Liability in excess of Commercial General Liability and Automobile Liability: \$2,000,000 per occurrence and in the aggregate. Such umbrella or excess policy shall provide substantially the same coverage as the underlying Commercial General Liability (including the County as an additional insured), Business Automobile Liability or Employers' Liability insurance and shall expressly provide that the umbrella or excess liability will drop down over a reduced or exhausted aggregate limit of the underlying insurance.

13. Confidentiality. Unless expressly authorized by the County, Contractor, its officers and employees, shall not divulge to anyone other than County officials in either written or verbal form any information or data obtained as a result of performing services pursuant to this Agreement. Contractor agrees to assume all responsibility for ensuring the privacy, confidentiality, and security of Chesterfield County data released to Contractor under this Agreement through the use of necessary and appropriate security and technical controls.

14. When Rights and Remedies Not Waived. In no event shall the making by the County of any payment to Contractor constitute or be construed as a waiver by the County of any breach of covenant, or any default which may then exist, on the part of the Contractor, and the making of any such payment by the County while any such breach or default exists shall not impair or prejudice any rights or remedies available to the County in respect to such breach or default.

15. Non-Discrimination Provision. During the performance of this Agreement, Contractor agrees as follows:

(a) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, gender, national origin, age or disability, or other basis

prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

(b) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of Contractor, will state that Contractor is an equal opportunity employer.

(c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

Contractor shall include the provisions of the foregoing subparagraphs a, b, and c in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

16. Drug Free Workplace. During the performance of this contract, the Contractor agrees to:

(a) Provide a drug-free workplace for the Contractor's employees.

(b) 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 Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(c) State in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace.

(d) Include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For 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 in accordance with this chapter, the employees of who 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.

17. Hold Harmless. Contractor shall indemnify, defend and hold the County, its Affiliates

and their officers, directors, employees and agents harmless from and against any and all third party claims of loss, damages, liability, costs, and expenses (including reasonable attorneys' fees and expenses) arising out of or resulting from a breach by Contractor of any term of this Agreement or an Order or arising out of Contractor's negligent or intentionally wrongful acts or omissions. As a matter of law, the County is prohibited from indemnifying Contractor, subcontractors, or any third party beneficiaries of the Agreement.

18. Governing Law. Contractor and the County agree that this Agreement shall be deemed to have been made in Virginia and that the validity and construction of this Agreement shall be governed by the laws of the Commonwealth of Virginia, excepting the law governing conflicts of laws. Contractor and the County further agree that any legal action or proceeding arising out of this Agreement shall be commenced and tried in the Circuit Court of the County of Chesterfield to the express exclusion of any otherwise permissible forum.

19. Notices. Any notices, bills, invoices or reports required by this Agreement shall be sufficient if sent by the parties in the United States mail, postage paid, to the address noted below:

**If to the COUNTY:**

Chesterfield County Department of Budget and Management  
Attn.: Gerard Durkin  
P.O. Box 40  
Chesterfield, VA 23832

**If to the CONTRACTOR:**

Davenport & Company LLC  
Attn.: James Sanderson  
901 East Cary Street, Suite 1100  
Richmond, VA 23219

20. Assignment. This Agreement and Orders may not be assigned or transferred by a party thereto without the prior written consent of the other party thereto, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, Contractor may freely assign this Agreement and Orders to an Affiliate or to an acquirer of all or part of Contractor's business or assets, whether by merger or acquisition, provided that Contractor notifies the County of such assignment and the County does not object in writing within 15 days of receiving such notification

21. Entire Agreement. This Agreement and any additional or supplementary documents incorporated herein by reference, contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto. This Agreement shall not be modified, altered, changed or amended unless in writing and signed by the parties hereto.

22. Subcontractors. The County reserves the right to reject any subcontractor selected by Contractor. The County shall exercise this right in good faith and for a legitimate reason. Upon such rejection, the subcontractor shall immediately cease any work on the Project. A subcontractor selected by Contractor to replace a rejected subcontractor must be approved in writing by the County prior to performing any work on the Project. Such approval will not be unreasonably withheld.

23. Taxes, Unemployment Insurance and Related Items. Contractor hereby accepts full and exclusive responsibility for the payment of any and all contributions or taxes, or both, for any unemployment insurance, medical and old age retirement benefits, pensions, and annuities now or hereinafter imposed under any law of the United States or any State, which are measured by the wages, salaries or other remuneration paid to persons employed by Contractor on the work covered by this Agreement or in any way connected therewith. Contractor shall comply with all administrative regulations and rulings thereunder with respect to any of the aforesaid matters; and Contractor shall reimburse the County for any of the aforesaid contributions or taxes, or both, or any part thereof, if by law the County may be required to pay the same or any part thereof.

24. Independent Contractor. Contractor's relationship with the County shall at all times be that of an Independent Contractor. The method and manner in which Contractor's Services hereunder shall be performed shall be determined by Contractor and the County will not exercise control over Contractor or its employees except insofar as may be reasonably necessary to ensure performance and compliance with this Agreement. Nothing in this Agreement shall be construed to make Contractor, or any of its employees, employees or agents of the County.

Service Agreement Language:

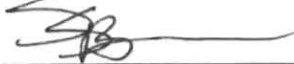
25. Environmental, Health & Safety (EHS) Management. Contractor shall be responsible for complying with all federal, state, and local safety and environmental regulations. Additionally, the

Contractor shall comply with the County's Contractor EHS Guidelines, document EHS.FORM.011. For questions or additional information, contact Chesterfield County Department of Risk Management at (804) 318-8800.

26. Unauthorized Aliens. In accordance with the Virginia Code, Section 2.2-4311.1, Contractor hereby agrees that he does not and shall not, during the performance of this contract, knowingly employ unauthorized aliens as defined in the federal Immigration Reform and Control Act of 1986.

IN WITNESS WHEREOF, the County and Contractor have executed this Agreement as of the date first written above.

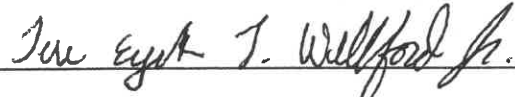
COUNTY OF CHESTERFIELD, VIRGINIA

By:   
Stephanie S. Brown

Title: Procurement Director

Date: 7/21/2021

DAVENPORT & COMPANY LLC

By:   
Ten Eyck T. Wellford Jr.  
Printed Name

Title: Member of Davenport & Company LLC

Date: 7/19/21

Approved as to form:

Via email

\_\_\_\_\_  
County Attorney's Office

Exhibit A – Contract Pricing and Negotiated Items



## EXHIBIT A – CONTRACT PRICING AND NEGOTIATED ITEMS

### A. Contract Pricing:

#### 1. Fixed Fees for Debt Issuance Transactions:

| Debt Issuance Transaction                                                                                                                                      | Fixed Fee Per Transaction |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| General Obligation and COPS/Lease Purchase Issues                                                                                                              | \$60,000                  |
| Water & Revenue Bonds                                                                                                                                          | \$75,000                  |
| Stand-Alone Refunding Bonds (incremental fee of \$10,000 per refunded series added to base transaction fee)                                                    | \$70,000/\$85,000         |
| Combined General Obligation or COPS/Lease Purchase Issues with Refunding Bonds (incremental fee of \$10,000 per refunded series added to base transaction fee) | \$70,000/\$85,000         |

For Credit Rating Services related to public bond issuances an additional fee up to \$15,000 shall be mutually agreed upon prior to any bond issuance.

#### 2. Hourly Rates – Applicable for services not related to the identified debt issuance transactions.

| Personnel Classification | Hourly Rate |
|--------------------------|-------------|
| Senior Vice President    | \$300.00    |
| First Vice President     | \$275.00    |
| Vice President           | \$250.00    |
| Associate Vice President | \$225.00    |
| Analyst                  | \$200.00    |
| Research Associate       | \$100.00    |

#### 3. Expenses – Davenport & Company LLC shall charge 4% of the fee amount for indirect expenses such as conference calls, printing, binding and other indirect costs not allocable to individual engagements.

**B. Negotiated Items:**

1. Davenport & Company LLC confirms that contract pricing shall remain firm for the entire contract term, including renewals.
2. Davenport & Company LLC confirms all requests for services, NOT RELATED TO THE IDENTIFIED DEBT ISSUANCE TRANSACTIONS, shall be submitted in the form of a written proposal, which shall be itemized to include the number of man-hours by personnel classification and the contract hourly rate. This shall also be applicable for any change order requests.
3. Davenport & Company LLC confirms any travel expenses shall require prior approval by the County, and shall be billed at the County's per diem rates:  
  
Meals: prevailing gsa.gov rate which is currently \$55.00 per day  
Lodging: prevailing gsa.gov rate which is currently \$96.00 per day  
Mileage: prevailing IRS reimbursement rate  
Airline Travel: At actual cost with no mark-up  
  
Meals and Lodging for pre-approved out-of-town travel on County business shall be billed at the prevailing gsa.gov rate for that out-of-town location.
4. Davenport & Company LLC confirms any reimbursable expenses shall require prior approval by the County and shall be billed at actual cost with no mark-up. Documentation shall be provided to the County upon request.
5. Davenport & Company LLC confirms any sub-consultants determined to be necessary to perform the services shall be subject to prior approval by the County. Sub-consultant fees shall be negotiated at the time of need and shall be billable at actual cost with no mark-up.
6. Davenport & Company LLC confirms no additional vendor contractual documents or terms of service will be required.
7. Davenport & Company LLC confirms no exceptions to the County's terms and conditions and Attachment D – Service Agreement as published in the RFP.
8. Davenport & Company LLC confirms that their firm will submit a certificate of insurance in compliance with the RFP.
9. Davenport & Company LLC confirms compliance with the RFP as published, unless otherwise negotiated and changed by subsequent correspondence. All references to "should" in the RFP become mandatory requirements of the contract.

- 10.** Davenport & Company confirms their firm will remain registered in PInG upon receipt of award.
  
- 11.** Davenport & Company LLC confirms their firm will not bill any fees for communications with the County for regular interactions that are not associated with transactions and special projects set forth in the contract.

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 13-f  
**Department:** Finance/HR  
**Staff Contact:** Cheryl Stimpson  
**Agenda Item:** Approval to renew the Contracts of the County Administrator and County Attorney

---

**Summary:**

At the November 9, 2023, Board of Supervisors Meeting, members of the board met with the County Administrator and the County Attorney to discuss their annual performance review. The Board further discussed renewal of the contracts for the County Administrator and the County Attorney. The Board of Supervisors needs to now vote to approve both contracts, effective November 1, 2023.

**Attachment:** None

**Recommendation:** Approve the contracts of the County Administrator and County Attorney, effective November 1, 2023.

**SAMPLE MOTION: I MOVE THAT THE BOARD OF SUPERVISORS APPROVE THE CONTRACTS FOR THE COUNTY ADMINISTRATOR AND COUNTY ATTORNEY, EFFECTIVE NOVEMBER 1, 2023.**

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Gilliam \_\_\_\_\_ Pride \_\_\_\_\_  
Second \_\_\_\_\_ Emert \_\_\_\_\_ Jenkins \_\_\_\_\_ Townsend \_\_\_\_\_  
Jones \_\_\_\_\_ Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 14  
**Department:** Emergency Management  
**Staff Contact:** Trey Pyle  
**Agenda Item:** Public Safety Radio System

**Summary:** In March 2022, the Board of Supervisors authorized the County Administrator to enter into a contract with CTA Consultants, LLC, to review the current public safety radio systems in Prince Edward County. This study was completed and final report presented to staff in December, 2022 and to the Public Safety Committee in January 2023. CTA’s report found there were currently seven independent radio systems in operation within Prince Edward County. These systems had several issues, to include: lack of redundancy, lack of coverage, lack of operability and interoperability, and equipment at end of life.

The recommendation is to combine all of these systems into one Countywide UHF Phase 2 Trunked Radio System. This approach will provide complete countywide coverage, be cost effective, provide operability and interoperability, and provide flexibility for future grow.

In April 2023, the Board of Supervisors authorized the County Administrator to start Phase Two of the radio system project. This phase developed the Procurement Document, Evaluation of the Proposal, and Contract Analysis. At the end of this phase a contractual price for the system with details on system specifications would be available.

In November 2023, CTA met with Motorola and County Staff to review and discuss the proposal and system price. It has been determined that the proposed Motorola Countywide P25 UHF Phase 2 Trunked Radio System has been designed for the current needs of public safety currently and for future growth within Prince Edward County. The proposal brings all public safety partners, Farmville Police Department, Prince Edward Sheriff’s Department, Longwood Police Department, Hampden Sydney Police Department, and all Fire/Rescue, together seamlessly on one robust, dependable, unified radio system. County Public Works and Solid Waste will also be included in the system, with space available to incorporate the Public Schools in the future.

The Public Safety Committee reviewed the proposed contract on Friday, December 8<sup>th</sup>. The Board is being asked to commit to the project prior to December 15, 2023 to lock into current pricing or face a price increase in 2024. There will be a “termination for convenience clause” in the contract, without penalty, if the County is unable to secure the approval of Farmville, Longwood, and Hampden-Sydney to commit to their portion of the project.

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Gilliam \_\_\_\_\_ Pride \_\_\_\_\_  
Second \_\_\_\_\_ Emert \_\_\_\_\_ Jenkins \_\_\_\_\_ Townsend \_\_\_\_\_  
Jones \_\_\_\_\_ Watson \_\_\_\_\_



**Board of Supervisors  
Agenda Summary**

Similar projects have been financed for a period of 5-15 years through a lease-purchase program. Motorola can provide financing, though it is typically at a higher interest rate than the County can obtain through tax-exempt financing. The County Administrator has asked VML/VACO to provide financing alternatives at 12 and 15 year terms. He has also asked them to push the date of the first payment past July 1, 2024 (FY25 budget) which would give the County additional time to build finance payments into the budget. In the current budget (FY24) the County has \$100,000 included in the budget. In addition to the annual cost of debt service, the County will be responsible for annual maintenance costs beginning with year #2 of the project.

The Board may recall, the County used VML/VACO for financing of the loader at the landfill in 2022. VML/VACO will ultimately solicit proposals from banks, including local, regional, and national financial institutions.

Staff will present pricing and financing proposals at the Board meeting.

**Attachments:** Proposal from Motorola  
CTA Report and Recommendation  
Proposed Financing outline from VML/VACO (to be distributed at meeting)

**Recommendation:** The Board of Supervisors approve the purchase of the radio system subject to approval by the Town of Farmville, Longwood University, and Hampden-Sydney College for their portions of the cost in order to lock-in pricing for the project.

**Sample Motion:**

I move that the Board of Supervisors approve the request to approve the purchase of a Countywide P25 UHF Phase 2 Trunked Radio System from Motorola as outlined above. Such approval is subject to the approval by the Town of Farmville, Longwood University, and Hampden-Sydney College for their portions of the project cost. I further move that the Board authorize the County Administrator to sign all necessary contracts with Motorola and direct the County Administrator to work with VML/VACO to secure financing for the project.

OR

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

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



Section 4

# Scope of Work

Public Safety Radio System

September 29, 2023

## Prince Edward County, Virginia

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Section 4

# Scope of Work

## 4.1 Appendix C - Responsibilities Matrix

Motorola Solutions has provided Appendix C - Responsibilities Matrix in a separate section per the RFP.

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## 4.2 Project Management Plan

### 4.2.1 Project Management Methodology

Motorola Solutions is the leader in the design and implementation of mission-critical communications systems for nearly 100 years. Our Systems Integration team has successfully implemented over 1,100 public safety standards-based voice and data networks, including 36 of the 41 statewide systems in the US and seven Provinces in Canada.

Prince Edward County, Virginia (County) will benefit from Motorola Solutions' years of experience in managing very large projects while meeting budgetary and schedule goals. Implementing mission critical public safety systems is our core business; this ensures that we can dedicate personnel with direct and relevant experience in successfully implementing systems comparable in size and complexity to this project.

We continue to refine our project management methodology to reduce our customers' costs and mitigate project risk. Customer satisfaction surveys show that our customers consistently their experience with us as, "very satisfied" because we deliver our projects on time and on budget, while always seeing our projects through to a successful completion. During the project, we will continually review and update our project implementation plan to ensure that we are meeting the expectations of the County.

#### 4.2.1.1 System Integration Approach

Motorola Solutions has been the market leader in mission-critical wireless communications for more than 90 years. Our integration approach for the County's ASTRO 25 system leverages our experience implementing large public safety communications systems.

Our technology, experience, and system integration approach will provide a quality project implementation for the County. System Integration (SI) is a key element of our project management and lifecycle management process (Figure 4-1). The project team will utilize all of these elements to meet the County's unique needs.

#### TEAM MOTOROLA SOLUTIONS WHO WE ARE

**We are a leader in all markets we serve.**

- *Public Safety Communications*
- *Commercial Two-Way Radio*
- *Advanced Data Capture*
- *Public Safety LTE*

**We are a Fortune 500 Corporation with the financial strength to meet our commitments to you.**

*A low-risk choice for Prince Edward County, today and tomorrow, promising a solid return on your investment.*

**We offer a proven technology.**

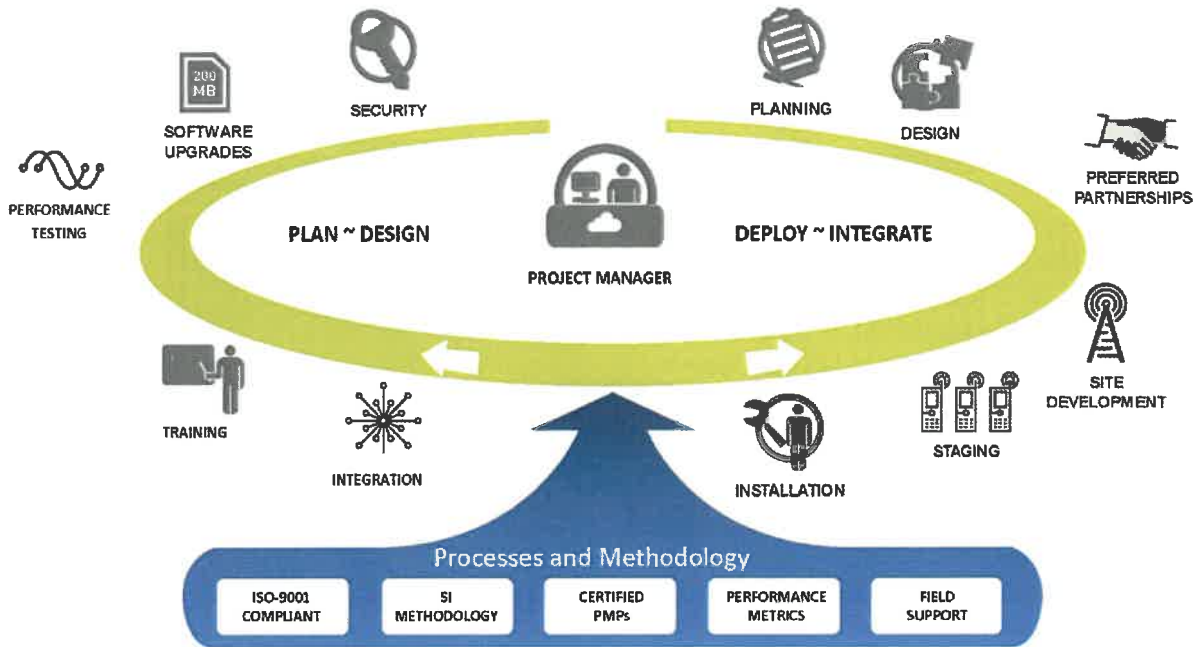
*Motorola Solutions has led the world in the development and deployment of Project 25 standards-based solutions for public safety.*

**We ensure a smooth transition to field implementation.**

*Motorola Solutions' proven solutions integration process and its world-class system staging facility test the system to your requirements prior to field installation.*

**We provide breadth and depth of personnel resources**

*Prince Edward County will benefit from our mature processes and experienced human resources throughout the life of the system.*



**Figure 4-1: System Integration Approach**

Our team of project managers, designers, commissioning technicians, and service personnel will be the County’s partners for implementation, from planning and designing the ASTRO 25 system in the proposal stage, to deploying and integrating the network as quickly, efficiently, and cost-effectively as possible.

Motorola Solutions’ SI teams are highly skilled at deploying systems of the size and complexity of this ASTRO 25 system, with hundreds of accepted systems and by far the most installed and accepted ASTRO 25 systems than any other provider in the market.

Our approach allows us to control risk, schedule, and costs throughout the term of the contract and partner with the County to meet the scheduled goals and implementation of the system. These Project Management and System Integration skills and processes will be applied to the successful implementation of the County’s system, following this detailed Statement of Work (SOW).

On top of our project management foundation, we have created our System Integration (SI) process to manage communication systems projects. Our SI process has been successfully utilized to implement over 1,100 public safety standards-based voice and data networks.

## 4.2.2 Project Staffing

### 4.2.2.1 Project Team Overview

For each position, we have clearly defined the role with a set of skills and responsibilities that contribute to the success of the project. We carefully define team member roles for clarity, clear lines of communication, and effective management with customer interactions. Along with the right technology and the right implementation process, the right team is crucial to the success of a comprehensive project such as the County’s. Motorola Solutions has assembled a team of talented, experienced

Motorola Solutions personnel to provide the design, implementation, and maintenance support for the County's project.

Reporting to the Motorola Solutions' Project Manager, there will be a Project Engineer, System Technologist, Training Manager and the subcontractors that we have engaged to assist us in this project.

A description of each role, as well as the resume of key personnel, is provided below.

#### 4.2.2.1.1 Project Manager (PM) Responsibilities (Rene B. Smith, MBA, PMP)

Motorola Solutions' Project Manager's, Rene Smith, primary responsibility is the successful implementation of the County's system. Rene Smith was selected for the project due to her significant experience in P25 deployments and site construction, as well as being a resident of the neighboring County. Successful implementation occurs when the project is completed on schedule in accordance with the County requirements and meets both the County's and Motorola Solutions' financial objectives. Rene will have direct communication with the County's Project Manager, Motorola Solutions Product Groups, Systems Technologists, Engineering, Financial, and Legal departments, and will be empowered to make binding commitments and decisions on Motorola Solutions' behalf.

Key responsibilities assigned to the Project Manager are as follows:

- Act as Motorola Solutions' single point of contact for all issues related to the contract.
- Provide the leadership and vision for the team to thrive in an environment conducive to project success.
- Maintain overall responsibility for Motorola Solutions' project resources, including additional Project Managers who will implement major subsystems.
- Provide and update the detailed Project Schedule, including major events, planned activities, and progress.
- Oversee the management of all field installation and implementation teams, ensuring all integration and optimization tasks are performed to contract requirements.
- Ensure quality workmanship by all Motorola Solutions subcontractors.
- Oversee the product ordering process and assure manufacturing schedules meet the requirements of the Project Schedule.
- Ensure all deliverables are met according to Motorola Solutions' quality standards.
- Manage the project to ensure total customer satisfaction.
- Develop and manage a Risk Mitigation Plan designed to identify and address potential project risks and impact.
- Manage contractual requirements including change orders and schedule adherence.
- Prepare and conduct regular progress meetings and provide progress reports as required.
- Ensure a successful transition to the warranty and maintenance phase of the project.

#### 4.2.2.1.2 Project Engineer (PE) Responsibilities (Josh Dwyer)

The Project Engineer (PE), Josh Dwyer, will lead the engineering and design personnel assigned to the project. The engineering team will interface with the Motorola Solutions factory engineers and plant production managers to ensure proper ordering and shipment of the system fixed network equipment



and subscriber radios. Josh Dwyer will work with the subcontractors' technical staff to ensure their supplied products comply with required specifications. He will develop the functional test plans that become part of the formal acceptance testing. He will direct the technical integration and testing of all the subsystems to ensure compliance with agreed upon overall system design.

Josh Dwyer will ensure the technical and engineering compliance of the system. He will manage the technical aspects of the subscriber configuration and equipment layout planning. His role also includes oversight of the codeplug development and Fleetmapping process as well as generation of final technical documentation.

Key responsibilities of the Project Engineer are as follows:

- System architecture.
- Coverage design.
- Oversee the design review.
- Determine Final Bill of Materials (BOM).
- Oversee the development of all acceptance test plans.
- Prepare final test reports.
- Participate in product staging and testing at Motorola Solutions' Elgin Experience Center for Solutions Integration (EEC-Si).
- Oversee and manage other assigned staff engineers and resources supporting elements including:
  - RF and coverage design engineers.
  - Spectrum engineer/SME.
  - EEC-Si engineers, field engineering, and Acceptance Test Plan (ATP)/Coverage Acceptance Test Plan (CATP) engineering.

#### 4.2.2.1.3 Other Project Staff

**Table 4-1: Project Team Roles and Responsibilities**

| Motorola Solutions Team Member                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Systems Technologist</b></p> <p>The System Technologist is responsible for ensuring that the system is tested and optimized to perform as designed. System Technologist will oversee the team responsible for all subsystems and the integration of those subsystems into the final system. In addition, the System Technologist oversees installation quality, programming, optimization, and testing of the integrated system to ensure it operates according to the specifications and system design.</p> | <ul style="list-style-type: none"> <li>• Participate in the staging and testing of the system at Motorola Solutions' EEC-Si.</li> <li>• Perform site link verification testing to validate connectivity and performance at the County sites.</li> <li>• Oversee the integration and optimization of all system hardware and software.</li> <li>• Participate in all equipment programming and configuration development.</li> <li>• Perform the optimization of RF equipment.</li> <li>• Perform the optimization of the consoles.</li> <li>• Participate in the Acceptance Test Plan.</li> <li>• Assist in development of the system Cutover Plan.</li> <li>• Provide customer technical support.</li> <li>• Oversee and manage other assigned system</li> </ul> |

| Motorola Solutions Team Member                                                                                                                                                                                                                                                                                                                                                                                     | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Account Manager</b><br/>Your Motorola Solutions Account Manager serves as the liaison responsible for addressing your needs that arise from day-to-day operations as well as issues that arise from system implementation.</p>                                                                                                                                                                               | <p>technologists and resources supporting optimization of the system and subsystems.</p> <ul style="list-style-type: none"> <li>Assist in the configuration and pricing of equipment quotes.</li> <li>Order, process, and manage equipment orders.</li> <li>Perform a consultative role in applying Motorola Solutions' equipment solutions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>Customer Support Manager</b><br/>Your dedicated Customer Support Manager (CSM) coordinates support resources to help ensure optimal quality of service (maintenance) delivery.</p>                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Oversee the execution of the County's support contract (maintenance or warranty) by serving in the role of the advocate for the County.</li> <li>During the warranty phase, act as a point of contact for issue resolution and escalation, monitoring of Motorola Solutions' contractual performance and providing review and analysis of process metrics.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>Training Manager</b><br/>Motorola Solutions' Training Manager is involved in developing the original Training Proposal and will manage training deliverables through system acceptance. This individual will be the single point of contact for training-related matters working closely with Motorola Solutions' Project Manager to ensure deliverables are timed closely with the implementation plan.</p> | <ul style="list-style-type: none"> <li>Participate in the design review to re-assess the County's training needs and expectations (e.g. validate student numbers, monitor technology or courseware updates, etc.)</li> <li>Participate in project status meetings to stay abreast of the project implementation plan and ensure the training plan stays in sync.</li> <li>Facilitate student registrations in online courseware.</li> <li>Conduct a Training Kick-off meeting with the core project team to discuss the courses, target audiences, field labs, possible training locations, and tentative training dates.</li> <li>Manage the collection of data needed for the instructors to prepare and/or tailor end-user materials to your system and features.</li> <li>Discuss the tentative training plan/dates with the project team to obtain confirmation 60-90 days prior to training.</li> <li>Order training materials for end user level courses.</li> <li>Monitor course evaluations and obtain the County's feedback on how training is progressing.</li> <li>Continue to serve as the County's point of contact even after system acceptance for questions about training or continuing education on Motorola Solutions' products.</li> </ul> |

### 4.2.2.2 Subcontractors

Motorola Solutions' project management philosophy ensures that our subcontractors and third party suppliers follow the same high quality standards as Motorola Solutions. Our approach is divided into two major parts: what we do pre-award and what we do during project delivery.

Motorola Solutions outsources highly specialized functions to industry-proven firms. We have been the prime contractor for the majority of our successful public safety communications systems. During this time, we have learned that our continued success is only achieved through the careful up-front selection of our subcontractors, the rigorous oversight of their work, and the integration of their team members as part of our core customer project team.

Motorola Solutions pre-screens and pre-qualifies our subcontractors to ensure that they meet the same performance standards we apply to ourselves. We involve our subcontractors in the SOW development. Oftentimes we also execute formal teaming agreements. These agreements clearly identify the subcontractor’s role in the design, schedule, local resources, and service level agreements.

This pre-award approach has the following advantages:

- Longer-term subcontractor association means better working relationships.
- Pre-award subcontractor integration accelerates delivery and reduces risk.
- Inclusion of local subcontractors provides an integrated local team to support our customers.
- Optimum implementation schedule and increased pricing accuracy.

During project delivery, we integrate our subcontractors as core team members for effective coordination and communications. Subcontractor scope, performance, quality, and schedule are all managed according to the same core project management principles applied to our own organization.

We bring leading inventory management and supply chain capabilities to every customer project. Equipment lists, generated as part of the proposal development process, pass directly to our procurement system. This system manages components, including materials provided by outside suppliers, so that necessary supplies are available when needed.

This supply chain management approach during project delivery has the following benefits:

- Consistent level of quality across the entire integrated project team.
- Immediately identify shortcomings and immediately take corrective action.
- More efficient and effective delivery of the system because components are in the right place at the right time.
- Parts availability issues do not delay the project.

We have chosen to partner with the following subcontractor partners for the County’s new P25 radio communications system project based on their experience and understanding of the overall project requirements.

#### 4.2.2.2.1 Subcontractor Roles and Responsibilities

**Table 4-2: Subcontractor Roles and Responsibilities**

| Subcontractor       | Roles and Responsibilities                                              |
|---------------------|-------------------------------------------------------------------------|
| AVIAT Networks      | Microwave                                                               |
| MCA, Inc.           | System Installation, Subscriber Programming, P25 Pagers and programming |
| NICE Ltd.           | Logging Solutions                                                       |
| SBP Consulting, LLC | Coverage Testing                                                        |

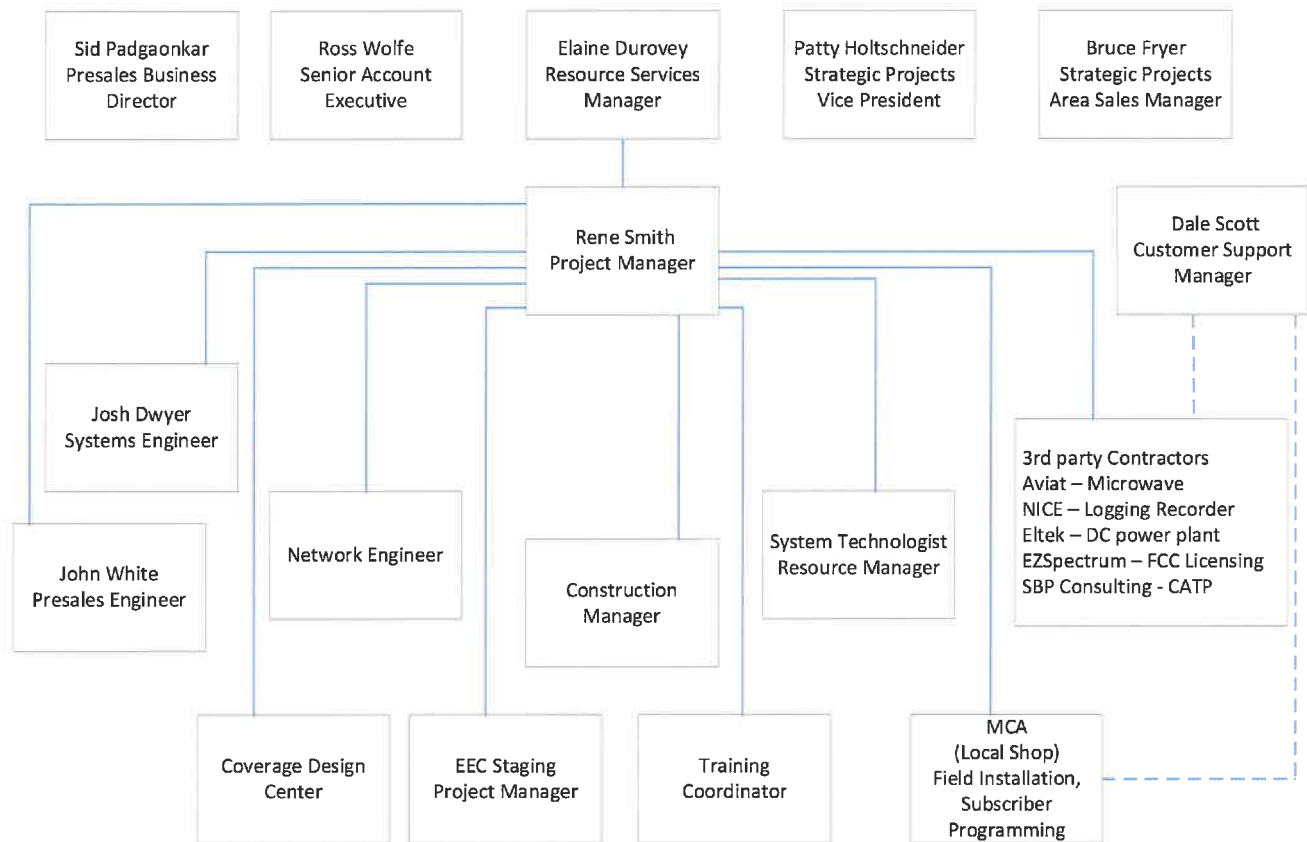
| Subcontractor             | Roles and Responsibilities |
|---------------------------|----------------------------|
| EZSeptrum                 | FCC Licensing              |
| Delta Electronics (Eltek) | DC Power System            |

### 4.2.2.3 Project Team Organization

During project delivery, Motorola Solutions will integrate our subcontractors as members of the core team for effective coordination and communications. Motorola Solutions will bring to the County project proven project work plans, deliverables, estimating parameters, schedules, business model templates, and resources that have been involved in previous, successful communications networks, including many in the area surrounding the County. Motorola Solutions has evolved a mature project management process that fully utilizes the Project Management Book of Knowledge (PMBOK) and PMI standards. The County will benefit from our project management approach and skilled, experienced resources.

The Motorola Solutions Project Manager will have the overall responsibility for the delivery and implementation of the system and management of the responsibilities pursuant to the performance schedule and budget. The County Project Manager will have overall responsibility for all County deliverables, implementation, and management of the County’s responsibilities pursuant to the performance schedule.

The organization chart below shows Motorola Solutions' project team for the County’s P25 Radio System deployment. The team is staffed with talented radio system professionals who have years of ASTRO 25 system experience under their belts. Even our third party subcontractors have a long history working with Motorola Solutions.



**Figure 4-2: Motorola Solutions the County Project Team Organizational Chart**

## 4.2.3 Quality Management

### 4.2.3.1 Motorola Solutions' Commitment to Quality Leads to Efficient, Low-Risk Implementation

Motorola Solutions recognizes that the County values quality improvement processes, and Motorola Solutions' Systems Integration (SI) process offers that value by incorporating quality control methodologies such as Six Sigma and ISO-9000. Motorola Solutions invented Six Sigma as an internal metric for measuring defects and improving quality. Since then, it has become an industry-standard, recognized as a robust business improvement methodology. Six Sigma helps focus an organization on its customer requirements, process alignment, analytical rigor, and timely execution.

Motorola Solutions has multiple ISO quality certifications, and our SI Organization has been granted ISO certification, along with Motorola Solutions' EEC-Si, Elgin Experience Center, and manufacturing organizations. Using Six Sigma, ISO, and other quality control techniques, we have become the first two-time recipient of the Malcolm Baldrige National Quality Award, the nation's most prestigious recognition for corporate excellence.

Adherence to the goals of Six Sigma and ISO-9000 ensure that we will provide the County with the most cost-effective, efficient, and reliable deployment possible.

### 4.2.3.2 Quality Assurance and Controls

Target project activities, addressing all stages of a project, are controlled via the assurance and control methods listed in the table below:

**Table 4-3: Quality Assurance and Controls**

| Activity                                   | Target                                                                                                                                                                             | Assurance / Control                                                                                                       |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Project Management                         | <ul style="list-style-type: none"> <li>• SI Processes</li> <li>• Status Reports</li> <li>• Status Meetings</li> <li>• Project Schedule</li> <li>• Issue Tracking Log</li> </ul>    | <ul style="list-style-type: none"> <li>• Supervision</li> <li>• Assessments</li> <li>• Project Reviews</li> </ul>         |
| Fixed Network Equipment (FNE) Installation | <ul style="list-style-type: none"> <li>• System Design</li> <li>• Diagrams/Documentation</li> <li>• Optimization Procedures</li> <li>• Motorola Solutions R56 Standards</li> </ul> | <ul style="list-style-type: none"> <li>• Supervision</li> </ul>                                                           |
| Mobile/Portable Installation               | <ul style="list-style-type: none"> <li>• Programming Templates</li> <li>• Installation Guides</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>• Supervision</li> <li>• Sample Inspection</li> <li>• Installation Logs</li> </ul> |
| System Acceptance                          | <ul style="list-style-type: none"> <li>• Coverage Testing</li> <li>• Functional Testing</li> <li>• Equipment Verification</li> <li>• Feature/Functionality Testing</li> </ul>      | <ul style="list-style-type: none"> <li>• Sample Inspection</li> <li>• Contract Review</li> </ul>                          |

Additional quality assurance and control activities include:

#### Design Analysis and Verification

Contract Design Review (CDR) meetings will be held between Motorola Solutions and the County to review the system design and project plan. The design and plan must be approved before the project proceeds. These tasks are described in the Statement of Work (SOW) section of the proposal.

Site inspections will be conducted during this phase of the project. All equipment locations will be audited for Site Ready purposes, and Motorola Solutions will prepare a Site Audit Report for each location.

#### RF Coverage Analysis and Verification

A coverage prediction tool has been used to establish locations of RF transmitters. An RF coverage test will be performed to verify coverage. Details on RF coverage and testing methodology are included in the technical response.

## Procurement

Motorola Solutions will place factory orders for the system hardware that is being purchased for the communications system. Multiple sets of orders will be placed, based on the approval of the CDR steps defined in the SOW.

## Document Control

Key project documents will be controlled through a centralized file repository. These documents will have versioning control fields. Document control entails appropriate naming and versioning of project documents, templates, computer files, and other project artifacts to ensure their accuracy and relevance.

## Material Receiving, Storage, and Shipping / Equipment Inventory and Tracking

Motorola Solutions uses a centralized, cloud-based, Android Operating System based solution to manage all North America Field Inventory and Installation verification efforts. Project team members use a ruggedized handheld device for barcode scanning of all communications equipment ordered, shipped, and received at a customer's site or a temporary warehouse. With pre-loaded data, the project team members can perform efficient, real-time verification of all received equipment.

## System Testing and Validation

The primary equipment will be staged at Motorola Solutions' facility in Elgin, IL. Before the equipment leaves the staging facility, a number of performance and functionality tests will be executed to verify that the system is operating properly. After the equipment has been installed in the field, but prior to beneficial use, an acceptance test will be executed to verify that the system has been installed correctly and the system is ready for use.

## Installation Personnel Training and Certification

Installation personnel are trained on Motorola Solutions R56 installation guidelines and Motorola Solutions technologies.

## Deficiency Reporting and Correction

Equipment that is found not to be in conformance with published specifications will be tagged, repaired, and/or replaced. Each non-conformance shall have a non-conformance record that will be used in the corrective action.

## Implementation and Cutover

A detailed implementation plan and migration plan will be created to document how and when the system will be installed and commissioned. The implementation plan will describe how and when the site/equipment installations will occur. The migration plan will describe how and when the new system will be put into service and how and when the users will be migrated onto the system.

## Training and Certification of the County Personnel

Motorola Solutions will conduct standard training courses per the Requirements Document to train the County end user personnel on the use of the system, and the County technical personnel on the operation and support of the system

## R56 Standard

Motorola Solutions has created and maintained an industry standard for installation of Communication Sites titled R56. This standard assures that our installations, as well as those of our contractors, meet the highest and most consistent level of quality. EEC-Si, or factory staging, performs racking and cabling per R56. Our Motorola Solutions' Field Service Organization (FSO), have all technicians trained on the standard, and our Engineers design to the standard.

Specific areas covered by the R56 standard include:

- Site Design and Development.
- Shelter Design and Installation.
- External Grounding.
- Power Sources.
- Surge Protection.
- Minimizing Site Interference.
- Equipment Installation.

## Auditing to the R56 Standard

Included in Motorola Solutions' proposal is an independent audit of its compliance to the R56 standard. These independent audits of our installation assure that the highest installation quality is achieved. The results of these audits, issues found, remediation, and time to complete will be a topic at Project Status Meetings.

## 4.2.4 Risk Management

### Risk Analysis and Management Plan

Our risk management process helps to ensure that the Motorola Solutions project team is making informed decisions about our approaches to identified risks and escalating high-profile risks to project stakeholders, both internally and externally, to manage the overall risk profile of the project and our respective organizations.

### Risk Analysis and Management Process

The process includes four key activities:

- **Identification:** This starts before a project is initiated, with the number of risks increasing as the project continues through the project lifecycle. All identifiable risks are entered into a Register and documented as a Risk Statement.
- **Analysis:** Identified risks are analyzed to determine the probability of occurrence and impact to the project, which are used as the basis for assigning risk priority.
- **Planning:** The project manager will prescribe a standard and established approach to ensure that the stakeholders agree on the action to be taken and the timeline proposed to succeed.
- **Tracking and Control:** This is the management of current risks and issues by their assigned owners with oversight by the project manager. It also involves review of any residual risks.

An independent quality review of entries in the Risk Registry may also be performed to evaluate the project's risk management process for overall effectiveness.



## Risk Analysis and Management Roles

- **Responsibility:** All project stakeholders are expected to contribute to risk identification and assist the project manager with documenting known and potential risks. Risk Management will be emphasized during regular project team meetings, and updates to the Risk Register will be made as risk factors change over time.
- **Accountability:** As each risk is identified, a Risk Owner is assigned and is held accountable for taking corrective action.
- **Administration:** The project manager is responsible for administering the Risk Management Plan. This involves the assessment of mitigation plans, monitoring risks, and coordinating efforts.

## Risk Analysis and Management Plan Execution

The plan will be executed using a project Risk Register that includes the following elements:

- **Risk Identification:** Captures inputs to define risk relationship to project, risk source, project impact, and stakeholder summary discussion.
- **Risk Analysis:** Captures risk type (threat or opportunity), information on timing of the risk occurrence, and the Risk Priority Number (RPN) calculation.
- **Risk Action Plan:** Details the actions that need to be completed, the expected results, and the person accountable for executing the plan.
- **Risk Action Tracking and Control:** Includes applicable dates and status information.

## 4.2.5 Communications Management

### Communications Plan

The project team will engage in various types of communication. The methods used primarily consist of email, face-to-face conversations, and phone calls as described in the following sections.

### Project Documentation

Various documents will be used throughout the project life cycle. The required project templates and documentation will be used to verify the adequacy of the actual processes and procedures used to develop and/or deliver products/services.

The following table identifies primary documents that may be used by the project team as applicable.

**Table 4-4: Project Documentation**

| Document                       | Content                                                                                                                                                                                                                                                                    |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requirements Document Response | <ul style="list-style-type: none"> <li>• Solution Overview</li> <li>• Product and Service Pricing</li> <li>• Project Schedule/Milestones</li> <li>• Technical Documentation</li> <li>• Additional information as specified in the Requirements Document request</li> </ul> |

| Document                         | Content                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract                         | <ul style="list-style-type: none"> <li>• Terms &amp; Conditions Documentation</li> <li>• Financial Documentation</li> <li>• Technical Documentation</li> </ul>                                                                                                                                                                                         |
| Project Management Plan          | <ul style="list-style-type: none"> <li>• Statement of Work (SOW)</li> <li>• Project Schedule</li> <li>• Estimate the effort needed to complete those tasks</li> <li>• Document all of the project interdependencies</li> <li>• List the assumptions and constraints</li> </ul>                                                                         |
| Project Quality Assurance Plan   | <ul style="list-style-type: none"> <li>• Identify customer requirements</li> <li>• Identify project deliverables to be produced</li> <li>• Gain your customers agreement with the targets set</li> </ul>                                                                                                                                               |
| Technical Plan                   | <ul style="list-style-type: none"> <li>• Detailed Design</li> <li>• Installation Plan</li> <li>• Cutover Plan</li> </ul>                                                                                                                                                                                                                               |
| Resource Plan                    | <ul style="list-style-type: none"> <li>• Identify types of labor required for the project</li> <li>• Identify roles and responsibilities for each labor type</li> <li>• Determine number of people required to fill each role</li> <li>• Determine types and quantities of equipment needed</li> <li>• Determine amount of materials needed</li> </ul> |
| Risk Plan                        | <ul style="list-style-type: none"> <li>• Identify risks within your project</li> <li>• Categorize and prioritize each risk</li> <li>• Determine the likelihood of the risks occurring</li> <li>• Identify the impact on the project if risk does occur</li> </ul>                                                                                      |
| Communications Management        | <ul style="list-style-type: none"> <li>• Define each stakeholders' communication needs</li> <li>• Determine the method and frequency of each communication</li> <li>• Identify resource to attend communications events</li> <li>• Build a communication event schedule</li> </ul>                                                                     |
| Change Management                | <ul style="list-style-type: none"> <li>• Establish change order process</li> <li>• Establish document control procedures</li> <li>• Hardware and Software Configuration Management</li> </ul>                                                                                                                                                          |
| Testing and Acceptance Documents | <ul style="list-style-type: none"> <li>• Create a list of all project deliverables</li> <li>• Criteria for gaining customer acceptance</li> <li>• Establish acceptance standards to be met</li> <li>• Development of test plans as required</li> </ul>                                                                                                 |

| Document                   | Content                                                                                                                                                                                                                                                         |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Readiness Document | <ul style="list-style-type: none"> <li>Verify that system is ready for transition from the project team to service</li> <li>Document any known issues and project punch list items</li> <li>Review obligations for service and support of the system</li> </ul> |
| Customer Support Plan      | <ul style="list-style-type: none"> <li>Document services and service level expectations</li> <li>Establish communication and escalation plan</li> <li>Review plan with customer</li> </ul>                                                                      |

## Letters and Memoranda

Letters and memoranda are formal written communications that will be used to:

- Document key project decisions.
- Document information or facts as a matter of record.
- Communicate milestone completion and acceptance testing results.
- Relay information as required by policies and procedures.

In cases where the formal method of communication is not written, that communication may be followed by a formal letter or memorandum to ensure mutual understanding of the matter discussed.

## Project Meetings during Planning, Execution, and Transition

These are the typical project team meetings. Other meetings may occur as needed to make decisions or resolve issues that arise during the project:

**Table 4-5: Project Team Meetings**

| Meeting Type            | Purpose                                                                                          | Frequency                    |
|-------------------------|--------------------------------------------------------------------------------------------------|------------------------------|
| Customer Status Meeting | A tactical meeting to discuss current and near term activities.                                  | Monthly or as agreed upon.   |
| Internal Status Meeting | A tactical meeting to discuss current and near term activities with the Motorola Solutions team. | Bi-Weekly or as agreed upon. |

## Project Communications during Planning, Execution, and Transition

The following describes the methods of delivery and frequency of communications during the implementation and transition periods:

**Table 4-6: Project Communications**

| Communication Topic | Method                                                                                 | Frequency                  |
|---------------------|----------------------------------------------------------------------------------------|----------------------------|
| Project Schedule    | Typically communicated to project stakeholders via an output from scheduling software. | Monthly or as agreed upon. |
| Issue Tracking      | Typically communicated to project stakeholders via spreadsheet.                        | Monthly or as agreed upon. |

| Communication Topic   | Method                                                                | Frequency                  |
|-----------------------|-----------------------------------------------------------------------|----------------------------|
| Project Status Report | Typically communicated to the project stakeholders via text document. | Monthly or as agreed upon. |
| Decision Tracking     | Typically communicated to responsible parties via text document.      | As required.               |
| Change Control        | Typically communicated to project stakeholders via text document.     | As required                |

### Project Status Reports

Project status reports provide project stakeholders with information on the status and progress of the project. At a minimum, the following information will be included:

- Project Status on major activities.
- Status of Issues and Action Items.
- Future or planned activities.
- Status of Risks and Issues.
- Project Schedule.

The information provided will contain enough detail to enable stakeholders to make informed decisions and maintain oversight of the project.

### Issue Reporting and Corrective Action

- Issues identified during the project shall be recorded and tracked. Tracking information typically includes:
  - Description
  - Priority level
  - Date identified
  - Owner
  - Due date
  - Status
- The direct producer whenever possible should resolve issues. Any that cannot be resolved with the help of the Motorola Solutions technical team are elevated to the Motorola Solutions Project Manager. The Motorola Solutions Project Manager is responsible for deficiency escalation when required.
- Issues that have been referred to the Motorola Solutions Project Manager are reviewed periodically until they are resolved. Items that are unable to be resolved by the Motorola Solutions Project Team may be escalated to higher levels of management.

## 4.2.6 Scope Management

Scope management relies on the ability to understand the requirements and what is needed to meet the requirements.

## Scope Definition

During the CDR, Motorola Solutions and the County will perform an in-depth review of the proposed design (details proposed solution) and SOW (details project requirements as defined in the Requirements Document). The Review and assessment of the detailed work schedule and the County's roles and responsibilities are activities performed in the CDR.

**Rigorous and Repeatable Project Management Processes:  
Controlling Scope, Schedule, and Cost**

Motorola Solutions will provide guidance and cost-effective solutions that anticipate not only the current needs and requirements but also allow enhancements to meet the County's future needs.

## Change Management during Project Delivery

Another key to our scope management success is our change management process. Once the CDR is completed and the County approves design, Motorola Solutions effectively maintains change management during the project to capture the impact of any proposed changes to the requirements during implementation. Motorola Solutions will collaborate with the County to determine the impact of any change requests with respect to scope, cost, and schedule. Our approach enables us to respond quickly to project changes, adapting our delivery schedule, resource allocation scheme, and individual task assignments when a scope change is required.

## Scope Management Value

The County will have ongoing visibility to the project schedule with the ability to make informed decisions regarding any requested changes during the project. The benefit to the County is a reliable and committed project timeline, which delivers the committed requirements within budget and on time. Motorola Solutions' integrated team will manage the scope of the project following the same rigorous scope management process to ensure the project is completed on time and on budget.

### 4.2.7 Schedule Management

Motorola Solutions has developed a project schedule for the system implementation. The project schedule will be reviewed in detail and modified as necessary during the CDR with the County. The final approved project schedule will be base-lined and become the basis for all reporting and status activities during the project. Motorola Solutions will also develop detailed schedules for its team members and subcontractors to ensure that all schedules support the implementation plan.

**Our experience in implementations and schedule management will ensure that the project stays on-track.**

The schedule will also show tasks and activities that will require the support of the County during the project. Any dependencies between tasks and a critical path analysis will be used to show the impact of any potential delays during the project. This critical path analysis in conjunction with the risk mitigation plan will ensure that all team members understand the importance of supporting the work effort and completing the tasks on time.

Successful schedule management depends on these key approaches:

- Schedule development in collaboration with the County and subcontractors is further refined during the Design stage.
- Effective scope and change management plans.

- Accurate and timely status reporting.

The schedule will reflect all project work activities.

### Schedule Management – Project Schedule

An accurate project schedule will identify the critical path for the project and focus the team on ensuring the tasks are completed on time. The project schedule and the visibility it offers allows a transparent view of the project timeline and tasks so the County's stakeholders are kept informed of the project progress. It also allows the County to view the potential impact of any requirements or scope changes to the overall project schedule.

## 4.3 Project Schedule

Motorola Solutions has provided our Project Schedule for the project on the following pages.

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| ID  | Task Name                                                                            | % Complete | Duration | Start        | Finish       |
|-----|--------------------------------------------------------------------------------------|------------|----------|--------------|--------------|
| 1   | Prince Edward, VA Implementation                                                     | 0%         | 494.5 d  | Mon 12/18/23 | Tue 12/12/25 |
| 2   | Project Initiation                                                                   | 0%         | 21 d     | Mon 12/18/23 | Thu 1/18/24  |
| 3   | Contract Award                                                                       | 0%         | 0 d      | Mon 12/18/23 | Mon 12/18/23 |
| 4   | Project Set Up                                                                       | 0%         | 10 d     | Mon 12/18/23 | Tue 1/2/24   |
| 5   | Post Sale Transition Meeting Completed                                               | 0%         | 1 d      | Wed 1/3/24   | Wed 1/3/24   |
| 6   | Internal Project Plan/Design Review                                                  | 0%         | 5 d      | Wed 1/3/24   | Tue 1/9/24   |
| 7   | Project Kick-off                                                                     | 0%         | 11 d     | Wed 1/3/24   | Thu 1/18/24  |
| 12  | Project Initiation Complete                                                          | 0%         | 0 d      | Thu 1/18/24  | Thu 1/18/24  |
| 13  | Project Planning                                                                     | 0%         | 88 d     | Fri 1/19/24  | Thu 5/21/24  |
| 14  | Customer Design Updated and Delivered                                                | 0%         | 75 d     | Fri 1/19/24  | Thu 5/21/24  |
| 86  | Design Review Conducted                                                              | 0%         | 3 d      | Fri 5/3/24   | Tue 5/7/24   |
| 87  | Design Reviewed and Approved                                                         | 0%         | 10 d     | Wed 5/8/24   | Tue 5/21/24  |
| 88  | Project Planning Complete                                                            | 0%         | 0 d      | Tue 5/21/24  | Tue 5/21/24  |
| 89  | Project Execution                                                                    | 0%         | 433 d    | Thu 3/14/24  | Sun 11/30/25 |
| 96  | Site Development                                                                     | 0%         | 243.5 d  | Tue 5/21/24  | Fri 5/8/25   |
| 97  | Coverage Design, and Site Location Complete                                          | 0%         | 0 d      | Tue 5/21/24  | Tue 5/21/24  |
| 246 | Douglas Church Rd Site Development                                                   | 0%         | 173.5 d  | Thu 8/29/24  | Fri 5/8/25   |
| 390 | System Installation                                                                  | 0%         | 173.5 d  | Mon 11/11/24 | Tue 7/22/25  |
| 381 | DC Installation                                                                      | 0%         | 76 d     | Wed 1/15/25  | Fri 5/2/25   |
| 421 | MM Installation                                                                      | 0%         | 76 d     | Tue 2/4/25   | Wed 5/21/25  |
| 443 | LMR Equipment Installation                                                           | 0%         | 70 d     | Fri 2/21/25  | Mon 6/2/25   |
| 485 | Dispatch Installation (7)                                                            | 0%         | 23 d     | Mon 6/2/25   | Thu 7/3/25   |
| 478 | Logging and Recording Upgrade                                                        | 0%         | 173.5 d  | Mon 11/11/24 | Tue 7/22/25  |
| 517 | Perform System Acceptance Testing                                                    | 0%         | 63.5 d   | Tue 5/20/25  | Tue 8/19/25  |
| 530 | System Coverage Acceptance Test (CATP)                                               | 0%         | 40 d     | Tue 8/19/25  | Wed 10/15/25 |
| 531 | Individual Site Transceiver                                                          | 0%         | 5 d      | Tue 8/19/25  | Tue 8/26/25  |
| 532 | Continuous Audio, Rx Desense, Noise Floor                                            | 0%         | 5 d      | Tue 8/26/25  | Wed 9/3/25   |
| 536 | Drive Test Start Date (Completed in Full Foliage)                                    | 0%         | 0 d      | Wed 9/3/25   | Wed 9/3/25   |
| 537 | Drive Test Conducted                                                                 | 0%         | 5 d      | Wed 9/3/25   | Wed 9/10/25  |
| 541 | Critical Building                                                                    | 0%         | 10 d     | Wed 9/10/25  | Wed 9/24/25  |
| 542 | Control Stations, GPS                                                                | 0%         | 5 d      | Wed 9/24/25  | Wed 10/1/25  |
| 545 | Neighboring Jurisdictions / Roaming / Data Coverage Drive Test (All Cells Available) | 0%         | 4 d      | Wed 10/1/25  | Tue 10/7/25  |
| 546 | Document CATP Results                                                                | 0%         | 10 d     | Wed 10/1/25  | Wed 10/15/25 |
| 547 | CATP Acceptance                                                                      | 0%         | 0 d      | Wed 10/15/25 | Wed 10/15/25 |
| 548 | Training                                                                             | 0%         | 46 d     | Tue 8/19/25  | Thu 10/23/25 |
| 557 | Cut-Over                                                                             | 0%         | 6 d      | Thu 10/23/25 | Fri 10/31/25 |
| 558 | Verify System Readiness                                                              | 0%         | 1 d      | Thu 10/23/25 | Fri 10/24/25 |
| 559 | Cutover                                                                              | 0%         | 5 d      | Fri 10/24/25 | Fri 10/31/25 |
| 560 | 30-day Operational Reliability Testing                                               | 0%         | 30.0 d   | Fri 10/31/25 | Sun 11/30/25 |
| 561 | Project Close                                                                        | 0%         | 20 d     | Fri 10/31/25 | Tue 12/2/25  |

## Project Schedule Summary



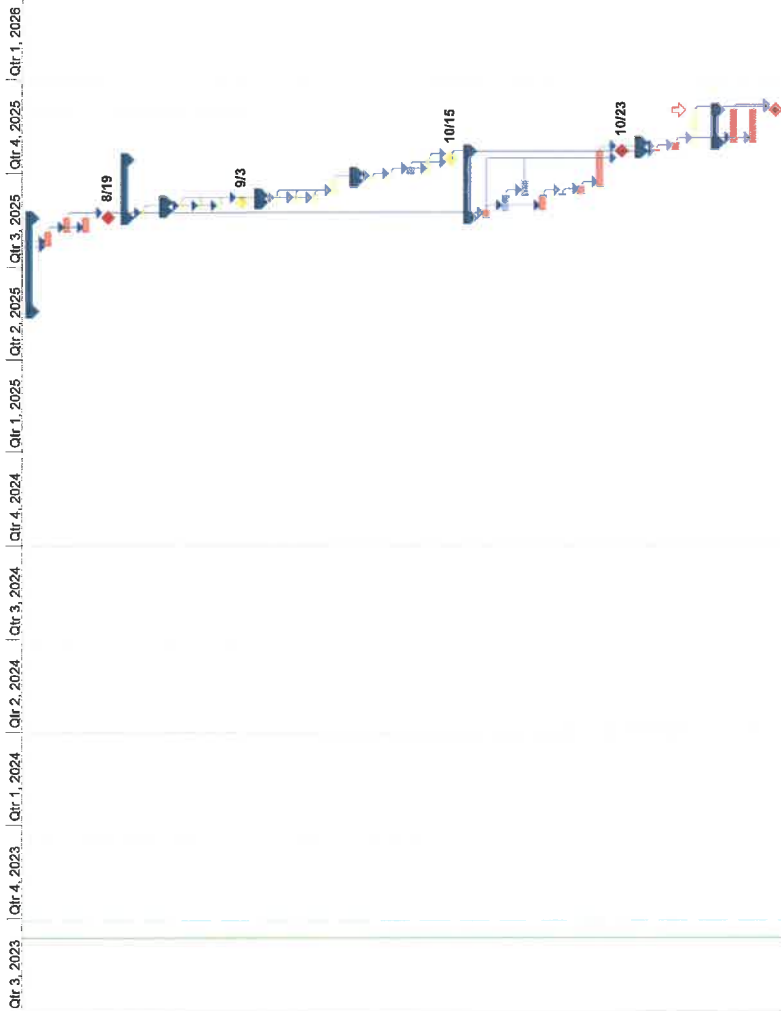
# Detailed Project Schedule

| ID | Task Name                                                                         | % Complete | Duration | Start        | Finish       |
|----|-----------------------------------------------------------------------------------|------------|----------|--------------|--------------|
| 1  | Prince Edward, VA Implementation                                                  | 0%         | 494.5 d  | Mon 12/18/23 | Tue 12/25/24 |
| 2  | Project Initiation                                                                | 0%         | 21 d     | Mon 12/18/23 | Thu 1/18/24  |
| 3  | Contract Award                                                                    | 0%         | 0 d      | Mon 12/18/23 | Mon 12/18/23 |
| 4  | Project Set Up                                                                    | 0%         | 10 d     | Mon 12/18/23 | Tue 1/2/24   |
| 5  | Post Sale Transition Meeting Completed                                            | 0%         | 1 d      | Wed 1/3/24   | Wed 1/3/24   |
| 6  | Internal Project Plan/Design Review                                               | 0%         | 5 d      | Wed 1/3/24   | Tue 1/9/24   |
| 7  | Project Kick-off                                                                  | 0%         | 11 d     | Wed 1/3/24   | Thu 1/18/24  |
| 8  | Kick-off Preparation                                                              | 0%         | 5 d      | Wed 1/3/24   | Tue 1/9/24   |
| 9  | Internal Project Kick-off                                                         | 0%         | 1 d      | Wed 1/10/24  | Wed 1/10/24  |
| 10 | Project Reports and Recurring Deliverables Established                            | 0%         | 5 d      | Wed 1/10/24  | Wed 1/17/24  |
| 11 | Project Kick-off Conducted                                                        | 0%         | 1 d      | Thu 1/18/24  | Thu 1/18/24  |
| 12 | Project Initiation Complete                                                       | 0%         | 0 d      | Thu 1/18/24  | Thu 1/18/24  |
| 13 | Project Planning                                                                  | 0%         | 88 d     | Fri 1/19/24  | Tue 5/21/24  |
| 14 | Customer Design Updated and Delivered                                             | 0%         | 75 d     | Fri 1/19/24  | Thu 5/2/24   |
| 15 | System Architecture/Equipment Overview                                            | 0%         | 17 d     | Fri 1/19/24  | Mon 2/12/24  |
| 16 | System Architecture/Equipment Overview Finalized                                  | 0%         | 10 d     | Fri 1/19/24  | Thu 2/1/24   |
| 17 | System Architecture/Equipment Overview Delivered                                  | 0%         | 1 d      | Fri 2/2/24   | Fri 2/2/24   |
| 21 | System Description Updated                                                        | 0%         | 10 d     | Fri 1/19/24  | Thu 2/1/24   |
| 22 | System Description Delivered                                                      | 0%         | 1 d      | Fri 2/2/24   | Fri 2/2/24   |
| 26 | Dispatch Subsystems Updated                                                       | 0%         | 10 d     | Mon 2/5/24   | Fri 2/16/24  |
| 27 | Dispatch Subsystems Draft Delivered                                               | 0%         | 1 d      | Mon 2/19/24  | Mon 2/19/24  |
| 28 | Dispatch Subsystems Comments Received                                             | 0%         | 5 d      | Tue 2/20/24  | Mon 2/26/24  |
| 29 | Dispatch Subsystems Final Delivered                                               | 0%         | 1 d      | Tue 2/27/24  | Tue 2/27/24  |
| 30 | Network Management System/Fault Management/Network Security                       | 0%         | 17 d     | Mon 2/5/24   | Tue 2/27/24  |
| 31 | Network Management System/Fault Management/Network Security Design Updated        | 0%         | 10 d     | Mon 2/5/24   | Fri 2/16/24  |
| 32 | Network Management System/Fault Management/Network Security Draft Delivered       | 0%         | 1 d      | Mon 2/19/24  | Mon 2/19/24  |
| 33 | Network Management System/Fault Management/Network Security Comments Received     | 0%         | 5 d      | Tue 2/20/24  | Mon 2/26/24  |
| 34 | Network Management System/Fault Management/Network Security Final Delivered       | 0%         | 1 d      | Tue 2/27/24  | Tue 2/27/24  |
| 35 | Mobile Data Services/CEN Services                                                 | 0%         | 17 d     | Mon 2/5/24   | Tue 2/27/24  |
| 36 | Mobile Data Services/CEN Services Updated                                         | 0%         | 10 d     | Mon 2/5/24   | Fri 2/16/24  |
| 37 | Mobile Data Services/CEN Services Draft Delivered                                 | 0%         | 1 d      | Mon 2/19/24  | Mon 2/19/24  |
| 38 | Mobile Data Services/CEN Services Comments Received                               | 0%         | 5 d      | Tue 2/20/24  | Mon 2/26/24  |
| 39 | Mobile Data Services/CEN Services Final Delivered                                 | 0%         | 1 d      | Tue 2/27/24  | Tue 2/27/24  |
| 40 | MW Path Survey and Frequency Coordination                                         | 0%         | 60 d     | Fri 1/19/24  | Thu 4/11/24  |
| 41 | MW Path Survey                                                                    | 0%         | 20 d     | Fri 1/19/24  | Thu 2/15/24  |
| 42 | Field Path Survey                                                                 | 0%         | 10 d     | Thu 2/1/24   | Thu 2/1/24   |
| 43 | Prepare Survey Report                                                             | 0%         | 5 d      | Fri 2/2/24   | Thu 2/8/24   |
| 44 | Customer Reviews Survey Report                                                    | 0%         | 2 d      | Wed 2/14/24  | Thu 2/15/24  |
| 45 | Customer Approves Survey Report                                                   | 0%         | 0 d      | Thu 2/15/24  | Thu 2/15/24  |
| 46 | MW Frequency Coordination and Licensing                                           | 0%         | 37 d     | Wed 2/21/24  | Thu 4/11/24  |
| 47 | Client Authorization Notices (CAN)                                                | 0%         | 2 d      | Wed 2/21/24  | Thu 2/22/24  |
| 48 | Customer Reviews and Approve CAN                                                  | 0%         | 0 d      | Thu 2/22/24  | Thu 2/22/24  |
| 49 | Prior Coordination Notice (PCN)                                                   | 0%         | 30 d     | Fri 2/23/24  | Thu 4/4/24   |
| 50 | Supplemental Showing                                                              | 0%         | 1 d      | Thu 4/11/24  | Thu 4/11/24  |
| 51 | FCC Application Filed                                                             | 0%         | 0 d      | Thu 4/11/24  | Thu 4/11/24  |
| 52 | MW Design Engineering                                                             | 0%         | 48 d     | Mon 2/26/24  | Wed 5/1/24   |
| 53 | Generate & Release Equipment List                                                 | 0%         | 5 d      | Mon 2/26/24  | Fri 3/1/24   |
| 54 | Generate Rack Profiles, Wire List, Channel Plan, Block Diagrams and Shipping Chec | 0%         | 5 d      | Mon 3/4/24   | Fri 3/8/24   |
| 55 | Customer Reviews Rack Profiles, Channel Plan and Shipping Checklist               | 0%         | 3 d      | Mon 3/18/24  | Wed 3/20/24  |
| 56 | Customer Approves Rack Profiles, Channel Plan and Confirms Local Warehousing      | 0%         | 0 d      | Wed 3/20/24  | Wed 3/20/24  |
| 57 | MW Factory Acceptance Testing (FAT) Procedure                                     | 0%         | 15 d     | Thu 3/21/24  | Wed 4/10/24  |
| 58 | Prepare and Issue FAT Procedure for approval                                      | 0%         | 5 d      | Thu 3/21/24  | Wed 3/27/24  |
| 59 | Customer Reviews FAT Procedure                                                    | 0%         | 5 d      | Thu 4/4/24   | Wed 4/10/24  |
| 60 | Customer Approves FAT Procedure                                                   | 0%         | 0 d      | Wed 4/10/24  | Wed 4/10/24  |
| 61 | MW Site Acceptance Testing (SAT) Procedure                                        | 0%         | 15 d     | Thu 4/11/24  | Wed 5/1/24   |
| 62 | Prepare and Issue SAT Procedure for approval                                      | 0%         | 5 d      | Thu 4/11/24  | Wed 4/17/24  |
| 63 | Customer Reviews SAT Procedure                                                    | 0%         | 5 d      | Thu 4/25/24  | Wed 5/1/24   |
| 64 | Customer Approves SAT Procedure                                                   | 0%         | 0 d      | Wed 5/1/24   | Wed 5/1/24   |
| 65 | RF Coverage Design                                                                | 0%         | 17 d     | Tue 2/20/24  | Wed 3/13/24  |
| 66 | RF Coverage Design Updated                                                        | 0%         | 10 d     | Tue 2/20/24  | Mon 3/4/24   |
| 67 | RF Coverage Design Draft Delivered                                                | 0%         | 1 d      | Tue 3/5/24   | Tue 3/5/24   |

| ID  | Task Name                                                                      | % Complete | Duration | Start        | Finish       |
|-----|--------------------------------------------------------------------------------|------------|----------|--------------|--------------|
| 68  | RF Coverage Design Comments Received                                           | 0%         | 5 d      | Wed 3/6/24   | Tue 3/12/24  |
| 69  | RF Coverage Design Final Delivered                                             | 0%         | 1 d      | Wed 3/13/24  | Wed 3/13/24  |
| 70  | Acceptance Test Plans                                                          | 0%         | 17 d     | Tue 2/20/24  | Mon 3/18/24  |
| 71  | Acceptance Test Plans Finalized                                                | 0%         | 10 d     | Tue 2/20/24  | Mon 3/4/24   |
| 72  | Acceptance Test Plans Draft Delivered                                          | 0%         | 1 d      | Tue 3/5/24   | Tue 3/5/24   |
| 73  | Acceptance Test Plans Comments Received                                        | 0%         | 5 d      | Wed 3/6/24   | Wed 3/12/24  |
| 74  | Acceptance Test Plans Final Delivered                                          | 0%         | 1 d      | Wed 3/13/24  | Wed 3/13/24  |
| 75  | Preliminary Cutover / Transition Plan                                          | 0%         | 17 d     | Tue 2/20/24  | Wed 3/13/24  |
| 76  | Cutover Planning Developed                                                     | 0%         | 10 d     | Tue 2/20/24  | Mon 3/4/24   |
| 77  | Cutover Planning Draft Delivered                                               | 0%         | 1 d      | Tue 3/5/24   | Tue 3/5/24   |
| 78  | Cutover Planning Comments Received                                             | 0%         | 5 d      | Wed 3/6/24   | Tue 3/12/24  |
| 79  | Cutover Planning Final Delivered                                               | 0%         | 1 d      | Wed 3/13/24  | Wed 3/13/24  |
| 80  | Training Plans Updated                                                         | 0%         | 10 d     | Mon 2/19/24  | Fri 2/16/24  |
| 81  | Training Plans Draft Delivered                                                 | 0%         | 1 d      | Mon 2/19/24  | Mon 2/19/24  |
| 82  | Training Plans Comments Received                                               | 0%         | 5 d      | Mon 2/20/24  | Mon 2/26/24  |
| 83  | Training Plans Final Delivered                                                 | 0%         | 1 d      | Tue 2/27/24  | Tue 2/27/24  |
| 84  | CDR Presentation Material Delivered                                            | 0%         | 1 d      | Thu 5/2/24   | Thu 5/2/24   |
| 85  | CDR Presentation Material Received                                             | 0%         | 3 d      | Fri 5/3/24   | Tue 5/7/24   |
| 86  | Design Review Conducted                                                        | 0%         | 10 d     | Wed 5/8/24   | Tue 5/21/24  |
| 87  | Design Review and Approved                                                     | 0%         | 0 d      | Tue 5/21/24  | Tue 5/21/24  |
| 88  | Project Planning Complete                                                      | 0%         | 0 d      | Tue 5/21/24  | Tue 5/21/24  |
| 89  | Project Execution                                                              | 0%         | 0 d      | Tue 5/21/24  | Tue 5/21/24  |
| 96  | Site Development                                                               | 0%         | 433.5 d  | Thu 3/14/24  | Sun 11/30/25 |
| 246 | Coverage Design, and Site Location Complete                                    | 0%         | 0 d      | Tue 5/21/24  | Tue 5/21/24  |
| 247 | Douglas Church Rd Site Development                                             | 0%         | 173.5 d  | Thu 8/29/24  | Fri 5/9/25   |
| 248 | PRE CONSTRUCTION PHASE                                                         | 0%         | 138 d    | Thu 8/29/24  | Thu 3/20/25  |
| 249 | Notice to proceed from Prince Edward County                                    | 0%         | 0 d      | Thu 8/29/24  | Thu 8/29/24  |
| 250 | SITE ACQUISITION                                                               | 0%         | 83 d     | Wed 9/18/24  | Tue 1/21/25  |
| 251 | Coverage and system design approved by Prince Edward County                    | 0%         | 0 d      | Wed 9/18/24  | Wed 9/18/24  |
| 252 | Existing tower site leasing/acquisition                                        | 0%         | 80 d     | Mon 9/23/24  | Fri 1/17/25  |
| 253 | Lease option and Entry/Testing agreement with owner                            | 0%         | 3 d      | Mon 11/4/24  | Wed 11/6/24  |
| 254 | Title search/curative issues                                                   | 0%         | 15 d     | Mon 12/16/24 | Fri 1/26/24  |
| 255 | Contract Offer and negotiations with the owner                                 | 0%         | 15 d     | Mon 12/16/24 | Wed 1/8/25   |
| 256 | Finalize site contract/lease                                                   | 0%         | 3 d      | Tue 1/16/25  | Tue 1/21/25  |
| 257 | SITE ENGINEERING                                                               | 0%         | 33 d     | Thu 8/29/24  | Wed 10/16/24 |
| 258 | Site location agreement between owner and Prince Edward County                 | 0%         | 0 d      | Thu 8/29/24  | Thu 8/29/24  |
| 259 | Site visit with A&E                                                            | 0%         | 1 d      | Thu 9/5/24   | Thu 9/5/24   |
| 260 | Prepare site sketch/Lease Exhibit                                              | 0%         | 2 d      | Tue 9/10/24  | Wed 9/11/24  |
| 261 | Review and approval of site sketch by Prince Edward County, owner and Motorola | 0%         | 5 d      | Thu 9/12/24  | Wed 9/18/24  |
| 262 | Site survey and mapping                                                        | 0%         | 7 d      | Tue 9/24/24  | Wed 10/2/24  |
| 263 | Preliminary drawings for zoning/Prince Edward County approval                  | 0%         | 5 d      | Thu 10/3/24  | Wed 10/9/24  |
| 264 | Review and approval of drawings by Prince Edward County, owner and Motorola    | 0%         | 5 d      | Thu 10/10/24 | Wed 10/16/24 |
| 265 | Existing tower zoning application and approvals                                | 0%         | 20 d     | Mon 10/21/24 | Fri 11/15/24 |
| 266 | NEPA/SHPO studies and approvals                                                | 0%         | 30 d     | Mon 9/23/24  | Fri 11/1/24  |
| 267 | Complete Final Detailed drawings for Prince Edward County review               | 0%         | 7 d      | Mon 11/18/24 | Wed 11/27/24 |
| 268 | Prince Edward County approval of Final Construction drawings                   | 0%         | 5 d      | Fri 11/29/24 | Thu 12/5/24  |
| 269 | Site release/ Construction NTP to Contractor                                   | 0%         | 0 d      | Tue 1/21/25  | Tue 1/21/25  |
| 270 | Building and construction permit application and approval                      | 0%         | 15 d     | Mon 1/27/25  | Fri 2/14/25  |
| 271 | Land Disturbance permit application and approval                               | 0%         | 5 d      | Mon 1/27/25  | Fri 1/31/25  |
| 272 | Electrical Permit application and approval                                     | 0%         | 10 d     | Mon 1/27/25  | Fri 2/7/25   |
| 273 | CONSTRUCTION PHASE                                                             | 0%         | 57.5 d   | Wed 2/19/25  | Fri 5/9/25   |
| 274 | SITE PREPARATION                                                               | 0%         | 10 d     | Wed 2/19/25  | Tue 3/4/25   |
| 275 | Mobilization                                                                   | 0%         | 1 d      | Wed 2/19/25  | Wed 2/19/25  |
| 276 | Locate existing utilities                                                      | 0%         | 1 d      | Mon 2/24/25  | Mon 2/24/25  |
| 277 | Medium Clearing and Grubbing                                                   | 0%         | 4 d      | Thu 2/20/25  | Tue 2/25/25  |
| 278 | Compound grading and silt fencing                                              | 0%         | 2 d      | Mon 2/24/25  | Tue 2/25/25  |
| 279 | Pick up meter panel and install meterboard                                     | 0%         | 2 d      | Wed 2/26/25  | Thu 2/27/25  |
| 280 | TOWER WORK                                                                     | 0%         | 12 d     | Fri 3/28/25  | Mon 4/14/25  |
| 281 | Ship antennas, line and accessories to the site                                | 0%         | 5 d      | Fri 3/28/25  | Thu 4/3/25   |
| 282 | Install cable support facilities on existing structure                         | 0%         | 2 d      | Mon 4/7/25   | Tue 4/8/25   |
| 283 | Install antennas and lines                                                     | 0%         | 4 d      | Wed 4/9/25   | Mon 4/14/25  |
| 284 | SITE COMPONENTS INSTALLATION                                                   | 0%         | 25 d     | Fri 2/28/25  | Thu 4/3/25   |

| ID  | Task Name                                                            | % Complete | Duration | Start        | Finish      |
|-----|----------------------------------------------------------------------|------------|----------|--------------|-------------|
| 280 | Trench and install underground power conduits                        | 0%         | 5 d      | Fri 2/28/25  | Thu 3/6/25  |
| 293 | Conduit inspection and backfill                                      | 0%         | 1 d      | Fri 3/7/25   | Fri 3/7/25  |
| 294 | Excavate, form and rebar shelter foundations                         | 0%         | 3 d      | Mon 3/10/25  | Wed 3/12/25 |
| 295 | Excavate, form and rebar fuel tank foundation                        | 0%         | 1 d      | Tue 3/11/25  | Tue 3/11/25 |
| 297 | Foundation inspection, concrete pour and testing                     | 0%         | 1 d      | Thu 3/13/25  | Thu 3/13/25 |
| 298 | Ship shelter to site                                                 | 0%         | 2 d      | Wed 3/19/25  | Thu 3/20/25 |
| 299 | Offload and install equipment shelter                                | 0%         | 2 d      | Fri 3/21/25  | Mon 3/24/25 |
| 300 | Install fuel tank and piping                                         | 0%         | 2 d      | Tue 3/25/25  | Wed 3/26/25 |
| 301 | Piping inspection, leakage test and trench backfill                  | 0%         | 2 d      | Thu 3/27/25  | Fri 3/28/25 |
| 304 | Install ice bridge from shelter to the tower                         | 0%         | 2 d      | Tue 4/1/25   | Wed 4/2/25  |
| 312 | FINAL TESTING                                                        | 0%         | 21.5 d   | Thu 4/10/25  | Fri 5/8/25  |
| 313 | Line termination and Sweep test                                      | 0%         | 0.5 d    | Tue 4/15/25  | Tue 4/15/25 |
| 380 | System Installation                                                  | 0%         | 173.5 d  | Mon 11/11/24 | Tue 7/22/25 |
| 381 | DC Installation                                                      | 0%         | 76 d     | Wed 1/15/25  | Fri 5/2/25  |
| 408 | Douglas Church Rd: DC Installation                                   | 0%         | 13 d     | Tue 4/15/25  | Fri 5/2/25  |
| 409 | DC Inst: Site Ready for DC Installation                              | 0%         | 0 d      | Tue 4/15/25  | Tue 4/15/25 |
| 410 | DC Inst: DC Power Installation                                       | 0%         | 5 d      | Tue 4/15/25  | Tue 4/22/25 |
| 411 | DC Inst: DC Power Delivery and Installation                          | 0%         | 3 d      | Tue 4/15/25  | Fri 4/18/25 |
| 412 | DC Inst: Initial DC Plant Power Up                                   | 0%         | 1 d      | Fri 4/18/25  | Mon 4/21/25 |
| 413 | DC Inst: DC Plant ATP                                                | 0%         | 1 d      | Mon 4/21/25  | Tue 4/22/25 |
| 414 | DC Inst: DC Battery Installation                                     | 0%         | 7 d      | Fri 4/18/25  | Tue 4/29/25 |
| 415 | DC Inst: DC Battery Received at Warehouse                            | 0%         | 1 d      | Fri 4/18/25  | Mon 4/21/25 |
| 416 | DC Inst: DC Battery Delivered and Installation                       | 0%         | 3 d      | Mon 4/21/25  | Thu 4/24/25 |
| 417 | DC Inst: DC Battery Initial Charge                                   | 0%         | 3 d      | Thu 4/24/25  | Tue 4/29/25 |
| 418 | DC Inst: DC System Commissioning                                     | 0%         | 3 d      | Tue 4/29/25  | Fri 5/2/25  |
| 419 | DC Inst: Battery and DC Plant Load Bank Test                         | 0%         | 3 d      | Tue 4/29/25  | Fri 5/2/25  |
| 420 | DC Inst: DC System Commissioning Complete                            | 0%         | 0 d      | Fri 5/2/25   | Fri 5/2/25  |
| 421 | MW Installation                                                      | 0%         | 76 d     | Tue 2/4/25   | Wed 5/21/25 |
| 436 | Douglas Church Rd: MW Installation                                   | 0%         | 13 d     | Fri 5/2/25   | Wed 5/21/25 |
| 437 | Site 1: Ready for MW Installation                                    | 0%         | 0 d      | Fri 5/2/25   | Fri 5/2/25  |
| 438 | Site 1: Deliver and Install MW Dish and Lines                        | 0%         | 3 d      | Fri 5/2/25   | Wed 5/7/25  |
| 439 | Site 1: Sweep Lines and Pressurize                                   | 0%         | 2 d      | Wed 5/7/25   | Fri 5/9/25  |
| 440 | Site 1: MW Radio Turn Up and Test                                    | 0%         | 3 d      | Fri 5/9/25   | Wed 5/14/25 |
| 441 | Site 1: Site Optimization - MW                                       | 0%         | 5 d      | Wed 5/14/25  | Wed 5/21/25 |
| 442 | Site 1: MW Dish and Lines Complete                                   | 0%         | 0 d      | Wed 5/21/25  | Wed 5/21/25 |
| 443 | LMR Equipment Installation                                           | 0%         | 70 d     | Fri 2/21/25  | Mon 6/22/25 |
| 458 | Douglas Church Rd: LMR Installation                                  | 0%         | 7 d      | Wed 5/21/25  | Mon 6/2/25  |
| 459 | Site 1: Site Ready for LMR Equipment Installation                    | 0%         | 0 d      | Wed 5/21/25  | Wed 5/21/25 |
| 460 | Site 1: Deliver LMR Equipment                                        | 0%         | 1 d      | Wed 5/21/25  | Thu 5/22/25 |
| 461 | Site 1: Bolt Down and Cable Equipment                                | 0%         | 2 d      | Thu 5/22/25  | Thu 5/27/25 |
| 462 | Site 1: Terminate AC and DC Power                                    | 0%         | 2 d      | Tue 5/27/25  | Thu 5/29/25 |
| 464 | Site 1: Program/Optimize Site                                        | 0%         | 2 d      | Mon 6/2/25   | Mon 6/2/25  |
| 465 | Site 1: Site Installation Complete                                   | 0%         | 0 d      | Mon 6/2/25   | Mon 6/2/25  |
| 466 | Dispatch Installation (7)                                            | 0%         | 23 d     | Mon 6/2/25   | Thu 7/3/25  |
| 467 | Farmville ECC: Dispatch Installation (6)                             | 0%         | 14 d     | Mon 6/2/25   | Fri 6/20/25 |
| 468 | Farmville ECC: Deliver Dispatch Equipment                            | 0%         | 1 d      | Mon 6/2/25   | Tue 6/3/25  |
| 469 | Farmville ECC: Install Dispatch Equipment                            | 0%         | 10 d     | Tue 6/3/25   | Tue 6/17/25 |
| 470 | Farmville ECC: Program/Optimize Dispatch Equipment                   | 0%         | 3 d      | Tue 6/17/25  | Fri 6/20/25 |
| 471 | Farmville ECC: Dispatch Installation Complete                        | 0%         | 0 d      | Fri 6/20/25  | Fri 6/20/25 |
| 472 | Prince Edward County Sheriff's Office: Dispatch Installation (2)     | 0%         | 9 d      | Fri 6/20/25  | Thu 7/3/25  |
| 473 | County Sheriff's Office: Deliver Dispatch Equipment                  | 0%         | 1 d      | Fri 6/20/25  | Mon 6/23/25 |
| 474 | County Sheriff's Office: Install Dispatch Equipment                  | 0%         | 5 d      | Mon 6/23/25  | Mon 6/30/25 |
| 475 | County Sheriff's Office: Program/Optimize Dispatch Equipment         | 0%         | 3 d      | Mon 6/30/25  | Thu 7/3/25  |
| 476 | County Sheriff's Office: Dispatch Installation Complete              | 0%         | 0 d      | Thu 7/3/25   | Thu 7/3/25  |
| 484 | Logging and Recording Upgrade                                        | 0%         | 173.5 d  | Mon 11/11/24 | Tue 7/22/25 |
| 485 | Upgrade of L&R Equipment                                             | 0%         | 14 d     | Tue 6/17/25  | Tue 7/8/25  |
| 486 | Farmville ECC: Installation / Upgrade of Logging Equipment           | 0%         | 5 d      | Tue 6/24/25  | Tue 6/24/25 |
| 487 | County Sheriff's Office: Installation / Upgrade of Logging Equipment | 0%         | 5 d      | Mon 6/30/25  | Tue 7/8/25  |
| 488 | Logging Installation Test Performed                                  | 0%         | 5 d      | Tue 7/8/25   | Tue 7/15/25 |
| 489 | Logging End User Training                                            | 0%         | 10 d     | Tue 7/8/25   | Tue 7/22/25 |
|     | Logging and Recording Installation/Upgrade Complete                  | 0%         | 0 d      | Tue 7/22/25  | Tue 7/22/25 |

| ID  | Task Name                                                                            | % Complete | Duration | Start        | Finish       |
|-----|--------------------------------------------------------------------------------------|------------|----------|--------------|--------------|
| 517 | Perform System Acceptance Testing                                                    | 0%         | 63.5 d   | Tue 5/20/25  | Tue 8/19/25  |
| 526 | System Optimization                                                                  | 0%         | 10 d     | Tue 7/22/25  | Tue 8/5/25   |
| 527 | System Acceptance Testing Conducted                                                  | 0%         | 10 d     | Tue 8/5/25   | Tue 8/19/25  |
| 528 | Document System Acceptance Test Results                                              | 0%         | 10 d     | Tue 8/5/25   | Tue 8/19/25  |
| 529 | System Testing Acceptance Complete                                                   | 0%         | 0 d      | Tue 8/19/25  | Tue 8/19/25  |
| 530 | System Coverage Acceptance Test (CATP)                                               | 0%         | 40 d     | Tue 8/19/25  | Wed 10/15/25 |
| 531 | Individual Site Transceiver                                                          | 0%         | 5 d      | Tue 8/19/25  | Tue 8/26/25  |
| 532 | Continuous Audio, Rx Desense, Noise Floor                                            | 0%         | 5 d      | Tue 8/26/25  | Wed 9/3/25   |
| 533 | Continuous Audio Quality Monitoring                                                  | 0%         | 5 d      | Tue 8/26/25  | Wed 9/3/25   |
| 534 | Continuous Rx Desensitization                                                        | 0%         | 5 d      | Tue 8/26/25  | Wed 9/3/25   |
| 535 | Noise Floor Measurement                                                              | 0%         | 5 d      | Tue 8/26/25  | Wed 9/3/25   |
| 536 | Drive Test Start Date (Completed in Full Foliage)                                    | 0%         | 0 d      | Wed 9/3/25   | Wed 9/3/25   |
| 537 | Drive Test Conducted                                                                 | 0%         | 5 d      | Wed 9/3/25   | Wed 9/10/25  |
| 538 | Digital Audio Quality                                                                | 0%         | 5 d      | Wed 9/3/25   | Wed 9/10/25  |
| 539 | Bit Error Rate                                                                       | 0%         | 5 d      | Wed 9/3/25   | Wed 9/10/25  |
| 540 | SSI                                                                                  | 0%         | 5 d      | Wed 9/3/25   | Wed 9/10/25  |
| 541 | Critical Building                                                                    | 0%         | 10 d     | Wed 9/10/25  | Wed 9/24/25  |
| 542 | Control Stations, GPS                                                                | 0%         | 5 d      | Wed 9/24/25  | Wed 10/1/25  |
| 543 | Control Station Test                                                                 | 0%         | 2 d      | Wed 9/24/25  | Fri 9/26/25  |
| 544 | GPS                                                                                  | 0%         | 3 d      | Fri 9/26/25  | Wed 10/1/25  |
| 545 | Neighboring Jurisdictions / Roaming / Data Coverage Drive Test (All Cells Available) | 0%         | 4 d      | Wed 10/1/25  | Tue 10/7/25  |
| 546 | Document CATP Results                                                                | 0%         | 10 d     | Wed 10/1/25  | Wed 10/15/25 |
| 547 | CATP Acceptance                                                                      | 0%         | 0 d      | Wed 10/15/25 | Wed 10/15/25 |
| 548 | Training                                                                             | 0%         | 46 d     | Tue 8/19/25  | Thu 10/23/25 |
| 549 | Radio System Administration & Management                                             | 0%         | 5 d      | Tue 8/19/25  | Tue 8/26/25  |
| 550 | Radio System Maintenance                                                             | 0%         | 10 d     | Tue 8/26/25  | Wed 9/10/25  |
| 551 | Microwave Network Maintenance                                                        | 0%         | 10 d     | Wed 9/10/25  | Wed 9/24/25  |
| 552 | Train the Trainer, Training                                                          | 0%         | 10 d     | Tue 8/26/25  | Wed 9/10/25  |
| 553 | Console Configuration --All dispatch supervisors on site                             | 0%         | 1 d      | Wed 9/10/25  | Thu 9/11/25  |
| 554 | Radio End User Training                                                              | 0%         | 5 d      | Thu 9/11/25  | Thu 9/18/25  |
| 555 | Training Complete                                                                    | 0%         | 25 d     | Thu 9/18/25  | Thu 10/23/25 |
| 556 | Cut-Over                                                                             | 0%         | 6 d      | Thu 10/23/25 | Fri 10/31/25 |
| 557 | Verify System Readiness                                                              | 0%         | 1 d      | Thu 10/23/25 | Fri 10/24/25 |
| 558 | Cutover                                                                              | 0%         | 5 d      | Fri 10/24/25 | Fri 10/31/25 |
| 559 | 30-day Operational Reliability Testing                                               | 0%         | 30 d     | Fri 10/31/25 | Sun 11/30/25 |
| 560 | Project Close                                                                        | 0%         | 20 d     | Fri 10/31/25 | Tue 12/2/25  |
| 561 | Punch List Resolution and Legacy Equipment Decommissioning                           | 0%         | 20 d     | Fri 10/31/25 | Tue 12/2/25  |
| 562 | Finalize Documentation and Deliver As-Builts                                         | 0%         | 20 d     | Fri 10/31/25 | Tue 12/2/25  |
| 563 | Final System Acceptance                                                              | 0%         | 0 d      | Tue 12/2/25  | Tue 12/2/25  |
| 565 |                                                                                      |            |          |              |              |



## 4.4 Implementation

### 4.4.1 System Implementation Overview

Figure 4-3 below is an overview of activities and deliverables for major phases of the system implementation process.

| DESIGN REVIEW                                                                                                                                                                                          | PROCUREMENT                                                                              | INSTALLATION                                                                                                                               | ACCEPTANCE TESTING                                                                                                     | TRAINING                                                                              | CUTOVER                                                                  | TRANSITION TO LIFE CYCLE SUPPORT                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>ACTIVITY</b>                                                                                                                                                                                        |                                                                                          |                                                                                                                                            |                                                                                                                        |                                                                                       |                                                                          |                                                                                |
| <ul style="list-style-type: none"> <li>• Capture elements of the system design</li> <li>• Develop testing procedures</li> <li>• Develop training plan</li> <li>• Coverage and Site Lockdown</li> </ul> | <ul style="list-style-type: none"> <li>• Manufacture &amp; purchase equipment</li> </ul> | <ul style="list-style-type: none"> <li>• Equipment is installed</li> <li>• System is optimized</li> <li>• Subscribers installed</li> </ul> | <ul style="list-style-type: none"> <li>• Functionality Test</li> <li>• Coverage Test</li> <li>• 30-day Test</li> </ul> | <ul style="list-style-type: none"> <li>• Train all users per training plan</li> </ul> | <ul style="list-style-type: none"> <li>• Execute cutover plan</li> </ul> | <ul style="list-style-type: none"> <li>• Enter the Warranty period</li> </ul>  |
| <b>DELIVERABLE</b>                                                                                                                                                                                     |                                                                                          |                                                                                                                                            |                                                                                                                        |                                                                                       |                                                                          |                                                                                |
| <ul style="list-style-type: none"> <li>• Project Plan</li> <li>• Comm. Plan</li> <li>• Project Schedule</li> <li>• Quality Plan</li> <li>• Risk Plan</li> <li>• Testing Plan</li> </ul>                | <ul style="list-style-type: none"> <li>• Shipped system to field</li> </ul>              | <ul style="list-style-type: none"> <li>• Installation completed as agreed upon CDR</li> </ul>                                              | <ul style="list-style-type: none"> <li>• Successful test completion</li> </ul>                                         | <ul style="list-style-type: none"> <li>• All users trained</li> </ul>                 | <ul style="list-style-type: none"> <li>• Successful cutover</li> </ul>   | <ul style="list-style-type: none"> <li>• Ongoing system maintenance</li> </ul> |

Figure 4-3: System Implementation Overview

## 4.5 Assumptions

### 4.5.1 Design Assumptions

Motorola Solutions has designed the County’s ASTRO 25 Trunked Simulcast System to provide voice coverage based on the following assumptions:

- The guaranteed coverage prediction is based solely on the subscriber, site, and antenna network parameters as indicated in this document. Should any parameters change, Motorola Solutions will re-calculate the coverage guarantee based on the updated information.
- Motorola Solutions has done a Traffic Loading Analysis based on real world traffic information collected from several similar sized systems and users.
- Motorola Solutions assumes there is no receiver sensitivity degradation caused by external interference and noise. Should any external interference be found during implementation, Motorola Solutions would work with the County to reduce/mitigate it wherever possible.

## 4.5.2 Implementation Assumptions

- Prior to installation, Motorola Solutions will execute an Intermodulation (IM) and Transmitter Noise Receiver Desensitization (TNRD) analysis based on a computer model, and identify potential interference that may affect the system. Motorola Solutions will make recommendations to the County to alleviate IM & TNRD problems discovered through this process. The study will be conducted considering only FCC license information posted at the site and any additional information provided by the County.
  - Based on the results of the IM Analysis, Motorola Solutions will work with the County to identify radio interference between the new communication system and other existing radio systems.
  - Motorola Solutions will help the County identify the interference due to external factors but will not be responsible for mitigating it.
  - Motorola Solutions will not correct deficiencies in equipment configurations of other site tenants unless specifically contracted by those licensees to do so.
- Motorola Solutions is not responsible for issues outside of its immediate control. Such issues include, but are not restricted to, improper frequency coordination by others and non-compliant operation of other radios.
- Motorola Solutions is not responsible for co-channel interference due to errors in frequency coordination by APCO or any other unlisted frequencies, or the improper design, installation, or operation of systems installed or operated by others.
- Motorola Solutions will work with the County to gather inputs for the Fleetmapping plan.
- If, for any reason, any of the proposed sites or proposed antenna mounting heights cannot be utilized due to reasons beyond Motorola Solutions’ control, the costs associated with site changes or delays including, but not limited to, re-engineering, frequency re-licensing, site zoning, site permitting, schedule delays, site abnormalities, re-mobilization, etc., will be negotiated by the County and Motorola Solutions and documented through the change order process.
- The County is responsible for providing adequate installation space, furniture and AC power where existing shelters or buildings are being reused.
- The County is responsible for any corrective actions required for the deficiencies outside Motorola Solutions scope specified in the R-56 report provided by Motorola Solutions.
- The following guidelines are followed during subscribers’ deployment:
  - A “one-time only” programming charge is included in the project price.
- Concerning mobile installations, Motorola Solutions will:
  - Mobile installation will take place at MCA shop location.
  - The County to provide minimum three (3) vehicles per day for mobile installations. The last vehicle should be in for the installation prior to 2:00 p.m.
  - Utilize the standard mobile mounting hardware provided with the type of unit.
  - Obtain main power leads from a voltage source as supplied in the mobiles.

### 4.5.3 General Site Development Assumptions

The following is a list of the assumptions made by Motorola Solutions in developing our proposed site development scope of work and pricing.

All clarifications and exceptions contained in this Section (General Site Development Assumptions) take precedence over any other section of this Contract.

- No mandatory union workers or mandatory minority workers are required for the work proposed.
- All work is assumed to be done during normal business hours as dictated by time zone (Monday thru Friday, 7:30 a.m. to 5:00 p.m.).
- All work noted as being the responsibility of Motorola Solutions is to be completed utilizing Motorola Solutions preferred contractors.
- Hazardous materials are not present at the work locations. Testing and removal of hazardous materials, found during site investigations, construction or equipment installation will be the responsibility of the customer.
- Upgrades/structural improvements to existing antenna support structures (towers, rooftops, etc.) and their foundations necessary to accommodate the new antennas proposed are excluded.
- The restoration of the site surroundings by fertilizing, seeding and strawing the disturbed areas will be adequate.
- If as a result of NEPA studies, any jurisdictional authority should determine that a proposed communications facility "may have a significant environmental impact", the environmental impact studies or field testing and evaluation related to such determination have not been included.
- The site location can be finalized and lease agreement can be reached with the property owner within 60 calendar days after the start of the site acquisition effort.
- Foundations for the shelter, generator and fuel tank are based "normal soil" conditions as defined by TIA/EIA 222-G. Footings deeper than 30 inches, raised piers, rock coring, dewatering, or hazardous material removal have not been included.
- The existing site have adequate room to expand and install proposed new shelters, including lay-down and staging areas, without encroaching on wetlands, easements, setbacks, right-of-ways, or property lines.
- If extremely harsh or difficult weather conditions delay the site work for more than a week, Motorola Solutions will seek excusable delays rather than risk job site safety.
- The existing ground system and soil resistivity at the proposed sites is sufficient to achieve resistance of 10 ohms or less. Soil enhancements, grounding system design enhancements or upgrades to existing site grounding systems that might be required to achieve the 10 Ohms resistivity are excluded. Communications site grounding will be designed and installed per Motorola Solutions' Standards and Guidelines for Communications Sites (R56).
- Structural and foundation as-built drawings of the proposed antenna support structures (i.e. towers, roof-tops, monopoles, etc.) will be made available to preclude the need for ultrasonic testing, dispersive wave testing geotechnical borings or exploratory excavation.
- Installations or up-grades of existing site electrical systems in order to comply with NFPA 70, Article 708 are excluded.
- Underground utilities are not present in the construction areas and as such, no relocation will be required.

- Structural analyses for towers or other structures that have not been performed by Motorola Solutions will relinquish Motorola Solutions from any responsibility for the analysis report contents and/or recommendation therein.
- The sites have adequate utility service to support the proposed equipment loading. Utility transformer upgrades or step-up or down transformers will not be required.
- Protective grating over communications shelters, generators, fuel tanks or outdoor cabinets has not been included in this proposal.
- Storm water design and implementation are excluded.
- Winter conditions (snow, ice, freezing) are excluded.
- Cranes, lifts, and specialty access equipment are considered outside of standard project scope unless otherwise declared in the detailed statement of work provided for each site. Assumes all towers are climbable and antennas can be installed without the need of cranes and/or lifts.
- Customer review and approval of site design drawings will occur within seven calendar days of submission by Motorola Solutions or its subcontractor(s). Should a re-submission be required, the Customer shall review and approve the re-submitted plans within seven calendar days from the date of submittal. Motorola Solutions has included up to two (2) revisions of drawings additional revisions will be handled in accordance with the formal change order process.
- Where Motorola Solutions is proposing to install new equipment in existing rooms/shelters and new antennas on existing towers. Or where existing equipment has been proposed to be reutilized. It has been assumed unless noted otherwise in the statement of work provided that;
  - Existing electrical service to these rooms/shelters has sufficient capacity to support the loading of the new equipment proposed pending a formal load study to be conducted post-contract award. There are existing generators that have sufficient capacity to handle the electric load of the new equipment proposed to be installed by MSI.
  - There are existing HVAC systems have sufficient capacity to support the heat loading of the existing equipment proposed by MSI.
  - The existing room/shelter floors have sufficient structural capacity to support the weight loading of the new equipment proposed by Motorola Solutions. Structural improvements to floors or to any structures are excluded. Motorola Solutions has included steel plating where heavy battery racks have been proposed to be installed in existing shelters.
  - The proposed/existing antenna support structures (i.e. towers, rooftops, monopoles, etc.) are structurally capable of supporting the new antenna, cables, and ancillary equipment proposed and will not need to be removed or rebuilt at the existing site. The towers or supporting structures meet all applicable EIA/TIA-222 structural, foundation, ice, wind, and twist and sway requirements. Motorola Solutions has not included any cost for structural or foundation upgrades to the antenna support structure.
  - Lead paint testing of existing painted towers has not been included unless otherwise declared in the detailed statement of work provided for each site.
  - Proposed antenna heights on existing towers will be available at the time of installation.
  - Third party (Site Owner) consultant fees will not be required and are excluded.



## 4.5.4 Site Specific Assumptions

### 4.5.4.1 Hampden Sydney Water Tank Site

- The water tank top has adequate space to support the new proposed antennas.

### 4.5.4.2 Farmville ECC Site

- The existing UPS, generator, and HVAC in the main 911 equipment room has the capacity for the new proposed equipment.

### 4.5.4.3 Sheriff's Office Site

- Existing main building equipment rooms and distribution panel has sufficient space and capacity to support the proposed electrical loading of the new equipment to be installed by Motorola Solutions. The existing generator supports panel.
- Existing shelter floor has sufficient structural capacity to support the weight loading of the new equipment to be installed by Motorola Solutions.
- Existing UPS, generator, HVAC has sufficient capacity to support the electrical loading of the new equipment to be installed by Motorola Solutions.
- Existing HVAC units have sufficient capacity to support the heat loading of the new equipment to be installed by Motorola Solutions.

## 4.5.5 Path Design Assumptions

The County microwave path design assumptions include but are not limited to:

- Fiber backhaul exists and operational between Farmville ECC, Sheriff Dispatch and Dominion Tower.
- Path and site surveys are required for a final determination of all path viability.

## 4.6 Change Order Process

Either Party may request changes within the general scope of this Agreement. If a requested change causes an increase or decrease in the cost, change in system configuration or adds time to the project's timeline required to perform this Agreement, the Parties will agree to an equitable adjustment of the Contract Price, Performance Schedule, or both, and will reflect the adjustment in a change order. Neither Party is obligated to perform requested changes unless both Parties execute a written change order.

An example Change Order Form is provided on the following pages.



**CHANGE ORDER**

[type co# here]

Change Order No. \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Customer Name: \_\_\_\_\_  
 Customer Project Mgr: \_\_\_\_\_

The purpose of this Change Order is to: *(highlight the key reasons for this Change Order)*

Contract # **REQUIRED** \_\_\_\_\_ Contract Date: \_\_\_\_\_

In accordance with the terms and conditions of the contract identified above between [enter customer name] and Motorola Solutions, Inc. , the following changes are approved:

**Contract Price Adjustments**

|                                                                                                          |    |
|----------------------------------------------------------------------------------------------------------|----|
| Original Contract Value:                                                                                 | \$ |
| Previous Change Order amounts for Change Order numbers <input type="text"/> through <input type="text"/> | \$ |
| This Change Order:                                                                                       | \$ |
| New Contract Value:                                                                                      | \$ |

**Completion Date Adjustments**

|                                                     |  |
|-----------------------------------------------------|--|
| Original Completion Date:                           |  |
| Current Completion Date prior to this Change Order: |  |
| New Completion Date:                                |  |



# CHANGE ORDER

[type co# here]

**Changes in Equipment:** *(additions, deletions or modifications)* **Include attachments if needed**

---

**Changes in Services:** *(additions, deletions or modifications)* **Include attachments if needed**

---

**Schedule Changes:** *(describe change or N/A)*

---

**Pricing Changes:** *(describe change or N/A)*

---

**Customer Responsibilities:** *(describe change or N/A)*

---

**Payment Schedule for this Change Order:**  
*(describe new payment terms applicable to this change order)*

---

Unless amended above, all other terms and conditions of the Contract shall remain in full force. If there are any inconsistencies between the provisions of this Change Order and the provisions of the Contract, the provisions of this Change Order will prevail.

IN WITNESS WHEREOF the parties have executed this Change Order as of the last date signed below.

**Motorola  
Solutions, Inc.**

**Customer**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Motorola Solutions Project Manager

Date: \_\_\_\_\_

## 4.7 Training Plan

### 4.7.1 Overview

Partnering with Motorola Solutions will enable Prince Edward County to build personnel competency and maximize return on investment.

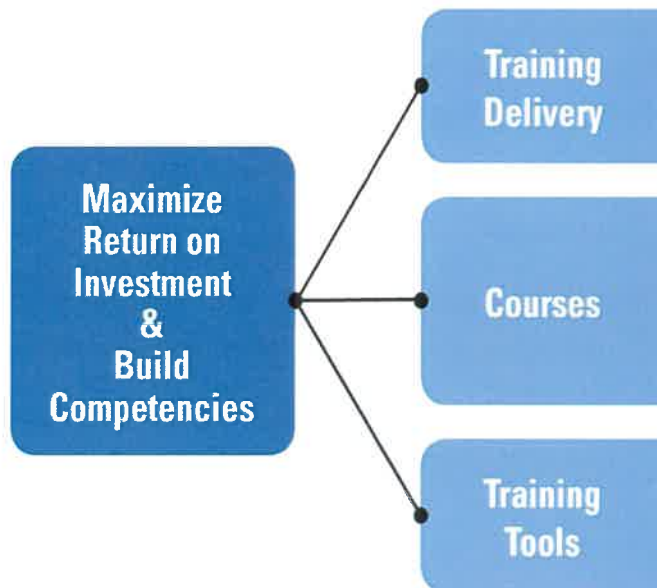
Effective training ensures successful implementation and use of your communications system by all personnel for the life of the system. The training plan furnished to Prince Edward County is comprised of targeted coursework developed and delivered by our expert instructors. This plan, included below, will effectively provide Prince Edward County's personnel with a comprehensive understanding of the proposed system and user equipment.

We will collaborate with Prince Edward County to tailor a final training plan to enable Prince Edward County's organization to operate, configure, and manage the proposed solution effectively and efficiently.



### 4.7.2 Motorola Solutions Training

Motorola Solutions provides an expanding portfolio of training delivery methods, tools, and courses to support the training needs of our customers. The figure below shows the elements of our training methodology that qualify us as the leader in the communications training industry.



**Figure 4-4: Build the competencies of the County personnel and maximize your return on investment with Motorola Solutions' expanding portfolio of training delivery methods, tools, and courses.**

## 4.7.3 Training Delivery

### Training Methods

Motorola Solutions' training experience and expertise enables our customers to gain the training they need to use during critical times in a variety of methods. As shown in the figure below, we offer four interactive methods of training: Online Self-Paced Virtual Instructor-Led, Instructor-Led, and our new Integrated Training Environment.



**Figure 4-5: Motorola Solutions offers a variety of interactive training methods that cater to different learning techniques, allowing more effective ways to give personnel the skills they need.**

These training approaches ensure our customers receive the understanding they need for the practical aspects of their jobs.

### Motorola Solutions Instructors

We have approximately 40 instructor resources distributed across North America. These instructors are available to train customers in our Technical Training Center located in Schaumburg, Illinois, while specific training courses are available at our facility in Plantation, Florida. Training can also be delivered directly on-site at customer locations. All instructors undergo an Instructional Skills and Technical Knowledge Program, which is a globally recognized training and instructor assessment program.

### Consultative Services

Motorola Solutions provides consultative services for our customers, which includes personalized training plans and other training-related services. Our dedicated training consultant team works with our customers and Motorola Solutions account teams to identify and meet the training needs of technical, administrative end users, and other audiences.

## 4.7.4 Training Courses

Motorola Solutions offers a wide range of training courses to help our customers improve their proficiency with our expanding portfolio and get the most from their training system.

Our specialized courses/curriculums are designed for our customers' role. Whether they are an administrator, technician or user, Motorola Solutions makes sure our customers are equipped with foundational and advanced skills.

General overviews of product and/or solution training offered are listed below:

### ASTRO 25 System Administrator Training Courses

ASTRO 25 System Administrator Training provides participants with a full curriculum that will enable them to manage and operate the proposed system to obtain its fullest potential and capabilities.

### Console Training Courses

Console Training provides participants with a curriculum that will enable them to obtain a high-level understanding of the system configuration, general console operation, how to perform basic tasks, operating procedures for specific features, and the knowledge and skills necessary to manage and maintain the system.

### APX Mobile and Portable Radio Training Courses

APX Mobile and Portable Radio Training provides participants with an introduction to the radio, the knowledge and skills necessary to perform basic radio operation, common operational tasks, operating procedures for specific features of the radio, and technical programming and maintenance of radios.

### Microwave Training Course

Microwave Training provides participants with a curriculum that enables a technician to perform first level maintenance and support of the backhaul network. Instruction in managing the microwave network and understanding features of the microwave management system is also included. This is a five-day instructor led training for up to 10 participants at a County location.

### Logging Recorder Training

Logging recorder training will consist of a two-day instructor led training for up to six participants held at a County location. It covers monitor, reconstruction, organizer and reporter, as well as administration applications.

## 4.7.5 Training Tools

### Tracking and Evaluation

All customer training is tracked and evaluated. The Project Manager and training team tracks and records all courses completed through the implementation of the project. Surveys are given to trainees to evaluate the trainers. Feedback is given and placed on our customer-shared website.

## 4.7.6 Proposed Training Overview for the County

In order to achieve the training goals identified by the County, we propose the following courses.

It is necessary that participants bring their laptop computers for all system administrator and technician classes. Materials will be delivered electronically.

#### 4.7.6.1 Radio User

##### 4.7.6.1.1 APX™ CPS Programming and Template Building

### APX7001

| APX™ CPS Programming and Template Building |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Synopsis and Objectives:</b>     | <p>The APX™ CPS Radio Programming and Template Building course provides communications management personnel and technicians with the knowledge and training necessary to build templates and program the APX family of radios in the most efficient way possible.</p> <p>After completing this course, the student will be able to:</p> <ul style="list-style-type: none"> <li>• Navigate through the user interface of the APX™ Customer Programming Software (CPS).</li> <li>• Build the APX family of programming templates using the APX™ CPS programming software.</li> <li>• Program the specific conventional and trunking parameters related to the various system types in which the radios will operate.</li> <li>• Program the radios using typical APX™ CPS features and functions, such as cloning and drag and drop operations.</li> <li>• Use additional APX™ CPS related functions such as codeplug comparison, radio flashing, Advance System Key Administrator, and codeplug merging.</li> </ul> |
| <b>Delivery Method:</b>                    | <p>VILT – Virtual Instructor-led Training<br/>Can also be taught as ILT –Instructor-led Training</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Duration:</b>                           | <p>2 days in the field<br/>4 days total when combined with Radio Management (RDS2017)<br/>VILT – 2.5 hours per day for 5 days</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Participants:</b>                       | <p>You should attend this training course if you are a radio technician or system manager who needs to:</p> <ul style="list-style-type: none"> <li>• Perform APX radio programming.</li> <li>• Gain knowledge of the APX CPS navigation, tools, options and features.</li> <li>• Have a better understanding of APX subscribers operating in Conventional, Single Site trunking, Simulcast, SmartZone or ASTRO 25 IV&amp;D TDMA.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Class Size:</b>                         | Up to 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Prerequisite:</b>                       | Knowledge of the basic features and options of two-way radios and the basic concepts of trunking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Curriculum:</b>                         | <ul style="list-style-type: none"> <li>• Module 1: Introduction to APX CPS</li> <li>• Module 2: APX CPS Install, Setup, and Configuration</li> <li>• Module 3: APX CPS Navigation</li> <li>• Module 4: APX CPS Data Transfer</li> <li>• Module 5: Codeplug Configuration (Live Demonstration)</li> <li>• Module 6: Additional CPS Functionality</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

4.7.6.1.2 APX Portable and APX Mobile Users

| APX Portable and APX Mobile Users      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Synopsis and Objectives:</b> | <p>This course provides APX mobile and portable radio users with an introduction to their radio, its basic operation and tailored job aids available for assistance in operation. The learning experience is a mix of facilitation and hands-on activities to help users perform common tasks associated with their radio operation. Segmentation between user groups (i.e. Police, Fire/EMS and Public Service) is encouraged to help focus instruction on the specific operational issues of the individual user group.</p> <p>After completing the course the participant will be able to:</p> <ul style="list-style-type: none"> <li>• Understand a high-level overview of the customer system configuration</li> <li>• Understand the general radio operation</li> <li>• Understand proper operating procedures for specific customer features</li> <li>• Perform basic operational tasks of the radio</li> <li>• Utilize the provided job aids to perform specific tasks associated with the radio</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Delivery Method:</b>                | ILT - Instructor-led Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Duration:</b>                       | Normally 4 hours for one mobile and one portable radio product                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Participants:</b>                   | APX portable and mobile radio users, supervisors and support personnel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Class Size:</b>                     | Up to 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Prerequisite:</b>                   | <p><b>Required Pre-work:</b><br/>None</p> <p><b>Recommended Prerequisites:</b><br/>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Curriculum:</b>                     | <ul style="list-style-type: none"> <li>• Basics <ul style="list-style-type: none"> <li>- Controls <ul style="list-style-type: none"> <li>▪ Top and Side Buttons</li> <li>▪ Switches <ul style="list-style-type: none"> <li>▫ 3 Position toggle</li> <li>▫ 2 Position Concentric</li> </ul> </li> <li>▪ Home key</li> <li>▪ Data Key</li> </ul> </li> <li>- Display <ul style="list-style-type: none"> <li>▪ Front Display</li> <li>▪ Top Display</li> <li>▪ Display light</li> <li>▪ Intelligent Lighting</li> </ul> </li> <li>- Push To Talk or Accessory PTT found on the microphone</li> <li>- Hub, hang up box (Mobile)</li> <li>- Menu <ul style="list-style-type: none"> <li>▪ Menu Screen Anatomy</li> </ul> </li> </ul> </li> <li>▪ Accessing Private Call Feature</li> <li>▪ Initiating Private Call</li> <li>▪ Call List Programming</li> <li>- Announcement/All Call (Calls involving Multiple Talkgroups) <ul style="list-style-type: none"> <li>▪ Initiating Announcement/All Call</li> </ul> </li> <li>- Direct/Talkaround</li> <li>- Failsoft</li> <li>- Radio Profiles <ul style="list-style-type: none"> <li>▪ Accessing and changing Radio Profile</li> </ul> </li> <li>• Optional Features <ul style="list-style-type: none"> <li>- Scan <ul style="list-style-type: none"> <li>▪ Scan program</li> <li>▪ Priority Scan</li> <li>▪ Dynamic Priority</li> </ul> </li> <li>- Telephone Interconnect</li> </ul> </li> </ul> |



| APX Portable and APX Mobile Users |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | <ul style="list-style-type: none"> <li>▪ Navigating Menu Screen</li> <li>- Recent Call List (Model 3.5)</li> <li>- Unified Call List - Contacts (Model 3.5)</li> <li>- Dual Sided Radio (Model 3.5)                             <ul style="list-style-type: none"> <li>▪ Dual Mics</li> <li>▪ Dual Speakers</li> <li>▪ Accessory Connector</li> </ul> </li> <li>• Specific Features                             <ul style="list-style-type: none"> <li>- Changing Talkgroups/Channels</li> <li>- Changing Zones</li> <li>- Mute tones of keypad</li> <li>- Talkgroup Call</li> <li>- Private Call</li> </ul> </li> </ul> |
|                                   | <ul style="list-style-type: none"> <li>▪ Accessing Telephone Interconnect Feature</li> <li>▪ Initiating a Phone Call</li> <li>▪ Phone List Programming</li> <li>- Data Services                             <ul style="list-style-type: none"> <li>▪ Text Messaging                                     <ul style="list-style-type: none"> <li>▫ Accessing the Text Messaging Feature</li> <li>▫ Creating a Free Form Text Message</li> <li>▫ Sending a "Canned Text Message"</li> </ul> </li> <li>▪ GPS</li> <li>▪ User interface with OTAP</li> </ul> </li> <li>- Encryption</li> </ul>                                |

#### 4.7.6.2 APX Portable and APX Mobile Train-the-Trainer

| APX Portable and APX Mobile Train-the-Trainer |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Synopsis and Objectives:</b>        | <p>This course provides APX radio trainers with an introduction to their radio, its basic operation and tailored job aids available for assistance in operation. The learning experience is a mix of facilitation and hands-on activities to help users perform common tasks associated with their radio operation. Segmentation between user groups (i.e. Police, Fire/EMS, and Public Service) is encouraged to help focus instruction on the specific operational issues of the individual user group. This course is geared for customers who have an experienced dedicated training staff in their organization. It provides the customer's identified training personnel with the knowledge and practice applying training techniques that will enable them to successfully train their students.</p> <p>After completing the course the participant will be able to:</p> <ul style="list-style-type: none"> <li>• Understand a high-level overview of the customer system configuration</li> <li>• Understand the general radio operation</li> <li>• Understand proper operating procedures for specific customer features</li> <li>• Perform basic operational tasks of the radio</li> <li>• Utilize the provided job aids to perform specific tasks associated with the radio</li> </ul> |
| <b>Delivery Method:</b>                       | ILT - Instructor-led training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Duration:</b>                              | 8 hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Participants:</b>                          | APX Trainers, Supervisors and Support Personnel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Class Size:</b>                            | Up to 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Prerequisite:</b>                          | Previous two-way radio and training experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Curriculum:</b>                            | <ul style="list-style-type: none"> <li>• Basics:                             <ul style="list-style-type: none"> <li>- Accessing Private Call Feature</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

### APX Portable and APX Mobile Train-the-Trainer

- Controls
- Top and Side Buttons
- Switches
- 3 Position toggle
- 2 Position Concentric
- Home key
- Data Key
- Display
- Front Display
- Top Display
- Display light
- Intelligent Lighting
- Push to Talk or Accessory PTT found on the microphone
- Hub, hang up box (Mobile)
- Menu:
  - Menu Screen Anatomy
  - Navigating Menu Screen
  - Recent Call List (Model 3.5)
  - Unified Call List - Contacts (Model 3.5)
  - Dual Sided Radio (Model 3.5)
  - Dual Mics
  - Dual Speakers
  - Accessory Connector
- Specific Features:
  - Changing Talkgroups/Channels
  - Changing Zones
  - Mute tones of keypad
  - Talkgroup Call
  - Private Call
  -
- Initiating Private Call
- Call List Programming
- Announcement/All Call (Calls involving Multiple Talkgroups)
- Initiating Announcement/All Call
- Direct/Talkaround
- Failsoft
- Radio Profiles
- Accessing and changing Radio Profile
- Optional Features:
  - Scan
  - Scan program
  - Priority Scan
  - Dynamic Priority
  - Telephone Interconnect
  - Accessing Telephone Interconnect Feature
  - Initiating a Phone Call
  - Phone List Programming
- Data Services:
  - Text Messaging
  - Accessing the Text Messaging Feature
  - Creating a Free Form Text Message
  - Sending a "Canned " Text Message
  - GPS
  - OTAP User Interface

### 4.7.6.3 Radio System Administration & Management

#### 4.7.6.3.1 ASTRO® 25 IV&D System Overview

#### AST1038

| ASTRO® 25 IV&D System Overview         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Synopsis and Objectives:</b> | <p>The ASTRO® 25 IV&amp;D System Overview course will provide participants with knowledge and understanding of the ASTRO® 25 IV&amp;D system. This course will address M Core system. System architecture, components and features will be explained. In addition, RF and console sites and their architecture, features and components will be discussed. Finally, call processing for voice and mobile data applications will be covered, and an introduction to applications available in the ASTRO® 25 IV&amp;D system will be provided.</p> <p>At the end of this course, the participant should:</p> <ul style="list-style-type: none"> <li>• Understand the general architecture of an ASTRO® 25 IV&amp;D Radio System.</li> <li>• Understand key features available in the ASTRO® 25 IV&amp;D Radio System.</li> <li>• Understand the components of the ASTRO® 25 Zone Core.</li> <li>• Understand site components in the ASTRO® 25 system.</li> <li>• Understand the features, capabilities and components of the dispatch consoles.</li> <li>• Understand concepts of Mobility and Call Processing in the ASTRO® 25.</li> <li>• Understand the applications for managing the ASTRO® 25 system.</li> </ul> |
| <b>Delivery Method:</b>                | OLT = Online Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Duration:</b>                       | 1.5 hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Participants:</b>                   | This course is intended for Professionals who need to get an understanding of the architecture, components, and features of the ASTRO®25 IV&D System.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Class Size:</b>                     | Class Size varies by region                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Prerequisite:</b>                   | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Curriculum:</b>                     | <p>Course Modules:</p> <ul style="list-style-type: none"> <li>Module 1 – System Architecture</li> <li>Module 2 – System Features and Options</li> <li>Module 3 – Zone Core Components</li> <li>Module 4 –Sites</li> <li>Module 5 – Site Status</li> <li>Module 6 – Information Types and Paths</li> <li>Module 7 – Mobility Management</li> <li>Module 8 – Voice Call Processing</li> <li>Module 9 – Data Call Processing</li> <li>Module 10 – Applications Overview</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

4.7.6.3.2 ASTRO® 25 IV&D System Core Workshop

**AST4103**

| ASTRO® 25 IV&D System Core Workshop    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Synopsis and Objectives:</b> | <p>The ASTRO 25 IV&amp;D with ASTRO 25 System Core course teaches advanced troubleshooting skills and best practices for the Trunked Large Systems. The course also focuses on gathering and analyzing system information to implement appropriate action(s) that return a system to full operational status.</p> <p>After completing this course, the participant will be able to:</p> <ul style="list-style-type: none"> <li>• Describe the ASTRO 25 System architecture.</li> <li>• Identify the functional and radio subsystems that comprise the ASTRO 25 System.</li> <li>• Explain and discuss call flow and data flow through Large System Core devices and their subsystems.</li> <li>• Perform recommended routine maintenance procedures for the ASTRO 25 Large System Core.</li> <li>• Utilize the troubleshooting tools to diagnose a fault and restore the Large System Core to the level of the Motorola Solutions-supported service strategy.</li> </ul> |
| <b>Delivery Method:</b>                | ILT = Instructor Led Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Duration:</b>                       | 4.5 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Participants:</b>                   | System Core Site Technicians                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Class Size:</b>                     | Up to 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Prerequisite:</b>                   | <p>Completion of the following courses or equivalent knowledge:</p> <ul style="list-style-type: none"> <li>• Bridging the Knowledge Gap (ACT100 or ACT101)</li> <li>• Networking Essentials in Communication Equipment (NST762)</li> <li>• ASTRO 25 Systems Applied Networking (AST4104)</li> <li>• ASTRO 25 IV&amp;D System Overview (AST1038)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Curriculum:</b>                     | <p>Module 1: Introduction to the System Core<br/>           Module 2: Required Subsystems<br/>           Module 3: Optional Subsystems<br/>           Module 4: IP Addresses and ASTRO 25 Networks<br/>           Module 5: Call Control and Audio Paths<br/>           Module 6: Multizones<br/>           Module 7: Optional Services and Subsystems<br/>           Module 8: Data Subsystem Overview<br/>           Module 9: Tools Maintenance<br/>           Module 10: UEM Module<br/>           Module 11: Network Transport Subsystem<br/>           Module 12: Core Switch Installation<br/>           Module 13: Routers Installation<br/>           Module 14: Backhaul Connectivity Installation<br/>           Module 15: Switch Maintenance<br/>           Module 16: Routers/CWR Maintenance</p>                                                                                                                                                          |

| ASTRO® 25 IV&D System Core Workshop |                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     | Module 17: UNC Maintenance<br>Module 18: Virtual Management Server Installation<br>Module 19: Virtual Management Server Maintenance<br>Module 20: DAS Installation<br>Module 21: DAS Maintenance<br>Module 22: iLOM<br>Module 23: vSphere<br>Module 24: RAIDar/DAS<br>Module 25: Backup and Restore<br>Module 26: Hardware Replacement |

#### 4.7.6.4 MCC7500E Console Supervisor

| MCC7500E Console Supervisor            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Synopsis and Objectives:</b> | This course provides participants with the knowledge and skills to manage and utilize the MCC7500E console administrator functions. Through facilitation and hands-on activities, the participant learns how to customize the console screens. After completing this training course, you will be able to: <ul style="list-style-type: none"> <li>• Understand the menu items and tool bar icons.</li> <li>• Edit folders, multi-select/patch groups, auxiliary input output groups, windows and toolbars.</li> <li>• Add/delete folders.</li> </ul> |
| <b>Delivery Method:</b>                | ILT - Instructor-led training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Duration:</b>                       | 4 hours Operator, plus<br>4 hours Admin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Participants:</b>                   | Dispatch Supervisors and System Administrators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Class Size:</b>                     | Based on number of Training Consoles available (2 students per Console)                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Prerequisite:</b>                   | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Curriculum:</b>                     | <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Configurations</li> <li>• Folders and Resource Setup</li> <li>• Customizing Folders</li> <li>• Auto Starting the MCC7500E Dispatch Console</li> <li>• Editing Preferences</li> <li>• Configuring the Toolbar</li> <li>• Setting Up Aux IOs</li> <li>• Resource Groups</li> </ul>                                                                                                                                                                                                    |

### 4.7.6.5 MCC7500E Console Operator

| MCC7500E Console Operator              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Synopsis and Objectives:</b> | <p>This course provides participants with an introduction to the dispatch console, its basic operation and tailored job aids, which will be available for assistance in operation. Through facilitation and hands-on activities, the user learns how to perform common tasks associated with the console operation.</p> <p>After completing this training course, you will be able to:</p> <ul style="list-style-type: none"> <li>• Perform basic operational tasks of the dispatch console.</li> <li>• Utilize the provided job aids to perform specific tasks associated with the console.</li> <li>• Understand a high-level view of the system configuration.</li> <li>• Understand a high-level overview of the customer system configuration.</li> <li>• Understand general console operation.</li> <li>• Understand proper operating procedures for specific customer features.</li> </ul> |
| <b>Delivery Method:</b>                | ILT - Instructor-led training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Duration:</b>                       | 4 hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Participants:</b>                   | Dispatch Console Operators, Supervisors, System Administrators, and Support Personnel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Class Size:</b>                     | Based on number of Training Consoles available (2 students per Console)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Prerequisite:</b>                   | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Curriculum:</b>                     | <ul style="list-style-type: none"> <li>• Overview</li> <li>• Communicating with Radios</li> <li>• Advanced Signaling Features</li> <li>• Resource Groups</li> <li>• Working with Configurations</li> <li>• Working with Aux IOs</li> <li>• Troubleshooting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

## 4.8 Warranty and Support Services

Motorola Solutions has over 95 years of experience supporting mission critical communications for public safety and public service agencies. Motorola Solutions' technical and service professionals use a structured approach to lifecycle service delivery and provide comprehensive maintenance and support throughout the life of the system. The value of support is measured by system availability, which is optimized using proactive processes, such as preventive maintenance, fault monitoring and active response management. System availability is a function of having in place a support plan delivered by highly skilled support professionals, backed by proven processes, tools, and continuous training.

Starting on the date of Final System Acceptance Motorola Solutions, will provide a one-year warranty program on the new P25 Radio System infrastructure and a two-year warranty on the subscribers. The warranty program will cover the new P25 Radio System Equipment, Software, and third-party Equipment deployed at Final System Acceptance. The warranty includes all services listed in Table 4-7.

The warranty includes the following services during the one-year warranty period. See Table 4-7 below.

**Table 4-7: Warranty Services**

| Warranty Support Services                                   | Included in 1 Year Warranty | Maintenance years 2 through 15 |
|-------------------------------------------------------------|-----------------------------|--------------------------------|
| 24x7x365 Technical Support Operations                       | ✓                           | ✓                              |
| Dispatch Service                                            | ✓                           | ✓                              |
| On-site Infrastructure Response (4-hours from notification) | ✓                           | ✓                              |
| Infrastructure Repair                                       | ✓                           | ✓                              |
| System Upgrade Agreement                                    | ✓                           | ✓                              |
| Annual Preventive Maintenance                               | ✓                           | ✓                              |
| MPLS Equipment Support                                      | ✓                           | ✓                              |
| Subscriber Warranty/Device Management Essential             | ✓                           | <b>2 Year Warranty</b>         |
| Microwave Radio Equipment Support                           | ✓                           | ✓                              |
| Console Equipment Support                                   | ✓                           | ✓                              |
| Logging Recorder Support                                    | ✓                           | ✓                              |

The warranty program provides a comprehensive set of services designed to keep the equipment operating at peak performance. The plan combines internal services, delivered through Motorola Solutions’ Centralized Managed & Support Operations (CMSO), with field services and procedures that are specifically designed for the proposed Radio System. Motorola Solutions’ warranty and maintenance support program combines 7x24 on-site support, with preemptive services such as Infrastructure Preventive Maintenance and optional 7x24 Network Monitoring service.

The sections that follow provide a high-level overview of each of the proposed warranty and maintenance services. A detailed Statement of Work (SOW) will be provided for each purchased service. These SOWs will become an integral part of the contract agreement so that the County has a complete view of how Motorola Solutions will deliver each service. Generators, UPS, Batteries, DC plant and HVAC are excluded from maintenance scope years 2 through 15.

## 4.8.1 Remote Technical Support

### 4.8.1.1 Overview

Included in warranty service, Motorola Solutions’ Remote Technical Support service provides telephone consultation for technical issues that require a high level of ASTRO® 25-network knowledge and troubleshooting capabilities. Remote Technical Support is delivered through the Motorola Solutions Centralized Managed Support Operations (CMSO) organization by a staff of technical support specialists skilled in diagnosis and swift resolution of infrastructure performance and operational issues.

The CMSO Service Desk is available via telephone 24 hours per day, 7 days per week, and 365 days per year to receive and log requests for technical support.

Motorola Solutions applies leading industry standards in recording, monitoring, escalating, and reporting for technical support calls from the County to provide the support needed to maintain mission-critical systems.

#### 4.8.1.2 Description of Service

The CMSO organization’s primary goal is Customer Issue Resolution (CIR), providing incident restoration and service request fulfillment for Motorola Solutions’ currently supported infrastructure. This team of highly skilled, knowledgeable, and experienced specialists is an integral part of the support and technical issue resolution process. The CMSO supports the County remotely using a variety of tools, including fault diagnostics tools, simulation networks, and fault database search engines.

Calls requiring incidents or service requests will be logged in Motorola Solutions’ Customer Relationship Management (CRM) system, and Motorola Solutions will track the progress of each incident from initial capture to resolution. This helps ensure that technical issues are prioritized, updated, tracked, and escalated as necessary, until resolution. Motorola Solutions will advise and inform the County of incident resolution progress and tasks that require further investigation and assistance from the County technical resources.

The CMSO Operations Center classifies and responds to each technical support request in accordance with the Priority Level Definitions and Response Times shown in the table below.

#### 4.8.1.3 Scope

The CMSO Service Desk is available via telephone 24 hours per day, 7 days per week, and 365 days per year to receive and log requests for technical support. Remote Technical Support service is provided in accordance with Table 4-9: Priority Level Definitions and Response Times.

#### 4.8.1.4 Priority Level Definitions and Response Times

This section describes the criteria Motorola Solutions uses to prioritize incidents and service requests, and lists the response times for those priority levels.

**Table 4-8: Priority Level Definitions and Response Times**

| Severity Level    | Problem Types                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Response                                                                                                                                      |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Severity 1</b> | <ul style="list-style-type: none"> <li>Radio System Fixed Network Equipment/Software.</li> <li>Dispatch Console/Software.</li> <li>Transport Network (Microwave).</li> <li>NMS System Equipment/Software.</li> <li>System LAN/WAN Equipment /Software.</li> <li>System Interfaces Equipment/Software.</li> <li>This level is meant to represent a major issue that results in an unusable System, sub-system, product, or critical features. No Work-around or immediate solution is available.</li> </ul> | <p>Within 2 hours by phone.</p> <p>Within 4 hours On-site; Response provided 24x7x365 until issue is resolved or removed from Severity 1.</p> |



| Severity Level           | Problem Types                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Response                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <p><b>Severity 2</b></p> | <ul style="list-style-type: none"> <li>• Response is provided during Standard Business Day.</li> <li>• Significant problem with the System, not to exceed 33% of Sites or channels impaired and System problems presently being monitored.</li> <li>• This level is meant to represent a moderate issue that limits the County's normal use of the System, sub-system, or product.</li> </ul>                                                                                                                                                                        | <p>Response initiated within 2 hours of notification standard business day.</p> |
| <p><b>Severity 3</b></p> | <ul style="list-style-type: none"> <li>• Response during Standard Business Day.</li> <li>• Intermittent System issues, Information questions and upgrades.</li> <li>• This level is meant to represent a minor issue that does not preclude use of the System, sub-system, product, or critical features from the County's perspective. It may also represent a cosmetic issue, including documentation errors, general usage questions, recommendations for product enhancements or modifications, and scheduled events such as product/system upgrades.</li> </ul> | <p>Response initiated within 2 hours of notification standard business day.</p> |

Motorola Solutions complies with the requirement of 2-hour response and 4 hours on-site if the incident requires it.

## 4.8.2 Dispatch Service

Motorola Solutions' 24 hour per day, 365 days per year Dispatch Service ensures that trained and qualified technicians are dispatched to diagnose and restore your communications network. Following proven response and restoration processes, the local authorized service center in your area is contacted and a qualified technician is sent to your site. An automated escalation and case management process is followed to ensure that technician site arrival and system restoration comply with contracted response and restore times. Once the issue has been resolved, the CMSO verifies resolution and with your approval, closes the case. Activity records are also available to provide a comprehensive history of site performance, issues, and resolution.

## 4.8.3 On-site Infrastructure Response

### 4.8.3.1 Overview

Included in warranty service, Motorola Solutions' On-site Infrastructure Response provides incident management and escalation for on-site technical service requests. The service is delivered by Motorola Solutions' CMSO organization in cooperation with our local service provider, Mobile Communications of America (MCA).

### 4.8.3.2 Description of Service

The Motorola Solutions CMSO Service Desk will receive the County's request for on-site service, and will respond in accordance with the Requirements Document of 2 hours.

The CMSO Dispatch Operations team is responsible for opening incidents, dispatching on-site resources, monitoring issue resolution, and escalating as needed to ensure strict compliance to committed response times.

The dispatched field service technician will arrive at the appropriate the County location to restore the system in accordance with the RFP Requirements of 4 hours.

Motorola Solutions will manage incidents as described in this SOW. The CMSO Service Desk will maintain contact with the field service technician until incident closure.

#### 4.8.3.3 Priority Level Definitions and Response Times

Priority response times will be in accordance with Table 4-8 above.

### 4.8.4 Preventive Maintenance

#### 4.8.4.1 Overview

Included in warranty service, Motorola Solutions personnel will perform a series of maintenance tasks to keep network equipment functioning correctly.

#### 4.8.4.2 Description of Service

Annual Preventive Maintenance provides annual operational tests on the County infrastructure equipment to monitor its conformance to specifications.

#### 4.8.4.3 Scope

Annual Preventive Maintenance will be performed during standard business hours, unless otherwise agreed to in writing. After the service starts, if the system or County requirements dictate that the service must occur outside of standard business hours, an additional quotation will be provided. The County is responsible for any charges associated with unusual access requirements or expenses.

#### 4.8.4.4 Preventive Maintenance Tasks

The Preventive Maintenance service includes the tasks listed in this section.

| CORE SITE CHECKLIST – LEVEL 1                 |                                                                                                                                                                                                      |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Servers                                       |                                                                                                                                                                                                      |
| Equipment Alarms                              | Check LED and/or other status indicators for fault conditions.                                                                                                                                       |
| Capture Diagnostics                           | Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.                                                                                                        |
| Network Management (“NM”) Client Applications | Review Unified Event Manager (“UEM”) events and verify backhaul links are reported as operational. Review event log for persistent types. Verify all NM client applications are operating correctly. |
| Verify System software physical media         | Perform audit of software media on site. Verify that versions, KC numbers, and types match what is deployed to the County server.                                                                    |
| Complete Backup                               | Verify backups have been completed or scheduled, and that data has been stored in accordance with the County backup plan. Check that adequate storage space is available for backups.                |

| CORE SITE CHECKLIST – LEVEL 1                       |                                                                                                                                     |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Network Time Protocol (“NTP”)                       | Verify operation and synchronizing all devices.                                                                                     |
| Data Collection Devices (“DCD”) check (if present)  | Verify data collection.                                                                                                             |
| Routers                                             |                                                                                                                                     |
| Equipment Alarms                                    | Check LED and/or other status indicators for fault conditions.                                                                      |
| Capture Diagnostics                                 | Perform recommended diagnostic tests based on router type. Capture available diagnostic logs.                                       |
| Verify Redundant Routers                            | Test redundancy in Edge routers. Carry out Edge router switchover in coordination with the County.                                  |
| Switches                                            |                                                                                                                                     |
| Equipment Alarms                                    | Check LED and/or other status indicators for fault conditions.                                                                      |
| Capture Diagnostics                                 | Perform recommended diagnostic tests based on switch type. Capture available diagnostic logs.                                       |
| Verify Redundant Switches                           | Test redundancy in backhaul switches in coordination with the County.                                                               |
| Domain Controllers (non-Common Server Architecture) |                                                                                                                                     |
| Equipment Alarms                                    | Check LED and/or other status indicators for fault conditions.                                                                      |
| Capture Diagnostics                                 | Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.                                       |
| Verify System software physical media               | Perform audit of software media on site. Verify that versions, KC numbers, and types match what is deployed to the County’s server. |
| Firewalls                                           |                                                                                                                                     |
| Equipment Alarms                                    | Check LED and/or other status indicators for fault conditions.                                                                      |
| Capture Diagnostics                                 | Perform recommended diagnostic tests based on firewall type. Capture available diagnostic logs.                                     |
| Logging Equipment                                   |                                                                                                                                     |
| Equipment Alarms                                    | Check LED and/or other status indicators for fault conditions.                                                                      |
| Capture Diagnostics                                 | Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.                                       |
| Server CPU Health                                   | Check memory, HDD, CPU, and disk space utilization.                                                                                 |

| PRIME SITE CHECKLIST – LEVEL 1                        |                                                                                                                                     |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Software                                              |                                                                                                                                     |
| Verify System software physical media                 | Perform audit of software media on site. Verify that versions, KC numbers, and types match what is deployed to the County's server. |
| Switches                                              |                                                                                                                                     |
| Equipment Alarms                                      | Check LED and/or other status indicators for fault conditions.                                                                      |
| Capture Diagnostics                                   | Perform recommended diagnostic tests based on switch type. Capture available diagnostic logs.                                       |
| Clean Fans and Equipment                              | Use antistatic vacuum to clean cooling pathways.                                                                                    |
| Routers                                               |                                                                                                                                     |
| Equipment Alarms                                      | Check LED and/or other status indicators for fault conditions.                                                                      |
| Capture Diagnostics                                   | Perform recommended diagnostic tests based on router type. Capture available diagnostic logs.                                       |
| Clean Fans and Equipment                              | Use antistatic vacuum to clean cooling pathways.                                                                                    |
| Miscellaneous Equipment                               |                                                                                                                                     |
| Equipment Alarms                                      | Check LED and/or other status indicators for fault conditions.                                                                      |
| Capture Diagnostics                                   | Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.                                       |
| Site Frequency Standard Check (Timing Reference Unit) | Check LEDs for proper operation.                                                                                                    |
| Site Controllers                                      |                                                                                                                                     |
| Capture Diagnostics                                   | Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.                                       |
| Equipment Alarms                                      | Check LED and/or other status indicators for fault conditions.                                                                      |
| Clean Fans and Equipment                              | Use antistatic vacuum to clean cooling pathways.                                                                                    |
| Site Controller Redundancy (Trunking)                 | Roll site controllers.                                                                                                              |
| Comparators                                           |                                                                                                                                     |
| Equipment Alarms                                      | Verify no warning/alarm indicators.                                                                                                 |

### PRIME SITE CHECKLIST – LEVEL 1

|                          |                                                                                               |
|--------------------------|-----------------------------------------------------------------------------------------------|
| Capture Diagnostics      | Perform recommended diagnostic tests based on server type. Capture available diagnostic logs. |
| Clean Fans and Equipment | Use antistatic vacuum to clean cooling pathways.                                              |

### DISPATCH SITE CHECKLIST – LEVEL 1

#### General

|                                |                                                                                                               |
|--------------------------------|---------------------------------------------------------------------------------------------------------------|
| Inspect all Cables             | Inspect all cables and connections to external interfaces are secure.                                         |
| Mouse and Keyboard             | Verify operation of mouse and keyboard.                                                                       |
| Configuration File             | Verify each operator position has access to required configuration files.                                     |
| Console Operator Position Time | Verify console operator position time is consistent across all operator positions.                            |
| Screensaver                    | Verify screensaver set as the County prefers.                                                                 |
| Screen Performance             | Verify screen operational and is not suffering from dead pixels or image burn-in that prevent user operation. |
| Touchscreen                    | Verify touchscreen operation, if present.                                                                     |
| Cabling/Lights/Fans            | Visual inspection of all equipment cabling, lights, and fans                                                  |
| Filters/Fans/Dust              | Clean all equipment filters and fans and remove dust.                                                         |
| Monitor and Hard Drive         | Confirm monitor and hard drive do not "sleep".                                                                |
| DVD/CD                         | Verify and clean DVD or CD drive.                                                                             |
| Time Synchronization           | Verify console time is synchronized with NTP server                                                           |

#### Headset Unplugged Testing

|                          |                                                                                                |
|--------------------------|------------------------------------------------------------------------------------------------|
| Speakers                 | Test all speakers for audio quality, volume, static, dropouts, and excess hiss when turned up. |
| Channel Audio in Speaker | Verify selected channel audio in select speaker only.                                          |
| Footswitch Pedals        | Verify both footswitch pedals operational.                                                     |
| Radio On-Air Light       | Verify radio on-air light comes on with TX (if applicable).                                    |

#### Headset Plugged In Testing

|                 |                                                                                                                     |
|-----------------|---------------------------------------------------------------------------------------------------------------------|
| Radio TX and RX | Verify radio TX/RX from both headset jacks. Verify levels OK. Check volume controls for noise, static, or dropouts. |
| Speaker Mute    | Verify speaker mutes when muted.                                                                                    |

| DISPATCH SITE CHECKLIST – LEVEL 1               |                                                                                                                                                             |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Telephone Operation                             | Verify telephone operational through both headset jacks. Check volume controls for noise, static, or dropouts.                                              |
| Audio Switches                                  | Verify audio switches to speaker when phone off-hook if interfaced to phones.                                                                               |
| Radio Takeover in Headset                       | Verify radio-takeover in headset mic when phone is off-hook, with mic switching to radio and muting phone during push-to-talk.                              |
| Other Tests                                     |                                                                                                                                                             |
| Phone Status Light                              | Verify phone status light comes on when phone is off-hook (if applicable).                                                                                  |
| Desk Microphone Operation                       | Confirm desk mic operation (if applicable).                                                                                                                 |
| Radio Instant Recall Recorder (“IRR”) Operation | Verify radio IRR operational on Motorola Solutions dispatch (if applicable).                                                                                |
| Telephone IRR Operation                         | Verify telephone IRR operational on Motorola Solutions dispatch, if on radio computer.                                                                      |
| Recording                                       | Verify operator position being recorded on long term logging recorder, if included in service agreement                                                     |
| Computer Performance Testing                    |                                                                                                                                                             |
| Computer Reboot                                 | Reboot operator position computer.                                                                                                                          |
| Computer Operational                            | Confirm client computer is fully operational (if applicable).                                                                                               |
| Audio Testing                                   |                                                                                                                                                             |
| Conventional Resources                          | Confirm all conventional resources are functional, with adequate audio levels and quality.                                                                  |
| Secure Mode                                     | Confirm any secure talkgroups are operational in secure mode.                                                                                               |
| Trunked Resources                               | Confirm all trunked resources on screen are functioning by placing a call in both directions, at the County’s discretion, and at a single operator position |
| Backup Resources                                | Confirm backup resources are operational.                                                                                                                   |
| Logging Equipment Tests                         |                                                                                                                                                             |
| Recording - AIS Test                            | Verify audio logging of trunked calls.                                                                                                                      |
| Recording                                       | With County’s assistance, test operator position logging on recorder.                                                                                       |
| System Alarms                                   | Review alarm system on all logging equipment for errors.                                                                                                    |
| Capture Diagnostics                             | Perform recommended diagnostic tests based on equipment, and capture available diagnostic logs.                                                             |
| Verify System software Physical media           | Perform audit of software media on site. Verify that versions, KC numbers, and types match what is deployed to the County server.                           |

### DISPATCH SITE CHECKLIST – LEVEL 1

#### Playback Station (Motorola Solutions Provided)

|                     |                                                                                                 |
|---------------------|-------------------------------------------------------------------------------------------------|
| Capture Diagnostics | Perform recommended diagnostic tests based on equipment, and capture available diagnostic logs. |
| Recall Audio        | Verify that radio and telephone audio can be recalled.                                          |

### RF SITE CHECKLIST – LEVEL 1

#### RF PM Checklist

|                                                                                                   |                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Equipment Alarms                                                                                  | Verify no warning or alarm indicators.                                                                                                                                       |
| Clean Fans and Equipment                                                                          | Use an antistatic vacuum to clean cooling pathways.                                                                                                                          |
| Site Frequency Standard Check                                                                     | Check LEDs for proper operation.                                                                                                                                             |
| Basic Voice Call Check                                                                            | Voice test each voice path, radio to radio.                                                                                                                                  |
| Trunking Control Channel Redundancy                                                               | Roll control channel, test, and roll back.                                                                                                                                   |
| Trunking Site Controller Redundancy, ASTRO® 25 Site Repeater only                                 | Roll site controllers.                                                                                                                                                       |
| PM Optimization Workbook (See Section 8.5.9 Site Performance Evaluation Procedures for GTR tests) | Complete Base Station Evaluation tests - Frequency Error, Modulation Fidelity, Forward at Set Power, Reverse at Set Power, and Gen Level Desense no TX. Update station logs. |

### Network Management CHECKLIST – LEVEL 1

#### Network Management Server

|                                       |                                                                                                                                     |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Equipment Alarms                      | Verify no warning or alarm indicators.                                                                                              |
| Check Alarm/Event History             | Review MOSCAD alarm and events to find if there are chronic issues.                                                                 |
| Windows Event Logs                    | Review Windows event logs. Save and clear if full.                                                                                  |
| Password Verification                 | Log in to site devices to verify passwords. Document changes if any found.                                                          |
| Verify System software Physical media | Perform audit of software media on site. Verify that versions, KC numbers, and types match what is deployed to the County's server. |

### Network Management CHECKLIST – LEVEL 1

#### Network Management Client

|                                          |                                                                                                                                     |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Equipment Alarms                         | Verify no warning or alarm indicators.                                                                                              |
| Check Alarm / Event History              | Review MOSCAD alarm and events to find if there are chronic issues.                                                                 |
| Windows Event Logs                       | Review Windows event logs. Save and clear if full.                                                                                  |
| Password Verification                    | Site devices to verify passwords. Document changes if any found.                                                                    |
| Verify System software<br>Physical media | Perform audit of software media on site. Verify that versions, KC numbers, and types match what is deployed to the County's server. |

#### MC Edge RTUs

|                                          |                                                                                                                                     |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Equipment Alarms                         | Verify no warning or alarm indicators.                                                                                              |
| Verify Connectivity                      | Verify connectivity                                                                                                                 |
| Password Verification                    | Site devices to verify passwords. Document changes if any found.                                                                    |
| Check Alarm/Event History                | Review alarms and events to find if there are chronic issues.                                                                       |
| Verify System software<br>Physical media | Perform audit of software media on site. Verify that versions, KC numbers, and types match what is deployed to the County's server. |

### FACILITIES CHECKLIST – LEVEL 1

#### Visual Inspection Exterior

|                                |                                                                          |
|--------------------------------|--------------------------------------------------------------------------|
| Antenna Site Registration Sign | Verify that the Antenna Site Registration sign is posted.                |
| Warning Sign – Tower           | Verify that a warning sign is posted on the tower.                       |
| Warning Sign – Gate            | Verify that a warning sign is posted at the compound gate entrance.      |
| 10 Rule Sign                   | Verify that a 10 rules sign is posted on the inside of the shelter door. |
| Outdoor Lighting               | Verify operation of outdoor lighting and photocell.                      |
| Exterior of Building           | Check exterior of building for damage and disrepair.                     |
| Fences / Gates                 | Check fences and gates for damage and disrepair.                         |
| Landscape / Access Road        | Check landscape and access road for accessibility.                       |

#### Visual Inspection Interior

|                             |                                               |
|-----------------------------|-----------------------------------------------|
| Electrical Surge Protectors | Check electrical surge protectors for alarms. |
|-----------------------------|-----------------------------------------------|



### FACILITIES CHECKLIST – LEVEL 1

|                                                            |                                                                                                                                                          |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emergency Lighting                                         | Verify emergency lighting operation.                                                                                                                     |
| Indoor Lighting                                            | Verify indoor lighting.                                                                                                                                  |
| Equipment Inspection                                       | Visually inspect that all hardware, including equipment, cables, panels, batteries, and racks, is in acceptable physical condition for normal operation. |
| Regulatory Compliance (License, ERP, Frequency, Deviation) | Check for site and station FCC licensing indicating regulatory compliance.                                                                               |
| Clean Fans and Equipment                                   | Use antistatic vacuum to clean cooling pathways.                                                                                                         |

#### Proposed UPS/DC Plant

|                                        |                                                                                          |
|----------------------------------------|------------------------------------------------------------------------------------------|
| Visual inspection (condition, cabling) | Check for damage, corrosion, physical connections, dirt and dust, and error indications. |
|----------------------------------------|------------------------------------------------------------------------------------------|

#### Proposed Generator(s)

|                                  |                                                                                                                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Visual Inspection                | Check panel housing for cracks, rust, and weathering. Check physical connections for corrosion, dirt and dust, or other abnormal conditions.                                       |
| Fuel                             | Verify fuel levels in backup generators, document date of last fuel delivered from fuel service provider.                                                                          |
| Oil                              | Check the oil dipstick for proper level. Note condition of oil.                                                                                                                    |
| Verify operation (no switchover) | Verify generator running and check ease or difficulty of start. Is generator "throttling" or running smooth? Any loud unusual noise? Document any concerns or abnormal conditions. |
| Motorized Dampers                | Check operation                                                                                                                                                                    |

#### Proposed HVAC(s)

|                   |                                                         |
|-------------------|---------------------------------------------------------|
| Air Filter        | Check air filter and recommend replacement if required. |
| Coils             | Check coils for dirt and straightness.                  |
| Outdoor Unit      | Check that outdoor unit is unobstructed.                |
| Wiring            | Check wiring for insect and rodent damage.              |
| Cooling / Heating | Check each HVAC unit for cooling/heating.               |
| Motorized Dampers | Check operation.                                        |

#### 4.8.4.5 Site Performance Evaluation Procedures

The Preventive Maintenance service includes the site performance evaluation procedures listed in this section.

| ASTRO 25 GTR SITE PERFORMANCE     |  |
|-----------------------------------|--|
| Antennas                          |  |
| Transmit Antenna Data             |  |
| Receive Antenna System Data       |  |
| Tower Top Amplifier Data          |  |
| TDMA Mode                         |  |
| Base Radio TDMA Transmitter Tests |  |
| Base Radio TDMA Receiver Tests    |  |
| TDMA Transmit RFDS Tests          |  |

## 4.8.5 Dispatch Console Support

### 4.8.5.1 Software Support

Includes ongoing software updates to maintain and improve the County’s console solution. These protect against cyber security threats, add features, fix bugs, and improve diagnostics.

### 4.8.5.2 Hardware Support

Hardware maintenance provides repair and replacement for console hardware products and accessories. Malfunctioning equipment will be repaired at the factory and then returned.

## 4.8.6 Logging Recorder Support

Motorola Solutions has included the required warranty support for the upgraded NICE logging recorder proposed solution.

If there is a logging recorder issue, the County would contact Motorola Solutions through the Service Desk and Motorola Solutions will provide the on-site support. Motorola Solutions has included the following support services for the proposed NICE logging recorder equipment:

- Remote Technical Support (24 x 7 x 365)
- On-site Support
- Corrective Maintenance
- Hardware Repair
- Downloadable Software Updates

## 4.8.7 Microwave System Support

Motorola Solutions will partner with AVIAT Networks to provide the required warranty support services for the proposed Microwave system.

In the case of a Microwave issue, the County would contact Motorola Solutions through the Service Desk and Motorola Solutions will provide the on-site support. Motorola Solutions has included the following support services for the proposed Aviat Microwave equipment:

- Remote Technical Support (24 x 7 x 365)
- On-site Support
- Corrective Maintenance
- Hardware Repair
- Downloadable Software Updates

### 4.8.8 Subscriber Warranty Services

Motorola Solutions has included Device Management Service-Essential in this offering in order to give the County best-in-class tools to manage their subscriber fleet.

Subscriber Warranty/Device Management Service (DMS) - Essential gives you the support you need to help you keep your subscriber radios operating in peak condition. When repair is required, the Motorola Solutions Depot tests, repairs, and returns the radio to original factory specifications. Firmware is also upgraded to the latest version. DMS adheres to a proven process of analysis and restoration, backed by a 90-day warranty of repaired units after your subscriber warranty has expired. Motorola Solutions has included the DMS – Essential package providing two years of warranty for the proposed subscribers.

### 4.8.9 System Upgrades and Enhancements

Keeping your public safety radio network up to date is critical to maintaining robust and reliable operations. Like other vendors, Motorola Solutions uses commercial off the shelf (COTS) equipment made by third party manufacturers in our radio system. However, unlike other vendors, Motorola Solutions continuously releases updates and features to our radio system platform. Regardless of the vendor, COTS equipment must be upgraded over time to be supportable. Motorola Solutions' low risk System Upgrade Agreement (SUA) plan will enable the County to have worry-free continuity of maintenance and support for their network throughout its entire life.

The SUA program ensures ongoing availability of repair services support, system expansion (e.g. addition of RF sites, dispatch positions, or network management positions), and the latest cyber security protection. The SUA provides a consistent, budgeted solution that delivers complete update coverage while transferring risk associated with integrating future (unknown today) technology to Motorola Solutions. Please note the SUA upgrade service for years 2 through 15 are for the equipment proposed.

#### Included Features:

- Software Release Updates. This includes updates to existing features and functions and repair of defects in previous releases.
- Factory-certified integration, testing, and supply chain management of new software (SW) and hardware (HW) components.
- Professional implementation services to upgrade your live system.
- Hardware updates include version updates and/or replacements for Motorola Solutions' field replaceable units (FRU) and third-party networking and computing hardware when required by the software release.

- System releases include commercial OS and application software updates as well as Motorola Solutions certified software to improve the system functionality and operation from previous releases as well as significant new feature enhancements that are available for purchase.
- Implementation services include integration and testing of new HW and SW components, upgrade planning, and Motorola Solutions' personnel at the County site to execute the upgrade.

Motorola Solutions will provide a system refresh necessary to upgrade the system with an equivalent level of functionality. Up to three upgrades will take place between Year 2 and Year 15 for the ASTRO 25 products listed below. Hardware will be upgraded and/or replaced if required to maintain the existing features and functionality. Any updates to hardware versions and/or replacement hardware required to support new features or those not specifically required to maintain existing functionality are not included. Unless otherwise stated, platform migrations (i.e. changes to a totally new product) for stations, consoles, backhaul, civil equipment, primary and backup power systems, network changes and additions, and managed services are not included.

The following ASTRO 25 products are covered under the Software Upgrade Agreement (SUA) upgrade:

1. Servers
2. Workstations
3. Firewalls
4. Routers
5. LAN switches
6. GTR Base Stations
7. DSC9600 Site Controllers/Comparators
8. NICE Logging Recorder

\*Hardware and Software Upgrades to Motorola Solutions MCC7500 Consoles and MPLS Routers are also covered as part of Motorola Solutions' proposed lifecycle proposal.

Motorola Solutions follows industry best practices for software and hardware upgrade schedules. Motorola Solutions will perform the system refresh as required by the upgrading System Release.

Additionally, Motorola Solutions includes all labor and professional services for the software and hardware upgrades. These services include Project Management, Field Technicians, and Engineers. Motorola Solutions will provide the following software design and technical resources necessary to complete system upgrades:

1. Review infrastructure system audit data as needed.
2. Identify additional system equipment needed to implement a system release, if applicable.
3. Complete a proposal defining the system release, equipment requirements, installation plan, and impact to system users.
4. Advise Customer of probable impact to system users during the actual field upgrade implementation.
5. Program management support required to perform the certified system upgrade.
6. Field installation labor required to perform the certified system upgrade.
7. Upgrade operations engineering labor required to perform the certified system upgrade.

### 4.8.9.1 Parts Availability

Whether it is a routine service call, or a disaster situation, Motorola Solutions understands its responsibility and takes pride in its commitment to deliver proven response service to the public safety community. Motorola Solutions has the capability to provide the technical, administrative, consultative, and maintenance repair services needed to support, enhance, and maintain the effectiveness of your communications network. Motorola Solutions' goal is to provide the County with the qualified resources, to maintain and improve system operation and availability, and to deliver world-class service support. Motorola Solutions has included optional pricing as requested for maintenance support after Warranty as an option per the RFP specifications.

Motorola Solutions is quoting the latest state of the art, current production products as part of this proposal. All equipment is in full production. Over the 15-year lifespan of your system, some products in your system will age out and replacement products will be identified to maintain and refresh your system. Motorola Solutions will give you sufficient advance notice prior to the end of sale for any equipment; typically between 6 months and two years. For Motorola Solutions manufactured equipment, we use commercially reasonable efforts to supply parts and depot support for seven years on infrastructure equipment and five years on subscriber units, from date of product cancellation. Motorola Solutions will keep you informed of any future cancellations and work with you to make last time buys. Remember there will be newer models identified that will be compatible with your system at the time these items reach their end of life. In addition, Motorola Solutions' System Upgrade program periodically updates radio system components, giving the County a cost effective method of obsolescence protection.

### 4.8.10 Post Warranty Services

As Motorola Solutions' continuing commitment to supporting your system, warranty services can be extended after the one (1) year warranty period to provide maintenance and service support in future years. Any of the services that we identify can be customized in future years, and are available for purchase either in "System Support Services" packages or as individual service offerings. These system support services significantly benefit the County because the system can be effectively supported after the warranty period, thereby maximizing the operational capabilities and useful life of the system and protecting your investment in the system.

Motorola Solutions' proposal includes the following on-going services for Years 2 – 15:

- 24x7x365 Dispatch Service.
- 24x7x365 Technical Support Operations.
- 24x7x365 Four (4) hours On-site Infrastructure Response.
- Infrastructure Repair
- Infrastructure Annual Preventive Maintenance.
- Dispatch Console Support
- Logging Recorder Support
- Microwave Network Support (excluding DC battery load testing).

Descriptions for the on-going services listed above are the same as detailed in the Warranty Services section.

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# Prince Edward County, Virginia

## **Executive Summary**

### Public Safety Radio System

### Assessment Report

December 9, 2022

## Executive Summary

### Introduction

Prince Edward County contracted CTA Consultants, LLC (CTA) to provide an assessment of the radio systems in use in the County and make recommendations for a P25 compliant public safety radio communications system to serve the County. Prince Edward County is situated in Central Virginia covering 354 square miles with a population of 22,000. The County seat is in the Town of Farmville, which extends into Cumberland County, is home to Longwood University and Hampden Sydney College which significantly increase the population during the school season. Prince Edward County neighbors seven counties operating in both the VHF and UHF bands, with neighbors currently migrating to the 700 MHz band.

### Assessment

As part of the assessment, CTA interviewed Prince Edward County Sheriff's Office, County Emergency Management, County Public Works, County Animal Control, County Fire and Rescue Agencies (Company 1 Farmville Fire, Company 2 - Hampden Sydney Volunteer Fire Department (VFD), Company 3 - Pamplin VFD, Company 4 - Prospect VFD, Company 5 - Meherrin Fire & Rescue, Company 6 - Darlington Heights VFD, Company 7 - Rice VFD, Prince Edward Volunteer Rescue Squad (PEVRS)), County Schools, Farmville Police Department, Farmville ECC, Hampden Sydney Police, and Longwood University Police. CTA also surveyed 15 existing and potential radio system sites.

All information gathered was used to evaluate the existing systems, determine future operational and technical requirements, and develop viable approaches to upgrade or replace the existing radio system.

Prince Edward County agencies provide public safety and non-public safety services throughout the County, into the Town of Farmville, and onto the University and College campuses. They also provide Mutual Aid to:

- Amelia County
- Appomattox County
- Buckingham County
- Charlotte County
- Cumberland County
- Nottoway County
- Lunenburg Counties

Prince Edward County has both a public safety answering point (PSAP) in the Town of Farmville and a dispatch center for County Sheriff's Office. The Sheriff's Office dispatch handles law enforcement calls for the County. The Farmville Emergency Communications Center (ECC) is the primary public safety answering point (PSAP) for the Farmville area answering calls for the Town and Prince Edward County.



The ECC dispatches Farmville Police and Fire, and Prince Edward County Fire/Rescue, although Fire/Rescue is a county agency. They also dispatch Longwood University Police and Hampden Sydney College Police.

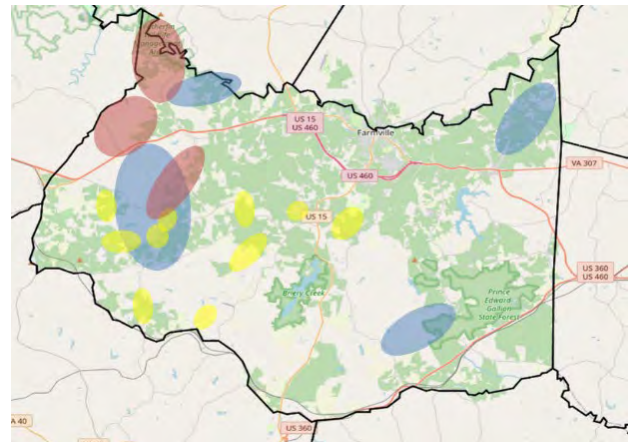
Prince Edward County currently operates on five (5) separate radio communications systems utilizing a mix of UHF P25 conventional, and UHF analog conventional systems. The 5 systems are operated by:

- Prince Edward County Sheriff's Office - UHF P25 conventional system
- Fire/Rescue - UHF analog conventional system
- Town of Farmville Police Department – upgrading to a UHF P25 conventional system
- Longwood Police Department - UHF analog conventional system
- Hampden Sydney College Police Department - UHF P25 Conventional System

All the Prince Edward County agencies share many of the same problems with the current radio system, with the most common issues and concerns being:

- Lack of Redundancy
- Lack of Capacity
- Lack of Coverage: Portable Outdoor and Portable In-Building
- Lack of Operability and Interoperability
- Equipment at/past End of Life (Fire/EMS)
- Operating on disparate systems

CTA asked radio system users to identify coverage problem areas on a large map of the County. CTA digitally recreated the map showing the coverage problem areas as shown in Figure ES-1 (Police – blue, Fire/Rescue & EMS – red, Dispatch – yellow).



**Figure ES-1: Coverage Problem Area**

Prince Edward County developed strategies to work around the challenges of operating on disparate systems to provide services to its citizens. However, relaying critical information today is not efficient and relies on Farmville ECC to relay messages to different agencies. The current situation lacks Operability and Interoperability. Public Safety agencies need to communicate directly, and ideally on a system with proper coverage and capacity to communicate throughout the service area. Farmville Police cannot talk directly car to car. Fire/Rescue companies cannot talk directly to the Sheriff's Office or Farmville Police. They can monitor the Sheriff's channel but cannot talk to them. The agencies in Prince Edward County have worked together to make the disparate systems work, however it has come to the point where the inability to talk to agencies within the County is potentially dangerous to first responders.

### Alternatives Analysis

CTA worked with the County to identify potential alternatives to implement a public safety grade radio system that will provide reliable communications for Prince Edward County:

- Do Nothing
- UHF P25 Conventional County Radio System
- UHF P25 Phase 1 Trunked County Radio System
- UHF P25 Phase 1 Trunked Countywide Radio System
- UHF P25 Phase 2 Trunked County Radio System
- UHF P25 Phase 2 Trunked Countywide Radio System
- 700/800 MHz P25 Phase 2 Trunked County Radio System
- 700/800 MHz P25 Phase 2 Trunked Countywide Radio System

CTA uses the following overarching system considerations when developing our System Alternatives: coverage, capacity, and interoperability. The ability of a public safety communications system to meet the requirements of the users will rely heavily upon meeting these system considerations.

#### Coverage:

Coverage is one of the most important aspects of any public safety radio system, as radio system coverage determines whether first responders can communicate effectively in emergency situations. Based upon preliminary coverage estimations, 3 sites may provide public safety grade (95%) portable outdoor coverage for the County service area, and 95% Portable Medium Building Coverage for Farmville and Hampden Sydney service areas, in either the UHF or 700/800 MHz frequency bands. UHF and 700/800 MHz frequencies provide good mobile and portable radio coverage in areas like Prince Edward County, which do not have greatly varying terrain.

#### Capacity:

There are 2 potential alternatives to consider regarding capacity: a County Only radio system for County agencies, which will require 2-5 new UHF frequency pairs and/or modification to existing frequency licenses or 4 700/800 MHz frequency pairs; and a Countywide radio system for all radio users with the County (includes Farmville, Longwood University, and Hampden Sydney College radio users), which will require 3-6 new UHF frequency pairs and/or modification to existing frequency licenses or 4 700/800 MHz frequency pairs.

#### Interoperability:

Interoperability for the local jurisdictions operating around Prince Edward County is critically important and must be considered as we look at potential system alternatives. CTA developed an interoperability matrix as part of the interview process, which clearly shows the need for Dispatch, Law Enforcement, Fire/Rescue, and EMS to be able to communicate directly with each other in emergency situations. It

also reflects the need for users to communicate with other agencies outside of the local jurisdictions, and the ability to use dedicated channels to communicate directly with each other without overloading the primary dispatch channels.

Based upon these considerations we evaluated the viability of each potential alternative:

■ ***Do Nothing Alternative***

Prince Edward County may consider staying the course and continue to communicate using the existing radio systems. Under this course of action, significant costs will be incurred just to maintain today's communications with no improvements. Coverage will continue to be severely inadequate. Capacity will continue to be limited. Interoperability will remain fragmented both within and outside of Prince Edward County. *Overall communications will not improve, there will continue to be lack of Redundancy, and the County will be no closer to its goal of safe and reliable communications for its public safety users.*

■ ***UHF P25 Conventional County System***

Prince Edward County can replace their existing systems with a new UHF P25 Conventional Simulcast Radio System, which will provide a public safety grade, reliable, mission critical voice and data communications for Prince Edward County first responders. P25 Conventional system configurations are available for VHF, UHF, and the 700/800 MHz frequency bands; however, we believe the best frequency band for this alternative is UHF. *This alternative moves all the County's public safety agencies to a single radio system in the UHF frequency band. Please note this alternative **does not** include Farmville agencies, Longwood University, or Hampden Sydney College.*

■ ***UHF P25 Phase 1 Trunked County System***

This alternative replaces all the County's equipment not P25 capable, with new P25 Phase 1 trunked radio equipment. Existing P25 radio equipment and subscriber radios can be reused in the new P25 Trunked system. *This alternative moves all the County's public safety agencies to a single radio system in the UHF frequency band. Please note this alternative **does not** include Farmville agencies, Longwood University, or Hampden Sydney College.*

■ ***UHF P25 Phase 1 Trunked Countywide System (All Agencies)***

This alternative replaces all equipment within the County not P25 capable, with new P25 Phase 1 trunked radio equipment. Existing P25 radio equipment and subscriber radios can be reused in the new P25 Trunked system. *This alternative moves all public safety agencies within the County to a single radio system in the UHF frequency band. Please note this alternative **includes** Farmville agencies, Longwood University, or Hampden Sydney College.*

- ***UHF P25 Phase 2 Trunked County System***  
This alternative replaces all County equipment not P25 capable, with new UHF P25 Phase 2 trunked radio equipment. Existing P25 radio equipment and subscriber radios can be reused in the new P25 Trunked system. *This alternative moves all public safety agencies within the County to a single radio system in the UHF frequency band. Please note this alternative **does not** include Farmville agencies, Longwood University, or Hampden Sydney College.*
  
- ***UHF P25 Phase 2 Trunked Countywide System (All Agencies)***  
This alternative replaces all equipment within the County not P25 capable, with new P25 Phase 2 trunked radio equipment. Existing P25 radio equipment and subscriber radios can be reused in the new P25 Trunked system. *This alternative moves all public safety agencies within the County to a single radio system in the UHF frequency band. Please note this alternative **includes** Farmville agencies, Longwood University, or Hampden Sydney College.*
  
- ***700/800 MHz P25 Phase 2 Trunked County System***  
This alternative replaces all existing County UHF radio equipment, with new 700/800 MHz P25 Phase 2 trunked radio equipment. *This alternative moves all the County's public safety agencies to a single radio system in the 700/800 MHz frequency band. Please note this alternative **does not** include Farmville agencies, Longwood University, or Hampden Sydney College.*
  
- ***700/800 MHz P25 Phase 2 Trunked Countywide System (All Agencies)***  
This alternative replaces all equipment within the County, with new 700/800 MHz P25 Phase 2 trunked radio equipment. *This alternative moves all public safety agencies within the County to a single radio system in the 700/800 MHz frequency band. Please note this alternative **includes** Farmville agencies, Longwood University, or Hampden Sydney College.*

### **Ranking**

CTA uses an impact analysis process to help evaluate the system alternatives in combination with all the information gathered during this needs assessment. The results help narrow down the alternative(s) that best fit your needs by reflecting how well each alternative meets the needs and requirements of Prince Edward County's users. Part of this process is evaluating the rough order of magnitude (ROM) costs for each alternative. The totals are summarized in the following table.

| ALTERNATIVES SUMMARY                      |                                                                                                                                                                                                                                                               |                                                                                                                                                                                                   |                                                                                                                                                                                                                                                               |                                                                                                                                                                                                   |                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                           | 2                                                                                                                                                                                                                                                             | 3a                                                                                                                                                                                                | 3b                                                                                                                                                                                                                                                            | 4a                                                                                                                                                                                                | 4b                                                                                                                                                                                                                                                            | 5a                                                                                                                                                                                                                                                      | 5b                                                                                                                                                                                                                                                                                                                        |
|                                           | UHF P25 Conventional County System                                                                                                                                                                                                                            | UHF P25 Phase 1 Trunked County System                                                                                                                                                             | UHF P25 Phase 1 Trunked County-Wide (All Agencies) System                                                                                                                                                                                                     | UHF P25 Phase 2 Trunked County System                                                                                                                                                             | UHF P25 Phase 2 Trunked County-Wide System (All Agencies) System                                                                                                                                                                                              | 700/800 MHz P25 Phase 2 Trunked County- System                                                                                                                                                                                                          | 700/800 MHz P25 Phase 2 Trunked County-Wide (All Agencies) System                                                                                                                                                                                                                                                         |
| System Functionality / System Reliability | Public Safety P25                                                                                                                                                                                                                                             | Public Safety P25                                                                                                                                                                                 | Public Safety P25                                                                                                                                                                                                                                             | Public Safety P25                                                                                                                                                                                 | Public Safety P25                                                                                                                                                                                                                                             | Public Safety P25                                                                                                                                                                                                                                       | Public Safety P25                                                                                                                                                                                                                                                                                                         |
| Coverage / Sites                          | 3                                                                                                                                                                                                                                                             | 3                                                                                                                                                                                                 | 3                                                                                                                                                                                                                                                             | 3                                                                                                                                                                                                 | 3                                                                                                                                                                                                                                                             | 3                                                                                                                                                                                                                                                       | 3                                                                                                                                                                                                                                                                                                                         |
| Capacity / Frequency Pairs Needed         | 6                                                                                                                                                                                                                                                             | 6                                                                                                                                                                                                 | 7                                                                                                                                                                                                                                                             | 4                                                                                                                                                                                                 | 4                                                                                                                                                                                                                                                             | 4                                                                                                                                                                                                                                                       | 4                                                                                                                                                                                                                                                                                                                         |
| Operability                               | All County Users on Same System                                                                                                                                                                                                                               | All County Users on Same System                                                                                                                                                                   | All users on same system                                                                                                                                                                                                                                      | All County Users on Same System                                                                                                                                                                   | All users on same system                                                                                                                                                                                                                                      | All County Users on Same System                                                                                                                                                                                                                         | All users on same system                                                                                                                                                                                                                                                                                                  |
| Operational Control                       | Full                                                                                                                                                                                                                                                          | Full                                                                                                                                                                                              | Shared Control                                                                                                                                                                                                                                                | Full                                                                                                                                                                                              | Shared Control                                                                                                                                                                                                                                                | Full                                                                                                                                                                                                                                                    | Shared Control                                                                                                                                                                                                                                                                                                            |
| Features                                  | Limited Features Available                                                                                                                                                                                                                                    | All Features Available                                                                                                                                                                            | All Features Available                                                                                                                                                                                                                                        | All Features Available                                                                                                                                                                            | All Features Available                                                                                                                                                                                                                                        | All Features Available                                                                                                                                                                                                                                  | All Features Available                                                                                                                                                                                                                                                                                                    |
| Interoperability                          | <b>Seamless Inside of County:</b><br>Farmville, Longwood University PD, Hampden Sydney College PD, and Lunenburg County<br><br><b>Gateways/Manual Patch Inside of County:</b><br>Amelia, Appomattox, Buckingham, Charlotte, Cumberland, and Nottoway Counties | <b>Seamless Inside of County:</b><br>Lunenburg County<br><br><b>Gateways/Manual Patch Inside of County:</b><br>Amelia, Appomattox, Buckingham, Charlotte, Cumberland, and Nottoway Counties       | <b>Seamless Inside of County:</b><br>Farmville, Longwood University PD, Hampden Sydney College PD, and Lunenburg County<br><br><b>Gateways/Manual Patch Inside of County:</b><br>Amelia, Appomattox, Buckingham, Charlotte, Cumberland, and Nottoway Counties | <b>Seamless Inside of County:</b><br>Lunenburg County<br><br><b>Gateways/Manual Patch Inside of County:</b><br>Amelia, Appomattox, Buckingham, Charlotte, Cumberland, and Nottoway Counties       | <b>Seamless Inside of County:</b><br>Farmville, Longwood University PD, Hampden Sydney College PD, and Lunenburg County<br><br><b>Gateways/Manual Patch Inside of County:</b><br>Amelia, Appomattox, Buckingham, Charlotte, Cumberland, and Nottoway Counties | <b>Seamless Inside of County:</b><br>Amelia, Lunenburg, Nottoway Counties<br><br><b>Gateways/Manual Patch Inside of County:</b><br>Appomattox, Buckingham, Charlotte, Cumberland Counties, Farmville, Longwood University PD, Hampden Sydney College PD | <b>Seamless Inside of County:</b><br>Farmville, Longwood University PD, Hampden Sydney College PD, and Amelia, Lunenburg, Nottoway Counties<br><br><b>Gateways/Manual Patch Inside of County:</b><br>Appomattox, Buckingham, Charlotte, Cumberland Counties, Farmville, Longwood University PD, Hampden Sydney College PD |
|                                           | <b>Seamless Outside of County:</b><br>Appomattox and Cumberland Counties<br><br><b>Gateways/Manual Patch Outside of County:</b><br>Amelia, Buckingham, Charlotte, Lunenburg and Nottoway Counties                                                             | <b>Seamless Outside of County:</b><br>Appomattox and Cumberland Counties<br><br><b>Gateways/Manual Patch Outside of County:</b><br>Amelia, Buckingham, Charlotte, Lunenburg and Nottoway Counties | <b>Seamless Outside of County:</b><br>Appomattox and Cumberland Counties<br><br><b>Gateways/Manual Patch Outside of County:</b><br>Amelia, Buckingham, Charlotte, Lunenburg and Nottoway Counties                                                             | <b>Seamless Outside of County:</b><br>Appomattox and Cumberland Counties<br><br><b>Gateways/Manual Patch Outside of County:</b><br>Amelia, Buckingham, Charlotte, Lunenburg and Nottoway Counties | <b>Seamless Outside of County:</b><br>Appomattox and Cumberland Counties<br><br><b>Gateways/Manual Patch Outside of County:</b><br>Amelia, Buckingham, Charlotte, Lunenburg and Nottoway Counties                                                             | <b>Seamless Outside of County:</b><br>Appomattox and Cumberland Counties<br><br><b>Gateways/Manual Patch Outside of County:</b><br>Amelia, Lunenburg, Nottoway Counties                                                                                 | <b>Seamless Outside of County:</b><br>Amelia, Lunenburg, Nottoway Counties<br><br><b>Gateways/Manual Patch Outside of County:</b><br>Appomattox, Buckingham, Charlotte, Cumberland Counties                                                                                                                               |
| ROM Costs                                 | \$ 6,401,935                                                                                                                                                                                                                                                  | \$ 7,329,965                                                                                                                                                                                      | \$ 7,818,556                                                                                                                                                                                                                                                  | \$ 6,965,475                                                                                                                                                                                      | \$ 7,282,921                                                                                                                                                                                                                                                  | \$ 7,198,041                                                                                                                                                                                                                                            | \$ 7,709,983                                                                                                                                                                                                                                                                                                              |
| Alternatives Score                        | 278.0                                                                                                                                                                                                                                                         | 312.3                                                                                                                                                                                             | 320.5                                                                                                                                                                                                                                                         | 343.5                                                                                                                                                                                             | 351.0                                                                                                                                                                                                                                                         | 344.8                                                                                                                                                                                                                                                   | 349.8                                                                                                                                                                                                                                                                                                                     |
| Alternatives Ranking                      | 7                                                                                                                                                                                                                                                             | 6                                                                                                                                                                                                 | 5                                                                                                                                                                                                                                                             | 4                                                                                                                                                                                                 | 1                                                                                                                                                                                                                                                             | 3                                                                                                                                                                                                                                                       | 2                                                                                                                                                                                                                                                                                                                         |

Table ES-1 Alternative Summary

When comparing the results of each alternative, the options related to moving all users to a trunked radio system in the UHF frequency band are the highest ranked alternatives for Prince Edward County. This alternative requires requesting a proposal from Motorola Solutions, Inc. and negotiating a system contract that includes all agencies in the County. The overall highest ranked alternative is a **UHF P25 Phase 2 Trunked Countywide Radio System**, *in CTA's opinion this alternative is the BEST FIT for Prince Edward County.*

Upgrading the existing systems within Prince Edward County will provide the ***needed public safety grade coverage, capacity, and interoperability*** for all current public safety and non-public safety radio users within the County for the next 15+ years.

### Basis of Best Fit

- Coverage
- Capacity
- Interoperability
- Long Term Costs
- Cost Effectiveness
- Competitive Procurement
- Dispatch Operational Concept
- Flexibility in channel/talk group structure

### Conceptual Design

The new configuration will operate in the UHF public safety band and take advantage of existing and new UHF frequencies. The design includes updates for important auxiliary systems such as paging, consoles, and fixed control stations to provide reliable public safety grade service. This architecture will be procured sole source from Motorola Solutions due to the amount of Motorola P25 equipment that can be reused in the new radio system.

This conceptual design addresses the following overarching technical concerns:

- Aging, support-limited radio system, subscriber units, and dispatch consoles
- Operability issues caused by operating on disparate radio systems
- Lack of capacity causing interference from users talking over each other
- Lack of redundancy
- Countywide coverage issues
- Portable outdoor coverage issues
- Portable in-building coverage issues

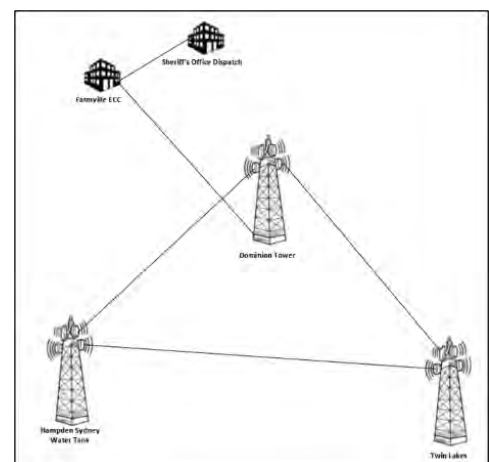
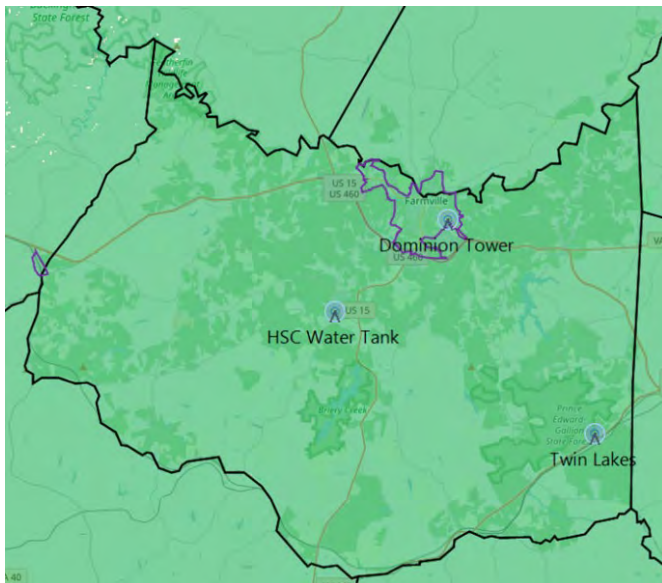


Figure ES-2 Conceptual System Design

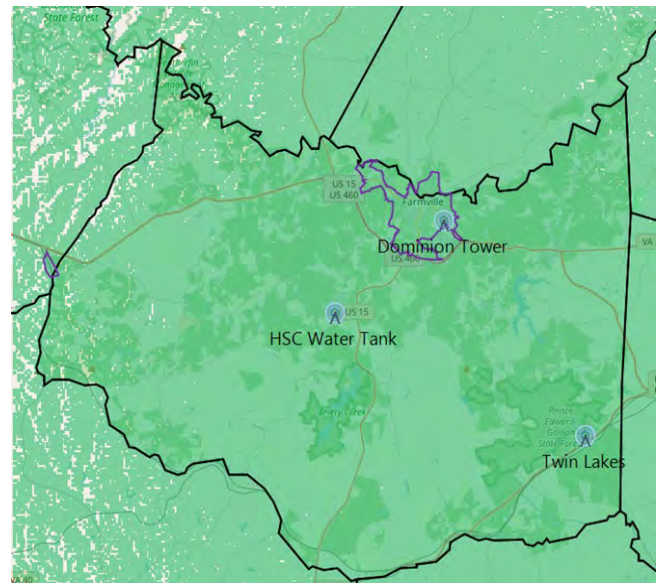
### Coverage

We performed an analysis of the potential coverage a Countywide UHF P25 Phase 2 trunked system can provide to evaluate the total coverage that can be delivered by using existing tower sites which are locality owned, existing state-owned sites, or existing commercial sites. We individually studied the existing towers sites and nearby potential towers; 15 total sites for the best coverage needed for the County.

After analyzing the coverage advantages and disadvantages of the various tower sites considered above, we conclude the base configuration that best meets the needs of the County is a 3 RF site design in a UHF P25 trunked simulcast system. Figures ES-3 – ES-4 illustrate the performance of this configuration for mobile and portable outdoor coverage.



**Figure ES-3 P25 Mobile Conceptual Coverage**



**Figure ES-4 P25 Portable Outdoor Conceptual Coverage**

Indoor coverage issues were identified by public safety agencies. There are several approaches to improving indoor coverage. Our recommended approach is to require a coverage guarantee for portables inside medium buildings (15dB building loss) within Hampden Sydney and Farmville service areas. Any critical buildings within the County should be coverage tested to determine if coverage is adequate in these buildings.

### Interoperability Interfaces

The new system's interoperability equipment, located at the Dispatch Center, would be provisioned with 24 external interfaces, enough to accommodate the current interoperability channels and allow for future growth.

**Redundancy**

The new radio system will feature redundancy in both simulcast control equipment, and the system core equipment. The Farmville emergency communications center and one additional transmit tower site will house a redundant set of equipment.

**Connectivity System**

Utilizing a microwave network is a common way to ensure highly reliable radio system connectivity. To function reliably, the radio system will utilize a highly reliable telecommunications backbone to connect the radio system tower sites and the Farmville ECC and Sheriff’s Office Dispatch Center.

**Opinion of Probable Costs**

The opinion of probable cost represents the conceptual system design using existing sites and operates in the UHF frequency band. The system includes the radio infrastructure, any upgrades to the physical facilities, upgrades to the paging system, a microwave system, dispatch consoles, subscriber equipment, vendor services, consulting, and contingency funds. *This opinion of probable cost is based upon contract negotiations with Motorola Solutions, Inc. for the radio system and a competitive request for proposal (RFP) process for the connectivity network.*

**Prince Edward County, VA  
 UHF P25 Phase 2 Trunked Simulcast Radio System**

| <b>Cost Elements</b>                | <b>List Estimate</b> | <b>Negotiated Radio System Estimate</b> | <b>Competitive Connectivity Estimate</b> |
|-------------------------------------|----------------------|-----------------------------------------|------------------------------------------|
| RADIO INFRASTRUCTURE                | \$ 2,438,600         | \$ 2,194,700                            |                                          |
| DISPATCH CENTER                     | \$ 418,600           | \$ 376,700                              |                                          |
| CONNECTIVITY NETWORK                | \$ 848,200           |                                         | \$ 593,700                               |
| PHYSICAL FACILITIES                 | \$ 959,500           | \$ 959,500                              |                                          |
| SUBSCRIBERS                         | \$ 3,019,200         | \$ 2,868,200                            |                                          |
| DIGITAL PAGERS                      | \$ 107,800           | \$ 107,800                              |                                          |
| VENDOR SERVICES                     | \$ 1,322,400         | \$ 1,071,180                            | \$ 92,570                                |
| SPARES - SUBSCRIBERS                | \$ 49,400            | \$ 46,900                               |                                          |
| SPARES - FIXED EQUIPMENT            | \$ 157,300           | \$ 149,400                              |                                          |
| DISCOUNT                            | \$ -                 | \$ (2,332,300)                          | \$ (68,600)                              |
| CONSULTING                          | \$ 360,000           | \$ 360,000                              |                                          |
| CONTINGENCY (5%)                    | \$ 466,100           | \$ 272,100                              | \$ 30,900                                |
| <b>RADIO SYSTEM TOTAL</b>           | <b>\$ 10,147,100</b> | <b>\$ 6,074,180</b>                     | <b>\$ 648,570</b>                        |
| MAINTENANCE (After 1 year warranty) | \$ 336,800           | \$ 252,600                              | \$ 84,200                                |

**Table ES-2 Opinion of Probable Cost – Countywide UHF Phase 2 Trunked Simulcast Radio System**



## Recommendations

***Prince Edward County urgently needs to upgrade the existing public safety communications system to protect your public safety users.*** Public Safety radio communications within the County are characterized by poor coverage in some areas for portables in-buildings and outdoors, as well as aging equipment. These major deficiencies, plus other operational and technical concerns, currently inhibit public safety personnel from operating at full capacity and efficiency. Operability within the County and Mutual aid with the surrounding Counties routinely occur, and without the ability to communicate with all public safety personnel in these jurisdictions, ***users are currently operating in dangerous conditions.***

The public safety personnel in the County have made valiant efforts to provide necessary services to the community using the communications resources made available to them. ***These users are depending on the County to recognize the urgent need to design and implement a Countywide Public Safety Radio System that will address the needs of all radio users within Prince Edward County.***

CTA recommends the County to implement a ***Countywide UHF P25 Phase 2 Trunked Simulcast Radio System consisting of 3 RF sites and 4 channels.***

A well designed, implemented, and tested radio system will provide the public safety users in Prince Edward County:

- ***Simplified communications*** – removing the dispatch communications relay barriers and differences in equipment and capabilities from agency to agency.
- ***The ability to communicate as needed*** – within the guidelines of the organizational structure, users can push to talk with those they need to. Equipment is no longer a barrier, and with cooperative agreements, political boundaries are less of a barrier. The tools are in place for true interoperable communications.
- ***Consistently dependable system*** – uniform design, deployment, operation, and maintenance of the system means robust equipment is designed for the task, placed where it is needed, and users will be able to depend on reliable service every day.

### Go Forward Plan of Action

1. Initiate planning and budgeting for a new Countywide UHF P25 Phase 2 Trunked Simulcast System.
2. Identify and submit grants to support the cost of the system.
3. Review and approve the radio communications conceptual design recommended in this report.
4. Adopt Project 25 (P25) technology as the interoperability standard. This will help maintain interoperability with some surrounding jurisdictions operating on P25 systems.
5. Any new replacement subscriber radios, whose lifecycle is anticipated to span into the new P25 infrastructure, should be P25 capable.
6. Prepare a technical and operational requirements document for Negotiated Procurement with Motorola Solutions, Inc. We recommend the requirements allow the following to be examined and negotiated:
  - Scope of Services
  - Overall viability of the configuration
  - Guaranteed (95%) coverage over the County service area
  - Redundancy and Backup Failure Modes
  - Communications throughput and performance (present / future needs)
  - Fifteen-year life cycle costs
7. Prepare a competitive RFP to implement a connectivity network as a stand-alone, fault tolerant, dedicated emergency system to provide long-term cost savings and improved reliability.
8. Retain CTA to provide implementation oversight for the following items:
  - Project Kickoff Meeting
  - System Design
  - Frequency Licensing
  - Physical Facilities Site Upgrades
  - Detailed Design Review
  - Radio System Staging Test
  - Connectivity System Staging Test
  - Radio System Installation
  - Connectivity System Installation
  - Site Inspections
    - Physical Facilities Completion
    - Equipment Installation Completion
    - Final Acceptance
  - Field Acceptance Testing
    - Radio System Testing
    - Subscriber Radio Testing
    - Connectivity Network Testing
    - Coverage Testing
  - Fleet Mapping Workshop
  - Training
    - Radio User Training
    - System Administrator Training
    - Console User Training
    - Maintenance Training
  - System Cutover
  - Final Documentation/ System As-builts Review
  - Final Acceptance



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 15  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Agenda Item:** Citizen Volunteer Appointments

**Summary:** Below is a chart summarizing the boards and commissions which have upcoming vacancies and/or expiring terms of office in December 2023. Also, attached is a copy of each applicants Citizen Volunteer Application.

| APPOINTMENT                              | TERM OF OFFICE | # OF VACANCIES                                           | IN OFFICE          | APPLICANTS                                                                                             |
|------------------------------------------|----------------|----------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------|
| Board of Zoning Appeals <sup>1</sup>     | 5 Years        | 1                                                        | Paul Hoffman       | Robert Rae Gordon<br>Daniel Lee Harris<br>Paul Hoffman<br>Kimberly S. Lettner<br>Lorenzo Navon Simmons |
| Prince Edward County Planning Commission | 4 Years        | 1<br>Position <sup>2</sup><br>(District 3 or District 6) | Whitfield M. Paige | Krystal Hochstetler<br>Whitfield M. Paige<br>Harold W. Rumfelt<br>Lorenzo Navon Simmons                |

**Notes:**

- <sup>1.</sup> The Board makes a recommendation to the Circuit Court Judge for positions on the BZA.
- <sup>2.</sup> The Board of Supervisors has voted to resize and restructure the Planning Commission. Future vacancies will be filled by election district. For this appointments Individuals must live in either District 6 (Prospect) or District 3 (Leigh).

**ATTACHMENTS:** Citizen Volunteer Applications  
Public Notice

**RECOMMENDATION:** Make appointments/recommendation for each Citizen Volunteer position. Each Supervisor may vote for one applicant for each position.

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Gilliam \_\_\_\_\_ Pride \_\_\_\_\_  
 Second \_\_\_\_\_ Emert \_\_\_\_\_ Jenkins \_\_\_\_\_ Townsend \_\_\_\_\_  
 Jones \_\_\_\_\_ Watson \_\_\_\_\_

**BZA**



**CITIZEN VOLUNTEER APPLICATION**  
**FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS**

Date 10/5/23

Name Robert Rae Gordon

Home Address 304 Cedar Ave

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  | _____ |

Home Telephone Number 434-607-8274 FAX \_\_\_\_\_

E-Mail Address RRGPC@mac.com

Current Employer Self

Business Address 304 Cedar Ave

City Farmville State VA Zip Code 2390

Business Telephone Number 434-607-8274 FAX \_\_\_\_\_

Which Address is Preferred for Mailings? Home na Office \_\_\_\_\_

***Optional Information Which May Prove Helpful:***

Occupation Attorney

Former Occupation, If Retired \_\_\_\_\_

Education: High School Prince Edward Academy Year 1972

College/Technical School Randolph-Macon Year 1976

Graduate School TCWilliams Law School U of Richmond Year 1979

Military Service \_\_\_\_\_ Years \_\_\_\_\_

Degrees/Other BA- PoliSci; JD (U of R) Trademark/Copyright (Harvard Law)

Past Board, Commission, and Committee Assignments \_\_\_\_\_

Former homeowner's association president

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.

40+ years litigation and transactions, local government relations in employment, land use, real estate development and condemnation.

Former retained counsel for Fairfax County and Commonwealth of Va

- litigation, employment matters, land use, condemnation

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.*

 \_\_\_\_\_  
Signature

10/5/23  
Date

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

**ROBERT R. GORDON**

304 Cedar Ave  
Farmville, Va. 23901  
434-607-8274  
RRGPC@mac.com

**PROFESSIONAL OBJECTIVE**

Litigation and transactional representation benefiting from over 40 years as a Virginia attorney and principal in local government affairs, commercial dispute resolution and real estate development.

**EXPERIENCE**

**DURRETTE ARKEMA GERSON & GILL, PC**, Richmond, Virginia 2014 – 2021  
*Principal, Eminent Domain, Land Use, Commercial Litigation*

Federal and State litigation focused on eminent domain, land use and real estate development.

- Real estate development consultation – title matters and local government land use analysis.
- Land use matters (special exception, rezoning and commercial real estate development).
- Commercial and civil litigation.

**GORDON DEVELOPMENT** Chevy Chase, Maryland 2001 - Present  
*Principal, Real Estate Development Company*

- Developed office and residential developments in rural Virginia.
- Bush River Office Park and Cedar Heights Subdivision.

**GORDON & ESTABROOK RLLP**, Fairfax, VA 1990 - 2005  
*Founding Member, Real Estate Law Firm*

- Martindale-Hubbell rated “AV-Preeminent.”
- Founding member of Northern Virginia law firm focusing on real estate development and litigation.
- Retained by Fairfax County to litigate eminent domain, land use and civil rights cases, review and approve land use documentation for residential and commercial subdivisions.
- Retained by the Virginia State Bar’s legal malpractice carrier to defend real estate related malpractice claims against law firms and attorneys throughout Virginia.
- Retained by national title insurance underwriters in the defense and prosecution of real estate title claims and construction litigation claims.

- Founded and developed Dominion Equity Title Agency, a real estate settlement and title insurance agency providing residential and commercial real estate service.

**CREGGER & CREGGER, PC, McLean VA 1985 - 1990**

*Trial Attorney and Member*

- Litigation and transactions related to real estate development.
- Developed and managed commercial landlord-tenant practice.

**FAIRFAX COUNTY ATTORNEY'S OFFICE, Fairfax VA 1982 - 1985**

*Assistant County Attorney*

- State and Federal litigation focusing on real estate, civil rights and employment discrimination.
- Counsel for the Fairfax County Fire Department

**GROVE, ENGELBERG & GROSS, Washington, DC 1980 - 1982**

*Civil and Criminal Defense Attorney*

**FAIRFAX COUNTY CIRCUIT COURT, Fairfax VA 1979 - 1980**

*Judicial Law Clerk*

**EDUCATION**

University of Richmond

*Juris Doctorate, T.C. Williams School of Law 1979*

*National Moot Court Team*

*Class rank: top 15%*

Richmond, VA

Randolph-Macon College

*Bachelor of Arts, Political Science 1976*

Ashland, Virginia





## CITIZEN VOLUNTEER APPLICATION FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Date 5 June 2023

Name Daniel Lee Harris

Home Address 107 South Hardtimes Drive

City Prospect State VA Zip Code 23960

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

Home Telephone Number (434) 547-5313 FAX \_\_\_\_\_

E-Mail Address diharris\_1@netzero.net

Current Employer N/A (RETIRED USARMY)

Business Address N/A

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

Which Address is Preferred for Mailings? Home XX Office \_\_\_\_\_

**Optional Information Which May Prove Helpful:**

Occupation Educator, Criminal Justice, Military, Counselor-VASAP, Juvenile, Security, Volunteer-Community Service  
*i.e. Red Cross, Life Guard*

Former Occupation, If Retired US Army & DJJ

Education: High School Harbor Creek HS Year 1973

College/Technical School Central Texas College/Upper Iowa University Year 1993/96

Graduate School Embry-Riddle University Aeronautical University Year 1999

Military Service United States Army (RETIRED) Years 1983-2003

Degrees/Other Master of Martial Arts & Sciences, classes at PHD Level, Military Leadership schools & Positions

Past Board, Commission, and Committee Assignments US Army assignment to VA National Guard/  
Reservist, Drug & Alcohol, Suicide Prevention, Fire Marshall, Security Enforcemet, Emergency Preperation Liaison Officer. Building  
Inspection, Social Service, etc..

Professional, Civic, or Other Activities \_\_\_\_\_  
Coaching, Counselling, Teaching i.e. Ministering, Martial Art & Sciences, Coin 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.

I've been in this community since 2003, and I want to contribute to this all ready growing town and family. I am willing and ready to volunteer my talents, service and expertise to make Farmville-PEC [The fantastic place to living and to enjoy what my home has to offer.] I have academia background at all levels, travelled most of all the 50 states along with my abroad experiences as a civilian and military volunteer and a common-sense-approach to problem solving. It's time for me to give back and I'm not afraid and any challenges put before me. And I served on other board, I truly understand this is a "selfless-serving-job. I not looking for glory just resolve but resolves to enhance our community!!

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.

NOPE!!!

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?

NOPE!!!

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

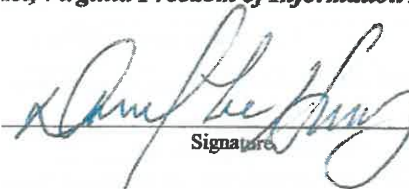
**APPOINTED BY THE BOARD OF SUPERVISOR:**

- 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 Board of Zoning Appeals
- 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

5 June 2023  
Date

**Please Return Application To:**  
Prince Edward County Administrator's Office  
Post Office Box 382, 111 South Street, 3<sup>rd</sup> Floor  
Farmville, Virginia 23901  
Tel: 434-392-8837 – FAX: 434-392-6683  
e-mail: [info@co.prince-edward.va.us](mailto: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 11/6/23

Name PAUL HOFFMAN

Home Address 2153 WEST 3<sup>rd</sup> ST

City Farmville State VA Zip Code 23901

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

Home Telephone Number      Mobile 434 603 0302

E-Mail Address PAUL@PAULDHOFFMAN.COM

Current Employer RETIRED

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

Which Address is Preferred for Mailings? Home  Office \_\_\_\_\_

Optional Information Which May Prove Helpful:

Occupation RETIRED

Former Occupation, If Retired DEPUTY ASSISTANT SECRETARY OF THE INTERIOR

Education: High School SAN DIEGO MILITARY ACADEMY Year 1970

College/Technical School UC SAN DIEGO Year 1974

Graduate School \_\_\_\_\_ Year \_\_\_\_\_

Military Service \_\_\_\_\_ Years \_\_\_\_\_

Degrees/Other \_\_\_\_\_

Past Board, Commission, and Committee Assignments CURRENT P&Z BOARD OF APPEALS

Professional, Civic, or Other Activities TREASURER, FARMVILLE DOWNTOWN PARTNERSHIP

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 HAVE BEEN ON THE P&Z BOARD OF APPEALS, AND I ENJOY IT.

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.*

  
Signature

11/6/23  
Date

**Please Return Application To:**  
Prince Edward County Administrator's Office  
Post Office Box 382, 111 South Street, 3<sup>rd</sup> Floor  
Farmville, Virginia 23901  
Tel: 434-392-8837 – FAX: 434-392-6683  
e-mail: [info@co.prince-edward.va.us](mailto: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 September 7, 2023

Name Kimberly S. Lettner

Home Address 3663 Douglas Church Rd.

City Farmville State VA Zip Code 23901

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

Home Telephone Number 804-241-9327 (m) FAX \_\_\_\_\_

E-Mail Address kslettner@aol.com

Current Employer Retired

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

Which Address is Preferred for Mailings? Home X Office \_\_\_\_\_

***Optional Information Which May Prove Helpful:***

Occupation Retired

Former Occupation, If Retired Law Enforcement/Criminal Justice

Education: High School Spotsylvania Sr. High School Year 1977

College/Technical School Bridgewater State College Year 1983

Graduate School University of Richmond Year 2006

Military Service \_\_\_\_\_ Years \_\_\_\_\_

Degrees/Other Master's Human Resource Management

**Past Board, Commission, and Committee Assignments**

Prince Edward Public Schools, Superintendent's Advisory Committee, 2011-2013; Board of Directors - Prince Edward Public Schools Endowment, Inc., 2011-2012

Professional, Civic, or Other Activities Please see attached resume.

**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 am interested in seeking appointment by the Board of Supervisors and/or the Circuit Court due to my extensive professional experiences, particularly in the area of developing, interpreting, and applying policies and law in a fair, impartial manner. I am known for and have been sought out for special projects due to my attention to detail, ability to form collaborative relationships, integrity, and professionalism. I wish to serve my community as a volunteer through such an appointment.

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
- 3 \_\_\_\_\_ 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
- 4 \_\_\_\_\_ Prince Edward County Planning Commission
- \_\_\_\_\_ Prince Edward County Social Services Board
- 2 \_\_\_\_\_ Piedmont Regional Jail Board
- \_\_\_\_\_ Special Committee of the Board of Supervisors: \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

**APPOINTED BY CIRCUIT COURT:**

- 1 \_\_\_\_\_ 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

9/6/2023  
 \_\_\_\_\_  
 Date

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

# KIMBERLY S. LETTNER

3663 Douglas Church Road ♦ Farmville, Virginia 23901 ♦ (804) 241-9327 ♦ kslettner@aol.com

## EDUCATION

**Master in Human Resource Management**, University of Richmond, Richmond, VA

Thesis Title: *Model Policy Development to Address On-Duty Police Sexual Misconduct*

Recipient of the Steve Neal Book Award for Excellence in the Graduate Program

**Bachelor of Science in Physical Education**, Cum Laude, Bridgewater State College, Bridgewater, MA

## PROFESSIONAL EDUCATION

**FBI National Academy** – 204<sup>th</sup> Session, Quantico, VA

Certificate in Criminal Justice Education, University of Virginia

**Professional Executive Leadership Seminar**, University of Richmond, 2007

**Commonwealth Management Institute**, Virginia Commonwealth University, 2000

## EXPERIENCE HIGHLIGHTS

**Piedmont Alcohol Safety Action Program**, Farmville, VA

1/22 – 7/23

**Executive Director.** Provided oversight of all administrative functions at the Piedmont Alcohol Safety Action Program in providing evaluation, education, and probation support to DUI offenders; pre-trial supervision; and community service oversight to the courts in the counties of Amelia, Appomattox, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway and Prince Edward.

**Longwood University**, Farmville, VA

8/18 – 5/21

**Lecturer, Criminal Justice Studies.** Designs and delivers programs of instruction for higher education undergraduate students in the topics of: Introduction to Criminal Justice, Introduction to Policing, Ethics in Criminal Justice, and Constitutional Law for Criminal Justice Professionals. Classes are presented face to face, and online when necessary. Serves as the faculty advisor to Lambda Alpha Epsilon, the American Criminal Justice fraternity. Advises 28 criminal justice students in their course of study to ensure each are meeting program and graduation requirements.

**Piedmont Alcohol Safety Action Program**, Farmville, VA

1/16 – 7/18

**Operation's Manager/Court Liaison.** Reviews standards and policies set forth by the Commission on VASAP and statutory regulations to ensure compliance for successful recertification of Piedmont ASAP by the Commission. Manages human resource administrative operations for 4 full-time and 7 part-time employees. Coordinates community service assignments as directed by the general district courts in service area. Testifies in court regarding compliance/non-compliance of community service and VASAP program requirements.

**Virginia State Police**, a Commission on Accreditation for Law Enforcement Agencies Accredited Agency 11/11 – 5/15

**Background Investigator**, State Police Headquarters – Richmond. Conducted comprehensive employment background investigations for sworn and civilian state police applicants; and applicants for other criminal justice agencies contracted with the Department of State Police. Conducted comprehensive line of duty death and service related disability investigations as statutorily required of eligible public safety employees.

**Division of Capitol Police**, a Virginia Law Enforcement Professional Standards Commission Accredited Agency 1/07 – 7/11

**Chief of Police (Retired)** Richmond, VA. Led 91 members (75 sworn) of the Capitol Police, providing law enforcement and security services to 81 agencies and 40 properties of the Legislative, Judicial, and Executive branches in the Capitol District with an annual budget of \$7.4 million. Services provided through patrol, criminal investigations, CCTV, crowd control response, critical incident response, dignitary protection, courtroom security (Supreme Court of Virginia and the Virginia Court of Appeals), canine patrols, crime prevention programs, community engagement, emergency planning and response, infrastructure and security threat assessments, and police training academy. Developed, implemented and executed emergency and major event operations plans for protests/rallies, Queen of England visit, Gubernatorial Inauguration of the 71st Governor of Virginia, Dedication of Visitor's Entrance and Capitol Expansion, General Assembly sessions and Ceremonial General Assembly sessions. Proactively collaborated with media for planned events and in response to emergency situations to ensure a well-informed public.

**Virginia State Police**, a Commission on Accreditation for Law Enforcement Agencies Accredited Agency 2/85 – 1/07  
**Captain/Director Professional Standards Unit**, State Police Headquarters – Richmond, VA (9/05 – 1/07) Directed the agency's Internal Affairs Section, insuring the continued confidence of the community by upholding the integrity of the Department through thorough investigations of alleged employee misconduct; Internal Audit Section, providing for independent and objective audits and reviews of Department operations; and Staff Inspection Section, providing for the inspection of all organizational components within the Department for compliance with laws, policies and best practices. As a member of the command staff, participated in the annual review of the Department's strategic plan. This position reported directly to the Superintendent's office. Selected, trained, motivated, evaluated, and managed a team of 2 lieutenants, and 1 audit director in support of 1 first sergeant, 8 sergeants, 1 auditor, and 5 civilian support employees.

**Lieutenant/Commander Counter-Terrorism Criminal Interdiction Unit**, State Police Headquarters-Richmond, VA (8/04 – 9/05) Directed all aspects of the statewide counter-terrorism, gang suppression, and criminal interdiction operations encompassing 8 field offices and headquarters in counter-terrorism response; interdiction of drugs flowing into the Commonwealth; assisting localities, through city-state partnerships, in combating crime in drug-prone neighborhoods, and the suppression of gang violence. As a member of the command staff, participated in the annual review of the Department's strategic plan. Selected, trained, motivated, evaluated, and managed a team of 2 first sergeants and 8 sergeants in support of 49 sworn and 8 civilian employees.

**Lieutenant/Assistant Human Resource Director**, State Police Headquarters – Richmond, VA (1/03 – 8/04)  
Directed all aspects of the statewide human resources administrative operations encompassing 6 units: Employment, Recruitment, Benefits, Background Investigations, Classifications and Compensation and Health Maintenance supporting 1,972 sworn, 944 civilian and 62 volunteer employees located across the state. Additionally, administered/directed 2 statewide programs: Random Drug Testing and Critical Incident Stress Management. Selected, trained, motivated, evaluated and managed a team of 6 unit managers and 5 supervisors in support of 45 employees.

**First Sergeant/Recruitment Manager**, State Police Headquarters – Richmond, VA (10/01 – 1/03)  
Managed the creation, development and launch of the new statewide professional recruiting unit. Selected, trained, motivated, evaluated and managed a team of 1 sergeant/recruiting supervisor in support of 7 troopers/recruiters and 1 administrative employee coordinating the recruitment process and pre-employment examinations for trooper applicants. Analyzed and evaluated statistical data to ensure resources were being utilized effectively. Developed and implemented a strategic plan, operational plans/goals, marketing plan, administrative policies, public relations and recruiting initiatives. Researched and developed marketing materials, brochures, display booths, etc.

**First Sergeant/Area Commander**, Bureau of Field Operations – Buckingham, VA (12/98 – 10/01) Trained, motivated, evaluated, scheduled, and supervised a team of 1 sergeant in support of 14 troopers and 1 administrative employee covering rural Buckingham, Cumberland, and Fluvanna counties. Developed supervisor's and troopers' work skills, investigative skills, and coordinated emergency response of major incidents or disasters. Collaborated effectively with various law enforcement agencies and civic/community and private organizations in ensuring citizen safety. Additionally, managed all aspects of facility and grounds maintenance, including a staff of 2, for the area office.

**First Sergeant**, Bureau of Criminal Investigation, Criminal Intelligence Division – Richmond, VA (5/97 – 12/98)  
Managed all aspects of multiple units/programs, i.e. Computer Evidence Recovery Unit, Analytical Unit, Witness Protection Program, Validator Intelligence Publication, State Wide Drug Hotline and Interpol operations. Screened, hired, trained, motivated, and evaluated a team of 15 employees.

**Sergeant**, Bureau of Criminal Investigation, East Interdiction Team – Richmond, VA (8/96 – 4/97) Trained, motivated, evaluated and supervised an exclusive enforcement team consisting of a special agent, K-9 trooper and trooper covering Northern, Central and Southside Virginia. Investigated and seized illegal narcotics/U.S. currency and the smuggling of illegal immigrants, cigarettes, weapons, etc., flowing through/into the state. Effectively developed practical and legal skills of team members ensuring successful prosecution on the state and Federal level.



**Sergeant**, – Bureau of Field Operations – Waverly, VA (8/94 – 7/96) Trained, motivated, evaluated and supervised a team of 12 troopers covering rural Prince George, Sussex and Surry counties. Effectively developed troopers work skills in performing routine patrol, criminal investigations and public contact. Conducted internal investigations into use-of-force incidents and citizen complaints. Collaborated effectively with citizens, chamber of commerce, local police departments and emergency medical services.

**Sergeant**, Bureau of Field Operations – Hampton, VA (4/93 – 7/94) Trained, motivated, scheduled, evaluated and supervised a team of 26 troopers covering the cities of Hampton and Newport News. Effectively developed troopers' work skills in performing routine patrol, criminal investigations and public contact. Conducted internal investigations into use-of-force incidents and citizen complaints. Collaborated effectively with citizens, chambers of commerce, local police departments and emergency medical services.

**Trooper**, Motorcycle Unit, Bureau of Field Operations – Virginia Beach, VA (8/92 – 4/93) Patrolled a high-growth, resort, commercial/residential area responding to calls for service, i.e., accident and criminal investigations within the cities of Norfolk and Virginia Beach. Participated in escorts, parades, and other special events.

**Trooper**, Fredericksburg, VA (4/91 – 8/92) Patrolled a high-growth urban, residential/commercial area responding to calls for service, i.e., accident and criminal investigations, motorist assists, within Spotsylvania County and the City of Fredericksburg encompassing 25 miles of I-95. Developed presentations and addressed diverse audiences, i.e., civic/community groups and businesses regarding, crime prevention, personal safety, traffic safety, law enforcement careers, etc.

**Special Agent Analyst**, Drug Planning Unit - Richmond, VA (5/90 – 4/91) Provided administrative support to multi-jurisdictional narcotics task forces throughout Virginia. Collaborated extensively with DEA, county and city police in coordinating narcotics task force activities encompassing 125 law enforcement professionals. Designed and maintained computer databases capturing enforcement data. Wrote and submitted grants to the Department of Criminal Justice Services for the implementation/continuation of drug programs. Assisted the Bureau of Field Operations, Bureau of Criminal Investigations and Task Forces in Federal asset forfeiture procedures.

**Special Agent**, Special Investigations Division – Chesapeake, VA (8/89 – 5/90) Investigated and enforced laws regarding the possession and distribution of illegal narcotics in 5 rural counties: Sussex, Prince George, Surry, Greensville, and Brunswick. Investigated complex historical conspiracies in cooperation with local and federal law enforcement agencies. Executed narcotics search warrants, made controlled narcotics purchases, and managed confidential informants.

**Trooper**, Waverly, VA (9/85 – 7/89) Patrolled a rural area responding to calls for service, i.e., accident and criminal investigations, motorist assists, within Sussex and Prince George counties encompassing 33 miles of I-95. Developed presentations and addressed diverse audiences, i.e., students, civic organizations, community groups and businesses regarding, crime prevention, personal safety, traffic safety, law enforcement careers, etc.

**Trooper Trainee**, State Police Academy – Richmond, VA (2/85 – 9/85) Assigned to work under the direction of a field-training officer, performing routine patrol, responding to emergency and non-emergency calls for service and investigation of criminal and traffic complaints in the county of Prince George, a large predominately rural area encompassing 15 miles of I-95. Alternately attended the State Police Academy.

## **APPOINTMENTS/SPECIAL PROJECTS**

**Virginia Department of Game and Inland Fisheries**

9/14 – 12/21

**Special Investigator**. Temporary assignments to conduct complex administrative personnel investigations involving alleged employee misconduct.

**Supreme Court of Virginia**

2/17 – 5/17

**Special Investigator**. Temporary project to conduct a complex administrative investigation involving alleged employee misconduct.

- Virginia Parole Commission** **2015**  
**Commissioner.** Appointed by Governor Terry McAuliffe. Charged with the evaluation and review of policy, assessment of progress and public safety outcomes, and determining whether the intended goals of abolishing parole for felony offenders have been achieved.
- Governor-Elect Terry McAuliffe Public Safety Committee** **11/13 – 1/14**  
**Member.** Selected as a committee member to develop public safety policy recommendations for the administration of Governor Terry McAuliffe.
- Expert Witness Police Sexual Misconduct** **2013**  
**Expert Witness.** Federal law suit involving on-duty police sexual misconduct.
- International Association of Chiefs of Police** **11/09 –11**  
**Working Group Member/ Co-Author.** *Addressing Sexual Offenses and Misconduct by Law Enforcement: Executive Guide*, (2011). International Association of Chiefs of Police (IACP), National Working Group on Sexual Offenses by Police Officers.
- Longwood University** **10/2009**  
**Evaluator.** Longwood University VDEM Region 3, Table Top Exercise.

## PROFESSIONAL BOARDS

- Board of Directors** – ACLU of Virginia, 2014- 2016  
**Vice Chair, Board of Directors** – Girl Scouts of the Commonwealth of Virginia, 2013 - 2014  
**Board of Directors** – Girl Scouts of the Commonwealth of Virginia, 2009-2013  
**Member** – Prince Edward Public Schools, Superintendent’s Advisory Committee, 2012-2013  
**Board of Directors**– Prince Edward Public Schools Endowment, Inc., 2011-2012  
**Executive Committee and Board of Directors** – Crater Criminal Justice Academy, 2007-2011  
**Commissioner** – Virginia Law Enforcement Professional Standards Commission, 2010-2011

## KEYNOTE/INVITED SPEAKER

- Graduation Keynote Speaker, Discovery School of Virginia, Boys School, Dillwyn, VA, 2014  
Graduation Keynote Speaker, Discovery School of Virginia, Girls School, Dillwyn, VA, 2013, 2014  
Graduation Keynote Speaker, American Legion, Junior Law Cadet Program, 2006, 2012  
Invited Speaker, “Women in Government,” Girls State, Longwood University, 2009-2011  
Commencement Keynote Speaker, University of Richmond, School of Continuing Studies, 2009

## PROFESSIONAL MEMBERSHIPS

- Member** – Virginia Association of Chiefs of Police, 2006-present  
**Member** – Mid-Atlantic Association of Women in Law Enforcement, Life-time
- President, 1998-2000
  - Chair, Awards Committee, 2003-2007
- Member** – Virginia State Police Association, Life-time  
**Member** – American Association of State Troopers, 2006-present  
**Member** – Virginia State Police Alumni Association, 2011-present  
**Member** – National Conference of State Legislatures, National Legislative Services and Security Association, Life-time  
**Member** – International Association of Chiefs of Police, 2003-2013
- IACP Working Group on Sexual Offenses by Police Officers, 2009-2011
  - IACP Diversity Coordinating Panel, 2010-2013



## CITIZEN VOLUNTEER APPLICATION FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Date 11/30/2023

Name Lorenzo Navon Simmons

Home Address 1003 Free State Road

City State\_Zip Code Meherrin, Virginia 23954-2508

Election District: Buffalo-501 Farmville-801 Hampden-401 Leigh-301 x

Farmville-101 Lockett-201

Farmville-701 Prospect-601

Home Telephone Number\_FAX (434) 607-2149

E-Mail Address lorenzosimmons27@gmail.com

Current Employer

Business Address

City State\_Zip Code Business Telephone Number\_FAX

Which Address is Preferred for Mailings? Home Office

### Optional Information Which May Prove Helpful:

Occupation Disabled

Former Occupation, If Retired

Education: High School 2015 College/Technical School Year Graduate School Year

Military Service 1 month 6 days 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.

I have had experience in the commercial construction industry with retail construction (fixture installation.) I have during High School received two OSHA Certifications General Industry, Agriculture Industry. I am also seeking to run for the U.S. Senate Seat and enjoy working in public works (through my disabled state) where a desk job would be more suited. Upon the failure of such i am looking to running for the 301 Leigh District Supervisor Seat.

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.

- \_\_\_\_\_ 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
- 2   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:**

- 1   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

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

November 2017

# Planning Commission



**CITIZEN VOLUNTEER APPLICATION  
FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS**

Date 12/1/2023

Name Krystal Hochstetler

Home Address 2197 Sulphur Spring Rd.

City Prospect State VA Zip Code 23960

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

<sup>cell</sup> Home Telephone Number 434-547-5476 FAX \_\_\_\_\_

E-Mail Address kmhochste@gmail.com

Current Employer Prince Edward Overhead Doors

Business Address 667 Hidden Lake Rd.

City Prospect State VA Zip Code 23960

Business Telephone Number 434-574-3667 FAX \_\_\_\_\_

Which Address is Preferred for Mailings? Home  Office \_\_\_\_\_

Optional Information Which May Prove Helpful:

Occupation General Manager

Former Occupation, If Retired \_\_\_\_\_

Education: High School \_\_\_\_\_ Year \_\_\_\_\_

College/Technical School Penn State University Year 2012

Graduate School \_\_\_\_\_ Year \_\_\_\_\_

Military Service \_\_\_\_\_ Years \_\_\_\_\_

Degrees/Other B.S. Civil Engineering

Past Board, Commission, and Committee Assignments

South Central Association of Realtors - Secretary/Treasurer 2018-20

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.

Bring energy & insight to the Planning Commission while serving and advocating for my community. Be actively involved in the Comprehensive Plan update.

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 (PROSPECT DISTRICT)
- 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

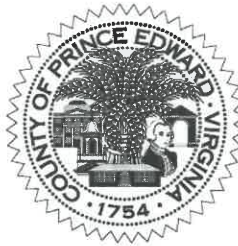
*By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements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

*Kupstal Hochstetler*  
Signature

12/1/2023  
Date

**Please Return Application To:**  
Prince Edward County Administrator's Office  
Post Office Box 382, 111 South Street, 3<sup>rd</sup> Floor  
Farmville, Virginia 23901  
Tel: 434-392-8837 -- FAX: 434-392-6683  
e-mail: [info@co.prince-edward.va.us](mailto: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: 10/23/2023

PHYSICAL >

Name WHITFIELD M. PAIGE

Home Address 9799 PRINCE EDWARD HWY.

City PROSPECT State VA. Zip Code 23960

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

Telephone Number 434-547-2243 (CELL) FAX N/A

E-Mail Address WHITFIELD PAIGE @ CENTURYLINK.NET

Current Employer RETIRED

Business Address N/A

City N/A State N/A Zip Code N/A

Business Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

Which Address is Preferred for Mailings? Home SEE BELOW Office \_\_\_\_\_

P.O. BOX 561 FARMVILLE VA. 23901

Optional Information Which May Prove Helpful:

Occupation N/A

Former Occupation, if Retired WHOLESALE MARKETING SALES ENGINEER

Education: High School R. R. MOTON Year 1969

College/Technical School SVCC, ECPI, JMU, MILITARY Year VARIOUS

Graduate School \_\_\_\_\_ Year \_\_\_\_\_

Military Service USAF-ACTIVE USAF-GUARD VARRIVING Years 24.5

Degrees/Other (AAS, MGMT) (COMPUTER PROGRAMMER) (HELICOPTER TECH) (BACHELOR'S)

Past Board, Commission, and Committee Assignments PELPC - CURRENTLY

Professional, Civic, or Other Activities

NORTH CAROLINA SOCIETY OF ENGINEERS - PAST PRESIDENT 2003

EAST CAROLINA ENGINEERING CLUB - PAST PRESIDENT 2003

WESTERN CAROLINA UNIVERSITY ENGINEERING ADVISORY BOARD

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 HAVE ALWAYS DESIRED TO GIVE BACK TO THE COMMUNITY/TOWN/COUNTY AS A VOLUNTEER. MY PAST LIFE EXPERIENCES AND WORK, ALONG WITH PAST PROFESSIONAL AND CIVIC ACTIVITIES, HAS ALIGNED ME AS A CANDIDATE.



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. *ND*

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? *ND*

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 (PROSPECT DISTRICT)
- Prince Edward County Social Services Board
- Piedmont Regional Jail Board
- Special Committee of the Board of Supervisors:
- Other *NOT AS A SCHOOL BOARD MEMBER BUT ON A SPECIAL COMMITTEE OF SCH. BOARD.*
- Other
- Other

**APPOINTED BY CIRCUIT COURT:**

- Board of Zoning Appeals

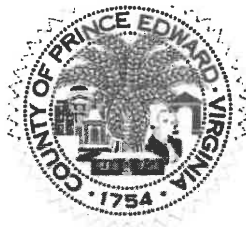
*By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements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

*Whitfield M. Page*  
Signature

*10/23/2023*  
Date

**Please Return Application To:**  
Prince Edward County Administrator's Office  
Post Office Box 382, 111 South Street, 3<sup>rd</sup> Floor  
Farmville, Virginia 23901  
Tel: 434-392-8837 -- FAX: 434-392-6683  
e-mail: [info@co.prince-edward.va.us](mailto: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 Harold W Rumpfelt Date 11-16-23  
Home Address 115 Ruths Lane  
City Meherrin State Va Zip Code 23954  
Election District: Buffalo-501 \_\_\_\_\_ Farmville-801 \_\_\_\_\_  
Hampden-401 \_\_\_\_\_ Leigh-301 X  
Farmville-101 \_\_\_\_\_ Lockett-201 \_\_\_\_\_  
Farmville-701 \_\_\_\_\_ Prospect-601 \_\_\_\_\_  
Home Telephone Number 434-736-0356 FAX N/A  
E-Mail Address None  
Current Employer Retired  
Business Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Business Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_  
Which Address is Preferred for Mailings? Home X Office \_\_\_\_\_

*Optional Information Which May Prove Helpful:*

Occupation \_\_\_\_\_  
Former Occupation, If Retired Certified Building Official (CBO) Amitea County  
Education: High School James Blair Williamsboro, Va 1966  
College/Technical School Operating Engineers Local 147 Year 1970-1973  
Apprenticeship Year \_\_\_\_\_  
Graduate School \_\_\_\_\_ Year \_\_\_\_\_  
Military Service US Army Years 1966-1969  
Degrees/Other \_\_\_\_\_  
Past Board, Commission, and Committee Assignments NONE  
Professional, Civic, or Other Activities Veterans of Foreign Wars (VFW),  
American Legion

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 have lived in Prince Edward since 1985, my children had to leave to find work, I would like to help young people find work here. I have work in construction most of my life and understand how builders and developers think

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
- 2   Prince Edward County Industrial Development Authority
- \_\_\_\_\_ Central Virginia Regional Library Board
- 1   Prince Edward County Planning Commission (LEIGH DISTRICT)
- \_\_\_\_\_ 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.*

*Harold Rumpelt*  
Signature

11-16-23  
Date

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

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## CITIZEN VOLUNTEER APPLICATION FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Date 11/30/2023

Name Lorenzo Navon Simmons

Home Address 1003 Free State Road

City State\_Zip Code Meherrin, Virginia 23954-2508

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

Home Telephone Number\_FAX (434) 607-2149

E-Mail Address lorenzosimmons27@gmail.com

Current Employer

Business Address

City State\_Zip Code Business Telephone Number\_FAX

Which Address is Preferred for Mailings? Home Office

### Optional Information Which May Prove Helpful:

Occupation Disabled

Former Occupation, If Retired

Education: High School 2015 College/Technical School Year Graduate School Year

Military Service 1 month 6 days 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.

I have had experience in the commercial construction industry with retail construction (fixture installation.) I have during High School received two OSHA Certifications General Industry, Agriculture Industry. I am also seeking to run for the U.S. Senate Seat and enjoy working in public works (through my disabled state) where a desk job would be more suited. Upon the failure of such i am looking to running for the 301 Leigh District Supervisor Seat.

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.

- \_\_\_\_\_ 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
- 2   Prince Edward County Planning Commission (WEIGHT DISTRICT)
- \_\_\_\_\_ Prince Edward County Social Services Board
- \_\_\_\_\_ Piedmont Regional Jail Board
- \_\_\_\_\_ Special Committee of the Board of Supervisors:
- \_\_\_\_\_ Other
- \_\_\_\_\_ Other
- \_\_\_\_\_ Other

**APPOINTED BY CIRCUIT COURT:**

- 1   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

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

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November 2017



Please publish in the Wednesday, November 1, 2023 and Wednesday November 15, 2023 editions of The Farmville Herald.



### CITIZEN VOLUNTEER POSITIONS PRINCE EDWARD COUNTY

To encourage citizen participation in our local government, it is the policy of the Prince Edward County Board of Supervisors to advertise vacancies on county boards, commissions and committees, etc., which call for citizen representation. The following terms of office expire on December 31, 2023:

| <u>Position</u>                | <u>Term of Office</u> | <u># of Vacancies</u>          |
|--------------------------------|-----------------------|--------------------------------|
| County Planning Commission     | 4 Years               | 1 County Position <sup>1</sup> |
| County Board of Zoning Appeals | 5 Years               | 1 Position <sup>2</sup>        |

**Notes:**

- <sup>1</sup> The Board of Supervisors has voted to resize and restructure the Planning Commission. Future vacancies will be filled by election district. Individuals wishing to apply to the current "county position" must live in either District 6 (Prospect) or District 3 (Leigh).
- <sup>2</sup> The Board makes a recommendation to the Circuit Court Judge for positions on the BZA.

Citizens interested in being considered must submit a Citizen Volunteer Application to the County Administrator's Office by not later than Friday, December 1, 2023. Appointments will be made at the December 12, 2023 Board meeting. Applications are available on the County's web site at [www.co.prince-edward.va.us](http://www.co.prince-edward.va.us) or in the County Administrator's Office, 111 N. South Street, 3<sup>rd</sup> Floor, P.O. Box 382, Farmville, Virginia 23901. For additional information, please contact the County Administrator's Office at (434) 392-8837.



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 16  
**Department:** Solid Waste  
**Staff Contact:** Sarah Elam Puckett/Jeff Jones  
**Agenda Item:** New Landfill Cell

**Summary:** Based on a capacity study completed in January, 2023, and based on current intake and compaction rates, there are approximately 2.5 years of remaining life left in Cells A-E at the County’s landfill.

The County’s engineering firm, LaBella, is recommending that the construction of Cell F be bid in January 2024, and with construction anticipated to begin in the summer of 2024. Cell F is 3.4 acres and will provide an additional 370,000 CY of waste disposal volume. At current compaction and intake rates, this will provide approximately 12 years of additional life for the Prince Edward County Landfill.

It is recommended the Board authorize the construction of the Cell F project, the preparation of Bid Documents and the subsequent issuance of an Invitation For Bids (IFB) for Cell F. Funding for this project comes from the Landfill Construction Fund, which has a current estimated fund balance of \$3,766,725, which will more than cover the anticipated cost.

Once bids are received, they will be brought to the Properties Committee and the Board for review and award.

**Attachment:** Schematic Layout of Landfill

**Recommendation:** Approval

**Sample Motion:** I move the Board authorize the construction of the Cell F project, the preparation of Bid Documents and the subsequent issuance of an Invitation For Bids (IFB) for Cell F.

|              |                    |               |                |
|--------------|--------------------|---------------|----------------|
| Motion _____ | Cooper-Jones _____ | Gilliam _____ | Pride _____    |
| Second _____ | Emert _____        | Jenkins _____ | Townsend _____ |
|              |                    | Jones _____   | Watson _____   |







**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 17  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Agenda Item:** Lease Agreement with USDA for County Ag Building

---

**Summary:** The County has received a proposal from the USDA to extend the existing lease for the County’s Natural Resources building located at 100 Dominion Drive. The lease amendment would extend the existing lease through December 31, 2028 at a new rate of \$18.00 per square foot for 7,135 square feet at \$128,430 annually. The former rate was \$15.50 per square foot or \$110,592.50 annually.

The new lease adds additional prohibitions for certain telecommunications and video surveillance services or equipment. The County does not provide these to the USDA agencies, so these new conditions are not applicable to the County’s lease.

**Attachments:** USDA Lease Amendment

**Recommendation:**

The Board of Supervisors approve the lease extension and authorize the Chairman or County Administrator to sign all documents necessary to execute the Lease Amendment.

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Gilliam \_\_\_\_\_ Pride \_\_\_\_\_  
Second \_\_\_\_\_ Emert \_\_\_\_\_ Jenkins \_\_\_\_\_ Townsend \_\_\_\_\_  
Jones \_\_\_\_\_ Watson \_\_\_\_\_

|                                                                              |                                                                                                     |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>UNITED STATES DEPARTMENT OF AGRICULTURE<br/>LEASE AMENDMENT</b>           | <b>LEASE AMENDMENT No. 6</b>                                                                        |
|                                                                              | TO LEASE NO.<br><br><b>Prince Edward County</b>                                                     |
| ADDRESS OF PREMISES<br><br><b>100 Dominion Drive<br/>Farmville, VA 23901</b> | GREX Delegation Number: <b>DVA03467-004</b><br>RPUID: <b>FA.113205</b><br>EUID: <b>G1BXLUNJJK83</b> |

**THIS AMENDMENT** is made and entered into between **Prince Edward County**

whose address is: **PO Box 382, Farmville, VA 23901**

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

**WHEREAS**, the parties hereto desire to amend the above Lease to extend lease term.

NOW THEREFORE, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective upon execution by the Government as follows:

1. Effective upon execution by the Government, the lease period of the above-described premises will be extended from **January 1, 2024** through **December 31, 2028**.
2. Effective **January 1, 2024**, the Government will pay the Lessor annual rent of **\$128,430.00** payable at the rate of **\$10,702.50** per month (representing **\$18.00\*** per square foot for **7,135** rentable square feet of office space) in arrears. (\*Rates may be rounded.)
3. The lease is amended to include FAR Part 52.204-25 and FAR Part 52.204.27 (attached to this lease document) which will be initialed by the Lessor and Government.
4. The Lessor must have an active/updated registration in the System for Award Management (SAM) System (<https://www.sam.gov>) upon receipt of this Lease Amendment. Registration needs to indicate Purpose as "All Awards" and NAICS Code of "531120". The Government will not process rent payments to Lessors without an active/updated SAM registration.

This Lease Amendment contains 4 pages.

All other terms and conditions of the lease shall remain in force and effect.  
IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

**FOR THE LESSOR:**

**FOR THE GOVERNMENT:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Entity Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Lease Contracting Officer, USDA  
Date: \_\_\_\_\_

**WITNESSED FOR THE LESSOR BY:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**ADDITIONAL FAR AND GSAR CLAUSES FOR LEASE EXTENSIONS AND RENEWALS**

**1) 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Nov 2021)**

(a) *Definitions.* As used in this clause—

*Backhaul* means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).

*Covered foreign country* means The People’s Republic of China.

*Covered telecommunications equipment or services* means—

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

*Critical technology* means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

LESSOR: \_\_\_\_\_ GOVERNMENT: \_\_\_\_\_

*Interconnection arrangements* means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

*Reasonable inquiry* means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

*Roaming* means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

*Substantial or essential component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR [4.2104](#).

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR [4.2104](#). This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements;  
or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) *Reporting requirement.*

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

LESSOR: \_\_\_\_\_ GOVERNMENT: \_\_\_\_\_

FAR and GSAR Clauses for Lease  
Extensions and Renewals (JUN 2023)  
Page 3

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts.* The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial products or commercial services.

**2) 52.204-27 Prohibition on a ByteDance Covered Application (Jun 2023)**

*This clause is incorporated by reference.*

LESSOR: \_\_\_\_\_ GOVERNMENT: \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item No.:** 18  
**Department:** County Administration  
**Staff Contact:** Douglas Stanley, ACIP ICMA-CM County Administrator  
**Issue:** Health Department – FY 2023-2024 Locality Agreement

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**Summary:**

Please see attached note and proposed FY 2023-2024 Locality Agreement. The proposed agreement reflects a budget of \$175,098.00 in local matching funds and an additional \$1,148.13 in local funds from FY 2022-2023.

The local Health Department Agreement must be approved each year.

**Cost:**

As proposed, the cost is \$176,246.13 which has been included in the County’s FY 2023-2024 budget.

**Suggested Motion:**

I move that the Board of Supervisors approve the FY2023-2024 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.

OR

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

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

**AGREEMENT BETWEEN THE VIRGINIA DEPARTMENT OF HEALTH AND  
THE PRINCE EDWARD COUNTY BOARD OF SUPERVISORS FOR FUNDING  
AND SERVICES OF THE PRINCE EDWARD HEALTH DEPARTMENT**

This agreement (“Agreement”) for the services to be provided by the Prince Edward Health Department and the funding therefore is by and between the Virginia Department of Health (“VDH”) and Prince Edward Board of Supervisors (collectively “the Parties”).

The Agreement is created in satisfaction of the requirements of § 32.1-31 of the Code of Virginia (1950), as amended, in order to operate the Prince Edward Health Department under the terms of this Agreement.

NOW, THEREFORE, in consideration of the covenants and agreements in this Agreement, the sufficiency of which is acknowledged, the Parties agree as follows.

§ 1. VDH, over the course of one fiscal year, will pay an amount not to exceed \$632,884.00, from the state general fund to support the cooperative budget in accordance with, and dependent upon, appropriations by the General Assembly, and in like time frame, the Board of Supervisors of Prince Edward will provide by appropriation and in equal quarterly payments a sum of \$175,098.00 local matching funds and \$0.00 one-hundred percent local funds for a total of \$175,098.00 local funds for this fiscal year.

KS  
12/4/2023

In addition, the Board of Supervisors has approved the Prince Edward County Health Department to carry forward \$0.00 in local matching funds for a total of \$175,098.00 matching funds and an additional \$1,148.13 in one-hundred percent local funds from the prior fiscal year closing-locality balance.

KS  
12/4/2023

These joint funds will be distributed in timely installments, as services are rendered in the operation of the Prince Edward County Health Department, which shall perform public health services in Prince Edward County as indicated in Attachment A(1.), and will perform services required by local ordinances as indicated in Attachment A(2.). Payments from the local government are due on the third Monday of each fiscal quarter.

§ 2. The term of the agreement begins July 1,2023. This Agreement will be automatically extended on a state fiscal year to year renewal basis under the existing terms and conditions of the Agreement unless timely written notice of termination is provided by either party. Such written notice shall be given at least 60 days prior to the beginning of the fiscal year in which the termination is to be effective.

§ 3. The Commonwealth of Virginia (“Commonwealth”) and VDH shall be responsible for providing liability insurance coverage and will provide legal defense for state employees of the local health department for acts or occurrences arising from performance of activities conducted pursuant to state statutes and regulations.

- A. The responsibility of the Commonwealth and VDH to provide liability insurance coverage shall be limited to and governed by the Commonwealth of Virginia Public Liability Risk Management Plan, established under § 2.2-1837 of the Code of Virginia (1950), as amended. Such insurance coverage shall extend to the services specified in Attachments A(1.) and A(2.), unless the locality has opted to provide coverage for the employee under the Public Officials Liability Self-Insurance Plan, established under § 2.2-1839 of the Code of Virginia (1950), as amended, or under a policy procured by the locality.
- B. The Commonwealth and VDH will be responsible for providing legal defense for those acts or occurrences arising from the performance of those services listed in Attachment A(1.), conducted in the performance of this contract, as provided for under the Code of Virginia and as provided for under the terms and conditions of the Commonwealth of Virginia Public Liability Risk Management Plan.



- C. Services listed in Attachment A(2.), any services performed pursuant to a local ordinance, and any services authorized solely by Title 15.2 of the Code of Virginia (1950), as amended, when performed by a state employee, are herewith expressly exempted from any requirements of legal defense or representation by the Attorney General or the Commonwealth. For purposes of assuring the eligibility of a state employee performing such services for liability coverage under the Commonwealth of Virginia Public Liability Risk Management Plan , the Attorney General has approved, pursuant to § 2.2-507 of the Code of Virginia (1950), as amended, and the Commonwealth of Virginia Public Liability Risk Management Plan , the legal representation of said employee by the city or county attorney, and, the Board of Supervisors of Prince Edward County hereby expressly agrees to provide the legal defense or representation at its sole expense in such cases by its local attorney.
- D. In no event shall the Commonwealth or VDH be responsible for providing legal defense or insurance coverage for local government employees.

§ 4. Title to equipment purchased with funds appropriated by the local government and transferred to the Commonwealth, either as match for state dollars or as a purchase under appropriated funds expressly allocated to support the activities of the local health department, will be retained by the Commonwealth and will be entered into the Virginia Fixed Asset Accounting and Control System. Local appropriations for equipment to be locally owned and controlled should not be remitted to the Commonwealth, and the local government's procurement procedures shall apply in the purchase. The locality assumes the responsibility to maintain the equipment and all records thereon.

§ 5. This Agreement may only be amended or otherwise modified by an instrument in writing signed by the Parties.

\_\_\_\_\_  
 Robert W. Hicks  
 Acting Deputy Commissioner  
 Community Health Services  
 Virginia Department of Health

\_\_\_\_\_  
 Local authorizing officer signature

Douglas Stanley  
 Authorizing officer printed name

\_\_\_\_\_  
 Date

County Administrator  
 Authorizing officer title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Maria Almond  
 District Health Director  
 Piedmont Health District

\_\_\_\_\_  
 Date

Approved as to form by the Office of the Attorney General on July 23, 2018

Attachments: Local Government Agreement, Attachment A(1.)  
 Local Government Agreement, Attachment A(2.)

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS  
INCOME LEVEL A IS DEFINED BY THE BOARD OF HEALTH TO BE MEDICALLY INDIGENT ([32.1-11](#))

| For Each Service Provided, Check Block for Highest Income Level Served                                                                                                                                                                                                                                                                                                |               |                                |                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------|---------------------------------------|
| COLLABORATIVE COMMUNITY HEALTH IMPROVEMENT PROCESS                                                                                                                                                                                                                                                                                                                    | Income A only | Defined by Federal Regulations | All (specify income level if not ALL) |
| Assure that ongoing collaborative community health assessment and strategic health improvement planning processes are established. To include public health, health care systems and community partners. As provided for in §32.1-122.03<br>Code Link- <a href="#">32.1-122.03</a> ;<br>State Health Plan Link <a href="#">Virginia Plan for Well-Being 2016-2020</a> |               |                                | X                                     |
| COMMUNICABLE DISEASE SERVICES                                                                                                                                                                                                                                                                                                                                         | Income A only | Defined by Federal Regulations | All (specify income level if not ALL) |
| Immunization of patients against certain diseases, including Childhood Immunizations<br>As provided for in 32.1-46<br>Code Link- <a href="#">32.1-46</a>                                                                                                                                                                                                              |               |                                | X                                     |
| Sexually transmitted disease screening, diagnosis, treatment, and surveillance<br>32.1-57, Districts may provide counseling<br>Code Link- <a href="#">32.1-57</a>                                                                                                                                                                                                     |               |                                | X                                     |
| Surveillance and investigation of disease<br>32.1-35 and 32.1-39<br>Code Links- <a href="#">32.1-35</a> , <a href="#">32.1-39</a> , <a href="#">32.1-43</a>                                                                                                                                                                                                           |               |                                | X                                     |
| HIV/AIDS surveillance, investigation, and sero prevalence survey<br>32.1-36, 32.1-36.1, 32.1-39<br>Code Links- <a href="#">32.1-36</a> , <a href="#">32.1-36.1</a> , <a href="#">32.1-39</a>                                                                                                                                                                          |               |                                | X                                     |
| Tuberculosis control screening, diagnosis, treatment, and surveillance<br>32.1-49, 32.1-50.1, and 32.1-54<br>Code Links- <a href="#">32.1-49</a> , <a href="#">32.1-50</a> , <a href="#">32.1-50.1</a>                                                                                                                                                                |               |                                | X                                     |
| FAMILY PLANNING SERVICES                                                                                                                                                                                                                                                                                                                                              | Income A only | Defined by Federal Regulations | All                                   |
| Clinic services including drugs and Contraceptive supplies<br>Family Planning Population Research Act of 1970, Title X<br>Code Link- <a href="#">32.1-77</a> , 42 U.S.C 300 et seq., and 42 CFR Part 59                                                                                                                                                               |               | X                              |                                       |
| Pregnancy testing and counseling<br>Family Planning Population Research Act of 1970, Title X<br>Code Link- <a href="#">32.1-77</a> , 42 U.S.C. 300 et seq., and 42 CFR Part 59\                                                                                                                                                                                       |               | X                              |                                       |

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS  
INCOME LEVEL A IS DEFINED BY THE BOARD OF HEALTH TO BE MEDICALLY INDIGENT ([32.1-11](#))

| CHILD HEALTH SERVICES                                                                                                                                                                                        | Income A only | Defined by Federal Regulations | All |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------|-----|
| Children Specialty Services; diagnosis, treatment, follow-up, and parent teaching<br>32.1-77, 32.1-89 and 32.1-90<br>Code Links- <a href="#">32.1-77</a> , <a href="#">32.1-89</a> , <a href="#">32.1-90</a> |               |                                |     |
| Screening for genetic traits and inborn errors of metabolism, and provision of dietary supplements<br>Code Links- <a href="#">32.1-65</a> , <a href="#">32.1-67</a> , <a href="#">32.1-68</a>                |               |                                | X   |
| Well child care up to age ____ (enter age)<br>Board of Health<br>Code Link- <a href="#">32.1-77</a>                                                                                                          |               |                                |     |
| WIC : Federal grant requirement<br>Public Law 108-265 as amended, Child Nutrition Act of 1966; Child Nutrition and WIC Reauthorization Act 2009<br>Code Link 42 U.S.C. § 1786; 7 C.F.R. Part 26              |               | X                              |     |
| EPSDT: DMAS MOA<br>Social Security Act section 1905(r) (5)<br>Code Link- <a href="#">32.1-11</a>                                                                                                             |               |                                |     |
| Blood lead level testing<br>Code Link- <a href="#">32.1-46.1</a> , <a href="#">32.1-46.2</a>                                                                                                                 |               |                                | X   |
| Outreach, Patient and Community Health Education<br>Code Link- <a href="#">32.1-11</a> , <a href="#">32.1-11.3</a> ,                                                                                         |               |                                | X   |
| Community Education<br>Code Link- <a href="#">32.1-11</a> , <a href="#">32.1-23</a>                                                                                                                          |               |                                | X   |
| Pre-school Physicals for school entry<br>Code Link- <a href="#">22.1-270</a>                                                                                                                                 | X             |                                |     |
| Services for Children with Special health care needs Title V, Social Security Act<br>Code Link- <a href="#">32.1-77</a>                                                                                      |               |                                |     |
| Child restraints in motor vehicles<br>Code Link- <a href="#">46.2-1095</a> , <a href="#">46.2-1097</a>                                                                                                       |               |                                |     |
| Babycare, <b>Child:</b> DMAS MOA                                                                                                                                                                             |               |                                |     |
| MATERNAL HEALTH SERVICES                                                                                                                                                                                     | Income A only | Defined by Federal Regulations | All |
| Prenatal and post partum care for low risk and intermediate risk women, Title V, Social Security Act Code Link- <a href="#">32.1-77</a>                                                                      |               |                                |     |
| Babycare, <b>Maternal:</b> DMAS MOA                                                                                                                                                                          |               |                                |     |
| WIC: Federal grant requirement<br>Public Law 108-265 as amended, Child Nutrition Act of 1966; Child Nutrition and WIC Reauthorization Act 2009 Code Link 42 U.S.C §1786 and 7CFR Part 26                     |               | X                              |     |

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES  
BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <p><b>The following services performed in accordance with the provisions of the Code of Virginia, the regulation of the Board of Health and/or VDH agreements with other state or federal agencies and VDH policies. Data regarding the below services shall be entered in, or exported to, the statewide environmental health database for all available data fields. Local health department staff shall be responsible for responding to all complaints, constituent responses, media inquiries, and Freedom of Information Act request related to the following services.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |
| <p><b>Investigation of communicable diseases:</b><br/>Pursuant to §§ 32.1-35 and 32.1-39 of the Code of the Code of Virginia, the local health director and local staff are responsible for investigating any outbreak or unusual occurrence of a preventable disease that the Board of Health requires to be reported.<br/>Code Links-<a href="#">32.1-35</a>, <a href="#">32.1-39</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | X |
| <p><b>Marinas:</b><br/>Pursuant to § 32.1-246 of the Code of Virginia, local health department staff are responsible for permitting marinas and other places where boats are moored and is responsible for inspecting them to ensure that their sanitary fixtures and sewage disposal facilities are in compliance with the Marina Regulations (12VAC5-570-10 et seq.)<br/>Code Link-<a href="#">32.1-246</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | X |
| <p><b>Migrant labor camps:</b><br/>Pursuant to §§ 32.1-203-32.1-211 of the Code of Virginia, local health departments are responsible for issuing, denying, suspending and revoking permits to operate migrant labor camps. Local health departments also must inspect migrant labor camps and ensure that the construction, operation and maintenance of such camps are in compliance with the Rules and Regulations Governing Migrant Labor Camps (12VAC5-501-10 et seq.).<br/>Code Links-<a href="#">32.1 Chapter 6 Article 6</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | X |
| <p><b>Milk:</b><br/>Pursuant to §§ 3.2-5206, 3.2-5208 of the Code of Virginia and the agency’s MOA with VDACS, the local health department is responsible for issuing, denying, suspending and revoking permits for Grade “A” milk processing plants which offer milk and or milk products for sale in Virginia. Local health departments are also responsible for the inspection of Grade “A” milk plants for compliance with the Regulations Governing Grade “A” Milk (2VAC5-490-10).<br/>Code Links- <a href="#">3.2-5206</a>, <a href="#">3.2-5208</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X |
| <p><b>Alternative discharging sewage systems:</b><br/>Pursuant to § 32.1-164(A) of the Code of Virginia, local health departments are responsible for issuing, denying and revoking construction and operation permits for alternative discharging systems serving individual family dwellings with flows less than or equal to 1,000 gallons per day on a monthly average. Local health departments are also required to conduct regular inspections of alternative discharging systems in order to ensure that their construction and operation are in compliance with the Alternative Discharging Sewage Treatment Regulations for Individual Family Dwellings (12VAC5-640-10 et seq.).<br/>Code Link-<a href="#">32.1-164</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                            | X |
| <p><b>Onsite sewage systems:</b><br/>Pursuant to § 32.1-163 et seq. of the Code of Virginia, local health department staff is responsible for reviewing and processing site evaluations and designs of onsite sewage systems in accordance with applicable state regulations and may perform such evaluations and designs as allowed. Local health department staff is also responsible for issuing, denying and revoking construction and operation permits for conventional and alternative onsite sewage systems. Local health department staff are responsible for assuring that onsite sewage systems are inspected at time of construction for compliance with the Sewage Handling and Disposal Regulations (12VAC5-610-20 et seq.; “SHDR”) and the Alternative Onsite Sewage System Regulations (12VAC5-613-10 et seq.; “AOSS Regulations”); local health department staff may perform such inspections as required. Local health department staff is also responsible for assuring the performance, operation, and maintenance of onsite sewage systems are in compliance with the SHDR and AOSS Regulations.<br/>Code Link-<a href="#">32.1-163</a></p> | X |
| <p><b>Rabies:</b><br/>Pursuant to § 3.2-6500 et seq. of the Code of Virginia, the local health department is responsible for investigating complaints and reports of suspected rabid animals exposing a person, companion animal, or livestock to rabies.<br/>Code Link- <a href="#">3.2-6500</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | X |

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES  
BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <p><b>Restaurants/eating establishments:</b><br/>Pursuant to § 35.1-14 of the Code of Virginia, local health departments are responsible for issuing, denying, renewing, revoking and suspending permits to operate food establishments. In addition, local health departments are required to conduct at least one annual inspection of each food establishment to ensure compliance with the requirements of the Food Regulations (12VAC5-421-10 et seq.). These regulations include requirements and standards for the safe preparation, handling, protection, and preservation of food; the sanitary maintenance and use of equipment and physical facilities; the safe and sanitary supply of water and disposal of waste and employee hygiene standards.<br/>Code Link- <a href="#">35.1-14</a></p> | <p>X</p> |
| <p><b>Hotels/Motels:</b><br/>In accordance with § 35.1-13 of the Code of Virginia, local health department staff is responsible for issuing, denying, revoking and suspending permits to operate hotels. The local health department is responsible for conducting inspections of hotels to ensure compliance with the Hotel Regulations (12VAC5-431-10 et seq.). These regulations include requirements and standards for physical plant sanitation; safe and sanitary housekeeping and maintenance practices; safe and sanitary water supply and sewage disposal and vector and pest control.<br/>Code Link-<a href="#">35.1-13</a></p>                                                                                                                                                                 | <p>X</p> |
| <p><b>Wells:</b><br/>Pursuant to § 32.1-176.4, and the resulting authority provided by the Board, local health departments are responsible for issuing, denying and revoking construction permits and inspection statements for private wells. Local health departments are also responsible for inspecting private wells to ensure that their construction and location are in compliance with the Private Well Regulations. (12VAC5-630-10 et seq.)<br/>Code Link-<a href="#">32.1-176.4</a></p>                                                                                                                                                                                                                                                                                                        | <p>X</p> |
| <p><b>Homes for adults:</b><br/>The local health department, at the request of the Department of Social Services (DSS), will inspect DSS-permitted homes for adults to evaluate their food safety operations, wastewater disposal and general environmental health conditions. (22VAC40-80-160(B)(3))</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>X</p> |
| <p><b>Juvenile Justice Institutions:</b><br/>Pursuant to § 35.1-23 of the Code of Virginia and the agency’s memorandum of understanding with the Department of Corrections, local health departments are responsible for conducting at least one annual unannounced inspection of juvenile justice institutions in order to evaluate their kitchen facilities, general sanitation and environmental health conditions.<br/>Code Link-<a href="#">35.1-23</a></p>                                                                                                                                                                                                                                                                                                                                          | <p>X</p> |
| <p><b>Jail inspections:</b><br/>Pursuant to § 53.1-68 of the Code of Virginia and the agency’s memorandum of understanding with the Department of Corrections, local health departments are responsible for conducting at least one annual unannounced inspection of correction facilities in order to evaluate their kitchen facilities, general sanitation and environmental health conditions.<br/>Code Link-<a href="#">53.1-68</a></p>                                                                                                                                                                                                                                                                                                                                                               | <p>X</p> |
| <p><b>Daycare centers:</b><br/>At the request of DSS will inspect DSS-permitted daycare centers to evaluate their food safety operations, wastewater disposal and general environmental health conditions. (22VAC40-80-160(B)(3))</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>X</p> |
| <p><b>Radon</b><br/>Pursuant to § 32.1-229, local health department may assist VDH Central Office with Radon testing and analysis. Code Link-<a href="#">32.1-229</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>X</p> |
| <p><b>Summer camps/ Campgrounds:</b><br/>Pursuant to §§ 35.1-16 and 35.1-17 of the Code of Virginia and the corresponding regulations, local health departments are responsible for issuing, denying, and revoking permits to operate summer camps and campgrounds. The local health department is responsible for conducting inspections of summer camps and campgrounds not less than annually to ensure that their construction, operation and maintenance are in compliance with the Regulations for Summer Camps (12VAC5-440-10 et seq.) and the Rules and Regulations Governing Campgrounds (12VAC5-450-10 et seq.).<br/>Code Links-<a href="#">35.1-16</a>, <a href="#">35.1-17</a></p>                                                                                                            | <p>X</p> |

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

OTHER PUBLIC HEALTH SERVICES  
BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS

|                                                                                                                                                                                                         |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| The following services performed in accordance with the provisions of the Code of Virginia, the regulations of the Board of Health and/or the policies and procedures of the State Department of Health |   |
| Pre-Admission Screenings (PAS)<br>DMAS MOA<br>Code Link- <a href="#">32.1-330</a>                                                                                                                       | X |
| Comprehensive Services Act<br>Community Policy and Management Teams (CPMT)<br>2.2-5201-2.2-5211<br>Code Link- <a href="#">2.2-5201</a> , <a href="#">2.2-5211</a>                                       | X |
| Interagency Coordinating Council (Infants/Toddlers)<br>Early Intervention Services<br>Code Link- <a href="#">2.2-5305</a> , <a href="#">2.2-5306</a>                                                    | X |
| Vital Records<br>Code Link- <a href="#">32.1-254</a> , <a href="#">32.1-255</a> , <a href="#">32.1-272</a>                                                                                              | X |
| Immunizations for maternity and post-partum patients<br>Code Link- <a href="#">32.1-11</a> , <a href="#">32.1-325</a> , <a href="#">54.1-3408</a> .                                                     | X |
| AIDS Drug Assistance Program (ADAP)<br>Code Link- <a href="#">32.1-11</a> ,                                                                                                                             | X |
| Emergency Preparedness and Response<br>Code Link- <a href="#">32.1-42</a> , <a href="#">32.1-43</a> et seq., <a href="#">32.1-229</a> ,                                                                 | X |
| HIV Counseling, Testing and Referral<br>Code Link- <a href="#">32.1-37.2</a>                                                                                                                            | X |
|                                                                                                                                                                                                         |   |
|                                                                                                                                                                                                         |   |

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

OPTIONAL PUBLIC HEALTH SERVICES

| For Each Service Provided, Check Block for Highest Income Level Served                       |                  |                                      |     |
|----------------------------------------------------------------------------------------------|------------------|--------------------------------------|-----|
| <b>COMMUNICABLE DISEASE SERVICES</b>                                                         | Income<br>A only | Defined by<br>Federal<br>Regulations | All |
| Foreign Travel Immunizations                                                                 |                  |                                      | X   |
| Other:                                                                                       |                  |                                      |     |
| <b>CHILD HEALTH SERVICES</b>                                                                 |                  |                                      |     |
| Disabled disability Waiver Screenings<br>DMAS MOA Code Link- <a href="#">32.1-330</a> Other: |                  |                                      |     |
| Other                                                                                        |                  |                                      |     |
| <b>MATERNAL HEALTH SERVICES</b>                                                              | Income<br>A only | Defined by<br>Federal<br>Regulations | All |
| Other:                                                                                       |                  |                                      |     |
|                                                                                              |                  |                                      |     |
| <b>FAMILY PLANNING SERVICES</b>                                                              | Income<br>A only | Defined by<br>Federal<br>Regulations | All |
| Nutrition Education                                                                          |                  |                                      | X   |
| Preventive Health Services                                                                   |                  |                                      | X   |
| Pre-Conception Health Care                                                                   |                  |                                      | X   |
| Other:                                                                                       |                  |                                      |     |
|                                                                                              |                  |                                      |     |
| <b>MEDICAL SERVICES - Please identify services</b>                                           | Income<br>A only | Defined by<br>Federal<br>Regulations | All |
| Community Education                                                                          |                  |                                      | X   |
| Other                                                                                        |                  |                                      |     |
|                                                                                              |                  |                                      |     |
|                                                                                              |                  |                                      |     |

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

**OPTIONAL PUBLIC HEALTH SERVICES**

|                                                                        |
|------------------------------------------------------------------------|
| For Each Service Provided, Check Block for Highest Income Level Served |
|------------------------------------------------------------------------|

| SPECIALTY CLINIC SERVICES - <b>Please identify services</b> | Income<br>A only | Defined by<br>Federal<br>Regulations | All |
|-------------------------------------------------------------|------------------|--------------------------------------|-----|
|                                                             |                  |                                      |     |
|                                                             |                  |                                      |     |
| DENTAL HEALTH SERVICES - <b>Please identify services</b>    | Income<br>A only | Defined by<br>Federal<br>Regulations | All |
|                                                             |                  |                                      |     |
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LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(2.)

VIRGINIA DEPARTMENT OF HEALTH  
COMMUNITY HEALTH SERVICES

PUBLIC HEALTH ENVIRONMENTAL SERVICES PROVIDED  
UNDER LOCAL ORDINANCE OR CONTRACT

| Neither the <i>Code of Virginia</i> nor Regulations of the Board of Health requires the following services to be provided by the local health department | Place an X in this column if service is provided for locality | Local ordinance code cite | Provide a brief description of local ordinance requirements |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------|-------------------------------------------------------------|
| Water supply sanitation- Inspection of Water Supplies. Code Link- <a href="#">15.2-2144</a> on local regulation                                          |                                                               |                           |                                                             |
|                                                                                                                                                          |                                                               |                           |                                                             |
| Other Environmental – identify services below                                                                                                            |                                                               |                           |                                                             |
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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 19  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** Engagement of Lobbyist for Sales Tax Bill – 2024 GA Session

**SUMMARY:**

During the FY 2021-2022 budget discussions, the Board requested that staff look at alternative revenue options for the County including the potential for having Prince Edward County added to the qualified list of counties that are allowed to collect up to 1% in additional sales tax revenue for the construction or renovation of schools within the locality. Currently the list of qualifying localities listed under §58.1-602 includes Charlotte County, Gloucester County, Halifax County, Henry County, Mecklenburg County, Northampton County, Patrick County, Pittsylvania County, or the City of Danville.

If the State Code is amended to include Prince Edward County then the Board of Supervisors would have to request that a referendum be held to ask the question if the County should be “authorized to levy an additional local general retail sales tax at a rate not to exceed one percent (1%) provided the revenues from the sales tax shall be used solely for capital projects for the construction or renovation of schools in the County, including bond and loan financing costs related to such construction or renovation.” The tax would only be allowed to be levied for a period of 20- to 30 years until the debt is paid off for the school construction.

Davenport has previously estimated that a 1% increase in sales tax would generate approximately \$3,000,000+/- in annual revenue based on collections over the past five years. This is calculated on the County’s share of 50% of local collections and our proportionate split of the remaining 50% with the Town of Farmville based on school age population. This would provide enough revenue to support significant improvements to the elementary school as well as the middle and high schools.

During the 2022 Session, Delegate Edmunds, carried HB 63 during the 2021 General Assembly Session that would have included Prince Edward. Unfortunately, it was laid on the table by a House Finance Subcommittee.

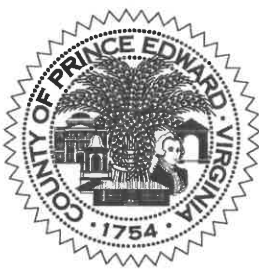
Delegate Wright pre-filed the bill for the 2024 General Assembly Session. Given the changes to the House, we feel that the Bill may have a chance of getting out of committee and to a full vote on the floor. We are concerned about the potential for the bill to be merged with a state-wide bill which may not be able to survive a veto by the Governor.

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Gur \_\_\_\_\_  
Pride \_\_\_\_\_

Stiff \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



**Board of Supervisors  
Agenda Summary**

To support this effort, staff is recommending that the Board consider re-engage Commonwealth Strategy Group (CSG). CSG has proven very capable in their efforts last year and they have provided a proposal for \$5,000/month to represent Prince Edward through the session.

Legal Services are exempt from our Procurement Policy.

**ATTACHMENTS:**

Proposal from Commonwealth Strategy Group, 2023 HB 1605

**RECOMMENDATIONS:**

That the Board of Supervisors approve the request to engage the Commonwealth Strategy Group to assist the County in advocating for support of the 1% sales tax option for Prince Edward County.

**SAMPLE MOTION:**

I move that the Board of Supervisors approve the request to engage the Commonwealth Strategy Group to assist the County in advocating for support of the 1% sales tax option for Prince Edward County.

OR

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

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Gur \_\_\_\_\_  
Pride \_\_\_\_\_

Stiff \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



November 30, 2023

Mr. Douglas P. Stanley  
County Administrator  
Prince Edward County

Dear Mr. Stanley,

Thank you for the opportunity to potentially continue our partnership regarding legislation that would authorize Prince Edward County to consider a one percent local sales and use tax increase for school construction and renovation.

As was the case during the last legislative session, there are unique political challenges that require a strategic approach, both with the legislature and executive branch. Unlike last year, our biggest hurdle will not be passing legislation or budget language. Rather, it will be ensuring it is included in a legislative vehicle to the Governor that is most conducive to final passage.

Our Commonwealth Strategy Group team has experienced lobbyists with strong, bi-partisan connections at all levels of government and as you know, we have direct experience working on this issue. We feel this gives us a distinct advantage as we already understand the topic, the opposition's talking points, and which votes we need to target to be successful. We also understand the dynamic regarding statewide legislation vs. individual localities and how this will impact the final outcome.

We are pleased to offer government affairs services period of four months- December 1, 2023 to April 17, 2024 (Reconvene Session) for \$5,000/month for a total of \$20,000. Thank you for considering Commonwealth Strategy Group again this session. We are excited at the potential opportunity to work with you and the team for Prince Edward County.

Sincerely,

Lauren B. Schmitt  
Partner

**HOUSE BILL NO. 1605**

Offered January 11, 2023

Prefiled January 6, 2023

*A BILL to amend and reenact §§ 58.1-602 and 58.1-605 of the Code of Virginia, relating to local sales and use tax; construction or renovation of schools; Prince Edward County.*

-----  
Patrons-- Edmunds and Wright

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Referred to Committee on Finance  
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Be it enacted by the General Assembly of Virginia:

1. That §§ 58.1-602 and 58.1-605 of the Code of Virginia are amended and reenacted as follows:

§ 58.1-602. Definitions.

As used in this chapter, unless the context clearly shows otherwise:

"Accommodations" means any room or rooms, lodgings, or accommodations in any hotel, motel, inn, tourist camp, tourist cabin, camping grounds, club, short-term rental, or any other place in which rooms, lodging, space, or accommodations are regularly furnished to transients for a consideration. "Accommodations" does not include rooms or space offered by a person in the business of providing conference rooms, meeting space, or event space if the person does not also offer rooms available for overnight sleeping.

"Accommodations fee" means the room charge less the discount room charge, if any, provided that the accommodations fee shall not be less than \$0.

"Accommodations intermediary" means any person other than an accommodations provider that (i) facilitates the sale of an accommodation and (ii) either (a) charges a room charge to the customer, and charges an accommodations fee to the customer, which fee it retains as compensation for facilitating the sale; (b) collects a room charge from the customer; or (c) charges a fee, other than an accommodations fee, to the customer, which fee it retains as compensation for facilitating the sale. For purposes of this definition, "facilitates the sale" includes brokering, coordinating, or in any other way arranging for the purchase of the right to use accommodations via a transaction directly, including via one or more payment processors, between a customer and an accommodations provider.

"Accommodations intermediary" does not include a person:

1. If the accommodations are provided by an accommodations provider operating under a trademark, trade name, or service mark belonging to such person;
2. Who facilitates the sale of an accommodation if (i) the price paid by the customer to such person is equal to the price paid by such person to the accommodations provider for the use of the accommodations and (ii) the only compensation received by such person for facilitating the sale of the accommodation is a commission paid from the accommodations provider to such person; or
3. Who is licensed as a real estate licensee pursuant to Article 1 (§ 54.1-2100 et seq.) of Chapter 21 of Title 54.1, when acting within the scope of such license.

"Accommodations provider" means any person that furnishes accommodations to the general public for compensation. The term "furnishes" includes the sale of use or possession or the sale of the right to use or possess.

"Advertising" means the planning, creating, or placing of advertising in newspapers, magazines, billboards, broadcasting and other media, including, without limitation, the providing of concept, writing, graphic design, mechanical art, photography and

production supervision. Any person providing advertising as defined in this section shall be deemed to be the user or consumer of all tangible personal property purchased for use in such advertising.

"Affiliate" means the same as such term is defined in § 58.1-439.18.

"Amplification, transmission, distribution, and network equipment" means production, distribution, and other equipment used to provide Internet-access services, such as computer and communications equipment and software used for storing, processing, and retrieving end-user subscribers' requests. A "network" includes modems, fiber optic cables, coaxial cables, radio equipment, routing equipment, switching equipment, a cable modem termination system, associated software, transmitters, power equipment, storage devices, servers, multiplexers, and antennas, which network is used to provide Internet service, regardless of whether the provider of such service is also a telephone common carrier or whether such network is also used to provide services other than Internet services.

"Business" includes any activity engaged in by any person, or caused to be engaged in by him, with the object of gain, benefit or advantage, either directly or indirectly.

"Cost price" means the actual cost of an item or article of tangible personal property computed in the same manner as the sales price as defined in this section without any deductions therefrom on account of the cost of materials used, labor, or service costs, transportation charges, or any expenses whatsoever.

"Custom program" means a computer program that is specifically designed and developed only for one customer. The combining of two or more prewritten programs does not constitute a custom computer program. A prewritten program that is modified to any degree remains a prewritten program and does not become custom.

"Discount room charge" means the full amount charged by the accommodations provider to the accommodations intermediary, or an affiliate thereof, for furnishing the accommodations.

"Distribution" means the transfer or delivery of tangible personal property for use, consumption, or storage by the distributee, and the use, consumption, or storage of tangible personal property by a person that has processed, manufactured, refined, or converted such property, but does not include the transfer or delivery of tangible personal property for resale or any use, consumption, or storage otherwise exempt under this chapter.

"Gross proceeds" means the charges made or voluntary contributions received for the lease or rental of tangible personal property or for furnishing services, computed with the same deductions, where applicable, as for sales price as defined in this section over the term of the lease, rental, service, or use, but not less frequently than monthly. "Gross proceeds" does not include finance charges, carrying charges, service charges, or interest from credit extended on the lease or rental of tangible personal property under conditional lease or rental contracts or other conditional contracts providing for the deferred payments of the lease or rental price.

"Gross sales" means the sum total of all retail sales of tangible personal property or services as defined in this chapter, without any deduction, except as provided in this chapter. "Gross sales" does not include the federal retailers' excise tax or the federal diesel fuel excise tax imposed in § 4091 of the Internal Revenue Code if the excise tax is billed to the purchaser separately from the selling price of the article, or the Virginia retail sales or use tax, or any sales or use tax imposed by any county or city under § 58.1-605 or 58.1-606.

"Import" and "imported" are words applicable to tangible personal property imported into the Commonwealth from other states as well as from foreign countries, and "export" and "exported" are words applicable to tangible personal property exported from the Commonwealth to other states as well as to foreign countries.

"In this Commonwealth" or "in the Commonwealth" means within the limits of the Commonwealth of Virginia and includes all territory within these limits owned by or ceded to the United States of America.

"Integrated process," when used in relation to semiconductor manufacturing, means a process that begins with the research or development of semiconductor products, equipment, or processes, includes the handling and storage of raw materials at a plant site, and continues to the point that the product is packaged for final sale and either shipped or conveyed to a warehouse. Without limiting the foregoing, any semiconductor equipment, fuel, power, energy, supplies, or other tangible personal property

shall be deemed used as part of the integrated process if its use contributes, before, during, or after production, to higher product quality, production yields, or process efficiencies. Except as otherwise provided by law, "integrated process" does not mean general maintenance or administration.

"Internet" means, collectively, the myriad of computer and telecommunications facilities, which comprise the interconnected worldwide network of computer networks that employ the Transmission Control Protocol/Internet Protocol, or any predecessor or successor to such protocol, to communicate information of all kinds by wire or radio.

"Internet service" means a service that enables users to access content, information, and other services offered over the Internet.

"Lease or rental" means the leasing or renting of tangible personal property and the possession or use thereof by the lessee or renter for a consideration, without transfer of the title to such property.

"Manufacturing, processing, refining, or conversion" includes the production line of the plant starting with the handling and storage of raw materials at the plant site and continuing through the last step of production where the product is finished or completed for sale and conveyed to a warehouse at the production site, and also includes equipment and supplies used for production line testing and quality control. "Manufacturing" also includes the necessary ancillary activities of newspaper and magazine printing when such activities are performed by the publisher of any newspaper or magazine for sale daily or regularly at average intervals not exceeding three months.

The determination of whether any manufacturing, mining, processing, refining or conversion activity is industrial in nature shall be made without regard to plant size, existence or size of finished product inventory, degree of mechanization, amount of capital investment, number of employees or other factors relating principally to the size of the business. Further, "industrial in nature" includes, but is not limited to, those businesses classified in codes 10 through 14 and 20 through 39 published in the Standard Industrial Classification Manual for 1972 and any supplements issued thereafter.

"Modular building" means, but is not limited to, single and multifamily houses, apartment units, commercial buildings, and permanent additions thereof, comprised of one or more sections that are intended to become real property, primarily constructed at a location other than the permanent site, built to comply with the Virginia Industrialized Building Safety Law (§ 36-70 et seq.) as regulated by the Virginia Department of Housing and Community Development, and shipped with most permanent components in place to the site of final assembly. For purposes of this chapter, "modular building" does not include a mobile office as defined in § 58.1-2401 or any manufactured building subject to and certified under the provisions of the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. § 5401 et seq.).

"Modular building manufacturer" means a person that owns or operates a manufacturing facility and is engaged in the fabrication, construction and assembling of building supplies and materials into modular buildings, as defined in this section, at a location other than at the site where the modular building will be assembled on the permanent foundation and may or may not be engaged in the process of affixing the modules to the foundation at the permanent site.

"Modular building retailer" means any person that purchases or acquires a modular building from a modular building manufacturer, or from another person, for subsequent sale to a customer residing within or outside of the Commonwealth, with or without installation of the modular building to the foundation at the permanent site.

"Motor vehicle" means a "motor vehicle" as defined in § 58.1-2401, taxable under the provisions of the Virginia Motor Vehicles Sales and Use Tax Act (§ 58.1-2400 et seq.) and upon the sale of which all applicable motor vehicle sales and use taxes have been paid.

"Occasional sale" means a sale of tangible personal property not held or used by a seller in the course of an activity for which it is required to hold a certificate of registration, including the sale or exchange of all or substantially all the assets of any business and the reorganization or liquidation of any business, provided that such sale or exchange is not one of a series of sales and exchanges sufficient in number, scope and character to constitute an activity requiring the holding of a certificate of registration.

"Open video system" means an open video system authorized pursuant to 47 U.S.C. § 573 and, for purposes of this chapter only, also includes Internet service regardless of whether the provider of such service is also a telephone common carrier.



"Person" includes any individual, firm, copartnership, cooperative, nonprofit membership corporation, joint venture, association, corporation, estate, trust, business trust, trustee in bankruptcy, receiver, auctioneer, syndicate, assignee, club, society, or other group or combination acting as a unit, body politic or political subdivision, whether public or private, or quasi-public, and the plural of "person" means the same as the singular.

"Prewritten program" means a computer program that is prepared, held or existing for general or repeated sale or lease, including a computer program developed for in-house use and subsequently sold or leased to unrelated third parties.

"Qualifying locality" means Charlotte County, Gloucester County, Halifax County, Henry County, Mecklenburg County, Northampton County, Patrick County, Pittsylvania County, *Prince Edward County*, or the City of Danville.

"Railroad rolling stock" means locomotives, of whatever motive power, autocars, railroad cars of every kind and description, and all other equipment determined by the Tax Commissioner to constitute railroad rolling stock.

"Remote seller" means any dealer deemed to have sufficient activity within the Commonwealth to require registration under § 58.1-613 under the criteria specified in subdivision C 10 or 11 of § 58.1-612 or any software provider acting on behalf of such dealer.

"Retail sale" or a "sale at retail" means a sale to any person for any purpose other than for resale in the form of tangible personal property or services taxable under this chapter, and shall include any such transaction as the Tax Commissioner upon investigation finds to be in lieu of a sale. All sales for resale must be made in strict compliance with regulations applicable to this chapter. Any dealer making a sale for resale which is not in strict compliance with such regulations shall be personally liable for payment of the tax.

The terms "retail sale" and a "sale at retail" specifically include the following: (i) the sale or charges for any accommodations furnished to transients for less than 90 continuous days; (ii) sales of tangible personal property to persons for resale when because of the operation of the business, or its very nature, or the lack of a place of business in which to display a certificate of registration, or the lack of a place of business in which to keep records, or the lack of adequate records, or because such persons are minors or transients, or because such persons are engaged in essentially service businesses, or for any other reason there is likelihood that the Commonwealth will lose tax funds due to the difficulty of policing such business operations; (iii) the separately stated charge made for automotive refinish repair materials that are permanently applied to or affixed to a motor vehicle during its repair; and (iv) the separately stated charge for equipment available for lease or purchase by a provider of satellite television programming to the customer of such programming. Equipment sold to a provider of satellite television programming for subsequent lease or purchase by the customer of such programming shall be deemed a sale for resale. The Tax Commissioner is authorized to promulgate regulations requiring vendors of or sellers to such persons to collect the tax imposed by this chapter on the cost price of such tangible personal property to such persons and may refuse to issue certificates of registration to such persons. The terms "retail sale" and a "sale at retail" also specifically include the separately stated charge made for supplies used during automotive repairs whether or not there is transfer of title or possession of the supplies and whether or not the supplies are attached to the automobile. The purchase of such supplies by an automotive repairer for sale to the customer of such repair services shall be deemed a sale for resale.

The term "transient" does not include a purchaser of camping memberships, time-shares, condominiums, or other similar contracts or interests that permit the use of, or constitute an interest in, real estate, however created or sold and whether registered with the Commonwealth or not. Further, a purchaser of a right or license which entitles the purchaser to use the amenities and facilities of a specific real estate project on an ongoing basis throughout its term shall not be deemed a transient, provided, however, that the term or time period involved is for seven years or more.

The terms "retail sale" and "sale at retail" do not include a transfer of title to tangible personal property after its use as tools, tooling, machinery or equipment, including dies, molds, and patterns, if (i) at the time of purchase, the purchaser is obligated, under the terms of a written contract, to make the transfer and (ii) the transfer is made for the same or a greater consideration to the person for whom the purchaser manufactures goods.

"Retailer" means every person engaged in the business of making sales at retail, or for distribution, use, consumption, or storage to be used or consumed in the Commonwealth.

"Room charge" means the full retail price charged to the customer for the use of the accommodations before taxes. "Room charge" includes any fee charged to the customer and retained as compensation for facilitating the sale, whether described as an accommodations fee, facilitation fee, or any other name. The room charge shall be determined in accordance with [23VAC10-210-730](#) and the related rulings of the Department on the same.

"Sale" means any transfer of title or possession, or both, exchange, barter, lease or rental, conditional or otherwise, in any manner or by any means whatsoever, of tangible personal property and any rendition of a taxable service for a consideration, and includes the fabrication of tangible personal property for consumers who furnish, either directly or indirectly, the materials used in fabrication, and the furnishing, preparing, or serving for a consideration of any tangible personal property consumed on the premises of the person furnishing, preparing, or serving such tangible personal property. A transaction whereby the possession of property is transferred but the seller retains title as security for the payment of the price shall be deemed a sale.

"Sales price" means the total amount for which tangible personal property or services are sold, including any services that are a part of the sale, valued in money, whether paid in money or otherwise, and includes any amount for which credit is given to the purchaser, consumer, or lessee by the dealer, without any deduction therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, losses or any other expenses whatsoever. "Sales price" does not include (i) any cash discount allowed and taken; (ii) finance charges, carrying charges, service charges or interest from credit extended on sales of tangible personal property under conditional sale contracts or other conditional contracts providing for deferred payments of the purchase price; (iii) separately stated local property taxes collected; (iv) that portion of the amount paid by the purchaser as a discretionary gratuity added to the price of a meal; or (v) that portion of the amount paid by the purchaser as a mandatory gratuity or service charge added by a restaurant to the price of a meal, but only to the extent that such mandatory gratuity or service charge does not exceed 20 percent of the price of the meal. Where used articles are taken in trade, or in a series of trades as a credit or part payment on the sale of new or used articles, the tax levied by this chapter shall be paid on the net difference between the sales price of the new or used articles and the credit for the used articles.

"Semiconductor cleanrooms" means the integrated systems, fixtures, piping, partitions, flooring, lighting, equipment, and all other property used to reduce contamination or to control airflow, temperature, humidity, vibration, or other environmental conditions required for the integrated process of semiconductor manufacturing.

"Semiconductor equipment" means (i) machinery or tools or repair parts or replacements thereof; (ii) the related accessories, components, pedestals, bases, or foundations used in connection with the operation of the equipment, without regard to the proximity to the equipment, the method of attachment, or whether the equipment or accessories are affixed to the realty; (iii) semiconductor wafers and other property or supplies used to install, test, calibrate or recalibrate, characterize, condition, measure, or maintain the equipment and settings thereof; and (iv) equipment and supplies used for quality control testing of product, materials, equipment, or processes; or the measurement of equipment performance or production parameters regardless of where or when the quality control, testing, or measuring activity takes place, how the activity affects the operation of equipment, or whether the equipment and supplies come into contact with the product.

"Short-term rental" means the same as such term is defined in [§ 15.2-983](#).

"Storage" means any keeping or retention of tangible personal property for use, consumption or distribution in the Commonwealth, or for any purpose other than sale at retail in the regular course of business.

"Tangible personal property" means personal property that may be seen, weighed, measured, felt, or touched, or is in any other manner perceptible to the senses. "Tangible personal property" does not include stocks, bonds, notes, insurance or other obligations or securities. "Tangible personal property" includes (i) telephone calling cards upon their initial sale, which shall be exempt from all other state and local utility taxes, and (ii) manufactured signs.

"Use" means the exercise of any right or power over tangible personal property incident to the ownership thereof, except that it does not include the sale at retail of that property in the regular course of business. "Use" does not include the exercise of any right or power, including use, distribution, or storage, over any tangible personal property sold to a nonresident donor for delivery outside of the Commonwealth to a nonresident recipient pursuant to an order placed by the donor from outside the Commonwealth via mail or telephone. "Use" does not include any sale determined to be a gift transaction, subject to tax under [§ 58.1-604.6](#).

"Use tax" refers to the tax imposed upon the use, consumption, distribution, and storage as defined in this section.

"Used directly," when used in relation to manufacturing, processing, refining, or conversion, refers to those activities that are an integral part of the production of a product, including all steps of an integrated manufacturing or mining process, but not including ancillary activities such as general maintenance or administration. When used in relation to mining, "used directly" refers to the activities specified in this definition and, in addition, any reclamation activity of the land previously mined by the mining company required by state or federal law.

"Video programmer" means a person that provides video programming to end-user subscribers.

"Video programming" means video and/or information programming provided by or generally considered comparable to programming provided by a cable operator, including, but not limited to, Internet service.

§ 58.1-605. To what extent and under what conditions cities and counties may levy local sales taxes; collection thereof by Commonwealth and return of revenue to each city or county entitled thereto.

A. No county, city or town shall impose any local general sales or use tax or any local general retail sales or use tax except as authorized by this section or § 58.1-605.1.

B. The council of any city and the governing body of any county may levy a general retail sales tax at the rate of one percent to provide revenue for the general fund of such city or county. Such tax shall be added to the rate of the state sales tax imposed by §§ 58.1-603 and 58.1-604 and shall be subject to all the provisions of this chapter and the rules and regulations published with respect thereto. No discount under § 58.1-622 shall be allowed on a local sales tax.

C. 1. The council of any city and the governing body of any county desiring to impose a local sales tax under this section may do so by the adoption of an ordinance stating its purpose and referring to this section, and providing that such ordinance shall be effective on the first day of a month at least 60 days after its adoption. A certified copy of such ordinance shall be forwarded to the Tax Commissioner so that it will be received within five days after its adoption.

2. Prior to any change in the rate of any local sales and use tax, the Tax Commissioner shall provide remote sellers with at least 30 days' notice. Any change in the rate of any local sales and use tax shall only become effective on the first day of a calendar quarter. Failure to provide notice pursuant to this section shall require the Commonwealth and the locality to apply the preceding effective rate until 30 days after notification is provided.

D. Any local sales tax levied under this section shall be administered and collected by the Tax Commissioner in the same manner and subject to the same penalties as provided for the state sales tax.

E. All local sales tax moneys collected by the Tax Commissioner under this section shall be paid into the state treasury to the credit of a special fund which is hereby created on the Comptroller's books under the name "Collections of Local Sales Taxes." Such local sales tax moneys shall be credited to the account of each particular city or county levying a local sales tax under this section. The basis of such credit shall be the city or county in which the sales were made as shown by the records of the Department and certified by it monthly to the Comptroller, namely, the city or county of location of each place of business of every dealer paying the tax to the Commonwealth without regard to the city or county of possible use by the purchasers. If a dealer has any place of business located in more than one political subdivision by reason of the boundary line or lines passing through such place of business, the amount of sales tax paid by such a dealer with respect to such place of business shall be treated for the purposes of this section as follows: one-half shall be assignable to each political subdivision where two are involved, one-third where three are involved, and one-fourth where four are involved.

F. As soon as practicable after the local sales tax moneys have been paid into the state treasury in any month for the preceding month, the Comptroller shall draw his warrant on the Treasurer of Virginia in the proper amount in favor of each city or county entitled to the monthly return of its local sales tax moneys, and such payments shall be charged to the account of each such city or county under the special fund created by this section. If errors are made in any such payment, or adjustments are otherwise necessary, whether attributable to refunds to taxpayers, or to some other fact, the errors shall be corrected and adjustments made in the payments for the next two months as follows: one-half of the total adjustment shall be included in the payments for the next two months. In addition, the payment shall include a refund of amounts erroneously not paid to the city or county and not previously refunded during the three years preceding the discovery of the error. A correction and adjustment in payments described in this subsection due to the misallocation of funds by the dealer shall be made within three years of the date of the payment error.

G. Such payments to counties are subject to the qualification that in any county wherein is situated any incorporated town constituting a special school district and operated as a separate school district under a town school board of three members appointed by the town council, the county treasurer shall pay into the town treasury for general governmental purposes the proper proportionate amount received by him in the ratio that the school age population of such town bears to the school age population of the entire county. If the school age population of any town constituting a separate school district is increased by the annexation of territory since the last estimate of school age population provided by the Weldon Cooper Center for Public Service, such increase shall, for the purposes of this section, be added to the school age population of such town as shown by the last such estimate and a proper reduction made in the school age population of the county or counties from which the annexed territory was acquired.

H. One-half of such payments to counties are subject to the further qualification, other than as set out in subsection G, that in any county wherein is situated any incorporated town not constituting a separate special school district that has complied with its charter provisions providing for the election of its council and mayor for a period of at least four years immediately prior to the adoption of the sales tax ordinance, the county treasurer shall pay into the town treasury of each such town for general governmental purposes the proper proportionate amount received by him in the ratio that the school age population of each such town bears to the school age population of the entire county, based on the latest estimate provided by the Weldon Cooper Center for Public Service. The preceding requirement pertaining to the time interval between compliance with election provisions and adoption of the sales tax ordinance shall not apply to a tier-city. If the school age population of any such town not constituting a separate special school district is increased by the annexation of territory or otherwise since the last estimate of school age population provided by the Weldon Cooper Center for Public Service, such increase shall, for the purposes of this section, be added to the school age population of such town as shown by the last such estimate and a proper reduction made in the school age population of the county or counties from which the annexed territory was acquired.

I. Notwithstanding the provisions of subsection H, the board of supervisors of a county may, in its discretion, appropriate funds to any incorporated town not constituting a separate school district within such county that has not complied with the provisions of its charter relating to the elections of its council and mayor, an amount not to exceed the amount it would have received from the tax imposed by this chapter if such election had been held; ~~however, Charlotte County, Gloucester County, Halifax County, Henry County, Mecklenburg County, Northampton County, Patrick County, and Pittsylvania County may appropriate any amount to any such incorporated town.~~

J. It is further provided that if any incorporated town which would otherwise be eligible to receive funds from the county treasurer under subsection G or H be located in a county that does not levy a general retail sales tax under the provisions of this law, such town may levy a general retail sales tax at the rate of one percent to provide revenue for the general fund of the town, subject to all the provisions of this section generally applicable to cities and counties. Any tax levied under the authority of this subsection shall in no case continue to be levied on or after the effective date of a county ordinance imposing a general retail sales tax in the county within which such town is located.



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 20  
**Department:** County Attorney  
**Staff Contact:** Terri Atkins Wilson, Esq.  
**Agenda Item:** County Attorney's Report

**SUMMARY:**

The County Attorney will provide the Board an update on any outstanding legal issues.

**COST:**

**ATTACHMENT:**

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Gilliam \_\_\_\_\_ Pride \_\_\_\_\_  
Second \_\_\_\_\_ Emert \_\_\_\_\_ Jenkins \_\_\_\_\_ Townsend \_\_\_\_\_  
Jones \_\_\_\_\_ Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 21  
**Department:** County Attorney  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** County Administrator's Report

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**SUMMARY:**

The County Administrator will provide the Board an update on additional matters or concerns of the County.

**COST:**

**ATTACHMENT:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 22  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley/Terri Atkins Wilson  
**Agenda Item:** Closed Session

**I. MOTION GOING INTO CLOSED SESSION**

- I move that the Prince Edward County Board of Supervisors convene in Closed Session:
  - a) For discussion of the investment of public funds in the Sandy River Reservoir Water Treatment and Distribution Project where competition and bargaining are involved, and if such discussions are made public initially, the financial interest of the County would be adversely affected, pursuant to the exemption provided for in Section 2.2-3711(A)(6) of the *Code of Virginia*; and
  - b) For consultation with legal counsel regarding the provision of legal advice by such counsel related to an unsolicited proposal for an intergovernmental contract, pursuant to the exemption provided for in Section 2.2-3711(A)(8) of the Code of Virginia.

Chair: Is there a second to the motion?  
Chair: Roll call vote.

**II. MOTION FOR COMING OUT OF CLOSED SESSION**

- I move that the Board of Supervisors return to open session.

Chair: Is there a second to the motion?  
Chair: Roll call vote.

**III. MOTION AFTER RETURNING TO OPEN SESSION:**

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

Whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia Law;

Now, therefore, be it resolved that the Board hereby certifies that to the best of each member's knowledge: (i) only public business matters lawfully exempted from open meeting requirements of Virginia law were discussed in closed session to which this certification resolution applies; and (ii) only such public matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered in the meeting by the Board.

(continues)

|              |                    |               |                |
|--------------|--------------------|---------------|----------------|
| Motion _____ | Cooper-Jones _____ | Gilliam _____ | Pride _____    |
| Second _____ | Emert _____        | Jenkins _____ | Townsend _____ |
|              |                    | Jones _____   | Watson _____   |



**Board of Supervisors  
Agenda Summary**

Chair: Is there a second to the motion?

Chair: Any member who believes that there was a departure from the requirements of clauses (i) and (ii) shall state the substance of the departure that, in his judgement has taken place. (Such statement will be recorded in the minutes.)

Chair: Roll call vote.

**Return to Open Session.**

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 23  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Upcoming

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**SUMMARY:**

Please see attachments.

**COST:**

**ATTACHMENTS:**

- a. VACo Supervisor Certification Leadership Training
- b. Local Government Day
- c. VACo Chairperson’s Institute

**RECOMMENDATION:** Please let Karin Everhart know if you wish to attend.

**SAMPLE MOTION:**

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

# Supervisors' Certification Leadership Training

## **MODULE 1 – BUDGETING**

**January 24 – March 20**

**COST – \$450**

**INSTRUCTOR: Suzette Denslow**

### **CLASS OUTLINE**

The VACo Virginia Certified County Supervisors' Program is ready for launch, and we can't wait to share the experience with you. The 3-course program spans one year, so sign up now to be in The Class of 2024!

Open to all county supervisors and staff, this exciting course comprises an opening class session, virtual cohort meetings, and a closing class session. As one of the three courses within VACo's Virginia Certified County Supervisors' Program, this course tackles the tough topic of county budgeting led by Class Manager Suzette Denslow. Don't miss this opportunity to build relationships with your fellow supervisors, learn from some of Virginia's most experienced local officials, and engage through meaningful discussions and learning materials.

Contact Karie Walker at [kwalker@vaco.org](mailto:kwalker@vaco.org) with questions or for more information.

**CHECK OUT [THIS SHORT VIDEO](#) FROM THE 2023 BUDGETING MODULE!**

[REGISTRATION FORM](#)



<https://www.vaco.org/education-and-events/supervisors-certification/>



## **MODULE 2 – PLANNING AND LAND USE**

**May 3 – June 28**  
**COST – \$450**

### **INSTRUCTORS**

**Earl Anderson, AICP**  
**Will Cockrell, AICP**  
**Andrew Hopewell, AICP, CZA**  
**Nick Rogers, AICP, CZA**

### **CLASS OUTLINE**

Understanding Planning and Land Use is a vital skill for all Supervisors. This course focuses on teaching the fundamentals of county planning and land use led by Class Instructors from the Virginia Chapter of the American Planning Association. You will also hear planning and land use experiences from your classmates and other Supervisors from all over the Commonwealth.

Contact Karie Walker at [kwalker@vaco.org](mailto:kwalker@vaco.org) with questions or for more information.

REGISTRATION FORM

## **MODULE 3 – LEADERSHIP**

**DATES TBA**  
**COST – \$450**

**INSTRUCTOR: Jane Dittmar**

Some of us are natural born leaders. Most of us have to learn leadership. As a County Supervisor – it is imperative that you develop leadership skills that will help you serve during the best and worst of times. Class Manager Jane Dittmar will help you understand and practice this important skill.

Contact Karie Walker at [kwalker@vaco.org](mailto:kwalker@vaco.org) with questions or for more information.



REGISTRATION FORM

# LOCAL GOVERNMENT



# DAY THURSDAY, FEBRUARY 1, 2024 RICHMOND MARRIOTT HOTEL

First Name

Title

County/Organization

Email

Credit Card Number

Expiration Date

**NAME ON CARD**

[CLICK HERE TO REGISTER ONLINE](#)

Refund Policy: Requests for registration refunds are honored if received by January 12, 2024. Substitutions are allowed in the event a supervisor is unable to attend. For more information, call 804.343.2507.

## EVENT DETAILS

**LOCATION** | Richmond Marriott Hotel  
**TIME AND DATE** | Thursday, February 1

## COST - PLEASE CHECK ONE

- \$100 Day Briefing Only (Noon - 2pm)
- \$100 Reception Only (530pm)
- \$150 Day Briefing and Reception

## AGENDA

- 9am** | VACo Board of Directors Meeting
- 11am** | Registration
- 1130am** | Lunch
- Noon** | Local Government Day
- Afternoon** | Visit the Capitol to speak with legislators
- 530pm** | Reception

FAX COMPLETED REGISTRATION FORM WITH CREDIT CARD INFORMATION TO 804.788.0083.

OR PLEASE MAKE CHECK PAYABLE TO VACo. MAIL CHECK AND REGISTRATION FORM TO 1207 EAST MAIN STREET, RICHMOND, VA 23219.

**Hotel Reservation Details:** Lodging costs are not covered in the registration fee. Local Government Day is held at the Richmond Marriott Hotel, 500 East Broad Street, Richmond, VA 23219. Room rates start at \$179 (single room occupancy). To reserve a hotel room, call 800.228.9290 by January 9, 2024, with this code: **Local Government Day** or reserve a room at this [Richmond Marriott Hotel link](#).

THANK YOU FOR REGISTERING!

# CHAIRPERSONS' INSTITUTE



**FRIDAY, FEBRUARY 2, 2024 AND SATURDAY, FEBRUARY 3, 2024**

**\$350 attendee | Breakout Sessions at VACo HEADQUARTERS**

Meals and Accommodation at [Richmond Marriott Hotel](#)

Transportation is provided

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

COUNTY/ORGANIZATION: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

NAME ON THE CARD: \_\_\_\_\_

**Hotel Reservation Details:** Lodging costs are not covered in the registration fee. Lodging for the Chairpersons' Institute is at the Richmond Marriott Hotel, 500 East Broad Street, Richmond, VA 23219. Room rates start at \$179 (single room occupancy). To reserve a hotel room, call 800.228.9290 by January 9, 2024, with this code: **VACo Local Government Day** or reserve a room at this [Richmond Marriott Hotel link](#).

**Fax completed registration form with credit card information to 804.788.0083.**

PLEASE CONTACT  
VALERIE RUSSELL AT  
[VRUSSELL@VACO.ORG](mailto:VRUSSELL@VACO.ORG)  
WITH ANY QUESTIONS.

**Or please make check payable to VACo. Mail check and completed registration form to 1207 East Main Street, Richmond, VA 23219.**

**Registration Fee: \$350 Attendee | \$175 Guest**

Or [click here](#) to register online.



**Refund Policy:** Requests for registration refunds are honored if received by January 12, 2024. Substitutions are allowed in the event a supervisor is unable to attend. For more information, call VACo at 804.343.2507.

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 24  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Correspondence/Informational

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**SUMMARY:**

Please see attachments.

**COST:**

**ATTACHMENTS:**

- a. Letter from Farmer’s Coop, RE: Agreement w/ Southern States
- b. Letter from Cumberland County, RE: Comp Plan Update
- c. Citizen Email – Trash on Highways
- d. SVCC Proud Panther Newsletter

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



## FARMER'S COOPERATIVE INC.

182 SMI Way - Farmville, VA 23901 - (434) 392-4192

Dear Prince Edward County Administration,

Members, Customers and Vendor Partners of Farmer's Cooperative Inc.

We are informing you that as of December 31, 2023 Farmer's Cooperative will be ending our Member Cooperative Service Agreement with Southern States Cooperative that has been in place since 1997. The relationship over the past 26 years has been a great partnership, in which Farmer's Cooperative has grown into the cooperative it is today. The Board of Directors and Management of Farmer's Cooperative believe with the changes in Southern States Cooperative's business model in becoming a Retail Cooperative that it was time to evaluate our business model for the future. After much thought and discussion the decision was made to return to being an Independent Cooperative. This business model will allow Farmer's Cooperative to service our member customers and continue to grow our partnerships with our vendors for the future. We have and will continue to grow with our Regional Cooperative partners GROWMARK, Land O Lakes and CoBank to bring you products, services and value.

On January 1, 2024 there will be no difference in the products and services you receive from Farmer's Cooperative. Most of the change will be in the back office and will not effect products and service. You will see minor changes in logos, uniform, signage and statements.

We will continue to operate as Farmer's Cooperative Inc. under the same taxID to reduce any needed changes with our vendor partners. Any invoices, mailing or corespondances from vendors should have our legal name on it and customer payments should be addressed to Farmer's Cooperative Inc.

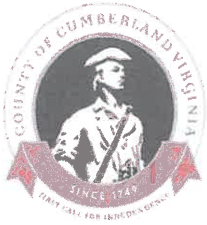
On behalf of the entire Board of Directors and Management of Farmer's Cooperative we look forward to continuing to serve you, as we have in the past.

If you have any questions please reach out.

Sincerely,

Terry Hudgins - President

Alfie Parker - General Manager



# County of Cumberland Virginia

1 Courthouse Circle | P.O. Box 110  
Cumberland, Virginia 23040  
Telephone 804 492 3800  
Facsimile 804 492 9224  
info@cumberlandcounty.virginia.gov  
www.cumberlandcounty.virginia.gov

Brian Stanley  
District 1

Ronald Tavernier  
District 2

Eurika Tyree  
District 3

Robert Saunders, Jr.  
District 4

Gene Brooks  
District 5

November 13, 2023

**SENT VIA FIRST CLASS MAIL**

RE: Cumberland County Comprehensive Plan Update  
CP 23-01 Public Hearings

Dear Adjoining Locality:

As an adjoining Locality, this letter serves as official notification that Cumberland County is in the process of updating our Comprehensive Plan, and the Planning Commission and Board of Supervisors will hold the required public hearings as mentioned below:

***Comprehensive Plan Amendment CP 23-01: Comprehensive Plan Update.*** *The Comprehensive Plan is the long-range plan for the physical development of the County. The Code of Virginia requires localities to adopt a comprehensive plan for the physical development of jurisdictions. The Comprehensive Plan was most recently adopted in 2013 and updated in 2019 and 2022. An updated plan has been prepared is being considered for adoption. The updated plan recommends land use principles and future land use options to guide county decision-making. Strategies proposed include efforts to retain and promote the rural character of the County and the creation and designation of village centers as growth areas in and around Cumberland Courthouse, Cartersville and Randolph, for the purpose of new development and economic growth.*

The Cumberland County Planning Commission public hearing is scheduled for 6:30 p.m. on Monday, December 4, 2023 in the Cumberland Courthouse located at 17 Courthouse Circle, Cumberland, VA 23040.

The Cumberland County Board of Supervisors public hearing is scheduled for 7:00 p.m. on Tuesday, December 12, 2023 in the Cumberland Courthouse located at 17 Courthouse Circle, Cumberland, VA 23040.

A Copy of the planning documents are available for public review at the office of the Cumberland County Planning Department and County Administrator's Office, County Administration Building, 1 Courthouse Circle, Cumberland, Virginia between 8:30 am and 4:30 pm of each business day. The public is invited to attend these hearings at which persons affected may appear and present their views orally or in writing. Questions or comments may be directed to the Planning Department, at (804) 492-3520. Persons with disabilities are urged to contact the County Administrator's Office at (804) 492-3625 at least five (5) days prior to the meeting to arrange for any necessary accommodations.

Sincerely,

*Stephany S. Johnson*

Stephany S. Johnson, CZA  
Planning Director | Zoning Administrator  
[sjohnson@cumberlandcounty.virginia.gov](mailto:sjohnson@cumberlandcounty.virginia.gov)  
804-492-3520

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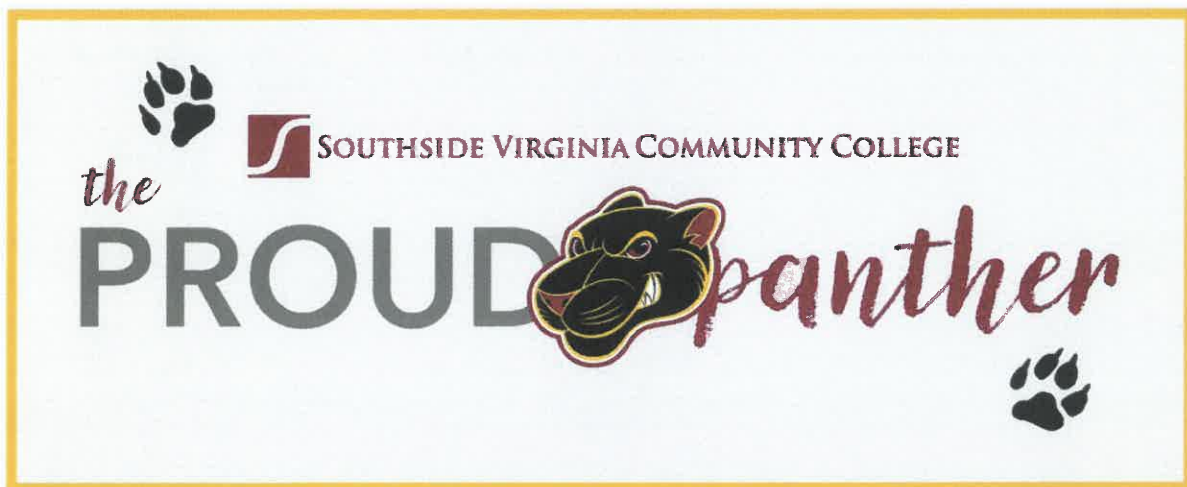
**From:** Johnny Case <johnnycase2323@icloud.com>  
**Sent:** Monday, November 13, 2023 8:58 PM  
**To:** board@co.prince-edward.va.us  
**Subject:** Trashy highways

I am a Prince Edward county resident who pays taxes to the county but I am also a county employee for another county which I have to travel across Prince Edward county to get to work along the 460 corridor, I had a question well more like a complaint I've notice all along the 460 corridor especially between rice and Pamplin area almost the entire corridor of 460 has quite a bit of trash along the roadway and I don't mean to sound mean or disrespectful but this area looks really bad and it's not a good look for travelers to see when they pass through the county and if I recall correctly don't vdot and the county have an agreement or contract with the Piedmont regional jail to clean up along side the roadway . If the jail or vdot can't keep our county clean maybe the county and or vdot need to contract out to a private company to pickup trash along the route .

Sent from my iPhone

[board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us)

**From:** Southside VA Community College <[svcc.newsletter@southside.edu](mailto:svcc.newsletter@southside.edu)>  
**Sent:** Friday, December 1, 2023 10:12 AM  
**To:** [board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us)  
**Subject:** November 2023



November 2023



## Law Enforcement Banquet



Southside Virginia Community College recently hosted the 13th Law Enforcement Banquet recognizing the men and women who faithfully serve our communities. The following recipients were chosen as "Officer of the Year" by their department administration.

Alberta Police Department  
Michael Brown

Brodnax Police Department  
Chief Everett Gibson  
(accepted in memory of Joe Carey)

Greenville County Sheriff's  
Det. Willie D. House

Brunswick County Sheriff's Office  
Sgt Andrew Connell

Chase City Police Department  
Sgt. Michael Callahan

Emporia Police Department  
Officer Austin Gatti

Mecklenburg Sherrif's Office  
Lt. Byrt Carnes

Nottoway County Sheriff's Office  
Deputy Dylan M. Mosier

South Hill Police Department  
Officer Dennis Harris

Virginia State Police  
Area 22 Trooper Peter Dayton

Virginia State Police  
Area 35 Trooper Arthur P. Falin



Guest Speaker, 6th District Retired Judge Allan Sharrett. Judge Sharrett is married to Betsy Sharrett, a former Southside Virginia Community College Local Board member.

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## Veterans Appreciation Luncheon



SVCC held a Veterans Appreciation Luncheon on November 9th to honor all veterans. Ron K. Posey, retired Command Sergeant Major of the Virginia Army National Guard, was the keynote speaker for the event. Sergeant Posey retired in 2019 with more than 37 years of service in the military.

A special thank you goes out to: Sergeant Posey, Brunswick High School Band and JROTC, The Farley Experience, Brunswick County IDA, Jobs for Veterans State Grant (JVSG) Program, Virginia National Guard Family Programs, Employer Support of the Guard and Reserve (ESGR), Veterans Administration, Southside Behavioral Health, Virginia Poison Center at VCU Health, SVCC Veterans Benefits, SVCC's SGA & Student Ambassadors and all the veterans and guests that attended the event.

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## **Q&A with Student Government Association President Shalita Corley**



**Why did you choose to attend SVCC?**

Both of my parents only went as far as a junior in college but never finished. I, too, went to college straight out of high school and dropped out to have my oldest son. I have received many certifications since then, but I wanted to push past that and attain a degree. To top it, returning to school also showed my children that no matter how far you go in life, it is never too late to start or restart something that you have a passion for. I feel like I cannot tell them how important getting an education is, if I never push for it myself.

**What is your current major and what are your future plans?**

In May, I will graduate with an associate degree in Medical Office Administration. I have also applied to the nursing program as well and I'm already taking classes towards that venture. My dream is to become a Nurse Midwife but the Medical Office Administration will allow me to get my foot in the door until I can complete that training.

**What does it mean to you to be the first ever SGA president?**

Honestly, at first when I received the news, I thought there was no way possible the student body picked me. Overall, I am absolutely overjoyed and I feel honored.

**What do you hope to accomplish as the SGA president?**

I only have a short period of time to make my mark. I hope to bring more awareness to all SVCC locations, but most importantly, bringing more awareness to SGA. We have an awesome SGA group and we are excited to lay down some good roots for those to follow us. I need for the student body to know, that SGA is here to make sure that the students are being heard and that we are trying to create the best possible experience for all SVCC students.



## SVCC Receives Grant



Southside Virginia Community College (SVCC) has received a \$475,122 grant through the United States Department of Agriculture's Distance Learning and Telemedicine program to enhance distance learning opportunities for SVCC's students.

The project will expand Nursing and EMS Simulation Labs to include lifelike manikins with feedback and allow the labs to provide synchronous interactive instruction to distant rural campuses and centers. Additionally, the project will equip classrooms across six sites with distance learning upgrades to enhance educational opportunities for rural students.

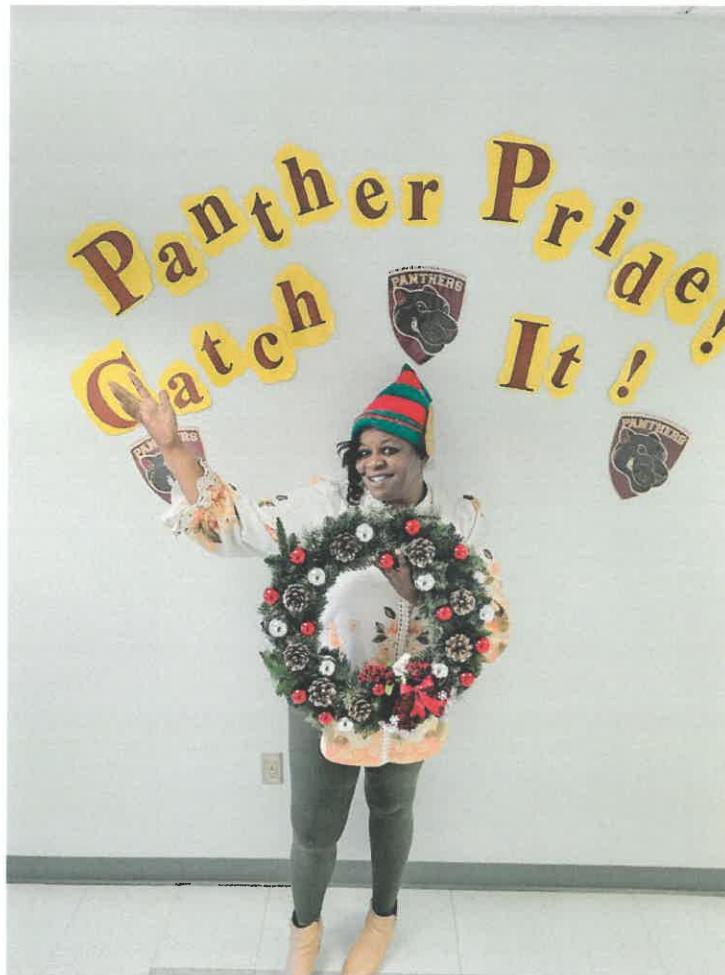
"We are extremely grateful for this grant award and excited to begin implementing this project," states Dr. Quentin R. Johnson, SVCC President. "Many of our students come from rural communities, so services improving access to distance learning technologies are critical in delivering our mission."

The USDA's Distance Learning and Telemedicine grant program helps rural communities use advanced telecommunications technology to connect to each other, and the world, by overcoming the effects of remoteness and low population density.

More information about the program can be found at [www.rd.usda.gov/programs-services/telecommunications-programs](http://www.rd.usda.gov/programs-services/telecommunications-programs)

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## Holiday Spirit




Let's get in the Holiday Spirit.....Latrisha McCargo, Estes Community Center Education Coordinator, will be the Grand Marshall of the Chase City Christmas parade on Sunday, December 3rd at 6:00 pm. Come on out and join the festivities.


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### **Have you seen our billboards?**

The "Picture the Possibilities" billboard campaign features SVCC Panther alumni and are spread throughout the service area. This billboard is located on Highway 58 in Brodnax.


# PICTURE THE POSSIBILITIES

 SOUTHSIDE VIRGINIA  
COMMUNITY COLLEGE

[southside.edu](http://southside.edu) 

**Check out our Power Line Worker Program Update for the Graduation of Cohort #23!**


**READ LATEST PLW UPDATE**



## College Community Connections

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Dr. Quentin R. Johnson, President  
Southside Virginia Community College  
*Panther Pride, Catch It!*



**Rural and Proud**

**READ LATEST CONNECTION**

**Support Our Students!**

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** December 12, 2023  
**Item #:** 25  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Monthly Reports

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**SUMMARY:**

Please see attachments.

**COST:**

**ATTACHMENTS:**

- a. Animal Control
- b. Building Office
- c. Cannery – Home Canning
- d. Commonwealth Regional Council
- e. Tourism & Visitor Center

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



**Animal Control Monthly Report**

**"November 2023"**

**Dogs**

|                     |    |
|---------------------|----|
| Surrendered         | 5  |
| Picked Up           | 13 |
| Claimed By Owner    | 2  |
| Adopted             | 2  |
| Transferred P/U     | 0  |
| Euthanized          | 5  |
| Injured / Euth.     | 0  |
| Transferred to SPCA | 9  |
| Seized              | 0  |
| Bite Case           | 0  |
| Other               | 0  |

**Fees Collected** \$160

**Cats**

|                     |   |
|---------------------|---|
| Surrendered         | 8 |
| Picked Up           | 1 |
| Claimed By Owner    | 0 |
| Adopted             | 0 |
| Transferred         | 0 |
| Euth - Injury       | 0 |
| Euthanized          | 2 |
| Died in Kennel      | 0 |
| Transferred to SPCA | 7 |
| Dead on Arrival     | 0 |
| Bite case           | 0 |

**Fees Collected** \$0.00

|                                   |        |
|-----------------------------------|--------|
| <b>Bill the Town of Farmville</b> |        |
| 0 animals housed.                 |        |
| <b>Total Billed:</b>              | \$0.00 |

**Wildlife**

|              |   |
|--------------|---|
| Handled      | 0 |
| Euthanized   | 0 |
| Rabies Case  | 0 |
| Injured/Euth | 0 |

**Livestock**

|                   |   |
|-------------------|---|
| Returned to Owner | 0 |
| 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** 2,774

**Days at or above capacity** 27

**Number of Calls to Shelter** 175

**Summons Issued** 0

**Warrants Served** 0

**Days in Court** 3

**Nuisance Dogs** 2

**Dangerous Dogs** 0

**Calls After Hours/Comp Time** 16

**Dogs Brought in by Farmville PD** 0

**Total Fees Collected** \$160.00

**Total Fees Collected and Billed** \$160.00

*Adam Mumma, Chief Animal Control Officer*

*Ariel Witmer, Deputy Animal Control Officer*

**Notes:** \*Other: Canine deceased due to Parvovirus

# BUILDING OFFICIAL

Permits Issued Report  
11/01/2023 Through 11/30/2023

|                                |                   |                |
|--------------------------------|-------------------|----------------|
| ADDITIONS                      | - Issued          | 10             |
|                                | - Value           | \$95,058.70    |
|                                | - Permit Fees     | \$3,808.00     |
|                                | - 2.00% STATE TAX | \$76.16        |
|                                | - Fees Collected  | \$3,884.16     |
| CELL TOWER                     | - Issued          | 3              |
|                                | - Value           | \$52,000.00    |
|                                | - Permit Fees     | \$1,658.00     |
|                                | - 2.00% STATE TAX | \$33.16        |
|                                | - Fees Collected  | \$1,530.00     |
| ONE & TWO FAMILY DWELLING      | - Issued          | 6              |
|                                | - Value           | \$1,597,237.00 |
|                                | - Permit Fees     | \$4,605.75     |
|                                | - 2.00% STATE TAX | \$92.12        |
|                                | - Fees Collected  | \$4,697.87     |
| ELECTRICAL                     | - Issued          | 25             |
|                                | - Value           | \$83,113.00    |
|                                | - Permit Fees     | \$3,192.08     |
|                                | - 2.00% STATE TAX | \$63.85        |
|                                | - Fees Collected  | \$3,000.93     |
| MECHANICAL                     | - Issued          | 10             |
|                                | - Value           | \$30,050.00    |
|                                | - Permit Fees     | \$1,451.73     |
|                                | - 2.00% STATE TAX | \$29.05        |
|                                | - Fees Collected  | \$1,378.78     |
| MECHANICAL/GAS                 | - Issued          | 4              |
|                                | - Value           | \$13,250.00    |
|                                | - Permit Fees     | \$470.80       |
|                                | - 2.00% STATE TAX | \$9.41         |
|                                | - Fees Collected  | \$480.21       |
| MANUFACTURED HOMES             | - Issued          | 2              |
|                                | - Value           | \$144,000.00   |
|                                | - Permit Fees     | \$728.50       |
|                                | - 2.00% STATE TAX | \$14.57        |
|                                | - Fees Collected  | \$743.07       |
| OCCUPANCY                      | - Issued          | 1              |
|                                | - Value           | \$.00          |
|                                | - Permit Fees     | \$100.00       |
|                                | - 2.00% STATE TAX | \$2.00         |
|                                | - Fees Collected  | \$102.00       |
| PLUMBING                       | - Issued          | 8              |
|                                | - Value           | \$.00          |
|                                | - Permit Fees     | \$1,188.53     |
|                                | - 2.00% STATE TAX | \$23.78        |
|                                | - Fees Collected  | \$1,212.31     |
| REMODELING                     | - Issued          | 4              |
|                                | - Value           | \$133,029.23   |
|                                | - Permit Fees     | \$818.55       |
|                                | - 2.00% STATE TAX | \$16.38        |
|                                | - Fees Collected  | \$834.93       |
| IN LIEU OF SOIL & EROSION      | - Issued          | 12             |
|                                | - Value           | \$.00          |
|                                | - Permit Fees     | \$300.00       |
|                                | - Fees Collected  | \$300.00       |
| Total Permits - Issued         |                   | 85             |
| Total Permits - Value          |                   | \$2,147,737.93 |
| Total Permits - Permit Fees    |                   | \$18,321.94    |
| Total Permits - Surcharge Fee  |                   | \$360.48       |
| Total Permits - Other Fees     |                   | \$.00          |
| Total Permits - Fees Collected |                   | \$18,164.26    |

## INSPECTIONS FOR NOVEMBER 126

**November 2023**

**Cannery Report**

**1029 Total Cans**

**701 Quarts**

**646 Quarts @\$1.05=\$678.30**

**55 Quarts @\$1.37=\$75.35**

**134 Pints @\$0.60=\$80.40**

**36 Pints @\$0.78=\$28.80**

**158 Gallons @\$2.00=\$316.00**

**Usage fee @\$1.00=\$21.00**

**Non processing@\$10.00=\$20.00**

For the month of November there were 20+ customers of which two are new. The range of items or produce were applesauce, apple butter tomato soup, tomato juice, sweet potatoes, white potatoes, pinto beans, great northern , venison, Brunswick stew, and a variety of greens.



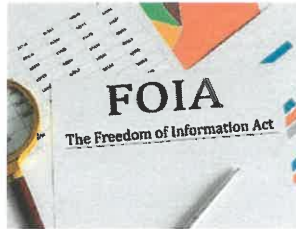
# CRC's NOVEMBER ITEMS OF INTEREST

## Grant Assistance:

- **Congratulations to the Town of Crewe on being awarded \$50,000 for the DHCD CBDG Planning Grant** to undertake planning activities for a potential future Downtown Revitalization Project.
- **Congratulations to the Amelia County Emergency Squad on being awarded \$33,123.87 from the CENTRA Health Grant** to purchase an AED device for one of its ambulances.
- **NPS, African American Civil Rights:** The CRC assisted Cumberland County with submitting two applications to renovate and establish the historic designation for the historic Luther P. Jackson High School. The CRC also assisted Prince Edward County with a submitted application to renovate the historic Mary E. Branch Elementary School.

## Updates:

- **Buckingham Co. Comprehensive Plan Update:** The CRC met with the Planning Commission on November 20th to review revised draft section 2 and the first part of draft section 3.
- **Virginia Telecommunications Initiative (VATI):** As of November 6th, a total of 3,942 passings (out of a target of 10,734 total passings) and 727 installs for new customers have been completed.
- **Charlotte County Courthouse Drainage Project:** The contractor has begun work on the plaster repairs. The work is expected to take about a week to complete.



## FOIA Training

The CRC hosted a FOIA Training on November 17th at the CRC Training Room. The CRC had 38 people in attendance. Mr. Alan Gernhardt, Executive Director of the Virginia Freedom of Information Advisory Council provided the training. By participating in this training attendees will be provided with a Certification of participation.



## Charlotte County Comprehensive Plan Update

The Charlotte County Planning Commission held a work session with the CRC on November 16th. The Planning Commission worked with the CRC and County staff to address comments that were received during public comment period. During the regularly scheduled meeting, the Planning Commission selected to certify and submit the plan to the Board of Supervisors for consideration.



## Virginia Rural Leadership Institution (VRLI)

The CRC Deputy Director, Todd Fortune, attended the last session of the VRLI that was held in Staunton, Virginia from November 2nd through the 4th. On the last day, Mr. Fortune gave a brief presentation on his community impact project. His project envisions assisting Piedmont Senior Resources in developing a Regional Aging Plan for the seven-county region. Mr. Fortune also received a certificate for completing the program.

## Scope of Work

The scope of work is five phases. Phase 1 will accomplish the foundational strategic planning and organizational development work to define the purpose, goals, strategies, and implementation plan for the new REDO. Phase 2 to the campaign feasibility study to test public and private sector interest in funding the new organization and strategic plan.



## CRC REDO Update

CRC staff worked with the CRC REDO Working Committee to gather contact information for the fundraising feasibility stage of this project. An interview request letter that was co-signed by leaders from around the region was sent out in October to a cross section of businesses, higher ed and local government representatives. Convergent staff (Consultant) are in the process of conducting interviews to gain feedback on the CRC REDO Strategic Plan and to also discuss the feasibility of investing in the new organization. CRC staff assisted in setting up these interviews.

## Kids Rain Barrel Workshop

CRC staff has been working with Charlotte County Virginia Cooperative Extension office as part of the DEQ WIP III to hold three rain barrel workshops in the three Elementary schools in Charlotte County. These workshops were held on November 6th at Bacon District Elementary School, November 8th at Eureka Elementary School, and November 15th at Phenix Elementary School from 4 to 6pm. The CRC had a total of 17 students in attendance.



## Upcoming Funding Opportunities:

**VDOF, Virginia Trees for Clean Water:** Open, Rolling Basis through 12/1

**DHCD, CBDG - Planning Grants:** Open, Closes 12/30

**VBAF, Assessment and Planning Grant:** Open; Rolling Basis

**VDACS AFID Planning Grant:** Open; Rolling Basis

**NPS, Save America's Treasures:** Closes 12/19

**DHCD Mixed use on Main Street (MUMS):** Rolling Basis until all funds are expended

**Tobacco Commission, Southern Virginia Program:** Closes 2/8/24

**SCRC, State Economic and Infrastructure Development (SEID):** Full App. Opens 11/6, closes on 12/15 (Pre-app. required)

The CRC provides free grant writing services for member localities and local 501C3 non-profits.

## Tourism & Visitor Center Monthly Report for November 2023

| HEARTLAND REGIONAL VISITOR CENTER ATTENDANCE: |                 |              |                 |              |                             |
|-----------------------------------------------|-----------------|--------------|-----------------|--------------|-----------------------------|
|                                               | Virginia Guests | Other States | Other Countries | Total Guests | Average Visitors per Month: |
| YTD 2023                                      | 1,263           | 232          | 26              | 1,521        | 138.3                       |
| 2022                                          | 1,257           | 314          | 35              | 1,606        | 133.3                       |
|                                               |                 |              |                 |              | Total / 11 Months           |
|                                               |                 |              |                 |              | Total / ALL of 2023         |

### Requests for Information:

|               | Phone Inquiries | Video Views (All) | Center Visits | GoogleMyBusiness Finding the Visitor Center | Monthly Totals: |
|---------------|-----------------|-------------------|---------------|---------------------------------------------|-----------------|
| November 2023 | 20              | 17                | 141           | 1,993                                       | 2,171           |
| November 2022 | 21              | 0                 | 118           | 1,371                                       | 1,510           |
| % Difference  | -4.76%          | #DIV/0!           | 19.49%        | 45.37%                                      | 43.77%          |

314

| TOTAL YTD | 2023 YTD | 2022 YTD | % Difference | Total YTD Inquiries: |
|-----------|----------|----------|--------------|----------------------|
|           | 225      | 317      | 643          | 8,305                |
|           | 247      | 61       | 1,376        | 11,966               |
|           | -8.91%   | 419.67%  | -53.27%      | 100.00%              |
|           |          |          |              | 7,120                |
|           |          |          |              | 10,282               |
|           |          |          |              | -30.60%              |

### December Report to Board of Supervisors:

- Held PEC TC Wayfinding Signage Task Group meetings to finalize the gateway and trailblazer sign designs.
- Participated in the VA-1 Governor's Tourism Summit conference in Richmond in November (for the first time).
- The Wonderful Wellness Weekend (Be Well in PEC) campaign has commenced with great results.
- The campaign included a streaming and video advertisement running from May through June. The Facebook campaign resulted in reaching just under 88,000 Facebook users. The audience included Facebook users from the following locations: Baltimore, MD, Virginia Beach, Roanoke, Richmond, and Boydton, VA.
- The website results include 809 total page views of the newly refreshed tourism webpages which featured our 13 local campaign partners. The campaign also included over 400 promotional gift bags that were given out to visitors staying in hotels located in Prince Edward County.
- Participated in quarterly Virginia's Crossroad Meetings held in September and December.
- 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.
- Recent article that features Farmville/Prince Edward County: [https://www.virginia.org/blog/post/amazing-fall-rentals/?utm\\_term=Amazing%20Fall%20Rentals%20This%20Way&utm\\_campaign=SeptemberConsumer09142023&utm\\_content=email&utm\\_source=Act-Open%20for%20Some%20Epic%20Fall%20Travel%20Inspo%20%5CuD83D%5CuD83C%5CuDF42-\\_Amazing%20Fall%20Rentals%20This%20Way](https://www.virginia.org/blog/post/amazing-fall-rentals/?utm_term=Amazing%20Fall%20Rentals%20This%20Way&utm_campaign=SeptemberConsumer09142023&utm_content=email&utm_source=Act-Open%20for%20Some%20Epic%20Fall%20Travel%20Inspo%20%5CuD83D%5CuD83C%5CuDF42-_Amazing%20Fall%20Rentals%20This%20Way)
- The hours of operation for the Visitor Center have changed. It is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, Saturday from 12:30 p.m. to 4:30 p.m., and is closed on Sundays.