



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Morris Room, Fluvanna County Administration Building

August 5, 2020 at 4:00 pm

TAB AGENDA ITEMS

1 - CALL TO ORDER

2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

3 – ADOPTION OF AGENDA

4 – COUNTY ADMINISTRATOR’S REPORT

5 – PUBLIC COMMENTS #1 (5 minutes each)

6 – PUBLIC HEARING

7 – ACTION MATTERS

- A Agreement and Memorandum of Understanding with the Community Investment Collaborative – Bryan Rothamel, Economic Development Coordinator
- B FROM: Fluvanna Small Business Grant – Bryan Rothamel, Economic Development Coordinator
- C Hand Sanitizer Purchase – Bryan Rothamel, Economic Development Coordinator
- D Fire & Rescue Fleet Study – Eric Dahl, County Administrator
- E Advertisement for the Supplemental Appropriation of FY21 CARES Act Funding – Mary Anna Twisdale, Director of Finance
- F FY21 CARES Act Funding- Space Utilization Project – Mary Anna Twisdale, Director of Finance
- G FY21 Fire and Rescue CARES Act Budget Transfer – Liz Mclver, Management Analyst
- H FY21 CARES Act Budget Transfer FCPS – Mary Anna Twisdale, Finance Director
- I FY22 Budget Calendar – Liz Mclver, Management Analyst
- J FY20 CARES Act Budget Transfer – Liz Mclver, Management Analyst

7A – APPOINTMENTS

- K Board, Commission, and Committee Appointments – Caitlin Solis, Clerk to the Board

8 – PRESENTATIONS (normally not to exceed 10 minutes each)

9 – CONSENT AGENDA

- L Minutes of July 1, 2020 – Caitlin Solis, Clerk to the Board
- M FY20 Aid to Localities Funding – Fire Department – Liz Mclver, Management Analyst
- N FY20 Department of Social Services Share of Additional Cost Allocation Funds – Liz Mclver, Management Analyst
- O FY20 Sheriff Department Insurance Claim – 2014 Ford Explorer VIN#0002 – Liz Mclver, Management Analyst
- P FY21 Library State Aid Supplemental Appropriation – Liz Mclver, Management Analyst
- Q FY21 Commonwealth’s Attorney’s Victim-Witness Grant Supplemental Appropriation – Liz Mclver, Management Analyst

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- R Accounts Payable Report for June 2020 – Liz McIver, Management Analyst
- S CRMF - FCPS - FCHS Condensor Replacement – Don Stribling, FCPS
- T AG Dillard Change Order # 5 – Cyndi Toler, Purchasing Officer
- U Addendum # 1 & PA # 3 HURT & PROFFITT, INC. – Cyndi Toler, Purchasing Officer
- V Virginia Department of Emergency Management FY’22 E-911 PSAP Education Program grant award – Michael R. Grandstaff, Sheriff’s Office Staff; Sheriff Eric B. Hess, Sheriff
- W FY21 FCPS Grants Supplemental Appropriation – Brenda Gilliam, Executive Director for Instruction and Finance

10 – UNFINISHED BUSINESS

- X Local Allocations for Federal CARES Coronavirus Relief Funds – Eric Dahl, County Administrator

11 – NEW BUSINESS

TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

13 – CLOSED MEETING

TBD

14 – ADJOURN

County Administrator Review

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*For the Hearing-Impaired – Listening device available in the Board of Supervisors Room upon request. TTY access number is 711 to make arrangements.
For Persons with Disabilities – If you have special needs, please contact the County Administrator’s Office at 591-1910.*

PLEDGE OF ALLEGIANCE

I pledge allegiance, to the flag,
of the United States of America,
and to the Republic for which it stands,
one nation, under God, indivisible,
with liberty and justice for all.

GENERAL RULES OF ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

RULES OF PROCEDURE FOR PUBLIC HEARINGS

1. PURPOSE
 - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
 - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
 - Speakers should approach the lectern so they may be visible and audible to the Board.
 - Each speaker should clearly state his/her name and address.
 - All comments should be directed to the Board.
 - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
 - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
 - Speakers with questions are encouraged to call County staff prior to the public hearing.
 - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
 - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
 - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
 - Further public comment after the public hearing has been closed generally will not be permitted.

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**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB A

MEETING DATE:	August 5, 2020				
AGENDA TITLE:	Agreement and Memorandum of Understanding with the Community Investment Collaborative				
MOTION(s):	I move the Board of Supervisors approve the Agreement and Memorandum of Understanding with the Community Investment Collaborative, as presented, for Economic Development Loans and Recovery Loan administration.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Bryan Rothamel, Economic Development Coordinator				
PRESENTER(S):	Bryan Rothamel, Economic Development Coordinator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> The approved 2012 MOU requires updating to remain in accordance and allow CIC to administer microloans. 				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	<p>04/20/2011 BOS approved, as part of the motion adopting the FY13 budget, a \$125,000 appropriation for Workforce Development and a \$125,000 appropriation for Microfinance.</p> <p>02/01/2012 BOS authorized the County Administrator to implement and disburse the funds appropriated for the Workforce Development and Microfinance initiatives in accordance with the general parameters identified by the Board</p> <p>05/02/2012 BOS adopted FY 13 Budget including \$80,000 for Microloan Initiative and \$80,000 for Workforce Development</p> <p>05/16/2012 BOS de-allocated \$125,000 for Microloan Initiative and \$125,000 for Workforce Development in FY12 in support of the school budget</p> <p>06/06/2012 BOS deferred action on the CIC MOU pending CIC receipt of the IRS determination letter designating non-profit status, entering into Memorandum of Understanding agreements with the Fluvanna Education Foundation (FEF) and the Economic Development Authority</p>				

	<p>(EDA), and agreeing to disburse FY13 funds for Workforce Development to FEF in the amount of \$80,000 and to the EDA in the amount of \$35,000 for Micro-Finance Initiatives. Pending later action by the BOS, \$45,000 was left available for Micro-Finance Initiatives through CIC</p> <p>08/07/2019 BOS approved a revision of the terms of the loan program, removing acceptance in the Community Investment Collaborative program as a requirement for qualification. Acceptance in the program is now optional.</p> <p>05/06/2020 BOS approved redirecting the remaining fund for the microloans as the Fluvanna Business Recovery Loan.</p>				
ENCLOSURES:	<ul style="list-style-type: none"> - Updated MOU with CIC - Original MOU with CIC 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X

***Agreement and Memorandum of Understanding
Between Fluvanna County and the Community Investment Collaborative
For Economic Development Loans and Recovery Loan Administration***

This Agreement Memorandum of Understanding (the “MOU” or the “Contract”) is made and effective on the _____ day of _____, 2020, by and between the County of Fluvanna, hereinafter “the County” and the Community Investment Collaborative, hereinafter “the CIC,” a Virginia non-stock corporation IRS 501(c)(3) approved for tax-exempt status by the Internal Revenue Service on June 21, 2012.

Recitations:

Whereas, (i) the CIC mission is to strengthen the community and contribute to economic development by fueling the success of under-resourced entrepreneurs through education, mentoring, financing and networking; and (ii) the CIC is a non-sectarian charitable association that provides services to residents of Fluvanna County;

Whereas, on June 6, 2012 the County approved a motion to disperse FY 2013 funds for economic development micro-financing initiatives (the “Microloans”) in the amount of \$45,000.00 (the “Loan Fund”) to be administered by the CIC consistent with that MOU Between Fluvanna County and the Community Investment collaborative for Economic Development Loan Administration (the “2012 MOU”), a copy of which is attached hereto as **Exhibit 2** and incorporated herein by reference as a material part hereof;

Whereas, in 2019, the County removed requirements that applicants for the Loan Fund had to be accepted by the CIC program, amending the requirements of the 2012 MOU (the “2019 Amendment”);

Whereas, approximately \$34,000 remains of such Loan Fund;

Whereas, the disaster and state of emergency caused by the COVID-19 pandemic has already impacted local businesses dramatically and is likely to have long-term adverse effects on the local economy;

Whereas, the County believes that the CIC’s mission and operations are well-established and appropriately situated to advance and promote economic recovery in Fluvanna County and the surrounding localities and finds it in the best interests of the County to re-designate to temporarily re-designate the Loan Fund as a response to COVID-19 disruptions and use the Loan Funds for Business Recovery Loans (the “Recovery Loans”);

Whereas, the County and the CIC wish to set forth the terms and eligibility requirements for the Recovery Loans; and

Whereas, the County and CIC also wish to clarify the purposes and uses of the Loan Fund for Microloans after the Recovery Loans and other requirements of the Loan Fund and the MOU;

Therefore, for mutual consideration the sufficiency of which is acknowledged, the parties agree as follows:

I. PURPOSE AND BACKGROUND

The foregoing recitations are incorporated herein by reference as a material part of this MOU. The CIC and the County wish to continue to collaborate on the development of local economic development by encouraging small business entrepreneurs to gain the skills and initial capital they require to launch or expand their businesses. The parties agree that since the June 6, 2012 and continuing prior to the effective date of this MOU, the terms of the agreement between the parties related to the Loan Fund and the Microloans are set forth in Exhibit 2 hereto, as amended by the 2019 Amendment; and that as of the effective date hereof such 2012 MOU, as amended, shall be replaced by this MOU which shall govern the administration of the Loan Funds and rights and obligations of the party beginning on the effective date and continuing until this MOU is terminated. CIC has developed a comprehensive model for entrepreneurial development and is actively seeking funding of a revolving loan fund to serve Charlottesville and the surrounding five-county region including Fluvanna County. The County previously committed funds to further economic development through microlending within its community which CIC administers. However, during the pandemic, the County has a need to give Recovery Loans through a trusted partner. Therefore, the County wishes to temporary re-designate the Loan Funds for use as Recovery Loans for a temporary period; and the CIC agrees to administer the Recovery Loans and thereafter continue to Administer the Loan Funds as Microloans as set out herein. This MOU recognizes the mutual benefit of working together to enhance entrepreneurial opportunities by setting forth the responsibilities of the concerned parties, and clarifying work to be performed by both the CIC and the County staff.

II. ROLES AND RESPONSIBILITIES

A. **Temporary Re-Designation of the Loan Funds for Recovery Loans:** The Loan Funds as of the effective date hereof shall be used for Recovery Loans on the Recovery Loan terms and conditions on the attached **Exhibit 1**. As the Recovery Loans are repaid, the repayments back into the Loan Fund shall be allocated back to use for the Microloans under the terms set forth herein. CIC will administer Recovery Loans based on the conditions set out by the County in **Exhibit 1**, and the County may notify CIC of a modification of such terms and conditions in writing from time to time. CIC will follow necessary protocols to administer any Recovery Loans.

B. **Microloan Specific Requirements:** CIC will administer the Microloans based on the terms contained in this MOU

Microloan Funds - Community Investment Collaborative Responsibilities:

1. Provide the sixteen (16) week entrepreneur workshop twice a year in Charlottesville and to make this training available to residents of Fluvanna: in the event that the demand for the educational component of the program grows substantially, CIC agrees that it will work with the County to develop a mutually beneficial way to deliver more educational programs in Fluvanna. In the meantime, however, the interaction between City and County residents will serve as a good learning and networking experience for the entrepreneurs.

2. Encourage Fluvanna entrepreneurs who have and have not successfully completed the sixteen (16) week training program to apply to the CIC loan review committee for a micro-loan. CIC has the discretion to provide Microloans to applicants who have either completed the CIC course or who demonstrate competence in the CIC coursework areas.
3. Consider all Fluvanna applicants for a loan through the loan review process established by CIC.

C. **General Requirements for Loan Funds:** A list of general roles and responsibilities for administration of the Loan Funds generally (either as Recovery Loans or Microloans) follows:

1. Inform the County of all loan review CIC Board decisions. The County Administrator and the Economic Development Coordinator are the County representatives who should be provided general information or notice under this MOU. Any legal or amendment related correspondence shall also be sent to the County Attorney's office at 414 East Jefferson Street, Charlottesville, VA 22902.
2. Ensure that in the event a loan is made to a Fluvanna resident, CIC will work with the County, the Fluvanna Chamber of Commerce and other local business leaders to establish a network of mentors to pair with Fluvanna entrepreneurs.
3. Require Fluvanna loan recipients to participate in the monthly check-in meetings with CIC staff and make all CIC services available to Fluvanna loan recipients.
4. CIC will continue to operate in a manner that maintains its non-profit tax-exempt status and its good standing as a Virginia non-profit corporation; and allows receipt of County appropriations under Virginia Code Section 15.2-953(A).
5. Provide copies of Articles of Incorporation, or any other documents relating to the status of CIC to the County as requested from time to time.
6. Finance:
 - a. CIC will administer all the Loan Fund and any additional loan funds received from the County as a restricted fund for the express purpose of issuing and administering the Recovery Loans and Microloans, respectively, as described herein and on the specific terms and conditions required by this MOU.
 - b. CIC will charge the restricted Loan Fund for loan and administrative costs associated with the full loan amounts awarded to County residents through the loan review process.
 - i) Itemized separately from the loan amount, CIC will charge the restricted Loan Fund for all loan costs incurred in the loan construction process (UCC filing fee, credit bureau filing fee, legal fees currently estimated at a total of \$75.00 per loan and a loan origination fee of 1%, as and if applicable).
 - c. CIC will maintain fiscal records in accordance with GAAP (generally accepted accounting principles) and as required by grantors.
 - d. CIC will maintain a loan loss reserve of at least 15% of the principal funds available for loan.
7. Reports:
 - a. Provide the County verification of Fluvanna residents' application to the Recovery Loan or Microloan programs or participation in the CIC training program.

- b. Provide the County verification of CIC program graduation or a status update in the event of program truancy for recipients of a Microloan.
- c. Provide the County information as may be required for administration or applications, including but not limited to, balance sheet and income\expense statements.
- d. Provide the County quarterly reports including: Associated costs for loan and administrative costs detailed in Section 6.

Fluvanna County Responsibilities:

1. Manage implementation of all Project Agreements related to this MOU under the direction of the County Administrator or other designee, if applicable.
2. Attend CIC meetings as needed.
3. Provide CIC staff with contact information about local area businesses that may act as mentors for CIC entrepreneurs or as discussion group leaders for future programs.
4. Actively promote all CIC events to Fluvanna County and make CIC staff aware of relevant Fluvanna County events.
5. Finance:
 - a. As appropriated by the Board of Supervisors, disburse all funds directly to CIC in one lump sum for all projects that are partially or fully funded by the County related to this MOU from time to time. Any additional Loan Funds received by CIC pursuant to this MOU will be administered as Microloans unless the County specifies otherwise.
 - b. The Board of Supervisors may disburse funds directly or through the Economic Development Authority of Fluvanna for any future funding of the Loan Funds, if necessary or convenient. The County may assign all the County's rights, privileges and obligations under this MOU to the Economic Development Authority of Fluvanna County for convenience or as required by applicable law at any time upon written notice to the CIC.

III. FUNDING AGREEMENT

1. Recovery Loans and Microloans will be repaid to CIC and allocated back to the Loan Funds. Loan principal amounts will be held by CIC in a restricted account for the express purpose of reinvesting in new loans for Fluvanna entrepreneurs who may, but are not required to, have complete the CIC coursework. These new loans will be administered as outlined in this MOU.
2. CIC will solely be responsible for loan work-out arrangements in the event the borrower has difficulty and will keep the County apprised of all decisions through a timely report. CIC will have no responsibility for repayment of any monies received from the County in the event of non-completion of the training course or default on the loan.

IV. BILLING PROCESS

1. All invoices will be sent directly to:
 Director of Finance
 County of Fluvanna
 132 Main Street

PO Box 540
Palmyra VA 22963

2. Payment is due to CIC 45 days after invoice date and are governed by Virginia Code 2.2-4352.

V. ENDORSEMENTS:

Activities under this MOU may commence upon signature. The initial term of this MOU shall expire on June 30, 2021 and shall renew automatically, from one year to the next unless one participant provides a written notice of its intention to modify or discontinue the MOU 90 days before its expiration date. Discontinuation, modification or expiration of this MOU should not affect projects undertaken before its expiration, modification or discontinuation. This agreement supersedes any and all previous such agreements.

VI. GENERAL TERMS:

1. For purposes of these general terms CIC is a "Contractor".
2. **DISCRIMINATION PROHIBITED:** Pursuant to Virginia Code § 2.2-4310, the County does not discriminate against person(s) because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, status as a service-disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. The Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Procurement Act: a. During the performance of any Contract, the Contractor agrees as follows: the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, 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 the 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. The Contractor, in all Solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer. 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 2. The Contractor shall include the provisions of paragraph (a) above in every subcontract or purchase over \$10,000.00 so that the provisions will be binding upon each subcontractor.
3. **VIRGINIA FREEDOM OF INFORMATION ACT:** As provided under Virginia Code § 2.2-4342, all proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act of Virginia Code §§ 2.2-3700 et seq., except as permitted by applicable law.
4. **CONFLICT OF INTEREST:** CIC certifies by signing any Contract with the County that no conflict of interest exists between CIC and County that interferes with fair competition and no conflict of interest exists between CIC and any other person or organization that constitutes a conflict of interest with respect to the Contract with the County.

5. **APPLICABLE LAW AND COURTS:** This Contract and its terms, including, but not limited to, the parties' obligations under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply. The Contractor shall comply with applicable federal, State and local laws, ordinances, rules and regulations in performance of the Contract.
6. **INDEPENDENT CONTRACTOR:** The Contractor and any agents, or employees of the Contractor, in the performance of any Contract shall act as an independent contractor and not as officers, employees or agents of the County.
7. **INSURANCE:** The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance as they apply: Automobile \$500,000 Liability Medical Payment Comprehensive Collision Public Liability; \$1,000,000 Professional Liability; \$1,000,000 Excess Liability; \$2,000,000 Aggregate Over Above Policy Limits (Excluding Professional Liability); and Worker's Compensation Amount required by Virginia law. In addition, the Contractor shall require, and shall include in every subcontract, that any subcontractor providing any goods or services related to such Contract obtain, and continue to maintain for the duration of the work, workers' compensation coverage in the amount required by Virginia law.
8. **SEVERABILITY:** If any term, covenant or provision of this Contract shall be held to be invalid, illegal or unenforceable in any respect, this Contract shall remain in effect and be construed without regard to such provision.
9. **TITLES:** The titles and section headings in this Contract are inserted solely for convenience and are not to be construed as a limitation on the scope of the provisions to which they refer.
10. **ATTORNEYS' FEES:** In the event of a dispute between the County and CIC under this Contract which cannot be amicably resolved, in addition to all other remedies, the party substantially prevailing in any litigation shall be entitled to recover its reasonable expenses, including, but not limited to, reasonable attorneys' fees.
11. **NO WAIVER:** Neither any payment for, nor acceptance of, the whole or any part of the services by the County, nor any extension of time, shall operate as a waiver of any provision of this MOU, nor of any power herein reserved to the County, or any right to damages herein provided, nor shall any waiver of any breach of the MOU be held to be a waiver of any other or subsequent breach. Failure of the County to require compliance with any term or condition of this MOU shall not be deemed a waiver of such term or condition or a waiver of the subsequent enforcement thereof.
12. **NO FINANCE CHARGES:** No finance charges shall be paid by the County.
13. **SUBCONTRACTORS:** Pursuant to Virginia Code § 2.2-4354, in the event that any subcontractors are used by CIC in connection with the work, CIC shall:
 - a. Within seven (7) days after receipt of amounts paid to the Contractor for work performed by a subcontractor, either:
 - i. Pay the subcontractor for the proportionate share of the total payment received attributable to the work performed by the

- subcontractor under any contract; or ii. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
- b. Contractor shall require each subcontractor to provide either (i) for an individual, their social security numbers, or (ii) for proprietorships, partnerships, and corporations to provide their federal employer identification numbers.
 - c. The Contractor shall pay interest to any subcontractor on all amounts owed by CIC that remain unpaid after seven days following receipt by CIC of payment from the County for work performed by the subcontractor under this MOU, except for amounts withheld as allowed in subdivision (a)(ii) above. Unless otherwise provided under the terms of any Contract, interest shall accrue at the rate of one percent (1%) per month.
 - d. CIC shall include in each of its subcontracts under any Contract a provision requiring each subcontractor to include or otherwise be subject to the above payment and interest requirements (a), (b) and (c) with respect to each lower tier subcontractor.
 - e. CIC's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this Section 13 shall not be construed to be an obligation of the County. No Contract modification may be made for the purpose of providing reimbursement for such interest charge. No cost reimbursement claim may include any amount for reimbursement for such interest charge.
14. NO ASSIGNMENT BY CIC: CIC may not assign this contract without the express written consent of the County, which may be granted or withheld in the County's sole discretion.
 15. AMENDMENT: This MOU can be modified only by a written agreement signed by a duly authorized agent of each party.
 16. INDEMNIFICATION: Contractor agrees to indemnify, keep and save harmless the County, its officers, agents, officials, employees and volunteers against any and all claims, claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, losses, costs and expenses, including but not limited to costs of investigation, all reasonable attorneys' fees (whether or not litigation results), and the cost of any appeal, occurring or arising in connection with CIC's, its agents', subcontractors', employees', or volunteers' negligence or wrongful acts or omissions in connection with its performance of this MOU. The Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Nothing contained in this Contract shall be deemed to be a waiver of the County's sovereign immunity.
 17. DRUG-FREE WORKPLACE: Pursuant to Virginia Code § 2.2-4312, in every Contract over \$10,000.00 the following provisions apply: During the performance of any Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) 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; (iii) state in all Solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free

workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this Section, “drug-free workplace” means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with applicable law, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

18. **DEFAULT AND TERMINATION:** In addition to all other remedies at law or in equity, in the event of a default by CIC, the County may direct the Loan Funds be transferred and administered by another 501(c)(3) tax-exempt charity providing services in Fluvanna County and the CIC will comply with any reasonable request for transfer of such funds which complies with applicable law. In no way is this Section 18 intended to limit the County’s rights or remedies in the event of a default by CIC or termination of this MOU and any rights the County may have over the restricted gift being the Loan Funds and use thereof. CIC shall be in default under this MOU for any failure to adhere to the requirements, terms and provisions of this MOU. The County shall have the right to terminate this MOU in the event of a default by CIC.
19. **COMPLIANCE WITH IMMIGRATION LAW:** Pursuant to Virginia Code § 2.2- 4311.1, in every Contract the following provision applies: the Contractor does not, and shall not during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
20. **CLAIMS PROCEDURE:** a. The procedure for consideration by the County of contractual claims for any Contract shall be that set forth in Virginia Code § 15.2-1243, et seq.
21. **NOTICES:** All written notices required or permitted under any Solicitation, Bid or Contract shall be deemed sufficient if delivered in person to the County Purchasing Agent or Bidder/Contractor, as applicable, or sent by first class mail to the County or Bidder/Contractor at the addresses set forth in the Solicitation, Bid or Contract or at such other address as a party may designate from time to time by notice given in accordance with the terms of this Section 21; except that where a Solicitation, Bid or Contract expressly requires notice to a specific individual or at a specific location, such shall control. Such notices are deemed received when actually delivered to the party or its representative or agent if hand delivered, or one (1) business day after deposited into the United States mail, if mailed.

[SIGNATURE PAGE TO FOLLOW.]

Witness the following duly authorized signatures and seals:

For Fluvanna County:

By: _____
Eric M. Dahl, County Administrator

DATE

For Community Investment Collaborative:

By: _____
Stephen Davis, President

DATE

Approved as to Form:

Fluvanna County Attorney

Exhibit 1

Recovery Loan Terms and Conditions

The Recovery Loans are a Microloan program intended to provide existing businesses in Fluvanna County with funds to restart operations once the COVID-19 pandemic subsides.

CIC will administer the loans as part of our Microloan program and as required by the MOU to which this Exhibit 1 is attached. The Recovery Loans may be issued in amounts up to \$5,000.00.

Round 1 of applications closed on May 27.

Round 2 of applications opened May 28 and is expected to close on August 15th, 2020.

TERMS:

- Amount: Up to \$5,000
- 3 year repayment period, monthly payments
- 1% interest rate
- 6 months grace period before payments begin
- Principal, owner or other similar representative of the borrower to provide a personal guarantee
- Loans cannot be used for paying existing debt, purchasing equipment or real property.

ELIGIBILITY:

- Receipt of Payroll Protection Plan funding will not be disqualifying, but will be considered. In the event of a tie for Loan Funds, receipt of Payroll Protection Plan funding will negatively impact your eligibility.
- Must be physically located (as listed on your W-9) in Fluvanna – storefront or office.
- Must have been in existence and operational prior to and as of March 1, 2020.
- Can demonstrate a capacity to repay from business revenue prior to March 1, 2020
- No significant personal credit issues in the last 12 months

Memorandum of Understanding
Between
Fluvanna County and the Community Investment Collaborative
For Economic Development Loan Administration

This Memorandum of Understanding is made on _____ by and between the County of Fluvanna, hereinafter “the County” and the Community Investment Collaborative, hereinafter “the CIC,” a Virginia non-stock corporation (IRS 501(c)(3) application pending).

I. PURPOSE

The Community Investment Collaborative (CIC) mission is to leverage community resources to provide capital and education to entrepreneurs who have difficulty accessing funding from traditional sources and who seek an educational support system that is relevant to their business needs.

The Community Investment Collaborative and Fluvanna County wish to collaborate on the development of local economic development by encouraging small business entrepreneurs to gain the skills and initial capital they require to launch or expand their businesses. CIC has developed a comprehensive model for entrepreneurial development and is actively seeking funding of a revolving loan fund to serve Charlottesville and the surrounding five-county region. The Fluvanna County Board of Supervisors has committed funds to further economic development through microlending within its community. This Memorandum of Understanding recognizes the mutual benefit of working together to enhance entrepreneurial opportunities by setting forth the responsibilities of the concerned parties, and clarifying work to be performed by both the CIC and the County staff.

II. ROLES AND RESPONSIBILITIES

A list of general roles and responsibilities follows:

Community Investment Collaborative Responsibilities:

1. Provide the fourteen-week training utilizing the WIBO curriculum twice a year in Charlottesville and to make this training available to residents of Fluvanna: in the event that the demand for the educational component of the program grows substantially, CIC agrees that it will work with the County to develop a mutually beneficial way to deliver the educational program in Fluvanna. In the meantime, however, the interaction between City and County residents will serve as a good learning and networking experience for the entrepreneurs.
2. Encourage Fluvanna entrepreneurs who have successfully completed the fourteen- week training program to apply to the CIC loan review committee for a micro-loan.
3. Consider all Fluvanna applicants for a loan through the loan review process established by CIC.
4. Inform the Fluvanna County Administration of all loan review CIC Board decisions.

5. Ensure that in the event a loan is made to a Fluvanna resident, CIC will work with the Fluvanna Chamber of Commerce and other local business leaders to establish a network of mentors to pair with Fluvanna entrepreneurs.
6. Require Fluvanna loan recipients to participate in the monthly peer loan repayment group, which will be held in Charlottesville. In the event that the number of entrepreneurs in Fluvanna grows to a critical mass (such as ten) CIC agrees to hold monthly peer loan repayment groups in Fluvanna.
7. Provide the County with a copy of CIC's IRS non-profit determination letter, once received. CIC will continue to operate in a manner that maintains our non-profit status.
8. Provide copies of Articles of Incorporation, or any other documents relating to the status of CIC to the County as requested for grant purposes.
9. Finance:
 - a. CIC will administer all funds received from the County as a restricted fund for the express purpose of issuing and administering loans made to Fluvanna entrepreneurs as detailed by this MOU.
 - b. CIC will charge the restricted fund for loan and administrative costs associated with the full loan amounts awarded to County residents through the loan review process.
 - i) Itemized separately from the loan amount, CIC will charge the restricted fund for all loan costs incurred in the loan construction process (UCC filing fee, credit bureau filing fee, legal fees currently estimated at a total of \$75.00 per loan and a loan origination fee of 1%).
 - ii) CIC will charge the restricted fund administrative costs at an hourly rate of \$40.00/hour for the development of county specific reports, monitoring of Fluvanna loans in excess of average time required per loan, the development of the mentor network and, in the event of program expansion to Fluvanna County, for the replication of and administration of the education program and or the peer loan repayment monthly meetings. Funds allocated for administration will be capped at 22% of the total of each loan issued.
 - c. CIC will maintain fiscal records in accordance with GAAP (generally accepted accounting principles) and as required by grantors.
 - d. CIC will maintain a loan loss reserve of at least 15% of the principal funds available for loan.

10. Reports:

- a. Provide the County verification of Fluvanna residents' application to the Fluvanna Education Foundation (FEF) for scholarships to attend the CIC training program.
- b. Provide the County verification of CIC program graduation or a status update in the event of program truancy for recipients of an FEF scholarship.
- c. Provide the County information as may be required for grant administration or applications, including but not limited to, balance sheet and income\expense statements.
- d. Provide the County quarterly reports including:
 - o Attendance record of Fluvanna loan recipients at peer loan repayment meetings and the status of each loan.
 - o Associated costs for loan and administrative costs detailed in section 9 (a), (b)(i) and (b)(ii).

Fluvanna County Responsibilities:

1. Manage implementation of all Project Agreements related to this Memorandum of Understanding under the direction of the County Administrator or other designee.
2. Attend CIC meetings as needed.
3. Provide CIC staff with contact information about local area businesses that may act as mentors for CIC entrepreneurs or as discussion group leaders for future programs.
4. Actively promote all CIC events to Fluvanna County and make CIC staff aware of relevant Fluvanna County events.
5. Finance:
 - a. As appropriated by the Board of Supervisors, disburse all funds directly to CIC in one lump sum for all projects that are partially or fully funded by virtue of this MOU.

III FUNDING AGREEMENT

1. Loans will be repaid to CIC. Loan principal amounts will be held by CIC in a restricted account for the express purpose of reinvesting in new loans for Fluvanna entrepreneurs who have completed the CIC coursework. These new loans will be administered as outlined in this MOU.
2. CIC will solely be responsible for loan work-out arrangements in the event the borrower has difficulty and will keep the County apprised of all decisions through a timely report. CIC will have no responsibility for repayment of any monies received from Fluvanna County in the event of non completion of the training course or default on the loan.

IV. BILLING PROCESS

1. All invoices will be sent directly to:

Director of Finance
County of Fluvanna
132 Main Street
PO Box 540
Palmyra VA 22963

2. Payment is due to CIC 30 days after invoice date.

V. ENDORSEMENTS:

Activities under this Memorandum of Understanding may commence upon signature. The initial term of this Memorandum of Understanding shall expire on June 30, 2013 and shall renew automatically, from one year to the next unless one participant provides a written notice of its intention to modify or discontinue the Memorandum of Understanding 90 days before its expiration date. Discontinuation, modification or expiration of this Memorandum of Understanding should not affect projects undertaken before its expiration, modification or discontinuation. This agreement supersedes any and all previous such agreements.

For Fluvanna County:

Steven M. Nichols, County Administrator

(Date)

For Community Investment Collaborative:

Toan Nguyen, Chair, Board of Directors

(Date)

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB B

Date:	August 5, 2020				
AGENDA TITLE:	FROM: Fluvanna Small Business Grants				
MOTION(s):	<p><u>Motion #1:</u> I move that the Fluvanna County Board of Supervisors approve that Memorandum of Agreement between Fluvanna County and the Economic Development Authority of Fluvanna County (the "EDA") related to allocation of grant funds to, and administration by, the EDA in coordination with the Community Investment Collaborative of the grant funds for the previously approved allocations by the County of \$350,000 for Funds for Recovery and Operations Management ("FROM") Fluvanna Small Business Grants For-Profit grants and \$100,000 for FROM Fluvanna Small Business Grants Non-Profit Grants out of that 2.379 million of CARES Act funding the County received and further authorize the County Administrator to execute the agreement subject to the County Attorney approval as to form.</p> <p><u>Motion #2:</u> I move the Board of Supervisors to approve the resolution entitled "Resolution to Authorize EDA to Administer Previously Allocated Grant Funds for the CARES Act Business Disruption Grant from the Federal Government Coronavirus Relief Funds."</p> <p><u>Motion #3:</u> I move the Board of Supervisors approve an additional \$_____ of the \$2.379 million Fluvanna County received from the Commonwealth of Virginia, as part of The Coronavirus Aid, Relief, and Economic Security (CARES) Act, to be used for the Funds for Recovery and Operations Management (FROM): Fluvanna Small Business Grants in response to the COVID-19 disruption, with the same grant requirements as presented on June 17, 2020.</p> <p><u>Motion #4:</u> I move the Board of Supervisors approve an additional \$_____ of the \$2.379 million Fluvanna County received from the Commonwealth of Virginia, as part of The Coronavirus Aid, Relief, and Economic Security (CARES) Act, to be used for the Funds for Recovery and Operations Management (FROM): Fluvanna Small Business Grants for non-profit entities in response to the COVID-19 disruption, with the same grant requirements as presented on July 1, 2020.</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		x			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other

		x			
STAFF CONTACT(S):	Bryan Rothamel, Economic Development Coordinator				
PRESENTER(S):	Bryan Rothamel, Economic Development Coordinator				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • The Commonwealth of Virginia is a Dillon Rule state, limiting local governments to the powers expressly granted to them by the state. • The Commonwealth has not expressly granted local governments to distribute grants to businesses or organizations. • The Fluvanna County Economic Development Authority does have the authority to distribute grants to businesses and organizations. • The Resolution outlines the FROM: Fluvanna Small Business Grants appropriation to and grants management by the EDA. 				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	06/17/2020 BOS approved, as part of CARES Act allocation, \$350,000 for the F.R.O.M.: Fluvanna Small Business Grant for profit portion. 07/01/2020 BOS approved, as part of the CARES Act allocation, \$100,000 for the F.R.O.M.: Fluvanna Small Business Grant non-profit portion.				
ENCLOSURES:	<ul style="list-style-type: none"> - MOA with the BOS and EDA - Resolution with EDA - Presentation 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	x				

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT (the "MOA") by and between FLUVANNA COUNTY (the "COUNTY"), a political subdivision of the Commonwealth of Virginia, and the ECONOMIC DEVELOPMENT AUTHORITY OF FLUVANNA COUNTY ("EDA").

WHEREAS, the COVID-19 pandemic has spread worldwide, causing significant illness, loss of life, and economic disruption around the world; and

WHEREAS, the federal government passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, which provides funding for various programs to address the effects of the COVID-19 pandemic; and

WHEREAS, part of the CARES Act gives monetary assistance to state and local governments to help address the direct impacts of the COVID-19 pandemic; and

WHEREAS, the County has felt the effects of the COVID-19 pandemic in many ways, but the effects have been especially harsh for local, small businesses; and

WHEREAS, pursuant to Virginia Code Section 15.2-4901, the intent of the legislature in authorizing the creation of economic development authorities was so "that such authorities may be able to promote industry and develop trade by inducing manufacturing, industrial, governmental, nonprofit, and commercial enterprises and institutions of higher education to locate in or remain in the Commonwealth and further the use of its agricultural products and natural resources, and to vest such authorities with all powers that may be necessary to enable them to accomplish such purposes, which powers shall be exercised for the benefit of the inhabitants of the Commonwealth, either through the increase of their commerce, or through the promotion of their safety, health, welfare, and convenience or prosperity"; and

WHEREAS, pursuant to Virginia Code Section 15.2-4905, the EDA has the authority "to make . . . grants to any person, partnership, association, corporation, business, or governmental entity in furtherance of the purposes of this chapter including for the purposes of promoting economic development"; and

WHEREAS, on June 17, 2020, the County Board of Supervisors approved the allocation of \$350,000 (the "FROM For-Profit Grant Allocation") out of the \$2.379 million of the CARES Act funding the County received to be used for the Funds for Recovery and Operations Management ("FROM") Fluvanna Small Business Grants for for-profits (the "For-Profit Grants") in response to the COVID-19 disruption, with grant requirements as set out in Exhibit A hereto; and

WHEREAS, on July 1, 2020, the County Board of Supervisors approved the allocation of \$100,000 (the "FROM Non-Profit Grant Allocation") out of the \$2.379 million of the CARES Act funding the County received to be used for the Funds for Recovery and Operations Management

(“FROM”) Fluvanna Small Business Grants for non-profits (the “Non-Profit Grants”) in response to the COVID-19 disruption, with grant requirements as set out in Exhibit A hereto. The For-Profit Grants and the Non-Profit Grants are referred to herein collectively as the “Grants”; and

WHEREAS, the EDA is uniquely qualified to understand the economic impact of the COVID-19 pandemic on small businesses within Fluvanna County; and

WHEREAS, the County wishes to transfer the previously allocated FROM For-Profit Grant Allocation and FROM Non-Profit Grant Allocation money from the CARES Act to the EDA in order for the EDA to facilitate a grant program to aid local small businesses using very specific guidelines; and

WHEREAS, the EDA shall employ Community Investment Collaborative (“CIC”) to administer the program and the EDA will act as a conduit between the County Board of Supervisors and CIC.

NOW THEREFORE, for and in consideration of the mutual benefits to be derived from this MOA, the parties agree as follows:

1. The County shall allocate money received from the CARES Act to the EDA to establish a grant program to help local businesses consistent with the recitals which are incorporated herein by reference as a material part of this MOA.
2. The EDA shall work with the CIC, a Virginia non-stock corporation IRS 501(c)(3) approved for tax-exempt status by the Internal Revenue Service on June 21, 2012, to establish the Grant programs to help local businesses.
3. The EDA working with the CIC will distribute funds via Grants in strict accordance with the CARES Act and the guidance issued by the state.
4. The EDA shall contract with CIC and CIC will administer the Grant program in strict conformance with the CARES Act, allowing the EDA to act as a conduit between the County Board of Supervisors and CIC.
5. The EDA shall contract with CIC for a fee of no more than three percent (3%) to administer the Grants.
6. The attached Exhibit A outlines the requirements for businesses and the metric established for disbursement of the Grants.
7. The attached Exhibit B is a form of contract between the EDA and CIC to administer the Grant program and the EDA agrees the final contract will be in substantially same form as Exhibit B hereto;

8. This is a very limited situation and all funds must be expended by October 30, 2020. Any funds not distributed by CIC through the Grant process shall be returned to the County.
9. By signing below, each party indicates it has obtained the authority of their governing bodies to execute this MOU.
10. Either party may terminate this MOU at any time by providing the other party with sixty (60) days written notice; and upon termination any funds not distributed by CIC through the Grant process shall be returned to the County.

This MOU represents the mutually agreed upon goals and responsibilities between the County and the EDA for the allocation of funds from the CARES Act as setout herein.

Witness the following signatures made this _____ day _____ of, 2020.

Fluvanna County

Economic Development Authority of
Fluvanna County

By: _____ (SEAL)

By: _____ (SEAL)

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

2. This is a very limited amount and all funds must be expended by October 30, 2020. Any funds not distributed by CIC through the Grant process shall be returned to the County.

9. By signing below, each party indicates it has obtained the authority of their governing bodies to execute this MOU.

10. Either party may terminate this MOU at any time by providing the other party with sixty (60) days written notice, and upon termination any funds not distributed by CIC through the Grant process shall be returned to the County.

This MOU represents the mutually agreed upon goals and responsibilities between the County and the FEA for the allocation of funds from the CARES Act as set out herein.

Winners the following signatures made this _____ day _____ of 2020.

Economic Development Authority of Plumas County by: _____ (SEAL) Print Name: _____ Title: _____ Date: _____	Plumas County by: _____ (SEAL) Print Name: _____ Title: _____ Date: _____
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Exhibit A –**GENERAL GRANT PROGRAM OBLIGATIONS APPLICABLE TO FOR-PROFIT GRANTS AND NON-PROFIT GRANTS**

- a) The Economic Development Authority of Fluvanna County (EDA) agrees to use the CARES Act Small Business Grant Funds (Grant) for the purpose of providing Grants to Fluvanna County (County) small businesses and non-profits consistent with the County's Resolution, MOA with the EDA and this Exhibit A. This would include, but is not limited to, retail stores, lodging, restaurants, personal services establishments, office and facility support services, and tourism venues.
- b) The EDA acknowledges and agrees that the CARES Act grant funds are County funds for which the EDA will serve as a conduit and obligation to disperse Grants to the small businesses is wholly contingent upon the EDA receipt of the CARES Act grant funds from the County in the first instance.
- c) The EDA acknowledges and agrees to contract with the Community Investment Collaborative (the "Contractor") as a third party contractor to administer the Grant Program for the County in all respects, including, but not limited to, making determinations as to which businesses receive Grants, and the process for selecting the Grant recipients. Upon receipt of the requisite monies from the County to fund the Grant Program, the Contractor shall, subject to the Disbursement Prerequisites section below, disburse the Grant payments to the selected small businesses pursuant to Disbursement of CARES ACT Grants section below. The Contractor will return any unutilized CARES Act grant fund monies to the County within 30 days of October 30, 2020.
- d) Disbursement Prerequisites for any Grants —The Contractor's obligation to disburse the individual Grants to the selected small businesses is subject to and conditioned upon the following pre-conditions ("Disbursement Prerequisites"):
- i Receipt of Application. The small business must have provided the Contractor with a complete Grant application, a sample of which must be approved by the EDA.
 - ii Certification of Application. The Contractor must have certified that the small business qualifies for the Grant program and that the small business has provided all the information required to make this determination.
 - iii Selection of Recipients. The Contractor must have selected the recipients of the Grants from the pool of certified applicants and the amount of the Grant each recipient is qualified to receive. Specific grant requirements for each type of Grant – For-Profit Grant and Non-Profit Grants are set forth in this Exhibit A.
- e) Disbursement of CARES ACT Grants - If the pre-condition and all other applicable Disbursement Prerequisites are met, and upon receipt of the Grant funds, Contractor shall disburse up to a total of \$350,000 in For-Profit Grants and up to a total of \$100,000 in Non-Profit Grants.
- f) The CONTRACTOR shall disburse the Grant funds within 30 days of the close of application date agreed upon with the County.

EXHIBIT A – CONTINUED**FROM FOR-PROFIT GRANTS AND THE FROM FOR-PROFIT GRANT ALLOCATION****SPECIFIC REQUIREMENTS**

1. General: Grants for for-profit businesses and private schools based in Fluvanna County, Virginia (does not require a physical location; can be a home-based business) operational as of March 27, 2020, and current on local taxes:
 - a. businesses operating with 1 full-time equivalent (FTE) employee receive up to \$5,000;
 - b. businesses operating between 2-20 FTE employees receive up to \$10,000;
 - c. businesses operating between 21-50 FTE employees receive up to \$15,000;
 - d. businesses operating with 51 or more FTE employees receive up to \$20,000; and
 - e. such as farmers with 0 FTE employees receive up to \$2,500.
2. Priority for grant disbursement is as follows with the first listed as highest and last listed as lowest:
 - a. closed during Phase III
 - b. closed during Phase II
 - c. closed during Phase I
 - d. partially open during Phase III
 - e. partially open during Phase II
 - f. partially open during Phase I
 - g. remained open but suffered financial loss.
3. Paycheck Protection Program (PPP) funding does not disqualify a business, but will serve as tiebreaker.
4. Must show a revenue loss or expenditure increase due to COVID-19 health crisis and a budget for use of the disbursed funds. The Grant may be used to cover costs incurred from: personal protective equipment (PPE), redesign of operational structure such as social distancing requirements and including website, ecommerce, or other digital forms of communicating to customers or clients, payroll or other operating expenses, rent or mortgage payments, teleworking, or debt incurred as a result of COVID-19 disruption, or loss revenue based on Forward Virginia guidelines. Grant may NOT be used to become current on local taxes.
5. Ineligible businesses include franchises not based in Fluvanna County, Virginia banks or other financial institutions, and non-profit entities (except private schools as set forth in 1 above).
6. Criteria:
 - a. Examples include: showing a 2019 profit/loss and showing how 2020 profit/loss is different.
 - b. Future costs must have an estimate/budget of costs to be completed by September 15, 2020. Items not completed by September 15 must be repaid to Fluvanna County.

EXHIBIT A – CONTINUED**FROM NON-PROFIT GRANTS AND THE FROM NON-PROFIT GRANT ALLOCATION****SPECIFIC REQUIREMENTS**

1. General: Grants for organizations designated a 501(c)3, 501(c)4, or 501(c)6 that are based in Fluvanna County, Virginia, operational as of March 27, 2020, (does not require a physical location; can be a home-based business) and engaged in lawful activities.
2. Organization must show an increase in costs due to COVID-19 health emergency, provide an IRS Tax Exemption Determination Letter, and a budget for use of the disbursed funds.
3. Amount of Grant:
 - a. Organizations providing Community Needs, up to \$15,000;
 - b. Other “nonprofit” organizations \$5,000.
 - c. Community Needs are defined to include providing food, childcare, other household needs (clothing or other items) on an ongoing basis during the health crisis. Community needs must be conducted on an ongoing basis during the COVID-19 health crisis to be eligible.
4. Priority for grant disbursement is as follows with the first listed as highest and last listed as lowest:
 - a. provided food for community
 - b. provided childcare for community
 - c. provided other household needs for community (clothing or other items)
 - d. did not provide community needs.
5. Paycheck Protection Program (PPP) funding does not disqualify a business, but will serve as tiebreaker. However, funds cannot be requested for the same use.
6. Religious organizations are eligible, but must meet requirements and requirements of applicable law including without limitation the CARES Act requirements and will be awarded a grant in accordance with priority as defined.
7. The Grant may be used to cover costs incurred from: personal protective equipment (PPE), redesign of operational structure such as social distancing requirements and including website, ecommerce, or other digital forms of communicating to customers or clients, payroll or other operating expenses, rent or mortgage payments, teleworking, or debt incurred as a result of COVID-19 disruption, or loss revenue based on Forward Virginia guidelines.
8. Ineligible businesses include for-profit entities and private schools.

EXHIBIT A - CONTINUED

FROM NON-PROFIT GRANTS AND THE FROM NON-PROFIT GRANT ALLOCATION

SPECIFIC REQUIREMENTS

1. General: Grants for organizations designated a 501(c)(3), 501(c)(4), or 501(c)(6) that are based in Prince George's County, Virginia, operational as of March 27, 2020, (does not require a physical location; can be a home-based business) and engaged in health-related activities.
2. Organization must show an increase in costs due to COVID-19 health emergency; provide an IRS Tax Exemption Determination Letter, and a budget for use of the dispersed funds.
3. Amount of Grant
 - a. Organizations providing Community Needs, up to \$15,000.
 - b. Other nonprofit organizations \$2,000.
4. Community needs are limited to include providing food, childcare, other household needs (clothing or other items) in an ongoing basis during the health crisis. Community needs must be conducted on an ongoing basis during the COVID-19 health crisis to be eligible.
5. Priority for grant distribution is as follows with the first listed as highest and last listed as lowest:
 - a. provided food for community
 - b. provided childcare for community
 - c. provided other household needs for community (clothing or other items)
 - d. did not provide community needs
6. Paycheck Protection Program (PPP) funding does not disqualify a business, but will serve as a priority. However, funds cannot be registered for the same use.
7. Religious organizations are eligible, but must meet requirements and requirements of applicable law including without limitation the CARES Act requirements and will be awarded a grant in accordance with priority as defined.
8. The grant may be used to cover costs incurred from: personal protective equipment (PPE), testing of operational structure such as social distancing requirements and including website, economic or other digital forms of communication to customers or clients, payroll or other operating expenses, rent or mortgage payments, the working or that incurred as a result of COVID-19 disruption or loss revenue based on Federal Virginia guidelines.
9. Eligible businesses include for-profit entities and private schools.

Agreement and Memorandum of Understanding
Between the Economic Development Authority of Fluvanna County and the Community
Investment Collaborative
For Funds for Recovery and Operations Management Fluvanna Small Business Grants for
For-Profit and Non-Profit Fluvanna Businesses

This Agreement and Memorandum of Understanding (the "Contract") is made and effective on the _____ day of _____, 2020, by and between the Economic Development Authority of Fluvanna County, hereinafter "the EDA" and the Community Investment Collaborative, hereinafter "the CIC," a Virginia non-stock corporation IRS 501(c)(3) approved for tax-exempt status by the Internal Revenue Service on June 21, 2012.

Recitations:

WHEREAS, (i) the CIC mission is to strengthen the community and contribute to economic development by fueling the success of under-resourced entrepreneurs through education, mentoring, financing and networking; and (ii) the CIC is a non-sectarian charitable association that provides services to residents of Fluvanna County; and

WHEREAS, on June 17, 2020, the Fluvanna County Board of Supervisors approved the allocation of \$350,000 (the "FROM For-Profit Grant Allocation") out of the \$2.379 million of the CARES Act funding the County received to be used for the Funds for Recovery and Operations Management ("FROM") Fluvanna Small Business Grants for for-profits (the "For-Profit Grants") in response to the COVID-19 disruption; and

WHEREAS, on July 1, 2020, the County Board of Supervisors approved the allocation of \$100,000 (the "FROM Non-Profit Grant Allocation") out of the \$2.379 million of the CARES Act funding the County received to be used for the Funds for Recovery and Operations Management ("FROM") Fluvanna Small Business Grants for non-profits (the "Non-Profit Grants") in response to the COVID-19 disruption. The For-Profit Grants and the Non-Profit Grants are referred to herein collectively as the "Grants"; and

WHEREAS, the EDA is uniquely qualified understand the economic impact of the COVID-19 pandemic on small businesses within Fluvanna County; and

WHEREAS, on August 5, 2020, the Fluvanna County Board of Supervisors approved a Memorandum of Agreement with the EDA relating to administration of the Grants, an executed copy of which is attached hereto as Exhibit 1 (the "MOA"); and

WHEREAS, on August 5, 2020, the Fluvanna County Board of Supervisors resolved that the FROM For-Profit Grant Allocation in the amount of \$350,000 authorized on June 17th, 2020, to be spent from the Federal Cares Coronavirus Relief Funds for the CARES Act Business Disruption Grant in 2020-2021 budget of the County for For-Profit Grants be allocated to the EDA for purposes consistent with the MOA and to be administered by the EDA in all respects consistent with the MOA; and

Exhibit B to MOA

WHEREAS, on August 5, 2020, the Fluvanna County Board of Supervisors resolved that the FROM Non-Profit Grant Allocation in the amount of \$100,000 authorized on July 1, 2020, to be spent from the Federal Cares Coronavirus Relief Funds for the CARES Act Business Disruption Grant in 2020-2021 budget of the County for Non-Profit Grants be allocated to the EDA for purposes consistent with the MOA and to be administered by the EDA in all respects consistent with the MOA and the exhibits to the MOA; and

WHEREAS, the FROM For-Profit Grant Allocation in the amount of \$350,000 and the FROM Non-Profit Grant Allocation in the amount of \$100,000.00 authorized to be spent from the Federal Cares Coronavirus Relief Funds for the CARES Act Business Disruption Grant in the 2020-2021 budget of the County are to be provided to the EDA and administered by the EDA in coordination with CIC as set forth in the MOA; and

WHEREAS, the disaster and state of emergency caused by the COVID-19 pandemic has already impacted local businesses dramatically and is likely to have long-term adverse effects on the local economy;

WHEREAS, the EDA believes that the CIC's mission and operations are well-established and appropriately situated to advance and promote economic recovery in Fluvanna County and the surrounding localities and finds it in the best interests of the County to enter into this Contract for CIC to help administer the Grants;

WHEREAS, the County and the CIC wish to set forth the terms and eligibility requirements for the respective Grants; and

WHEREAS, the County and CIC also wish to clarify the purposes and uses of the FROM For-Profit Grant Allocation and the FROM Non-Profit Grant Allocation and other requirements of the Grants, the relationship of the parties and the CONTRACT;

Therefore, for mutual consideration the sufficiency of which is acknowledged, the parties agree as follows:

I. PURPOSE AND BACKGROUND

The foregoing recitations are incorporated herein by reference as a material part of this Contract. The EDA desires for the CIC to administer the Grants on the terms and conditions and subject to the eligibility requirements set forth in this Contract. The eligibility requirements for the Grants are set out in Exhibit A to the MOA (the MOA being Exhibit 1 hereto). This Contract recognizes the mutual benefit of working together to enhance entrepreneurial opportunities by setting forth the responsibilities of the concerned parties, and clarifying work to be performed by both the CIC and the EDA staff.

II. ROLES AND RESPONSIBILITIES

CIC agrees to administer the FROM For-Profit Grant Allocation and the FROM Non-Profit Grant Allocation funds in accordance with this Contract and for use in making Grants on the terms and

conditions and subject to the eligibility requirements set forth in this Contract. CIC will continue to operate in a manner that maintains its non-profit tax-exempt status and its good standing as a Virginia non-profit corporation; and allows receipt of County appropriations under Virginia Code Section 15.2-953(A). CIC agrees to provide copies of Articles of Incorporation, or any other documents relating to the status of CIC to the County as requested from time to time.

GENERAL REQUIREMENTS: In administering the Grants under this Contract, CIC agrees to:

1. Consider all Fluvanna applicants for a Grant through the review process established by CIC;
2. Ensure the eligibility requirements meeting CARES Act legislation;
3. Develop a grant application checklist;
4. Develop grant applications for businesses to complete and submit for consideration;
5. Develop an approval process including an application approval committee to include application review, grant approval team management and notice of award;
6. Create a web site for applications, information and frequently asked questions;
7. Develop and distribute marketing materials of the grant program;
8. Provide individual assistance to applicants during the application process;
9. Develop a Grant Agreement between awarded businesses and the EDA;
10. Receive County funding from the EDA to hold and distribute to awarded businesses or to return to the County as may be required hereunder;
11. Conform all its activities to those requirements set out in this Contract, and the MOA, and specifically to Exhibit A to the MOA;
12. Receive and review receipts and other documentation for compliance;
13. Perform a close-out process and document for each grant;
14. Provide at minimum weekly reports back to the EDA;
15. Coordinate on administrative matters with the EDA;
16. Administer all the Grant funds and any additional grant funds received from Fluvanna County or the EDA as a restricted fund for the express purpose of issuing and administering the For-Profit Grants and the Non-Profit Grants, respectively, as described herein and on the specific terms and conditions required by this Contract;
17. CIC will maintain fiscal records in accordance with GAAP (generally accepted accounting principles);
18. Conform all activities relating to the Grants to that Fluvanna County Board of Supervisors Resolution dated August 5, 2020 entitled "Resolution to Authorize EDA to Administer Previously Allocated Grant Funds for the CARES Act Business Disruption Grant from the Federal Government Coronavirus Relief Funds" (the "Resolution");
19. Keep the EDA informed of all Grant related matters;
20. Prepare a final report and accounting to the EDA and the County of Fluvanna; and
21. Conform its activities to the requirements of the **Recovery Grants Administration**, attached hereto as **Exhibit 2**.

SPECIFIC REQUIREMENTS: CIC will administer the Grants based on the terms contained in this Contract and the exhibits hereto. The FROM For-Profit Grant Allocation funds shall be used for Grants made consistent with the general requirements for all Grants and the Specific Requirements for For-Profit Grants. The FROM Non-Profit Grant Allocation funds shall be used for Grants made consistent with the general requirements for all Grants and the Specific

Requirements for Non-Profit Grants. Exhibit 1 and Exhibit 2 are incorporated herein in their entirety as material parts hereof. Where Exhibit 1 and 2 conflict, Exhibit 1 shall control.

EDA Responsibilities:

1. See requirements of Exhibit 2.
2. Attend CIC meetings as needed.
3. Finance: As appropriated by the Board of Supervisors of Fluvanna County, disburse Grant funds directly to CIC relating to this Contract from time to time as received by the EDA. Any additional Grant funds received by CIC pursuant to this Contract will be administered as either For-Profit Grants or Non-Profit Grants as specified by the EDA.

III. ADMINISTRATION FEE: CIC may charge a fee in arrears of no more than three-percent (3%) of the Grants actually awarded for their administration services consistent with Option 1 set out in Exhibit B hereto. Proper invoices will be paid within forty-five (45) days.

IV. BILLING PROCESS:

1. All invoices will be sent directly to:
Director of Finance
County of Fluvanna
132 Main Street
PO Box 540
Palmyra VA 22963
2. Payment is due to CIC 45 days after invoice date and are governed by Virginia Code 2.2-4352.

V. ENDORSEMENTS:

Activities under this Contract may commence upon signature. The initial term of this Contract shall expire on December 30, 2020, but may be extended by mutual agreement of the parties.

VI. GENERAL TERMS:

1. For purposes of these general terms CIC is a "Contractor".
2. **DISCRIMINATION PROHIBITED:** Pursuant to Virginia Code § 2.2-4310, the County of Fluvanna (the "County") does not discriminate against person(s) because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, status as a service-disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. The Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Procurement Act: a. During the performance of any Contract, the Contractor agrees as follows: the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, 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 the 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. The Contractor, in all Solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer. 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 2. The Contractor shall include the provisions of paragraph (a) above in every subcontract or purchase over \$10,000.00 so that the provisions will be binding upon each subcontractor.

3. VIRGINIA FREEDOM OF INFORMATION ACT: As provided under Virginia Code § 2.2-4342, all proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act of Virginia Code §§ 2.2-3700 et seq., except as permitted by applicable law.
4. CONFLICT OF INTEREST: CIC certifies by signing any Contract with the EDA that no conflict of interest exists between CIC, and County or the EDA that interferes with fair competition and no conflict of interest exists between CIC and any other person or organization that constitutes a conflict of interest with respect to the Contract with the EDA.
5. APPLICABLE LAW AND COURTS: This Contract and its terms, including, but not limited to, the parties' obligations under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply. The Contractor shall comply with applicable federal, State and local laws, ordinances, rules and regulations in performance of the Contract.
6. INDEPENDENT CONTRACTOR: The Contractor and any agents, or employees of the Contractor, in the performance of any Contract shall act as an independent contractor and not as officers, employees or agents of the EDA or the County.
7. INSURANCE: The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance as they apply: Automobile \$500,000 Liability Medical Payment Comprehensive Collision Public Liability; \$1,000,000 Professional Liability; \$1,000,000 Excess Liability; \$2,000,000 Aggregate Over Above Policy Limits (Excluding Professional Liability); and Worker's Compensation Amount required by Virginia law. In addition, the Contractor shall require, and shall include in every subcontract, that any subcontractor providing any goods or services related to such Contract obtain, and continue to maintain for the duration of the work, workers' compensation coverage in the amount required by Virginia law.
8. SEVERABILITY: If any term, covenant or provision of this Contract shall be held to be invalid, illegal or unenforceable in any respect, this Contract shall remain in effect and be construed without regard to such provision.
9. TITLES: The titles and section headings in this Contract are inserted solely for convenience and are not to be construed as a limitation on the scope of the provisions to which they refer.

10. ATTORNEYS' FEES: In the event of a dispute between the EDA and CIC under this Contract which cannot be amicably resolved, in addition to all other remedies, the party substantially prevailing in any litigation shall be entitled to recover its reasonable expenses, including, but not limited to, reasonable attorneys' fees.
11. NO WAIVER: Neither any payment for, nor acceptance of, the whole or any part of the services by the County or the EDA, nor any extension of time, shall operate as a waiver of any provision of this Contract, nor of any power herein reserved to the EDA, or any right to damages herein provided, nor shall any waiver of any breach of the Contract be held to be a waiver of any other or subsequent breach. Failure of the EDA to require compliance with any term or condition of this Contract shall not be deemed a waiver of such term or condition or a waiver of the subsequent enforcement thereof.
12. NO FINANCE CHARGES: No finance charges shall be paid by the EDA or the County.
13. SUBCONTRACTORS: Pursuant to Virginia Code § 2.2-4354, in the event that any subcontractors are used by CIC in connection with the work, CIC shall:
 - a. Within seven (7) days after receipt of amounts paid to the Contractor for work performed by a subcontractor, either: i. Pay the subcontractor for the proportionate share of the total payment received attributable to the work performed by the subcontractor under any contract; or ii. Notify the EDA and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
 - b. Contractor shall require each subcontractor to provide either (i) for an individual, their social security numbers, or (ii) for proprietorships, partnerships, and corporations to provide their federal employer identification numbers.
 - c. The Contractor shall pay interest to any subcontractor on all amounts owed by CIC that remain unpaid after seven days following receipt by CIC of payment from the County or EDA for work performed by the subcontractor under this CONTRACT, except for amounts withheld as allowed in subdivision (a)(ii) above. Unless otherwise provided under the terms of any Contract, interest shall accrue at the rate of one percent (1%) per month.
 - d. CIC shall include in each of its subcontracts under any Contract a provision requiring each subcontractor to include or otherwise be subject to the above payment and interest requirements (a), (b) and (c) with respect to each lower tier subcontractor.
 - e. CIC's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this Section 13 shall not be construed to be an obligation of the County or EDA. No Contract modification may be made for the purpose of providing reimbursement for such interest charge. No cost reimbursement claim may include any amount for reimbursement for such interest charge.
14. NO ASSIGNMENT BY CIC: CIC may not assign this contract without the express written consent of the EDA and the County, which may be granted or withheld in the EDA's or the County's sole discretion.
15. AMENDMENT: This CONTRACT can be modified only by a written agreement signed by a duly authorized agent of each party.
16. INDEMNIFICATION: Contractor agrees to indemnify, keep and save harmless the EDA and the County, its officers, agents, officials, employees and volunteers against any and all claims, claims of injuries, death, damage to property, patent claims, suits, liabilities,

judgments, losses, costs and expenses, including but not limited to costs of investigation, all reasonable attorneys' fees (whether or not litigation results), and the cost of any appeal, occurring or arising in connection with CIC's, its agents', subcontractors', employees', or volunteers' negligence or wrongful acts or omissions in connection with its performance of this Contract. The Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the EDA or the County in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Nothing contained in this Contract shall be deemed to be a waiver of the EDA's or the County's sovereign immunity.

17. DRUG-FREE WORKPLACE: Pursuant to Virginia Code § 2.2-4312, in every Contract over \$10,000.00 the following provisions apply: During the performance of any Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) 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; (iii) state in all Solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this Section, "drug-free workplace" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with applicable law, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.
18. DEFAULT AND TERMINATION: In addition to all other remedies at law or in equity, in the event of a default by CIC, the County may direct the Grant funds be returned to the County immediately. In no way is this Section 18 intended to limit the EDA's or the County's rights or remedies in the event of a default by CIC or termination of this Contract and any rights the County may have over the Grant funds and use thereof. CIC shall be in default under this Contract for any failure to adhere to the requirements, terms and provisions of this Contract. The EDA shall have the right to terminate this Contract in the event of a default by CIC.
19. COMPLIANCE WITH IMMIGRATION LAW: Pursuant to Virginia Code § 2.2- 4311.1, in every Contract the following provision applies: The Contractor does not, and shall not during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
20. CLAIMS PROCEDURE: If applicable, the procedure for consideration by the County of contractual claims for any Contract shall be that set forth in Virginia Code § 15.2-1243, et seq.
21. NOTICES: All written notices required or permitted under any Solicitation, Bid or Contract shall be deemed sufficient if delivered in person to the County Purchasing Agent or Bidder/Contractor, as applicable, or sent by first class mail to the County or Bidder/Contractor at the addresses set forth in the Solicitation, Bid or Contract or at such other address as a party may designate from time to time by notice given in accordance

with the terms of this Section 21; except that where a Solicitation, Bid or Contract expressly requires notice to a specific individual or at a specific location, such shall control. Such notices are deemed received when actually delivered to the party or its representative or agent if hand delivered, or one (1) business day after deposited into the United States mail, if mailed. Bryan Rothamel, Fluvanna County Economic Development Authority Coordinator and the Chair of the EDA should both be provided any required notice under this Contract at 132 Main Street, Palmyra, VA 22963.

Witness the following duly authorized signatures and seals:

For Economic Development Authority of Fluvanna County:

By: _____
Print Name: _____ DATE _____
Print Title: _____

For Community Investment Collaborative:

By: _____
Stephen Davis, President DATE _____

Exhibit 1

[INSERT HERE

MEMORANDUM OF AGREEMENT

**Between Fluvanna County and the Economic Development Authority of
Fluvanna County and Exhibit A thereto]**

Exhibit 2

Exhibit 2
Recovery Grants Administration

MEMORANDUM OF AGREEMENT

Between Fluvanna County and the Economic Development Authority of
Fluvanna County and Exhibit A thereto



Recovery Grants Administration

CIC will work with Fluvanna County to implement a grant application process that mirrors its recovery loan applications. Fluvanna County will set the overall goals of the program and primary criteria for receiving the grants. CIC will:

- Assign 1-2 staff members to assist in the administration of the grant program including setup of application on online portal, providing assistance to applicants in submitting materials, establishing scoring and review system for applicants.
- Setup calendars for application period between July 15 and September 15, or as set by agreement with Fluvanna County.
 - 2-3 week application period
 - 1-2 week review period
 - 1 week to disburse grants
- Disburse grants to businesses awarded either and comply with all applicable tax and government reporting requirements. This includes flexibility to disburse grants via ACH or by check.
- Setup our online portal to collect reports from grantees 6 months and 1 year following the grant disbursement.
- Options: CIC completes review and scoring of applications (Option 1), CIC scores with assistance of Fluvanna staff (Option 1), or Fluvanna's staff scores applications (Option 2)

Assumptions:

- 3-5 application periods
- \$2 million in grants with as many as 120 individual grants to businesses
- 300-400 applications across the application periods.

Cost:

<u>Option</u>	<u>Cost</u>
Option 1 - CIC administers process with support from Fluvanna staff as described above	3% of grants (\$10,500 for \$350,000)
Option 2 - CIC sets up portal, disburses grants, provides process support to Fluvanna staff but CIC does <u>not</u> review or score applications	2% of grants (\$7,000 for \$350,000)

CIC Background

The Community Investment Collaborative (CIC) launched in 2012 with the purpose of helping under-resourced entrepreneurs start and grow small businesses. It's core program is a 16 week entrepreneur workshop of which graduates are eligible to participate in its mentoring program, receiving ongoing technical assistance, networking and market access opportunities. It also offers microloans of up to \$35,000 to businesses that have trouble accessing traditional sources of credit. Since 2012:

- 397 entrepreneurs have completed the 16 week program
- Prior to March, 2020: 75 business owners had borrowed over \$870,000 in microloans. CIC's has had a lifetime loss rate of 1.6% on those loans. We hope, but don't anticipate that rate to hold post pandemic.

General Loan Fund:

- Must be a graduate of our workshop OR have been in business for 6 months to apply for a loan
- Application, business plan with prior financials and cash flow projections are required
- CIC's Board of Directors appoints a loan review committee made up of 2 bankers, 2 serial entrepreneurs and a community representative to underwrite the loans.
- Terms range from 1 - 5 years
- Interest rates range from 6.75% to 9.75%. Lower rates to those who complete our workshop or bring qualified co-signers. Closing fees average \$200, lower for very small loans.
- Personal guarantees required on all loans, which means all payment history reported to credit bureaus.
- Security is taken against the business through UCC Filings either as general lien or specific to business assets.

COVID19 Pandemic Recovery Loans

- CIC has setup and is administering recovery loan funds for the City of Charlottesville, Albemarle County and Fluvanna County. We have also secured private investment from a funder for recovery loans.
- Recovery loans are either up to \$5,000 (Fluvanna) or \$10,000 (Charlottesville/Albemarle).

Business Grantmaking

- CIC has partnered with the City of Charlottesville over the years to make over \$100,000 in small grants. We disburse the grants as part of the City's Accelerating Charlottesville Entrepreneur Programs (ACE). The City had primary decision making ability related to the grants.
- CIC has partnered with the Charlottesville Area Community Foundation (CACF) to help make over \$270,000 in grants to businesses through the Heal Charlottesville Fund after the events of August 12, 2020. CACF had primary decision making ability related to the grants.

Sources of Loan Funds (general and recovery funds)

- City of Charlottesville - \$375,000 including \$150,000 for recovery related loans
- Albemarle county - \$230,000 including \$200,000 for recovery related loans
- Fluvanna County - \$45,000 including \$35,000 for recovery related loans
- U.S. Department of Agriculture - \$181,000 across several grants
- Private donors - \$325,000 including \$300,000 for recovery related loans
- Charlottesville Area Community Foundation - \$25,000

RESOLUTION TO AUTHORIZE EDA TO ADMINISTER PREVIOUSLY ALLOCATED GRANT FUNDS FOR THE CARES ACT BUSINESS DISRUPTION GRANT FROM THE FEDERAL GOVERNMENT CORONAVIRUS RELIEF FUNDS

WHEREAS, Congress passed and the President signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020; and

WHEREAS, the Commonwealth of Virginia received funding based on population and each locality's allocation will be based on the proportion that the locality's population represents of the statewide total population; and

WHEREAS, the funds will be used for qualifying expenditures incurred during the period that begins on March 1, 2020 and ends on December 30, 2020; and

WHEREAS, the Board of Supervisors approved the Memorandum of Agreement (the "MOA") with the Economic Development Authority of Fluvanna County for the CARES Act Business Disruption Grants – the For-Profit Grants and the Non-Profit Grants defined below; and

WHEREAS, on June 17, 2020, the County Board of Supervisors approved the allocation of \$350,000 (the "FROM For-Profit Grant Allocation") out of the \$2.379 million of the CARES Act funding the County received to be used for the Funds for Recovery and Operations Management ("FROM") Fluvanna Small Business Grants for for-profits (the "For-Profit Grants") in response to the COVID-19 disruption, with grant requirements as set out in Exhibit A to the MOA; and

WHEREAS, on July 1, 2020, the County Board of Supervisors approved the allocation of \$100,000 (the "FROM Non-Profit Grant Allocation") out of the \$2.379 million of the CARES Act funding the County received to be used for the Funds for Recovery and Operations Management ("FROM") Fluvanna Small Business Grants for non-profits (the "Non-Profit Grants") in response to the COVID-19 disruption, with grant requirements as set out in Exhibit A to the MOA. The For-Profit Grants and the Non-Profit Grants are referred to herein collectively as the "Grants"; and

WHEREAS, the EDA is uniquely qualified to understand the economic impact of the COVID-19 pandemic on small businesses within Fluvanna County; and

WHEREAS, the FROM For-Profit Grant Allocation in the amount of \$350,000 and the FROM Non-Profit Grant Allocation in the amount of \$100,000.00 authorized to be spent from the Federal Cares Coronavirus Relief Funds for the CARES Act Business Disruption Grant in the 2020-2021 budget of the County are to be provided to the EDA and administered by the EDA in coordination with CIC as set forth in the MOA.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Supervisors of the County of Fluvanna, Virginia that FROM For-Profit Grant Allocation in the amount of \$350,000 authorized on June 17th, 2020, to be spent from the Federal Cares Coronavirus Relief Funds for the CARES Act Business Disruption Grant in the 2020-2021 budget of the County for For-Profit Grants be allocated to the EDA

for purposes consistent with the MOA and to be administered by the EDA in all respects consistent with the MOA.

BE IT FURTHER RESOLVED that the FROM Non-Profit Grant Allocation in the amount of \$100,000 authorized on July 1, 2020, to be spent from the Federal Cares Coronavirus Relief Funds for the CARES Act Business Disruption Grant in the 2020-2021 budget of the County for Non-Profit Grants be allocated to the EDA for purposes consistent with the MOA and to be administered by the EDA in all respects consistent with the MOA and the exhibits to the MOA.

BE IT FURTHER RESOLVED that the County Administrator of the County of Fluvanna, Virginia is authorized to make the appropriate accounting adjustments and transfers in the budget and to do all things necessary to give this resolution effect.

THE FOREGOING WAS ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 5th day of August, 2020, by the following vote:

SUPERVISORS	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District						
Patricia B. Eager, Palmyra District						
Anthony P. O'Brien, Rivanna District						
John M. Sheridan, Columbia District						
Donald W. Weaver, Cunningham District						

Attest: _____
 John M. Sheridan, Chair Board of Supervisors

APPROVED AS TO FORM:

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB C

	August 5, 2020				
AGENDA TITLE:	Hand Sanitizer Purchase				
MOTION(s):	I move the Board of Supervisors to approve \$1,000 from the Fluvanna CARES Act appropriation, in partnership with the Economic Development Authority of Fluvanna County to assist in the purchase of 20 hand sanitizer dispensers and sanitizer for businesses from Fluvanna County.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Bryan Rothamel, Economic Development Coordinator				
PRESENTER(S):	Bryan Rothamel, Economic Development Coordinator Austin Katstra, Economic Development & Planning Intern				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • Consumer confidence is important in restarting the economy. The Economic Development Authority wanted to have an immediate impact on the Fluvanna economy. The EDA approved purchasing 10 dispensers and liquid. • Personal hygiene is essential to provide a safe consumer climate for both the consumer and employees during the COVID-19 pandemic. • A Google form was sent to local businesses who would be interested in receiving a dispenser; 26 businesses responded in 26 hours, making the response far greater than imagined. • The Economic Development Authority has limited funds and committed a sizeable portion to this and other projects. • The EDA requests the BOS to consider partnering with the EDA to provide enough hand sanitizing stations and sanitizer to fulfill up to an additional 20 stations. 				
FISCAL IMPACT:	\$1,000				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	06/29/2020	The Economic Development Authority approved spending up to \$500.00 to provide 10 businesses in Fluvanna County with hand sanitizer dispensers.			
	7/13/2020	The Economic Development Authority approved requesting the Board of Supervisors partner for an additional 20 dispensers.			

ENCLOSURES:	<ul style="list-style-type: none">- Memo from Chris Putnam, Chair of the EDA of Fluvanna County- Presentation				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



**Economic Development Authority
of Fluvanna County, Virginia**

**P. O. Box 546
Palmyra, Virginia 22963**

July 14, 2020

Members of the Board of Supervisors,

At the June 29th meeting of the Economic Development Authority of Fluvanna County (EDA), it was decided to spend up to \$500.00 to provide 10 businesses in Fluvanna County with hand sanitizer stations. This was to aid in the recovery of businesses from the economic impact of the Covid Pandemic and encourage businesses to reopen.

When we opened up for responses from local businesses the response was far greater than we had imagined. Instead of 10 businesses, we received responses from 26 businesses in 24 hours, before we closed requests. It seems that the need was far greater than we had imagined.

The Economic Development Authority has limited funds, and we have committed a sizable portion of our resources to this and other projects. We ask the Board to consider partnering with the EDA on providing enough sanitizing stations and sanitizer to fulfill up to an additional 20 stations. We are asking for the Board to provide \$1,000 to assist in this endeavor.

Curtis Putnam,
Chair, Economic Development Authority of Fluvanna County.

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB D

MEETING DATE:	August 5, 2020				
AGENDA TITLE:	Fire & Rescue Fleet Study				
MOTION(s):	I move the Board of Supervisors approve a budget transfer from the BOS Contingency Budget, into the Emergency Management Budget, not to exceed \$1,500.00 for the county wide Fire and Rescue Fleet study by the Virginia Fire Chief's Association.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Eric Dahl, County Administrator and Debbie Smith, Emergency Management Coordinator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	N/A				
DISCUSSION:	<ul style="list-style-type: none"> • During the FY21 budget, the Board of Supervisors requested to have an outside agency review of the County's Fire and Rescue fleet. • We reached out to Virginia Department of Fire Programs and they suggested the Virginia Fire Chief's Association <ul style="list-style-type: none"> ○ Advised they are willing and able to come do the review. ○ The cost is for lodging & food for the 3 individuals. ○ The Virginia Fire Chief's Association does accept donations for their services, but is not mandatory. • The study would look at the following: <ul style="list-style-type: none"> ○ County Wide apparatus review <ul style="list-style-type: none"> ▪ Number of apparatus & type per station based on demographics & run volume/type • Provide findings & recommendations on apparatus standardization <ul style="list-style-type: none"> ○ Standardized apparatus & equipment ○ Standardized cost, type • Recommendations on apparatus acquisition & replacement cycle <ul style="list-style-type: none"> ○ Replacement based on mileage, age, etc 				
FISCAL IMPACT:	The initial fiscal impact would be the minimal food and lodging cost for those performing the study.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				

ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			X

**FLUVANNA COUNTY BOARD OF SUPERVISORS
 AGENDA ITEM STAFF REPORT**

TAB E

MEETING DATE:	August 5, 2020				
AGENDA TITLE:	Approve Advertisement for the Supplemental Appropriation of FY21 CARES Act Funding				
MOTION(s):	I move the Board of Supervisors approve the advertisement of a Public Hearing for the supplemental appropriation of CARES Act Funding for FY21				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Mary Anna Twisdale, Director of Finance				
PRESENTER(S):	Mary Anna Twisdale, Director of Finance				
RECOMMENDATION:	Approve				
TIMING:	Immediate				
DISCUSSION:	<p>Per the Code of Virginia 15.2.2507, any additional appropriation(s) which increases the total budget by more than 1% of the total expenditure budget for that fiscal year is required to be advertised for a public hearing at least seven days prior to the Board of Supervisors' approval of such appropriation; with such advertisements authorized by the County Administrator, unless the County Administrator deems such request for advertisement should require Board of Supervisors approval.</p> <p>Allocation of CRF Funds to Localities While the federal CARES Act does not require that states distribute funding to local governments with populations less than 500,000 residents, the Governor recognizes that localities are experiencing the same COVID-19 related expenses as the Commonwealth. Therefore, fifty (50) percent of the locally-based allocations will be distributed to counties and cities on or around August 2020, by the Department of Accounts (DOA) after receipt of a signed certification from the locality. This distribution will be made to the local treasurer in the same manner that Car Tax Relief Payments are made. Each locality's allocation will be based on the proportion that the locality's population represents of the statewide total population. Appendix A reflects the population used by US Treasury to allocate CRF funds to the states. This population data is the basis for determining the allocations to each locality. This table also reflects each locality's share of the current distribution based on the population data displayed. Please note that the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county. CRF funds should be considered "one time" monies and should not be used for ongoing services and/or base operations. Because the funds must be expended by December 30, 2020, localities are advised not to create services with expenses beyond that period. Any</p>				

	expenses beyond December 30, 2020, must be paid entirely by the locality from local funds. This is the second round of funding.				
FISCAL IMPACT:	<ul style="list-style-type: none"> • Fluvanna County will receive \$2,379,202 • These funds must be expended by Dec 30, 2020 and are for expenditures related to COVID19 between March 1, 2020 and Dec 30, 2020. 				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

NOTICE OF PUBLIC HEARING

On Wednesday, September 16, 2020, the Board of Supervisors (the “Board”) of Fluvanna County, Virginia (the “County”), will hold a public hearing on the proposed supplemental appropriation of FY21 CARES Act Funding in the estimated amount of \$2,379,202. These funds will be used for COVID19 related expenses incurred between March 1, 2020 and December 30, 2020.

If the Board has resumed holding its meetings “in person,” the public hearing will be conducted at 7:00 p.m. in the Circuit Courtroom, Fluvanna County Courts Building, 132 Main Street, Palmyra, Virginia, and interested persons may appear at such time and place and present their views. If the September 16, 2020 meeting of the Board is held “virtually,” as has been the Board’s practice in recent months due to the COVID-19 pandemic, instructions for participation in the public hearing will be available on the County’s website: <https://www.fluvannacounty.org/bos>. Interested persons wishing to express views on the supplemental appropriation may also submit written comments prior to the time of the hearing to the attention of Eric M. Dahl, County Administrator, 132 Main Street, Palmyra, Virginia 22963.

**Clerk, Board of Supervisors of
Fluvanna County, Virginia**

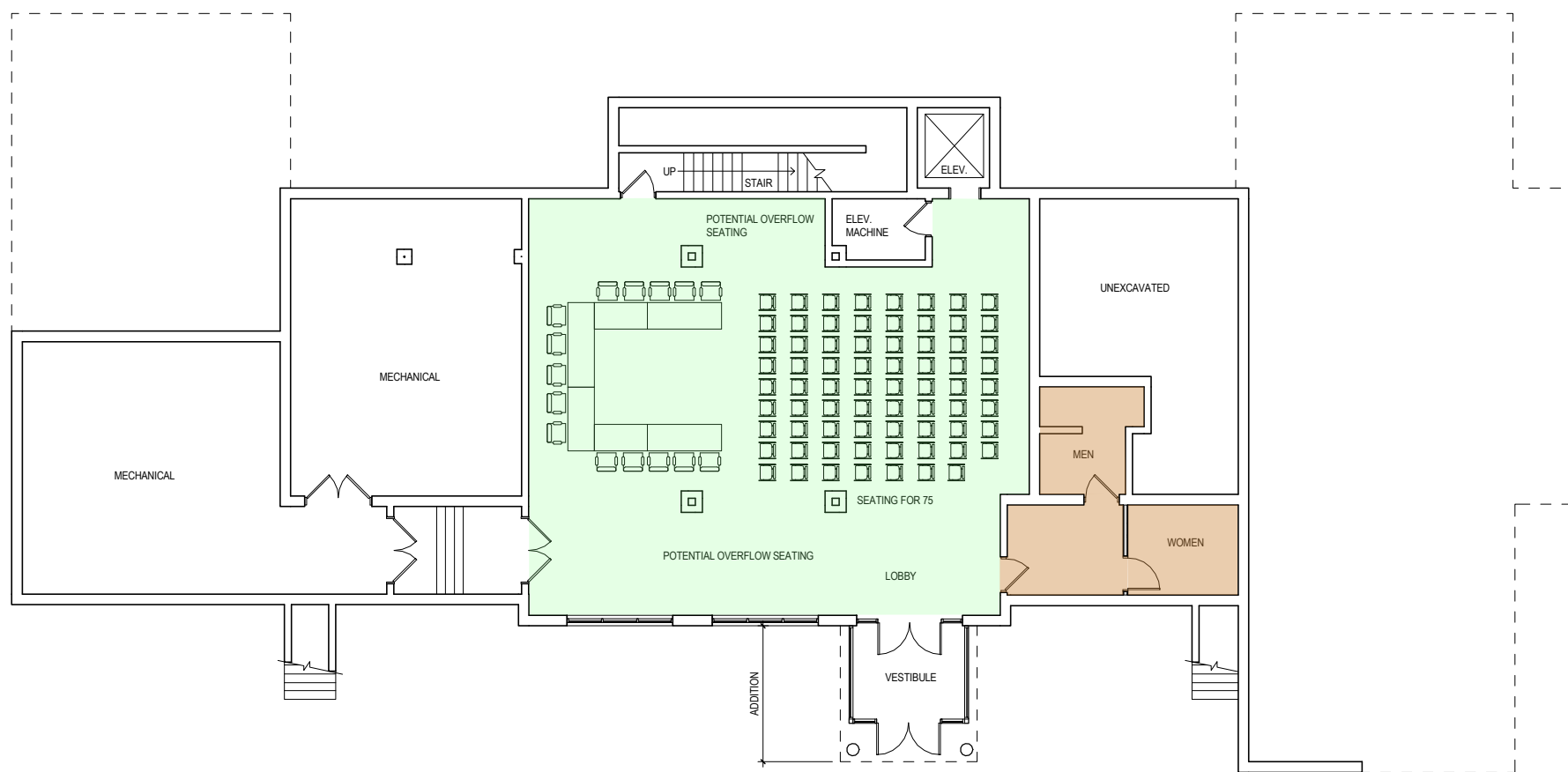
**TO BE PUBLISHED IN THE FLUVANNA REVIEW NO LATER THAN AUGUST
27th and September 3rd, 2020**

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB F

Meeting Date:	August 5, 2020				
AGENDA TITLE:	FY21 CARES Act Funding- Space Utilization Project				
MOTION(s):	<p>Motion #1: I move the Board of Supervisors approve/deny Option 1 – Renovation of the Basement of the Administration Building into a Multipurpose meeting room with a total estimated design and construction cost of \$477,000 to be provided by CARES Act Funding.</p> <p>Motion #2: I move the Board of Supervisors approve/deny Option 2 – Construction of a new Multipurpose Room Building at Pleasant Grove with a total estimated design and construction cost of \$1,300,000 to be provided by CARES Act Funding.</p>				
TIED TO STRATEGIC INITIATIVES?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Mary Anna Twisdale, Director of Finance				
PRESENTER(S):	Mary Anna Twisdale, Director of Finance Eric Dahl, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Immediate				
DISCUSSION:	<ul style="list-style-type: none"> • There is a significant need for meeting space to allow social distancing and public attendance for the Board of Supervisors, Planning Commission and other County meetings. • Currently the Courts are not available for County meetings. Due to backlogged cases and COVID issues it is unknown when or if the Courts will become available again for County meetings. • Currently the Board of Supervisors meetings are held in the Morris room which only allows for 10 people to be present due to social distancing requirements. • Option 1: Renovate the Administration Building Basement into a Multipurpose Room Scope of Work: Renovate the basement of the Administration Building into a Multipurpose meeting room to serve functions such as the Board of Supervisors Meeting. Construction will include infill of existing overhead door openings, small vestibule addition, interior finished, lighting, sound system, HVAC system and renovated toilet rooms. Estimated Cost: A/E and Construction: \$434,000-\$477,000 This cost does not include permitting, contingency and furniture 				

	<ul style="list-style-type: none"> • Option 2: New Multipurpose Building located at Pleasant Grove Scope of Work: Construction of a new freestanding Multipurpose Room Building that may be divided into three separate section with folding partition walls. Rooms include meeting rooms, toilet rooms, kitchenette, table and chair storage. Exterior overhead doors will be designed in two of the three bays to provide ventilation. The building shall be designed so the folding partitions may be retracted to make one larger space for public meetings and events. The design will include LED lighting, sound system, A/V system, HVAC and toilet facilities. The building shell shall be constructed with a pre-engineered metal or wood structure to meet the aggressive timeline for occupancy. Estimated Cost: A/E and Construction \$1,100,000-\$1,300,000 This cost does not include permitting, contingency and furniture • Use of CARES funding requires either Option 1 or Option 2 be completed and occupied prior to Dec 30, 2020. • Should the project not be completed by Dec 30, 2020, CARES funds could not be utilized to pay for any part of the renovation/construction. • Due to time constraints, staff is recommending the County pursue Option 1 – Basement Renovation. 				
FISCAL IMPACT:	CARES Act Funding, must to completed prior to December 30, 2020.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

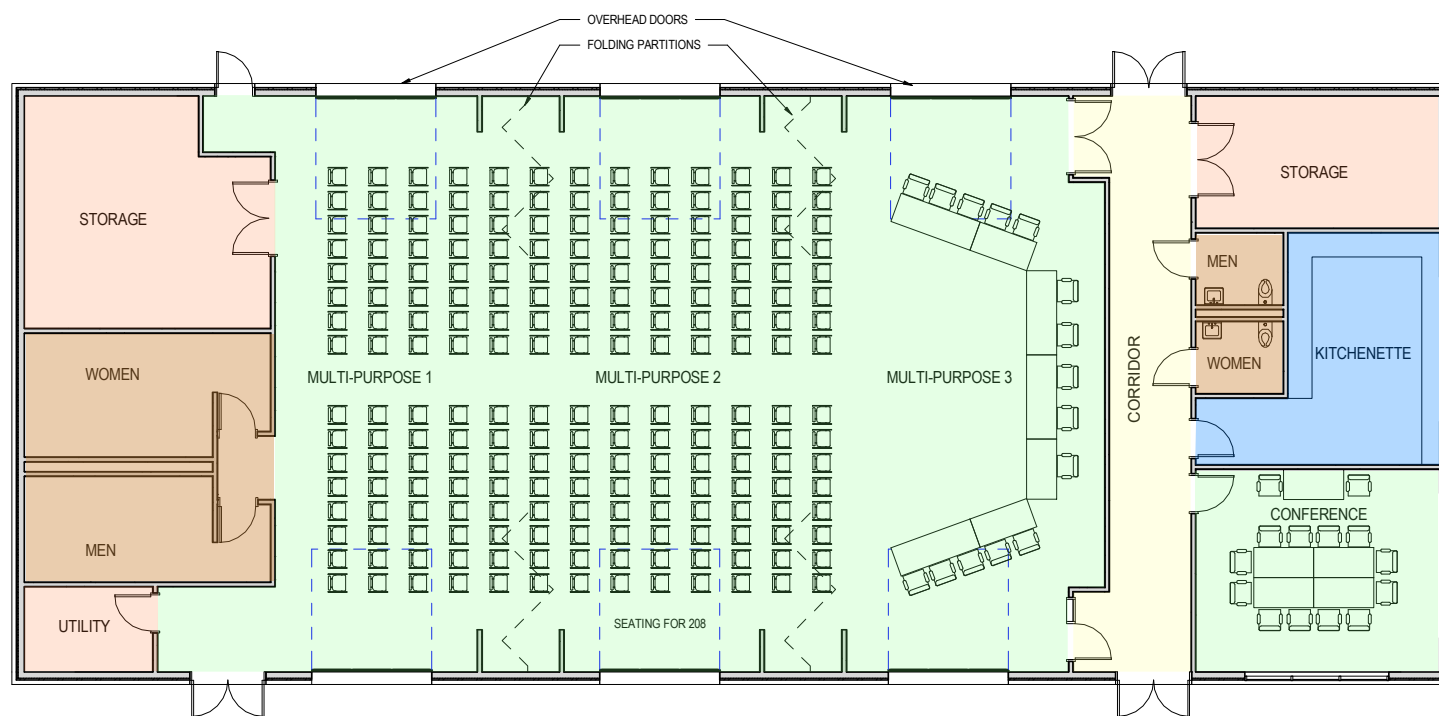


GROUND FLOOR PLAN

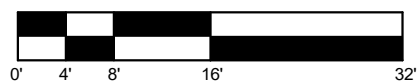


SUMMARY:
 REPURPOSES EXISTING GROUND FLOOR IN ADMINISTRATION BUILDING.
 SEATING FOR APPROXIMATELY 75 PEOPLE.
 NEW ENTRY VESTIBULE.
 NEW STOREFRONT IN EXISTING OVERHEAD DOOR OPENINGS.
 NEW FLOOR, WALL AND CEILING FINISHES.
 PRELIMINARY ESTIMATE OF PROBABLE COST = \$434,000 - \$477,000

OPTION 1



FIRST FLOOR PLAN



SUMMARY:
 NEW STAND ALONE BUILDING AND PARKING
 SEATING FOR APPROXIMATELY 208 PEOPLE.
 FLEXIBLE MULTI-PURPOSE SPACE WHICH CAN BE USED FOR
 COMMUNITY MEETINGS, COMMUNITY EVENTS, INDOOR/OUTDOOR
 FARMERS MARKET, SHOWS AND DISPLAYS.
 OVERHEAD DOOR OPENINGS ALLOW FOR INDOOR/OUTDOOR USE.
 PRELIMINARY ESTIMATE OF PROBABLE COST = \$1.1M - \$1.3M

OPTION 2



**CRABTREE ROHRBAUGH & ASSOCIATES
 ARCHITECTS**
 250 WEST MAIN ST, SUITE 200 - CHARLOTTESVILLE VA 22902
 434-975-7262
www.cra-architects.com

FLUVANNA COUNTY
 MULTI-PURPOSE BUILDING / MEETING ROOM STUDY

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

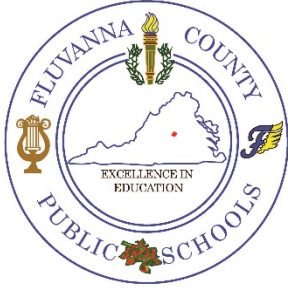
TAB G

MEETING DATE:	August 5, 2020				
AGENDA TITLE:	FY21 CARES Act Budget Transfer				
MOTION(s):	I move that the Board of Supervisors approve a budget transfer of \$15,000 from the FY21 CARES Act Contingency line to the FY21 CARES Act Emergency Supplies line.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Mary Anna Twisdale, Finance Director Liz McIver, Management Analyst				
PRESENTER(S):	Liz McIver, Management Analyst				
RECOMMENDATION:	Approval				
TIMING:	Effective Immediately				
DISCUSSION:	This transfer will cover up to \$2,500 per station for PPE and additional disinfecting. Lake Monticello Fire, Lake Monticello Rescue, Fluvanna Rescue, Palmyra Fire, Fork Union Fire and Kents Store Fire may each submit requests for reimbursement up to \$2,500 per station. The County received \$2,379,202 in CARES Act funding due to the COVID19 pandemic. These funds were allocated to the CARES Act Department Contingency Line. As funds are used or anticipated the Board will approve moving them to the associated expenditure lines within the CARES Department.				
FISCAL IMPACT:	Distribute CARES Act Funding				
POLICY IMPACT:	NA				
LEGISLATIVE HISTORY:	NA				
ENCLOSURES:	NA				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB H

MEETING DATE:	August 5, 2020				
AGENDA TITLE:	FY21 CARES Act Budget Transfer FCPS				
MOTION(s):	I move that the Board of Supervisors approve a budget transfer of \$301,017.06 from the FY21 CARES Act Contingency line to the Fluvanna County Public Schools FY21 budget.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Mary Anna Twisdale, Finance Director Liz McIver, Management Analyst Brenda Gilliam, Executive Director for Instruction and Finance				
PRESENTER(S):	Liz McIver, Management Analyst				
RECOMMENDATION:	Approval				
TIMING:	Effective Immediately				
DISCUSSION:	The Schools have requested a Supplemental Appropriation of \$301,017.06 from the CARES funds to help cover the cost of opening supplies necessary due to the current COVID19 Pandemic. The County received \$2,379,202 in CARES Act funding due to the COVID19 pandemic. These funds were allocated to the CARES Act Department Contingency Line. As funds are used or anticipated the Board will approve moving them to the associated expenditure lines within the CARES Department.				
FISCAL IMPACT:	Distribute CARES Act Funding				
POLICY IMPACT:	NA				
LEGISLATIVE HISTORY:	NA				
ENCLOSURES:	FCPS Supplemental Appropriation Request				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

**FLUVANNA COUNTY PUBLIC SCHOOLS**

14455 JAMES MADISON HIGHWAY
PALMYRA, VIRGINIA 22963

Phone: (434) 589-8208 Fax: (434) 589-2248

TO: Mary Anna Twisdale, Finance Director, Fluvanna County

FROM: Brenda Gilliam, Executive Director for Instruction and Finance

Cc: Eric Dahl, County Administrator, Fluvanna County
Chuck Winkler, Superintendent Fluvanna County Public Schools
Liz McIver, Management Analyst

DATE: July 27, 2020

RE: Supplemental Appropriation Request- CARES Act Funds

For the past several months, our administrative team has been consulting with the Virginia Department of Education, local school health officials, and our staff about the need for personal protective equipment (PPE) and other items needed to mitigate the risk associated with COVID.

Fluvanna County Public Schools is requesting a supplemental appropriation from the County's CARES Act funds to pay for the cost of opening supplies in response to the COVID pandemic. Attached is a list outlining the expenses to date.

Since we find ourselves in uncertain times, we have estimated our needs for some items and may need additional funds as we begin the new year. We will continue to apply for additional funding opportunities as they are made available.

Total Request= \$301,017.06

The Fluvanna County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, genetic information or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. Mr. Don Stribling, Executive Director for Human Resources, Operations, and Student Services, is designated as the responsible person (Compliance Officer) regarding assurances of nondiscrimination. Any complaint alleging discrimination based on a disability shall be directed to Ms. Jennifer Valentine, Director of Special Education (the Section 504 Coordinator). Both may be reached at the following address: 14455 James Madison Highway, Palmyra, VA 22963; telephone (434) 589-8208. The Fluvanna County School Board is an Equal Opportunity Employer.

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB I

MEETING DATE:	August 5, 2020				
AGENDA TITLE:	FY22 Budget Calendar				
MOTION(s):	I move the Board of Supervisors approve the FY22 Budget Calendar				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Liz McIver, Management Analyst				
PRESENTER(S):	Liz McIver, Management Analyst				
RECOMMENDATION:	I recommend approval of the motion as stated above				
TIMING:	Routine				
DISCUSSION:	<p>Described below are a few changes to the proposed FY22 Budget Calendar from the previous FY21 Budget Calendar:</p> <ul style="list-style-type: none"> • Can add an additional Work Session on March 31, 2021 if needed • The Public Hearings for the FY22 Budget and CY21 Tax Rate will be held April 14, 2021. • The Budget Adoption for the FY22 Budget and all CY21 Tax Rates will be held April 21, 2021. 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	In accordance with Fluvanna County Budget Policy, Code of Virginia 58.1-3321 and Code of Virginia 15.2-2506				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	FY22 Budget Calendar Draft				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



FY22 BUDGET CALENDAR

Proposed August 5, 2020

Holiday - Offices Closed

DAY	DATE	DESCRIPTION	TIME/LOCATION	Su	M	T	W	Th	F	Sa
Aug-2020										
Mon	Aug 3	CIP Packet Released	Finance Email							1
Wed	Aug 5	BOS Regular Meeting	4:00 pm; TBD	2	3	4	5	6	7	8
Wed	Aug 19	BOS Regular Meeting	7:00 pm; TBD	9	10	11	12	13	14	15
Mon	Aug 31	CIP Submissions Due To Finance	5:00 pm; Email Finance	16	17	18	19	20	21	22
				23	24	25	26	27	28	29
				30	31					
Sep-2020										
Wed	Sep 2	BOS Regular Meeting	4:00 pm; TBD			1	2	3	4	5
Mon	Sep 14	County Administrator's CIP Review Committee	1:00 pm; Morris Room	6	7	8	9	10	11	12
Wed	Sep 16	BOS Regular Meeting	7:00 pm; TBD	13	14	15	16	17	18	19
				20	21	22	23	24	25	26
				27	28	29	30			
Oct-2020										
Wed	Oct 7	BOS Regular Meeting	4:00 pm; TBD					1	2	3
Tues	Oct 13	Planning Commission Work Session/Meeting - CIP Review	6:00 pm; Morris Room	4	5	6	7	8	9	10
Wed	Oct 21	BOS Regular Meeting	7:00 pm; TBD	11	12	13	14	15	16	17
Fri	Oct 23	FY22 Operating Budget Kick-Off	Budget Packet Email	18	19	20	21	22	23	24
				25	26	27	28	29	30	31
Nov-2020										
Wed	Nov 4	BOS Regular Meeting	4:00 pm; TBD	1	2	3	4	5	6	7
Thurs	Nov 5	County Administrator FY22 Budget Review Meeting with CO's, DH's, Agencies	2:00 pm; Morris Room	8	9	10	11	12	13	14
Tues	Nov 10	Planning Commission Work Session/Meeting - CIP Review	6:00 pm; Morris Room	15	16	17	18	19	20	21
Wed	Nov 18	BOS Regular Meeting	7:00 pm; TBD	22	23	24	25	26	27	28
Wed	Nov 25	Operating Budgets Due to Finance (COB)	Email to Finance	29	30					
Dec-2020										
	Dec 7-11	County Administrator Oper. Budget Reviews w/ CO's, DH's, & Agencies	TBD; Morris Room			1	2	3	4	5
Wed	Dec 2	BOS Regular Meeting	4:00 pm; TBD	6	7	8	9	10	11	12
Wed	Dec 2	BOS Work Session - TBD - FCPS And County Preliminary Budget Discussion	7:00 pm; TBD	13	14	15	16	17	18	19
Tues	Dec 8	Planning Commission Meeting - CIP Public Hearing/Recommendation	6:00 pm; Morris Room	20	21	22	23	24	25	26
Wed	Dec 16	BOS Budget Work Session - Non-Profit Presentations	4:00 pm; TBD	27	28	29	30	31		
Wed	Dec 16	BOS Regular Meeting	7:00 pm; TBD							
Jan-2021										
Wed	Jan 6	BOS Regular Meeting	4:00 pm; TBD						1	2
Wed	Jan 20	BOS Budget Work Session - Non-Profit Presentations	4:00 pm; TBD	3	4	5	6	7	8	9
Wed	Jan 20	BOS Regular Meeting	7:00 pm; TBD	10	11	12	13	14	15	16
	Jan 25-29	BOS Budget Briefs	TBD; Morris Room	17	18	19	20	21	22	23
				24	25	26	27	28	29	30
				31						
Feb-2021										
Wed	Feb 3	BOS Regular Meeting	4:00 pm; TBD		1	2	3	4	5	6
		County Administrator's FY22 Budget Proposal and Revenue/Expenditure Brief	7:00 pm; TBD	7	8	9	10	11	12	13
Wed	Feb 3	School Board Work Session - Superintendent's Budget (TBD)	5:30 pm; School Board	14	15	16	17	18	19	20
Wed	Feb 10	School Board Meeting - Public Hearing and Budget Adoption (TBD)	6:30 pm; School Board	21	22	23	24	25	26	27
Wed	Feb 10	BOS Budget Work Session - Constitutional Officer Briefs	7:00 pm; Morris Room	28						
Wed	Feb 17	BOS Budget Work Session - FCPS FY22 Adopted Budget Presentation	4:00 pm; TBD							
Wed	Feb 17	BOS Regular Meeting	7:00 pm; TBD							
Wed	Feb 24	BOS Budget Work Session - County Agency Briefs - Set Max RE Tax Rate for Advertising	7:00 pm; Morris Room							
Mar-2021										
Wed	Mar 3	BOS Regular Meeting	4:00 pm; TBD		1	2	3	4	5	6
Wed	Mar 3	BOS Budget Work Session - County Department Briefs/CIP Review	7:00 pm; Morris Room	7	8	9	10	11	12	13
Wed	Mar 10	BOS Budget Work Session	7:00 pm; Morris Room	14	15	16	17	18	19	20
Wed	Mar 17	BOS Budget Work Session	4:00 pm; Morris Room	21	22	23	24	25	26	27
Wed	Mar 17	BOS Regular Meeting - Set Proposed FY22 Budget & CY21 Tax Rates for Advertising	7:00 pm; TBD	28	29	30	31			
Wed	Mar 24	BOS Budget Work Session	7:00 pm; Morris Room							
Apr-2021										
Wed	Apr 7	BOS Regular Meeting	4:00 pm; TBD					1	2	3
Wed	Apr 7	BOS Budget Work Session - TBD	7:00 pm; Morris Room	4	5	6	7	8	9	10
Wed	Apr 14	BOS Special Meeting - Public Hearings for FY22 Budget and CY21 Tax Rate	7:00 pm; TBD	11	12	13	14	15	16	17
Wed	Apr 21	BOS Regular Meeting - Adopt FY22 Budget and CY21 Tax Rate *	7:00 pm; TBD	18	19	20	21	22	23	24
Wed	Apr 28	BOS Special Meeting - TBD - Adopt FY22 Budget and CY21 Tax Rate *	7:00 pm; TBD	25	26	27	28	29	30	

* Can adopt at Regular Meeting on April 21st or hold special meeting on April 28nd to adopt

** Can add an additional meeting on March 31st if needed

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB J

MEETING DATE:	August 5, 2020					
AGENDA TITLE:	FY20 CARES Act Budget Transfer					
MOTION(s):	<p>I move that the Board of Supervisors approve a transfer of \$18,215 from FY20 CARES Act Contingency line to CARES Act lines below:</p> <ul style="list-style-type: none"> A. Contract Services \$5,110 B. Advertising \$530 C. Chemical Supplies \$3,650 D. Other Operating Supplies \$250 E. Site Improvements \$8,675 					
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):			
		X				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other	
		X				
STAFF CONTACT(S):	Mary Anna Twisdale, Finance Director Liz McIver, Management Analyst					
PRESENTER(S):	Liz McIver, Management Analyst					
RECOMMENDATION:	Approval					
TIMING:	Effective Immediately					
DISCUSSION:	<p>The County received \$2,379,202 in CARES Act funding due to the COVID19 pandemic. These funds were allocated to the CARES Act Department Contingency Line. Funds will be further disbursed to the following categories to cover the various expenses associated with responding to the COVID19 health crisis -</p> <ul style="list-style-type: none"> A. Contract Services (Telecommuting Improvement) B. Advertising (Ads for health information & additional public hearings) C. Chemical Supplies (for use by FUSD & Palmyra Sewer) D. Other Operating Supplies (Designs for Yard Signs) E. Site Improvements (Social distancing improvements, staff and public protective barriers) <p>As funds are used or anticipated the Board will approve moving them to the associated expenditure lines within the CARES Department.</p>					
FISCAL IMPACT:	Distribute CARES Act Funding					
POLICY IMPACT:	NA					

LEGISLATIVE HISTORY:	NA				
ENCLOSURES:	NA				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

**FLUVANNA COUNTY BOARD OF SUPERVISORS
BCC APPOINTMENTS STAFF REPORT**

TAB K

MEETING DATE:	August 5, 2020		
AGENDA TITLE:	Board, Commission, and Committee Appointments		
MOTION:	I move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):		
Board/Commission/Committee	Appointees	Begins Term	Ends Term
JABA Advisory Council (Fluvanna Citizen Representative)		May 1, 2020	April 30, 2021
Economic Development Authority (At-large)		August 5, 2020	June 30, 2022
Economic Development Authority (At-large)		August 5, 2020	June 30, 2023
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)		July 1, 2020	June 30, 2021
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)		July 1, 2020	June 30, 2021
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)		July 1, 2020	June 30, 2021
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)		July 1, 2020	June 30, 2021
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)		July 1, 2020	June 30, 2021
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)		July 1, 2020	June 30, 2021
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)		July 1, 2020	June 30, 2021
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)		July 1, 2020	June 30, 2021
Board of Building Code Appeals (BBCA) (At-large unexpired term beginning November 1, 2019)		August 5, 2020	October 31, 2022
Board of Building Code Appeals (BBCA) (At-large unexpired term beginning November 1, 2019)		August 5, 2020	October 31, 2022

BCC VACANCIES AND APPLICANTS				
BCC Vacancies	Applicants	Appt	District	Current BCC Appointments / Other Notes
JABA Advisory Council (Fluvanna Citizen Representative)	Nancy W. Weikert	Reappt	Cunningham	JABA Advisory Council, seeking reappointment
Economic Development Authority (At-large)	Valerie Palamountain	Appt	Cunningham	

Economic Development Authority (At-large)	Rovelle Brown	Appt	Palmyra	
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)	Carolyn Tinsley	Reappt	Columbia	CARE Task Force, seeking reappointment
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)	Darrick Mitchell	Reappt	Columbia	CARE Task Force, seeking reappointment
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)	Ed Zimmer	Reappt	Columbia	CARE Task Force, seeking reappointment
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)	Isaac Shelley	Reappt	Cunningham	CARE Task Force, seeking reappointment
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)	Melissa Kenney	Reappt	Columbia	CARE Task Force, seeking reappointment
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)	Robin Duncan	Reappt	Other	CARE Task Force, seeking reappointment
Columbia Area Renewal Effort (CARE) Task Force (Columbia-area resident, business, and/or property owner members)	Susan Shumate	Reappt	Other	CARE Task Force, seeking reappointment
Board of Building Code Appeals (BBCA) (At-large)	James Halstead Jr.	Appt	Palmyra	Fluvanna County Planning Commission 2008-2012, Chair for 2012
Board of Building Code Appeals (BBCA) (At-large)	Gary E. Osteen	Appt	Cunningham	Fluvanna County School Board CIP Committee, F.C.S.B Parental Guidance Committee
DISCUSSION:				
ENCLOSURES:	Candidate Applications			



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Nancy White Weikert		Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
Mailing Address (including City, State, & ZIP) 2 Edgewood Court, Palmyra, Va 22963		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Physical Address (if different)			
Years Lived in Fluvanna 8	Cell Phone – preferred? 434-465-4830	Home Phone – preferred? NA	Email nww32077@comcast.net
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): See Attached			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: See Attached			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Vice President of Bensalem Rotary Club: 1996-1997 Served as A Committee Chair for several Committees for the Lake Monticello Newcomers Association, including Book Group, Theater Group. 2012-2014 Member of the Lake Monticello Beautification Corps.			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I have enjoyed living in Fluvanna County and have an ongoing desire to want to make a positive contribution here.			
Applicants are considered as vacancies occur and your application will be kept on file for three years. Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963 By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.			
Applicant's Signature Nancy White Weikert (From File)		Date 7/25/2019 11:51	

PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team (FAPT)
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Advisory Council
X	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Palmyra Area Revitalization Committee (PARC)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)
	OTHER:

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Office Use Only		
Application Received On:	July 25, 2019	Application Received By: Caitlin Solis, Clerk to the Board
Acknowledgement Sent:	July 29, 2019	
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

Nancy White Weikert

Experience/ Professional Expertise/Education:

Abington Memorial Hospital School of Nursing 1956-1968 Diploma
 Arcadia College Evening Division Business Administration Courses 1980 - 1982 Credits Earned 59
 Registered Professional Nurse 1968 to present
 Registered Licensed Nursing Home Administrator 1974 to present
 1 Year Medical Nursing Abington Memorial Hospital 1968-1969
 4 Years of Long-term Care Nursing Supervisor Experience 1969-1973 Gettysburg Luthern Home
 3 Years Director of Health Services Rydal Park, a Continuing Care Retirement Community 1974-1977
 7 years CEO, Rydal Park, CCRC Budget 7 M, staff 400, residents 400, Apts, 323 Assisted Living 60, Skilled Nursing 120. 1977-1987
 2 Years CEO Beaumont at Bryn Mawr, CCRC Budget 12M Apts 150,Staff 380, Residents 350, Cottages 90, 3 Assisted 30, Skilled Nursing 30. 1987-1989
 1 Year President of The Luthern Home at Germantown Budget 13M Skilled Nursing 180, Dementia Care 46, Cottages and Apts 120 Residents 375, Staff 280, 1989-1990
 4 years Project Manager, Senior Living Services Director, Longwood at Oakmont Budget 12 M, Apts and Cottages 136, Skilled Nursing 60, Dementia Care 30, Staff 220, 1990 to 1994
 11 years Senior Vice President for Senior Living Services, Complete Healthcare Resources. Responsible for the Management and Marketing of over 20 CCRC's, Assisted Living Communities, Dementia Care Communities in the Mid Atlantic Region. Budget 29M. 1994-2005
 5 Years President Episcopal Ministry to the Aging Management Services Company. Responsible for Marketing and Management of client facilities and four CCRC's owned by EMA. 2005-2011

Current or prior service on boards/commissions/or committees:

Elected for 2 three year terms on House of Delegates, American Association of Homes and Services for The Aging on and Chaired a multiple variety of AAHSA Committees, including but not limited Finance, Marketing, Medicare, Human Resources, Emergency Planning, Government Relations.
 Elected for a 3 year term as Secretary for The Pennsylvania Association of Homes and Services for the Aging. Served on and Chaired multiple PANPHA Committees including but not limited to Government Relations, Public Relations, Finance
 Served on the Management Team for the Fluvanna County Affordable Housing Grant,
 Vice President of Fluvanna Triad Committee
 Vice President of the Fluvanna County Partnership on Aging Committee.
 Member of the Lake Monticello Home Owners Association Election Committee.



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Valerie Palamountain		Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 17 Fleetwood Drive Palmyra, VA 22963		Physical Address (if different)	
Years Lived in Fluvanna 15	Cell Phone – preferred? 4349819912	Home Phone – preferred?	Email vpalamountain@gmail.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): See attached			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: See attached			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): See attached			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I believe that giving back to the community is the responsibility of every citizen. With my background in workforce development, I am very familiar with the needs of employers, particularly the need to develop and retain qualified workers. My experience serving on the Board of Directors of the Fluvanna Chamber of Commerce and the Advisory Board for the Fluvanna Broadband Access Team has given me insights to the challenges facing the business community in a rural county. My knowledge of workforce and economic development will make me a valuable contributor to the Economic Development Authority.			
Applicants are considered as vacancies occur and your application will be kept on file for three years. Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963 By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.			
Applicant's Signature Valerie Palamountain (From file)		Date 11/12/2019	

PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
x	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team (FAPT)
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Palmyra Area Revitalization Committee (PARC)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)
	OTHER:

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Office Use Only		
Application Received On:	11/12/2019	Application Received By: Leontyne Peck
Acknowledgement Sent:	11/20/2019	
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

Valerie J. Palamountain
 APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES
 County of Fluvanna (Continued)

EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience.):

EDUCATION:

- ♣ Fulbright Specialist at the Ministry of Education and Workforce Development, Bermuda, to develop a National Workforce Development Plan, January-February, 2018.
- ♣ Fulbright Specialist at Jadavpur University, Kolkata, India, to study workplace development skills for low-skilled adults, February 2015.
- ♣ M.S. Education Administration (post-secondary education emphasis), State University of New York at Albany, NY.
- ♣ B.A. English, Music Minor, Skidmore College, Saratoga Springs, NY.
- ♣ Project Management Graduate Level courses, DeVry University, Fort Washington, PA.

PROFESSIONAL EXPERIENCE:

Dean of Workforce Services

Piedmont Virginia Community College, Charlottesville, VA

January 2005 to present

Manage division with a staff of 16 for workforce development programs, including contract training, healthcare, small unmanned aerial systems, commercial drivers license, KidsCollege enrichment programs and community education. Work with regional business and industry including the Piedmont Workforce Network Workforce Investment Board. Lead agency for the One Stop Operator Consortium, a federally funded program from 2008-09. Applied for and secured over \$8 million in grant funding to underwrite the cost of new program development, workforce training and student tuition and fees. Designed and implemented a new viticulture and enology program to promote economic development in the region. Designed and implemented small unmanned aerial system program to train public safety and emergency services personnel. Both programs have been recognized by the Virginia Community College System and the Chancellor.

Director, Center for Business & Industry Training

Bucks County Community College, Newtown, PA

April 2001 to January 2005

Designed and implemented workforce development programs for regional business and industry, with concentration in healthcare education/career ladders. Applied for and secured grant funding to underwrite the cost of new program development, workforce training and student tuition and fees. During my tenure, the number of students served increased by 450%.

CURRENT OR PRIOR EXPERIENCE ON BOARDS/COMMISSIONS/COMMITTEES:
 BOARDS AND ADVISORY COUNCILS:

- ♣ Albemarle County Broadband Management Team, 2015-16.
- ♣ Albemarle County Rotary, 2006-present. Board member 2007- 2017. President, 2015-16.

- ♣ Fluvanna County Broadband Access Team, 2017.
- ♣ Fluvanna County Chamber of Commerce, Board member, Vice President, 2018-19.
- ♣ Jefferson Area Children's Health Improvement Program, Board member 2012 – 2017. Vice Chair, 2016-17, Secretary 2014-16.
- ♣ Virginia Community College System Re-Engineering Task Force Member representing Workforce Development Services, 2009 – 2015.
- ♣ Virginia Community College System Workforce Development Advisory Council, 2005 - present.
- ♣ Workforce Investment Board, 2005 – present; Program Chair 2016-17.
- ♣ Charlottesville-Albemarle Chamber of Commerce - Chair of the Education Session for Leadership Charlottesville, 2007 - 2015.
- ♣ Lake Monticello Owners' Association Board of Directors (elected position), 2011-2014, President, 2012-13, 2013-14; Secretary, 2011-12.
- ♣ Offender Aid and Restoration Albemarle and Charlottesville - Re-entry Services Committee Member and Steering Committee Member, 2009 – present.
- ♣ Louisa Re-entry Council, 2016 - present.
- ♣ Lake Monticello Owners' Association Wildlife Committee, 2009-11; 2015-present. Secretary, 2009; Chair 2010-2011; Secretary, 2019.
- ♣ Charlottesville-Albemarle Technical Education Center Joint Advisory Council, 2008 - 2015.
- ♣ Small Business Development Center Advisory Council, 2008 - 2015.
- ♣ Fluvanna County Career and Technical Education Council, 2008 - 2014.
- ♣ Smart Beginnings of Fluvanna and Louisa Advisory Council, 2011 - 2014.
- ♣ Central Virginia Partnership for Economic Development, Steering Committee, 2006 - 2012.
- ♣ Virginia Community College System Virginia Education Wizard Career Development Task Group, 2007-2008.
- ♣ Virginia Community College System Presidential Search Committee for Lord Fairfax Community College, 2017.
- ♣ Virginia Community College System Presidential Search Committee for Virginia Highlands Community College, 2009.
- ♣ Virginia Workforce Policy Advisory Council, 2012.

CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups-please provide dates):

PROFESSIONAL ORGANIZATIONS/ASSOCIATIONS:

- ♣ Albemarle County Rotary Club (2006-present), President 2015-16
- Association of General Contractors in Virginia
- ♣ Audubon Society (Long time)
- ♣ Friends of the Presidents, Alumni Association, Skidmore College (Over 20 years)
- ♣ Learning Network Resources (LERN) (2001-present)
- ♣ National Council for Continuing Education and Training (2001-present)
- ♣ Project Management Institute (former member)
- ♣ Virginia Community College System – Workforce Development Services Peer Conference Chair (2006, 2007, 2008)

Professional Development Committee Chair (2006-07)

♣ Church of our Saviour (2006-present)

Valerie J. Palamountain
17 Fleetwood Drive
Palmyra, VA 22963

vpalamountain@pvcc.com

SUMMARY

Education Administrator and Project Manager with over 20 years experience in project initiation, planning, scheduling and implementation in a variety of disciplines. Background includes hands on experience in project management in workforce development and training, educational programs, and information technology for private industry, non-profits and public sector. Particular strength in defining goals and the strategy to achieve them. Demonstrated competencies in:

- Team Building
- Strategic Planning and Turnarounds
- Personnel Management
- Facilitation and Presentation Skills
- Process Management
- Consulting and Consultative Sales

PROFESSIONAL EXPERIENCE:

Dean of Workforce Services
Piedmont Virginia Community College, Charlottesville, VA
January 2005 to present

Manage division with a staff of 16 for workforce development programs, including contract training, healthcare, small unmanned aerial systems, commercial drivers license, KidsCollege enrichment programs and community education. Work with regional business and industry including the Piedmont Workforce Network Workforce Investment Board. Lead agency for the One Stop Operator Consortium, a federally funded program from 2008-09. Applied for and secured over \$8 million in grant funding to underwrite the cost of new program development, workforce training and student tuition and fees. Designed and implemented a new viticulture and enology program to promote economic development in the region. Designed and implemented small unmanned aerial system program to train public safety and emergency services personnel. Both programs have been recognized by the Virginia Community College System and the Chancellor.

Achievements:

- Designed and implemented a new viticulture & enology program working with industry partners. Classes are held at regional vineyards and wineries with instructors recruited from industry and combine experiential learning with classroom theory. The Viticulture & Enology program was recently recognized as a statewide “best practice” program by the Virginia Community College System and the State Board of Wine for supporting a major growth industry. Applied for and secure grant funding to expand the program to include a training vineyard for our students at Monticello, the home of Thomas Jefferson. The Viticulture & Enology program celebrated its 10th anniversary on March 19, 2015. Over 30 of our students have started wineries in Virginia.
- Initiated the Analyst Boot Camp (ABC) program with regional economic development, government contractors, the military and a third-party training vendor (ATIC) to introduce intelligence analysis training to provide a qualified workforce in the emerging field of intelligence. The Analyst Boot Camp is a post-graduate program; students may receive six graduate credits from AMU towards a Master’s degree upon completion of the ABC.
- Applied for and secured \$1.6 million in Federal grant funding to develop a Construction Academy in response to the industry need for entry level workers in carpentry, masonry, plumbing, electrical, landscaping, HVAC and green building.

Valerie Palamountain

- Introduced KidsCollege@PVCC Summer Career Academies for students in grades 3-10, which grew from two Academies in 2010 to over 100 Academies at multiple sites in 2017 with over 1600 enrollments. The Career Academies focus on STEM (Science, Technology, Engineering and Math) using problem-based learning techniques.
- Worked with the University of Virginia to develop an entrepreneurship program for Tibetan entrepreneurs. This exchange program, funded annually by the U.S. Department of State, trained twelve Tibetans in entrepreneurship skills in the U.S. As one of the program administrators, I traveled twice to Tibet to observe entrepreneurial opportunities in Eastern China.
- Introduced Allied Health curriculum using in-house and third-party vendors. Converted a credit program in Nurse Aide that historically had low enrollment, to a noncredit program with an annual enrollment of 80 students.
- Developed relationships with the Chambers of Commerce in the Charlottesville area to offer business courses for small business owners.
- Expanded online training from 30 classes per year to over 700 classes with more than 500 enrollments, generating \$100,000 in revenue annually.
- Introduced Small Engine Repair program that leads to certification by the Equipment & Engine Training Council, and implemented the program at Albemarle-Charlottesville Regional Jail for soon-to-be-released offenders.
- Partnered on multiple regional and Federal grants with sister community colleges.
- Served on the Chancellor's Re-Engineering Task for the Virginia Community College System (2010-2015), representing the Workforce Development divisions for the Community College System.
- Served on the Steering Committee representing the community college Workforce divisions for the statewide evaluation of an enterprise system for Workforce Development and Continuing Education. This has been a five-year project that required significant changes to processes throughout the system.
- Serve on the Workforce Development Services Advisory Council from 2005-present. Chaired the Workforce Development Services Peer Conference from 2006-2008.
- Served on the Presidential Search Committee for Virginia Highlands Community College, 2009.
- Over ten years, Workforce Services at PVCC grew from a marginal program of 1,500 students and gross revenue of less than \$400,000 to a vibrant and innovative program that serves 6,000 students annually with annual revenue of \$1.8 million.
- Awarded Fulbright Specialist, April 2013-May 2018. Research project at the Ministry of Education and Workforce Development, Hamilton, Bermuda, "Bermuda National Workforce Development Plan."
- Awarded Fulbright Specialist, February 2015. Research project at Jadavpur University, Kolkata, India, "Workforce Development for Low-Skilled Workers."

**Director, Center for Business & Industry Training
Bucks County Community College, Newtown, PA
April 2001 to January 2005**

Designed and implemented workforce development programs for regional business and industry, with concentration in healthcare education/career ladders. Applied for and secured grant funding to underwrite the cost of new program development, workforce training and student tuition and fees. During my tenure, the number of students served increased by 450%.

Achievements:

- Developed the proposal for a new Practical Nursing program for 50 fulltime students, which was approved by the State Board of Nursing on the first submission. Hired the Director of the Practical Nursing Program. Planned and supervised renovations for the Nursing Skills Lab. Wrote and obtained grants for \$450,000 to offset the cost of initiating the program. Contracted with clinical

- sites. Partnered with community organizations and trade union for scholarships for all of the students in the first year of the program. The Practical Nursing program is 1,550 hours, non-credit.
- Planned and implemented a two-year Radiography program for 15 fulltime students. Hired the Director of Radiography. Contracted with clinical sites for facilities, instructors and tuition reimbursement for students. The Radiography program is 3,400 hours, non-credit.
 - Implemented a blended credit/non-credit IT apprenticeship program at Lockheed Martin for disadvantaged youth from center city Philadelphia, funded by a Federal grant. This program was documented in "Case 12. Community College, University, and Corporate Partnership to Combat Employment Shortages," in *Linking Workforce Development to Economic Development, A Casebook for Community Colleges*, William R. Rothwell and Patrick Gerity, eds., American Association of Community Colleges, 2008.
 - Initiated an on-site degree program in Early Childhood Education for Head Start workers in Philadelphia in response to "No Child Left Behind" legislation.
 - Implemented WEDnetPA, a statewide program for incumbent worker training.
 - Served on the implementation team for a regional consortium of six colleges to offer workforce development programs to business, industry and trade unions. Recruited instructors, developed processes shared by all institutions, and managed program budgets.
 - Introduced new processes and procedures, expanded the use of automation, and implemented professional development plan for each staff member.
 - Managed a staff of 15 permanent employees and four grant-funded employees, and a budget of \$750,000.

Project Management Instructor (September, 2000 to 2005)

Applied my knowledge in business and education to develop and teach a 56-hour project management certificate program in private industry and at the collegiate level. Edited and published *PSSI Methods*, an automated version of the Project Management Institute Body of Knowledge® (PMBOK®), published July, 2003. Revised in 2005.

Achievements:

- Developed course materials, presentation materials, case study and student workbook.
- Developed learning objectives and measurement tools.
- Instructed classes both on-line and in classroom settings.

Project and Process Management Senior Consultant (April, 1996 to March, 2001):

Consulted with clients to market and deliver project and process management consulting and training services for the following firms:

- Project Support Services, Inc., North Hills, PA
- Pcubed, Inc. Ann Arbor, MI
- CorePlan, Inc., Warrington, PA
- Pricewaterhouse Coopers, Chesterbrook, PA

Achievements:

- On-site consultant for Fortune 500 medical device corporation to develop their e-Business strategy, implement project management, and develop their e-Business organization.
- Developed and tested an Artificial Intelligence program for a patient management system for HIV patients to assist the medical community in tracking the patient's diagnosis, treatment program, mutations, drug conflicts, and historical data. From the information, the A.I. recommended new treatment programs, alerted the medical professional to possible conflicts and the severity of the conflict(s), and identified missing or out of date information.

Valerie Palamountain

District Manager, AGS Management Systems, Inc.**King of Prussia, PA****April, 1981-April, 1996**

Sales and marketing manager for a project management software development and consulting firm with an international clientele. Provided internal technical consulting support for the sales force and distributor network. Represented client interests in new product development. Managed sales territory. Top salesperson in the history of the company with an average sale for new customers of over \$200,000. AGS developed industry-standard project management tools before the introduction of Microsoft Project.

Achievements:

- Achieved and maintained a 50% close ratio in sales.
- Developed sales territories throughout the United States.
- Provided sales and technical support for project and process management tools.
- Negotiated contracts for products and services.
- Interacted with senior and executive level management in client organizations.
- Introduced new products and services.
- Researched market trends and competitive products for new business development.
- Managed telemarketing operation.
- Developed product marketing, sales and demonstration materials (brochures, presentations, lead tracking information, contact management).
- Developed business-to-business relationships with third-party vendors.
- Trained new sales and marketing staff.
- Conducted seminars on process and project management tools.
- Organized the employee buy-out of AGS Management Systems, Inc. when the company went independent in 1994.

EDUCATION:

- Fulbright Specialist at the Ministry of Education and Workforce Development, Bermuda, to develop a National Workforce Development Plan, January-February, 2018.
- Fulbright Specialist at Jadavpur University, Kolkata, India, to study workplace development skills for low-skilled adults, February 2015.
- M.S. Education Administration (post-secondary education emphasis), State University of New York at Albany, NY.
- B.A. English, Music Minor, Skidmore College, Saratoga Springs, NY.
- Project Management Graduate Level courses, DeVry University, Fort Washington, PA.

PUBLICATIONS:

- "Case 12. Community College, University, and Corporate Partnership to Combat Employment Shortages," in *Linking Workforce Development to Economic Development, A Casebook for Community Colleges*, William R. Rothwell and Patrick Gerity, eds., American Association of Community Colleges, 2008.
- *PSSI Methods*, a CD of the Project Management Institute Body of Knowledge® (PMBOK®) formatted in a database tool and exported as a project template to Microsoft Project, published July, 2003. ISBN: 097413600X. Revised 2005.

SELECTED PRESENTATIONS:

- EducationUSA bi-regional workshop for advisers Delhi, India. "Why should we promote 2+2 programs," April 4, 2019. Co-presenter with Sudarshan Saha, EducationUSA Advising Coordinator, United States – India Educational Foundation (USIEF), Kolkata Yale University School of Management, Panelist, "Grit and the Psychology of Success," April 5-6, 2018.

Valerie Palamountain

- RURAL Conference, sponsored by Downs Government Affairs, Smithsonian, The George Washington University, Achieving the Dream, Missouri State and Virginia Community College System, December 5-6, 2017. "Viticulture & Enology Program and Piedmont Virginia Community College."
- Virginia Community College System State Board Annual Meeting, November 14, 2012. "Fast Track: New Solutions for Rapid Credentialing and Employability."
- Virginia Community College System Hire Education Conference, December 7-9, 2011. "Three Weeks in Tibet: Education to Employment."
- Leadership Charlottesville, Education Session Chair and Presentations, 2006 - 2015.
- Leadership Charlottesville, Economic Development Session Presentations, 2010 - 2013.
- LEAD Virginia Alumni Association, "Economic Development in Central Virginia," June 2010.
- Virginia Juvenile Detention Commission, "Career Readiness for Juveniles," August 25, 2008.
- League for Innovation in the Community College National Conference, March 19-22, 2006. Presentation on the VCCS Institutes of Excellence program.
- National Council for Continuing Education & Training National Conference, October 17-19, 2005. Presentation on the Viticulture & Enology Program at Piedmont Virginia Community College.
- American Association of Community Colleges Workforce Development Institute, January 28-30, 2004 and National Council for Workforce Education National Conference, October 26-28, 2003. Presentation on the Nursing Career / Education Ladder Program at Bucks County Community College.
- WEDnetPA Annual Partners Retreat, April 6-8, 2004. Presentation on Best Practices in WEDnetPA Grant Administration.
- Bucks County Workforce Development Summit, June 9, 2004. Planning committee member for a conference on the needs of business and industry, sponsored by the Bucks County Workforce Investment Board. Facilitated the panel on Healthcare Issues.
- Paper accepted by National Council for Continuing Education & Training (NCCET), October 16-19, 2004, on the Early Childhood Education program to Head Start workers in Philadelphia, PA.
- League for Innovation in the Community College National Conference, October 19-22, 2003. Presentation on the IT Apprenticeship Program at Lockheed Martin Corporation in Partnership with Bucks County Community College.

AWARDS:

- Rotary International District Service Award, 2016.
- Chancellor's Award for the Workforce Services Leader for Expanding Workforce Opportunities, 2011.
- Workforce Investment Board, Commendation for leadership of the One Stop Consortium, 2008.
- LERN Annual Conference on Lifelong Learning, 2006. Viticulture and Enology Program for South African Black Economic Empowerment Program.

PROFESSIONAL ORGANIZATIONS/ASSOCIATIONS:

- Albemarle County Rotary Club (2006-present), President 2015-16
- ASTD
- Audubon Society
- Friends of the Presidents, Alumni Association, Skidmore College
- Learning Network Resources (LERN)
- National Council for Continuing Education and Training
- Project Management Institute (former member)
- Virginia Community College System – Workforce Development Services
 - Peer Conference Chair (2006, 2007, 2008)
 - Professional Development Committee Chair (2006-07)

BOARDS AND ADVISORY COUNCILS:

- Albemarle County Broadband Management Team, 2015-16.
- Albemarle County Rotary, 2006-present. Board member 2007- 2017. President, 2015-16.
- Fluvanna County Broadband Team, 2017.
- Fluvanna County Chamber of Commerce, Board member
- Jefferson Area Children’s Health Improvement Program, Board member 2012 – 2017. Vice Chair, 2016-17, Secretary 2014-16.
- Virginia Community College System Re-Engineering Task Force Member representing Workforce Development Services, 2009 – 2015.
- Virginia Community College System Workforce Development Advisory Council, 2005 - 2017.
- Workforce Investment Board, 2005 – 2017; Program Chair 2016-17.
- Charlottesville-Albemarle Chamber of Commerce - Chair of the Education Session for Leadership Charlottesville from 2007 - 2015.
- Lake Monticello Owners’ Association Board of Directors (elected position), 2011-2014, President, 2012-13, 2013-14; Secretary, 2011-12.
- Offender Aid and Restoration - Re-entry Services Committee Member, 2009 - 2015.
- Lake Monticello Owners’ Association Wildlife Committee, 2009-11; 2015-17. Secretary, 2009; Chair 2010-2011.
- Charlottesville-Albemarle Technical Education Center Joint Advisory Council, 2008 - 2015.
- Small Business Development Center Advisory Council, 2008 - 2015.
- Fluvanna County Career and Technical Education Council, 2008 - 2014.
- Smart Beginnings of Fluvanna and Louisa Advisory Council, 2011 - 2014.
- Central Virginia Partnership for Economic Development, Steering Committee, 2006 - 2012.
- Virginia Community College System Virginia Education Wizard Career Development Task Group, 2007-2008.
- Virginia Community College System Presidential Search Committee for Virginia Highlands Community College, 2009.
- Virginia Workforce Policy Advisory Council, 2012.

RECENT PROFESSIONAL DEVELOPMENT:

- Fulbright Specialist, April 2013-May 2018. Research project at the Ministry of Education and Workforce Development, Hamilton, Bermuda, “Bermuda National Workforce Development Plan.”
- Fulbright Specialist, February 2015. Research project at Jadavpur University, Kolkata, India, “Workforce Development for Low-Skilled Workers.”
- Education2Employment Fellowship Exchange Program, Tibetan Center, University of Virginia, 2010-2018.
- LEAD Virginia, Class of 2013.
- LERN Executive Leadership Institute, April 2011.
- The Chair Academy Strategic Leadership, Strengths Finder, March, 2011.
- Virginia SPQA Baldige Criteria for Performance Excellence, 2009.
- National Council for Workforce Education, National Conference, October 18-21, 2008.
- Virginia Council for International Education (VaCIE), Jadavpur University, Kolkata, India, 2007-08.
- Aspen Institute Sector Skills Academy, 2006-2007.
- National Career Pathways Network Annual Conference, October 10-13, 2007.
- Virginia Community College System Administrative and Instructional Leaders Program, 2006.
- National Council for Continuing Education and Training, Leadership Institute, 2006.
- Charlottesville Regional Chamber of Commerce, Leadership Charlottesville, 2006.

KEY SKILLS:

- Excellent research skills.

Valerie Palamountain

- Excellent project and process management skills.
- Excellent team building and communications skills.
- Excellent organizational, management, supervisory and leadership skills.
- Self-motivated, self-starter with the ability to motivate others.
- Excellent interpersonal, customer relationship and account management skills.
- Excellent writing skills.
- Excellent contract negotiation and fulfillment skills.
- World traveler throughout the United States (all 50 states!), Canada, Europe, Central America, South America, Africa, India, Southeast Asia, Tibet and China.



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Rovelle Brown		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 989 Justin Drive Palmyra, VA 22963		Physical Address (if different)	
Years Lived in Fluvanna 45	Cell Phone – preferred? 434-960-5931	Home Phone – preferred?	Email ronupe1911@gmail.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): See attached resume.			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: See attached resume.			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): See attached resume.			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: Help improve the overall development and recruitment of new business in our county.			
Applicants are considered as vacancies occur and your application will be kept on file for three years. Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963 By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.			
Applicant's Signature Rovelle Brown (from file)		Date 7/27/2020	

PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
X	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team (FAPT)
	Finance Board
	Fluvanna Partnership for Aging Committee (FPA)
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Palmyra Area Revitalization Committee (PARC)
	Parks & Recreation Advisory Board (RAB)
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)
	OTHER:

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Office Use Only		
Application Received On:	7/27/2020	Application Received By: Caitlin Solis
Acknowledgement Sent:	7/27/2020	
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

ROVELLE C. BROWN

989 Justin Drive, Palmyra, VA 22963, (434)960-5931, ronupe1911@gmail.com

Criminal Justice/Law Enforcement Qualifications

Professional with 17+ years of experience in criminal justice and law enforcement, experienced in conflict resolution, training, policy development, and public education

- Firearms and Self Defense
- Crisis Management
- Interview Crime/Victim Witnesses
- Issue Emergency Orders
- Work with diverse populations
- Supervision and Management
- Conduct legal research and analysis
- Giving Expert Testimony

Education

Bachelors of Arts in Criminology/Criminal Justice, 1996
Virginia Union University Richmond, VA

Masters of Arts in Administration of Criminal Justice, 2005
University of Cincinnati, Cincinnati, OH

Specialized Training: Compliance Agent for the Department of Justice Services, Crisis Intervention Training, Armed Security Officer, Academically Trained in Sociology

Professional Experience

MILLENIUM SECURITY & TRANSPORTATION CO. LLC.,_Manager Present
182 Spotnap Road, Suite B1, Charlottesville, VA 22911

- Oversee the operations of the organization and manages its compliance with legal and regulatory requirements
- Develop and Manage annual budget and operating plans that support strategic directions
- Recruit, Train and Manage staff
- Create marketing and public relations materials

MAGISTRATE, 16th Judicial District, Region 4 1997 - 2015
1610 Avon Street, Charlottesville, VA

- Issue warrants, to admit to bail or commit to jail all persons charged with offenses
- Administer oaths and take acknowledgments
- Act as a conservator of the peace
- Accept prepayment for traffic and certain non-traffic offenses
- Issue emergency custody orders, temporary detention orders and emergency protective orders
- Train law enforcement and new Magistrates about the Magistrate system
- Testify in court proceedings

BOARD MEMBER, Offender Aid and Restoration (OAR) 2011 - 2014
750 Harris Rd, Charlottesville, VA

- Approved agency budgets and salaries
- Made recommendations for policies and procedures
- Collaborated with community leaders from diverse agencies

MENTOR, Region Ten Community Service Board

1996-2010

800 Preston Avenue, Charlottesville, VA

- Provided mentoring services to children who were defined as being “at risk”
- Offered tutoring services to youth
- Developed educational activities for program participants

WELFARE REFORM COORDINATOR, Thomas Jefferson Planning Dist. Commission

1996-1997

300 East Main Street, Charlottesville, VA

- Assisted with regional planning on issues pertaining to the new welfare reform system
- Worked with transportation, childcare, interfaith/church, and business/industry committees to implement the new welfare reform system in the District 10 Region
- Provided educational resources to the community which included reports, brochures, seminars and presentations
- Helped to develop a web site that updated all current events on issues pertaining to welfare reform in the Thomas Jefferson Planning District

Computer Skills

Microsoft Word, Lexis-Nexis, Criminal Justice Abstracts, Sociological Abstracts, Internet Research

Exceptional References Provided At Time of Meeting



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Carolyn F Tinsley		Election <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 1066 Stage Junction Road Columbia VA 23038		Physical Address (if different) Same	
Years Lived in Fluvanna 50	Cell Phone – preferred? <input type="radio"/> 434-989-0753	Home Phone – preferred? <input type="radio"/> 434-842-2086	Email ctinsley034@gmail.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): Graduate Fluvanna, UVA School of Continuing Education certify in Master Government Deputy Treasurer.			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Planning Commission Leadership Committee of Albemarle County Finance Department			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Treasurer and Deaconess of Columbia Baptist Church for over 35 years. Leadership Committee Columbia Baptist Church. Active member of Columbia Interfaith Council and Fluvanna NAACP Branch, Youth Director			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: To serve, inform and education our community at all levels and to look out for the best interest of the community.			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years.</p> <p>Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</p> <p>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</p>			
Applicant's Signature Carolyn Tinsley		Date	

PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
X	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)

X	Board, Commission, Committee (cont.)
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
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5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Office Use Only		
Application Received On:	12/18/2017	
Acknowledgement Sent:	12/18/2017	
Renewal Date:	12/18/2020	
Renewal Date:		
Renewal Date:		
Renewal Date:		



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name (Last, First MI) Mitchell, Darrick A. "D"		Election <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 262 Stage Junction Road, Columbia, VA 23038		Physical Address (if different)	
Home Phone	Cell Phone 804-399-9367	Work Phone	Email mitchelldar@gmail.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION: I operated several successful business ventures prior to moving to Fluvanna County, which allowed me to gain a great deal of experience with marketing and managing business finances. This experience and insight from a business perspective would make me an attractive candidate on the task force, as business development is a major concern throughout the county. One of my past business ventures was running a home improvement business. My contracting background will also be an asset. In addition to my business experience, I attended Hampden-Sydney College and Louisiana State University.			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: None.			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups): No specific involvement in any organizations, but currently engaged in building great relationships with my neighbors.			
REASON(S) FOR WANTING TO SERVE: Even though I'm a newcomer to the county and area, I want to be involved in the revitalization effort of this small, yet historically significant part of Virginia. We have an incredible opportunity here to make this part of the county something truly special, and I want to be a part of it. My past business experience and motivation to see the area thrive make me an excellent candidate.			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years. Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</p> <p>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</p>			
Applicant's Signature Darrick A. R. Mitchell		Date 06-28-17	


PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Broadband Access Taskforce (BAT)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Finance Board
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Alcohol Safety Action Program (ASAP)
	James River Water Authority (JRWA)
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Partnership for Aging Committee
	Piedmont Virginia Community College (PVCC) Board
	Piedmont Workforce Investment Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Southeast Rural Community Assistance Project, Inc.
	Thomas Jefferson Area Community Criminal Justice Board
	Thomas Jefferson Planning District Commission (TJPCD)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)

Fluvanna County Board, Committee, and Commission Attendance Policy
 (Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the Implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Official Use Only	
Application Received On:	Application Received By:
Acknowledgement Sent:	
Renewal Date:	
Renewal Date:	
Renewal Date:	
Renewal Date:	
Remarks:	



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Edward Zimmer		Election <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP)		Physical Address (if different) Same	
Years Lived in Fluvanna 11	Cell Phone – preferred? 757-653-7511 - Yes	Home Phone – preferred?	Email ezimmer1130@gmail.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): 30 years experience in forestry and natural resources. 15 years in industry, 15 in state government. Currently Deputy State Forester for			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES:			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates):			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY:			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years.</p> <p>Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</p> <p>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</p>			
Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	

PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Equalization (BOE)
XX	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
XX	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
XX	Family Assessment and Planning Team (FAPT)
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Palmyra Area Revitalization Committee (PARC)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
XX	Planning Commission
XX	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)
	OTHER:

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
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Office Use Only		
Application Received On:		Application Received By:
Acknowledgement Sent:		
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name: Isaac Shelley		Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
Mailing Address (including City, State, & ZIP) 3414 Rolling Road South Scottsville VA, 24590		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Physical Address (if different)			
Years Lived in Fluvanna	Cell Phone – preferred?	Home Phone – preferred?	Email jody@shelbeckexcavating.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): N/A			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: N/A			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): N/A			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: N/A			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years.</p> <p>Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</p> <p>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</p>			
Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	

PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
x	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team (FAPT)
	Finance Board
	Fluvanna Partnership for Aging Committee (FPA)
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Palmyra Area Revitalization Committee (PARC)
	Parks & Recreation Advisory Board (RAB)
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)
	OTHER:

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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Office Use Only	
Application Received On:	Application Received By:
Acknowledgement Sent:	
Renewal Date:	Remarks:
Renewal Date:	
Renewal Date:	
Renewal Date:	



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name (Last, First MI) Kenney, Melissa G.		Election: <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 5289 Venable Road Kents Store, VA 23084		Physical Address (if different)	
Home Phone (434) 589-3416	Cell Phone (434) 242-7926	Work Phone	Email kenneymg@gmail.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION: B.A. History - University of Virginia (concentration: American history) Former property owner in The Town of Columbia			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Member of prior Columbia Task Force Member of Columbia Interfaith Council			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups): Parishioner at Saint Joseph Catholic Church in Columbia, VA			
REASON(S) FOR WANTING TO SERVE: I love history and the former town of Columbia. I'd like to be a part of preserving its past and making it nice for the future.			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years. <small>Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</small></p> <p>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</p> <p>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</p>			
Applicant's Signature 		Date 6/29/17	

PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestal District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Broadband Access Taskforce (BAT)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
X	Columbia Task Force
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Finance Board
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Alcohol Safety Action Program (ASAP)
	James River Water Authority (JRWA)
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Partnership for Aging Committee
	Piedmont Virginia Community College (PVCC) Board
	Piedmont Workforce Investment Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Southeast Rural Community Assistance Project, Inc.
	Thomas Jefferson Area Community Criminal Justice Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Office Use Only	
Application Received On:	Application Received By:
Acknowledgement Sent:	<div style="border: 2px solid blue; padding: 5px; text-align: center;"> <p style="font-size: 1.5em; color: blue; margin: 0;">RECEIVED</p> <p style="font-size: 1.2em; color: red; margin: 5px 0 0 0;">JUN 29 2017</p> <p style="font-size: 0.9em; color: blue; margin: 0;">Fluvanna County Administration</p> </div>
Renewal Date:	
Renewal Date:	
Renewal Date:	
Renewal Date:	



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name (Last, First MI) Duncan, Robin, M		Election <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 5809 Anderson Highway Powhatan, VA 23139		Physical Address (if different)	
Home Phone (804) 598-7318	Cell Phone (804) 221-9161	Work Phone same as cell	Email RMD2602@aol.com
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION: please see resume & CV - As a nurse practitioner, I have been concerned about the area for quite some time now. I go through the "town" on my way to Charlottesville & frequently am nearby due to my husband's business & family farm having a Columbia address for 60 years & 80 years, respectively.			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Virginia Nurses Association, Region 5 - Executive Board Member (see attached CV)			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups): Passion Community Church member Numerous nursing organizations - see attached resume & CV			
REASON(S) FOR WANTING TO SERVE: I want to see the area change to a healthy, safe community that benefits its citizens. I plan to soon have a Columbia address, but even if I didn't or never do, I would love to help improve this community.			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years. Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</p> <p>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</p>			
Applicant's Signature Robin M. Duncan		Date 6/30/17	

PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Broadband Access Taskforce (BAT)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
X	Columbia Task Force
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Finance Board
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Alcohol Safety Action Program (ASAP)
	James River Water Authority (JRWA)
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Partnership for Aging Committee
	Piedmont Virginia Community College (PVCC) Board
	Piedmont Workforce Investment Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Southeast Rural Community Assistance Project, Inc.
	Thomas Jefferson Area Community Criminal Justice Board
	Thomas Jefferson Planning District Commission (TJPCD)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)

Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Office Use Only		
Application Received On:		Application Received By:
Acknowledgement Sent:		
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

Robin M. Duncan, MSN, AG-ACNP, RN, PCCN

Resume

5809 Anderson Highway, Powhatan, Virginia 23139
Phone: (804) 221-9161 E-mail: rmd2602@aol.com

EDUCATION

- **University of Virginia** May 2013
Charlottesville, VA
Masters of Science
Adult Geriatric Acute Care Nurse Practitioner
- **University of Virginia** May 1983
Charlottesville, VA
Bachelor of Science in Nursing
- **College of William and Mary** May 1979
Williamsburg, VA
Bachelor of Science in psychology
Minor in philosophy

LICENSURE & CERTIFICATION

- **Adult Geriatric Acute Care Nurse Practitioner-Board Certified**
ANCC certification #2013008458
Expires July 2018
- **Registered Nurse – Virginia/Multi-State Privilege #0001089586**
Expires April 2019
Commonwealth of Virginia, Board of Nursing
- **Licensed Nurse Practitioner, Acute Care – Virginia #0024171034**
Expires April 2019
- **LNP – Authorization to Prescribe – Virginia #0017141403**
Expires April 2019
- **Fundamental Critical Care Support**
Expires June 2017
Society of Critical Care Medicine
- **Basic Life Support for Healthcare Providers**
Expires March 2018
American Heart Association
- **Advanced Cardiovascular Life Support**
Expires September 2017
- **Progressive Care Critical Nurse**
Currently status inactive
American Association of Critical-Care Nurses

PROFESSIONAL WORK EXPERIENCE

University of Virginia Medical Center, Cardiology Department
Charlottesville, VA

Nurse Practitioner, Heart Center August 2015 to March 2016

- Performs histories, physicals and consultations; identifies and manages acute illness for admission through discharge with adherence to best practice guidelines; prescribes medications and therapies as appropriate; collaborates with physicians and interdisciplinary team for coordination of care
- Provides direct patient care, assessment and management of emergency; maintains accurate documentation of care given; maintains competence in clinical practice; interprets lab and radiological information and responds in a timely manner to meet the changing needs of patients with a focus on advanced heart valve disease

Bon Secours Health System, St. Mary's Hospital, Richmond, VA

Nurse Practitioner, Adult Hospitalist Dept. January 2014 to June 2015

- Performs histories, physicals and consultations; identifies and manages acute illness for admission through discharge with adherence to best practice guidelines; prescribes medications and therapies as appropriate; collaborates with interdisciplinary team for better coordination of care, all under supervision of hospitalist physicians
- Provides direct patient care, assessment and management of emergency situations; maintains accurate documentation of care given; maintains competence in clinical practice; interprets lab and radiological information and responds in a timely manner to meet the changing needs of patients

University of Virginia Graduate School Rotations

Vascular Surgery, Gastrointestinal & Digestive Health, Cardiac Medicine, STBICU, Living Donor Transplant Clinic, Trauma Service & Hospitalist Team - Total of 600 hours

VCU Health Systems, Richmond, VA

Clinical Nurse IV, Acute Care Surgery (ACS) April 2011 to March 2013

- Performs duties within scope of level IV clinical nurse including providing expert quality care for a progressive care surgical unit and mentoring other nurses from level I to level III
- Collaborates with MD and interdisciplinary team, disseminating evidenced-based practice information for unit education and directly maintaining unit competencies of all staff

Clinical Nurse II, Acute Care Surgery February 2006 to April 2011

- Consistently performed role of charge RN, supervising 1 unit secretary, 2 care partners and 5 RNs on weekend shifts
- Provided care for progressive level patients for various surgical patient populations (general, urology, vascular, oncology and plastic)

Earlier Employment History and References Available Upon Request

PROFESSIONAL ACTIVITIES

Heart Valve Presentation for Nurse Practitioners	March 2016
University of Virginia Medical Center	
Power Point Educational Material for the NP Cardiology Group	
Virginia Nurses Association, Executive Board	September 2014 to August 2016
Region 5 member representative	
Professional Advancement Program Board	June 2012 to March 2013
Virginia Commonwealth University Health System	
Aided and reviewed co-workers professional portfolios for Clinical Ladder Advancement	
Evidenced-Based Practice Committee	September 2010 to March 2013
Virginia Commonwealth University Health System	
Engaged in research concerning ambulation after DVT diagnosis	
Supported co-workers engaged in EBP activities through editing their written material and performing formal searches on topics	
Education Council for Acute Care Surgery Unit	September 2007 to March 2013
Responsible for all annual competencies for ACS Unit	
Surviving Sepsis – bulletin board for ACS Unit	August 2012
EKG Helpful Hints – bulletin board for ACS Unit	August 2011
“Heart Month and Its Relevance to Diabetes”	published in February 2011
<i>Powhatan Today</i> , local newspaper	

PROFESSIONAL ORGANIZATIONS

Sigma Theta Tau International Honor Society , member	September 2013
American Association of Nurse Practitioners , member	January 2013
American Association of Critical-Care Nurses , member	August 2010
Virginia Nurses Association , member	November 2012
American Nurses Association , member	November 2012
Virginia Council of Nurse Practitioners , member	October 2011

AWARDS/HONORS

Lettie Pate Whitehead Foundation Scholarship Award	Fall 2012, Spring 2012 & 2013
Suzanne M. Burns Scholarship Award	Spring 2013

SCHOLARLY ACTIVITIES

March 2016 Heart Valve Presentation for Nurse Practitioners, Duncan, R., University of Virginia, Cardiology Department

2013 MCVH Auxiliary Grant Proposal, Instructional Video Development of Incentive Spirometry Use, Devadhasan, M., Lugo, W. & Duncan, R.

May 2012, **Virginia Commonwealth University Medical Center Poster Presentation**, Devadhasan, M., Lugo, W & **Duncan, R.** “Does pre-op use of incentive spirometry decrease post-op pulmonary complications following abdominal surgery?”

February 2012, **Interview with Robert Moffit, Senior Fellow at the Heritage Foundation, Center for Policy and Innovation**, Power Point Presentation and Web Video, **Duncan, R.**, Joseph, P., Pittman, K., Posniak, R., Rosa, C. & Randolph, E. GNUR 6056: Health Policy: Local to Global, Dr. Kathleen Cox.

September 2011, **Critique of Relationship-Based Care**, Duncan, R. GNUR 6050: Theoretical Foundations of Nursing, Dr. Catherine Kane.

May 2011, **Virginia Commonwealth University Medical Center Poster Presentation**, **Duncan, R** & Lugo, W. "Does ambulation improve outcomes for patients with DVT?"

COMMUNITY SERVICE

Vacation Bible School-Passion Church	8 hours, June 2017
Chasing the Dragon Heroin Prevention	3 hours, June 2016
Sigma Theta Tau	6 hours each, May 2014 & April 2016
Habitat for Humanity	6 hours, May 2012
Missions of Mercy	7 hours, May 2012
Wise, VA Health Wagon Clinic	24 hours, December 2012
UVA Medical Student Teaching with Dr. Brashers	3 hours, November 2012
American Heart Association	4 hours annually, 2007 to 2009
Beaumont Juvenile Detention Ministry	2 hours a month, 2008 & 2009
Japanese Exchange Student	2006

Robin M. Duncan, MSN, AG-ACNP, RN, PCCN

Curriculum Vitae

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Phone: (804) 221-9161 E-mail: rmd2602@aol.com

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May 1979

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Expires March 2018
American Heart Association
- **Advanced Cardiac Life Support**
Expires July 2017
- **Progressive Care Critical Nurse**
Current status inactive
American Association of Critical Care Nurses

PROFESSIONAL WORK EXPERIENCE

University of Virginia Medical Center, Charlottesville, VA

- Nurse Practitioner with Heart Valve Team & Cardiology
August 2015 to March 2016
- Responsible for H&Ps, progress notes, orders for TAVR & MitraClip procedures, admission to discharge summaries for inpatients, outpatient valve coordinator duties & clinic notes for potential transcatheter procedure patients
- Cardiac catheterization H&Ps, instructions, discharge plan (includes patients undergoing generator changes, pacemaker insertions, post-stent placements)

Bon Secours Health System, St. Mary's Hospital, Richmond, VA

- Nurse Practitioner with Hospitalist Medical Group
January 2014 to May 2015
- Rounding on patients from ER, ICU, CVICU, IMCU & floors
Responsible for admitting H&Ps, progress notes, orders, management of patient care from admission to discharge, discharge summaries

University of Virginia Graduate School Rotations, Charlottesville, VA

- GNUR 7312: Seminar II: Acute/Specialty Care – Fall 2012
Vascular Surgery, Gastrointestinal & Digestive Health, Cardiac Medicine & Trauma Service - 296 hours total
- GNUR 7314: Practicum II: Adult-Gerontology Acute Care Nurse Practitioner – Spring 2013
Health Wagon, STBICU, Living Donor Transplant Clinic, Palliative Care Team & Hospitalist Team - 296 hours total

VCU Health Systems, Richmond, VA

Clinical Nurse IV, Acute Care Surgery

April 2011 to March 2013

- Performs duties within scope of level IV clinical nurse which includes providing expert quality care to progressive care and surgical floor patients and mentoring other nurses from level I to level III, surgical services of vascular, general and bariatric abdominal, plastics, urology, oncology and trauma
- Collaborates with MD and interdisciplinary team, consulting with clinical coordinators concerning unit-level problems that arise, disseminating evidenced-based practice information for unit education and currently responsible for directly helping nurse clinician maintain unit competencies of all staff
- Supervises unit when performing charge nurse role, including 7 nurses, 3 care partners, 1 unit secretary, dietary staff, respiratory therapists, supply staff and housekeeping for 28 bed surgical unit
- Provides comprehensive educational material to staff and acts as a resource for other unit nurses
- Participates in aiding co-workers to advance the clinical ladder by providing information, reading preliminary portfolio submissions and offering editing through consultation
- Assists with policy writing for the Professional Advancement Program
- Creates bulletin boards on current topics biannually this past year
- Responsible for planning and verification check-off of two staff competency fairs

Clinical Nurse II, Acute Care Surgery

December 2005 to April 2011

- Charge RN, supervising 1 unit secretary, 2 care partners and 5 RNs on weekend shifts
- Supervised performance of other departments coming to the unit, such as respiratory therapists, dietary staff, security officers, supply staff and housekeeping
- Provided care for three progressive care patients, or 5 general floor patients for previously listed surgical patient populations
- Chosen as a scholar for Evidenced-Based Practice project in 2010-2011

- Created annual educational bulletin boards and provided CEUs for staff
- Participated in planning, formation and verification check-off of annual staff competency fairs

Clinical Nurse II, Virginia Treatment Center for Children March 2003 to June 2005

- Performed role of charge RN, overseeing both acute and residential programs for children and adolescents with psychiatric diagnoses. This involved supervising 2 RNs and 5 care partners.
- Provided care through medication and emotional support to this patient population
- Determined safety issues regarding patients and staff on an ongoing basis
- Participated in group meetings for all units in VTCC regarding staffing issues and charge role responsibilities

Riverside Regional Medical Center, Newport News, VA

Staff RN Labor Pool, Multiple Medical-Surgical units April 2008 to March 2009

- Assisted staffing for five different units on weekend shifts providing care to floor patients (surgery, oncology, orthopedics, neurology and medicine)

Charter Westbrook Hospital, Richmond, VA

Staff RN, Acute Care Psychiatry, Adolescents August 1998 to November 1999

Adolescents and Children May 1993 to July 1994

- Alternated charge RN and assistant charge RN duties
- Responsible for general management of milieu
- Handled medication administration, overall patient care and support and implemented changes in care plans

Richmond Metropolitan Hospital, Richmond, VA

Staff RN, Adult Psychiatry December 1986 to April 1987

- Performed full range of nursing duties from charge nurse supervising other staff, medication management, nursing care plans and collaboration with MDs

Chesterfield County Community Service Board, Chesterfield, VA

Sole RN for CSB needs January 1984 to September 1984

- Provided case management, medications, patient education, phlebotomy and assisted psychiatrists with plan of care

St. Mary's Hospital, Richmond, VA

Staff RN, Medical-Surgical unit May 1983 to January 1984

- Rotated charge and floor RN responsibilities with direct patient care, plans of care and medication provision

Chippenham Hospital, Richmond, VA

Nursing Assistant, Emergency Room March 1981 to June 1981

- Assisted RNs with care of patients in the ER

Tucker's Pavilion, Chippenham Hospital, Richmond, VA*Nursing Assistant*

June 1979 to March 1981

- Assisted RNs with care of various acutely ill psychiatric patients

PROFESSIONAL ACTIVITIES

Heart Valve Presentation Power Point for Nurse Practitioners March 2016

University of Virginia Medical Center

Purpose: to increase knowledge of NP clinicians within the Cardiology Department about trans-catheter procedures, clinical trials, background work-ups for this patient population

Virginia Nurses Association, Executive Board September 2014 to August 2016

Central Virginia Region

Served as board member, met to discuss plans related to the VNA (meetings, membership, scholarship awards & CEUs)

Professional Advancement Program Board June 2012 to March 2013

Virginia Commonwealth University Health System

Clinical Ladder Review committees and sub-committee for policy changes

Aids co-workers in preparing professional portfolios for Clinical Ladder Advancement

Reviews portfolios hospital-wide for clinical ladder advancement decisions

Evidenced-Based Practice Committee September 2010 to March 2013

Virginia Commonwealth University Health System

Engaged in research concerning ambulation after DVT diagnosis

Aided co-worker with research on use of incentive spirometry before surgery

Member of unit-based group process for obtaining "Daisy Project" grant on music therapy for our oncology patients

Supported co-workers engaged in EBP activities through editing their written material and performing formal searches on topics to provide background information

Education Council for Acute Care Surgery Unit September 2007 to March 2013

Responsible for all annual competencies for Acute Care Surgery unit

Responsible for posting unit bulletin boards, 1 or 2 per year

Surviving Sepsis August 2012

Bulletin Board for Acute Care Surgery Unit

Quiz with 0.5 CEU credit provided for staff

Staff Survey of Perception of Patient Satisfaction and Info Sheet July 2011

Acute Care Surgery

EKG Helpful Hints August 2011

Bulletin Board & CEU Quiz for Acute Care Surgery Unit

Virginia Council of Nurse Practitioners Legislative Reception October 2011

“Heart Month and Its Relevance to Diabetes” published in February 2011
Powhatan Today, local newspaper

Malnutrition July 2010
 Bulletin Board for Acute Care Surgery Unit

Competency Surveys – Acute Care Surgery Unit November 2009 & 2010

Don’t Drown in DKA September 2009
 Bulletin Board & CEU Quiz for Acute Care Surgery Unit

Influence of Psychotropic Meds on Cardiac Function October 2008
 Bulletin Board & CEU Quiz for Vascular Surgery/Acute Care Surgery Unit

PROFESSIONAL ORGANIZATIONS

American Association of Critical Care Nurse , member	August 2010
Virginia Council of Nurse Practitioners , member	October 2011
Virginia Nurses Association , member	November 2012
American Nurses Association , member	November 2012
American Association of Nurse Practitioners	January 2013
Sigma Theta Tau International Honor Society	August 2013

AWARDS/HONORS

Lettie Pate Whitehead Foundation Scholarship Award	Fall 2011, Spring 2012 & 2013
Suzanne M. Burns Scholarship Award	Spring 2013

SCHOLARLY ACTIVITIES

March 2016, **Heart Valve Presentation for Nurse Practitioners**, R. Duncan

2013 MCVH Auxiliary Grant Proposal, Instructional Video Development of Incentive Spirometry Use, Devadhason, M., Lugo, W. & **Duncan, R.**

October 2012, **Chronic Kidney Disease Overview**, Summary posted to Collab, Duncan, R.

May 2012, **Virginia Commonwealth University Medical Center Poster Presentation**, Devadhason, M., Lugo, W & **Duncan, R.** “Does pre-op use of incentive spirometry decrease post-op pulmonary complications following abdominal surgery?”

April 2012, **Bioterrorism and Health Policy**, Power Point Presentation, Duncan, R. GNUR 6056: Health Policy: Local to Global, Dr. Kathleen Cox.

April 2012, **Literature Review of Alginate Dressings**, Duncan, R. GNUR 6315: Seminar II: Acute/Specialty Care, Dr. Audrey Snyder.

April 2012, **Standards of Practice Research Project**, Power Point Presentation, Al-Saleh, H., **Duncan, R.** & Joseph, P. GNUR 6054: Research and Biostatistical Processes for Health Care, Dr. Mary Ropka.

February 2012, **Interview with Robert Moffit, Senior Fellow at the Heritage Foundation, Center for Policy and Innovation**, Power Point Presentation, **Duncan, R.**, Joseph, P., Pittman, K., Posniak, R., Rosa, C. & Randolph, E. GNUR 6056: Health Policy: Local to Global, Dr. Kathleen Cox.

December 2011, **Theory Intervention Paper**, Duncan, R. GNUR 6050: Theoretical Foundations of Nursing, Dr. Catherine Kane.

October 2011, **Theory Narrative**, Duncan, R. GNUR 6050: Theoretical Foundations of Nursing, Dr. Catherine Kane.

October 2011, **Advanced Practice Nurse Role Analysis**, Duncan, R. GNUR 6031: Role I: Acquisition, Dr. Dorothy Tullman.

September 2011, **Critique of Relationship-Based Care**, Duncan, R. GNUR 6050: Theoretical Foundations of Nursing, Dr. Catherine Kane.

May 2011, **Virginia Commonwealth University Medical Center Poster Presentation**, **Duncan, R** & Lugo, W. "Does ambulation improve outcomes for patients with DVT?"

November 2010, **Views on Diversity**, Duncan, R. University of Virginia, graduate school application essay.

COMMUNITY SERVICE

Vacation Bible School-Passion Church	June 2017
Chasing the Dragon Heroin Prevention Event	June 2016
Sigma Theta Tau Honor Society	April 2016
Sigma Theta Tau Honor Society	May 2014
Ortho Virginia Sports Physicals Clinic	September 2013
Habitat for Humanity	May 2013
Missions of Mercy	May 2013
Health Wagon Clinic	December 2012
Wise, VA	
Medical Student Teaching with Dr. Brashers	November 2012
UVA	
American Heart Association	2007 to 2009
Local annual donation organizer	
Beaumont Juvenile Detention Ministry	2008 & 2009
Japanese Exchange Student	2006
Maggie Walker Governor's School	

CONTINUING EDUCATION

Office-based Treatment of Opioid Use Disorder	February 2017
Valve Clinic Coordinator Level I Training Program	January 2016
The Other End of the Stethoscope, Medical Center Hour	October 2015
TIKOSYN REMS Certification	September 2015
Infection Control & Barrier Precautions Training, NYS	July 2015
Prescriptions & Record Keeping Course, NYS	July 2015
Case Studies from the Heart of Manhattan: Mayo Clinic	April 2015
2015 VCNP Annual Conference	March 2015
Healthcare Reform: Virginia's Healthcare Workforce	January 2015
2014 APRN Summit: Bridging the Gap in Healthcare Reform	October 2015
2014 American Association of Nurse Practitioners National Conference	June 2014
The Teen Health Center	March 2014
LVAD Heartmate Training	April 2014
VCNP Professional Practice Pearls	November 2013
VCNP Pharmacology Symposium	October 2013
Specialty Training for Emergency Medicine	October 2013
Acute Orthopaedic Injury Symposium	October 2013
Fundamental Critical Care Support Course	June 2013
Acute Care Surgery Unit Annual Requirements	2007 to 2013
The Hidden Caregiver, Schwartz Center Rounds	March 2013
The Art of Perception, Amy Herman, JD, MA	February 2013
VCNP meeting, Dr. Hallowell, Bariatric Surgery	February 2013
Hospital Acquired Pressure Ulcers	January 2013
Dr. Shipley, MS Overview: Disease, Diagnosis Criteria And Approved Treatment for Relapsing-Remitting MS	November 2012
Adult Early Warning System	November 2012
2012 Virginia Advanced Directives	November 2012
VCUHS Swallow Screening	November 2012
VCNP meeting, Dr. Lowson, Antifungal Therapies: An Important Option to Help Meet the Evolving Challenge of Candidemia in Adult Patients	October 2012
Professional Advancement Program Orientation For New Coaches and Board Members	June 2012
2012 suicide Precautions Update: Keeping Patients Safe	June 2012
Preventing Failure to Rescue	June 2012
Safe Portable Oxygen Use	June 2012
Ergonomics	June 2012
End User PCA CADD Training	April 2012
POCT AccuChek Glucose Meter	April 2012
Extremity Ischemia Process	April 2012
Documenting Ankle Brachial Index	April 2012
NeuroVascular Assessment	April 2012
Documenting Medication History	April 2012
VCNP meeting, Dr. Arora, COPD	March 2012
Infection Control	March 2012

Annual Stroke Basics for Providers	March 2012
Chest Pain Evaluation of In-Patient Adults	March 2012
What is the Rhythm?	March 2012
Utility Systems Management	March 2012
Personal Safety and Hazard Recognition	March 2012
Medical Equipment Management	March 2012
Emergency Management	March 2012
Patient Rights at VCUHS	January 2012
Acute Stroke and Chest Pain Update	January 2012
MRI Safety	December 2011
Workplace Violence: Prevention and Management	December 2011
Impaired Practitioners: Recognition, Prevention and Treatment	December 2011
VCNP meeting, Carol Ballard, NP, Stepwise Approach to Initiating and Intensifying Insulin Treatment	December 2011
Adult Abuse, Neglect and Exploitation	November 2011
Pain and Pain Management	November 2011
Cultural Diversity and Needs of the Dying Patient	November 2011
Nursing Competency Documentation	November 2011
VCNP meeting, Dr. Puzio, MS, Teva Neuroscience	November 2011
VCNP meeting, Dr. John Murie, Sanofi-Aventis	September 2011

REFERENCES

Available Upon Request



APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

County of Fluvanna

Name (Last, First MI) <i>Shumate, J. Susan</i>		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input checked="" type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) <i>2663 Deer Haven Trail Columbia VA 23038</i>		Physical Address (if different) <i>Same</i>	
Home Phone <i>434 842-1965</i>	Cell Phone <i>434 422-0922</i>	Work Phone <i>N/A</i>	Email <i>suzshuz@att.net</i>
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION: <i>30 yrs experience in Mortgage Lending prior to retirement. BSW from VCU</i>			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES:			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups): <ul style="list-style-type: none"> - Vestry of St. John's Episcopal Church in Columbia - currently Sr. warden. - etc - Groatchland Republican Party Committee 			
REASON(S) FOR WANTING TO SERVE: <i>Interest in future of Columbia and the betterment of community in which I have lived for past 11 years. My home is physically in Groatchland but only 1 mile up Old Columbia Rd from county line. Very concerned about blight evident for so long and would like to assist in "fixing the problem".</i>			
<p>Applicants are considered as vacancies occur and your application will be kept on file for three years. Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p>Submit by email (clerk@fluvannacounty.org) or mail to: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</p> <p>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</p>			
Applicant's Signature <i>Susan Shumate</i>		Date <i>6/27/17</i>	

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	Finance Board
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Alcohol Safety Action Program (ASAP)
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	Jefferson Area Board of Aging (JABA) Advisory Council

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	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Partnership for Aging Committee
	Piedmont Virginia Community College (PVCC) Board
	Piedmont Workforce Investment Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Southeast Rural Community Assistance Project, Inc.
	Thomas Jefferson Area Community Criminal Justice Board
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	Youth Advisory Council (YAC)

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(Approved June 17, 2015)

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Renewal Date:		



COUNTY OF FLUVANNA

Application to Serve on Boards/Commissions/Committees

Name: James Halstead, Jr. Election District: Palmyra
Mailing Address: 162 Paynes Mill Road City: Troy State: VA Zip: 22974
Physical Address: 162 Paynes Mill Road City: Troy State: VA Zip: 22974
Home Phone: (434) 591-0747 Work Phone: Cell Phone: (434) 960-2822 Fax Phone:
Email: jhalstead67@gmail.com

Education/Experience/Professional Expertise:

Education: PVCC AAS
Experience / Professional Expertise: Earth Tech 1992-1997 (Civil Engineering), Moler & Associates Consulting Structural Engineers 1997-2013, The Gaines Group Architects 2013-present.

Civic Activities/Committee Memberships (include other boards/committees/commissions, Fraternal, Business, Church or Social Groups):

Fluvanna County Planning Commission; 2008-2012, serving as Chair for 2012
Albemarle County Sheriff's Office Reserve Deputy; 2014-present, serving as Lieutenant

Interest in Serving on Board/Commission/Committee:

Asked by Andrew Wills

**Please indicate on the following sheet all Boards/Commissions/Committees on which you wish to serve:

The County of Fluvanna does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Please submit this form by e-mail or
Return to:
Clerk, Board of Supervisors
P.O. Box 540
Palmyra, VA

James Halstead, Jr. 6-25-20
Signature Date

- Agricultural/Forestry Advisory Committee:** Consists of four landowners who are engaged in agricultural or forestry production, four other landowners of the County, the Commissioner of the Revenue and a member of the governing body. The committee shall advise the planning commission and the governing body and assist in creating, reviewing, modifying, continuing or terminating districts within the County.
- Board of Zoning Appeals:** Consists of five members, appointed by the Fluvanna County Circuit Court to serve five-year terms. The role of this organization is to hear and decide appeals of the requirements of the Zoning Ordinance or Administrator.
- Board of Building Code Appeals:** Consists of five members appointed by the locality for a specific term established by written policy. This appeals Board hears appeals as authorized by the local governing body.
- Community Policy and Management Team:** Members appointed by the Board with responsibility of implementing the Comprehensive Services Act. Membership includes Community Services Board, Social Services, Health Department, Juvenile Court Services Unit, BOS and local school division and a parent representative; three year term.
- Court Green Committee:** Oversees landscaping and landscaping maintenance needs on the court green, the museum grounds and Confederate Square. It meets at the call of any member or the County Administrator. Its purpose is to provide consensus on significant alterations to the appearance of the court green and its surroundings on matters that often are a matter of taste; three year term.
- Economic Development Authority:** Purpose is to promote industry and develop trade by inducing manufacturing, industrial, governmental, commercial enterprises and institutions of higher learning to locate and remain in the Commonwealth and consist of seven At-Large members; four year term.
- Economic Development Commission:** Ten members, one from each electoral district and four at large. Chartered to support the Board in development planning and economic development issues; four year term.
- Fluvanna County Youth Advisory Council:** Membership consist of interested citizens and representation from local government, agencies and youth-serving organizations, & at least one, but not more than two, citizens under the age of eighteen, with a minimum age of fifteen; members appointed by the Board of Supervisors; serves as liaison between organized groups concerned with youth; specifically the Board of Supervisors and the youth citizens of the county; two year term.
- Fluvanna Partnership for the Aging Committee:** Consists of a representative from each magisterial district, appointed by the Supervisors of the district, and representatives from the following agencies: Social Services, Virginia Extension Services, JABA Case Manager, Senior Center Director, MACAA Director, Fork Union Nursing Home Director, Health Department, and County Administrator's office; four year term; meets 4th Monday of month at 11:00 am at the Fork Union Rescue squad building.
- Fluvanna Transportation Safety Commission:** Mission Statement is to further transportation safety within Fluvanna County; to increase transportation safety awareness among school age children & adults; and to assist VDOT in selected tasks pertaining to the County. Voting members include one BOS appointee from each voting district and representative of the Board of Supervisors, Fluvanna Schools and the Fluvanna Sheriff's Department; three year term.
- Fork Union Sanitary District Advisory Committee:** Consists of seven voting members who shall be appointed by the Board of Supervisors and must be members of the District's service area. The FUSD Advisory Board shall investigate and be informed on all matters relating to water production and supply in the FUSD and on other matters as the Board of Supervisors request; four year term.
- James River Alcohol Safety Action Program:** Organized and exists pursuant to an agreement for Joint Exercise of Powers entered into among the City of Charlottesville, and the Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson and functions as administrative and fiscal agent for the Program. One person is appointed by the governing body of each participating locality; three year term.
- JAUNT Board:** Two members appointed; JAUNT manages budgets, policies and programs of the corporation's transportation services; three year term. The Board of Directors generally meets at the Charlottesville office.
- Jefferson Area Board for Aging Advisory Council:** Members provide input on the development and administration of JABA's Area Plan, participates in public hearings, represents the interests of older persons, reviews and comments on all community policies, programs and actions affecting the senior citizen's and elder caregivers of Planning District Ten. Each participating jurisdiction shall be represented by two voting members; two year term. The Council meets the first Tuesday of each month from 12:00-1:00 pm.
- Jefferson Area Board for Aging Board of Directors:** Meets the third Tuesday of each month. The meeting is usually held at the Center for Adult Rehab and Eldercare in the Alzheimer's Suite unless otherwise notified; two members appointed by the board of Supervisors; two year term.
- Jefferson Area Disability Services:** BOS 2020-08-05 p.126/266 a rural, primarily agricultural area wherein services to persons with physical and/or sensory disabilities are hampered by the relative isolation of clients; consist of one representative appointed by the Board of Supervisors with a three year term.
- Library Board of Trustees:** Consist of seven members, one from each election district and the Library Director as ex-officio; four year term.
- Local Workforce Investment Board:** Consist of a majority of private sector representatives; number of appointments per locality is based on population (Fluvanna has two); three year term.
- Monticello Area Community Action Agency:** Provides services and supplies among local churches, schools, and community organizations for people in crisis situations, or with longer-term needs; four year term; one representative appointed by the Board of Supervisors.
- Parks & Recreation Advisory Board:** Members are appointed by the Board. Three are agency appointed and six are at-large. The Advisory Board provides counsel to the board on community recreation issues, assists department director in determining program priorities and content, and leisure issues in the community; four year term.
- Piedmont Virginia Community College Board:** Local advisory board which is appointed by its participating local jurisdictions; provides a vital link between the college and the community; participates in selection, evaluation and removal of college president; reviews and acts on annual local funds budget as prepared by the president, etc.
- Planning Commission:** The Code of Virginia requires the County to create a local Planning Commission to promote the public health, safety, convenience, and welfare of its citizens, to plan for the orderly development of the community and to develop and update the County's Comprehensive Plan. The role of the Planning Commission is to serve primarily in an advisory capacity to the Board of Supervisors for a four year term; There are two members from the Rivanna Election District, one member each from the Columbia, Cunningham, Fork Union and Palmyra Election District's.
- Region Ten Community Services Board:** A total of 14 members are appointed by the Boards of Supervisors of Albemarle, Fluvanna, Greene, Louisa, and Nelson Counties and the Charlottesville City Council. The board establishes policy and programs to provide mental health, mental retardation, and substance abuse services, and governs the operations of over forty component programs; Fluvanna has one representative with a three year term; meets the 2nd Monday of each month in the evening.
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- Southeast Rural Community Assistance Project, Inc.:** One board appointed representative; five year term; meets quarterly for three days throughout the state.
- Thomas Jefferson Emergency Medical Services Council:** One member appointed by the Board to represent the local government. The Board establishes regional EMS protocols, grades and ranks Rescue Squad Assistance Fund applications; develops regional EMS training/continuing education programs, and acts as a liaison between the region and State; two year term.
- Thomas Jefferson Partnership for Economic Development:** Enhances the assistance and information that can be made available to both existing & new businesses interested in investing in the Greater Charlottesville Region; marketing the region & the development opportunities that exist for different types of businesses; and assisting the public sector members of the Partnership to define and improve the "product" that can be offered to prospective companies.
- Thomas Jefferson Planning District Commission:** Two members, at least one of which is a local elected official, are appointed by each of six member jurisdictions. An elected official serves a term coinciding with duration of their locally elected position; terms for citizen members are three years. The purpose of the Commission is to foster regional cooperation, provide a forum for discussion of regional issues, and to plan with local governments for the future of the region. Fluvanna has two representatives with a two year term.



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA

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Submit by Email

Reset Form

Application to Serve on
Boards/Commissions/Committees

Name: Gary E Osteen Election District: Cunningham
 Mailing Address: 2567 Sclaters ford Rd. City: Palmyra State: Va Zip: 22963
 Physical Address: 2567 Sclaters ford Rd. City: Palmyra State: Va Zip: 22963
 Home Phone: 434-589-6694 Work Phone: 434-531-3145 Cell Phone: 434-531-3145 Fax Phone: N/A
 Email: Garyosteen13@gmail.com
 Education/Experience/Professional Expertise:

High School Graduate F.C.H.S. 1991
 30 years+ of Practical Plumbing Experience.
 Master Plumber

Civic Activities/Committee Memberships (include other boards/committees/commissions, Fraternal, Business, Church or Social Groups):

Fluvanna Co School Board CIP Committee
 F.C.S.B Parental Guidance Comm.
 Pastor of "Light Academy" Christian School
 Owner of Local Business

Interest in Serving on Board/Commission/Committee:

My Interest is to do whatever Necessary to improve my Community.

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Please submit this form by e-mail or
 Return to:
 Clerk, Board of Supervisors
 P.O. Box 540
 Palmyra, VA

GEO
 Signature Date 7-13-20

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**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB L

MEETING DATE:	August 5, 2020				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors July 1, 2020 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, July 1, 2020, be adopted.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft Minutes for July 1, 2020.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Morris Room, County Administration Building
July 1, 2020
Regular Meeting 4:00pm & 7:00pm**

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair
Tony O’Brien, Rivanna District, Vice Chair
Mozell Booker, Fork Union District*
Patricia Eager, Palmyra District*
Donald W. Weaver, Cunningham District

ABSENT: None.

ALSO PRESENT: Eric M. Dahl, County Administrator
Fred Payne, County Attorney
Caitlin Solis, Clerk for the Board of Supervisors

**Due to health concerns, Mrs. Booker and Mrs. Eager are attending the meeting virtually/by telephone*
- Mozell Booker, (Calling from 258 Bass Lane)
- Patricia Eager, (Calling from 1107 Mechunk Creek Drive)

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE

At 4:02pm, Chair Sheridan called to order the Regular Meeting of July 1, 2020.
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the July 1, 2020 Regular Meeting of the Board of Supervisors, as amended.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:

Announcements and Updates:

➤ Governor Northam’s Executive Order 67 Phase III – effective today
Phase III looks like this:

- Safer at home—especially if you are vulnerable
- Social gatherings should be limited to 50% occupancy of the event space, if applicable, or 250 participants, whichever is less.
- Continued social distancing
- Encourage telework whenever possible
- Face coverings recommended in public
- Easing limits on business and faith communities

Phase III: Guidelines for All Businesses

1. Physical distancing
2. Enhanced cleaning and disinfection
3. Enhanced workplace safety

➤ Free Drive through testing for COVID-19

- Monday, July 13 from 9am-11am
- Beaverdam Baptist Church, 1794 Richmond Rd, Troy, Va.
- Call 434-972-6261 to schedule appointment
- People must call to schedule an appointment from 8am-4:30pm on Thurs., July 9 or Fri., July 10.

Details about late July events will be added as time gets closer. July 23 – Fluvanna County site TBD

➤ **The Virginia Rent and Mortgage Relief Program (RMRP)**

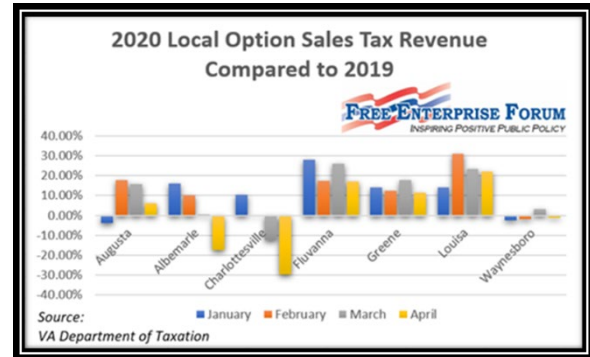
- Launched on June 29, 2020
- Will offer financial assistance in the form of rent and mortgage payments on behalf of households who are experiencing financial instability due to the pandemic.
- The Virginia Department of Housing and Community Development (DHCD) has been authorized to distribute at least \$50 million to support rent and mortgage relief needs from April 1 until funds are expended, or Dec. 30, 2020, whichever comes first.

Board of Supervisors Minutes

- RMRP is a gap measure for households who face eviction or foreclosure. It will provide options for households that have not been able to cover their rent or mortgage because they are unemployed or underemployed as a result of the COVID-19 pandemic.
- To learn more about housing rights and resources during this crisis, please visit www.StayHomeVirginia.com.

➤ **COVID-19 Fiscal Impact on Sales Tax Revenue:**

- The Free Enterprise Forum just released “Retail Report” with Virginia Department of Taxation compiled sales & use tax data which show that during 2020’s first four months (January-April) retail sales throughout the region were uneven compared with last year.
- Compared with April 2019, April 2020 state tax data reveals
 - Sales decreases in Albemarle County -17.36% and Charlottesville -29.72% and a slight decrease in Waynesboro -1.16%.
 - Sales increases, some substantial, in Augusta County +6.26%; Fluvanna County, +17.00%; Greene County, +11.46%; and, Louisa County, +22.14%
- Overall, during the first quarter of 2020 retail sales as compared to the first quarter of 2019:
 - Increased: Albemarle County +8.19%; Augusta County +9.33%; Fluvanna County, +24.09%; Greene County, +15.06%; and, Louisa County, +22.65%,
 - Decreased: Charlottesville, -1.16%; and, Waynesboro -0.07%.



➤ **Virginia Employment Commission - Fluvanna:**

- Fluvanna has a workforce of 14,400
- Continued Claims (receiving) as of June 20th = 6.9% (988)
- Initial Claims (applied) May 2 through May 23 = 1.7% (244)
- Potential Unemployment = ~8.5%

➤ **Spotlight on Business:**

Learning Ladder Academy

- A new childcare facility at 3739 Lake Monticello Road
- Fluvanna Chamber of Commerce ribbon cutting - July 9th @5:30 pm
- First day of care on July 13th
- Owned by Pandora Trent
- The facility is licensed to care for 32 children
- Learn more at www.LLAchildcare.com

➤ **Next BOS Meetings:**

Day	Date	Time	Purpose	Location
Wed	Aug 5	4:00 PM	Regular Meeting	Morris Room
Wed	Aug 19	7:00 PM	Regular Meeting	Morris Room
Wed	Sep 2	4:00 PM	Regular Meeting	Morris Room

5 - PUBLIC COMMENTS #1

At 4:15pm, Chair Sheridan opened the first round of Public Comments.

-Lois Mastro, 63 Forest Dr., thanked the Board for the opportunity to speak and expressed her desire to serve on the EDA board.

-Dr. William Whelan, E. Market St., Charlottesville, expressed his desire to serve Fluvanna with CPMT.

-Andre Key, 17 Ashton Rd, expressed his desire to serve Fluvanna with CPMT.

-Rudy Garcia, 802 Rivanna Woods Dr., asked the Board to consider CARES Act funds for recovering operations management of non-profits.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:30pm.

7 - ACTION MATTERS

County Attorney Compensation Agreement – Eric Dahl, County Administrator

- The County Attorney has proposed the same service rates for FY21 as are currently in effect. The agreement calls for a flat monthly fee of \$10,000 and includes additional services and periodic on-site work. Other rates and terms are specified below.

Position	Prior	New
Frederick W. Payne, County Attorney	\$310	\$310
Donna R. DeLoria, Dep County Attorney	\$265	\$265
William W. Tanner, Dep County Attorney	\$240	\$240

Board of Supervisors Minutes

July 1, 2020

Kristina M. Hofmann, Asst County Attorney	\$215	\$215
Associate	\$150	\$150
Paralegals	\$ 95	\$ 95
Assistants (when applicable)	\$ 75	\$ 75

MOTION:	Approve the County Attorney’s Compensation Agreement for Fiscal Year 2021 services, effective July 1, 2020, with no change in rates from FY20.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Motion			Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

CARE Task Force Charter Renewal & Appointment Extensions – Eric Dahl, County Administrator

- The CARE Task Force was established by the BOS on July 5, 2017.
- The Task Force Charter was previously extended from Dec 31, 2017 until June 30, 2018, July 1, 2018 until June 30, 2019, and again from July 1, 2019 to June 30, 2020
- The Task Force requests to continue work through FY21; interested members are requesting reappointment:
 - Johnson, Tricia - Fluvanna Historical Society representative
 - Sheridan, Mike - Fluvanna County Columbia District Supervisor
 - Wells, David - Sheriff’s Office representative
 - Dahl, Eric - Fluvanna County Administrator
 - Miles, Douglas - Fluvanna County Community & Economic Development representatives
 - Robinson, Brad - Fluvanna County Community & Economic Development representatives
 - Hickman, Calvin - Fluvanna County Public Works representative
 - Spitzer, Aaron - Fluvanna County Parks & Recreation representative

MOTION:	Approve a one-year extension of the CARE Task Force Charter until June 30, 2021 and further move to extend Task Force member appointments for terms to end June 30, 2021.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion		Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Funds for Recovery and Operations Management: Fluvanna Small Business Grant – Nonprofits – Bryan Rothamel, Economic Development Coordinator

- Fluvanna County received \$2,379,202 of Coronavirus Aide, Relief, and Economic Security funding. The county can use the money to give small business grants to companies who experienced disruption from COVID-19.
- Organizations must show an increase in costs due to COVID-19 health emergency, provide an IRS Tax Exemption Determination Letter, and a budget for use of requested funds.
- In response to COVID-19 disruptions, area communities have utilized the Community Investment Collaborative’s expertise in grant allocation to disburse funds.
- Staff recommends the following grants for organizations designated a 501(c)3, 501(c)4, or 501(c)6 that are based in Fluvanna, operational as of March 27, 2020, and engaged in activities legal under the law: organizations providing community needs, as defined under priority section: up to \$15,000, other “nonprofit” organizations \$5,000.
- Priority for grant disbursement is as follows with the first listed as highest and last listed as lowest: provided food for community, provided childcare for community, provided other household needs for community (clothing or other items), did not provide community needs.
- Community needs must be conducted on an ongoing business during the COVID-19 health crisis to be eligible.
- Paycheck Protection Program (PPP) funding does not disqualify a business, but will serve as tiebreaker.
- Religious organizations are eligible, but must meet requirements and will be awarded grant in accordance with priority as defined.
- The grant may be used to cover costs incurred from: personal protective equipment (PPE), redesign of operational structure, payroll or other operating expenses, rent or mortgage payments, teleworking, or debt incurred as a result of COVID-19 disruption.
- Ineligible businesses include for-profit entities and private schools.

MOTION:	Approve to allocate \$100,000 of the \$2.379 million Fluvanna County received from the Commonwealth of Virginia, as part of The Coronavirus Aid, Relief, and Economic Security (CARES) Act, to be used for the Funds for Recovery and Operations Management (FROM): Fluvanna Small Business Grants for non-profit entities in response to the COVID-19 disruption, with the grant requirements as presented. The FROM: Fluvanna Small Business Grants will be administered by the Community Investment Collaborative for a fee no more than 3 percent.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Registrar's Office Lease – Bryan Rothamel, Economic Development Coordinator

Mrs. Booker made a comment in support of choosing the Palmyra location over a location in Fork Union due to the phone and internet options in Palmyra to better support the Registrar’s Office.

- The General Assembly now requires no excuse, 45-day early voting starting the November 2020 General Election.
- The Registrar’s Office physical location is not set-up to handle early voting effectively. Using a satellite location would still require the Registrar’s Office to be used for early voting.
- County Administration sought a permanent move of the Registrar’s Office to allow early voting, handicap accessibility, ample parking, training space, secure storage of voting equipment, ease of access for County voters.
- The Jefferson Centre has two open retail spots that would satisfy the current office deficiencies.
- The Registrar and the Electoral Board members have toured the facility with County Administration.
- County Administration negotiated a lease to run from July 15, 2020 to July 14, 2023 with two additional one-year renewals.
- We will have to pay CBS Rentals, property manager of the building, \$5,000 to upfit the property for lease. We will also have internal costs to prepare the building for occupancy such as signs, IT infrastructure, furniture and storage security.

MOTION:	Approve the Agreement of Lease for Shopping Center Space between Fluvanna County, as Tenant, and Jefferson Centre Properties, LLC, as Landlord, for Suites 115 and 116 in the Jefferson Centre Shopping Center to be used by the County Registrar's Office at a first year monthly lease amount of \$3,491.67 and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

FY21 BOS Contingency Budget Transfer- Registrar's Office Relocation – Mary Anna Twisdale, Director of Finance

- During the FY21 Budget Process, \$5,000 was budgeted in BOS Contingency for the Registrar’s Office move.
- An Additional \$15,000 is needed to complete the relocation

Anticipated costs of move

- Build out of new office space - \$5,000
- IT set up, equipment and connections - \$5,000
- Signage/Advertising - \$5,000
- Furniture - \$ 2,000
- Secure Storage - \$3,000

The following FY21 budget changes will be made:

- Decrease: BOS Contingency Budget - \$20,000
- Increase: Registrar, Facilities & IT budgets totaling - \$20,000
- The FY21 BOS Contingency balance is \$150,000 prior to this action.

MOTION:	Approve a budget transfer of \$20,000 from the FY21 BOS Contingency budget to: <ul style="list-style-type: none"> • FY21 Registrar’s Office budget - \$ 2,000 • FY21 Facilities budget - \$13,000 • FY21 Information Technology budget - \$5,000 for the Registrar’s Office Relocation.
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MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

FY21 Pay Rates and Classifications – Jessica Rice, Human Resources Manager

- Each year, the BOS is presented with a schematic detailing County positions and pay bands for approval.
- The FY21 Pay Rates and Classifications Schematic has been adjusted to reflect the BOS approved minimum starting pay for full-time and part-time positions, \$14.00 and \$12.00 per hour, respectively.
- Pay bands have been adjusted to eliminate compression caused by increasing the minimum pay as noted above.
- The revision also incorporates the position changes and reclassifications approved in the FY21 adopted budget, as well as removal of unfunded positions and sheriff’s office positions. The Sheriff’s Office has a separate pay plan.
- There are no additional funds requested as a result of the pay band adjustments.

MOTION:	Approve the FY21 Pay Rates and Classifications, as presented.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Parks Facility & Equipment Rental Fee Adjustment Proposal – Aaron Spitzer, Director of Parks and Recreation

- Parks and Recreation’s facility and equipment rental fees have not been updated for 12 years, other than a few additions implemented on April 1, 2015.
- Parks and Recreation is investing in some new equipment and with these rate increases, they are still below market rental rates.
- Standard fees have been set for events and weddings, instead of floating fees.
- Parks and Recreation will start advertising the new rates as soon as they are approved.
- Existing rentals will still be honored at the old rate.

Facility Rental Rates, Current and Proposed:

Current Fees				New Proposed Fees			
Facility Requested	Unit	Resident Fees	Non Resident Fees (15%)	Facility Requested	Unit	Resident Fees	Non Resident Fees (15%)
Carysbrook Gymnasium (w/ tarp)	Hour	\$75.00	\$86.25	Carysbrook Gymnasium	Hour	\$80.00	\$92.00
Carysbrook Gymnasium (w/out tarp)	Hour	\$50.00	\$57.50				
Carysbrook Athletic Field (w/ lights)	Hour	\$20.00	\$23.00	Carysbrook Sports Complex Baseball Field	Hour	\$25.00	\$28.75
Carysbrook Athletic Field (w/o lights)	Hour	\$10.00	\$11.50	Carysbrook Sports Complex Softball Field	Hour	\$25.00	\$28.75
Comm. Center Multi-Purpose Rm (125 people)	Hour	\$75.00	\$86.25	Comm. Center Multi-Purpose Rm (125 people)	Hour	\$90.00	\$103.50
				Comm. Center Multi-Purpose Rm (125 people)	Hour w/ABC	\$100.00	\$115.00
Comm. Center Meeting Rm (30 people)	Hour	\$20.00	\$23.00	Comm. Center Meeting Room (30 people)	Hour	\$30.00	\$34.50

Current Fees				New Proposed Fees			
Facility Requested	Unit	Resident Fees	Non Resident Fees (15%)	Facility Requested	Unit	Resident Fees	Non Resident Fees (15%)
Pleasant Grove Park Pole Barn (w/ electricity)	Day	\$100.00	\$115.00	Pleasant Grove Park Pole Barn	8am-1pm	\$80.00	\$92.00
Pleasant Grove Park Pole Barn (w/o electricity)	Day	\$75.00	\$86.25	Pleasant Grove Park Pole Barn	3pm-Dusk	\$80.00	\$92.00
				Pleasant Grove Park Pole Barn	Day	\$150.00	\$172.50
Pleasant Grove Park Baseball/Softball Field	Hour	\$10.00	\$11.50	Pleasant Grove Park Baseball/Softball Field	Hour	\$15.00	\$17.25
Pleasant Grove Park Soccer Field (3 avail)	Hour	\$10.00	\$11.50	Pleasant Grove Park Soccer Field (3 avail)	Hour	\$15.00	\$17.25
Civil War Park	Day	\$50.00	\$57.50	Civil War Park	Day	N/A	N/A
Eastern Trailhead Large Pavilion (40 people)	Day	\$50.00	\$57.50	Eastern Trailhead Large Pavilion (40 people)	Day	\$50.00	\$57.50
Eastern Trailhead Small Pavilion (25 people)	Day	\$25.00	\$28.75	Eastern Trailhead Small Pavilion (25 people)	Day	\$25.00	\$28.75

Equipment Rental Rates, Current and Proposed:

Current Fees				New Proposed Fees			
Equipment Requested	Unit	Resident Fees	Non Resident Fees (15%)	Equipment Requested	Unit	Resident Fees	Non Resident Fees (15%)
Chairs (150 avail)	Day	\$1.00	\$1.15	Chairs (150 avail)	Day	\$4.00	\$4.60
Tables - 6' Rectangular (70 avail)	Day	\$3.00	\$3.45	Tables - 6' Rectangular (70 avail)	Day	\$6.00	\$6.90
Tables - 8' Round (12 avail)	Day	\$5.00	\$5.75	Tables - 8' Round (12 avail)	Day	\$8.00	\$9.20
14' x 20' Tent Canopy (2 avail)	Day	\$75.00	\$86.25	14' x 20' Tent Canopy (2 avail)	Day	\$100.00	\$115.00
18' x 30' Tent Canopy (4 avail)	Day	\$100.00	\$115.00	18' x 30' Tent Canopy (4 avail)	Day	\$150.00	\$172.50
Canoes (8 avail; includes life vest and paddle)	Weekday	\$25.00	\$28.75	Canoes (8 avail; includes life vest and paddle)	Weekday	\$25.00	\$28.75
Canoes (8 avail; includes life vest and paddle)	Weekend	\$45.00	\$51.75	Canoes (8 avail; includes life vest and paddle)	Weekend	\$60.00	\$69.00
Kayaks (4 avail; includes life vest and paddle)	Weekday	\$25.00	\$28.75	Kayaks (8 avail; includes life vest and paddle)	Weekday	\$25.00	\$28.75
Kayaks (4 avail; includes life vest and paddle)	Weekend	\$45.00	\$51.75	Kayaks (8 avail; includes life vest and paddle)	Weekend	\$60.00	\$69.00

Pleasant Grove Park Event/Wedding Rental Areas:

Pole Barn Area



House Grounds Area



- Mr. Weaver asked if staff could provide how much the County made in rentals over the years and what the projected amounts will be once the fees are increased.

MOTION:	Approve the proposed updated fee structures for the Parks and Recreation Rental and Special Event Application and Checklist, as presented.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion		Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Interagency Contract with DEQ for the ZXR West Waterline Extension – Cyndi Toler, Purchasing Officer

- In February 2020, the Virginia Department of Environmental Quality (DEQ) approached the County about extending the Zion Crossroads waterline on Hwy 250 1.3 miles west of where it currently terminates on Memory Lane, to properties contaminated by an old petroleum release. Four petroleum-impacted properties currently have water treatment systems until a permanent solution is provided. In addition, two nearby properties are at risk of petroleum contamination. This project extension helps to provide a reliable water source to the affected residents of the County and advances a Phase 2 component earlier with the assistance of DEQ. The estimated cost of the waterline extension will be \$1,500,000.
- The County has coordinated with DEQ and after discussions, we have received a letter outlining their proposal and available funding. Our county attorney's office has reviewed two separate interagency contracts with DEQ; the first will be for Engineering Services, were DEQ will fund up to \$200,000, and the second will be for Construction Services, were DEQ will fund up to \$800,000 and/or excess of remaining Engineering funds.
- The contract period shall continue through a period not-to-exceed June 30, 2021.

MOTION:	Approve the Interagency Contract between the County of Fluvanna, Virginia, and the Commonwealth of Virginia Department of Environmental Quality (DEQ), for the Zion Crossroads West Waterline Extension engineering costs reimbursement not-to-exceed up to \$200,000, subject to modifications deemed appropriate by
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	the County Administrator and the County Attorney and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Project Agreement #7 with Dewberry for the ZXR West Waterline Extension System Design and Related Services – Cyndi Toler, Purchasing Officer

- In February 2020, the Virginia Department of Environmental Quality (DEQ) approached the County about extending the Zion Crossroads waterline on Hwy 250 1.3 miles west of where it currently terminates on Memory Lane, to properties contaminated by an old petroleum release. Four petroleum impacted properties currently have water treatment systems until a permanent solution is provided. In addition, two nearby properties are at risk of petroleum contamination. This project extension helps to provide a reliable water source to the affected residents of the County and advances a Phase 2 component earlier with the assistance of DEQ. The estimated cost of the waterline extension will be \$1,500,000.
- The County has coordinated with DEQ and after discussions, we have received a letter outlining their proposal and available funding. Our county attorney’s office has reviewed two separate interagency contracts with DEQ; the first will be for Engineering Services, were DEQ will fund up to \$200,000, and the second will be for Construction Services, were DEQ will fund up to \$800,000 and/or excess of remaining Engineering funds.
- To move forward, we need to engage Dewberry Engineers Inc. for multiple components relating to design and engineering services of the Zion Crossroads West Waterline Extension in Fluvanna County.
- The scope of services relating to this project agreement shall include, but is not limited to, preliminary design; subsurface utility engineer; surveying; geotechnical engineering; environmental investigation and permitting; PRV design; final design.
- A future project agreement shall include, but is not limited to, construction phase services; drafting of any construction bid documents and review of bids; inspection services; and related engineering, review, environmental, geotechnical, and architectural services.
- The firm may also be expected to assist the County with review of construction plans and specifications for the water and sewer system.

Schedule

- July 2020: Notice to Proceed;
- Sept 2020: Preliminary design Submission
- Sept 2020: FCDPW Review
- Nov 2020: Field Activities (SUE, Geotech, Environmental, Survey)
- Dec 2020: 100% Design Submission
- Mar 2021: County/Regulatory Agency Review
- Mar 2021: Bid Documents Submission

MOTION:	Approve a Project Agreement #7 between the County of Fluvanna, Virginia, and Dewberry Engineers Inc., for the Zion Crossroads West Waterline Extension design and related services: <ol style="list-style-type: none"> 1. Preliminary Design - \$11,950 2. Subsurface Utility Engineer (SUE) - \$31,369 3. Surveying - \$32,280 4. Geotechnical Engineering - \$17,745 5. Environmental Investigation & Permitting – \$13,520 6. PRV Design - \$9,160 7. Final Design - \$33,745 Totalling \$149,769, and subject to prior execution of the DEQ Interagency Contract and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7A – BOARDS AND COMMISSIONS

MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):				
	- Community Policy Management Team (Vendor), Dr. William Whelan, Term July 1, 2020, through June 30, 2022.				
	- Community Planning and Management Team (Dept. of Juvenile Justice appointee), Martha Carroll, Term July 1, 2020, through n/a.				
	- Economic Development Authority, Lois Mastro, Term July 1, 2020, through June 30, 2023.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

8 - PRESENTATIONS

VDOT Quarterly Report— Bethel Kefyalew, VDOT, Louisa Residency

- Mrs. Booker asked about the asphalt dropped on the road and asked what was going to be done to smooth it out. Ms. Kefyalew remarked that it was a temporary fix before the contractor can come by and fix the road.
- Mr. Sheridan asked if the abbey lane is a state maintained road and if the knocked down sign can be replaced.
- Mrs. Booker asked if there could be a turn lane added going into the Dollar General in Fork Union.
- Mrs. Eager asked about Ridgeway Farm off Beaverdam Rd. and wanted to know if the bond was released.

FY20 YTD Revenue Report – Mary Anna Twisdale, Director of Finance

FY20 YTD Budget Report – Property Tax:

As of June 30, 2020

- 2nd half Real Estate revenue collections are \$11,588,314 or 98.1% of the \$11,818,360 budgeted.
- 2nd half Personal Property Tax collections are \$3,211,234 or 92.7% of the \$3,462,947 budgeted.
- 2nd half vehicle license fees are \$827,345 or 89% of the \$925,000 budgeted.
- Sales Tax collections are \$1,799,445 or 99.97% of the \$1,800,000 budgeted. These collections run 2 months behind. We are estimating accruals of approximately \$300,000 additional back to FY20.

FY20 YTD Budget Report:

Total Real Estate Tax	99.9%	
Total Public Service Tax	108.4%	
Total Personal Property Tax	97.9%	
Mobile Home Tax	89.9%	
Machinery and Tools Tax	160.6%	
Prop Tax Penalty & Interest	121.2%	Accrue Penalties 60 days
Other Local Taxes	93.2%	Accrue Sales & Communication Tax 60 days, Vehicle Admin Fees 30 days,
Permits & Fees	104.1%	
Fines & Forfeitures	88.4%	
Use of Money/Prop	120.5%	
Charges for Services	88.8%	Accrue Cost Recovery 60 days
Misc. Revenue	52.3%	
Recovered Costs	62.6%	
State Non Categorical	85.2%	
State Shared Expenses	93.6%	Accrue Comp Board 30 days
State Categorical	60.3%	Accrue CSA 90 days, PPTRA
Federal Categorical	95.4%	

Total Revenue Shortfall \$2,500,847 as of 6/30/20

9 - CONSENT AGENDA

The following items were discussed before approval:

Board of Supervisors Minutes

July 1, 2020

P - *CRMF - PW21-002 - SCADA Room HVAC* – Dale Critzer, Assistant Director of Public Works

S - *Equipment and Fleet Maintenance Technician Position Description* – Jessica Rice, Human Resources Manager

T - *University of Virginia Propel Management Consulting Program* – Bryan Rothamel, Economic Development Coordinator

The following items were approved under the Consent Agenda for July 1, 2020:

- *Minutes of June 17, 2020* – Caitlin Solis, Clerk to the Board
- *CRMF - FCPS - FCHS Compressor Replacement* – Don Stribling, FCPS
- *CRMF - PW21-001 - Public Safety HVAC Replacement* – Dale Critzer, Assistant Director of Public Works
- *CRMF - PW21-002 - SCADA Room HVAC* – Dale Critzer, Assistant Director of Public Works
- *FY20 Reassessment Budget Transfer* – Liz Mclver, Management Analyst
- *FY21 Employee Assistance Program (EAP) Coverage* – Jessica Rice, HR Manager
- *Equipment and Fleet Maintenance Technician Position Description* – Jessica Rice, Human Resources Manager
- *University of Virginia Propel Management Consulting Program* – Bryan Rothamel, Economic Development Coordinator

MOTION:	Approve the consent agenda, for the July 1, 2020 Board of Supervisors meeting.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

13 - CLOSED MEETING

MOTION:	At 6:09pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.6 of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 7:33pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:					
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

6 - PUBLIC HEARING

Public Hearing to Readopt the Continuity of Operations Emergency Ordinance – Eric Dahl, County Administrator

- On April 1, 2020, the BOS approved the Emergency Ordinance entitled “Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster.”
- The approval of this Emergency Ordinance allowed for the Board of Supervisors to meet during the COVID-19 emergency and in the event there is not a physical quorum, under Virginia Code §15.2-1413, which makes virtual/telephone meetings during a disaster allowed for the "continuity of government" and also matters directly related to the emergency. There are certain functions of government that must still proceed and this will allow for continuity of government.
- This does not allow for all normal business matters of the County to be handled, but for matters that are necessary for continuity of government functions and related to the emergency.
- In counties, emergency ordinances may be adopted without prior notice (as was done on April 1, 2020); however, no such ordinance shall be enforced for more than sixty days unless readopted in conformity with the provisions of Virginia Code §15.2-1427. To continue with this Emergency Ordinance for another 60-day period, and considering Governor Northam’s Safer-At-Home Order is in effect, the County must hold a Public Hearing to readopt the Emergency Ordinance.

Board of Supervisors Minutes

- This Public Hearing was advertised on June 18th and 25th.
- Readopting this Emergency Ordinance shall remain in full force and effect for a period of another 60 days, unless amended, rescinded or readopted by the Board in conformity with the notice provisions set forth in Virginia Code §15.2-1427 and 15.2-1413, but in no event shall such ordinance be effective for more than 6 months.

At 7:38pm, Chair Sheridan opened the Public Hearing Public Comments.

With no one wishing to speak, Chair Sheridan closed the Public Comments at 7:38pm.

MOTION:	Approve the Ordinance entitled “To Readopt an Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Public Hearing for an Ordinance to Amend Sections 4-1-1 and 8-5 of the Fluvanna County Code to Conform to the Recodification of Title 55 (Now Title 55.1) of the Code of Virginia – Eric Dahl, County Administrator

- The Code of Virginia recodified TITLE 55 (NOW TITLE 55.1). Sections 4-1-1 and 8-5 of the Fluvanna County Code and said Sections of the Fluvanna County Code are being amended to comply to the Code of Virginia.
- Amendments to the Fluvanna County Code require advertisement of a public hearing and a public hearing to be held to receive public comment on the proposed amendments.
- This Public Hearing was advertised on June 18th and 25th.

At 7:41pm, Chair Sheridan opened the Public Hearing Public Comments.

With no one wishing to speak, Chair Sheridan closed the Public Comments at 7:41pm.

MOTION:	Approve “An Ordinance To Amend Sections 4-1-1 And 8-5 Of The Fluvanna County Code To Conform To The Recodification Of Title 55 (Now Title 55.1) Of The Code Of Virginia, Relating To Declaration Of Boundary Lines As A Lawful Fence And Disposal Of Unclaimed Personal Property In The Possession Of The Sheriff.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7 - ACTION MATTERS

AG Dillard Change Order #4 – Eric Dahl, County Administrator

- Change order for AG Dillard of a few unexpected cost changes related to the Zion Crossroad Water Project, increasing the cost of \$88,656.45.

MOTION:	Approve the Zion Crossroads Water and Sewer Change Order #4 with AG Dillard with an Increase in cost of \$88,656.45, and authorize the County Administrator to execute the Change Order, subject to approval as to form by the County Attorney.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

10 - UNFINISHED BUSINESS

Local Allocations for Federal CARES Coronavirus Relief Funds – Eric Dahl, County Administrator

- The Fluvanna County Fire and Rescue Chiefs made a request of CARES Act funds to purchase Clorox 360 fogging machines to disinfect the stations. A request of six machines has been made for the Fire and Rescue stations, as well as one for the Sherriff's Office.

MOTION:	I move the board of Supervisors approve a budget transfer from the CARES Act contingency line to the PPE Equipment line for \$46,500.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 7:53pm, Chair Sheridan opened the second round of Public Comments. With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 7:53pm.

14 - ADJOURN

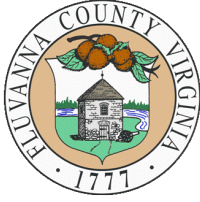
MOTION:	Adjourn the regular meeting of Wednesday, July 1, 2020 at 7:53pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

John M. Sheridan
Chair



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

PROCLAMATION 04-2020

University of Virginia Propel Management Consulting Program

WHEREAS, during the spring of 2020, a Public Health Emergency was declared in response to the COVID-19 pandemic; and

WHEREAS, COVID-19 caused disruptions in nearly all sectors of daily life; and

WHEREAS, as a result of the Public Health Emergency, Students at the University of Virginia could not participate in summer internship opportunities; and

WHEREAS, the University of Virginia Career Center looked to give students meaningful and educational summer work experience; and

WHEREAS, the University of Virginia Career Services, in collaboration with the Central Virginia Small Business Development Center, created the Propel Management Consulting Program; and

WHEREAS, businesses from Fluvanna have suffered from the inability to conduct face-to-face transactions because of the COVID-19 health crisis; and

WHEREAS, University of Virginia Propel interns conducted research into creating a more responsive and resilient business climate in Fluvanna; and

WHEREAS, University of Virginia Propel interns completed a two-week study of the Fluvanna County economy on June 12 and provided solutions to help businesses from Fluvanna; and

WHEREAS, University of Virginia Propel interns learned real world experience through the assistance of alumni consultants, an experience that will undoubtedly help them in their future careers; and

WHEREAS, the Fluvanna County Board of Supervisors offers its gratitude to the University of Virginia Propel interns, and will work to implement the best ideas in a timely fashion; and

NOW, THEREFORE, the Fluvanna County Board of Supervisors does hereby proclaim the University of Virginia Propel Management Consulting Program interns, and whose names are attached to this proclamation, as **honorary residents** of Fluvanna County for the fantastic and beneficial work they have completed.

Passed and adopted this 1st day of July, 2020.

John M. Sheridan
Chair, Board of Supervisors

University of Virginia 2020 Propel Interns

Ryan Afshari	Iris Kennedy	Nishant Saxena
Ryan Ahmadiyar	Andrew Kraemer	Alec Scicchitano
Zara Ali	Keltoum Laghjibi	Garrett Scocos
Nikolas Almaas	Sydney Lawrence	Jiaying Shi
Alexandria Anderson	Harry Lazar	Javeeria Siddiq
John Bonham	Samuel Lisner	Jewel Simon
Claire Bright	Michele Liu	Carl Spana
Shreyash Daga	Zhongwen Luo	Benjamin Stein
Evan Derector	Justin Magill	Fatima Tahir
Mohammad Sadegh Eghdami	Andrew McCracken	Agatha Tatang
Fateh Abadi	Amelia McCrory	Jake Temares
Joseph Elsis	Kent McLaughlin	Ruth Tesfai
Louisa Evola	Sahil Mehta	Emmanuel Toroitich
Callie Freeman	Seth Miller	Charlotte Tsang
Robert Giller	Alex Naupari	Justin Vosburgh
Natalie Groder	Ashley Ontiri	Jessica Wang
Xiaolin Guan	Lerene-Jade Palugod	Lauren Weis
Carter Head	Kayla Perkins	Isaiah Woo
Marvin Hicks	Holly Power	Katherine Woodward
Mohammed Hossain	Noah Rempfer	Eric Zhang
Adam Hunt, Jeannette Jiang	Elizabeth Robertson	Xinyuan Zhang
Josephine Johannes	Hannah Rollins	Yiwei Zhang
Taylor Kamhong	Jana Saleh	Ruijie Zhu

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB M

MEETING DATE:	August 5, 2020				
AGENDA TITLE:	FY20 Aid to Localities Funding – Fire Department				
MOTION(s):	I move the Board of Supervisors approve the supplemental appropriation of \$7,571 to the FY20 State Fire Program’s Aid to Localities pass-through funding.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Liz McIver, Management Analyst				
PRESENTER(S):	Liz McIver, Management Analyst				
RECOMMENDATION:	I recommend approval of the following action.				
TIMING:	Effective June 26, 2020				
DISCUSSION:	<ul style="list-style-type: none"> • Each locality in the Commonwealth receives annual funding to be passed on to the Fire Departments. • Aid to Localities funding is a formula based allocation. So the amount allocated is different each year. • The Commonwealth sends this funding to the County as a direct pass through to the Fire Departments. • For FY20, the funding amount is \$93,571 which is \$7,571 over the budgeted amount of \$86,000. 				
FISCAL IMPACT:	This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

**FLUVANNA COUNTY BOARD OF SUPERVISORS
 AGENDA ITEM STAFF REPORT**

TAB N

MEETING DATE:	August 05, 2020				
AGENDA TITLE:	FY20 Department of Social Services Share of Additional Cost Allocation Funds				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation to the FY20 General Fund in the amount of \$1,666.67 to reflect the additional funding to the Social Services Special Welfare Fund.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Liz McIver, Management Analyst				
PRESENTER(S):	Liz McIver, Management Analyst				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> Annually the County has a Cost Allocation Plan (CAP) prepared for the purpose of accounting for the indirect overhead costs the County incurs for the Department of Social Services. The CAP allows a locality to receive some federal reimbursement for a portion of allowable costs that benefit programs administered by the local Department of Social Services. In March 1997, the Board of Supervisors agreed to share the CAP funds in the percentage of 33 1/3% with the Department of Social Services to be deposited into the Special Welfare fund. 				
FISCAL IMPACT:	A budget supplement as requested by the Department of Social Services would increase the FY20 General Fund revenues and expenditures by \$1,666.67.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	The Board of Supervisors adopted a "Resolution – Distribution of Cost Allocation Funds" on March 5, 1997.				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB O

MEETING DATE:	August 5, 2020				
AGENDA TITLE:	FY20 Sheriff Department Insurance Claim – 2014 Ford Explorer VIN#0002				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$2,730.39 to the FY20 Sheriff Vehicle Repair & Maintenance Budget to reflect reimbursement from a VACORP insurance claim.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Liz Mclver, Management Analyst				
PRESENTER(S):	Liz Mclver, Management Analyst				
RECOMMENDATION:	Recommend approval of the following action.				
TIMING:	Routine.				
DISCUSSION:	<p>A 2014 Ford Explorer (VIN# 0002) hit a deer during routine patrol and was declared to have body damage by VACORP. The recovered amount for the vehicle after the \$500 deductible is \$2,730.39.</p> <p>This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.</p>				
FISCAL IMPACT:	This action will increase the FY20 Sheriff Budget by \$2,730.39.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

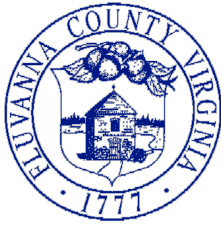
TAB P

MEETING DATE:	August 5, 2020				
AGENDA TITLE:	FY21 Library State Aid Supplemental Appropriation				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$4,546 to the FY21 Library State Aid budget for funds received from the Commonwealth of Virginia.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Cyndi Hoffman, Library Director Liz McIver, Management Analyst				
PRESENTER(S):	Liz McIver, Management Analyst				
RECOMMENDATION:	I recommend approval of the motion as stated above.				
TIMING:	Routine				
DISCUSSION:	The County received notification of the funding appropriation from the Library of Virginia after the FY21 budget had been adopted.				
	The BOS adopted amount for FY21 totaled \$96,452, which is \$4,546 less than the Library of Virginia approved amount of \$100,998.				
FISCAL IMPACT:	Approval will allow finance to increase FY21 revenues and expenditures by \$4,546.				
	FY21 Library State Aid will be increased from \$96,452 to \$100,998.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB Q

MEETING DATE:	August 5, 2020				
AGENDA TITLE:	FY21 Commonwealth's Attorney's Victim-Witness Grant Supplemental Appropriation				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$3,677 to the Commonwealth's Attorney's FY21 Victim-Witness Grant budget for funds received from the Department of Criminal Justice Services.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Sherri Stader, Victim/Witness Assistance Program Director Liz McIver, Management Analyst				
PRESENTER(S):	Liz McIver, Management Analyst				
RECOMMENDATION:	I recommend approval of the motion as stated above.				
TIMING:	Effective July 01, 2020				
DISCUSSION:	The County received notification from DCJS of the revised funding appropriation for the Victim-Witness Grant after the FY21 budget had been adopted.				
	The County will be receiving \$38,677 in revenue which is \$3,677 more than was originally approved for Victim-Witness revenues.				
FISCAL IMPACT:	Approval will allow finance to increase FY20 revenues and expenditures by \$3,677				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2020-08-05 p.155/266
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

TAB R

MEMORANDUM

Date: August 5, 2020
From: Finance Department
To: Board of Supervisors
Subject: **Accounts Payable Report for June 2020**

1. Staff recommends that the Board of Supervisors ratify the expenditures in the attached report and summarized below.

CATEGORY	AMOUNT
General	\$619,488.05
Capital Improvements	\$234,498.69
Debt Service	0.00
Sewer	\$4,980.26
Fork Union Sanitary District	\$8,218.34
Zion Crossroads Water & Sewer	\$519,838.98
TOTAL AP EXPENDITURES	\$1,387,024.32
Payroll	\$909,158.46
TOTAL	\$2,296,182.78

MOTION

I move the Accounts Payable and Payroll be ratified for June **2020** in the amount of **\$2,296,182.78**.

Encl:
AP Report

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna		From Date: 6/1/2020						
2	Accounts Payable List		To Date: 6/30/2020						
3									
4									
5	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
6	Fund # - 100 GENERAL FUND								
7	GENERAL FUND								
8	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 062620	79214	6/26/2020	6/29/2020	204.49		
9	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 061220	78961	6/12/2020	6/29/2020	204.54		
10	SETTLE EXCAVATING &	PLANNING ESCROW	REISSUE-EROSION CAH BOND REFUND ES18-	052820	5/28/2020	6/5/2020	1,500.00		
11	FAMESGATE FARM LLC	PLANNING ESCROW	EROSION CASH BOND REFUND ES17-0099	1003 031617	6/4/2020	6/12/2020	480.00		
12	TREASURER OF VIRGINIA	SHERIFF'S FEE PAY TO C/W	SHERIFF'S FEE	78479	6/1/2020	6/1/2020	421.79		
13	TREASURER OF VIRGINIA	SHERIFF'S FEE PAY TO C/W	SHERIFF'S FEE	78484	6/30/2020	6/30/2020	250.68		
14	TREASURER OF VIRGINIA	SHERIFF'S FEE PAY TO C/W	SHERIFF'S FEE	78485	6/30/2020	6/30/2020	504.00		
15	VACORP	CLEARING ACCOUNT-	Payroll Run 2 - Warrant 061220	79062	6/12/2020	6/29/2020	7.78		
16	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 062620	79215	6/26/2020	6/29/2020	566.17		
17	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 061220	78962	6/12/2020	6/29/2020	589.34		
18	VACORP	PREPAID EXPENSES - OTHER	WORKERS COMP	66028	5/29/2020	6/26/2020	26,169.00		
19	WATKINS INSURANCE	PREPAID EXPENSES - OTHER	RENEWAL	31540	5/7/2020	6/26/2020	10,562.00		
20						Total:	\$41,459.79		
21									
22	REAL ESTATE TAXES								
23	HARPER, FLORENCE & MILANN, JULIET	R E 2020 - 1ST	RE 2020 18A-8-105	79231	6/25/2020	6/26/2020	439.85		
24						Total:	\$439.85		
25									
26	PERSONAL PROPERTY TAXES								
27	BRENNAN, MARK ANDREW	P P 2020 - 1ST	PP 2020 6014	79236	6/25/2020	6/26/2020	37.54		
28	CARRASCO, HILSER RAUL	P P 2017 - 1ST	PP 2017 9242	79232	6/25/2020	6/26/2020	64.26		
29	CARRASCO, HILSER RAUL	P P 2017 - 2ND	PP 2017 9242	79232	6/25/2020	6/26/2020	64.25		
30	CARRASCO, HILSER RAUL	P P 2018 - 1ST	PP 2018 9242	79233	6/25/2020	6/26/2020	55.84		
31	LENHERR, MICHAEL CHARLES	P P 2020 - 1ST	PP 2020 4457	79237	6/25/2020	6/26/2020	873.05		
32	LENHERR, MICHAEL CHARLES	P P 2020 - 2ND	PP 2020 4457	79237	6/25/2020	6/26/2020	22.76		
33	PAYNE, BARRY RYDELL	P P 2020 - 1ST	PP 2020 226191	79238	6/25/2020	6/26/2020	32.89		
34	RIVERA, PEDRO	P P 2018 - 1ST	PP 2018 10891	79234	6/25/2020	6/26/2020	45.98		
35	RIVERA, PEDRO	P P 2018 - 1ST	PP 2018 10891	79234	6/25/2020	6/26/2020	384.00		
36	RIVERA, PEDRO	P P 2018 - 2ND	PP 2018 10891	79234	6/25/2020	6/26/2020	45.98		
37	RIVERA, PEDRO	P P 2018 - 2ND	PP 2018 10891	79234	6/25/2020	6/26/2020	383.99		
38	RIVERA, PEDRO	P P 2019 - 1ST	PP 2019 10891	79235	6/25/2020	6/26/2020	352.89		
39	RIVERA, PEDRO	P P 2019 - 2ND	PP 2019 10891	79235	6/25/2020	6/26/2020	352.89		
40						Total:	\$2,716.32		
41									
42	PROPERTY TAX PENALTIES & INT								
43	CARRASCO, HILSER RAUL	INTEREST-ALL PROPERTY	PP 2017 9242	79232	6/25/2020	6/26/2020	0.55		
44	CARRASCO, HILSER RAUL	INTEREST-ALL PROPERTY	PP 2017 9242	79232	6/25/2020	6/26/2020	1.07		
45	CARRASCO, HILSER RAUL	PENALTIES-ALL PROPERTY	PP 2017 9242	79232	6/25/2020	6/26/2020	35.71		
46						Total:	\$37.33		
47									
48	OTHER LOCAL TAXES								

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna		From Date: 6/1/2020						
2	Accounts Payable List		To Date: 6/30/2020						
3									
4									
5	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
49	CARRASCO, HILSER RAUL	ADMIN FEE VEHICLE LICENSE	PP 2017 9242	79232	6/25/2020	6/26/2020	33.00		
50	CARRASCO, HILSER RAUL	ADMIN FEE VEHICLE LICENSE	PP 2018 9242	79233	6/25/2020	6/26/2020	33.00		
51	LENHERR, MICHAEL CHARLES	ADMIN FEE TRAILER LICENSE	PP 2020 4457	79237	6/25/2020	6/26/2020	18.00		
52	PAYNE, BARRY RYDELL	ADMIN FEE VEHICLE LICENSE	PP 2020 226191	79238	6/25/2020	6/26/2020	33.00		
53	RIVERA, PEDRO	ADMIN FEE VEHICLE LICENSE	PP 2018 10891	79234	6/25/2020	6/26/2020	33.00		
54	RIVERA, PEDRO	ADMIN FEE VEHICLE LICENSE	PP 2019 10891	79235	6/25/2020	6/26/2020	33.00		
55	TOWN OF SCOTTSVILLE	SALES TAX-	SALES TAX	78480	6/16/2020	6/16/2020	132.76		
56									
57									
58	CHARGES FOR SERVICES								
59	EMS MANAGEMENT & CONSULTANTS,	EMS COST RECOVERY	NPP LETTERS MAILED	039294	5/31/2020	6/18/2020	(\$2,718.99)		
60	LUCIE LAFONTAINE	RECREATION PROGRAM FEES	REFUND FOR POLE BARN RENTAL	060420	5/31/2020	6/12/2020	100.00		
61									
62									
63	BOARD OF SUPERVISORS								
64	BANK OF AMERICA	OTHER OPERATING SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	21.01		
65	FLUVANNA REVIEW	ADVERTISING	6/17 PUBLIC HEARING-VRA BOND AD	2020F23-12	6/4/2020	6/18/2020	135.19		
66	MOZELL H. BOOKER	MILEAGE ALLOWANCES	MILEAGE	051920	5/19/2020	6/5/2020	222.53		
67	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	127.42		
68									
69									
70	COUNTY ADMINISTRATOR								
71	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	7.58		
72	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	40.00		
73	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	(\$25.00)		
74	ICMA-RC	BOOKS/PUBLICATIONS	ONLINE MAGAZINE	BF0P22DD6D157	5/27/2020	6/18/2020	40.00		
75	MUNICIPAL CODE CORPORATION	CONTRACT SERVICES	ANNUAL WEBSITE HOSTING SUPPORT	00344011	6/3/2020	6/12/2020	1,200.00		
76	SMARSH, INC.	CONTRACT SERVICES	PRO SUPPORT/PRO CLOUD	INV00593942	5/31/2020	6/18/2020	2,019.51		
77	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	16.19		
78	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	41.71		
79									
80									
81	COUNTY ATTORNEY								
82	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL-	LEGAL FEES	142604	6/1/2020	6/18/2020	10,000.00		
83	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL-	LEGAL FEES	142604	6/1/2020	6/18/2020	2,394.00		
84	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL-	LEGAL FEES	142604	6/1/2020	6/18/2020	3,998.00		
85	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL-	LEGAL FEES	142604	6/1/2020	6/18/2020	2,085.50		
86									
87									
88	COMMISSIONER OF THE REVENUE								
89	4IMPRINT, INC	ADVERTISING	BOOK TOTES	19871962	6/9/2020	6/18/2020	1,489.79		
90	BANK OF AMERICA	PRINTING AND BINDING	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	148.93		
91	COMMISSIONERS OF THE REVENUE	DUES OR ASSOCIATION	DUES	050120	6/2/2020	6/5/2020	340.00		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna			From Date: 6/1/2020					
2	Accounts Payable List			To Date: 6/30/2020					
3									
4									
5	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
92	DELL MARKETING, L.P.	EDP EQUIPMENT	LATITUDE CTO BASE	10401280746	6/19/2020	6/26/2020	1,386.41		
93	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060920	6/9/2020	6/12/2020	21.09		
94	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	060920	6/3/2020	6/12/2020	1,000.00		
95	PITNEY BOWES	LEASE/RENT	LEASE CHARGES	3311345418	6/3/2020	6/12/2020	458.88		
96	STONEWALL TECHNOLOGIES	PROFESSIONAL SERVICES	VAMANET MEMBERSHIP	9474	5/31/2020	6/12/2020	300.00		
97	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	13.60		
98	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	41.71		
99	VERTICAL COMMUNCATIONS, INC.	EDP EQUIPMENT	HARDWARE/SOFTWARE HEADSETS	2099098	6/12/2020	6/18/2020	780.00		
100						Total:	\$5,980.41		
101									
102	REASSESSMENT								
103	PEARSON'S APPRAISAL SERVICE INC	PROFESSIONAL SERVICES	2021 GENERAL REASSESSMENT	12 6/10/20	6/10/2020	6/26/2020	27,787.50		
104						Total:	\$27,787.50		
105									
106	TREASURER								
107	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	OFFICE SUPPLIES	1JYC-113L-KQJ3	5/29/2020	6/5/2020	47.10		
108	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	OFFICE SUPPLIES	1VMX-VL99-XRWR	6/13/2020	6/18/2020	164.18		
109	BMS DIRECT	PRINTING AND BINDING	1ST HALF BILLING REAL ESTATE 20	143672	5/20/2020	6/23/2020	2,057.09		
110	BMS DIRECT	PRINTING AND BINDING	1ST HALF BILLING PP20	143673	5/20/2020	6/23/2020	3,977.60		
111	BUSINESS DATA OF VA, INC.	PROFESSIONAL SERVICES	CONSULTING-VERIFICATION	01-1152	5/5/2020	6/18/2020	165.00		
112	BUSINESS DATA OF VA, INC.	PROFESSIONAL SERVICES	CONSULTING-PERSONAL PROPERTY	1-1148	5/4/2020	6/18/2020	710.00		
113	BUSINESS DATA OF VA, INC.	PROFESSIONAL SERVICES	CONSULTING-BMS FINAL PROOFS	01-1150	5/5/2020	6/18/2020	1,045.00		
114	FLUVANNA REVIEW	ADVERTISING	FIRST HALF TAXES	2020F25-9	6/18/2020	6/26/2020	82.69		
115	TREASURERS' ASSOCIATION OF	DUES OR ASSOCIATION	MEMBERSHIP	062320	6/15/2020	6/26/2020	400.00		
116	V.A.L.E.C.O.	DUES OR ASSOCIATION	DUES	063020	6/18/2020	6/26/2020	85.00		
117	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	7.09		
118	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	41.71		
119	VIRGINIA DEPT. OF MOTOR VEHICLES	DMV-ONLINE	DMV STOPS	0202012100966	5/29/2020	6/12/2020	800.00		
120						Total:	\$9,582.46		
121									
122	INFORMATION TECHNOLOGY								
123	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	7.96		
124	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	19.00		
125	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	25.48		
126	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	52.99		
127	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	92.26		
128	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	181.70		
129	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	471.20		
130	CDW GOVERNMENT, INC.	ADP SERVICES	BLUEBEAM	ZBW4835	6/10/2020	6/26/2020	98.50		
131	MICROSOFT AZURE	ADP SERVICES	USAGE CHARGES	E0800B5C8H	5/16/2020	6/18/2020	23.08		
132	MUNICIPAL CODE CORPORATION	ADP SERVICES	ANNUAL WEBSITE HOSTING SUPPORT	00344011	6/3/2020	6/12/2020	4,200.00		
133	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	2,062.54		
134	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	128.43		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna		From Date: 6/1/2020						
2	Accounts Payable List		To Date: 6/30/2020						
3									
4									
5	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
135									
136									
137	FINANCE								
138	EMS MANAGEMENT & CONSULTANTS,	CONTRACT SERVICES	NPP LETTERS MAILED	039294	5/31/2020	6/18/2020			2,964.82
139	UPS	POSTAL SERVICES	NEXT DAY AIR	0000Y7646Y230	6/6/2020	6/18/2020			16.06
140	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020			6.52
141	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020			41.71
142									
143									
144	REGISTRAR/ELECTORAL BOARD								
145	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	MONTHLY CHARGES	091165	5/28/2020	6/5/2020			155.00
146	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			11.30
147	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			15.82
148	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			16.95
149	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			29.38
150	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			33.90
151	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			35.03
152	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			42.94
153	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			44.07
154	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			49.72
155	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			51.98
156	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			54.24
157	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			63.28
158	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			74.58
159	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			380.81
160	BENJ. FRANKLIN PRINTING CO.	OFFICE SUPPLIES	PRECINCT ENVELOPES	42333	6/8/2020	6/12/2020			55.00
161	DEMTECH VOTING SOLUTIONS INC	CONTRACT SERVICES	SOFTWARE LICENSE & MAINT AGREEMENT	1261	6/2/2020	6/5/2020			700.00
162	FLUVANNA REVIEW	ADVERTISING	LAST DAY AD	2020F21-10	5/21/2020	6/5/2020			177.19
163	JOYCE PACE	MILEAGE ALLOWANCES	MILEAGE	061420	6/18/2020	6/18/2020			48.88
164	JOYCE PACE	OFFICE SUPPLIES	REIMBURSEMENT	061520	6/18/2020	6/18/2020			36.77
165	JOYCE PACE	POSTAL SERVICES	REIMBURSEMENT	061520	6/18/2020	6/18/2020			12.43
166	SUSAN FARRIS	POSTAL SERVICES	POSTAGE REIMBURSEMENT	061620	6/15/2020	6/18/2020			53.11
167	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8058534925	5/31/2020	6/18/2020			175.90
168	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020			5.51
169	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020			41.71
170									
171									
172	HUMAN RESOURCES								
173	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	053120	5/31/2020	6/18/2020			399.00
174	DEPT OF VA STATE POLICE	PROFESSIONAL SERVICES	NEW EMPLOYEE FINGERPRINTING	A2018 060120	6/1/2020	6/18/2020			27.00
175									
176									
177	GENERAL DISTRICT COURT								

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5	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
178	PITNEY BOWES	MAINTENANCE CONTRACTS	LEASE CHARGES	3311306779	6/3/2020	6/12/2020	171.15		
179	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8058534925	5/31/2020	6/18/2020	77.10		
180	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	23.01		
181								Total:	\$271.26
182									
183	COURT SERVICE UNIT								
184	DENNIS CRONIN	FURNITURE & FIXTURES	REIMBURSEMENT-WIRELESS DECT HEADSET	060220	6/9/2020	6/12/2020	314.85		
185	POSTMASTER	POSTAL SERVICES	3 ROLLS POSTAGE	060420	6/3/2020	6/12/2020	165.00		
186	QUILL	OFFICE SUPPLIES	SUPPLIES	7286902	5/28/2020	6/5/2020	70.25		
187	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	7.30		
188								Total:	\$557.40
189									
190	CLERK OF THE CIRCUIT COURT								
191	LOGAN SYSTEMS, INC.	PROFESSIONAL SERVICES	CONTRACT	53854	6/12/2020	6/26/2020	2,541.67		
192	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8058534925	5/31/2020	6/18/2020	40.08		
193	TREASURER OF VIRGINIA	EDP EQUIPMENT	LENOVO M920T COMPUTER UNITS	20-FLUPC-1195	5/31/2020	6/12/2020	2,120.00		
194	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	12.51		
195								Total:	\$4,714.26
196									
197	CIRCUIT COURT JUDGE								
198	BANK OF AMERICA	PROFESSIONAL SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	429.29		
199	CITY OF CHARLOTTESVILLE	PROFESSIONAL SERVICES	FY20 REIMBURSEMENT JUDGES ADMIN	060520	6/9/2020	6/12/2020	18,965.05		
200	JAMES R. COOKE JR	PROFESSIONAL SERVICES	DEFENSE ATTORNEY PANEL MBR COURT	060520	6/5/2020	6/18/2020	342.75		
201	BRENDA PAYNE PACE	COMPENSATION-GRAND	GRAND JURY SERVICE 062220	GJ062020-4	6/22/2020	6/26/2020	30.00		
202	CHAD NATHANIEL WHITE	COMPENSATION-GRAND	GRAND JURY SERVICE 062220	GJ062020-6	6/22/2020	6/26/2020	30.00		
203	JONATHAN ELIOTT	COMPENSATION-GRAND	GRAND JURY SERVICE 062220	GJ062020-1	6/22/2020	6/26/2020	30.00		
204	KATHLEEN REARDON KELLAM	COMPENSATION-GRAND	GRAND JURY SERVICE 062220	GJ062020-3	6/22/2020	6/26/2020	30.00		
205	KIMBERLY L. GIBSON	COMPENSATION-GRAND	GRAND JURY SERVICE 062220	GJ062020-2	6/22/2020	6/26/2020	30.00		
206	KRISTI DENISE WILKINS	COMPENSATION-GRAND	GRAND JURY SERVICE 062220	GJ062020-7	6/22/2020	6/26/2020	30.00		
207	SARAH SMITH PULLEN	COMPENSATION-GRAND	GRAND JURY SERVICE 062220	GJ062020-5	6/22/2020	6/26/2020	30.00		
208	RAFALY ELECTRICAL CONTRACTORS,	MACHINERY AND EQUIPMENT	REPAIRS	8787	6/3/2020	6/12/2020	1,429.00		
209	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	0.91		
210								Total:	\$21,377.00
211									
212	COMMONWEALTH ATTY								
213	AMAZON CAPITAL SERVICES	OTHER OPERATING SUPPLIES	FACE COVER	1RXQ-6NYF-1RPG	5/29/2020	6/5/2020	16.99		
214	MATTHEW BENDER & CO INC	MAINTENANCE CONTRACTS	MONTHLY CHARGES	3092664341	5/31/2020	6/23/2020	142.00		
215	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	09948667 061520	6/15/2020	6/26/2020	119.67		
216	SHRED-IT USA LLC	LEASE/RENT	SHRED	8129887114	6/7/2020	6/18/2020	308.39		
217	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8058534925	5/31/2020	6/18/2020	19.89		
218	STAPLES CONTRACT & COMMERCIAL,	OTHER OPERATING SUPPLIES	OFFICE SUPPLIES	8058534925	5/31/2020	6/18/2020	197.58		
219	V.A.L.E.C.O.	DUES OR ASSOCIATION	DUES FOR FY21	060820	6/4/2020	6/12/2020	75.00		
220	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	10.17		

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221	VALLEY BUSINESS FORMS	OTHER OPERATING SUPPLIES	BUSINESS CARDS	20793	6/15/2020	6/26/2020	59.60		
222	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	83.42		
223	VIRGINIA ASSOCIATION OF	DUES OR ASSOCIATION	VACA DUES	8702	3/5/2020	6/5/2020	700.00		
224	WORLDWIDE INTERPRETERS, INC.	OTHER OPERATING SUPPLIES	INTERPRETER	4622	6/3/2020	6/5/2020	20.64		
225									
226									
						Total:	\$1,753.35		
227	SHERIFF								
228	AARON HOLMAN	SUBSISTENCE & LODGING	MEALS EXPENSE	061120	6/11/2020	6/12/2020	135.00		
229	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	CAR PARTS	6063015023213	5/29/2020	6/5/2020	162.47		
230	ADVANCE AUTO PARTS	VEHICLES REP & MAINT	CAR OIL	7306017630996	6/24/2020	6/26/2020	36.76		
231	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	KEYBOARD AND MOUSEPAD	1LJ3-DT6X-76HP	5/31/2020	6/5/2020	132.78		
232	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	WHITE BOARD	1QTQ-99MP-3KLR	6/10/2020	6/12/2020	197.98		
233	AMAZON CAPITAL SERVICES	POLICE SUPPLIES	POLICE SUPPLIES	1Q96-XVF6-MQM6	6/1/2020	6/5/2020	271.20		
234	AMAZON CAPITAL SERVICES	POLICE SUPPLIES	POLICE SUPPLIES	14R9-YLWJ-43TM	6/24/2020	6/26/2020	71.88		
235	AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING APPAREL	UNIFORMS	00056460	6/7/2020	6/12/2020	103.06		
236	AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING APPAREL	UNIFORMS	00056461	6/7/2020	6/12/2020	103.65		
237	AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING APPAREL	UNIFORMS	00056490	6/10/2020	6/18/2020	85.06		
238	AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING APPAREL	UNIFORM	00056492	6/10/2020	6/18/2020	93.50		
239	AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING APPAREL	UNIFORM	00056491	6/10/2020	6/18/2020	212.47		
240	AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING APPAREL	UNIFORMS	00056493	6/10/2020	6/18/2020	273.10		
241	AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING APPAREL	UNIFORMS	00056494	6/10/2020	6/18/2020	2,907.37		
242	BANK OF AMERICA	BUILDING	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	43.96		
243	BANK OF AMERICA	BUILDING	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	799.00		
244	BANK OF AMERICA	FOOD SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	21.06		
245	BANK OF AMERICA	FOOD SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	27.45		
246	BANK OF AMERICA	INVESTIGATIVE SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	50.00		
247	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	51.42		
248	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	114.52		
249	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	25.00		
250	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	83.94		
251	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	103.92		
252	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	647.91		
253	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	MOUNT AND BALANCE	061020	6/8/2020	6/12/2020	24.00		
254	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	MOUNT AND BALANCE AND DISPOSAL	FCSD028	6/8/2020	6/12/2020	27.00		
255	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	MOUNT, BALANCE AND DISPOSAL	FCSD030	6/18/2020	6/18/2020	48.00		
256	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309903768 060720	6/7/2020	6/18/2020	162.01		
257	CENTURYLINK	TELECOMMUNICATIONS	SHERIFF OFFICE	309797542 061620	6/16/2020	6/26/2020	172.04		
258	COMSONICS INC	VEHICLES REP & MAINT	TUNING FORK	899215	6/9/2020	6/12/2020	19.50		
259	COMSONICS INC	VEHICLES REP & MAINT	PRO LASER	899216	6/9/2020	6/12/2020	158.00		
260	DELL MARKETING, L.P.	VEHICLE/POWER EQUIP	E911 COMPUTER EQUIP	10396095940	5/28/2020	6/18/2020	7,678.44		
261	DEPT OF VA STATE POLICE	PROFESSIONAL SERVICES	NEW EMPLOYEE FINGERPRINTING	A2018 060120	6/1/2020	6/18/2020	27.00		
262	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	CAR KIT	16389	3/23/2020	6/5/2020	107.45		
263	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	INSTALL RIFLE LOCK	16391	3/23/2020	6/5/2020	150.00		

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264	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	CAR KIT	16945	5/27/2020	6/5/2020	398.00		
265	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	CAR MAINTENANCE	17037	5/29/2020	6/12/2020	75.00		
266	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	CAR REPAIRS	17035	5/29/2020	6/12/2020	132.50		
267	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	CAR REPAIRS	16781	5/29/2020	6/12/2020	238.40		
268	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	CAR REPAIRS	17036	5/29/2020	6/12/2020	375.25		
269	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	HARDWARE INSTALLATION	17034	5/29/2020	6/12/2020	641.42		
270	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	CAR REPAIRS	17038	6/9/2020	6/12/2020	941.00		
271	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	CAR KIT	17033	6/9/2020	6/12/2020	6,704.10		
272	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	SIDE ARMREST	17169	6/25/2020	6/26/2020	238.40		
273	FLUVANNA ACE HARDWARE	OFFICE SUPPLIES	DUAL BLADE AND FLOOR FAN	82782	6/9/2020	6/12/2020	71.98		
274	FOREMOST PROMOTIONS	COMMUNITY EDUCATION	TEMPORARY TATTOOS	511050	6/17/2020	6/26/2020	273.64		
275	FOREMOST PROMOTIONS	COMMUNITY EDUCATION	STICKERS AND TATTOOS	511049	6/17/2020	6/26/2020	285.39		
276	GALLS, LLC.	POLICE SUPPLIES	CUFF CASE	015841536	6/11/2020	6/26/2020	34.44		
277	GALLS, LLC.	POLICE SUPPLIES	POLICE SUPPLIES	015789352	6/11/2020	6/26/2020	44.16		
278	GALLS, LLC.	UNIFORM/WEARING APPAREL	UNIFORM	015704755	5/29/2020	6/12/2020	43.33		
279	GALLS, LLC.	UNIFORM/WEARING APPAREL	SGT STRIPES	015808715	6/11/2020	6/26/2020	60.67		
280	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060920	6/9/2020	6/12/2020	5,688.26		
281	JASON HERRING	SUBSISTENCE & LODGING	MEALS REIMBURSEMENT	052520	6/11/2020	6/12/2020	206.25		
282	JASON HERRING	SUBSISTENCE & LODGING	MEALS REIMBURSEMENT	053120	6/11/2020	6/12/2020	261.25		
283	JASON HERRING	SUBSISTENCE & LODGING	MEAL REIMBURSEMENT	061420	6/14/2020	6/26/2020	206.25		
284	JASON HERRING	SUBSISTENCE & LODGING	MEAL REIMBURSEMENT	062120	6/14/2020	6/26/2020	206.25		
285	JOSHUA WRIGLEY	SUBSISTENCE & LODGING	MEALS REIMBURSEMENT	051820	6/11/2020	6/12/2020	165.00		
286	JOSHUA WRIGLEY	SUBSISTENCE & LODGING	MEALS REIMBURSEMENT	052620	6/11/2020	6/12/2020	165.00		
287	JOSHUA WRIGLEY	SUBSISTENCE & LODGING	MEAL REIMBURSEMENT	060820	6/9/2020	6/18/2020	206.25		
288	JOSHUA WRIGLEY	SUBSISTENCE & LODGING	MEAL REIMBURSEMENT	061420	6/14/2020	6/26/2020	206.25		
289	JOSHUA WRIGLEY	SUBSISTENCE & LODGING	MEAL REIMBURSEMENT	062120	6/14/2020	6/26/2020	206.25		
290	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD-605455	6/3/2020	6/5/2020	202.66		
291	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD-607481	6/3/2020	6/26/2020	176.91		
292	PATRICK WOOD	UNIFORM/WEARING APPAREL	PARTIAL REIMBURSEMENT FOR BOOTS	58699 050720	5/7/2020	6/5/2020	150.00		
293	PERFORMANCE SIGNS	VEHICLES REP & MAINT	ANIMAL CONTROL/STRIPING	19978	11/26/2019	6/26/2020	795.00		
294	PSYCHOLOGICAL HEALTH ROANOKE	PROFESSIONAL SERVICES	POLICE TESTING	B-C-22944	5/28/2020	6/5/2020	90.00		
295	PSYCHOLOGICAL HEALTH ROANOKE	PROFESSIONAL SERVICES	POLICE TESTING	K-C-22895	5/28/2020	6/5/2020	90.00		
296	PSYCHOLOGICAL HEALTH ROANOKE	PROFESSIONAL SERVICES	POLICE TESTING	T-C-22943	5/28/2020	6/5/2020	90.00		
297	SEAN PETERSON	OFFICE SUPPLIES	REIMBURSEMENT	031020	3/10/2020	6/18/2020	44.69		
298	SEAN PETERSON	POLICE SUPPLIES	REIMBURSEMENT	031020	3/10/2020	6/18/2020	90.98		
299	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	10019431	5/27/2020	6/5/2020	20.00		
300	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	10019432	5/27/2020	6/5/2020	20.00		
301	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	10019433	6/5/2020	6/18/2020	20.00		
302	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	CAR MAINTENANCE	10019434	6/5/2020	6/18/2020	60.00		
303	SPRINT	TELECOMMUNICATIONS	MONTHLY CHARGES	313771602-025	5/26/2020	6/5/2020	1,952.83		
304	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8058534925	5/31/2020	6/18/2020	415.30		
305	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8058534925	5/31/2020	6/18/2020	1,048.22		
306	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8058534925	5/31/2020	6/18/2020	1,058.98		

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350	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	78.00		
351	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060920	6/9/2020	6/12/2020	192.46		
352	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	0.57		
353	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	285.17		
354									
355						Total:	\$556.20		
356	EMERGENCY MANAGEMENT								
357	DELTA RESPONSE TEAM LLC	CONTRACT SERVICES	MAY 2020 EMS STAFFING	2020005029	5/31/2020	6/5/2020	36,500.00		
358	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060920	6/9/2020	6/12/2020	42.36		
359	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL	SQLCD-607481	6/3/2020	6/26/2020	47.29		
360	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	46.71		
361									
362						Total:	\$36,636.36		
363	PUBLIC ANIMAL SHELTER								
364	FLUVANNA SPCA	READMIT ANIMAL	ANUMAL FRIENDLY PLATES DMV	061820	6/18/2020	6/26/2020	1,178.26		
365									
366						Total:	\$1,178.26		
367	FACILITIES								
368	ALBEMARLE LOCK & SAFE, INC.	BLDGS EQUIP REP & MAINT	TUBULAR	90808	5/28/2020	6/5/2020	21.00		
369	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	SUPPLIES	1VNN-HCM1-TGNP	6/19/2020	6/26/2020	25.98		
370	AMAZON CAPITAL SERVICES	OTHER OPERATING SUPPLIES	HEADBAND SCARF	1CCX-HDYV-NDGK	6/6/2020	6/12/2020	14.99		
371	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	39.26		
372	BANK OF AMERICA	VEHICLES REP & MAINT	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	113.89		
373	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	CLEANING SUPPLIES	7537533	6/11/2020	6/18/2020	9.09		
374	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	CLEANING SUPPLIES	7534741	6/2/2020	6/26/2020	1,064.88		
375	FASTENAL COMPANY	GENERAL MATERIALS AND	FLOORDRY	VACHA23622	5/18/2020	6/5/2020	11.79		
376	FASTENAL COMPANY	GENERAL MATERIALS AND	SIMPLEGREEN	VACHA123645	5/18/2020	6/5/2020	31.43		
377	FASTENAL COMPANY	GENERAL MATERIALS AND	OIL SPILL SUPPLY	VACHA123659	5/18/2020	6/5/2020	87.60		
378	FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND	PUBLIC WORKS SUPPLIES	053120	5/29/2020	6/12/2020	59.30		
379	FLUVANNA ACE HARDWARE	VEHICLE/POWER EQUIP	PUBLIC WORKS SUPPLIES	053120	5/29/2020	6/12/2020	15.99		
380	HATHAWAY INC.	JANITORIAL SUPPLIES	FLOOR CLEANER	585431	5/28/2020	6/5/2020	258.40		
381	HILLTOP AUTO DIESEL LLC	VEHICLES REP & MAINT	STATE INSPECTION	3544	6/1/2020	6/5/2020	20.00		
382	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060920	6/9/2020	6/12/2020	1,121.82		
383	JONES AUTOMOTIVE/ALL STAR AUTO	GENERAL MATERIALS AND	CAR SUPPLIES	053120	5/31/2020	6/12/2020	111.99		
384	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLE/POWER EQUIP	CAR SUPPLIES	053120	5/31/2020	6/12/2020	161.42		
385	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	CAR SUPPLIES	053120	5/31/2020	6/12/2020	535.12		
386	KOREN DIVERSIFIED HOLDINGS LLC	MACHINERY AND EQUIPMENT	HYDRAULIC KIT	106500	6/12/2020	6/26/2020	500.00		
387	KOREN DIVERSIFIED HOLDINGS LLC	MACHINERY AND EQUIPMENT	REAR BLADE	106502	6/12/2020	6/26/2020	2,700.00		
388	KOREN DIVERSIFIED HOLDINGS LLC	VEHICLE/POWER EQUIP	PARTS	105618	6/3/2020	6/5/2020	65.72		
389	LOWE'S	BLDGS EQUIP REP & MAINT	SUPPLIES	052520	5/25/2020	6/5/2020	237.99		
390	LOWE'S	GENERAL MATERIALS AND	SUPPLIES	052520	5/25/2020	6/5/2020	91.86		
391	LOWE'S	VEHICLE/POWER EQUIP	SUPPLIES	052520	5/25/2020	6/5/2020	250.57		
392	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	CAMPER INSPECTION	46429	6/1/2020	6/5/2020	20.00		

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393	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	SAFETY INSPECTION	46447	6/1/2020	6/5/2020	20.00		
394	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	SAFETY INSPECTION	46449	6/1/2020	6/5/2020	20.00		
395	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	CAMPER INSPECTION	0045682	4/6/2020	6/18/2020	20.00		
396	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	SAFETY INSPECTION	0045683	4/6/2020	6/18/2020	20.00		
397	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	STATE INSPECTION	46707	6/22/2020	6/26/2020	20.00		
398	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	STATE INSPECTION	46815	6/24/2020	6/26/2020	20.00		
399	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	CAR MAINTENANCE	46690	6/17/2020	6/26/2020	89.95		
400	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	CAR MAINTENANCE	46783	6/23/2020	6/26/2020	91.22		
401	NELLIGAN INSULATION, INC.	BLDGS EQUIP REP & MAINT	INSULATION REMOVAL	16092	6/17/2020	6/26/2020	2,074.00		
402	NOLAND	BLDGS EQUIP REP & MAINT	PUBLIC WORKS SUPPLIES	510132 01	6/3/2020	6/12/2020	1,685.92		
403	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	SHERIFF OFFICE LABOR AND MATERIALS	8851	6/10/2020	6/18/2020	1,970.00		
404	RONALD BRAGG	BLDGS EQUIP REP & MAINT	STUMP GRINDING	062020	6/15/2020	6/26/2020	200.00		
405	SCOTTSVILLE POWER EQUIPMENT	VEHICLE/POWER EQUIP	SUPPLIES	061020	5/31/2020	6/12/2020	209.93		
406	TECHNIRAIN LIGHTING AND	CONTRACT SERVICES	REPAIRS	2268	5/28/2020	6/18/2020	567.22		
407	UNIFIRST CORP	LAUNDRY AND DRY CLEANING	DRY CLEANING	202 1099983	5/28/2020	6/5/2020	27.00		
408	UNIFIRST CORP	LAUNDRY AND DRY CLEANING	DRY CLEANING	202 1101090	6/4/2020	6/12/2020	27.00		
409	UNIFIRST CORP	LAUNDRY AND DRY CLEANING	DRY CLEANING	202 1101091	6/4/2020	6/12/2020	40.65		
410	UNIFIRST CORP	LAUNDRY AND DRY CLEANING	DRY CLEANING	202 1101092	6/4/2020	6/12/2020	79.04		
411	UNIFIRST CORP	LAUNDRY AND DRY CLEANING	DRY CLEANING	202 1102207	6/15/2020	6/18/2020	27.00		
412	UNIFIRST CORP	LAUNDRY AND DRY CLEANING	DRY CLEANING	202 1102209	6/11/2020	6/18/2020	79.04		
413	UNIFIRST CORP	LAUNDRY AND DRY CLEANING	DRY CLEANING	202 1103319	6/18/2020	6/26/2020	27.00		
414	UNIFIRST CORP	LAUNDRY AND DRY CLEANING	DRY CLEANING	202 1103320	6/18/2020	6/26/2020	40.65		
415	UNIFIRST CORP	LAUNDRY AND DRY CLEANING	DRY CLEANING	202 1103321	6/18/2020	6/26/2020	79.04		
416	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	5.67		
417	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	458.81		
418	W & H RESOURCES, INC	BLDGS EQUIP REP & MAINT	REPAIRS	26143	5/26/2020	6/5/2020	780.00		
419	WAYNE OXYGEN & WELDING SUPPLY	GENERAL MATERIALS AND	MAINT SUPPLIES	847463	5/31/2020	6/5/2020	9.92		
420									
421									
422	GENERAL SERVICES								
423	AQUA VIRGINIA, INC.	WATER SERVICES	REGISTRARS	7970740556855 060820	6/8/2020	6/12/2020	21.43		
424	AQUA VIRGINIA, INC.	WATER SERVICES	181 MAIN ST	15301850550900 0608	6/8/2020	6/12/2020	22.95		
425	AQUA VIRGINIA, INC.	WATER SERVICES	197 MAIN ST NORTH G	7929300552931 0608	6/8/2020	6/12/2020	25.99		
426	AQUA VIRGINIA, INC.	WATER SERVICES	197 MAIN ST	79293105529332 0608	6/8/2020	6/12/2020	36.65		
427	AQUA VIRGINIA, INC.	WATER SERVICES	ADMIN BLDG	7800100540828 0608	6/8/2020	6/12/2020	80.47		
428	ASHCRAFT TERMITE AND PEST	MAINTENANCE CONTRACTS	RENEWAL	100709 070120	6/15/2020	6/18/2020	85.00		
429	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	ANNUAL FIRE ALARM INSPECTION	2491012	6/18/2020	6/26/2020	142.00		
430	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	ANNUAL WET SPRINKLER INSPECTION	2491013	6/18/2020	6/26/2020	322.00		
431	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	WWPS RIC WATER	275904-017 052920	5/29/2020	6/12/2020	342.86		
432	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	KENTS STORE FIRE STATION	275907-002 060420	5/29/2020	6/12/2020	366.67		
433	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	WWPS	275904-015 052920	5/29/2020	6/12/2020	395.00		
434	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	LIBRARY	275906-001 052920	5/29/2020	6/12/2020	1,089.73		
435	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	160 COMMONS BLVD	85473-002 052920	5/29/2020	6/12/2020	2,888.01		
						Total:	\$16,259.15		

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436	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE	105221-006 061720	6/17/2020	6/26/2020	30.40		
437	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	HERITAGE FARM MUSEUM	275901-011 061720	6/17/2020	6/26/2020	30.40		
438	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	POLE BARN	275904-006 061720	6/17/2020	6/26/2020	30.40		
439	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE-USE BY RENTERS	105221-002 061720	6/17/2020	6/26/2020	32.40		
440	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE	105221-007 061720	6/17/2020	6/26/2020	32.40		
441	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE	105221-008 061720	6/17/2020	6/26/2020	32.40		
442	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE	105221-009 061720	6/17/2020	6/26/2020	32.40		
443	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE-USE BY RENTERS	105221-003 061720	6/17/2020	6/26/2020	34.25		
444	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE SOCCER FIELD	105221-004 061720	6/17/2020	6/26/2020	43.15		
445	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PUBLIC SAFETY BLDG-OUTLETS	85473-003 061720	6/17/2020	6/26/2020	47.20		
446	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	LANDFILL	275904-002 061720	6/17/2020	6/26/2020	147.62		
447	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	VFW HALL	275901-010 061720	6/17/2020	6/26/2020	166.61		
448	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	LANDFILL E911 TOWER	85473-005 061720	6/17/2020	6/26/2020	230.66		
449	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	COLUMBIA SCHOOL	85473-006 061720	6/17/2020	6/26/2020	238.77		
450	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE HOUSE	275904-004 061720	6/17/2020	6/26/2020	282.82		
451	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PUBLIC SAFETY BLDG E911 TOWER	275904-009 061720	6/17/2020	6/26/2020	382.85		
452	CENTRAL VA ELECTRIC COOP	STREET LIGHTS	PUBLIC SAFETY ST LIGHTS	85473-001 061720	6/17/2020	6/26/2020	76.63		
453	CENTURYLINK	TELECOMMUNICATIONS	RESCUE SQUAD	310110229 051620	5/16/2020	6/5/2020	202.92		
454	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES	309428096 061620	6/16/2020	6/26/2020	48.46		
455	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES	309697981 061620	6/16/2020	6/26/2020	58.25		
456	CENTURYLINK	TELECOMMUNICATIONS	CIRCUIT COURT	310338742 061620	6/16/2020	6/26/2020	59.50		
457	CENTURYLINK	TELECOMMUNICATIONS	PERFORMING ARTS	309898636 061620	6/16/2020	6/26/2020	116.39		
458	CENTURYLINK	TELECOMMUNICATIONS	RESCUE SQUAD	310110229 061620	6/16/2020	6/26/2020	202.92		
459	CINTAS	MAINTENANCE CONTRACTS	FIRST AID-ADMIN	8404692760	6/19/2020	6/26/2020	35.59		
460	CINTAS	MAINTENANCE CONTRACTS	FIRST AID	5017803007	6/16/2020	6/26/2020	213.83		
461	COMPUTER CABLING & TECHNOLOGY	MAINTENANCE CONTRACTS	SERVICE	053120	5/31/2020	6/5/2020	460.00		
462	COUNTY WASTE, LLC	MAINTENANCE CONTRACTS	MONTHLY CHARGES	17537 061320	6/13/2020	6/18/2020	20.00		
463	DODSON PEST CONTROL	MAINTENANCE CONTRACTS	ANNUAL RENEWAL FEE	R05-697373 053120	5/31/2020	6/26/2020	200.00		
464	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEAVER BLDG	1124090000 052820	5/28/2020	6/5/2020	10.47		
465	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HOUSING OFFICE	1134080009 052820	5/28/2020	6/5/2020	16.02		
466	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LG BALLFIELD LIGHTS	3023889169 052220	5/22/2020	6/5/2020	17.18		
467	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	51 COURT SQ	1114097502 052820	5/28/2020	6/5/2020	20.07		
468	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8880 JMH	7048771633 052820	5/28/2020	6/5/2020	23.00		
469	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER AT FIRE STATION	5699060132 052820	5/28/2020	6/5/2020	34.72		
470	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SM BALLFIELD CONCESSION	0274195007 052820	5/28/2020	6/5/2020	48.13		
471	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LG BALLFIELD	0692200942 052820	5/28/2020	6/5/2020	59.63		
472	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	REGISTRARS	1284152509 052820	5/28/2020	6/5/2020	81.49		
473	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	197 MAIN ST	1304130006 052820	5/28/2020	6/5/2020	89.53		
474	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	JAIL MUSEUM	1424085007 052220	5/22/2020	6/5/2020	96.56		
475	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HISTORIC COURTHOUSE	1144090006 052220	5/28/2020	6/5/2020	117.49		
476	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PERFORMING ARTS	4144237502 052220	5/22/2020	6/5/2020	125.27		
477	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER AT BREMO RD	6260822157 052820	5/28/2020	6/5/2020	134.61		
478	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	181 MAIN ST	6274752663 052820	5/28/2020	6/5/2020	139.99		

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479	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	RESCUE SQUAD	4894115007 052220	5/22/2020	6/5/2020	159.74		
480	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MAINTENANCE SHOP	2554330007 052820	5/28/2020	6/5/2020	201.47		
481	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PALMYRA FIRE STATION	1005898992 052220	5/22/2020	6/5/2020	270.83		
482	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FORK UNION FIRE STATION	4834680458 062620	5/26/2020	6/5/2020	299.30		
483	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FUSD OFFICE	8866300000 052820	5/28/2020	6/5/2020	340.92		
484	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMM CENTER	4331888158 062620	5/26/2020	6/5/2020	341.34		
485	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CARYSBROOK GYM	0084297506 052220	5/22/2020	6/5/2020	374.62		
486	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	TREAS OFFICE	1024205005 052220	5/22/2020	6/5/2020	437.69		
487	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	ADMIN BLDG	1404067504 052220	5/28/2020	6/5/2020	685.02		
488	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SOCIAL SERVICES	0074032509 052220	5/22/2020	6/5/2020	870.05		
489	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COURTS BLDG	8895892548 052220	5/22/2020	6/5/2020	2,519.64		
490	DOMINION VIRGINIA POWER	STREET LIGHTS	BESIDE POST OFFCE	7080078962 052820	5/28/2020	6/5/2020	64.24		
491	DOMINION VIRGINIA POWER	STREET LIGHTS	NEAR MASONIC LODGE	9609027314 052820	5/26/2020	6/5/2020	65.05		
492	DOMINION VIRGINIA POWER	STREET LIGHTS	COLUMBIA ST LIGHTS	4210122349 052820	5/28/2020	6/5/2020	207.19		
493	DOMINION VIRGINIA POWER	STREET LIGHTS	PALMYRA VILLAGE	3595578927 052820	5/28/2020	6/5/2020	484.09		
494	INTRASTATE PEST	MAINTENANCE CONTRACTS	RENEWAL	10197868 060120	6/1/2020	6/5/2020	250.00		
495	MOJOHNS, INC.	MAINTENANCE CONTRACTS	CELAN AND RESTOCK	127768	5/31/2020	6/12/2020	160.50		
496	REPUBLIC SERVICES #410	MAINTENANCE CONTRACTS	WASTE CONTAINERS	0410-000699414	6/3/2020	6/12/2020	878.34		
497	SETH ALDRIDGE	WATER SERVICES	REIMBURSEMENT	16900313881	6/17/2020	6/18/2020	17.47		
498	SHRED-IT USA LLC	LEASE/RENT	SHRED	8129887104	5/31/2020	6/12/2020	161.52		
499	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	PROPANE	10151106	5/28/2020	6/5/2020	85.84		
500	THE SUPPLY ROOM	LEASE/RENT	WATER SUPPLY	5911930 060120	6/1/2020	6/5/2020	229.77		
501	THE SUPPLY ROOM	WATER SERVICES	WATER SUPPLY	5911930 060120	6/1/2020	6/5/2020	359.28		
502	TIGER FUEL COMPANY	HEATING SERVICES	HEATING OIL	401830	6/15/2020	6/18/2020	250.44		
503	TIGER FUEL COMPANY	HEATING SERVICES	USING CREDIT OF \$884.59	403556	6/15/2020	6/18/2020	408.69		
504	TREASURER, FLUVANNA CO	SEWER SERVICES	LIBRARY	18698	6/15/2020	6/18/2020	10.00		
505	TREASURER, FLUVANNA CO	SEWER SERVICES	PLEASANT GROVE	48706	6/15/2020	6/18/2020	14.49		
506	TREASURER, FLUVANNA CO	SEWER SERVICES	REGISTRARS	48689	6/15/2020	6/18/2020	14.59		
507	TREASURER, FLUVANNA CO	SEWER SERVICES	181 MAIN ST	48686	6/15/2020	6/18/2020	16.89		
508	TREASURER, FLUVANNA CO	SEWER SERVICES	PUBLIC SAFETY BLDG	78697	6/15/2020	6/18/2020	24.54		
509	TREASURER, FLUVANNA CO	SEWER SERVICES	ADMIN BLDG	48680	6/15/2020	6/18/2020	25.30		
510	TREASURER, FLUVANNA CO	SEWER SERVICES	COURTS BLDG	48679	6/15/2020	6/18/2020	35.25		
511	TREASURER, FLUVANNA CO	SEWER SERVICES	197 MAIN ST	48687	6/15/2020	6/18/2020	39.07		
512	TREASURER, FLUVANNA CO	WATER SERVICES	FLUVANNA GYM	48404	6/15/2020	6/18/2020	21.00		
513	TREASURER, FLUVANNA CO	WATER SERVICES	FORK UNION	48516	6/15/2020	6/18/2020	21.00		
514	TREASURER, FLUVANNA CO	WATER SERVICES	CARYSBROOK SOFTBALL FIELD	48561	6/15/2020	6/18/2020	21.00		
515	TREASURER, FLUVANNA CO	WATER SERVICES	CARYSBROOK BASEBALL FIELD GYM	48562	6/15/2020	6/18/2020	21.00		
516	TREASURER, FLUVANNA CO	WATER SERVICES	CARYSBROOK BLDG	48405	6/15/2020	6/18/2020	29.80		
517	TREASURER, FLUVANNA CO	WATER SERVICES	FLUVANNA FIRE HOUSE	48563	6/15/2020	6/18/2020	789.90		
518	VIRGINIA UTILITY PROTECTION	MAINTENANCE CONTRACTS	TRANSMISSIONS	05200161	5/31/2020	6/5/2020	10.50		
519						Total:	\$21,539.51		
520									
521	PUBLIC WORKS								

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522	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060920	6/9/2020	6/12/2020	86.85		
523	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	166.84		
524						Total:	\$253.69		
525									
526	CONVENIENCE CENTER								
527	ANDERSON TIRE COMPANY	BLDGS EQUIP REP & MAINT	FLAT REPAIR TRACTOR	IN22158724	5/30/2020	6/26/2020	72.18		
528	BFI - FLUVANNA TRANSFER STATION	CONTRACT SERVICES	TRASH AND RECYCABLES	4347-000006441	6/8/2020	6/12/2020	9,097.71		
529	CAMPBELL EQUIPMENT, INC.	BLDGS EQUIP REP & MAINT	TIRE DISPOSAL	FCPW023	5/28/2020	6/5/2020	200.00		
530	CENTURYLINK	TELECOMMUNICATIONS	CONVENIENCE CENTER	310392717 061620	6/16/2020	6/26/2020	78.17		
531	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	ENVIRONMENTAL MONITORING PROGRAM	2020050541	5/31/2020	6/18/2020	6,510.00		
532	HERITAGE CRYSTALCLEAN, LLC	BLDGS EQUIP REP & MAINT	USED OIL SERVICE	16309258	6/11/2020	6/26/2020	497.00		
533	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060920	6/9/2020	6/12/2020	92.03		
534	LOWE'S	BLDGS EQUIP REP & MAINT	SUPPLIES	052520	5/25/2020	6/5/2020	63.65		
535	REPUBLIC SERVICES #410	CONTRACT SERVICES	WASTE COMPACTORS	0410-000699171	5/31/2020	6/12/2020	9,315.00		
536	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8058534925	5/31/2020	6/18/2020	44.31		
537	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	84.50		
538						Total:	\$26,054.55		
539									
540	PUBLIC UTILITIES								
541	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	DOG PARK	203061-001 061720	6/17/2020	6/26/2020	31.75		
542	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	COMPETITION PARK	105221-001 061720	6/17/2020	6/26/2020	138.93		
543	CENTURYLINK	TELECOMMUNICATIONS	FUSD	309719161 061620	6/16/2020	6/26/2020	211.45		
544	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES	309363296 061620	6/16/2020	6/26/2020	592.40		
545	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUMP HOUSE COURTS BLDG WELL	4501632147 052220	5/22/2020	6/5/2020	128.06		
546	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	WASTEWATER MONITORING	69982	5/27/2020	6/5/2020	100.00		
547	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	WASTEWATER MONITORING	69983	5/27/2020	6/5/2020	100.00		
548	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	WASTEWATER MONITORING	69971	5/27/2020	6/5/2020	147.00		
549	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	WASTEWATER MONITORING	69972	5/27/2020	6/5/2020	147.00		
550	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	WASTEWATER MONITORING	70006	5/27/2020	6/5/2020	307.00		
551	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	WATEWATER MONITORING	70081	6/9/2020	6/12/2020	100.00		
552	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	WASTEWATER MONITORING	70090	6/9/2020	6/12/2020	100.00		
553	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	WASTEWATER MONITORING	70133	6/17/2020	6/26/2020	130.00		
554	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060920	6/9/2020	6/12/2020	555.76		
555	JONES AUTOMOTIVE/ALL STAR AUTO	BLDGS EQUIP REP & MAINT	CAR PARTS	627879	6/1/2020	6/5/2020	12.92		
556	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLE FUEL	CAR SUPPLIES	053120A	5/31/2020	6/26/2020	358.40		
557	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLE/POWER EQUIP	REPAIR PARTS	629938	6/1/2020	6/5/2020	102.04		
558	TW CONTROLS LLC	CONTRACT SERVICES	POWER SUPPLY	2020060302	6/3/2020	6/12/2020	91.60		
559	UNIFIRST CORP	LAUNDRY AND DRY CLEANING	DRY CLEANING	202 1099984	5/28/2020	6/5/2020	40.65		
560	UNIFIRST CORP	LAUNDRY AND DRY CLEANING	DRY CLEANING	202 1099985	5/28/2020	6/5/2020	79.04		
561	UNIFIRST CORP	LAUNDRY AND DRY CLEANING	DRY CLEANING	202 1102208	6/15/2020	6/18/2020	40.65		
562	UNIVAR USA, INC.	CHEMICAL SUPPLIES	CHEMICAL SUPPLIES	RI772829	6/12/2020	6/18/2020	822.42		
563	UNIVAR USA, INC.	CHEMICAL SUPPLIES	CHEMICAL SUPPLIES	RI772828	6/12/2020	6/18/2020	2,941.24		
564	UNIVAR USA, INC.	CHEMICAL SUPPLIES	CHEMICAL SUPPLIES	RI772837	6/12/2020	6/18/2020	2,941.24		

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565	USABLUBOOK	GENERAL MATERIALS AND	CLEANING SUPPLIES	240956	5/19/2020	6/5/2020	77.36		
566	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	373.66		
567	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9855508645	5/27/2020	6/12/2020	142.14		
568	VSI SUPPLY	GENERAL MATERIALS AND	TOOLS	S5772	6/22/2020	6/26/2020	42.00		
569									
570									
						Total:	\$10,854.71		
571	CARES ACT								
572	AMAZON CAPITAL SERVICES	EMERGENCY SUPPLIES	COVID SUPPLIES	14RT-F3TQ-1LQL	6/1/2020	6/5/2020	183.88		
573	AMAZON CAPITAL SERVICES	EMERGENCY SUPPLIES	HEADBAND SCARF	1CCX-HDYV-NDGK	6/6/2020	6/12/2020	119.60		
574	AMAZON CAPITAL SERVICES	EMERGENCY SUPPLIES	FACE SHIELD PACK	11MT-4QL6-WFV3	6/7/2020	6/12/2020	278.98		
575	AMAZON CAPITAL SERVICES	EMERGENCY SUPPLIES	FACE MASKS	1YJ9-W4Y7-LMVK	6/7/2020	6/12/2020	780.80		
576	BANK OF AMERICA	ADP SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	130.66		
577	BANK OF AMERICA	ADVERTISING	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	222.49		
578	BANK OF AMERICA	EMERGENCY SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	38.84		
579	BANK OF AMERICA	EMERGENCY SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	139.32		
580	BANK OF AMERICA	EMERGENCY SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	414.00		
581	BANK OF AMERICA	EMERGENCY SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	1,154.98		
582	BANK OF AMERICA	PRINTING AND BINDING	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	18.75		
583	BRAME SPECIALTY COMPANY, INC.	EMERGENCY SUPPLIES	CLEANING SUPPLIES	7534741	6/2/2020	6/26/2020	174.24		
584	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	ELECTROSTATIC SPRAYER	7510061	5/28/2020	6/5/2020	4,004.99		
585	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	DISINFECTANT	726912	6/11/2020	6/18/2020	235.66		
586	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	CLEANING SUPPLIES	7534741	6/2/2020	6/26/2020	266.95		
587	FLUVANNA REVIEW	ADVERTISING	FULL PAGE AD-COLOR-HEALTH/SAFETY	2020F23-11	6/4/2020	6/18/2020	380.00		
588	FLUVANNA REVIEW	ADVERTISING	FY20 CARES ACT FUNDING AD	2020523-15	6/4/2020	6/26/2020	135.19		
589	FLUVANNA REVIEW	ADVERTISING	FYCARES ACT FUNDING AD	2020F24-8	6/4/2020	6/26/2020	135.19		
590	FLUVANNA REVIEW	ADVERTISING	HEARING/EMERGENCY ORDINANCE AD	2020F25-8	6/4/2020	6/26/2020	135.19		
591	MJC DESIGNS, LLC.	PRINTING AND BINDING	CUSTOM SIGNS	3755	6/24/2020	6/26/2020	3,640.00		
592	NEWEGG BUSINESS INC.	EMERGENCY SUPPLIES	FACE MASK SUPPLY	1302793112	5/27/2020	6/5/2020	89.95		
593	OLEA KIOSKS INC	EMERGENCY SUPPLIES	TEMP SCREENING KIOSK	404534	5/14/2020	6/2/2020	462.00		
594	OLEA KIOSKS INC	EMERGENCY SUPPLIES	TEMP SCREENING KIOSK	404534	5/14/2020	6/2/2020	651.00		
595	VSI SUPPLY	EMERGENCY SUPPLIES	TOOLS	S5772	6/22/2020	6/26/2020	246.31		
596	W.W. GRAINGER INC	EMERGENCY SUPPLIES	BATTERY	9555469643	6/9/2020	6/12/2020	103.10		
597	W.W. GRAINGER INC	EMERGENCY SUPPLIES	COVID SUPPLIES	9561380776	6/15/2020	6/18/2020	39.43		
598									
599									
						Total:	\$14,181.50		
600	HEALTH								
601	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	15.12		
602									
						Total:	\$15.12		
603									
604	VJCCCA								
605	QUILL	PROFESSIONAL SERVICES	FACE MASKS	7301273	5/28/2020	6/5/2020	63.62		
606									
						Total:	\$63.62		
607									

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608	CSA PURCHASE OF SERVICES								
609		POS MANDATED FFOP		P05925083598	5/31/2020	6/5/2020	721.00		
610	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P04925086485	4/30/2020	6/5/2020	90.00		
611	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P05925080489	5/31/2020	6/5/2020	675.00		
612	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06925089152	6/30/2020	6/26/2020	900.00		
613	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06925086453	6/30/2020	6/26/2020	1,125.00		
614	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P06925091054	6/30/2020	6/26/2020	1,125.00		
615	BELIEVE IN ME YOUTH & FAMILY	NON-MAND COMM BASED		P05925076199	5/31/2020	6/5/2020	675.00		
616	BELIEVE IN ME YOUTH & FAMILY	POS MANDATED WSS		P05925083001	5/31/2020	6/5/2020	225.00		
617	BELIEVE IN ME YOUTH & FAMILY	POS MANDATED WSS		P06925087369	6/30/2020	6/26/2020	1,350.00		
618	C.M. MENTORING SERVICES LLC	COMM SVCS		P04925088202	4/30/2020	6/12/2020	275.00		
619	C.M. MENTORING SERVICES LLC	COMM SVCS		P05925075604	5/31/2020	6/12/2020	1,650.00		
620	C.M. MENTORING SERVICES LLC	COMM SVCS		P05925082733	5/31/2020	6/18/2020	1,650.00		
621	C.M. MENTORING SERVICES LLC	POS MANDATED WSS		P05925080046	5/31/2020	6/18/2020	1,100.00		
622	COUNSELING ALLIANCE OF VA, LLC	COMM SVCS		P05925075934	5/31/2020	6/18/2020	650.00		
623		POS MANDATED FFOP		P04925092717	4/30/2020	6/12/2020	896.00		
624		POS MANDATED FFOP		P05925092718	5/31/2020	6/12/2020	2,737.00		
625		POS MANDATED FFOP		P05925050442	5/31/2020	6/18/2020	2,513.00		
626	ELK HILL	EDUC SVCS CONG CARE		P05925076939	5/31/2020	6/18/2020	4,284.00		
627	ELK HILL	POS MANDATED SPED-		P05925063924	5/31/2020	6/18/2020	3,427.20		
628	ELK HILL	POS MANDATED SPED-		P05925063725	5/31/2020	6/18/2020	4,284.00		
629	ELK HILL	POS MANDATED SPED-		P05925063826	5/31/2020	6/18/2020	4,284.00		
630	ELK HILL	POS MANDATED SPED-		P05925077327	5/31/2020	6/18/2020	4,284.00		
631	ELK HILL	RES. CONG. CARE		P05925077043	5/31/2020	6/18/2020	6,200.00		
632	EMBRACE FOSTER CARE LLC	TFC LIC. RES CONG CARE		P05925089644	5/31/2020	6/18/2020	2,289.00		
633	EMBRACE FOSTER CARE LLC	TFC LIC. RES CONG CARE		P05925089545	5/10/2020	6/18/2020	3,455.00		
634	GPM INVESTMENTS LLC	FF4E-COMM SVCS		P12925057393	12/31/2019	6/5/2020	50.00		
635	GPM INVESTMENTS LLC	FF4E-COMM SVCS		P12925057491	12/31/2019	6/5/2020	50.00		
636	GPM INVESTMENTS LLC	FF4E-COMM SVCS		P01925057196	1/31/2020	6/5/2020	110.00		
637	GPM INVESTMENTS LLC	FF4E-COMM SVCS		P02925057194	2/29/2020	6/5/2020	110.00		
638	GPM INVESTMENTS LLC	FF4E-COMM SVCS		P02925072695	2/29/2020	6/5/2020	110.00		
639	GPM INVESTMENTS LLC	FF4E-COMM SVCS		P03925072697	3/31/2020	6/5/2020	110.00		
640	GPM INVESTMENTS LLC	FF4E-COMM SVCS		P04925072690	4/30/2020	6/5/2020	110.00		
641	GPM INVESTMENTS LLC	FF4E-COMM SVCS		P12925057192	12/31/2019	6/5/2020	110.00		
642	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE		P02925060138	2/28/2020	6/18/2020	4,629.10		
643	GRAFTON INTERGRATED HEALTH	POS MAND FC LIC RES CONG		P02925060041	2/29/2020	6/18/2020	1,917.00		
644	GRAFTON INTERGRATED HEALTH	POS MANDATED SPED-		P05925045028	5/31/2020	6/18/2020	5,226.40		
645	GRAFTON INTERGRATED HEALTH	POS MANDATED SPED-		P02925045023	2/29/2020	6/18/2020	5,681.40		
646	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-		P05925052429	5/31/2020	6/18/2020	5,800.00		
647	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-		P05925055130	5/31/2020	6/18/2020	5,800.00		
648	JACKSON-FEILD HOMES INC	EDUC SVCS CONG CARE		P05925085640	5/31/2020	6/18/2020	3,800.00		
649	JACKSON-FEILD HOMES INC	EDUC SVCS CONG CARE		P04925080937	4/30/2020	6/18/2020	3,990.00		
650	LIBERTY POINT BEHAVIORAL	EDUC SVCS CONG CARE		P01925070863	1/31/2020	6/26/2020	720.00		

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651	LIBERTY POINT BEHAVIORAL	EDUC SVCS CONG CARE		P03925070865	3/31/2020	6/26/2020	1,680.00		
652	LIBERTY POINT BEHAVIORAL	EDUC SVCS CONG CARE		P04925073760	4/30/2020	6/26/2020	1,680.00		
653	LIBERTY POINT BEHAVIORAL	EDUC SVCS CONG CARE		P01925068364	1/28/2020	6/26/2020	4,080.00		
654	LIBERTY POINT BEHAVIORAL	EDUC SVCS CONG CARE		P02925070861	2/29/2020	6/26/2020	4,800.00		
655	LIBERTY POINT BEHAVIORAL	EDUC SVCS CONG CARE		P02925073762	2/29/2020	6/26/2020	4,800.00		
656	LIBERTY POINT BEHAVIORAL	EDUC SVCS CONG CARE		P03925073766	3/31/2020	6/26/2020	5,280.00		
657	LIVE OAK MENTORING LLC	COMM SVCS		P04925071686	4/30/2020	6/5/2020	100.00		
658	LIVE OAK MENTORING LLC	COMM SVCS		P04925074687	4/30/2020	6/5/2020	400.00		
659	LIVE OAK MENTORING LLC	COMM SVCS		P04925075488	4/30/2020	6/5/2020	600.00		
660	LIVE OAK MENTORING LLC	COMM SVCS		P05925083456	5/31/2020	6/26/2020	250.00		
661	LIVE OAK MENTORING LLC	COMM SVCS		P05925083957	5/31/2020	6/26/2020	500.00		
662	LIVE OAK MENTORING LLC	COMM SVCS		P05925086258	5/31/2020	6/26/2020	750.00		
663	LIVE OAK MENTORING LLC	COMM SVCS		P05925080159	5/31/2020	6/26/2020	1,250.00		
664	LIVE OAK MENTORING LLC	FF4E-COMM SVCS		P05925084667	5/31/2020	6/26/2020	900.00		
665	LIVE OAK MENTORING LLC	POS MANDATED WSS		P04925074300	4/30/2020	6/5/2020	100.00		
666	LIVE OAK MENTORING LLC	POS MANDATED WSS		P05925075270	5/31/2020	6/26/2020	800.00		
667	LIVE OAK MENTORING LLC	POS MANDATED WSS		P05925089071	5/31/2020	6/26/2020	1,250.00		
668	NATIONAL COUNSELING GROUP	COMM SVCS		P04925088451	4/30/2020	6/26/2020	125.00		
669	NATURAL STEPS LLC	COMM SVCS		P05925084005	5/31/2020	6/12/2020	680.00		
670	NATURAL STEPS LLC	FF4E-COMM SVCS		P05925086912	5/31/2020	6/12/2020	612.00		
671	NATURAL STEPS LLC	FF4E-COMM SVCS		P05925087213	5/31/2020	6/12/2020	820.00		
672	PARACLETE THERAPEUTICS LLC	COMM SVCS		P04925083803	4/30/2020	6/12/2020	300.00		
673	PARACLETE THERAPEUTICS LLC	COMM SVCS		P05925085306	5/31/2020	6/12/2020	1,200.00		
674	PARACLETE THERAPEUTICS LLC	COMM SVCS		P05925087707	5/31/2020	6/12/2020	1,200.00		
675	PARACLETE THERAPEUTICS LLC	COMM SVCS		P05925086008	5/31/2020	6/12/2020	1,500.00		
676	PARACLETE THERAPEUTICS LLC	COMM SVCS		P05925087609	5/31/2020	6/12/2020	1,500.00		
677	PARACLETE THERAPEUTICS LLC	POS MANDATED WSS		P05925079747	5/31/2020	6/18/2020	1,200.00		
678	PEOPLE PLACES, INC.	COMM SVCS		P05925082610	5/31/2020	6/12/2020	115.00		
679	PEOPLE PLACES, INC.	COMM SVCS		P03925057055	3/31/2020	6/26/2020	115.00		
680	PEOPLE PLACES, INC.	FF4E-COMM SVCS		P05925079914	5/31/2020	6/12/2020	25.00		
681	PEOPLE PLACES, INC.	POS MAND THER FC 4E		P05925085921	5/25/2020	6/12/2020	3,000.00		
682	PEOPLE PLACES, INC.	POS MAND THER FC 4E		P05925084322	5/31/2020	6/12/2020	3,720.00		
683	REGION TEN	COMM SVCS. TRANSITION		P05925078736	5/31/2020	6/18/2020	326.50		
684	SECURE CHILD IN- HOME PROGRAM	FF4E-COMM SVCS		P05925077516	5/31/2020	6/12/2020	505.00		
685	SECURE CHILD IN- HOME PROGRAM	FF4E-COMM SVCS		P05925085215	5/31/2020	6/12/2020	2,185.00		
686	STEVEN WELSH, LPC	COMM SVCS		P05925092535	5/31/2020	6/18/2020	570.00		
687	THE DISCOVERY SCHOOL OF VA FOR	EDUC SVCS CONG CARE		P05925078511	5/31/2020	6/12/2020	2,635.00		
688	THE DISCOVERY SCHOOL OF VA FOR	RES. CONG. CARE		P05925078419	5/31/2020	6/12/2020	3,807.00		
689	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P05925029749	5/31/2020	6/26/2020	6,000.00		
690	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P05925064748	5/31/2020	6/26/2020	6,000.00		
691	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P05925077250	5/31/2020	6/26/2020	6,000.00		
692		POS MANDATED FFOP		P05925055368	5/31/2020	6/26/2020	1,016.00		
693	UNITED METHODIST FAMILY SERVICES	POS MAND THER FC 4E		P04925086520	4/30/2020	6/12/2020	289.50		

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694	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P05925060432	5/31/2020	6/18/2020	8,486.40		
695	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P05925079831	5/31/2020	6/18/2020	8,486.40		
696						Total:	\$180,826.90		
697									
698	PARKS & RECREATION								
699	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	MONTHLY CHARGES	091168	5/29/2020	6/12/2020	28.50		
700	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	MONTHLY CHARGES	091169	5/29/2020	6/12/2020	129.00		
701	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	42.39		
702	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	61.21		
703	CINTAS	CONTRACT SERVICES	FIRST AID	5017803009	6/18/2020	6/18/2020	7.44		
704	CINTAS	CONTRACT SERVICES	FIRST AID	5017803010	6/18/2020	6/18/2020	7.44		
705	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060920	6/9/2020	6/12/2020	101.49		
706	MOJOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	127998	6/1/2020	6/18/2020	70.00		
707	MOJOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	127999	6/1/2020	6/18/2020	70.00		
708	MOJOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	128002	6/1/2020	6/18/2020	70.00		
709	MOJOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET-HANDICAP UNIT	128001	6/1/2020	6/18/2020	125.00		
710	MOJOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILET	128000	6/1/2020	6/18/2020	140.00		
711	SAM'S CLUB	DUES OR ASSOCIATION	MEMBERSHIP FEE	9179 052520	5/31/2020	6/12/2020	85.00		
712	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	111.67		
713	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	166.84		
714	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	MONTHLY COPIER CHARGES	27103734	5/25/2020	6/12/2020	29.41		
715	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER CHARGES	27103733	5/25/2020	6/12/2020	101.15		
716						Total:	\$1,346.54		
717									
718	LIBRARY								
719	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	76.70		
720	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	55.00		
721	CENTURYLINK	TELECOMMUNICATIONS	LIBRARY	110332996	5/8/2020	6/5/2020	1,941.96		
722	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	120328997	6/8/2020	6/18/2020	970.98		
723	OVERDRIVE	BOOKS/PUBLICATIONS	BOOKS	03100DA20148895	5/19/2020	6/5/2020	656.26		
724	OVERDRIVE	BOOKS/PUBLICATIONS	BUNDLE BOOKS	03100DA20161265	6/3/2020	6/12/2020	14.99		
725	OVERDRIVE	BOOKS/PUBLICATIONS	MAGAZINE	03100DA20164631	6/3/2020	6/12/2020	20.99		
726	OVERDRIVE	BOOKS/PUBLICATIONS	PUBLISHING GROUP	03100DA20168631	6/3/2020	6/12/2020	40.00		
727	OVERDRIVE	BOOKS/PUBLICATIONS	BOOKS	03100DA20175390	6/9/2020	6/18/2020	17.99		
728	OVERDRIVE	BOOKS/PUBLICATIONS	BOOKS	03100DA20155676	5/26/2020	6/18/2020	189.99		
729	OVERDRIVE	BOOKS/PUBLICATIONS	BOOKS	03100C020019269	1/30/2020	6/18/2020	681.95		
730	OVERDRIVE	BOOKS/PUBLICATIONS	BOOKS	03100DA20167046	6/2/2020	6/18/2020	720.00		
731	OVERDRIVE	BOOKS/PUBLICATIONS	BOOKS	03100CO20172663	6/8/2020	6/18/2020	925.65		
732	OVERDRIVE	BOOKS/PUBLICATIONS	AUDIO BOOKS	03100CO20154502	5/26/2020	6/18/2020	989.39		
733	OVERDRIVE	BOOKS/PUBLICATIONS	BOOKS	03100CO20172663	6/8/2020	6/18/2020	1,275.18		
734	OVERDRIVE	BOOKS/PUBLICATIONS	BOOKS	03100CO20046487	3/5/2020	6/18/2020	1,818.84		
735	SWANK MOVIE LICENSING USA	BOOKS/PUBLICATIONS	COPYRIGHT COMPLIANCE LIC	2863105	5/21/2020	6/5/2020	1,461.00		
736	THE DAILY PROGRESS	BOOKS/PUBLICATIONS	SUBSCRIPTION	051420	6/1/2020	6/5/2020	477.15		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna			From Date: 6/1/2020					
2	Accounts Payable List			To Date: 6/30/2020					
3									
4									
5	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
737	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432432	6/4/2020	6/12/2020	5.44		
738									
739									
							Total:		\$12,339.46
740	COUNTY PLANNER								
741	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	347.00		
742	FLUVANNA REVIEW	ADVERTISING	JUNE 17 MEETING ZMP 19:02 ZTA 19:04	2020F23-13	6/4/2020	6/26/2020	135.19		
743	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	060920	6/9/2020	6/12/2020	81.31		
744	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	9.42		
745	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	83.42		
746	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER CHARGES	27132835	5/25/2020	6/12/2020	93.04		
747									
748									
							Total:		\$749.38
749	ECONOMIC DEVELOPMENT								
750	BANK OF AMERICA	MARKETING	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	12.00		
751	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	25.00		
752	VERIZON WIRELESS	TELECOMMUNICATIONS	MONTHLY CHARGES	9854954349	5/19/2020	6/5/2020	41.71		
753									
754									
							Total:		\$78.71
755	VA COOPERATIVE EXTENSION								
756	RICK HERNANDEZ	AGRICULTURAL SUPPLIES	REIMBURSEMENT FOR SR GARDEN SUPPLIES	060920	5/31/2020	6/12/2020	19.50		
757	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	5.96		
758	VIRGINIA COOPERATIVE EXTENSION	CONTRACT SERVICES	BILLING SALARY FY2020 4TH QTR	062320	6/22/2020	6/26/2020	22,011.50		
759									
760									
							Total:		\$22,036.96
761	MISCELLANEOUS NON DEPARTMENTAL								
762	FLUVANNA DEPARTMENT OF SOCIAL	PROFESSIONAL SERVICES	COST ALLOCATION	061720	6/23/2020	6/26/2020	36,757.16		
763									
764									
765									
							Total:		\$36,757.16
766	Fund # - 302 CAPITAL IMPROVEMENT								
767	IT CAPITAL PROJECT								
768	VERTICAL COMMUNICATIONS, INC.	CONTRACT SERVICES	LABOR INVOICE TO ADD LICENSES &	1543622	6/22/2020	6/26/2020	377.00		
769									
770									
							Total:		\$377.00
771	FIRE & RESCUE CAP PROJ								
772	PERFORMANCE SIGNS	VEHICLE	WATER RESCUE TRUCK GRAPHICS	19004	5/7/2020	6/5/2020	1,330.00		
773									
774									
							Total:		\$1,330.00
775	FACILITIES CAP PROJ								
776	BANK OF AMERICA	CONTRACT SERVICES	P-CARD PURCHASES	053120	5/31/2020	6/18/2020	296.05		
777	DAIKIN APPLIED	CONTRACT SERVICES	WATER SOURCE HEAT PUMPS	3266678	6/9/2020	6/12/2020	6,870.00		
778	RICH MASONRY, INC.	CONTRACT SERVICES	MASONRY REPAIRS	919	5/31/2020	6/12/2020	2,850.00		
779									
							Total:		\$10,016.05

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna		From Date: 6/1/2020						
2	Accounts Payable List		To Date: 6/30/2020						
3									
4									
5	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
780									
781	PUBLIC WORKS CAPITAL PROJECT								
782	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	ASSET MGMT PLAN	1830917	6/9/2020	6/12/2020	760.00		
783	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	UTILITY STANDARDS MANUAL	1830915	5/29/2020	6/12/2020	9,020.00		
784	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	WATER SYSTEM OPTIMIZATION STUDY	1826803	5/29/2020	6/18/2020	650.55		
785	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	MASTER PLAN	1837340	5/29/2020	6/26/2020	11,792.50		
786	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	WASTEWATER PLAN	1837293	5/29/2020	6/26/2020	17,440.00		
787									
788									
789	SCHOOL TECH CAP PROJ								
790	SYCOM TECHNOLOGIES	EDP EQUIPMENT	FY20 CIO-TECHNOLOGY	10049707 10049879	4/28/2020	6/18/2020	183,112.59		
791									
792									
793									
794	Fund # - 502 SEWER								
795	PALMYRA SEWER OPER EXPENSES								
796	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SW PUMP STATION	7712348080 052820	5/28/2020	6/5/2020	55.37		
797	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SEWER PLANT	7129524547 052220	5/22/2020	6/5/2020	651.93		
798	HEPACO LLC	BLDGS EQUIP REP & MAINT	SLUDGE DISPOSAL	FY20-1004914	6/2/2020	6/26/2020	1,540.00		
799	HEPACO LLC	CONTRACT SERVICES	SLUDGE DISPOSAL	FY20-1004914	6/2/2020	6/26/2020	2,702.30		
800	JONES AUTOMOTIVE/ALL STAR AUTO	GENERAL MATERIALS AND	CAR SUPPLIES	053120A	5/31/2020	6/26/2020	30.66		
801									
802									
803									
804	Fund # - 505 FORK UNION SANITARY DISTRICT								
805	FORK UNION SANITARY DISTRICT								
806	USDA RURAL DEVELOPMENT	RDA BOND PAYABLE	FUSD DEBT SERVICE	062520	6/25/2020	6/25/2020	3,707.07		
807									
808									
809	FUSD OPERATIONAL EXPENSES								
810	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MELTON WELL	9594215007 052620	5/26/2020	6/5/2020	34.75		
811	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OWENS WELL	9004200003 052620	5/26/2020	6/5/2020	74.19		
812	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEST BOTTOM WELL	7224360003 052720	5/27/2020	6/5/2020	83.87		
813	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BREMO WELL	8434345008 052620	5/26/2020	6/5/2020	100.86		
814	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OMOHUNDRO WELL	9346182505 052620	5/26/2020	6/5/2020	812.45		
815	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MORRIS WELL	9501772108 052620	5/26/2020	6/5/2020	1,055.69		
816	E.W. OWEN	LEASE/RENT	REISSUED CHECK	11012019a	11/1/2019	6/26/2020	150.00		
817	E.W. OWEN	LEASE/RENT	REISSUED CHECK	12012019A	12/1/2019	6/26/2020	150.00		
818	E.W. OWEN	LEASE/RENT	WELL RENT	06012020	6/1/2020	6/26/2020	150.00		
819	E.W. OWEN	LEASE/RENT	WELL RENT	07012020	6/1/2020	6/26/2020	150.00		
820	LOWE'S	BLDGS EQUIP REP & MAINT	SUPPLIES	052520	5/25/2020	6/5/2020	124.39		
821	MOJOHNS, INC.	PURCHASE OF SERVICES	PORTABLE TOILET	127592	5/31/2020	6/12/2020	60.00		
822	REPUBLIC SERVICES #410	BLDGS EQUIP REP & MAINT	WASTE CONTAINER	0410-000698885	6/3/2020	6/12/2020	198.56		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna			From Date: 6/1/2020 To Date: 6/30/2020					
2	Accounts Payable List								
3									
4									
5	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
823	SCHNEIDER LABRATORIES INC	PURCHASE OF SERVICES	CHEMISTRY ANALYSIS	371369	5/19/2020	6/5/2020	30.00		
824	USDA RURAL DEVELOPMENT	REDEMPTION OF INTEREST	FUSD DEBT SERVICE	062520	6/25/2020	6/25/2020	1,252.93		
825	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T432363	6/4/2020	6/12/2020	83.58		
826						Total:	\$4,511.27		
827									
828					505 FORK UNION SANITARY DISTRICT	Fund Total:	\$8,218.34		
829	Fund # - 510 ZION XR WATER & SEWER								
830	ZION XR W&S EXPENSES								
831	A.G. DILLARD, INC.	CONSTRUCTION	ZION CROSSROAD WATER AND SEWER	50078861 052720	5/27/2020	6/15/2020	183,709.42		
832	A.G. DILLARD, INC.	CONSTRUCTION	ZION CROSSROAD WATER AND SEWER	50078861 042520	4/25/2020	6/15/2020	286,751.31		
833	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	INSPECTION	1830946	6/9/2020	6/12/2020	715.00		
834	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	ZXR WWPS-CONA	1830945	5/29/2020	6/12/2020	4,981.50		
835	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	FLUVANNA EST- CONA-INSPECTION	1830944	5/29/2020	6/12/2020	5,425.75		
836	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	WATERWORKS OPS PLAN	1830916	5/29/2020	6/12/2020	7,695.00		
837	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	WS LINES INSPECTION	1830943	5/29/2020	6/12/2020	9,490.00		
838	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	FLUVANNA ZXR EST-CONA INSP 2ND YR	1826808	5/29/2020	6/18/2020	1,412.00		
839	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	FLUVANNA ZXR W&S CONA INSP 2ND	1826807	5/29/2020	6/18/2020	2,390.00		
840	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	FLUVANNA ZXR W&S-CONA 2ND YR	1826805	5/29/2020	6/18/2020	4,186.00		
841	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	FLUVANNA XRWWPS CONA	1826804	5/29/2020	6/18/2020	8,772.00		
842	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL- REAL	LEGAL FEES	142604	6/1/2020	6/18/2020	4,311.00		
843						Total:	\$519,838.98		
844									
845					510 ZION XR WATER & SEWER	Fund Total:	\$519,838.98		
846						Total Expenditures by Fund:	\$1,387,024.32		



Capital Reserve Maintenance Fund Request

TAB S

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of _____ for the purpose(s) of: _____

Section 1 - REQUEST

Requesting Department/Agency	Dept/Agency Contact	Date of Request
Phone	Fax	Fiscal Year

Reserve Fund Purpose Category:

Description of Project/Repair	Qty	Unit Price	Total Price

Total Request:

Description and justification for proposed use.

Department/Agency Head Name	Signature	Date
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Section 2 - REVIEW

Recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director	Date
Recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator	Date

Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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**FLUVANNA COUNTY BOARD OF SUPERVISORS
 AGENDA ITEM STAFF REPORT**

TAB T

MEETING DATE:	August 5, 2020				
AGENDA TITLE:	AG Dillard Change Order # 5				
MOTION(s):	I move the Board of Supervisors approve the Zion Crossroads Water and Sewer Change Order #5 with AG Dillard with an increase in cost of \$43,080.97, and authorize the County Administrator to execute the Change Order, subject to approval as to form by the County Attorney.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		C9
	x				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	Approval				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • The following were design and construction changes that became necessary in order to continue work on the waterline and forced main <ul style="list-style-type: none"> - Boring deduct of Blue Ridge Drive, WL1.3 and C3.7 (- \$41,425.37) - Open cut installation of Blue Ridge Drive, WL1.3 and C3.7 (\$54,914.00) Not to exceed price* - Additional bends for waterline due to encountered existing utilities, WL1.22 (\$18,392.00); - Force main realignment near well, FM1.19 (\$11,200.34); 				
FISCAL IMPACT:	An Increase contract cost of \$43,080.97 covered in ZXR Budget				
POLICY IMPACT:	Na				
LEGISLATIVE HISTORY:	Na				
ENCLOSURES:	Zion Crossroads Water and Sewer Change Order #5				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	x		x		

Change Order

No. 5

Date of Issuance: 7/28/20

Effective Date: 7/28/20

Project: Zion Crossroads Water and Sewer System	Owner: Fluvanna County	Owner's Contract No.: 2018-03
Contract: Zion Crossroads Water and Sewer System		Date of Contract: 02/11/2019
Contractor: A.G. Dillard, Inc.		Engineer's Project No.: 50078861

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Boring deduct of Blue Ridge Drive, WL1.3 and C3.7 (- \$41,425.37)

Open cut installation of Blue Ridge Drive, WL1.3 and C3.7 (\$54,914.00) Not to exceed price* (see note);

Additional bends for waterline due to encountered existing utilities, WL1.22 (\$18,392.00);

Force main realignment near well, FM1.19 (\$11,200.34);

Attachments (list documents supporting change):

AG Dillard Change Order 5 Breakdown, WL1.3, C3.7, WL1.22 and FM1.19

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$ 4,993,625.43

Increase/Decrease from previously approved Change Orders No. 01 to No. 04:

\$ 158,200.07

Contract Price prior to this Change Order:

\$ 5,151,825.50

Increase/Decrease of this Change Order:

\$ 43,080.97*

Contract Price incorporating this Change Order:

\$ 5,194,906.47

Original Contract Times: Working days Calendar days

Substantial completion Phase 1 (days): 360

Substantial completion Phase 2 (days): 540

Ready for final payment (days): 600

Increase/Decrease from previously approved Change Orders No. 01 to No. 04:

Substantial completion Phase 1 (days): 61

Substantial completion Phase 2 (days): 36

Ready for final payment (days): 36

Contract Times prior to this Change Order:

Substantial completion Phase 1 (days): 421

Substantial completion Phase 2 (days): 576

Ready for final payment (days): 636

Increase/Decrease of this Change Order:

Substantial completion Phase 1 (days): 0

Substantial completion Phase 2 (days): 0

Ready for final payment (days): 0

Contract Times with all approved Change Orders:

Substantial completion Phase 1 (days): 421

Substantial completion Phase 2 (days): 576

Ready for final payment (days): 636

RECOMMENDED:
By: ML
Engineer (Authorized Signature)
Date: 7/28/20

ACCEPTED:
By: _____
Owner (Authorized Signature)
Date: _____

ACCEPTED:
By: _____
Contractor (Authorized Signature)
Date: _____

NOTE: Contractor will receive a not-to-exceed fee of \$54,914.00 for that work described as “Open cut installation of Blue Ridge Drive, WL1.3 and C3.7” (“Open Cut Work”); based on actual hours worked; which shall be payable by the County, upon completion of the work after proper invoicing by the Contractor consistent with the Contract. In no event shall the costs for the Open Cut Work exceed \$54,914.00 and the Contractor agrees to complete all Open Cut Work for such not-to-exceed total even if the fees for the time worked exceeds such amount. If the work on the Open Cut Work is completed for less than the not-to-exceed total, then the Contractor will only invoice the County for such lower amount based on the actual time worked at the hourly rates set forth on their breakdown dated July 28, 2020 attached hereto. Contractor shall charge in increments for the portion of an hour actually worked. Increments must be broken down to at least a ¼ hour or the standard billing increment of the Contractor if less than ¼ hour. The not-to-exceed fee includes all fees, materials, costs and charges of any kind to perform all the services and work, including supplying at its own cost and expense any necessary or desirable tools, equipment or materials, for completion of Open Cut Work.

A.G. Dillard, Inc.
P.O. Box 7427
Charlottesville, VA 22906
Pho: (434) 977-3750
Cell: (434) 989-0044
Fax: (434) 979-8026
www.agdillard.com



Tuesday, July 28, 2020

Job: Zions Crossroads Water and Sewer Systems

CO: 005

Cost: \$43,080.97

Item	Feet	Quantity	Hours	Tons	Unit Price	
Boring Deduct	90				\$ 460.28	\$ (41,425.37)
Open Cut Blue Ridge Drive (Not to Exceed 24 Hours)						
Trackhoe			24		\$ 165.00	\$ 3,960.00
Trackhoe			24		\$ 165.00	\$ 3,960.00
Skid Steer			24		\$ 105.00	\$ 2,520.00
Laborer			24		\$ 43.00	\$ 1,032.00
Laborer			24		\$ 43.00	\$ 1,032.00
Dump Trucks			24		\$ 95.00	\$ 2,280.00
Light Rentals						\$ 750.00
Traffic Control AWP with flaggers (Nightly Rate)			24		\$2,475.00	\$ 4,950.00
Traffic Rated Steel Plate						\$ 1,150.00
Mobilization/Demobilization						\$ 2,500.00
Stone Base						\$ 1,800.00
Casing/Pipe/Acc	90				\$ 123.50	\$ 21,480.00
Patching Road(Assumed Day Time Install)				16	\$ 300.00	\$ 7,500.00
Bends at Prison/Unknown Lines						
Pothole Unknown Lines At Prison(Gas and Water)			40		\$ 340.00	\$ 13,600.00
12" Bends		3			\$ 470.00	\$ 1,410.00
Trackhoe			9.5		\$ 165.00	\$ 1,567.50
Backhoe			9.5		\$ 105.00	\$ 997.50
Laborer			9.5		\$ 43.00	\$ 408.50
Laborer			9.5		\$ 43.00	\$ 408.50
FM1.19 Changes						
8" Force Main	26				\$ 59.09	\$ 1,536.34
Bends at F163+00 (P401)/Uncovering line		4			\$ 470.00	\$ 1,880.00
Mobilization						\$ 2,500.00
Trackhoe			14		\$ 165.00	\$ 2,310.00
Backhoe			14		\$ 105.00	\$ 1,470.00
Laborer			14		\$ 43.00	\$ 602.00
Laborer			14		\$ 43.00	\$ 602.00
Thrust Block		4			\$ 75.00	\$ 300.00
Total						\$ 43,080.97

A.G. Dillard, Inc.
P.O. Box 7427
Charlottesville, VA 22906
Pho: (434) 977-3750
Cell: (434) 989-0044
Fax: (434) 979-8026
www.agdillard.com



Thank you for the opportunity to work on this project. Please call me at 434-977-3750 if you have questions, or sign approving this change to the contract in order to authorize AG Dillard to proceed as noted.

Aproved Change by AG Dillard

Aproved Change by Contract Owner/Agent

By: _____

By: _____

Name Joshua W. Rector _____

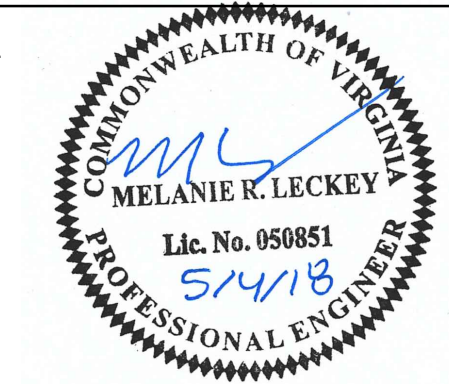
Name _____

Title Vice President of Business Development _____

Title _____

Date _____

Date _____



No.	DATE	BY	Description
1	3/2020	MRL	OPEN CUT INST.

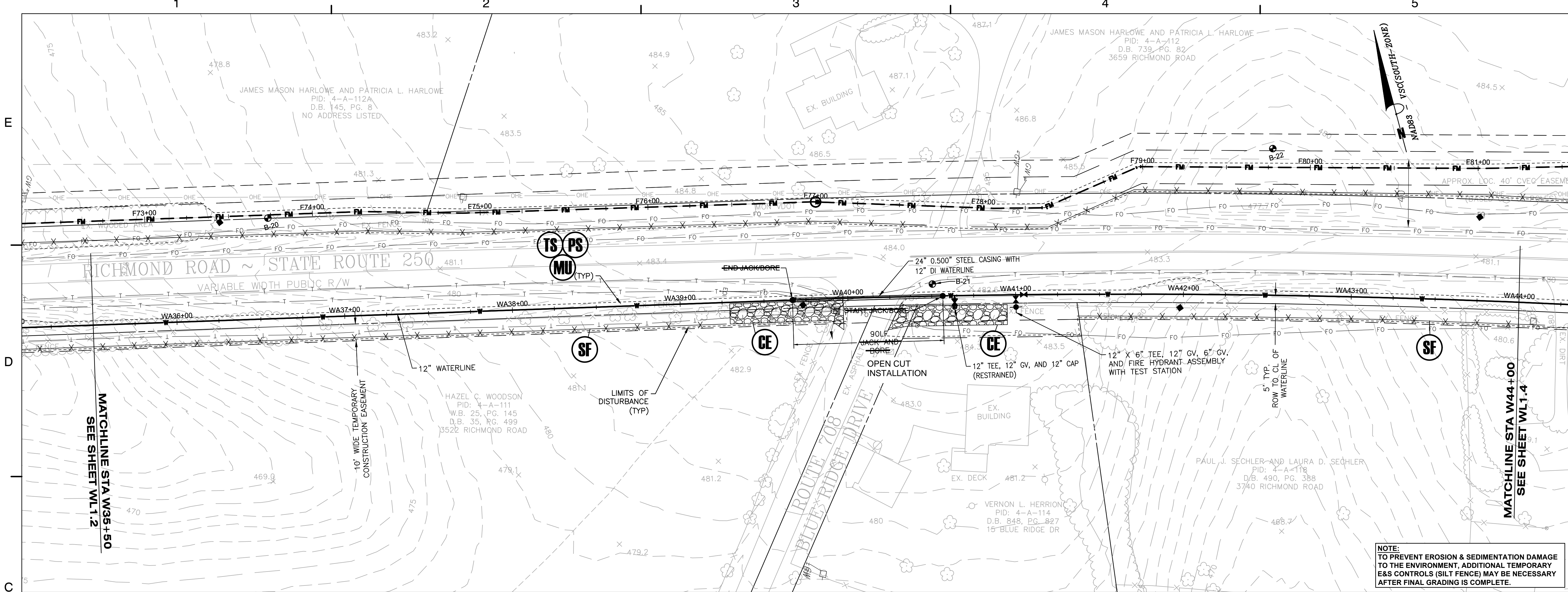
REVISIONS			
No.	DATE	BY	Description

DRAWN BY: JEH
 APPROVED BY: MRL
 CHECKED BY: DAV
 DATE: MAY 2018

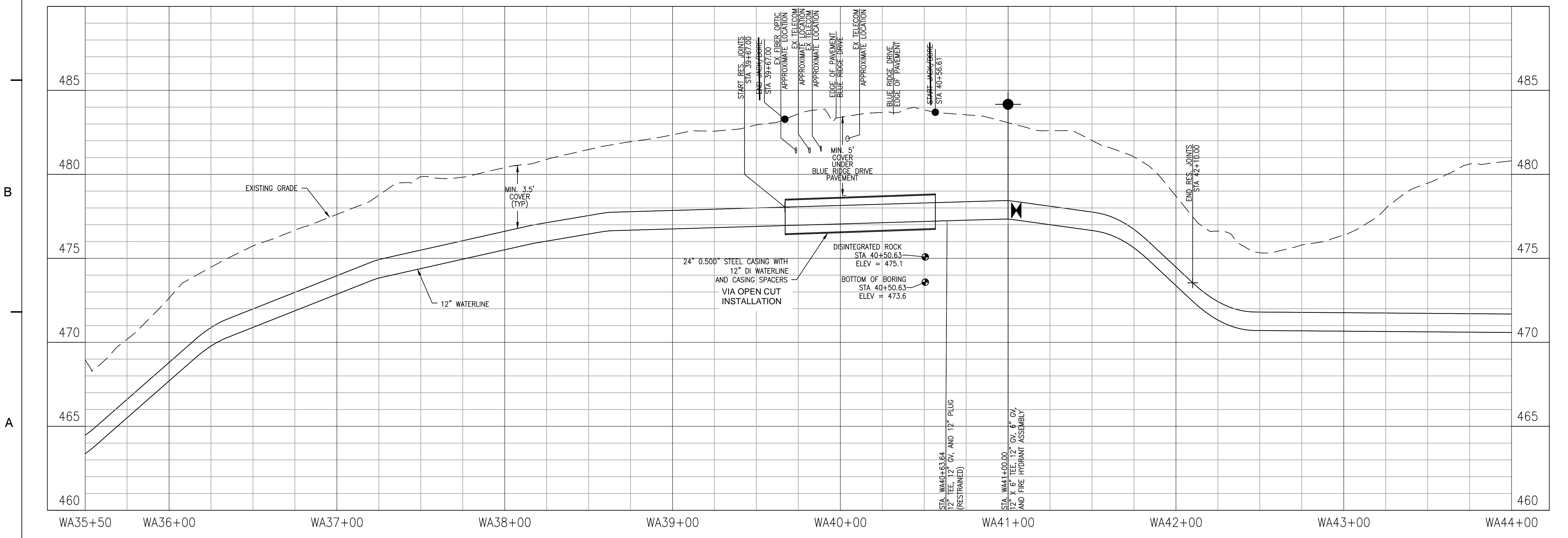
TITLE
**WATERLINE
 PLAN AND
 PROFILE**

PROJECT NO. 50078861

WL1.3

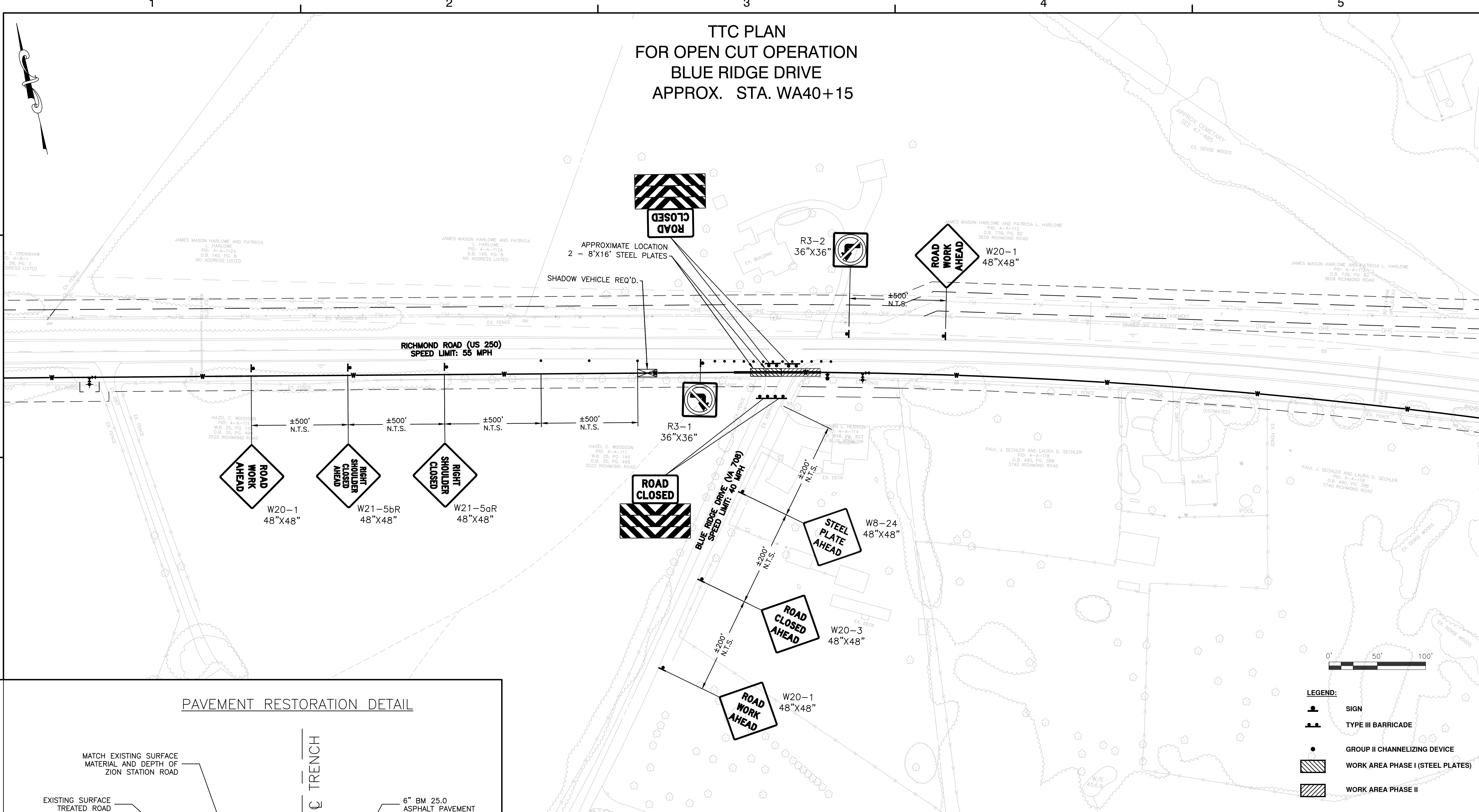


NOTE:
 TO PREVENT EROSION & SEDIMENTATION DAMAGE TO THE ENVIRONMENT, ADDITIONAL TEMPORARY E&S CONTROLS (SILT FENCE) MAY BE NECESSARY AFTER FINAL GRADING IS COMPLETE.

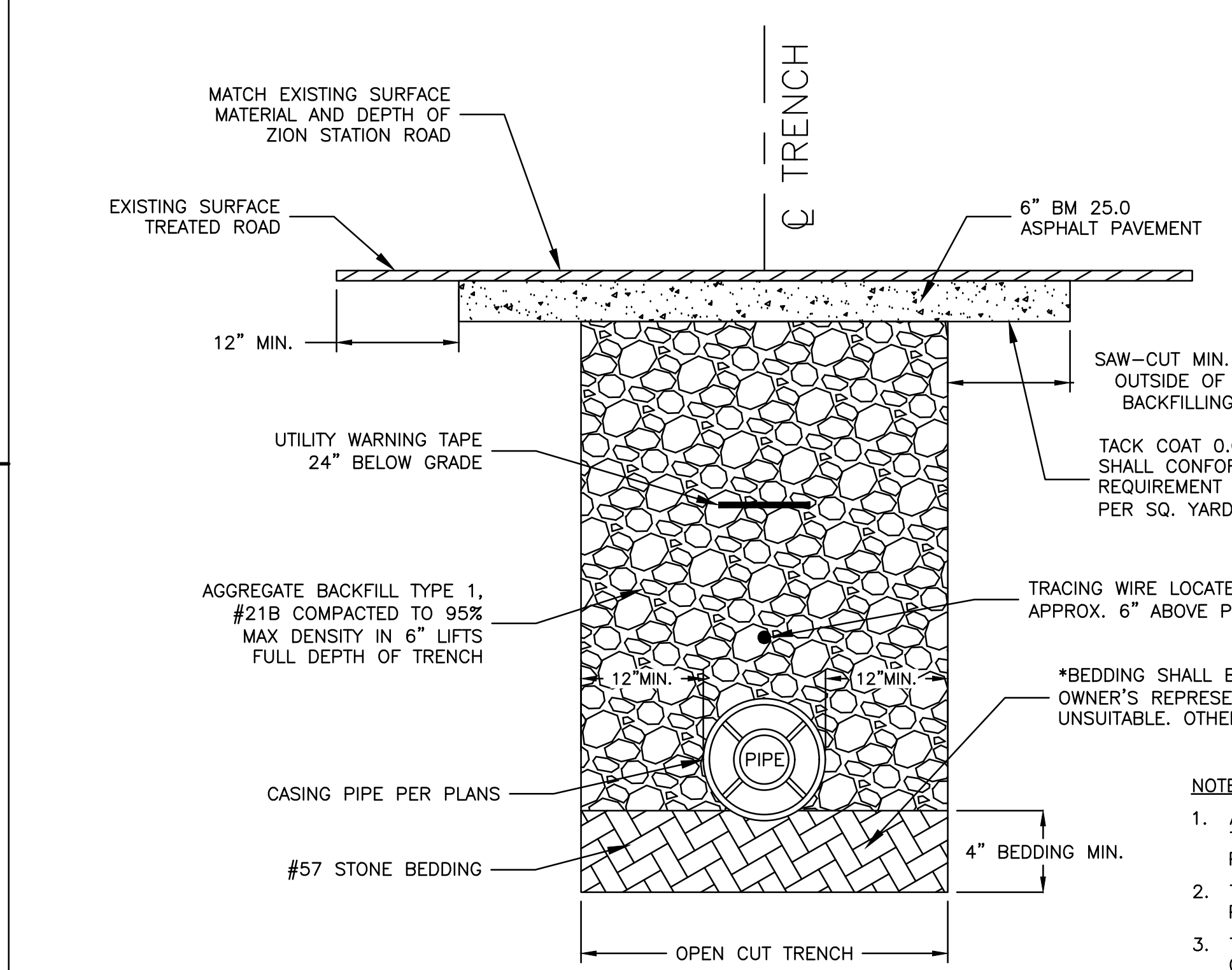


TTC PLAN FOR OPEN CUT OPERATION BLUE RIDGE DRIVE APPROX. STA. WA40+15

E
D
C
B
A



PAVEMENT RESTORATION DETAIL



- NOTES:**
1. ALL PAVEMENT MARKINGS DAMAGED OR DESTROYED BY TRENCH EXCAVATION ACTIVITY SHALL BE REPLACED BY THE PERMITTEE PER VDOT SPECIFICATIONS.
 2. THIS DETAIL IS FOR ROADWAYS WITH EXISTING ASPHALT PAVEMENT SECTIONS.
 3. THE EXTENT OF PAVEMENT RESTORATION FOR ALL PAVEMENT CUTS SHALL BE DETERMINED BY THE DISTRICT ADMINISTRATORS DESIGNEE.

ANTICIPATED SEQUENCE OF CONSTRUCTION THIS PHASE:

1. INSTALL TEMPORARY TRAFFIC CONTROL MEASURES PER THIS PLAN AND THE VIRGINIA WORK AREA PROTECTION MANUAL, REV 1.
2. PERFORM PHASE I EXCAVATION, PREPARE TRENCH FOR CASING INSTALLATION, AND INSTALL STEEL PLATES.
3. PERFORM PHASE II EXCAVATION AND PREPARE TRENCH FOR CASING INSTALLATION.
4. COORDINATE WITH RESIDENTS ALONG BLUE RIDGE DRIVE TO PREPARE FOR COMPLETE ENTRANCE CLOSURE. NO VEHICLES WILL BE ABLE TO PASS THROUGH THE WORK AREA DURING CASING INSTALLATION.
5. REMOVE STEEL PLATES AND INSTALL CASING PIPE PER APPROVED PLANS.
6. BACKFILL TRENCH AND PERFORM PAVEMENT RESTORATION PER APPROVED PLANS AND DETAIL ON THIS SHEET.

NOTES:

1. WORK HOURS DURING THIS PHASE OF CONSTRUCTION SHALL BE FROM 7:00 PM TO 6:00 AM DURING THE EXCAVATION OF THE TRENCH AND INSTALLATION OF STEEL PLATES (PARTIAL ENTRANCE CLOSURE). WORK HOURS DURING THE INSTALLATION OF THE CASING (FULL ENTRANCE CLOSURE) SHALL BE FROM 12:00 AM TO 6:00 AM.
2. MAXIMUM TRENCH WIDTH UNDER STEEL PLATES SHALL BE 4'. IF A WIDER TRENCH IS TO BE USED, THE CONTRACTOR SHALL COORDINATE WITH THE ENGINEER TO DEVELOP AN ALTERNATE STEEL PLATE CONFIGURATION.
3. DURING INSTALLATION OF STEEL PLATES, THE CONTRACTOR SHALL COORDINATE INGRESS AND EGRESS WITH RESIDENTS ALONG BLUE RIDGE DRIVE. THE CONTRACTOR SHALL TEMPORARILY MOVE THE DRUMS AND ROAD CLOSED SIGNS TO ALLOW FOR VEHICLES TO PASS, IMMEDIATELY FOLLOWED BY CLOSING THE ROAD.
4. THE CONTRACTOR SHALL STILL COORDINATE INGRESS AND EGRESS WITH RESIDENTS ALONG BLUE RIDGE DRIVE.
5. THE CONTRACTOR SHALL NOTIFY VDOT 48 HOURS IN ADVANCE OF OPEN CUT OPERATIONS AND THE FULL CLOSURE OF BLUE RIDGE DRIVE.

KEY PLAN



SCALE

No.	DATE	BY	Description
REVISIONS			

DRAWN BY: JEH
APPROVED BY: MRL
CHECKED BY: DAV
DATE: APRIL 2020

TEMPORARY TRAFFIC CONTROL ROUTE 250/ BLUE RIDGE DR.

PROJECT NO. 50078861

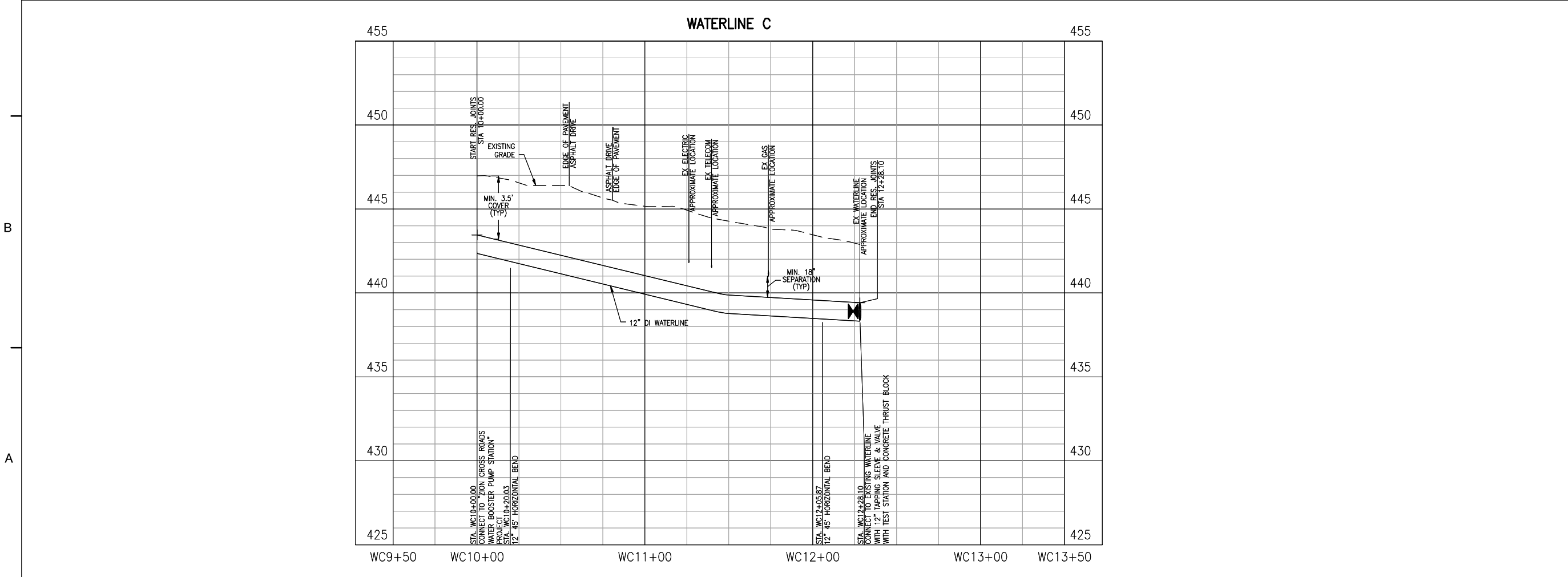
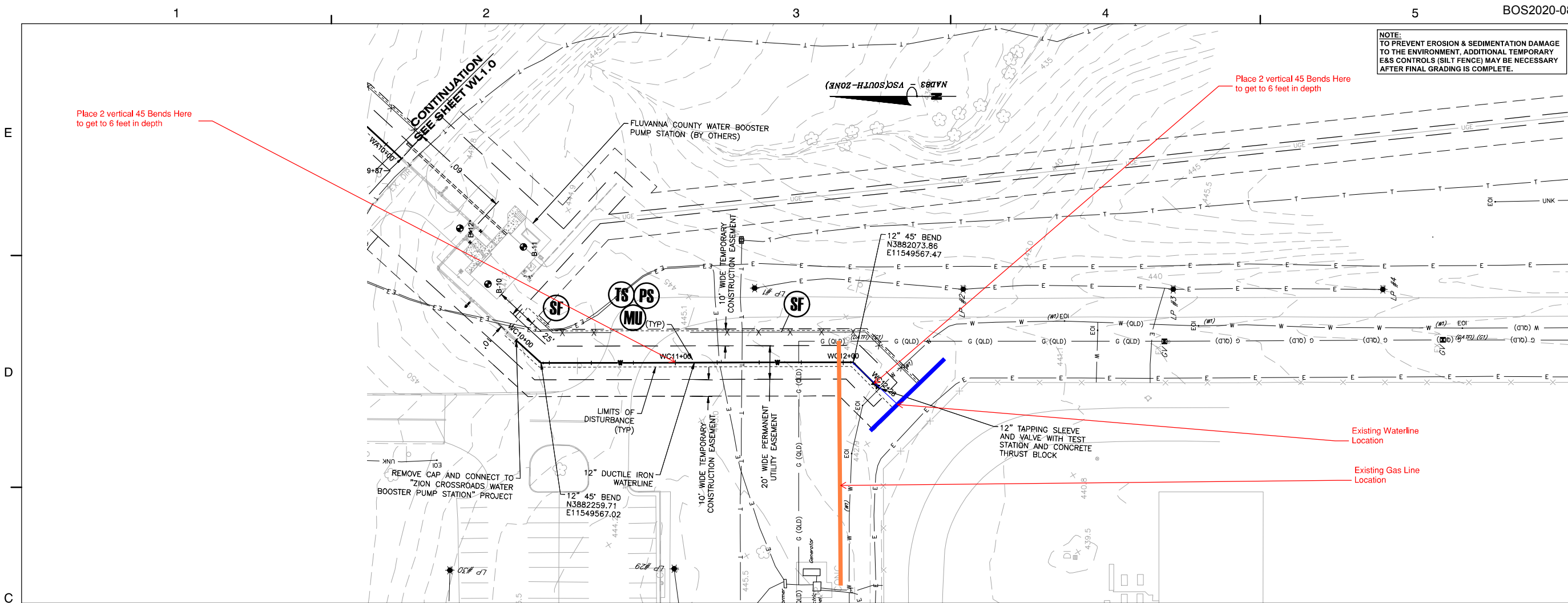
C3.7



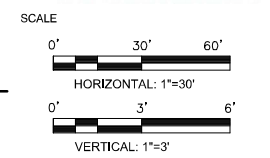
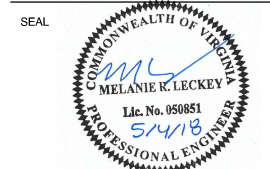
Dewberry Engineers Inc.
4805 Lake Brook Drive, Suite 200
Glen Allen, Virginia 23060
PHONE: 804-290-7957
FAX: 804-290-7958
www.dewberry.com

ZION CROSSROADS
WATER AND SEWER SYSTEM
FLUVANNA COUNTY
DEPARTMENT OF PUBLIC WORKS
FLUVANNA COUNTY, VA

NOTE:
TO PREVENT EROSION & SEDIMENTATION DAMAGE
TO THE ENVIRONMENT, ADDITIONAL TEMPORARY
E&S CONTROLS (SILT FENCE) MAY BE NECESSARY
AFTER FINAL GRADING IS COMPLETE.



KEY PLAN



No.	DATE	BY	Description

REVISIONS

DRAWN BY: JEH
APPROVED BY: MRL
CHECKED BY: DAV
DATE: MAY 2018

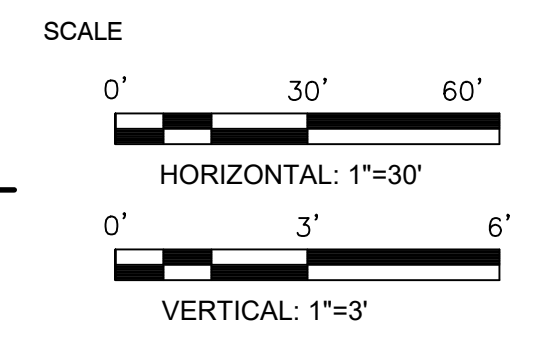
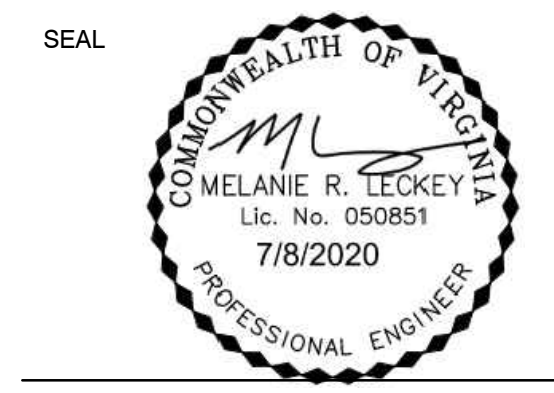
TITLE
**WATERLINE
PLAN AND
PROFILE**

PROJECT NO. 50078861

WL1.22

**ZION CROSSROADS
 WATER AND SEWER SYSTEM**
 FLUVANNA COUNTY
 DEPARTMENT OF PUBLIC WORKS
 FLUVANNA COUNTY, VA

KEY PLAN



No.	DATE	BY	Description
1	7/2020	MRL	FM REALIGN. WELL

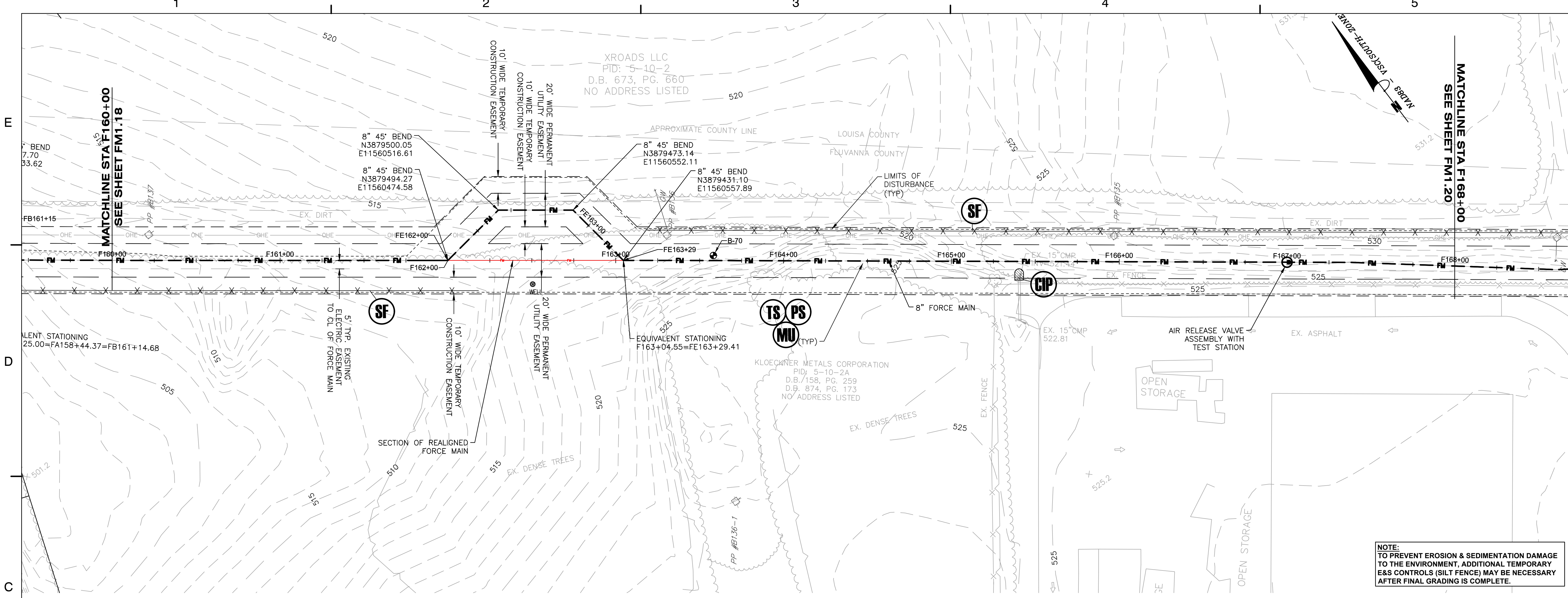
REVISIONS

DRAWN BY: JEH
 APPROVED BY: MRL
 CHECKED BY: DAV
 DATE: APRIL 2020

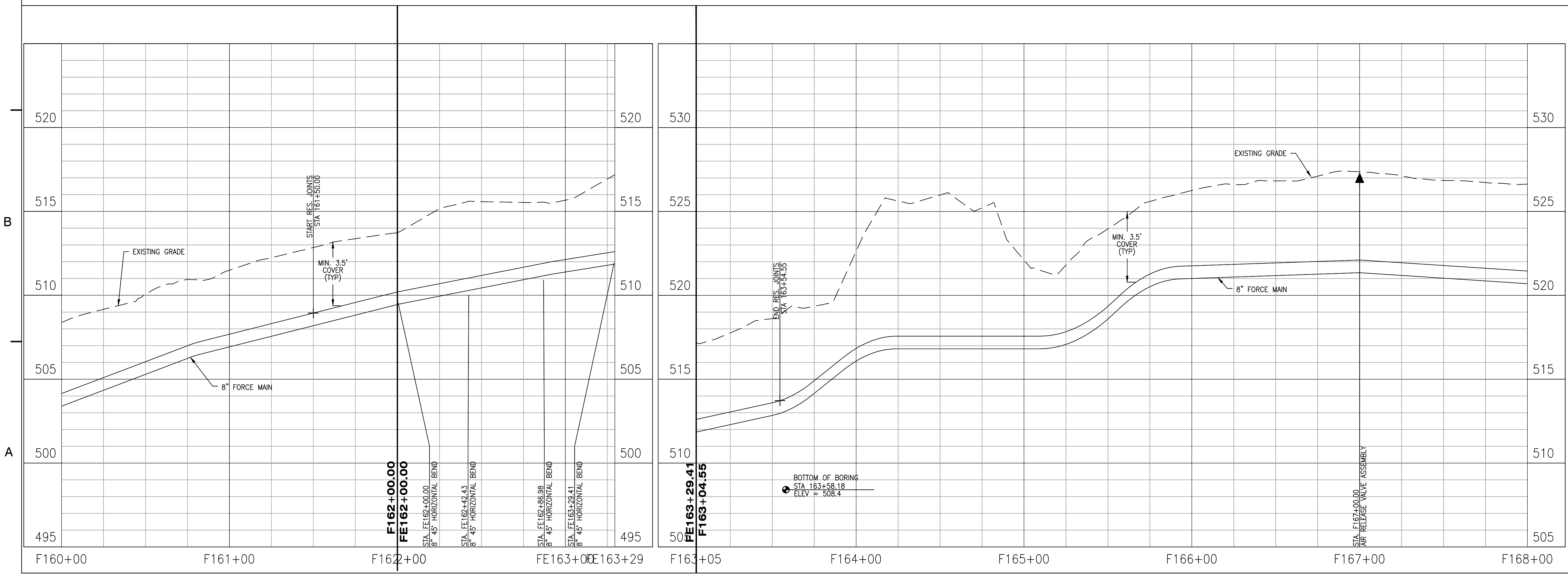
**FORCE MAIN
 PLAN AND
 PROFILE**

PROJECT NO. 50078861

FM1.19



NOTE:
 TO PREVENT EROSION & SEDIMENTATION DAMAGE
 TO THE ENVIRONMENT, ADDITIONAL TEMPORARY
 E&S CONTROLS (SILT FENCE) MAY BE NECESSARY
 AFTER FINAL GRADING IS COMPLETE.



**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB U

MEETING DATE:	8/5/20				
AGENDA TITLE:	Addendum # 1 & PA # 3 HURT & PROFFITT, INC.				
MOTION(s):	I move the Board of Supervisors approve the Addendum # 1 and Project Agreement # 3 between Fluvanna County and Hurt & Proffitt, Inc., for monthly GIS updates in the CAD System in the amount of \$1,500.00 and further authorize the County Administrator to execute the agreement subject to the County Attorney approval as to form				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • Monthly updates to Spillman Technology Mapping System at a cost of \$1,500.00 per year. • These updates will include preprocessing the updated layers, applying the updates to the Spillman server, ensuring the updated data is working correctly in the Spillman software and making the updated mapping services “live” for Dispatchers to use. • H&P will also facilitate a method to ensure that business names are transferred and updated per the Client. • This project agreement also has an option for any necessary related work to be done on an as needed basis, not to exceed 3 hours per month. This option may never be used however is available to the department for small adjustments that must be done to keep the CAD system up to date without delays. 				
FISCAL IMPACT:	Budgeted in E911 FY21 budget				
POLICY IMPACT:	NA				
LEGISLATIVE HISTORY:	NA				
ENCLOSURES:	Addendum # 1 & Project Agreement # 3				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X		X		

Amendment #1 and Project Agreement #3
TERM CONTRACT BETWEEN COUNTY AND HURT & PROFFITT, INC. FOR
FOR GIS SYSTEM UPDATE/UPGRADE AND HOSTING SERVICES

This Amendment #1 and Project Agreement 3 (the "Amendment") made this ____ day of _____, 2020, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Hurt & Proffitt, Inc. (the "Consultant"), a Virginia corporation, is an addendum to that Geographic Information Services ("GIS") System Update/Upgrade and Hosting Services Contract between COUNTY and HURT & PROFFITT, INC dated the 1st day of January, 2018 (including all exhibits thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning in this Amendment unless the context used herein requires otherwise.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Consultant as services are needed, and Project Agreement #1 and project Agreement #2 have been entered into by the parties;

Whereas the Consultant submitted a Proposal for "Fluvanna Co, VA Sheriff's Spillman Software Map Updates" dated July 23, 2020, ("the Proposal") which is attached hereto as **Exhibit 1** and incorporated by reference herein as a material part of this Amendment;

Whereas, the County desires that the Consultant complete all those services listed in the Proposal, including, but not limited to, Task 1 – Spillman Software Map Updates and those services and associated deliverables described in the Proposal, and as more specifically set forth herein ("Task 1");

Whereas the County may need those other services identified as Task 2 – optional supplementary services, and those services and associated deliverables described in the Proposal, and as more specifically set forth herein ("Task 2"); and

Whereas, the Consultant desires to accept the work and complete the services and all work necessary and related to Task 1 and as requested by the County any work and services necessary and related to Task 2 pursuant to the terms of this Amendment (collectively the "Task Order").

For good and valuable consideration, the parties hereby agree as follows:

ARTICLE I: THE AGREEMENT

The foregoing recitations are incorporated by reference into this Amendment.

This Amendment is made a material part of the Agreement. The parties hereto agree that except as specifically and expressly modified hereby that Agreement remains in full force and effect and the provisions of the Agreement are incorporated herein and are a material part hereof.

ARTICLE II: TASK ORDER

Consultant shall provide all work and services necessary or desired to complete the Task Order consistent with all provisions of this Amendment, Exhibit 1 and the Agreement. If and as services on Task 2 are needed, the County's Authorized Task 2 Agent (as hereinafter defined) may submit requests for work or services related to Task 2 consistent with this Amendment effective as

of the date of this Amendment. Nothing herein guarantees the County will request any work be performed by the Consultant on Task 2. In the event the County requests any services be performed by Consultant on Task 2, such services must be consistent with Exhibit 1, and the monthly fee (per calendar month) for such services shall not exceed \$240.00, being three (3) hours at \$80.00 per hour (invoiced in increments and as otherwise required under the Agreement). The County's initial Authorized Task 2 Agent is Michael R. Grandstaff, Fluvanna County Sheriff's Office, Director of Communications.

The County's project manager for technical inquiries relating to this Amendment shall be:

Michael Grandstaff
Director of Communications
160 Commons Blvd.
Palmyra, VA 22963
Phone: (434) 589-8211
E-mail: mgrandstaff@fluvannacounty.org

Billing inquiries should be directed to Cyndi Toler, Purchasing Officer, whose contact information appears below in Article VI.

ARTICLE III: EXHIBITS AND RESOLVING CONFLICTS

The rights and duties of the County and Consultant applicable to the County's projects under this Amendment are set forth in the following Agreement Documents:

- (i) This Amendment;
- (ii) Exhibit 1 hereto **EXCEPT THE COUNTY AND CONSULTANT SPECIFICALLY AGREE THAT THE CONSULTANT'S "GIS – STANDARD TERMS AND CONDITIONS" ARE INTENTIONALLY OMITTED AND ARE NOT MADE A PART OF THIS AMENDMENT;**
- (iii) The Agreement including exhibits thereto; and
- (iv) The County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors, being a portion of Exhibit 1 which is attached to and a part of the Agreement.

Whenever possible, the terms of the above documents shall be read together, however in the event of a conflict, the order of preference above shall govern which Agreement Document will control. In other words, (i) shall control over (ii) to (iii) above, and (ii) shall control over (iii).

ARTICLE IV: FEES

Notwithstanding anything to the contrary contained in Exhibit 1 hereto, the Consultant shall be paid a not-to-exceed fee for the **Task 1 services** of:

ONE THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$1,500.00) annually for the Task 1 services.

The Consultant agrees to invoice the County annually in advance for the Task 1 services

for each calendar year, or portion thereof (for example, in the case of any Task 1 services performed in 2020). The County requests the Task 1 services begin on the ___ day of _____, 2020 and continue through the current Agreement term year, ending December 31, 2020. The County will only pay for ___ days remaining in 2020 divided by 366 days in 2020 for the portion of the Task 1 services to be performed by Consultant in 2020. The Task 1 services will renew annually each calendar year if the Agreement is renewed by the County for the same calendar year, except that the County may notify the Consultant in writing of its desire to terminate only the Task 1 services for any reason in the County's discretion. If the Task 1 services are terminated during any calendar-year term (including a renewal term), the County shall only pay for that portion of the services actually rendered during that term and shall receive a pro-rata refund from the Contractor for the portion of such term in which Services were not received or this Agreement was terminated. Such refund must be rendered to the County by the Contractor within thirty (30) days of any termination of this Agreement.

Notwithstanding anything to the contrary contained in Exhibit 1 hereto, the Consultant shall be paid hourly for their work based upon the rate of \$80.00 per hour or less as set forth in the Agreement and Exhibit 2 to the Agreement and consistent with all requirements of the Agreement (including specifically, but without limitation, Section IV and V of the Agreement regarding increments of billing, billing, invoicing, etc.) for the **Task 2 services** and up to the following not-to-exceed fees for the Task 2 services:

\$240.00 per calendar month for any Task 2 services during the Term of the Agreement (being a not to exceed total of TWO THOUSAND EIGHT HUNDRED EIGHTY AND NO/100 DOLLARS (\$2,880.00) annually), described as the "Task 2 - optional supplementary services not to exceed 3 hours\month".

Invoices for Task 2 services must be submitted monthly (for each calendar month in which services are rendered). The Contractor will be paid based on invoices submitted for the Task 2 services based on the hourly rates set out in this Amendment which are consistent with the terms of the Agreement. Invoices shall include the following: the contract number, Task Order number, work authorization, copies of supplier invoices or inventory list for materials used for project, and total amount due. As required by the Agreement, all Task 2 services hourly work shall be billable to the County in increments of a quarter of an hour; or less if such is the regular business practice of the Contractor. Such hourly rates will be prorated accordingly. The minimum charge shall be a quarter hour or less.

Notwithstanding any of the foregoing, the cost of any Task 2 monthly services shall not exceed the \$240 as set out in this Amendment. The Contractor agrees to complete the Task 2 services at the not to exceed amount set out herein.

The not to exceed fee(s) shall be payable by the County upon proper invoice by the Consultant as described herein upon completion of the Task Order (except Task 1 may be billed in advance each calendar year). No invoice may be provided by the Consultant to the County until the Task Order is complete and all items or services purchased have been delivered to, inspected by and accepted by the County, including but not limited to, that deliverable described in the Proposal as the report. The Consultant may invoice the County only when the entire portion of the Task Order is complete. The Consultant will be paid within forty-five (45) days of receipt of a proper invoice following final acceptance of all work on the Task Order by the County in its sole

discretion. The flat fee includes all fees, costs and charges of any kind to perform all the services and work, including supplying at its own cost and expense any necessary tools, equipment or materials, necessary or desirable for completion of the task specified.

ARTICLE V: TERM

Consultant shall with due diligence and dispatch assiduously pursue this Task Order to completion, but in any event such Services and work being a part of the Task Order must be completed to the sole satisfaction of the County on or before the 30th day of November, 2019. Time being of the essence.

ARTICLE VI: MISCELLANEOUS

As appropriate to the context, the singular will include the plural and vice versa, and reference to one gender will include the others. This Amendment may be executed in one or more counterparts, each of which will be considered the Amendment for all purposes of proof. In addition to allowing electronic signatures upon an electronic copy of this Amendment, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Amendment contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Amendment. This Amendment will be binding upon and inure to the benefit of the respective parties and their successors. This Amendment is not assignable by either party, except by operation of law. The legal address for the County and for the Consultant and the addresses for delivery of Notices and other documents related to the administration of this Amendment are as follows:

County

ATTN: Cyndi Toler, Purchasing Officer
Fluvanna County
P.O. Box 540
Palmyra, VA 22963
Telephone (434) 591-1937
FAX (434) 591-1911

Consultant

HURT & PROFFITT INC.
ATTN: Bryan E. Powell, GIS Project Manager
1861 Pratt Drive Suite 1100
Blacksburg, VA 24060
Telephone 540-552-5592 x444
FAX 540-552-5729

Any party may substitute another address for the one set forth above by giving a notice in the manner required. Any notice given by mail will be deemed to be received on the fifth (5th) day after deposit in the United States mail. Any notice given by hand will be deemed to be received when delivered. Notice by courier will be deemed to have been received on the date shown on any

certificate of delivery.

Other than as expressly amended hereby the Agreement remains in full force and effect.

In witness whereof the undersigned duly authorized representatives have executed and sealed this Amendment on the dates set forth beside their respective signatures.

Consultant:
HURT & PROFFITT, INC.

County:
Fluvanna County

By: _____

(SEAL) Date: _____

By: _____

(SEAL) Date: _____

Name: _____

Name: _____

Title: _____

Title: _____

Approved as to form:

Fluvanna County Attorney, by Kristina M. Hofmann, Assistant County Attorney

An Agreement for the Provision of Limited Professional Services

Client: Fluvanna County Virginia Sheriff's Office

Date: July 23, 2020

Project Name/Location: Fluvanna Co, VA Sheriff's Spillman Software Map Updates

Scope/Intent and Extent of Services:

1. Hurt and Proffitt, Inc. (H&P) will provide the Client with monthly updates to their Spillman Technology Mapping System at a cost of \$1,500.00 per year. These updates will include preprocessing the updated layers, applying the updates to the Spillman server, ensuring the updated data is working correctly in the Spillman software and making the updated mapping services "live" for Dispatchers to use. H&P will also facilitate a method to ensure that business names are transferred and updated per the Client.

Client understanding:

These updates will occur remotely over secure connections. The Client will need to ensure H&P has a secure connection and access to their Spillman GIS server through a remote desktop connection. H&P's server login credential need write access so that the data can be copied to the correct directories. To ensure the system is running correctly, H&P will also need login credential to the Spillman Flex Software. The Spillman Flex login will need access to the Admin Utility command within the software.

2. Optionally, H&P will provide Client with supplementary GIS services to encompass any GIS assistance outside of Item 1 (above). This supplementary service is deemed as needed and will be compensated at an hourly rate of \$80.00 per hour upon request of this service. Any supplementary services will not exceed 3 hours per month. The Client will be billed monthly, as necessary.

The above is a confirmation of work ordered to be performed. If any of the information shown hereon is not in accordance with your understanding, please advise us immediately. We will not be responsible for any errors or misunderstanding which may arise from lack of proper notification. H&P has no duty to provide any services not specifically set forth in this agreement. H&P is not responsible for any changes regarding licensing or software limitation provided by Spillman Technology software and its use of these updates.

Fee Arrangement: Task 1 - \$1,500.00 per year

Task 2 - \$80.00 per hour (optional - not to exceed 3 hours/month)

Initials: BEP

GIS - Standard Terms and Conditions

intentionally omitted

~~These Standard Terms and Conditions are incorporated by reference into the agreement, or proposal (the "Agreement") between Hurt & Proffitt, Inc. ("H&P") and its client ("Client") for the performance of engineering, surveying, planning, or other professional services ("H&P Services"). These Standard Terms and Conditions shall supersede any term or provision elsewhere in the Agreement in conflict herewith.~~

- ~~(1) **Fee:** H&P shall perform the services outlined in the Agreement for the stated fee arrangement. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. No extra work or change in the work contemplated by this agreement shall be required of H&P without a written request from Client, approved in writing by H&P, which document shall expressly state the costs of such alteration or extra work.~~
- ~~(2) **Limitation of Liability:** Liability of H&P under this agreement, if any, shall be limited to the specific portion of the project with which H&P is directly involved.~~
- ~~(3) **WebGIS/Software Disclaimer:** Client understands that H&P will be displaying data provided by the Client and other 3rd party entities. The Client waives H&P from all liabilities regarding the use of WebGIS or the data it contains. H&P implies that the data contained on WebGIS is believed to be accurate but accuracy is not guaranteed. H&P displays this Disclaimer, in some form, on the WebGIS software for all users to view. H&P is not responsible for the availability of any 3rd party data and services or their restrictions.~~
- ~~(4) **Standard of Care:** The standard of care required of H&P shall be that of other like professionals in good standing in the local area of the project at the time services are rendered. Technical Support is available during normal hours of business.~~
- ~~(5) **Billings/Payments:** Invoices for H&P services shall be submitted at H&P's option, either at the completion of such services or~~

KA

Consultant County

Exhibit 1

intentionally omitted KH

Consultant County

BOS 2020-08-05 p. 197/266

on a monthly basis. Invoices shall be payable upon receipt. If the invoice is not paid within 30 days, H&P may, without waiving any claim or right against the Client, and without liability whatsoever on H&P to the Client, terminate the performance of the service.

- (6) **Late Payments:** Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 2.0% on the then unpaid balance (24% true annual rate), at the sole selection of H&P. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorneys' fees.
- (7) **Termination of Services:** This agreement may be terminated by Client or H&P for cause, but this agreement may not be terminated by either party without cause. Any termination cause will need to be provided in writing.
- (9) **Instruments of Service:** Any data developed, modified, prepared, completed or acquired by H&P to complete the performance of the services specified under this agreement, including all finished or unfinished data, maps, photographs and reports, shall become the property of the Client. This excludes any 3rd party data, data services or web services not maintained by H&P. Any programming code or developed software to complete the services specified under this agreement shall remain the property of H&P as instruments of service.
- (8) **Modification of Agreement:** The parties hereto may modify the terms of this agreement, provided, however, such modification shall not be effective unless in writing and signed by both parties.
- (9) **Entire Agreement:** This agreement sets forth the entire agreement between the parties with regard to the subject matter hereof. All agreements, covenants and representations, oral or written of the parties with the regard to the subject matter hereof are contained in this agreement. All prior and contemporaneous conversations, negotiation, possible and alleged agreements and representations, covenants and warranties with respect to the subject matter hereof are waived, merged herein and superseded hereby.
- (10) **Governing Law:** This agreement shall be construed and governed by the laws of the State of Virginia.

If this is acceptable, please sign where indicated and return the original copy, so we may schedule this work. It is agreed that the above Standard Terms and Conditions are part of this agreement.

I hereby agree that I am fully responsible for payment for work described on this contract.

Signature of Responsible Party

Date

Printed Name of Responsible Party

Bryan E Powell

Hurt & Proffitt Project Manager (Signature)

20201190 – Task 1230

Project #

Bryan E. Powell

Hurt & Proffitt Project Manager (Please Print)

**FLUVANNA COUNTY BOARD OF SUPERVISORS
 AGENDA ITEM STAFF REPORT**

TAB V

MEETING DATE:	August 5, 2020				
AGENDA TITLE:	Virginia Department of Emergency Management FY'22 E-911 PSAP Education Program grant award.				
MOTION(s):	<p>1) I move to authorize submission of the Virginia Department of Emergency Management (VDEM) FY'22 E-911 PSAP Education Program grant application and if awarded, accept an award in the amount of \$3,000 to fund educational training for the Sheriff's Office E911 Center staff.</p> <p>2) Further, I move to authorize the County Administrator to execute contracts and agreements associated with this grant, subject as to form by the County Attorney; and authorize a supplemental appropriation for the FY'22 E 9-1-1 in the amount of \$3,000 to revenue and expenditure accounts assigned by Finance.</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):	Strategic Initiative E1	
	X				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Michael R. Grandstaff, Sheriff's Office Staff; Sheriff Eric B. Hess, Sheriff				
PRESENTER(S):	Michael R. Grandstaff, Sheriff's Office Staff; Sheriff Eric B. Hess, Sheriff				
RECOMMENDATION:	Ratify and accept the Virginia Department of Emergency Management FY'22 E-911 PSAP Education Program grant.				
TIMING:	Routine.				
DISCUSSION:	<ul style="list-style-type: none"> Grant funds will be used for education/training that is specific to 9-1-1 public safety communications. Grant funds may include conferences and/or coursework. 				
FISCAL IMPACT:	<ul style="list-style-type: none"> State grant award of \$3,000. This state grant award is to be used by the E-911 Center for lodging, registration, and meal costs associated with training for E-911 staff. Award period: July 1, 2021 to June 30, 2022. No additional match funding is required. No extensions are allowed. 				
POLICY IMPACT:	Training will enhance the skill set of the E-911 staff.				
LEGISLATIVE HISTORY:	This grant was previously awarded to the E-911 Center in FY'13, FY'14, FY'15, FY'16, FY'17, FY'18, FY'19, FY'20, and FY'21				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



Virginia Department of
Emergency Management

PSAP Education Program Grant Application

FY22



FY22 PSAP GRANT PROGRAM PSAP EDUCATION PROGRAM (PEP) APPLICATION

HOW TO APPLY/DEADLINE

A copy of the [PEP grant application](#) is available from VDEM's ISP website. Completed grant applications should be sent to the psapgrants@vdem.virginia.gov electronic mailbox, along with any supporting documentation. Upon submission, an email receipt notification will be sent to the email address listed on the application received. After the close of the PEP application cycle, a Grant ID will be assigned and sent to the email address listed on the application received.

All funding requests **must** be submitted using the PEP grant application. **The FY22 PEP application cycle begins on July 1, 2020 and ends on September 30, 2020 at 5:00 pm. The NG9-1-1 submission deadlines do not apply to the PEP.** Technical assistance is available from VDEM's Public Safety Communications and Regional Outreach staff throughout the grant process.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY
OR THE APPLICATION WILL BE CONSIDERED
INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION**
FY22 PEP GRANT APPLICATION

GRANT APPLICANT PROFILE/PROJECT CONTACT

INDIVIDUAL PEP GRANT

MULTI-JURISDICTIONAL PEP GRANT

PSAP/HOST PSAP NAME: Fluvanna County Sheriff’s Office – E911

CONTACT TITLE: Director of Communications

CONTACT FIRST NAME: Michael

CONTACT LAST NAME: Grandstaff

ADDRESS 1: 160 Commons Blvd

ADDRESS 2: PO BOX 113

CITY: Palmyra

ZIP CODE: 22963

CONTACT EMAIL: mgrandstaff@fluvannasheriff.com

CONTACT PHONE NUMBER: 434-591-2005

CONTACT MOBILE NUMBER: 43.4-305-0744

CONTACT FAX NUMBER: [Click here to enter text](#)

REGIONAL COORDINATOR: Michael Gobble

FINANCIAL DATA

AMOUNT REQUESTED: \$ 3,000

(NOTE: The amount requested should be a reasonable estimate of total training expenses including hotel registration, conference registration, online training registration, certification, and/or per diem (if applicable) for all anticipated participating personnel.)

HOST PSAP AND PARTICIPATING PSAPS (if a multi-jurisdictional PEP application)

STATE PROFESSIONAL ORGANIZATION CONFERENCES

If the primary purpose of this PEP application is to send PSAP and or GIS personnel to one or more of the annual state professional organization conferences (such as those sponsored by Virginia APCO, Virginia NENA, or Virginia GIS), please complete the following:

Virginia GIS Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: [Click here to enter text](#)

NUMBER OF DAYS ATTENDING: [Click here to enter text](#)

Virginia APCO Fall Conference/Winter Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: 3

NUMBER OF DAYS ATTENDING: 3

Virginia NENA Spring Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: 2-3

NUMBER OF DAYS ATTENDING: 3

By checking this box, the applicant acknowledges that the education/training is specific to 9-1-1 and/or GIS and it will benefit the employees and/or PSAP by using the funds to take advantage of opportunities to foster and enhance consistent knowledge and awareness of current and advancing 9-1-1 and GIS public safety communications standards, issues, procedures, practices, technologies and other relevant matters.

OTHER EDUCATIONAL/TRAINING OPPORTUNITIES

If this application includes educational/training opportunities other than the annual state professional organization conferences, or is a multi-jurisdictional PEP application, please complete the following. (NOTE: Additional pages may be submitted for multiple training opportunities other than the annual state professional organization conferences.)

EDUCATION/TRAINING TITLE/EVENT: Click here to enter text

DATES: Click here to enter text

LOCATION: Click here to enter text

ESTIMATED NUMBER OF PERSONNEL ATTENDING:

TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:

PER DIEM REQUESTED (allowable meals only):

ONLINE TRAINING OPPORTUNITIES

SUBSCRIPTION BASED TRAINING OPPORTUNITIES

COMPREHENSIVE PROJECT DESCRIPTION

Describe how the education/training is 9-1-1 and/or GIS specific and how it will benefit the employees and/or PSAP.

Click here to enter text

EVALUATION

Describe the evaluation process to determine if participation in this 9-1-1/GIS education/training benefited the employees and/or PSAP.

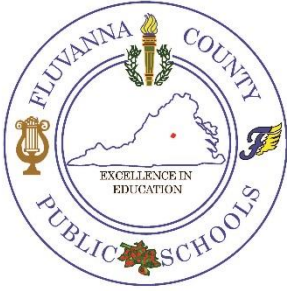
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**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB W

MEETING DATE:	August 5, 2020				
AGENDA TITLE:	FY21 FCPS Grants Supplemental Appropriation				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$345,551.31 to the Fluvanna County Public Schools FY21 budget for funds received from Federal, State and Other Local sources.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Liz McIver, Management Analyst Brenda Gilliam, Executive Director for Instruction and Finance				
PRESENTER(S):	Brenda Gilliam, Executive Director for Instruction and Finance				
RECOMMENDATION:	I recommend approval of the motion as stated above.				
TIMING:	Routine				
DISCUSSION:	Fluvanna County Public Schools has received \$345,551.31 in new FY21 grant funding from Federal, State and Other Local revenue sources that were not included in the FY21 budget. The supplemental appropriation breakdown is provided on the FCPS request enclosed. The below tables show the change in the FY21 FCPS budget:				
		FY21 Adopted	FY21 Revised	FY21 Request	FY21 Revised (NEW Total)
	Local - County	18,064,800	18,064,800	-	18,064,800
	Other Local	450,000	450,000	12,000	462,000
	State	22,641,257	22,925,368	34,257.78	22,959,625.78
	Federal	1,254,200	1,254,200	299,293.53	1,553,493.53
	TOTAL	42,410,257	42,694,368	345,551.31	43,039,919.31
FISCAL IMPACT:	Approval of this supplemental appropriation will authorize staff to increase the Revenue and Expenditures by \$345,551.31 as outlined in the above table. There is no local County match required for these funds. In addition, this request is not for County Local funding carryover. Any requests for County Local funding carryovers will not occur until September 2020.				

POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	FCPS Supplemental Appropriation Request				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



FLUVANNA COUNTY PUBLIC SCHOOLS

14455 JAMES MADISON HIGHWAY
PALMYRA, VIRGINIA 22963

Phone: (434) 589-8208 Fax: (434) 589-2248

TO: Mary Anna Twisdale, Finance Director, Fluvanna County

FROM: Brenda Gilliam, Executive Director for Instruction and Finance

Cc: Eric Dahl, County Administrator, Fluvanna County
Chuck Winkler, Superintendent Fluvanna County Public Schools
Liz McIver, Management Analyst

DATE: July 27, 2020

RE: Supplemental Appropriation Request

Fluvanna County Public Schools has received grants from Federal, State, and Other Local revenue sources that were not included in the FY2021 budget.

It is requested the funds be appropriated to the Schools as an increase in funds as outlined below:

State- \$34,257.78
Federal- \$299,293.53
Other Local- \$12,000.00
Total= \$345,551.31

Funding Source	Year	Type	Category	Amount	Expiration
CARES Act- Elementary and Secondary School Emergency Relief	2021	Federal	Instruction	\$298,293.53	09/30/2022
Champions Together- IDEA Part B	2021	Federal	Instruction	\$1,000.00	09/30/2020
CTE Equipment Additional State Funding	2021	State	Instruction	\$8,249.37	06/30/2021
CTE State Equipment	2021	State	Instruction	\$10,610.26	06/30/2021
Industry Credentials STEM-H CTE	2021	State	Instruction	\$2,913.75	06/30/2021
Industry Certifications	2021	State	Instruction	\$10,683.86	06/30/2021
Workplace Readiness Skills (WRS)	2021	State	Instruction	\$1,800.54	06/30/2021
Adult Education- Dollar General	2021	Other Local	Instruction	\$7,000.00	None
Adult Education- BAMA	2021	Other Local	Instruction	\$5,000.00	None
TOTAL				\$345,551.31	

The Fluvanna County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, genetic information or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. Mr. Don Stribling, Executive Director for Human Resources, Operations, and Student Services, is designated as the responsible person (Compliance Officer) regarding assurances of nondiscrimination. Any complaint alleging discrimination based on a disability shall be directed to Ms. Jennifer Valentine, Director of Special Education (the Section 504 Coordinator). Both may be reached at the following address: 14455 James Madison Highway, Palmyra, VA 22963; telephone (434) 589-8208. The Fluvanna County School Board is an Equal Opportunity Employer.

**FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT**

TAB X

MEETING DATE:	July 1, 2020				
AGENDA TITLE:	Local Allocations for Federal CARES Coronavirus Relief Funds				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					X
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	N/A				
TIMING:	N/A				
DISCUSSION:	<ul style="list-style-type: none"> • Congress passed and the President recently signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020. • This Act provides funding for a number of different programs to address the COVID-19 pandemic. • A primary component of the CARES Act is \$150 billion in assistance to state, local, territorial, and tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus Relief Fund (CRF). <p>These funds may be used for qualifying expenses of state and local governments. The CARES Act provides that payments from the CRF only may be used to cover costs that:</p> <ol style="list-style-type: none"> 1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); 2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and 3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. <ul style="list-style-type: none"> • Each locality’s allocation will be based on the proportion that the locality’s population represents of the statewide total population. • Fluvanna County’s allocation is <u>\$2,379,202</u> 				

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:

- COVID-19-related expenses of public hospitals, clinics, and similar facilities.
- Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
- Costs of providing COVID-19 testing, including serological testing.
- Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
- Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.

2. Public health expenses such as:

- Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
- Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.

3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID- 19 public health emergency.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:

- Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
- Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
- Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
- COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
- Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.

5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:

- Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.

	<ul style="list-style-type: none"> • Expenditures related to a State, territorial, local, or Tribal government payroll support program. • Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise. <p>6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria.</p> <p><u>Nonexclusive examples of ineligible expenditures</u></p> <p>The following is a list of examples of costs that would not be eligible expenditures of payments from the Fund.</p> <ol style="list-style-type: none"> 1. Expenses for the State share of Medicaid.³ 2. Damages covered by insurance. 3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency. 4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds. 5. Reimbursement to donors for donated items or services. 6. Workforce bonuses other than hazard pay or overtime. 7. Severance pay. 8. Legal settlements. 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X			



COMMONWEALTH of VIRGINIA

Aubrey L. Layne, Jr., MBA, CPA
Secretary of Finance

P.O. Box 1475
Richmond, Virginia 23218

May 12, 2020

To: County and City Elected Officials

Delivered Via: Chief Executive Officer, Manager, or Administrator

From: Aubrey L. Layne, Jr.
Secretary of Finance

Subject: Local Allocations for Federal CARES Coronavirus Relief Funds

Background

As most of you are aware, Congress passed and the President recently signed the *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020*. This Act provides funding for a number of different programs to address the COVID-19 pandemic. A primary component of the CARES Act is \$150 billion in assistance to state, local, territorial, and tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus Relief Fund (CRF).

Allocations were sent to states based on population. Each state received 55 percent of its share based on total state population and the remaining 45 percent was based on the local populations of each state's cities and counties. Localities with populations greater than 500,000 could apply to receive funds directly. All other CRF funds were distributed to the states to determine the allocations to localities.

Virginia has received approximately \$3.1 billion as its share of the CRF total. This amount does not include approximately \$200 million that went directly to Fairfax County since it qualified to receive its funding directly.

These funds may be used for qualifying expenses of state and local governments. The CARES Act provides that payments from the CRF only may be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

County and City Elected Officials and Administrators
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At this point, federal guidance indicates that the CRF funds can only be used for the direct costs associated with the response to the COVID-19 pandemic and cannot be used to make up for revenue shortfalls. State and local government officials have requested that this restriction be lifted or that additional federal funds be provided to address the loss of state and local revenue. To date, no action has been taken by Congress to allow that flexibility or to provide funding for that purpose.

Allocation of CRF Funds to Localities

While the federal CARES Act does not require that states distribute funding to local governments with populations less than 500,000 residents, the Governor recognizes that localities are experiencing the same COVID-19 related expenses as the Commonwealth. Therefore, fifty (50) percent of the locally-based allocations will be distributed to counties and cities on or around June 1, 2020, by the Department of Accounts (DOA) after receipt of a signed certification from the locality. This distribution will be made to the local treasurer in the same manner that Car Tax Relief Payments are made.

Each locality's allocation will be based on the proportion that the locality's population represents of the statewide total population. Appendix A reflects the population used by US Treasury to allocate CRF funds to the states. This population data is the basis for determining the allocations to each locality.

This table also reflects each locality's share of the current distribution based on the population data displayed. Please note that the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

CRF funds should be considered "one time" monies and should not be used for ongoing services and/or base operations. Because the funds must be expended by December 30, localities are advised not to create services with expenses beyond that period. Any expenses beyond December 30, 2020, must be paid entirely by the locality from local funds.

Requirements for Use of Funds and Certifications

General

The amounts listed in Appendix A reflect the funds that will be transferred to each locality after receipt of a certification form (Appendix D) from the locality signed by the chief executive officer, the chief financial officer, and the chief elected officer. Before signing the certification, I recommend that you read and understand the federal guidance and the frequently asked questions contained in Appendix B and Appendix C, respectively. The most recent information on this guidance and the frequently asked questions can be obtained at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

County and City Elected Officials and Administrators
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Please note that the certification statement includes an acknowledgment that you may be required to return funds to the federal government if it is determined that those funds were spent for purposes that do not qualify. Since these funds are being provided to you “up front” rather than on a reimbursement basis, it is important for you to understand that the burden of ensuring that all CRF funds are spent for qualifying purposes falls to the local government. You are responsible for maintaining all necessary documentation to ensure compliance with the federal requirements.

If the federal government determines that you have used CRF funds for purposes that do not qualify, you must return those funds to the state promptly so that they may be returned to the federal government. As a condition of receiving CRF funds, you are agreeing that the state can use state aid intercept to recover any funds necessary for expenses that were not for a qualifying purpose or that were unexpended as of December 30, 2020.

For Counties Only

As previously stated, the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

Counties must ensure that an equitable share of the CRF funds it receives are shared with and granted to each town within its jurisdiction. Just as with the funds retained by the county, the funds granted to towns must be spent in accordance with the same requirements and the same documentation must be retained for audit purposes. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements and must ensure that the use of the funds meets the requirements set forth by the federal government.

Submission of Certification

The certification in Appendix D contains more specific details on the responsibilities of the local governing body. A fillable .pdf form can be downloaded from the Secretary of Finance’s Website under “Recent News” at: <http://finance.virginia.gov/>

In order to receive your locality’s allocation, the signed certification form must be submitted no later than **May 22, 2020**, to the Department of Accounts in electronic or hard copy form:

By Email to: GACCT@DOA.Virginia.gov

By US Mail to: Department of Accounts
Attention: Local CRF Certification
P.O. Box 1971
Richmond, VA 23218-1971

If you have any questions about this process, you may contact my office at (804) 786-1148. If you have technical questions about the certification form or the distribution of the funds, please contact Melinda Pearson, Director, General Accounting, Department of Accounts, at Melinda.Pearson@DOA.Virginia.gov or by phone at 804-225-2376.

Appendix A – Local Allocations

Annual Estimates of the Resident Population for Counties in Virginia: as of July 1, 2019	Statewide Total = 8,535,519	% of Total ¹	Current Allocation Base = \$744,691,122
Locality	Population		
.Accomack County, Virginia	32,316	0.3786%	\$2,819,446
.Albemarle County, Virginia	109,330	1.2809%	\$9,538,621
.Alleghany County, Virginia	14,860	0.1741%	\$1,296,478
.Amelia County, Virginia	13,145	0.1540%	\$1,146,851
.Amherst County, Virginia	31,605	0.3703%	\$2,757,414
.Appomattox County, Virginia	15,911	0.1864%	\$1,388,173
.Arlington County, Virginia	236,842	2.7748%	\$20,663,551
.Augusta County, Virginia	75,558	0.8852%	\$6,592,144
.Bath County, Virginia	4,147	0.0486%	\$361,810
.Bedford County, Virginia	78,997	0.9255%	\$6,892,184
.Bland County, Virginia	6,280	0.0736%	\$547,906
.Botetourt County, Virginia	33,419	0.3915%	\$2,915,679
.Brunswick County, Virginia	16,231	0.1902%	\$1,416,092
.Buchanan County, Virginia	21,004	0.2461%	\$1,832,518
.Buckingham County, Virginia	17,148	0.2009%	\$1,496,097
.Campbell County, Virginia	54,885	0.6430%	\$4,788,505
.Caroline County, Virginia	30,725	0.3600%	\$2,680,638
.Carroll County, Virginia	29,791	0.3490%	\$2,599,150
.Charles City County, Virginia	6,963	0.0816%	\$607,495
.Charlotte County, Virginia	11,880	0.1392%	\$1,036,484
.Chesterfield County, Virginia	352,802	4.1333%	\$30,780,614
.Clarke County, Virginia	14,619	0.1713%	\$1,275,451
.Craig County, Virginia	5,131	0.0601%	\$447,660
.Culpeper County, Virginia	52,605	0.6163%	\$4,589,583
.Cumberland County, Virginia	9,932	0.1164%	\$866,529
.Dickenson County, Virginia	14,318	0.1677%	\$1,249,190
.Dinwiddie County, Virginia	28,544	0.3344%	\$2,490,354
.Essex County, Virginia	10,953	0.1283%	\$955,607
.Fairfax County, Virginia	1,147,532	13.4442%	N/A
.Fauquier County, Virginia	71,222	0.8344%	\$6,213,845
.Floyd County, Virginia	15,749	0.1845%	\$1,374,040
.Fluvanna County, Virginia	27,270	0.3195%	\$2,379,202
.Franklin County, Virginia	56,042	0.6566%	\$4,889,448

.Frederick County, Virginia	89,313	1.0464%	\$7,792,215
.Giles County, Virginia	16,720	0.1959%	\$1,458,756
.Gloucester County, Virginia	37,348	0.4376%	\$3,258,469
.Goochland County, Virginia	23,753	0.2783%	\$2,072,358
.Grayson County, Virginia	15,550	0.1822%	\$1,356,678
.Greene County, Virginia	19,819	0.2322%	\$1,729,131
.Greensville County, Virginia	11,336	0.1328%	\$989,022
.Halifax County, Virginia	33,911	0.3973%	\$2,958,604
.Hanover County, Virginia	107,766	1.2626%	\$9,402,168
.Henrico County, Virginia	330,818	3.8758%	\$28,862,595
.Henry County, Virginia	50,557	0.5923%	\$4,410,903
.Highland County, Virginia	2,190	0.0257%	\$191,069
.Isle of Wight County, Virginia	37,109	0.4348%	\$3,237,617
.James City County, Virginia	76,523	0.8965%	\$6,676,337
.King and Queen County, Virginia	7,025	0.0823%	\$612,904
.King George County, Virginia	26,836	0.3144%	\$2,341,338
.King William County, Virginia	17,148	0.2009%	\$1,496,097
.Lancaster County, Virginia	10,603	0.1242%	\$925,071
.Lee County, Virginia	23,423	0.2744%	\$2,043,566
.Loudoun County, Virginia	413,538	4.8449%	\$36,079,596
.Louisa County, Virginia	37,591	0.4404%	\$3,279,670
.Lunenburg County, Virginia	12,196	0.1429%	\$1,064,054
.Madison County, Virginia	13,261	0.1554%	\$1,156,971
.Mathews County, Virginia	8,834	0.1035%	\$770,732
.Mecklenburg County, Virginia	30,587	0.3583%	\$2,668,598
.Middlesex County, Virginia	10,582	0.1240%	\$923,239
.Montgomery County, Virginia	98,535	1.1544%	\$8,596,799
.Nelson County, Virginia	14,930	0.1749%	\$1,302,585
.New Kent County, Virginia	23,091	0.2705%	\$2,014,601
.Northampton County, Virginia	11,710	0.1372%	\$1,021,652
.Northumberland County, Virginia	12,095	0.1417%	\$1,055,242
.Nottoway County, Virginia	15,232	0.1785%	\$1,328,933
.Orange County, Virginia	37,051	0.4341%	\$3,232,557
.Page County, Virginia	23,902	0.2800%	\$2,085,357
.Patrick County, Virginia	17,608	0.2063%	\$1,536,230
.Pittsylvania County, Virginia	60,354	0.7071%	\$5,265,654
.Powhatan County, Virginia	29,652	0.3474%	\$2,587,023
.Prince Edward County, Virginia	22,802	0.2671%	\$1,989,387
.Prince George County, Virginia	38,353	0.4493%	\$3,346,151
.Prince William County, Virginia	470,335	5.5103%	\$41,034,915
.Pulaski County, Virginia	34,027	0.3987%	\$2,968,725
.Rappahannock County, Virginia	7,370	0.0863%	\$643,004
.Richmond County, Virginia	9,023	0.1057%	\$787,222
.Roanoke County, Virginia	94,186	1.1035%	\$8,217,365

.Rockbridge County, Virginia	22,573	0.2645%	\$1,969,407
.Rockingham County, Virginia	81,948	0.9601%	\$7,149,647
.Russell County, Virginia	26,586	0.3115%	\$2,319,526
.Scott County, Virginia	21,566	0.2527%	\$1,881,550
.Shenandoah County, Virginia	43,616	0.5110%	\$3,805,328
.Smyth County, Virginia	30,104	0.3527%	\$2,626,458
.Southampton County, Virginia	17,631	0.2066%	\$1,538,237
.Spotsylvania County, Virginia	136,215	1.5959%	\$11,884,234
.Stafford County, Virginia	152,882	1.7911%	\$13,338,365
.Surry County, Virginia	6,422	0.0752%	\$560,295
.Sussex County, Virginia	11,159	0.1307%	\$973,580
.Tazewell County, Virginia	40,595	0.4756%	\$3,541,757
.Warren County, Virginia	40,164	0.4706%	\$3,504,154
.Washington County, Virginia	53,740	0.6296%	\$4,688,608
.Westmoreland County, Virginia	18,015	0.2111%	\$1,571,739
.Wise County, Virginia	37,383	0.4380%	\$3,261,523
.Wythe County, Virginia	28,684	0.3361%	\$2,502,568
.York County, Virginia	68,280	0.8000%	\$5,957,167
.Alexandria city, Virginia	159,428	1.8678%	\$13,909,478
.Bristol city, Virginia	16,762	0.1964%	\$1,462,420
.Buena Vista city, Virginia	6,478	0.0759%	\$565,181
.Charlottesville city, Virginia	47,266	0.5538%	\$4,123,776
.Chesapeake city, Virginia	244,835	2.8684%	\$21,360,910
.Colonial Heights city, Virginia	17,370	0.2035%	\$1,515,466
.Covington city, Virginia	5,538	0.0649%	\$483,169
.Danville city, Virginia	40,044	0.4691%	\$3,493,685
.Emporia city, Virginia	5,346	0.0626%	\$466,418
.Fairfax city, Virginia	24,019	0.2814%	\$2,095,565
.Falls Church city, Virginia	14,617	0.1712%	\$1,275,277
.Franklin city, Virginia	7,967	0.0933%	\$695,090
.Fredericksburg city, Virginia	29,036	0.3402%	\$2,533,279
.Galax city, Virginia	6,347	0.0744%	\$553,751
.Hampton city, Virginia	134,510	1.5759%	\$11,735,479
.Harrisonburg city, Virginia	53,016	0.6211%	\$4,625,442
.Hopewell city, Virginia	22,529	0.2639%	\$1,965,568
.Lexington city, Virginia	7,446	0.0872%	\$649,635
.Lynchburg city, Virginia	82,168	0.9627%	\$7,168,841
.Manassas city, Virginia	41,085	0.4813%	\$3,584,508
.Manassas Park city, Virginia	17,478	0.2048%	\$1,524,888
.Martinsville city, Virginia	12,554	0.1471%	\$1,095,288
.Newport News city, Virginia	179,225	2.0998%	\$15,636,690
.Norfolk city, Virginia	242,742	2.8439%	\$21,178,304
.Norton city, Virginia	3,981	0.0466%	\$347,327
.Petersburg city, Virginia	31,346	0.3672%	\$2,734,818

.Poquoson city, Virginia	12,271	0.1438%	\$1,070,597
.Portsmouth city, Virginia	94,398	1.1059%	\$8,235,862
.Radford city, Virginia	18,249	0.2138%	\$1,592,155
.Richmond city, Virginia	230,436	2.6997%	\$20,104,653
.Roanoke city, Virginia	99,143	1.1615%	\$8,649,844
.Salem city, Virginia	25,301	0.2964%	\$2,207,415
.Staunton city, Virginia	24,932	0.2921%	\$2,175,221
.Suffolk city, Virginia	92,108	1.0791%	\$8,036,068
.Virginia Beach city, Virginia	449,974	5.2718%	\$39,258,497
.Waynesboro city, Virginia	22,630	0.2651%	\$1,974,380
.Williamsburg city, Virginia	14,954	0.1752%	\$1,304,679
.Winchester city, Virginia	28,078	0.3290%	\$2,449,697
Total Funds Distributed (excludes Fairfax County)			\$644,573,383
Source: U.S. Census Bureau, Population Division			
Release Date: March 2020			

¹ **Note:** Percentages are displayed as rounded numbers, however, the distributions are calculated using the full values.

Appendix B - Guidance From U.S. Treasury

Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments April 22, 2020

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.¹

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government

officials responsible for spending Fund payments.

¹ See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

A cost is “incurred” when the responsible unit of government has expended funds to cover the cost.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in

- connection with the COVID-19 public health emergency.
- Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
 5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
 6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Nonexclusive examples of ineligible expenditures²

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.³
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

² In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

³ See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

¹ The Guidance is available at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Appendix C - Frequently Asked Questions

The content below was provided by the US Department of the Treasury.

Coronavirus Relief Fund Frequently Asked Questions April 22, 2020

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Inspector General of the Department of the Treasury of amounts received from the Coronavirus Relief Fund (the “Fund”) that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Inspector General if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May governments retain assets purchased with these funds?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

**Coronavirus Relief Fund
Frequently Asked Questions
Updated as of May 4, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).¹ Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

Eligible Expenditures

Are governments required to submit proposed expenditures to Treasury for approval?

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May a unit of local government receiving a Fund payment transfer funds to another unit of government?

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?

No. For example, a county recipient is not required to transfer funds to smaller cities within the county’s borders.

Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

Are States permitted to use Fund payments to support state unemployment insurance funds generally?

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to

the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers' compensation coverage. Is the cost of this expanded workers compensation coverage eligible?

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

May Fund payments be used for COVID-19 public health emergency recovery planning?

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

Are expenses associated with contact tracing eligible?

Yes, expenses associated with contract tracing are eligible.

To what extent may a government use Fund payments to support the operations of private hospitals?

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax

requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

May recipients create a “payroll support program” for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

The Guidance provides that ineligible expenditures include “payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

Questions Related to Administration of Fund Payments

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act

May recipients deposit Fund payments into interest bearing accounts?

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

May governments retain assets purchased with payments from the Fund?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

¹ The Guidance is available at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Appendix D - Certification for Use of Coronavirus Relief Fund

Note: Provided for reference only - download a fillable .pdf copy of this form from the Secretary of Finance's Website under "Recent News" at: <http://finance.virginia.gov/>

**CERTIFICATION for RECEIPT of
CORONAVIRUS RELIEF FUND PAYMENTS
by
INSERT NAME OF LOCAL GOVERNMENT**

We the undersigned represent insert name of local government (the locality), and we certify that:

1. we have the authority to request direct payment on behalf of the locality from the Commonwealth of Virginia of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. we understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the locality.
3. the locality 's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the locality; and
 - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the locality or its grantee(s), must be returned to Commonwealth of Virginia no later than December 30, 2020, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any such unexpended funds that have not been returned to the Commonwealth within 30 days of December 30, 2020.
5. we understand that the locality will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
6. funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
7. any CRF funds expended by the locality or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to

invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.

8. as a condition of receiving the CRF funds pursuant to this certification, the locality shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
9. the locality must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
10. any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
11. any CRF funds received pursuant to this certification will not be used for expenditures for which the locality has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

For counties only

12. an equitable share of CRF funds received pursuant to this certification shall be shared with and granted to each town within its jurisdiction. Such grant(s) shall be used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements required by this certification and shall ensure that the use of the funds meets the requirements set forth in this certification.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

By: _____	By: _____	By: _____
Signature: _____	Signature: _____	Signature: _____
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

**Coronavirus Relief Fund
Frequently Asked Questions
Updated as of June 24, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).¹ Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

Eligible Expenditures

Are governments required to submit proposed expenditures to Treasury for approval?

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

¹ The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May a unit of local government receiving a Fund payment transfer funds to another unit of government?

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?

No. For example, a county recipient is not required to transfer funds to smaller cities within the county's borders.

Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

Are States permitted to use Fund payments to support state unemployment insurance funds generally?

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers’ compensation coverage. Is the cost of this expanded workers compensation coverage eligible?

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

May Fund payments be used for COVID-19 public health emergency recovery planning?

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

Are expenses associated with contact tracing eligible?

Yes, expenses associated with contract tracing are eligible.

To what extent may a government use Fund payments to support the operations of private hospitals?

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

May recipients create a “payroll support program” for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.

Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

May a State impose restrictions on transfers of funds to local governments?

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions are not permissible.

If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the interest expense payable on TANs by the borrower and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?

No. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

May recipients use Fund payments to provide loans?

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

May funds be used to satisfy non-federal matching requirements under the Stafford Act?

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?

Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to

the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

The guidance provides that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. May Fund payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

Questions Related to Administration of Fund Payments

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

May recipients deposit Fund payments into interest bearing accounts?

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

May governments retain assets purchased with payments from the Fund?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

Are Fund payments to State, territorial, local, and tribal governments considered grants?

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are “other financial assistance” under 2 C.F.R. § 200.40.

Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Are Fund payments subject to other requirements of the Uniform Guidance?

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?

Yes. The CFDA number assigned to the Fund is 21.019.

If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients’ total funding received from the federal government for purposes of the Single Audit Act?

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

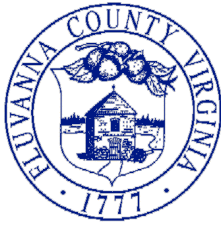
If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program

or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.

**FLUVANNA COUNTY BOARD OF SUPERVISORS
MEETING PACKAGE ATTACHMENTS**

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input checked="" type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input checked="" type="checkbox"/>	CARES Fund Balance Memo
<input checked="" type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input checked="" type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	
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COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2020-08-05 p.249/266
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www.fluvannacounty.org

MEMORANDUM

Date: August 5, 2020
From: Liz McIver – Management Analyst
To: Board of Supervisors
Subject: FY21 BOS Contingency Balance

The FY21 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$150,000
Less: Registrar's Office Relocation – 07.01.20	-\$20,000
Available:	\$130,000



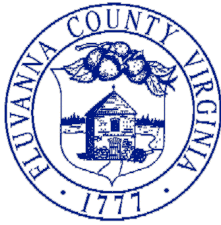
BUILDING INSPECTIONS MONTHLY REPORT

County of Fluvanna

Building Official:	Period:
Andrew Wills	June, 2020

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
BUILDING PERMITS ISSUED														
NEW - Single Family Detached (incl. Trades permits)	2016	11	11	8	15	9	18	6	5	9	2	6	8	108
	2017	3	2	16	6	4	10	6	5	14	5	7	13	91
	2018	8	3	15	11	13	17	13	10	8	8	6	9	121
	2019	8	10	14	9	12	9	10	14	13	2	11	7	119
	2020	12	13	22	14	8	18	0	0	0	0	0	0	87
NEW - Single Family Attached	2016	2	0	0	0	0	5	0	2	0	0	0	0	5
	2017	0	0	0	0	0	5	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	1	6	0	0	0	0	0	0	7
NEW - Mobil Homes	2016	0	1	0	0	0	0	0	1	0	0	0	0	2
	2017	0	0	0	0	2	1	0	1	0	0	0	0	4
	2018	0	0	1	1	0	0	0	0	0	0	0	0	3
	2019	0	0	0	0	0	0	0	0	1	1	0	1	2
	2020	0	0	1	0	0	1	0	0	0	0	0	0	2
Additions and Alterations	2016	13	10	31	27	29	29	15	32	31	28	27	27	299
	2017	29	20	29	43	20	29	32	18	23	27	43	28	341
	2018	19	6	10	19	8	13	26	25	32	42	22	21	243
	2019	35	33	37	27	38	38	44	34	34	36	35	31	422
	2020	37	38	23	30	30	22	0	0	0	0	0	0	180
* Trade permits count not in .														
Accessory Buildings	2016	3	4	4	6	2	2	1	2	1	3	3	6	37
	2017	0	4	2	3	2	2	2	4	2	0	2	2	25
	2018	2	3	3	6	2	1	4	2	1	2	2	2	30
	2019	2	4	6	4	4	3	3	8	2	8	4	4	52
	2020	2	4	4	4	5	5	0	0	0	0	0	0	24
Swimming Pools	2016	0	0	0	0	0	1	1	0	0	0	0	0	2
	2017	0	0	0	0	0	1	1	0	0	1	1	0	4
	2018	0	1	1	1	0	1	2	0	1	2	0	0	9
	2019	0	0	0	3	2	2	0	1	0	1	0	1	10
	2020	0	1	3	3	1	2	0	0	0	0	0	0	10
Commercial/Industrial Build/Cell Towers	2016	0	0	2	2	0	0	1	0	1	1	1	1	9
	2017	1	2	0	0	0	0	2	2	1	1	0	0	9
	2018	0	0	0	0	0	2	0	0	0	0	0	0	2
	2019	0	0	1	1	0	2	0	0	0	0	0	0	4
	2020	0	0	1	0	1	0	0	0	0	0	0	0	2
TOTAL BUILDING PERMITS	2016	27	26	45	50	40	55	24	40	42	34	37	42	462
	2017	33	28	47	52	28	43	43	30	40	34	53	43	474
	2018	29	13	30	38	23	34	45	37	42	54	30	33	408
	2019	45	47	58	44	56	54	57	57	50	48	50	43	609
	2020	51	56	54	51	46	54	0	0	0	0	0	0	312
* Trade permits count not included as in previous years														

BUILDING VALUES FOR PERMITS ISSUED														
TOTAL BUILDING VALUES	2016	\$1,817,981	\$2,555,455	\$5,542,458	\$3,711,821	\$2,447,891	\$5,181,921	\$3,611,179	\$1,817,783	\$3,089,971	\$1,889,279	\$2,028,590	\$2,937,783	\$ 36,632,112
	2017	\$857,767	\$827,724	\$4,859,777	\$2,066,132	\$1,512,789	\$3,676,118	\$1,904,915	\$2,359,988	\$2,846,545	\$1,957,646	\$1,897,110	\$3,479,285	\$ 28,245,796
	2018	\$2,541,433	\$1,075,551	\$3,544,096	\$2,153,241	\$3,834,995	\$5,693,348	\$3,156,593	\$4,729,005	\$3,637,992	\$1,791,222	\$2,169,284	\$2,421,169	\$ 37,107,929
	2019	\$1,991,054	\$2,502,719	\$5,639,238	\$4,695,173	\$3,057,597	\$3,228,152	\$3,360,952	\$3,926,015	\$3,457,214	\$2,636,194	\$3,148,369	\$2,960,579	\$ 40,603,256
	2020	\$2,292,161	\$3,202,055	\$7,238,708	\$2,997,448	\$2,245,441	\$4,389,903	\$0	\$0	\$0	\$0	\$0	\$0	\$ 22,365,716



COUNTY OF FLUVANNA

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MEMORANDUM

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P.O. Box 540
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Fax (434) 591-1911
www.fluvannacounty.org

Date: August 05, 2020
From: Liz McIver - Management Analyst
To: Board of Supervisors
Subject: FY21 Capital Reserve Balances

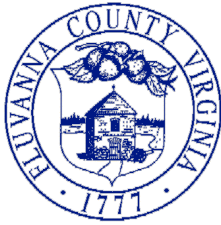
The FY21 Capital Reserve account balances are as follows:

County Capital Reserve:

FY21 Budget Allocation:	\$200,000
FY20 Carryover	\$267,970
Total FY21 Budget:	\$467,970
Add: FY20 Closed CRM Projects 6/26/20	\$11,308
Less: SCADA System Room HVAC – 07.01.20	-\$30,300
Less: Public Safety Building HVAC – 07.01.20	-\$9,325
FY21 Available:	\$439,653

Schools Capital Reserve:

FY21 Budget Allocation:	\$200,000
FY20 Carryover	\$224,903
Total FY21 Budget:	\$424,903
Less: FCCHS Compressor Replacement – 07.01.20	-\$6,000
FY21 Available:	\$418,903



COUNTY OF FLUVANNA

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MEMORANDUM

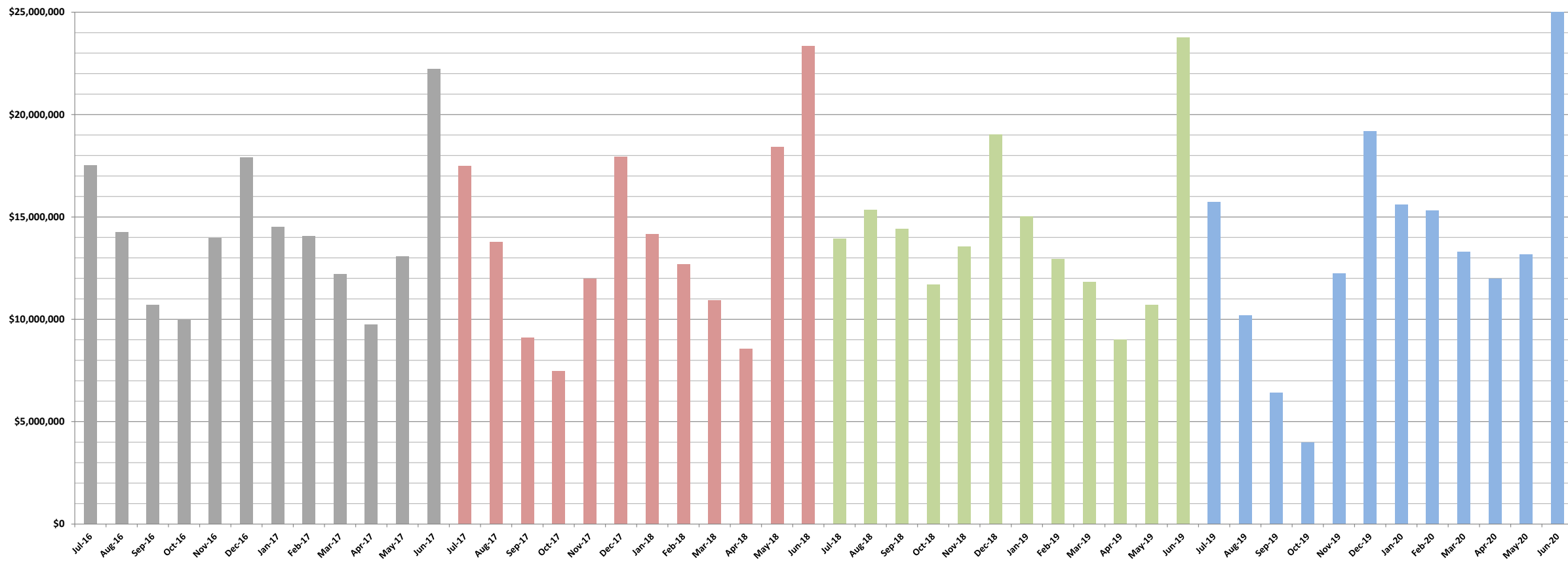
Date: August 05, 2020
From: Liz McIver – Management Analyst
To: Board of Supervisors
Subject: CARES Fund Balance

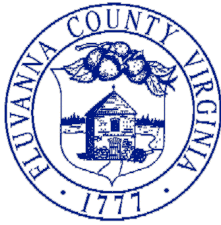
CARES Fund Original Appropriation:	\$2,379,202
Less: Overtime Pay 06.17.20	-\$1,000
Less: Full-Time Salaries 06.17.20	-\$20,000
Less: Janitorial Supplies 06.17.20	-\$15,000
Less: Chemical Supplies 06.17.20	-\$2,000
Less: ADP Supplies 06.17.20	-\$2,000
Less: Emergency Supplies 06.17.20	-\$25,000
Less: General Material and Supplies 06.17.20	-\$5,000
Less: EDP Equipment 06.17.20	-\$20,000
Less: Site Improvements 06.17.20	-\$1,000
Less: Economic Development Grant – Local Business 06.17.20	-\$350,000
Less: Printing and Binding 06.17.20	-\$5,000
Less: Advertising 06.17.20	-\$1,000
Less: Economic Development Grant – Non-Profits 07.01.20	-\$100,000
Less: Machinery and Equipment (Clorox 360 machines) 07.01.20	-\$46,500
Current CARES Fund Balance	\$1,785,702

Fluvanna County Monthly Bank and Investment Account Balances and Earnings Report

Month	Wells Fargo Commercial Checking - Main Bank	Wells Fargo Analysis Interest Earned	BB&T - Cost Recovery Fund	Multi-Bank Securities Brokerage (CD's)	MBS Earnings	Virginia Investment Pool (VIP) Stable NAV Liquidity Pool	VIP Stable NAV Earnings	Virginia Investment Pool (VIP) 1-3 Year High Quality Bond Fund	VIP 1-3 Year Earnings	Ending Balance TOTAL
Jul-16	\$10,053,334		\$332,174					\$7,152,669	\$ (2,455.19)	\$17,538,177
Aug-16	\$6,733,878		\$377,034					\$7,142,574	\$ (10,094.71)	\$14,253,486
Sep-16	\$3,127,373		\$417,387					\$7,150,195	\$ 7,621.55	\$10,694,955
Oct-16	\$2,408,014		\$465,326					\$7,144,306	\$ (5,889.09)	\$10,017,646
Nov-16	\$6,337,061		\$511,779					\$7,111,653	\$ (32,653.42)	\$13,960,493
Dec-16	\$10,222,656		\$568,084					\$7,112,980	\$ 1,327.35	\$17,903,720
Jan-17	\$6,794,517		\$601,955					\$7,124,549	\$ 11,562.28	\$14,521,021
Feb-17	\$6,276,766		\$648,260					\$7,131,495	\$ 6,946.85	\$14,056,520
Mar-17	\$4,372,044		\$699,524					\$7,133,155	\$ 1,659.89	\$12,204,723
Apr-17	\$1,856,533		\$734,130					\$7,147,486	\$ 14,330.93	\$9,738,149
May-17	\$5,134,100		\$772,183					\$7,155,655	\$ 8,168.43	\$13,061,937
Jun-17	\$14,272,459		\$815,451					\$7,155,722	\$ 67.31	\$22,243,632
Jul-17	\$9,473,371		\$854,310			\$0	\$ -	\$7,178,718	\$ 12,851.95	\$17,506,399
Aug-17	\$5,699,776		\$890,237			\$0	\$ -	\$7,185,438	\$ 11,236.88	\$13,775,452
Sep-17	\$1,497,668		\$431,051			\$0	\$ -	\$7,192,355	\$ (4,927.96)	\$9,121,074
Oct-17	\$3,270,241		\$35,223			\$135	\$ 135.11	\$4,170,653	\$ (4,229.52)	\$7,476,252
Nov-17	\$7,739,856		\$79,183			\$135	\$ 0.05	\$4,162,255	\$ (8,398.39)	\$11,981,429
Dec-17	\$13,640,973		\$144,416			\$135	\$ 0.15	\$4,160,490	\$ (1,764.68)	\$17,946,014
Jan-18	\$9,813,762		\$195,944			\$135	\$ 0.26	\$4,149,498	\$ (10,992.66)	\$14,159,339
Feb-18	\$8,302,311		\$183,287			\$50,138	\$ 2.40	\$4,146,305	\$ (3,192.31)	\$12,682,040
Mar-18	\$4,474,342		\$89,291			\$2,224,967	\$ 1,829.22	\$4,153,316	\$ 7,010.76	\$10,941,916
Apr-18	\$2,043,660		\$67,042			\$2,303,479	\$ 3,511.83	\$4,148,585	\$ (4,731.16)	\$8,562,767
May-18	\$11,822,481		\$18,984			\$2,422,389	\$ 3,909.72	\$4,162,798	\$ 14,213.06	\$18,426,652
Jun-18	\$9,675,143		\$73,593			\$9,435,967	\$ 13,577.88	\$4,161,567	\$ (1,231.29)	\$23,346,270
Jul-18	\$4,394,222		\$114,515			\$9,435,966	\$ 20,600.47	\$0	\$ -	\$13,944,703
Aug-18	\$1,677,219		\$37,320			\$13,619,588	\$ 23,144.95	\$0	\$ -	\$15,334,127
Sep-18	\$2,615,110		\$37,723			\$11,767,732	\$ 13,986.26	\$0	\$ -	\$14,420,565
Oct-18	\$4,668,338		\$207,298			\$6,811,718	\$ 9,323.31	\$0	\$ -	\$11,687,355
Nov-18	\$9,679,741		\$62,912			\$3,821,042	\$ 7,419.84	\$0	\$ -	\$13,563,695
Dec-18	\$7,075,743		\$123,078			\$11,843,045	\$ 14,583.11	\$0	\$ -	\$19,041,866
Jan-19	\$2,232,580		\$50,291	\$1,725,979	\$ 1,979.11	\$11,031,090	\$ 25,045.47	\$0	\$ -	\$15,039,941
Feb-19	\$3,730,470		\$104,029	\$1,980,687	\$ 5,707.62	\$7,139,094	\$ 15,630.79	\$0	\$ -	\$12,954,280
Mar-19	\$2,731,676		\$67,493	\$1,985,056	\$ 4,368.89	\$7,048,463	\$ 17,372.03	\$0	\$ -	\$11,832,687
Apr-19	\$2,236,793		\$54,733	\$1,989,555	\$ 4,883.92	\$4,727,004	\$ 12,909.44	\$0	\$ -	\$9,008,085
May-19	\$6,356,355		\$109,062	\$1,991,072	\$ 6,111.86	\$2,234,471	\$ 7,467.31	\$0	\$ -	\$10,690,960
Jun-19	\$19,357,070		\$89,816	\$1,998,125	\$ 7,380.74	\$2,314,010	\$ 4,539.25	\$0	\$ -	\$23,759,021
Jul-19	\$7,232,465	\$ 2,785	\$84,893	\$3,004,197	\$ 21,072	\$5,396,774	\$ 7,765	\$0	\$ -	\$15,718,329
Aug-19	\$3,342,584	\$ 2,092	\$65,781	\$3,014,168	\$ 9,971	\$3,782,001	\$ 10,226	\$0	\$ -	\$10,204,533
Sep-19	\$2,084,930	\$ 505	\$95,173	\$3,015,338	\$ 1,169	\$1,225,490	\$ 5,489	\$0	\$ -	\$6,420,931
Oct-19	\$2,561,402	\$ -	\$91,132	\$1,244,422	\$ (247)	\$101,652	\$ 1,162	\$0	\$ -	\$3,998,609
Nov-19	\$10,747,977	\$ -	\$83,568	\$1,245,493	\$ 1,071	\$176,857	\$ 205	\$0	\$ -	\$12,253,894
Dec-19	\$17,627,078	\$ -	\$132,635	\$1,245,722	\$ 229	\$177,999	\$ 268	\$0	\$ -	\$19,183,434
Jan-20	\$9,002,916	\$ 1,570	\$43,598	\$1,258,082	\$ 12,361	\$5,308,087	\$ 5,962	\$0	\$ -	\$15,612,683
Feb-20	\$8,630,244	\$ 1,194	\$95,873	\$1,261,222	\$ 3,139	\$5,315,372	\$ 7,285	\$0	\$ -	\$15,302,710
Mar-20	\$4,518,186	\$ -	\$85,973	\$1,262,948	\$ 1,727	\$7,422,651	\$ 7,280	\$0	\$ -	\$13,289,759
Apr-20	\$5,094,401	\$ -	\$134,650	\$1,276,459	\$ 13,211	\$5,478,279	\$ 5,628	\$0	\$ -	\$11,983,790
May-20	\$3,725,617	\$ -	\$47,204	\$1,281,515	\$ 5,356	\$8,131,678	\$ 3,400	\$0	\$ -	\$13,186,015
Jun-20	\$8,191,916	\$ -	\$65,372	\$1,284,918	\$ 3,402	\$16,187,424	\$ 5,746	\$0	\$ -	\$25,729,630

Combined Bank Balances





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MEMORANDUM

Date: August 05, 2020
From: Liz McIver – Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY20 Year End (Unaudited) Total Unassigned Fund Balance:	*\$5,274,084
Less: ZXR Water Project (Future Commitment - Pending Borrowing)	-\$1,750,000
Add: FY21 Reassessment Budget Transfer	\$66,515
Current (Unaudited) Unassigned Fund Balance	*\$3,590,599

* Audited FY20 Year End Unassigned Fund Balance will be available upon completion of the FY20 CAFR

**Culpeper District, Louisa Residency
Fluvanna County Monthly Report: August 2020**

Fluvanna Mileage, Structures

PRIMARY MILES	SECONDARY MILES	STRUCTURES	TOTAL MILES
102.34	598.62	75	700.96

Fatal Accidents

DATE	LOCATION	ALCOHOL	RESTRAINT
3/3/2020	Rt. 600, South Boston Rd - East of Lake Monticello	No	Yes
4/9/2020	Rt. 761, Branch Rd - 0.8 Miles East of Rock Lane	Yes	Motorcycle
6/8/2020	Rt. 604, Covered Bridge Rd- 0.5 Miles South of Venable Rd	Unknown	No

*Of the 819 fatalities in VA in 2018, 126 were related to distracted driving and 298 were motor vehicle occupants not wearing a seatbelt.

**10% of all drivers do not wear a seatbelt. Of all driver fatalities, 50% are from the 10% that do not wear a seatbelt if the option was available.

[Link to Smart Scale Information](#)

[Link to Smart Scale Projects \(Filter for Fluvanna Co. Projects\)](#)

Fluvanna County Smart Scale Projects:

- Rt. 53/1015 Turkeysag Roundabout
- Rt. 600/618 Lake Monticello Left Turn Lane
- Rt. 250/631 Troy Rd Roundabout

Smart Scale Round 4 Key Dates:

- November 6, 2019, Project Development Workshop
- February 2020, Project Review
- March 1 - April 17, 2020, Pre-application Deadline
- August 17, 2020, Application Deadline



Projects:

PROJECT	LAST MILESTONE	NEXT MILESTONE	AD DATE
Route 53/618 Roundabout, (UPC:96938)	CN Begins	CN Underway	Expected Completion Fall 2020
Route 1001 – PE Study (UPC 115895)	PE Authorization	Survey in Review	Expected Completion Summer 2020
Route 659 – PE Study (UPC 115896)	PE Authorization	Survey in Review	Expected Completion Summer 2020
Route600/618Intersection Improvements (UPC 111739)	Floodplain Analysis	Pursuing Add. SS Funding	Anticipated FEB 2022

Additional Road Projects:

- **On-Call Pipe Replacements** PR07-967-255, (UPC 106020)
- **District Wide Guardrail Repair and/or Replacement** GR07-967-269, (UPC 106849)
- **District Wide ADA Compliance** ADA7-967-317, (UPC 108027)
- **On-Call District Wide Pavement Marking** TS07-967-325 (UPC 108282)

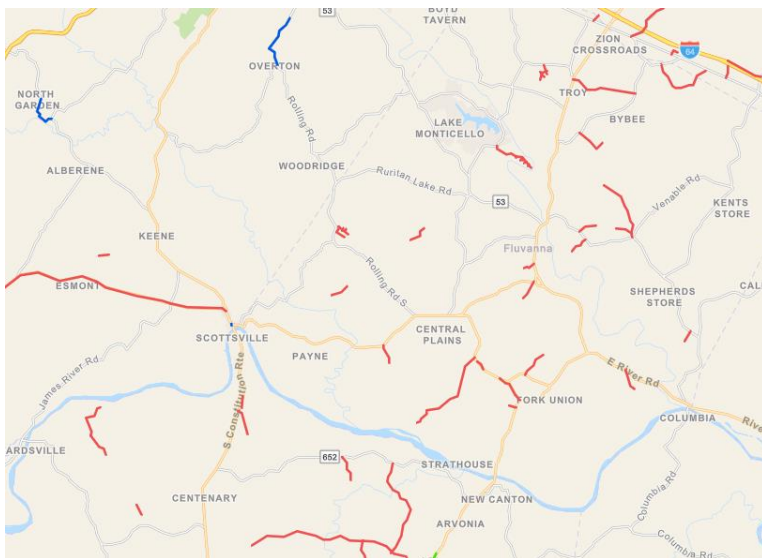
State-Force and District-Wide Bridge Projects:

- **District Wide Bridge Deck Cleaning and Washing** BRDG-967-241, (UPC 105980);
- **District Wide Bridge Maintenance** BRDG-967-240, (UPC 105979);
- **Route 623 over Venable Creek, Completed;**
- **Route 53, .5 miles S of Lake Monticello Rd - Emergency Pipe Replacement; Completed;**
- **Route 616 Soil Nailing Slope Repair; Completed;**

Resurfacing Projects:

VDOT provided the County with a list of routes included in the 2020 resurfacing schedule. Please review the routes listed and let us know if you have any questions or concerns. Customers can view VDOT’s resurfacing schedule and route status on VDOT’s public website via the following link: <http://www.virginiaroads.org/> (Select "Web Maps" and "Statewide Paving Status")

Fluvanna County Resurfacing					
Plant Mix			Surface Treatment		
Schedule	Miles	Cost/Estimate	Schedule	Miles	Cost/Estimate
2019	4.94	\$863.675	2019	43.65	\$590,849
2020	-	-	2020	55.52	\$421,558



Legend

Statewide Paving Status Map (Public View) 2020

- Scheduled
- In Progress
- Completed
- Rescheduled

Traffic Engineering

Studies under Review:

- Route 53 High School Speed Limit Reduction
- Route 633, 1079 N.Boston Rd – Chevrons/Curve Warning Signage + edge line consideration
- Route 250 speed study, from Route 631 to Route 15

Completed Studies:

- Route 600 speed limit sign review completed, additional signage not recommended
- Route 250/708 Right Turn Lane Warrant Analysis review completed
 - Turn lane not warranted.
- Routes 652, 655, 656 Centerline Pavement Markings review completed
 - Routes 655 & 656 do not meet minimum width (18ft) or minimum VPD (500)
 - Route 652 does not meet minimum VPD
- Route 53 shoulder safety improvements (proximity 4800 block +/-); Curve warning signs installed
- Fire Station signs along roadway by Fork Union Fire Station on Route 15 installed
- Speed limit and signage study at intersection of Route 761 and Route 620 installed
- Route 15 at Route 644 Speed Study;
 - Speed limit reduction not warranted
- Centerline Marking on Rt. 613, Bybees Church Rd; Approved, Installation scheduled for Summer 2020
- Route 1066, Rosewood Drive- 25 speed limit sign installed 3/31/2020

County Safety and Operational Improvements:

- Route 250 at Route 631 (Troy Rd): grading to improve sight distance is completed
- Route 600 at Broken Island Rd: Request for safety improvements to improve visibility at the curve; Larger chevron signs and puppy track pavement markings have been installed

- Village of Palmyra Traffic Circle: County and VDOT staff plan to simulate EMS response prior to installing pavement markings;
- Route 53 at Route 660 (Cunningham): VDOT continues to evaluate this intersection for interim and long-term safety improvements
- Route 629/631 intersection review and grading work completed
- Digital Speed Display Signs (ongoing)
- Route 1037 Lexie Lane No Outlet Sign to be resized and relocated; completed 7/7/2020
- Route 53 at Turkey Trail white delineator posts replaced on 6/23/2020

Area Land Use

Fluvanna County Plan/Plat Reviews - Received June-July 2020							
Project Name	Routes/Address	Submission Type	VDOT Contact	VDOT Received Date	Locality Due Date	VDOT Comment Date	Status
Wilmington II Minor Subdivision	608-TMP 32-A-9	Preliminary Plat Review,	John Wilson	6/2/2020	7/17/2020	6/12/2020	Review Complete - Acceptable
Wilmington I Minor Subdivision	601-TMP 32-15-5	Preliminary Plat Review,	John Wilson	6/2/2020	7/17/2020	6/12/2020	Review Complete - Acceptable
Sun Tribe Solar LLC/Fluvanna Middle School	649-Fluvanna Middle School	Site Plan,	John Wilson	6/15/2020	7/30/2020	6/26/2020	Review Complete - Revision Required
Ernest & Rose Butler/National Communication Towers Site Plan	6-TMP 39-A-29	Site Plan,	John Wilson	6/15/2020	7/30/2020	6/26/2020	Review Complete - Revision Required
Houchens Living Trust Minor Subdivision	600-TMP 18-A-53	Final Plat Review,	John Wilson	7/8/2020	8/21/2020	7/13/2020	Review Complete - Acceptable
Tractor Supply Co	600-TMP 18-A-53	Site Plan,	John Wilson	7/8/2020	8/21/2020	7/13/2020	Review Complete - Acceptable
Aspen Hill Farms Minor Subdivision	672-TMP 41-A-44D	Preliminary Plat Review,	John Wilson	7/7/2020	8/21/2020	7/17/2020	Review Complete - Acceptable
Mechanical Building Solutions	15-TMP 5-9-2	Site Plan, Preliminary Plan,	John Wilson	7/14/2020		8/31/2020	Review Underway
Greenberry's Final Site Plan	1021-Zion Station Road	Site Plan,	Mark Wood	7/14/2020	8/31/2020		Review Underway

- Zions Crossroads Small Area Plan: Existing condition transportation data & draft survey was presented at January 13th stakeholder's meeting. A web page is in development for this study.
- Virtual meeting was held with Villages at Nahor to discuss tree removal and sidewalk replacement.

Maintenance Activities

- VDOT crews in Palmyra and Zion Crossroads Area HQ have responded to **49** Work Orders in FY21. Top actives have been dead animal removal and fallen tree/limb clearing.

BOS Manual:

http://www.virginiadot.org/business/resources/local_assistance/BOSmanual.pdf

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