

Sussex County Board of Supervisors Meeting
Thursday, March 20 2025 – 6 pm
General District Courtroom – Sussex Judicial Center
15098 Courthouse Road, Sussex VA 23884

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1. Commencement

- 1.01 Call to Order/Determine Quorum
 - a. Approval of Board Member(s) Participating by Phone under Board Remote Participation Policy
- 1.02 The Invocation
- 1.03 The Pledge of Allegiance
- 1.04 Agenda Amendment(s)
- 1.05 Approval of Regular Agenda

2. Approval of Consent Agenda

- 2.01 Approval of Minutes: February 13 Personnel Committee, February 13 Special (BWS) Meeting, February 27 Rescheduled Regular, March 6 Finance Committee and March 6 Special Joint School Board and Board of Supervisors Meetings
- 2.02 Warrants and Vouchers
- 2.03 Treasurer's Report & Financial Update – *for information only*
- 2.04 Departmental Reports – *for information only*
- 2.05 VDOT Resolution for Cancellation of Route 35/40 Smart Scale Project
- 2.06 County Flexible Work Schedule Policy

3. Recognitions/Awards/Presentation

- 3.01 Commercial Property Assessed Clean Energy (C-PACE) Program — Abby Johnson, Virginia PACE
- 3.02 District 19 Community Services Board Update/FY26 Local Funding Request — Terrelle Stewart, Executive Director

4. Public Hearing

- 4.01 Literary Fund of Virginia Loan for Roof and HVAC Renovations to School Facilities
 - a. Enter Public Hearing
 - 1. Public Comments
 - 2. Board Comments
 - b. Close Public Hearing
 - c. Action on Public Hearing Item
 - 1. Consideration of Resolution regarding the Application

5. Appointments

- 5.01 Appointments to Sussex County Planning Commission
- 5.02 Appointments to Board of Zoning Appeals

6. Action Items

- 6.01 CSA Program Cap Increase and Appropriation and Back-Up Coordinator Funding Appropriation

6.02 Salary Reallocation for Sheriff's Department - Sheriff Giles

7. Citizens' Comments

8. Unfinished Business

8.01 Stony Creek Volunteer Fire Department Structural Ceiling Repair Funding Request — Finance Committee Recommendation

9. New Business

9.01 Reinstatement of Zoning Compliance Review to Business License Process — Supervisor Fly

9.02 Contribution to Sussex Service Authority for Stony Creek Wastewater Collection Operations — Supervisor Baicy

9.03 Proposed Water Master Plan for the Western Tidewater Subregion

9.04 County Drug Box Program Status – Finance Committee Request

9.05 Board of Supervisors By-Laws and Rules and Procedures - County Attorney Powell

10. Board Members Comments

10.01 Blackwater District

10.02 Courthouse District

10.03 Henry District

10.04 Stony Creek District

10.05 Wakefield District

10.06 Waverly District

10.07 Yale District

11. Closed Session

11.01 Convene into Closed Session

a. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; pursuant to applicable Va. Code Section 2.2.3711(A)1

b. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; applicable Code Section 2.2-3711(A)3

c. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; pursuant to applicable Va. Code Section 2.2.3711(A)8

11.02 Reconvene to Open Session

11.03 Certification

11.04 Action(s) Resulting from Closed Session

12. Recess/Adjournment

12.01 Recess/Adjournment

12.02 Next Regular Meeting: April 17, 2025 @ 6 p.m.

At a Personnel Committee Meeting of the Board of Supervisors
Held in the Social Services Conference Room
Thursday, February 13, 2025 at 4 p.m.

BOARD MEMBERS PRESENT

Alfred G. Futrell
Thomas W. Baicy, III
Phyllis T. Tolliver, Ex Officio

BOARD MEMBERS ABSENT

Rufus E. Tyler, Sr.

STAFF PRESENT

Richard Douglas, County Administrator
David Conmy, Deputy County Administrator/
Economic Development Director
Louise Brucato, Payroll Clerk
Deste J. Cox, Treasurer
Stephanie Daniels, Accounts Payable (Virtual)
Ernest Giles, Sheriff
Kelly W. Moore, Finance Director
Titiana D. Nicholson, CSA Director
Shilton R. Butts, Assistant to the County Administrator/
Clerk of the Board

Item 1. Call to Order/Determine Quorum

Chairman Baicy called the February 13, 2025 Personnel Committee meeting of the Sussex County Board of Supervisors to order.

Item 2. Invocation

Dr. Tolliver offered the invocation offered.

Item 3. The Pledge of Allegiance

There was no Pledge of Allegiance.

Item 4. Agenda Amendment

There were no agenda amendments.

Item 5. Approval of Agenda

By general consensus, the agenda was amended.

Item 6. Discussion of Telework Options for County Employees

Chairman Baicy noted that the meeting wasn't geared to any particular person. It was just general discussion. The Personnel Committee only makes recommendations.

Chairman Baicy noted that there was no Telework Policy in place per the County Administrator.

There was inquiry of which departments telework.

There was also discussion/request to notify Board members of notice of office closure.

There was discussion of staff ability to work on inclement weather days. Staff voiced concerns regarding days when there are inclement weather.

There was discussion of essential personnel and continuity of operation.

A copy of Prince George's Telework Policy was provided.

Item 7. Discussion of Recommending Annual Evaluation of County Administrator to the Board

There was discussion and inquiry of evaluations and how often they were done.

Item 8. Recommendations to the Board of Supervisors

It was recommended that County Administrator draft Telework Policy for the Board's review and approval.

It was recommended to the Board to reinstate the County Administrator's annual evaluation per his contract.

Item 9. Adjournment

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR BAICY and carried: RESOLVED that the Sussex Board of Supervisors Personnel Committee hereby adjourned the February 13, 2025 meeting at 5:45 p.m. All Personnel Committee members present voted aye.

**At a Special (Budget Work Session) Meeting
of the Sussex County Board of Supervisors
Held in the Social Services Conference Room on
Thursday, February 13, 2025 at 6 pm**

BOARD MEMBERS PRESENT

Steve E. White, Chairman
Phyllis T. Tolliver, Vice Chair
Alfred G. Futrell
Rufus E. Tyler, Sr.

BOARD MEMBER ABSENT

C. Eric Fly, Sr.
Wayne O. Jones
Rufus E. Tyler, Sr.

STAFF PRESENT:

Richard Douglas, County Administrator
David Conmy, Deputy County Administrator/Economic Development Director
Deste J. Cox, Treasurer
Eric Danuser, IT Manager
Jeffrey Gary, Public Works Director
Melissia Hill, Social Services
Ernest Giles, Sheriff
Kelly W. Moore, Finance Director
Titiana D. Nicholson, CSA Coordinator
Nick Sheffield, Emergency Services Chief
Tawana Toran, Social Services Director
Jessica Upton, Social Services
Victor White, Solid Waste Center Coordinator
Shilton R. Butts, Asst. to the County Administrator/
Clerk to the Board of Supervisors

Item 1. Call to order/Determine Quorum

Chairman White called February 13, 2025 Special (Budget Work Session) meeting of the Sussex County Board of Supervisors o order.

Item 2. Invocation

Vice Chair Tolliver offered the Invocation.

Item 3. The Pledge of Allegiance.

The Pledge of Allegiance was recited by all.

Item 4. Agenda Amendment

There were no agenda amendments.

Item 5. Approval of Agenda

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR BAICY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve the agenda for the February 13, 2025 Special (Budget Work Session) meeting. All Board members present voted aye.

Item 6. Budget Discussion of FY26 Big Ticket Items (Administration) (Personnel, programmatic changes and/or Capital Improvements)

Administrator Douglas stated that the kick-off of the budget process was the Big Ticket meeting. He stated the Big Ticket meeting for Administration's Department Heads.

Administrator Douglas noted the big ticket items included personnel (new positions, any changes, salary increases to existing positions, programmatic changes and or Capital Improvements.

1. IT Department - Eric Danuser, IT Manager

Mr. Danuser stated that it was his fourth year requesting a viable vehicle. He noted that when he started working for the County, he drove his personal vehicle. He stated that he was kind of reimbursed, but not reimbursed.

He noted that about four years ago, he was given an old police cruiser (car). It has 200,000+ miles. He stated that the car was inspected in May 2024. It required \$3,300 in work/repairs--brakes, tires, some suspension work and light bulbs.

Mr. Danuser stated that he is requesting funds to be purchase a viable vehicle. It doesn't have to be new.

He stated approximately two years ago, he started managing all the Verizon accounts that the County has. He noted that he was able trim out approximately \$30,000 every year going forward.

Mr. Danuser stated that he is requesting a vehicle under \$35,000. He has provided a list of vehicles. He noted that the vehicles range from a small SUV to a full sized pick-up truck.

He noted that his second Big Ticket item is the request for a second person to assist him. His hours of operation are 7:00 a.m. to 3 p.m.; however, County offices are open until 5 p.m. He is suggesting the one of the PC technicians that he works with schedule is 9 a.m. to 5 p.m. to help him with running wires or to support the County with their meetings. He stated that that cost would be approximately \$6,000 a year. This cost will be an one-time payment at the beginning of year.

Administrator Douglas noted that the IT Manager's position was shared with the schools.

There were discussions regarding Voice Over IP (VOIP).

2. Department of Social Services - Tawana Toran, Social Services Director

Ms. Toran stated that her request for salaries again. She stated that her request was not necessarily a Big Ticket request. She stated that Administrator Douglas asked to present for transparency. She noted that she revisited the salaries. Ms. Toran stated that what she found was, that in the current FY25 budget, there is monies to provide a salary increase to the employees in this fiscal year.

Ms. Toran stated that she and Administrator Douglas spoke to the Regional Administrative Manager. She noted that in order 15.5% increase will be \$12,651.93 which is already in the current budget. Through savings, the State and Local funds are there to do the increases. She noted that spending was cut in the agency as far as cut back on paper (working on going paperless) and not purchasing as much ink. Ms. Toran noted that before the reviews (??), the County owed \$80,000. She stated they cleaned that up. The County would only have to pay \$49,470.50 for a savings of approximately \$31,000.

It was noted that it was an across the Board request. Ms. Toran noted that this could be done in the current fiscal year. It was clarified that the 7% salary increase for employees which is separate from the 3%. There are 24 employees. It was noted that 84% of salaries State and Local. The County provides 16%.

There was inquiry of what happens going forward with FY26, FY27, etc. with the reoccurring funding over time. Ms. Toran that there were staying under their budget.

3. Economic Development - David Conmy, Economic Development Director/DCA

Administrator Douglas stated that Economic Development does not have anything the meet the Bit Ticket requirement by definition. He mentioned that Economic Development has been housed in Administration. The significance is finding out how much is being spent on economic development.

4. Fire and EMS - Nick Sheffield, Fire & Rescue Chief

Mr. Sheffield noted that he had four items.

First Item - Turn Out Gear

He stated that the first item was turnout gear. He noted that the information provided to the Board was just a quote. He stated that the turnout gear for Fire and Rescue is mandatory 10-year requirement. Mr. Sheffield noted that this request is a carryover from last fiscal year that did not get funded. He noted that it was a system wide replacement. He would be looking for two sets

for each of the five fire stations for a cost of approximately \$35,000. He stated that he believes that Old Hickory's gear is provided by the County; therefore, it is not in the request provided.

He stated that gear would be replaced that has expired.

There was inquiry as to whether the fire stations could assist.

Second Item - Group Life and Cancer Insurance

Mr. Sheffield that his second request is insurance. He provided group life and cancer insurance policies to the Board.

GROUP LIFE INSURANCE

The Group Life Insurance policy is \$10,000, \$20,000 or \$30,000 coverage for volunteers. He stated that there is no age limit, no physical, and no underwriting and is paid to their designated beneficiary.

\$10,000 Group Life Insurance Coverage Death Benefit: Mr. Sheffield gave the example of sitting at home. You have a heart attack. There is a \$10,000 death benefit.

He noted that there was approximately 160 members.

\$20,000 Group Life Insurance Coverage Death Benefit: You're at home painting and fall off the ladder.

\$30,000 Group Life Insurance Coverage Death Benefit: If you're killed in the line of duty such as going to get a key for the firehouse/job.

Chief Sheffield stated that their Hartford Policy has an on-duty benefit currently of approximately \$175,000 payout. He stated that they were looking to change this because it appears that more money is paid out if die than if you are hurt. They are looking to offset the current Hartford Policy to make sure they are providing more medical coverage, probably increasing \$200,000 coverage to approximately \$500,000 coverage. He stated that there are added benefits, as well.

He stated that the total costs for these policies is approximately \$40,000. The cost is approximately \$22,000 for this policy.

Administrator Douglas noted that the County was looking at \$1.5 million for staffing for full-time staff.

There was inquiry of having personal family insurance policy. There was discussion of the having some training with families having their own insurance versus bringing the costs to the County.

There was inquiry as whether he shopped around for other Cancer policies.

CANCER INSURANCE POLICY

In regards to the Cancer Policy, there is no waiting period. It does have an age limit from of 16 to 74 years old. If you have pre-existing conditions up to 12 months, it does not cover. It is a lump sum benefit payout. Although it's called a Cancer policy, it pays heart attacks, strokes, major organ failure and cancer. It is a \$10,000 immediate payout. It costs \$139.20 a member.

He stated they are trying to change the foam issue (Aqueous film-forming foam (AFFF) – also referred to as firefighting foam).

There was inquiry as whether this was retroactive if someone is diagnosed with cancer and it is not sure what caused the cancer or how they were exposed. Chief Sheffield stated that it is not a line of duty policy. There is no proof. It is not a requirement. If the volunteer visits the doctor and is given a cancer diagnosis. The diagnosis documents will be sent. There will be an immediate \$10,000 payout.

There was inquiry as to whether the Cancer Policy a term life or whole life policy. It was advised that the Cancer Policy is just a benefit payout.

There was inquiry as to whether the volunteer if they had it prior to coverage. It was advised that as long as the County is covered, the volunteer is covered. There was inquiry that if the volunteer had received a \$10,000 payout, will they receive another payout. Chief Sheffield stated that to his knowledge, there was only a one-time payout.

Third Item - Transition of Staffing

Chief Sheffield stated that his request is to bring eight full-time contracted role over into a County Employee role that is inclusive of their salary, overtime benefits and leave liability. He noted there is approximately a \$50,000 between salary and benefits. He noted that it is a \$49,627 in difference. The FMLA contingency is \$48,384. He stated that it was whether you wanted to take the risk with the FMLA, of whether there will be two employees who will use 12 weeks of FMLA. It would have to be understood that if someone is out FMLA, it would have to be covered. Or, have only one person can be covered, if it is the Board so desires.

Chief Sheffield stated that he is requesting \$948,186.94 for salary and benefits. He stated that they would get overtime. There will not be comp time. There will be payout when they worked overtime.

He noted that it is the intent that they would 24-hour shifts in Waverly. It will be eight employees, four shifts, almost (?) 7 days during the week. He stated that currently in Stony Creek, the weekend is 24-hour shifts on Saturday and Sunday. He stated that what will happen is that they will have one shift that will work 24 hours in Waverly; and, turn around and work a weekend day in Stony Creek.

There was discussion that if the County is not serious with going forward with the other, the County should not move forward with this. It should go hand in hand.

Chief Sheffield noted that the contract renewal is up in October. He stated that if the transition of staffing gets approved and the budget gets passed, we would want to put a hiring process together very quickly.

Fourth Item - 24 Month Plan

Chief Sheffield stated that the 24-Month Plan and Fire Service Reform Study touched on things in regards to how to produce revenue recovery. He stated that they talked about taking on the revenue recovery for EMS calls.

He reviewed a handout provided to the Board showing when revenue is generated and what the expenses typically are. He reviewed the Northern Neck Planning District Revenue Recovery Program.

He stated that Sussex run approximately 2,500 calls a year. He stated that Waverly runs in the 1,400 to 1,500 range. He stated that Stony Creek is approximately in the 800-900 range.

He reviewed calls that were eligible to be billed--not all calls are billable. He noted that mileage was also on the fee schedule.

Chief Sheffield stated that they will bill at the County level, because over \$1,000,000 is being paid in staffing. He noted that they had to be fair to the volunteers who running EMS calls. He stated that it would be his intent that 100% of the calls they run end up going back to Stony Creek Volunteer Squad and try to set a line item for Jarratt First Responder Program. He stated that they still needed to be able to fund the operation expenses.

He stated that they would not hard bill anyone in the County that are actually already in the "woods". The Fee Schedule would be in line with what the Northern Neck Planning District already has set for those partner agencies: Essex, Mecklenburg, plus Northern Virginia County and may a couple others.

There were discussion of the numbers. They were good numbers; however, they are not valid.

Chief Sheffield stated that they do not lose sight of the importance of the volunteers who are running calls. They are still going to give them the funding that they need to operate. They are putting full transparency in the revenue recovery and putting the money back into the County.

5. Animal Services - Ms. Broughton

Ms. Broughton was not in attendance. Administrator Douglas pointed out that Ms. Broughton had two requests for an additional ACA position and vehicle replacement for a cargo van rather than a pick-up truck.

6. Public Works Director - Jeffrey Gary

First Item - HVAC (Waverly Building)

Mr. Gary stated that the first thing on the list is the HVAC replacement for the Waverly Building. The cost is \$75,000.

They discussed the employees that were in the building.

Second Item - Convenience Sites

Mr. Gary's second item is the convenience sites. He stated that they seal coated two of those sites. He stated that he ran out of money for that line item. The remaining six sites need to be seal coated. This costs approximately \$36,000.

There was inquiry of whether there were any quotes for this item. He advised that had not gotten any quotes recently. He gotten quotes previously.

Mr. Gary stated that on the Waverly Convenience site, there were funds to resurface about half of the entryway. Concrete was used. However, there was only enough funds to do half of the entryway. The other half of the entry way remains undone. The cost to do the remaining half of the entryway is \$24,000.

There was inquiry of why concrete instead of asphalt.

Third Item - Courthouse

Mr. Gary stated that the installation of the lighting was purchased with the ARPA Funds are estimated to be approximately \$15,000. He noted that there were eight lights in the Courtyard. They are pencil styled lights in front of the Courthouse. They are high intensity lighting that will provide lighting in front of the Courthouse through the parking area and along the walkway.

He stated that the obtained a quote for the HVAC replacement--the boiler and the TIA for replacing the HVAC units. The cost is \$442,789. It cuts the time down nine to 12 months to 16 weeks. He noted that he was piggy-banking on a contract.

Ms. Moore, the Finance Director, noted that the \$480,000 can be crossed out and changed to \$443,000, because the \$480 was supposed to be for the boiler.

Mr. Gary noted that Phase I was the electronic part. Phase 2 was for the boiler.

Administrator Douglas discussed whether the Board wanted to something other than long-term financing. He noted that the County has been working with Davenport for the HVAC for the Courthouse along with the School roof project.

Administrator Douglas stated that if he hears no adjustment from the Board, he will move forward with Davenport regarding financing.

Mr. Gary stated that in regards to gutter repairs, he had Roof Engineers, Inc. to come out and look at the situation. The repair drawings went to bid for \$18,000; however, he didn't move forward with them because we have some engineers already under contract. He stated that the expected costs he could best estimate is (*inaudible*).

Mr. Gary is requesting \$90,000 for interior painting and wallpaper inside of the Courthouse.

The replacement of the generator and switchgear are approximately \$85,000 for the Courthouse.

Mr. Gary is requesting a truck for \$65,000 for Building and Grounds to move around the County and pick up trash. It's a carryover under Building and Grounds.

He stated that Animal Services well and septic system is failing. The well is spitting sand, which is an indication that is going to give up. The septic system has started leaching off top of the ground. It has to be replaced. Koontz, Bryant and Johnson Williams, Inc. came out and completed a study. He hasn't gotten any documents or hard numbers back from them.

He stated that it costs \$12,000 to \$15,000 for a new well. There were different stories for the septic system. On a normal residential based system, a septic system with a house with two and a half baths, the septic system would cost approximately \$45,000. If you go to an unlimited system, it will allow unlimited water usage and not put a cap on how many animals you would have. The septic system will be a little over \$100,000.

7. CSA - Titiana Nicholson

Administrator Douglas spoke on behalf of Ms. Nicholson for the CSA request. He stated that he was making a request for an additional \$7,000 for the CSA Coordinator position,

He stated that that position under CSA Rule and State Statute have to have a backup for the CSA Coordinator position. The Accounts Payable Clerk position will be the back-up.

He is requesting a \$20,000 increase for the Accounts Payable Clerk position as the backup to the CSA position.

Item 7. Adjournment

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR BAICY and carried: RESOLVED that the Sussex County Board of Supervisors hereby adjourned the February 13, 2025 Special (Budget Work Session) meeting 7:58 p.m.

**At a Special (Rescheduled) Meeting of the
Sussex County Board of Supervisors
Held in the General District Courtroom on
Thursday, February 27, 2027 at 6 pm**

BOARD MEMBERS PRESENT

Steve E. White, Chairman
Phyllis T. Tolliver, Vice Chair
Thomas W. Baicy, III
C. Eric Fly, Sr.
Alfred G. Futrell
Wayne O. Jones
Rufus E. Tyler, Sr.

STAFF PRESENT:

Richard Douglas, County Administrator
Danielle Powell, County Attorney
Ellen G. Boone, Commissioner of the Revenue
Deste J. Cox, Treasurer
Ernest Giles, Sheriff
Michael Kessinger, Captain
Kelly W. Moore, Finance Director
Titiana D. Nicholson, CSA Coordinator
Michael Poarch, Planner
Regina Sykes, Commonwealth's Attorney
Victor White, Solid Waste C.C. Coordinator
Shilton R. Butts, Assistant to the County Administrator/
Clerk to the Board of Supervisors

1. Commencement

1.01 Call to Order/Determine Quorum

Chairman White called the February 27, 2025 Special (Rescheduled Regular) meeting to order.

1.02 The Invocation

Supervisor Tyler offered the Invocation.

1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

1.04 Agenda Amendments

Administrator Douglas requested to table under Item 3. Recognitions, Item 3.02 District 19 Community Services Board Update//FY26 Local Funding Request.

Supervisor Tyler requested to table under Item 5. Appointments, Item 5.01 Appointment to Planning Commission (Henry District).

Vice Chair Tolliver requested to remove under Item 6. Action Items, Item 6.03 Fiscal Operation Policy.

Chairman White requested to add under Item 6. Action Items, as Item 6.04 Sheriff's Compensation and as Item 6.05 EMS Grant Presentation.

1.05 Approval of Regular Agenda

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve the February 27, 2025 Special (Rescheduled Regular) meeting agenda with the amendments as noted. All Board members present voted aye.

2. Approval of Consent Agenda

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent agenda inclusive of the following: (a) January 16, 2025 Regular Meeting minutes; (b) the Approval of Warrants and Vouchers; (c) the Treasurer's Report and Financial Update; and (d) Departmental Reports. All Board members present voted aye.

3. Recognitions/Awards/Presentation

3.01 FY24 Audit - Taylor Stover, Robinson, Farmer, Cox Associates

Taylor Stover with Robinson Farmer, Cox Associates was in attendance. He stated that he would provide a brief overview of some results; discuss the County's Fund Balance Summary and comment on the Management Letter.

Mr. Stover stated that typically he would review current accounting and report changes; however, there were none in FY24. He noted that overall went well.

He noted that there was a delay in the release. There was an Actuarial Report for the post employee benefit plan at the School Board that was not received until approximately Mid-December. It was recommended to get the information to the Actuary a little sooner next year.

Mr. Stover noted that the engagement summary included performing a financial statement audit and compliance report (VRS) for the County for the year ended June 30, 2024.

The audit was subject to:

- Auditing standards generally accepted in the United States of America (GAAS)
- The *Specifications for Audits of Counties, Cities and Towns* issued by the APA
- The standards for financial audits contained in the *Government Auditing Standards* issued by the Comptroller General (Yellowbook)

He noted that the Single Audit Act Amendments of 1996 and the provisions of the Uniform Guidance impact the Federal programs and what's required

Mr. Stover stated that the County had an unmodified opinion, which is a clean opinion, was issued on all three reports. on each of the following:

- Financial statements overall as of and for the year ended June 30, 2024
- Internal control over financial reporting and on compliance and other matters for the year ended June 30, 2024
- Compliance for each major program and on internal control over federal awards for the year ended June 30, 2024.

He noted that they were required to complete a VRS Attestation Report. The County didn't have any findings.

The School Board had three employees that the Census data did not agree to supporting records for three employees in VRS. There were a couple comments in regarding that matter. Mr. Stover noted that it was not unusual to have a couple of comments from the School Board due to the number of employees.

He stated that there were a couple of issues with appropriations. The School Board Special Revenue Fund exceed appropriation by \$318,538. Additionally, the School board local transfer exceeded appropriation by \$75,783.

Mr. Stover reiterated that there were no new pronouncements during FY24 that impacted the County's financial statements.

Mr. Stover stated that the Financial Statements, Exhibits 1 and 2 are on a full accrual basis. The exhibits include all the County's fixed assets, long-term debts, pension, OPEB, leases and all the items that are not included in the Fund statements, comparable too public company financial statements.

The total report for the year is the net position increased \$1.2 million to \$47.85 million this year.

All other exhibits are modified accrual that fund accounts that are helpful for budgeting purposes.

Mr. Stover discussed the tax collection percentage. The tax levy for the current levy is 96.65%. When including for delinquent collections, the levy is 99.59%.

A summary was provided for the County's Fund Balance.

Mr. Stover stated that the General Fund started with \$9,895,643 the beginning of the year. It increase to \$12,237,511. Capital projects decreased from \$6,646,303 to \$4,789,247 due to ongoing projects. Special Revenue began the year with \$57,369 with an ending balance of \$58,354.

Mr. Stover noted that 72% of total balance is unassigned in the general fund (\$12,230,849). He stated that 38% of FY24 general fund expenditure. The minimum recommended is 16.7%.

Mr. Stover provided Fund Balance summary for the School Board. He pointed out that the School Operating Fund actually has a Fund Balance. He noted traditionally ends with a zero Fund Balance, because it usually zeros out at the end of the year. He stated that over the past couple of years, the school has some rewards that they have received that they are required to record all the revenue for the year they received, but they may not have spent those funds. Because the Revenue is recorded, it will end up in Fund Balance because they don't have an expenditure to match. As of this year, the School Board has a Fund Balance of \$490,928 of which \$415,349 is related to the ALL-In Funds and \$75,579 is related to the School safety and security grant funds.

The School cafeteria Fund Balance decreased from \$199,772 to \$162,894. He stated that he didn't know the specifics. However, many school Cafeteria Funds have had to spend some of their money down, due to having too much Fund Balance. They are only allowed to carry approximately three months of expenditures in the Fund Balance. If they have more than that, they have received notification from the State that they need to spend those funds.

He stated that School Activity Funds are the individual activity funds at their individual schools. The funds have been required to be reported on the Financial Statements for the last couple of years due to Government Accounting Standards Board (GASB) 84.

Mr. Stover stated that they did issue a Management Letter. He noted that basically the states how they want the accounting code structured. Sussex County is currently not on the standards that they would like the County to have which creates some complications when working on the audit. The account codes doesn't represent what you typically think it would. This comment will be continued until everything gets corrected regarding this.

He thanked all the departments involved.

There was inquiry regarding unmodified opinions. There was inquiry regarding reviewing policies at no cost. There was inquiry of whether the School's Fund Balance restricted funds.

3.02 District 19 Community Services Board Update/FY26 Local Funding Request

This item was tabled.

3.03 Airfield 4-H Educational Conference Center Update

Dr. Kathy Guindon, Executive Director, was in attendance. Dr. Guindon provided a brief update. She discussed disarray and disconnect of conditions at the 4-H Educational Center compared to current clean out and inventory.

Dr. Guindon discussed repairing and building community relationships with Obici Hospital, Elms Foundation, the Gray Family, Airfield Shooting Club/NRA Foundation/Suffolk Foundation, Sussex Community Coalition (Camp scholarships and vans), Crater Regional Workforce and the Board of Supervisors/City Councils with 4-H agents.

She discussed water issues being resolved. New septic and well were installed. She discussed Equestrian Center improvements.

Dr. Guindon acknowledged the 4-H Team/staff. The 2023 and 2024 New Programs were discussed, as well as new camps, clubs, and new and renewed community events.

The continuation of conferences; new decks and flat roof were noted, as well as other improvements and upgrades.

She discussed building a new team. New Programs in 2023 and 2024 to include 3D Archery (\$14K); Fishing VA DWR/ Bees, Garden, Chloe, Forestry Education; and field trips in outdoor education starting in the fall. She also noted new camps and clubs, as well as new and renewed community events.

The SIT Program Summer Camp program was noted.

Dr. Guindon advised that the pool was up and running in 2024 and other upgrades for the pool with the County's donated.

It was noted that 1,473 attended camp during the Summer, noting only 60 were from Sussex.

3.04 Chamber of Commerce Update

Jesse Hellyer, the President of Sussex's Chamber of Commerce, was present. Mr. Hellyer gave a brief updates of some of the Chamber's activities. Mr. Hellyer noted that the Chamber ended 2024 with over 80 members. He noted that individual membership cost \$40. He noted that scholarships will be given to Sussex County residents on May 1st.

He noted some of the members who volunteered their time to include Vice President Tollivr. He noted that Dr. Julius Hamlin, Sussex's Public Schools Superintendent. David Conmy, Sussex's Deputy County Administrator and Economic Development Director were members of the Chamber.

He reviewed some of the upcoming events to include March 15th the Miss Sussex Pageant at the Wakefield Foundation. The Spring Fling will be held on April 5th to name a few. The Town of Waverly will host its 5K event on April 26. Breakfast will be served the first week of August. Other events were noted include their annual meeting in November and their Christmas celebration in December.

He noted that a ribbon cutting for a new Italian restaurant will be done on the outside of Waverly sometime soon.

It was noted that the Towns of Stony Creek, Wakefield and Waverly are members of the Chamber.

4. Public Hearing

There was no Public Hearing.

5. Appointments

5.01 Appointment to Sussex County Planning Commission

These two items were carried over from last month's meeting. There is a vacancy on the Planning Commission for the Henry District. An appointment needs to be made to fill this vacancy starting immediately, expiring January 31, 2029.

Mr. Lafayette Edmond's (Member-at-Large) on the Planning Commission has expired. Staff has contacted Mr. Edmond. He is willing to continue to serve, if reappointed. This term will expire June 30, 2027.

Copies of Letter from Mr. Edmond and List of Planning Commission Members were included in the Board packet.

The Henry District appointment was tabled. However, there was another appointment for the reappointment of Mr. Lafayette Edmond in the member at large position.

Supervisor Fly made a motion to appoint Mr. Fronfelter to the Planning Commission. There was no second. It was also noted by Supervisor Jones that C. Tyrone Griffin was suggested for appointment to the Planning Commission.

There was discussion of Mr. Edmond's interest to continue to serve.

This item was tabled to the March meeting.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby table the appointment for the Planning Commission At-Large position to the March meeting. All Board members present voted aye.

6. Action Items

6.01 Resolution in Support of Renovation of Birch Island Apartments

Administrator Douglas stated that attached for your review and consideration is a resolution in support of the rehabilitation of Birch Island Apartments in Wakefield (the board adopted a similar resolution in 2021 but the application was not successful). TM Associates of Rockville, Maryland, (may be present at board meeting) is applying to Virginia Housing for tax credits for this rehabilitation project (March 13 application deadline). According to TM Associates, approximately \$80,000 would be spent per unit, to include refinishing or replacing interior and exterior surfaces, to include walls, roofing, flooring, and parking; all appliances; and electrical, HVAC, and plumbing systems.

Clark Henry, Development Associate for TM Associates, was in attendance at the meeting.

There was inquiry of whether there would window units or central air. There was inquiry as to whether the rent would be increased. There was inquiry of TM Associates in-house program to assist with eviction.

There was inquiry regarding the renovation process with tenants. It was noted that the tenants were moved into a vacant unit until their unit renovation was completed. There was inquiry of the timeframe for completion of the unit.

Administrator Douglas clarified, for the record, that the County wasn't paying for tenants who were late.

Administrator Douglas advised that he and Mr. Poarch, Sussex's Planner, met with the development company for Sussex Trace earlier that day. They received funding separate from the Taxpayer Program. They have the funding in hand.

There was inquiry as to why the resolution the County received was not successful.

Staff recommends approval.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that Sussex County Board of Supervisors hereby approve the resolution in support of the renovation of Birch Island Apartments, to-wit:

WHEREAS, Birch Island Apartments, located at 10322 Penny Lane, Rte. 31, Wakefield, Virginia (the "Apartments") provides affordable housing to people of low to moderate income; and

WHEREAS, the Apartments were built in 1985, and have not been comprehensively renovated or rehabilitated since construction; and

WHEREAS, the Apartments are currently owned by Birch Island Limited Partnership, and the contract owner is Birch Island Apartments LLC (collectively, the Owner"); and

WHEREAS, there has been described to the Sussex County, Virginia Board of Supervisors (the "Board") plans by the Owner to renovate and rehabilitate forty-eight of the units at the Apartments (the "Rehabilitation"); and

WHEREAS, Code of Virginia 36-55.30:2(A) provides that Sussex County may by resolution designate an area within the County as a revitalization area if the Board makes certain findings; and

WHEREAS, Code of Virginia 36-55.30:2(A) provides that such designation as a revitalization area empowers the Virginia Housing Development Authority to provide financing for the Renovation to the Owner;

WHEREAS, the Owner does not seek any financial contribution from Sussex County, Virginia (the "County");

NOW, THEREFORE, BE IT RESOLVED BY THE SUSSEX COUNTY BOARD OF SUPERVISORS:

1. With respect to the area in which the Apartments are located (the "Area"), the Board determines that if not rehabilitated, it is likely to deteriorate by reason that the buildings and improvements in the Area are subject to dilapidation and obsolescence, and private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and support facilities that will meet the needs of low and moderate income persons and families in the Area and will induce other persons and families to live within such Area and thereby create a desirable mix of residents in such Area.
2. The Area is designated as a revitalization area for the sole purpose of empowering the Virginia Housing Development Authority to provide financing for the Rehabilitation in accordance with Code of Virginia 36-55.30:2(A).
3. The County Administrator or Deputy County Administrator, either of whom may act, are authorized to execute the Locality Revitalization Letter attached to this Resolution as Exhibit A, and to take all other actions reasonably necessary and consistent with this Resolution.

Resolved this 27th day of February, 2025.

The undersigned Chairman and Clerk of the Board of Supervisors of Sussex County, Virginia hereby certify that the foregoing constitutes a true and correct copy of a Resolution in Support of the Renovation of Birch Island Apartments adopted by the Board of Supervisors at a meeting held on February 20, 2025. All Board members present voted aye.

Copies of the resolution in support of the renovation of Birch Island Apartments and Birch Island Revitalization Resolution 2021 were included in the Board packet.

6.02 Joint Public Hearings versus Separate Public Hearings for Solar Project CUPs

At the request of Chairman White, the purpose of this agenda item is to determine whether to continue with joint public hearings of the Board of Supervisors and the Planning Commission for solar-related conditional use permit applications, or to handle as individual hearings for the board and planning commission. With three solar projects in the queue requiring CUP public hearings, a decision will help staff develop a schedule accordingly. The primary purpose of conducting joint public hearings for potentially controversial projects that may draw significant public input is that

all members of the board and the planning commission in attendance receive the same public comments and applicant presentation, as well as benefit from hearing any questions and answers during the joint hearing.

Pros of a joint public hearing:

- 1) One presentation for the applicant and staff
- 2) Convenience for the public—attend one public hearing
- 3) The board and planning commission both hear the same public comments that are factored into the decision-making process (as opposed to some residents attending one hearing and not the other)
- 4) May provide for a more efficient and shorter process

Cons of a joint public hearing:

- 1) Logistics—requires space other than the regular meeting space in order to accommodate all members of the board and planning commission, and sometimes it is difficult to hear speakers in a larger room
- 2) Often difficult to find a workable date that fits for all members of the board and the planning commission
- 3) Planning Commission members may be reluctant to ask questions during the public hearing in a larger setting.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve that all Public Hearings be separate from the Planning Commission for Sussex County unless otherwise approved by the Board of Supervisors. All Board members presented voted aye.

6.03 Fiscal Operation Policy

This item was tabled.

6.04 Sheriff's Office Funding Request

Sheriff's Giles requested that the County reimburse the Office of Emergency Medical Services. (OEMS) Sheriff Giles noted that this item was in the General Funds. He stated that it was never budget to his funds/budget for the Dispatch EMDs services.

Sheriff Giles noted that being understaffed, the grant requirements cannot be fulfilled due to the delayed response from both departments. He stated that it is an accredited program. However, it is not mandated or required to be accredited in the State of Virginia or required or mandated under this program.

Sheriff Giles is requesting the County to submit the \$50,913.02 back to OEMS.

He noted that nine of 13 members are already EMD certified. However, four are ready to be tested for the EMD Certification.

There was inquiry of the difference between certification and accreditation. There was discussion of whether the funds had been expended. There was discussion of the money to be returned or paid back.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR BAICY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve the Sheriff's request to return \$50,913.02 from the General Funds back to the Office of Emergency Medical Services due to the lack of communication for two years between the departments. All Board members present voted aye.

6.05 EMS Grant Presentation

This item was removed.

7. Citizens' Comments

- Larry Diehl (Waverly District/Coppahaunk Citizens against Solar Projects) – Bills introduced regarding Solar projects in the General Assembly defeated; HB2438; Board's vote on Joint Public Hearings; trust Board's vote over State's input; Rule 5-5B3 Land Use time limit.
- Kevin Bracy (Yale District) – Budget; Board's responsibility to citizens; joint meetings; Comprehensive Plan; Wrecked Animal Services vehicle; F-250 Trucks

8. Unfinished Business

8.01 Route 35/40 Roundabout Smart Scale Project Status/Potential De-Obligation of Funding

As presented at the December 2024 board meeting, the VDOT Franklin Residency is requesting a decision from the board regarding moving forward with the approved Smart Scale 35/40 roundabout project. VDOT anticipates this project to be underfunded and may require Sussex County to cover the difference in construction costs, or reimburse VDOT if project-development costs are incurred prior to the county requesting project termination at a future date.

George Bowman was in attendance. Administrator Douglas asked Mr. Bowman to summarize where the County was with this project, address any questions, and what his requested action is. George Bowman, Virginia Department of Transportation Franklin Residency. Mr. Bowman stated that the Board had before them things to consider. He noted that he had been asked to give the Board as much information as he could to help them to determine the best decision. Mr. Bowman stated to the Board that it was the Board's decision not his decision. Mr. Bowman stated that the information he was sharing at the current meeting or at past meetings, was him trying to persuade the Board. Mr. Bowman stated that he would like present each of the Board members a copy of Virginia Code 33.2-214 for Transportation Six Year Improvement Program. He stated that he was

presenting this Code to the Board in hopes of trying to get some clarity, because it seems that some information may have been miscommunicated.

Mr. Bowman advised that after the last meeting when they talked about the cancelation of the Rte. 35/40 Smart Scale Project, he received several emails and several phone calls from the Honorable Delegate Wachsmann. He stated that Delegate Wachsmann was concerned that they were going to cancel the project without any true data. Mr. Bowman noted that at the last meeting he provided comments to the Board that VDOT, as an agency, felt that the current resolution that they had implemented with the addition of the Stop signs, additional signs that are warning people of the intersection and the painted rumble strips have taken care of most of the fatality issues that they have seen and most of the angle crashes. He noted that there have been instances when few people have had rear end collisions, that are expected at Stop signs. Mr. Bowman stated that he thinks that the community has had time to get used to the implementations.

Mr. Bowman stated that there has been some concern from the County's neighbors from Southampton County that some people are still traveling through that intersection at a high rate of speed. Some may be running the Stop signs, whether it be intention or unintentional, he wasn't sure.

He stated that at the request of Delegate Wachsmann, VDOT looked at the current crash data. He stated it has decreased and has continued to stay down. VDOT was requested to do an additional study at the intersection. He stated that the study that they had been originally done, was done in such a short period of time that they did not feel it would be comprehensive or great use of fiscal responsibility of taxpayers' dollars to do another study that close to one that had just been completed.

He stated that at the request of the Board and concerned citizens, VDOT implemented the All-Ways Stop and changed a lot of the structure out there. Mr. Bowman stated that that caused them to look at this and say, do we really need a roundabout? Do they really need to spend millions of dollars on a roundabout? Mr. Bowman stated that VDOT cannot say yes or no, because it was the County's application and the County's decision to do the roundabout. He stated that he was merely at the Board meeting to give all the information that he could give the Board regarding this decision and to ask the Board to make a decision on this situation at tonight's, February 27, 2025, Board meeting, because of a couple of difference factors that he wanted to point out.

Mr. Bowman stated that in the literature he provided to the Board, that he highlighted on the first page starting at 33.2-358. On the second page, it gets down to one of the questions that Delegate Wachsmann and several other individuals have had. Which is, if the Board cancel this project, what are the financial responsibilities of the County? Mr. Bowman stated that as it stands right now, as he stated the last time, there are no expenditures that have gone towards the UPC. So, at this time, if the Board cancels, there will be no financial obligation to the County. He noted that if they read the information that he provided to them, it states that if the locality or metropolitan planning organization request the termination of a project and the department doesn't agree to the termination, or if a locality or metropolitan planning organization does not advance a project to the next phase of construction when requested by the Board, and the department has expended State or Federal funds, locality or the localities within the metropolitan planning organization may

be required to reimburse the Department for all funds expended on the project. Mr. Bowman stated that he eluded to this in the last meeting. Anytime that they start to charge to that UPC, if the Board made the decision, after those funds have started to be charged to that UPC, the County could potentially be on the hook for those funds. Mr. Bowman stated that it was not a scare tactic. He was trying to be upfront and honest with the Board regarding the process. He stated that he had spoken to the Administrator. He stated that in past practices, they may have not shared certain information with them to make a better decision. Mr. Bowman stated that it was his job as the current Assistant Administrator to make sure the Board has all the information that they need to make a well informed decision.

Mr. Bowman stated that the second part that he wanted to mention was that it was like a two-phase process. He stated that Delegate Wachsmann asked him to explain to the Board that process. He stated that they went ahead and said that they were going to look at doing this, they would have to look at inflation. He noted that the estimate was done for this project some years ago. He stated that no matter whether they had had this conversation at the current meeting or back the first time in April, given that timeframe they have looked a lot of inflation before they ever had this discussion. Now they've looked at more inflation almost a year later. He stated that if moving forward with this project, a decision really needs to be made. He stated that this project is in project pool for the PE to open on May 25, 2025. He stated that as soon as that PE opens, he promises that there will be charges on the UPC. He stated that if the Board decides to cancel the project after the charges have been on the UPC, the first thing they do with any locality with any Smart Scale Project, is, if there's a difference in costs, they come to them with costs of the estimates that have increased, and ask the locality what can they pay? They ask the locality first, which typically doesn't happen. They have the option that if the locality doesn't have the ability to pay, then they go back to their district and inquire if there is any way that they can pull from there District Funds and fully fund this project. If that decision is made to do that and the funds are there, they can assist in making sure that the project goes forward. If not, it has to go back to the CTB; and, they ask them for more funds. He noted that they have been talking about this for a year.

Mr. Bowman asked that since he's been in his position, he would just like to respectfully ask, for the betterment of them, the Board and VDOT, and the betterment of the community that if they have any doubt or any concerns or questions, that he's present to answer any questions. He stated that he was not trying to sway them in any way. It is the Board's decision. They will support whatever they decide to do.

Administrator Douglas asked Mr. Bowman to touch upon the element of the funds being redirected to flood relief. Mr. Bowman stated that a conversation that he had with them, as a Board before Christmas, he felt like they were on the same page. He still does; however, he has to say, with all due respect, that it became very uncomfortable because he made a comment, and he wished that there were things they could do, but they can't. He stated that a comment was made that caused the Delegate to be very concerned. He stated that he wished that he had the power to help our neighbors and the power to reallocate the funds; however, that is not his job. He doesn't have that ability to reallocate fund.

He stated that the funds can not be reallocated. The funds go back into the Smart Scale program. He want to reiterate this, because he stated this at the last meeting. He stated that for whatever reason, it was publicly noted that they would like the funds to go to Southwest Virginia. Mr. Bowman stated, for the record, that he did not say that at the last meeting. He has had to answer to that.

Mr. Bowman stated at the last meeting that he didn't have to ability to reallocate money to specific projects. The money would go back to the program.

There was general discussion of CTB and truck traffic on the road. There was discussion of the what ifs if they followed through with this project.

There was general discussion and inquiry about the project, as well as inquiry regarding paying funds back. There was discussion of when the project commences.

There was discussion as to whether the Board voted to not move forward with the project being that the general census of the Board meeting referencing this matter was not to move forward due to the no money had been spent and the need to vote again.

County Attorney Powell noted that if a resolution is needed, it could be adopted at next month's meeting. A template of the resolution was in the Board packet. County Attorney Powell noted that there was some reference about reimbursement. She noted that if there was not any reimbursement, at least that paragraph be removed.

After discussion of the Board, Mr. Bowman noted that he was included in email that asked if that language needed to be included, in which he stated no. He stated that he provided a template. He stated that it was the Board's decision. He stated he had to have a resolution to cancel the project. He noted that they were coming upon the process of PE.

A sample resolution required by VDOT was included in the Board packet for review your review, in the event the board chooses to request that the project be terminated.

Also attached for your review and consideration is a letter from Delegate Wachsmann urging that any consideration of project termination be delayed.

No action was requested at this time unless the board wishes to move forward with the termination request resolution.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR BAICY and carried: RESOLVED that the Sussex County Board of Supervisors hereby terminate the Smart Scale Roundabout project; and

FURTHER RESOLVED that Administration will provide a resolution supporting such.
Voting aye: Supervisors Baicy, Fly, Futrell, Jones, Tolliver, Tyler, White
Voting nay: none

Mr. Bowman advised that he is now in the process of trying to get road in a Highway Safety Improvements Program (HSIP). He is still trying to get the landowners on Rte. 735 to donate the right-of-way, so that it can decrease the costs.

He noted that it was job to make sure that he provides the Board all of the good information to make the best decision. He stated that he was going to do the best the could with providing the information so that they don't end up here again, because it was uncomfortable for them all and it had taken up way too much time and had gotten way too confusing, in which he apologized for that. They were going to do better. He stated that he had begun to build good relationships with localities and wanted to continue to do so.

9. New Business

9.01 CDAAA Corrective Action Plan

Supervisor Fly is the County's representative on the Crater District Area Agency on Aging (CDAAA). He stated that he attended one meeting and was shocked at what was found. He reviewed and provided a summary of their latest audit and the findings to the Board. He asked the Board to be patient in regards to getting things back in order.

Supervisor Fly stated that he would provide reports on the progress of the organization.

There was brief discussion of requests for itemization of costs to get extra drivers and to reinstate medical transport program.

A copy of the summary of CDAAA's Audit was included in the Board packet.

9.02 Sheriff's Appropriation Request

Sheriff Giles requested this item to be removed from the agenda.

9.03 Stony Creek Volunteer Fire Department Structural Ceiling Repair Funding Request

Supervisor Baicy asked the Board consider a \$50,000 contribution to the Town of Stony Creek to complete necessary repairs/improvements to the building housing the Stony Creek Volunteer Fire Department. He requested \$25,000 to be contributed in the current FY25 budget with the remaining \$25,000 to be contributed from the FY26 budget, July 1st.

He noted that the ceiling is falling on the Fire Truck. Repairs are needed for the structural ceiling. The contractor was invited to the Town Council meeting in March.

Supervisor Baicy noted that the Stony Creek Volunteer Fire Department has been there for 75 years. The town has paid every bill for every part of the building.

There was inquiry ask to whether there could be a request for a bank statement for the Stony Creek VFD regarding matching funding, etc. Supervisor Baicy advised that there was no funding that he was aware of.

After discussion, the item was forwarded to the Finance Committee to determine how to fund the request.

A copy of Mr. Baicy's memo and a quote of the necessary repairs were included in the Board packet.

9.04 Reinstatement of Zoning Compliance Review to Business License Process

This item was tabled until March.

10. Board Member Comments

10.01 Blackwater District – none

10.02 Courthouse District – none

10.03 Henry District – Length/timeframe of Board meeting; Streamline agenda.

10.04 Stony Creek District – none

10.05 Wakefield District – Oak Grove Baptist Church invited Board members to Black History Program on Sunday at 10 a.m.

10.06 Waverly District – Board meetings

10.07 Yale District – none

11. Closed Session

11.01 Convene to Closed Session

ON MOTION OF SUPERVISOR JONES, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby enter Closed Session, pursuant to (1) Consultation with the county attorney for legal advice pursuant to Va. Code Section 2.2-3711(A)8, and (2) Disposition of publicly held real property because in open meeting would adversely affect would adversely affect the bargaining positions or negotiating strategy, applicable Code Section 2.2-3711(A)3, Chambliss Elementary School. All Board members present voted aye.

11.02./11.03. Reconvene to Open Session/Certification

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby reconvened to Open Session; and

FURTHER RESOLVED THAT that the Sussex County Board of Supervisors convened a Closed Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, the Sussex County Board of Supervisors hereby approves adoption of resolution for certification, to-wit:

WHEREAS, that the Sussex County Board of Supervisors convened a Closed Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia, as amended, requires a certification by the Board that such Closed Meeting was conducted in conformity with Virginia law.

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

Voting aye: Supervisors Baicy, Fly, Futrell, Jones, Tolliver, Tyler, White

Voting nay: none

11.04 Action Resulting from Closed Session

ON MOTION OF SUPERVISOR JONES, seconded by SUPERVISOR FLY and carried: RESOLVED that Sussex County Board of Supervisors hereby approve the purchase sale agreement for sale of the Chambliss Elementary School for \$15,000 to Mr. Rodney Taylor.

Voting aye: Supervisors Baicy, Fly, Futrell, Jones, Tyler, White

Voting nay: Supervisor Tolliver

12. Adjournment

12.01 Adjournment

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR JONES and carried: RESOLVED that the February 27, Special (Rescheduled Regular) meeting of the Sussex County Board of Supervisors hereby adjourned at 9:35 p.m. All Board members present voted aye.

12.02 Next Meeting

The next regular Board of Supervisors meeting is scheduled to be held Thursday, April 17, 2025 at 6 p.m.

March 20, 2025

WARRANTS & VOUCHERS SUMMARY

TOTAL ALL WARRANTS FOR APPROVAL	\$ 2,428,100.33
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TOTAL ALL VOID CHECKS FOR APPROVAL

ACCOUNTS PAYABLE WARRANTS:	CHECK NO.	AMOUNTS	PROCESS DATE
FOR MONTH OF January 2025	230192-230238	\$ 72,269.12	6-Feb-25
	230239	\$ 58,298.36	6-Feb-25
	230250-230308	\$ 175,827.00	13-Feb-25
	230330-230363	\$ 1,789,867.66	24-Feb-25
	230364-230397	\$ 1,700.00	24-Feb-25
Total Regular Warrants		\$ 2,097,962.14	

PAY. DEDUCTION WARRANTS:	CHECK NO.	AMOUNTS	PROCESS DATE
FOR MONTH OF January 2025	230240-230249	\$ 65,695.79	14-Feb-25
	230321-230329	\$ 66,317.30	28-Feb-25
Total Payroll Deduction Warrants:		\$ 132,013.09	

CSA WARRANTS:	CHECK NO.	AMOUNTS	PROCESS DATE
FOR MONTH OF January 2025	230309-230319	\$ 177,497.05	18-Feb-25
Total CSA Warrants:		\$ 177,497.05	

ACH PAYMENTS	CHECK NO.	AMOUNTS	PROCESS DATE
		\$ 20,628.05	18-Feb-25

Total ACH Deduction Warrants:	\$ 20,628.05
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TOTAL VOUCHERS & WARRANTS FOR APPROVAL	\$ 2,428,100.33
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VOIDED	CHECK NO.	AMOUNTS	PROCESS DATE
		\$ -	

AP100B 2/06/2025 SUSSEX COUNTY
TIME- 8:40:40

A/P CHECK REGISTER
Check Date - 2/06/2025

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
230192	1917	AMAZON CAPTIAL SERVICES	000	2/06/2025	207.12	.00
230193	717	ASHLEY'S FLORIST	000	2/06/2025	50.00	.00
230194	1010	AT&T	000	2/06/2025	3,909.16	.00
230195	1639	BMS DIRECT INC.	000	2/06/2025	4,654.60	.00
230196	108	BOONE, ELLEN	000	2/06/2025	439.97	.00
230197	183	BRITT'S SERVICE CENTER	000	2/06/2025	99.00	.00
230198	1251	CABIN POINT VETERINARY	000	2/06/2025	1,156.85	.00
230199	1485	CENTRAL AGRIBUSINESS	000	2/06/2025	61.60	.00
230200	1449	CONVERGENT TECHNOLOGIES	000	2/06/2025	359.00	.00
230201	2281	COV DEPARTMENT OF HEALTH	000	2/06/2025	120.00	.00
230202	2053	COV DESIGNS	000	2/06/2025	350.00	.00
230203	1074	COX, DESTIE	000	2/06/2025	152.34	.00
230204	24	CRATER YOUTH CARE	000	2/06/2025	20,537.17	.00
230205	845	CROWN CASTLE GT COMPANY	000	2/06/2025	1,537.71	.00
230206	871	CRYSTAL SPRINGS	000	2/06/2025	66.57	.00
230207	510	D.O.C. FARMER'S MARKET	000	2/06/2025	144.85	.00
230208	2018	DILLARD ELECTRICAL	000	2/06/2025	225.00	.00
230209	1651	DOCUMENT SYSTEMS	000	2/06/2025	1,717.66	.00
230210	84	DOMINION VIRGINIA POWER	000	2/06/2025	128.25	.00
230211	117 ACH	2030 FLORES & ASSOCIATES, LLC	000	2/06/2025	5,445.75	.00
230212	1605	GLOBAL SIGNAL ACQUISITIONS	000	2/06/2025	506.71	.00
230213	1703	HEFTY WILEY & GORE P.C.	000	2/06/2025	9,180.00	.00
230214	1231	INTERNATIONAL INSTITUTE	000	2/06/2025	220.00	.00
230215	1740	JOHNSON CONTROLS FIRE	000	2/06/2025	1,350.00	.00
230216	1943	MARK D. MILITANA MD PC	000	2/06/2025	3,750.00	.00
230217	1046	MCI	000	2/06/2025	438.03	.00
230218	999999	MEADE, DELVONTE	000	2/06/2025	9.00	.00
230219	2212	NAVIGATE360, LLC	000	2/06/2025	1,236.00	.00
230220	56	OWEN FORD, INC	000	2/06/2025	851.03	.00
230221	2057	PARHAM, RAVEN	000	2/06/2025	84.00	.00
230222	1246	PHILLIPS TELECOMMUNICATION	000	2/06/2025	842.55	.00
230223	164	PITNEY-BOWES, LLC	000	2/06/2025	11.65	.00
230224	1952	PSIGEN SOFTWARE, INC.	000	2/06/2025	3,378.25	.00
230225	2083	READ'S UNIFORMS INC.	000	2/06/2025	1,851.70	.00
230226	832	SAM'S CLUB DIRECT	000	2/06/2025	493.04	.00
230227	999999	SILVER, TRUSSAINE	000	2/06/2025	50.40	.00
230228	2116	SLEEP INN SUITES	000	2/06/2025	83.48	.00
230229	1975	STAPLES, INC.	000	2/06/2025	165.24	.00
230230	1215	SUSSEX COUNTY SCHOOL	000	2/06/2025	207.00	.00
230231	1869	SUSSEX DISTRICT COURT	000	2/06/2025	3,536.10	.00
230232	1833	TRANSUNION RISK & ALTERNA	000	2/06/2025	75.00	.00
230233	80	TRI CITY OFFICE PRODUCTS	000	2/06/2025	451.82	.00
230234	999999	VAUGHAN, GARY	000	2/06/2025	185.84	.00
230235	39	VERIZON WIRELESS	000	2/06/2025	1,391.01	.00
230236	2089	VIRGINIA ELECTORAL BOARD	000	2/06/2025	200.00	.00
230237	999999	WHELESS, DOMIQUE	000	2/06/2025	41.85	.00
230238	999999	WHITE, RAHEEM	000	2/06/2025	52.87	.00
	1644	XEROX FINANCIAL SERVICES	000	2/06/2025	263.95	.00
		CLASS TOTAL			72,269.12	.00
		ACH TOTAL			5,445.75	
		CHECK TOTAL			66,823.37 MH	
		EPY TOTAL			.00	
		FINAL TOTAL			72,269.12	.00

2/6/25
2/6/2025

Richard Douglas
Signed by:
Richard Douglas
5094F7255D84C3...

2/6/25 *Desti G. Cox*

AP100B 2/06/2025 SUSSEX COUNTY
TIME-13:23:13

A/P CHECK REGISTER
Check Date - 2/06/2025

ActPd - 2025/02

PAGE 1

CHECK#	VEND# VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
*V230239	2280 RICHMOND CHBUG HOLDINGS,	000	2/06/2025	58,298.36	.00
	CLASS TOTAL			58,298.36	.00
	ACH TOTAL			.00	
	CHECK TOTAL			58,298.36	
	EPY TOTAL			.00	
	FINAL TOTAL			58,298.36 <i>MT</i>	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 58,298.36- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

2/6/25
DATE
2/6/2025

DATE
2/6/25
DATE

[Signature]

DIRECTOR OF FINANCE
Signed by:
[Signature]

COUNTY ADMINISTRATION
[Signature]

DESTE J. COX TREASURER

AP100B 2/13/2025 SUSSEX COUNTY
TIME-15:49:31

A/P CHECK REGISTER
Check Date - 2/13/2025

ActPd - 2025/02

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
230250	342	AGRI-VA, INC	000	2/13/2025	377.94	.00
230251	1917	AMAZON CAPTIAL SERVICES	000	2/13/2025	988.75	.00
230252	300	BATTERY BARN OF VA INC	000	2/13/2025	223.40	.00
118 ACH	1676	BERKLEY GROUP	000	2/13/2025	10,292.00	.00
230253	183	BRITT'S SERVICE CENTER	000	2/13/2025	75.50	.00
230254	1251	CABIN POINT VETERINARY	000	2/13/2025	552.50	.00
230255	2282	CARAHSOFT TECHNOLOGY CORP	000	2/13/2025	2,628.00	.00
230256	728	CARQUEST OF WAKEFIELD	000	2/13/2025	109.92	.00
230257	1485	CENTRAL AGRIBUSINESS	000	2/13/2025	61.60	.00
230258	2055	COMMONWEALTH CALIBRATIONS	000	2/13/2025	170.00	.00
230259	1449	CONVERGENT TECHNOLOGIES	000	2/13/2025	359.00	.00
230260	20	COWLING BROTHERS	000	2/13/2025	47.62	.00
230261	1074	COX, DESTIE	000	2/13/2025	219.76	.00
230262	193	DEPART OF MOTOR VEHICLES	000	2/13/2025	350.00	.00
230263	902	DOC FARMER'S MARKET	000	2/13/2025	351.15	.00
230264	1651	DOCUMENT SYSTEMS	000	2/13/2025	413.56	.00
230265	84	DOMINION VIRGINIA POWER	000	2/13/2025	8,805.56	.00
230266	84	DOMINION VIRGINIA POWER	000	2/13/2025	4,572.73	.00
230267	84	DOMINION VIRGINIA POWER	000	2/13/2025	5,852.38	.00
230268	1911	DOUGLAS, RICHARD	000	2/13/2025	491.05	.00
230269	1516	ELLIS, KELLY BRITT	000	2/13/2025	132.66	.00
230270	2157	EMERGENCY SOLUTIONS, INC.	000	2/13/2025	73,440.00	.00
119 ACH	2030	FLORES & ASSOCIATES, LLC	000	2/13/2025	7,375.18	.00
230271	152	GALLS, LLC	000	2/13/2025	245.63	.00
230272	1605	GLOBAL SIGNAL ACQUISITIONS	000	2/13/2025	491.95	.00
230273	276	GREENSVILLE COUNTY WATER	000	2/13/2025	67.54	.00
230274	2181	HARRUP, MARINA	000	2/13/2025	53.60	.00
230275	1747	HERC RENTALS INC.	000	2/13/2025	2,333.63	.00
230276	49	JARRATT HARDWARE	000	2/13/2025	271.41	.00
230277	49	JARRATT HARDWARE	000	2/13/2025	27.66	.00
230278	1789	JESSICA ANN MOORE FOUNDAT	000	2/13/2025	6,250.00	.00
230279	1983	MID-ATLANTIC PEST AND LAW	000	2/13/2025	80.00	.00
230280	56	OWEN FORD, INC	000	2/13/2025	135.81	.00
230281	2057	PARHAM, RAVEN	000	2/13/2025	52.26	.00
230282	991	PARKER OIL CO	000	2/13/2025	812.28	.00
230283	1246	PHILLIPS TELECOMMUNICATION	000	2/13/2025	1,300.00	.00
230284	61	PRINCE GEORGE ELECTRIC	000	2/13/2025	970.93	.00
230285	1023	RICOH USA, INC.	000	2/13/2025	929.30	.00
230286	1014	ROBERT'S OXYGEN, INC.	000	2/13/2025	136.10	.00
230287	1488	RRS FOODSERVICE	000	2/13/2025	3,758.19	.00
230288	1618	SHRED-IT USA, LLC	000	2/13/2025	284.02	.00
230289	1787	SIMPLE COM	000	2/13/2025	242.40	.00
230290	1772	SOUTHSIDE ELECTRIC COOPER	000	2/13/2025	113.72	.00
230291	2022	STAR2STAR COMMUNICATIONS, L	000	2/13/2025	226.16	.00
230292	67	STONY CREEK PHARMACY	000	2/13/2025	408.47	.00
230293	162	SUFFOLK ENERGIES INC	000	2/13/2025	1,726.89	.00
230294	77	SUSSEX SERVICE AUTHORITY	000	2/13/2025	52.50	.00
230295	2284	THE IRON GROUP, INCORPORA	000	2/13/2025	7,000.00	.00
230296	963	TIMMONS GROUP	000	2/13/2025	979.05	.00
230297	317	TOWN OF WAKEFIELD	000	2/13/2025	17.91	.00
230298	2283	TRI-WAY CLEANING SERVICES	000	2/13/2025	899.14	.00
230299	1995	TRUIST BANK	000	2/13/2025	573.58	.00

AP100B 2/13/2025 SUSSEX COUNTY
TIME-15:49:31

A/P CHECK REGISTER
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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
230300	2156	UNITED SITE SERVICES OF M	000	2/13/2025	680.00	.00
230301	87	VAN CLEEF AUTO PARTS INC	000	2/13/2025	1,710.04	.00
230302	2050	VIRGINIA AMERICAN WATER C	000	2/13/2025	18.20	.00
230303	619	VIRGINIA AUTO GLASS, INC	000	2/13/2025	944.09	.00
230304	2127	VRVAV	000	2/13/2025	270.00	.00
230305	1601	W.S.CAMPBELL TOWING & REP	000	2/13/2025	80.00	.00
230306	873	WASTE MANAGEMENT OF	000	2/13/2025	767.62	.00
120 ACH	2135	WEX INC	000	2/13/2025	15,210.06	.00
230307	879	WOMACK PUBLISHING CO.	000	2/13/2025	317.00	.00
230308	1966	WOOTEN COMPANY, THE	000	2/13/2025	7,500.00	.00
CLASS TOTAL					175,827.00	.00
021425 ACH TOTAL					32,877.24	
CHECK TOTAL					142,949.76	✓
EPY TOTAL					.00	
FINAL TOTAL					175,827.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 175,827.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

2-13-25
DATE
2/13/2025

DATE
2/14/25

Richard Douglas
DIRECTOR OF FINANCE
COUNTY ADMINISTRATION
Dest. J. Cox
DESTIE J. COX, TREASURER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
230330	1917	AMAZON CAPTIAL SERVICES	000	2/24/2025	390.57	.00
230331	881	ANTHEM BLUE CROSS AND	000	2/24/2025	5,778.11	.00
230332	10	BANK OF SOUTHSIDE VA	000	2/24/2025	1,252.33	.00
230333	10	BANK OF SOUTHSIDE VA	000	2/24/2025	1,166.15	.00
230334	300	BATTERY BARN OF VA INC	000	2/24/2025	88.00	.00
122 ACH	1676	BERKLEY GROUP	000	2/24/2025	6,563.00	.00
230335	1251	CABIN POINT VETERINARY	000	2/24/2025	386.50	.00
230336	728	CARQUEST OF WAKEFIELD	000	2/24/2025	284.89	.00
230337	1485	CENTRAL AGRIBUSINESS	000	2/24/2025	123.20	.00
230338	2159	COLUMBIA GAS OF VIRGINIA,	000	2/24/2025	414,760.00	.00
230339	504	COMMISSIONER OF THE	000	2/24/2025	75.00	.00
230340	2018	DILLARD ELECTRICAL	000	2/24/2025	1,555.00	.00
230341	1185	DISPUTANTA ANIMAL HOSPITA	000	2/24/2025	291.56	.00
230342	902	DOC FARMER'S MARKET	000	2/24/2025	294.35	.00
230343	1651	DOCUMENT SYSTEMS	000	2/24/2025	579.94	.00
230344	1692	FERRELLGAS	000	2/24/2025	988.20	.00
230345	602	FIRE-X CORPORATION	000	2/24/2025	635.70	.00
123 ACH	2030	FLORES & ASSOCIATES, LLC	000	2/24/2025	7,604.97	.00
230346	1563	HARRIS CORPORATION-PPSC	000	2/24/2025	1,836.25	.00
230347	1550	KINEX NETWORKING SOLUTION	000	2/24/2025	1,350.00	.00
230348	129	LOGAN SYSTEMS, INC	000	2/24/2025	760.49	.00
230349	1433	LOWE'S	000	2/24/2025	460.41	.00
230350	1749	PGEC ENTERPRISES, LLC	000	2/24/2025	1,322,573.42	.00
230351	2083	READ'S UNIFORMS INC.	000	2/24/2025	236.84	.00
230352	1488	RRS FOODSERVICE	000	2/24/2025	3,480.73	.00
230353	942	SUSSEX MINI MART	000	2/24/2025	9.08	.00
230354	2173	TERRY'S COLLISION CENTER	000	2/24/2025	3,049.69	.00
230355	1766	THE SUPPLY ROOM	000	2/24/2025	41.98	.00
230356	317	TOWN OF WAKEFIELD	000	2/24/2025	500.00	.00
230357	80	TRI CITY OFFICE PRODUCTS	000	2/24/2025	506.40	.00
230358	87	VAN CLEEF AUTO PARTS INC	000	2/24/2025	357.80	.00
230359	769	VERIZON	000	2/24/2025	948.57	.00
230360	39	VERIZON WIRELESS	000	2/24/2025	27.17	.00
230361	828	VIRGINIA'S GATEWAY REGION	000	2/24/2025	3,993.75	.00
230362	1408	WITMER PUBLIC SAFETY GRP.	000	2/24/2025	5,845.91	.00
230363	1644	XEROX FINANCIAL SERVICES	000	2/24/2025	1,071.70	.00
CLASS TOTAL					1,789,867.66	.00
ACH TOTAL					14,167.97	
CHECK TOTAL					1,775,699.69	
EPY TOTAL					.00	
FINAL TOTAL					1,789,867.66	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 1,789,867.66- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

2/24/25
DATE

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DATE

Kelly J. Cox
DIRECTOR OF FINANCE

Randy J. Smith
COUNTY ADMINISTRATION

Destie J. Cox
DESTIE J. COX, TREASURER

AP100B 2/24/2025 SUSSEX COUNTY
TIME-14:19:05

A/P CHECK REGISTER
Check Date - 2/24/2025

ActPd - 2025/02

PAGE

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
230364	999999	BAILEY, TABITHA	000	2/24/2025	50.00	.00
230365	999999	BALANCE, ROGER	000	2/24/2025	50.00	.00
230366	999999	BENDRICK, ANTOINETTE	000	2/24/2025	50.00	.00
230367	999999	BENJAMIN S. CLONINGER	000	2/24/2025	50.00	.00
230368	999999	BONNETT, JASON	000	2/24/2025	50.00	.00
230369	999999	BROOKS, GEORGE	000	2/24/2025	50.00	.00
230370	999999	BROWNLEY FRANKLIN COX	000	2/24/2025	50.00	.00
230371	999999	BYNUM, EDITH WASHINGTON	000	2/24/2025	50.00	.00
230372	999999	CLINTON, STEPHANIE	000	2/24/2025	50.00	.00
230373	999999	COX, JORDAN	000	2/24/2025	50.00	.00
230374	999999	CYNTHIA H. DICKERSON	000	2/24/2025	50.00	.00
230375	999999	GAY, DWIGHT L.	000	2/24/2025	50.00	.00
230376	999999	HAYES, THASHIMA	000	2/24/2025	50.00	.00
230377	999999	HINTON, ZION	000	2/24/2025	50.00	.00
230378	999999	JARRELL, PERCY	000	2/24/2025	50.00	.00
230379	999999	JONES, VINCENT	000	2/24/2025	50.00	.00
230380	999999	KENNEDY, INAMAY	000	2/24/2025	50.00	.00
230381	999999	MARBLE, SHONDA	000	2/24/2025	50.00	.00
230382	999999	MCALLISTER, CAROLYN	000	2/24/2025	50.00	.00
230383	999999	MCLAUGHLIN, DAPHNE	000	2/24/2025	50.00	.00
230384	999999	NORRIS, TARA	000	2/24/2025	50.00	.00
230385	999999	PATILLO, MICHAEL	000	2/24/2025	50.00	.00
230386	999999	PEGRAM, TIDASIA	000	2/24/2025	50.00	.00
230387	999999	PICKETT, CYNTHIA	000	2/24/2025	50.00	.00
230388	999999	POND, CHRISTOPHER	000	2/24/2025	50.00	.00
230389	999999	ROBERT CRAWFORD ROGERS	000	2/24/2025	50.00	.00
230390	999999	ROBYN BEALE CROFT	000	2/24/2025	50.00	.00
230391	999999	ROSBICKI, KAYDEE	000	2/24/2025	50.00	.00
230392	999999	RUFFIN, ARTHUR	000	2/24/2025	50.00	.00
230393	999999	TAYLOR, IRIS	000	2/24/2025	50.00	.00
230394	999999	VAUGHAN, SCHVON	000	2/24/2025	50.00	.00
230395	999999	WILKINS, MONTRAEAL	000	2/24/2025	50.00	.00
230396	999999	WOOLRIDGE, REBECCA	000	2/24/2025	50.00	.00
230397	999999	ZEREDA MYLER WELLS	000	2/24/2025	50.00	.00
CLASS TOTAL					1,700.00	.00
ACH TOTAL					.00	
CHECK TOTAL					1,700.00	
EPY TOTAL					.00	
FINAL TOTAL					1,700.00 RP	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 1,700.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

2/24/25
DATE
2/24/2025
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2/24/25
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[Signature]
DIRECTOR OF FINANCE
[Signature]
ADMINISTRATION
[Signature]
DESTE J. COX, TREASURER

AP100P 2/14/2025

A/P CHECK REGISTER
PAYROLL DEDUCTION CHECKS

TIME-11:53:13

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P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040250216250200	2/14/2025	100-000200-0100-	528.71	230240		00000
00000	000245		DC040250216250200	2/14/2025	105-000200-0100-	323.30	230240		00000
00000	000245		DC041250216250200	2/14/2025	100-000200-0100-	556.17	230240		00000
00000	000245		DC041250216250200	2/14/2025	105-000200-0100-	476.21	230240		00000
					CHECK TOTAL	1,884.39			
00000	000881	ANTHEM BLUE CROSS AND	DC005250216250200	2/14/2025	100-000200-0100-	10,269.00	230241		00000
00000	000881		DC005250216250200	2/14/2025	105-000200-0100-	2,934.00	230241		00000
00000	000881		DC015250216250200	2/14/2025	100-000200-0100-	9,634.50	230241		00000
00000	000881		DC015250216250200	2/14/2025	105-000200-0100-	1,070.50	230241		00000
00000	000881		DC126250216250200	2/14/2025	100-000200-0100-	28,944.50	230241		00000
00000	000881		DC126250216250200	2/14/2025	105-000200-0100-	5,947.50	230241		00000
					CHECK TOTAL	58,800.00			
00000	001397	LEGAL SHIELD	DC097250216250200	2/14/2025	100-000200-0100-	80.80	230242		00000
00000	001397		DC097250216250200	2/14/2025	105-000200-0100-	77.83	230242		00000
					CHECK TOTAL	158.63			
00000	001410	MIDLAND FUNDING LLC	DC098250216250200	2/14/2025	100-000200-0100-	200.77	230243		00000
					CHECK TOTAL	200.77			
00000	001021	MINNESOTA LIFE INS CO	DC200250216250200	2/14/2025	100-000200-0100-	551.37	230244		00000
00000	001021		DC200250216250200	2/14/2025	105-000200-0100-	119.06	230244		00000
					CHECK TOTAL	670.43			
00000	000872	NATIONWIDE RETIREMENT	DC090250216250200	2/14/2025	100-000200-0100-	345.00	230245		00000
					CHECK TOTAL	345.00			
00000	001801	SOUTHAMPTON COUNTY TREASU	DC206250216250200	2/14/2025	100-000200-0100-	246.49	230246		00000
					CHECK TOTAL	246.49			
00000	000247	TREASURER OF VIRGINIA	DC080250216250200	2/14/2025	100-000200-0100-	2,362.38	230247		00000
					CHECK TOTAL	2,362.38			
00000	000831	VACORP	DC035250216250200	2/14/2025	100-000200-0100-	267.87	230248		00000
00000	000831		DC035250216250200	2/14/2025	105-000200-0100-	134.83	230248		00000
					CHECK TOTAL	402.70			
00000	001027	VALIC RETIREMENT	DC091250216250200	2/14/2025	100-000200-0100-	625.00	230249		00000
					CHECK TOTAL	625.00			
					CLASS TOTAL	65,695.79			
					FINAL TOTAL	65,695.79-			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 65,695.79- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

2-6-25
DATE
2/7/25

Richard L. Johnson
COUNTY ADMINISTRATOR
Alvin G. Ayers

AP100P 2/28/2025

A/P CHECK REGISTER
PAYROLL DEDUCTION CHECKS

TIME-16:46:02

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P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040250228250200	2/28/2025	100-000200-0100-	528.71	230321		00000
00000	000245		DC040250228250200	2/28/2025	105-000200-0100-	323.30	230321		00000
00000	000245		DC041250228250200	2/28/2025	100-000200-0100-	556.17	230321		00000
00000	000245		DC041250228250200	2/28/2025	105-000200-0100-	476.21	230321		00000
					CHECK TOTAL	1,884.39			
00000	000881	ANTHEM BLUE CROSS AND	DC005250228250200	2/28/2025	100-000200-0100-	10,269.00	230322		00000
00000	000881		DC005250228250200	2/28/2025	105-000200-0100-	2,934.00	230322		00000
00000	000881		DC015250228250200	2/28/2025	100-000200-0100-	9,634.50	230322		00000
00000	000881		DC015250228250200	2/28/2025	105-000200-0100-	1,070.50	230322		00000
00000	000881		DC126250228250200	2/28/2025	100-000200-0100-	29,737.50	230322		00000
00000	000881		DC126250228250200	2/28/2025	105-000200-0100-	5,947.50	230322		00000
					CHECK TOTAL	59,593.00			
00000	001397	LEGAL SHIELD	DC097250228250200	2/28/2025	100-000200-0100-	80.80	230323		00000
00000	001397		DC097250228250200	2/28/2025	105-000200-0100-	77.83	230323		00000
					CHECK TOTAL	158.63			
00000	001410	MIDLAND FUNDING LLC	DC098250228250200	2/28/2025	100-000200-0100-	200.77	230324		00000
					CHECK TOTAL	200.77			
00000	001021	MINNESOTA LIFE INS CO	DC200250228250200	2/28/2025	100-000200-0100-	551.37	230325		00000
00000	001021		DC200250228250200	2/28/2025	105-000200-0100-	119.06	230325		00000
					CHECK TOTAL	670.43			
00000	000872	NATIONWIDE RETIREMENT	DC090250228250200	2/28/2025	100-000200-0100-	420.00	230326		00000
					CHECK TOTAL	420.00			
00000	000247	TREASURER OF VIRGINIA	DC080250228250200	2/28/2025	100-000200-0100-	2,362.38	230327		00000
					CHECK TOTAL	2,362.38			
00000	000831	VACORP	DC035250228250200	2/28/2025	100-000200-0100-	267.87	230328		00000
00000	000831		DC035250228250200	2/28/2025	105-000200-0100-	134.83	230328		00000
					CHECK TOTAL	402.70			
00000	001027	VALIC RETIREMENT	DC091250228250200	2/28/2025	100-000200-0100-	625.00	230329		00000
					CHECK TOTAL	625.00			
					CLASS TOTAL	66,317.30			
					FINAL TOTAL	66,317.30- <i>HM</i>			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 66,317.30- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

2-24-25
DATE

alau125

Richard L. Joyner
COUNTY ADMINISTRATOR

Heather E. Hinn

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	BATCH INV.DESCRPTION
0000000	003001	ALLIED INSTRUCTIONAL SERV	JAN1013173-0032	2/18/2025		4110-053000-1013-	644.00	230309			2g-Special Education Private	02097 TRISVAN, KHALIJA
		DISC. TOTAL	.00	CHECK TOTAL	644.00	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	644.00
0000000	003004	BELIEVE-N-U YOUTH EMPOWER	JAN1013170-0034	2/18/2025		4110-053000-1013-	6,468.00	230310			2g-Special Education Private	02097 SCOTT, JAYLA
0000000	003004		JAN1013172-0035	2/18/2025		4110-053000-1013-	12,694.00	230310			2g-Special Education Private	02097 TRISVAN, KHALIJA
0000000	003004		JAN1013229-0033	2/18/2025		4110-053000-1013-	4,224.00	230310			2g-Special Education Private	02097 RODRIGUEZ, DEMARCO
0000000	003004		JAN1013230-0046	2/18/2025		4110-053000-3000-	6,468.00	230310			2h-WA Svcs:Students w/ Disabi	02097 RODRIGUEZ, DEMARCO
		DISC. TOTAL	.00	CHECK TOTAL	29,854.00	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	29,854.00
0000000	003006	BRIGHTSTAR CARE OF RICHMO	JAN1013171-0036	2/18/2025		4110-053000-1013-	7,000.00	230311			2g-Special Education Private	02097 TRISVAN, KHALIJA
		DISC. TOTAL	.00	CHECK TOTAL	7,000.00	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	7,000.00
0000000	003039	BUILDING OUR YOUTH LLC	JAN1013190-0024	2/18/2025		4110-053000-1011-	1,200.00	230312			2f-Community Based Services	02097 WARD, LIAM
0000000	003039		JAN1013191-0019	2/18/2025		4110-053000-1011-	2,400.00	230312			2f-Community Based Services	02097 LITCHFIELD, LEVI
0000000	003039		JAN1013199-0048	2/18/2025		4110-053000-3000-	2,400.00	230312			2h-WA Svcs:Students w/ Disabi	02097 JONES, MONIQUEE
0000000	003039		JAN1013202-0015	2/18/2025		4110-053000-1011-	2,400.00	230312			2f-Community Based Services	02097 HEARD, JOHN
0000000	003039		JAN1013215-0020	2/18/2025		4110-053000-1011-	1,200.00	230312			2f-Community Based Services	02097 LITCHFIELD, LEVI
0000000	003039		JAN1013217-0016	2/18/2025		4110-053000-1011-	720.00	230312			2f-Community Based Services	02097 SMITH-ENNELS, JAYD
0000000	003039		JAN1013241-0023	2/18/2025		4110-053000-1011-	2,400.00	230312			2f-Community Based Services	02097 JACKSON, KAMRON
0000000	003039		JAN1013242-0026	2/18/2025		4110-053000-1011-	720.00	230312			2f-Community Based Services	02097 FREEMAN, YOLAN
0000000	003039		JAN1013243-0028	2/18/2025		4110-053000-1011-	1,800.00	230312			2f-Community Based Services	02097 ALLEN, TALEAH
0000000	003039		JAN1013252-0027	2/18/2025		4110-053000-1011-	3,120.00	230312			2f-Community Based Services	02097 RIDLEY, ZY'KIRA
		DISC. TOTAL	.00	CHECK TOTAL	18,360.00	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	18,360.00
0000000	003039	BUILDING OUR YOUTH LLC	JAN1013253-0017	2/18/2025		4110-053000-1011-	2,760.00	230313			2f-Community Based Services	02097 SMITH-ENNELS, JAYD
0000000	003039		JAN1013255-0047	2/18/2025		4110-053000-3000-	1,800.00	230313			2h-WA Svcs:Students w/ Disabi	02097 REED, JALIYAH
0000000	003039		JAN1013267-0025	2/18/2025		4110-053000-1011-	2,400.00	230313			2f-Community Based Services	02097 WILLIAMS, OLIJAH
0000000	003039		JAN1013269-0013	2/18/2025		4110-053000-1011-	3,480.00	230313			2f-Community Based Services	02097 BYRD, ELI
0000000	003039		JAN1013270-0014	2/18/2025		4110-053000-1011-	2,760.00	230313			2f-Community Based Services	02097 BYRD, ELIJAH
0000000	003039		JAN1013274-0012	2/18/2025		4110-053000-1011-	2,400.00	230313			2f-Community Based Services	02097 STRINGFIELD, AMON
0000000	003039		JAN1013280-0029	2/18/2025		4110-053000-1011-	1,680.00	230313			2f-Community Based Services	02097 BYNUM, JANIYAH
0000000	003039		JAN1013283-0021	2/18/2025		4110-053000-1011-	1,200.00	230313			2f-Community Based Services	02097 BYNUM JR., JONATHA
0000000	003039		JAN1013284-0022	2/18/2025		4110-053000-1011-	1,200.00	230313			2f-Community Based Services	02097 BYNUM, JOSIAH
0000000	003039		JAN1013287-0018	2/18/2025		4110-053000-1011-	1,200.00	230313			2f-Community Based Services	02097 BYNUM, JEREMIAH
		DISC. TOTAL	.00	CHECK TOTAL	20,880.00	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	20,880.00
0000000	003041	EMBRACE FOSTER CARE,LLC	JAN1013186-0002	2/18/2025		4110-053000-1004-	1,240.00	230314			2a-Treatment Foster Care: IV-	02097 WARD, LUKE
		DISC. TOTAL	.00	CHECK TOTAL	1,240.00	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	1,240.00
0000000	003016	INTERCEPT YOUTH SERVICES	JAN1013256-0009	2/18/2025		4110-053000-1005-	3,769.95	230315			2a1-Treatment Foster Care:non	02097 EDWARDS, TATUM
0000000	003016		JAN1013266-0010	2/18/2025		4110-053000-1005-	7,424.78	230315			2a1-Treatment Foster Care:non	02097 WILLIAMS, OLIJAH
0000000	003016		JAN1013268-0003	2/18/2025		4110-053000-1004-	5,245.51	230315			2a-Treatment Foster Care: IV-	02097 BYRD, ELI
0000000	003016		JAN1013271-0004	2/18/2025		4110-053000-1004-	3,206.95	230315			2a-Treatment Foster Care: IV-	02097 BYRD, ELIJAH
0000000	003016		JAN1013272-0005	2/18/2025		4110-053000-1004-	5,245.51	230315			2a-Treatment Foster Care: IV-	02097 BYRD, JOSHUA
0000000	003016		JAN1013276-0008	2/18/2025		4110-053000-1005-	4,889.95	230315			2a1-Treatment Foster Care:non	02097 BYNUM, JOURNEY
0000000	003016		JAN1013278-0007	2/18/2025		4110-053000-1005-	5,337.95	230315			2a1-Treatment Foster Care:non	02097 BYNUM, JAYDON
0000000	003016		JAN1013281-0006	2/18/2025		4110-053000-1005-	5,337.95	230315			2a1-Treatment Foster Care:non	02097 BYNUM, JANIYAH
		DISC. TOTAL	.00	CHECK TOTAL	40,458.55	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	40,458.55
0000000	003054	KINDER CARE EDUCATION LLC	JAN1013296-0011	2/18/2025		4110-053000-1008-	1,650.00	230316			2e-Family Foster Care	02097 EDWARDS, TATUM
		DISC. TOTAL	.00	CHECK TOTAL	1,650.00	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	1,650.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	BATCH INV.DESCRPTION
0000000	003048	LIFE PUSH LLC	JAN1013204-0049	2/18/2025		4110-053000-3000-	1,984.00	230317			2h-WA Svcs:Students w/ Disabi	02097 JONES, MONIQUEE
	DISC. TOTAL	.00	CHECK TOTAL	1,984.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	1,984.00
0000000	003047	LIFEBRIDGE ACADEMY	JAN1013180-0037	2/18/2025		4110-053000-1013-	4,275.00	230318			2g-Special Education Private	02097 WHORRALL, JONATHAN
	DISC. TOTAL	.00	CHECK TOTAL	4,275.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	4,275.00
0000000	003024	SH VARSITY ACQUISITION:DBA	AUG1013302-0030	2/18/2025		4110-053000-1013-	1,652.00	230319			2g-Special Education Private	02097 HARRIS, QUANTE
0000000	003024		DEC1013302-0031	2/18/2025		4110-053000-1013-	3,540.00	230319			2g-Special Education Private	02097 HARRIS, QUANTE
0000000	003024		JAN1013246-0041	2/18/2025		4110-053000-1013-	4,484.00	230319			2g-Special Education Private	02097 JACKSON, OWYN
0000000	003024		JAN1013290-0039	2/18/2025		4110-053000-1013-	4,484.00	230319			2g-Special Education Private	02097 SHELTON, ADAM
0000000	003024		JAN1013291-0040	2/18/2025		4110-053000-1013-	6,517.00	230319			2g-Special Education Private	02097 SANDLAIN, ANDREA
0000000	003024		JAN1013292-0038	2/18/2025		4110-053000-1013-	3,068.00	230319			2g-Special Education Private	02097 SYKES, ALI
0000000	003024		JAN1013302-0042	2/18/2025		4110-053000-1013-	4,484.00	230319			2g-Special Education Private	02097 HARRIS, QUANTE
0000000	003024		NOV1013302-0043	2/18/2025		4110-053000-1013-	3,776.00	230319			2g-Special Education Private	02097 HARRIS, QUANTE
0000000	003024		OCT1013302-0044	2/18/2025		4110-053000-1013-	4,956.00	230319			2g-Special Education Private	02097 HARRIS, QUANTE
0000000	003024		SEP1013302-0045	2/18/2025		4110-053000-1013-	4,720.00	230319			2g-Special Education Private	02097 HARRIS, QUANTE
	DISC. TOTAL	.00	CHECK TOTAL	41,681.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	41,681.00
0000000	003050	YOUTH EMPOWERED SOLUTIONS	JAN1013273-0001	2/18/2025		4110-053000-1001-	9,470.50	230320			1b-Resident Congregate Care:A0	02097 BYRD, JOZIAH
	DISC. TOTAL	.00	CHECK TOTAL	9,470.50	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	9,470.50
		.00	CHECK TOTAL	177,497.05	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	177,497.05
		.00	CHECK TOTAL	177,497.05	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	177,497.05



I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 177,497.05- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

2/18/25
DATE

2-18-25
DATE

2/25/25
DATE


DIRECTOR OF FINANCE


COUNTY ADMINISTRATOR

ROBERT J. COX, TREASURER

AP100B 2/18/2025 SUSSEX COUNTY
TIME-15:46:39

A/P CHECK REGISTER
Check Date - 2/18/2025

ActPd - 2025/02

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
121	ACH	2172 BANK OF AMERICA	000	2/18/2025	20,628.05	.00
			CLASS TOTAL		20,628.05	.00
			ACH TOTAL		20,628.05	
			CHECK TOTAL		.00	
			EPY TOTAL		.00	
			FINAL TOTAL		20,628.05	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 20,628.05- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

2/18/25
DATE

2-28-25
DATE

2/18/25
DATE

[Signature]
DIRECTOR OF FINANCE

[Signature]
COUNTY ADMINISTRATION

[Signature]
DESTE J. COX, TREASURER

SUSSEX COUNTY
TREASURER'S REPORT
AND
FINANCIAL UPDATE

SUBMITTED BY DESTE J. COX, TREASURER

FEBRUARY 28, 2025

- Bank Reconciliation
- Balance Sheet - Treasurer's Accountability Fund
- Income & Expense Statement – General Fund
- General Fund Revenue/Expenditure Summary
- General Fund Expenditure by Department
- Revenue/Expense Summary
 - o Capital Projects Fund
 - o Reserve Fund
 - o CSA Fund
- Landfill Revenue – 10 year review



TREASURER'S OFFICE

DESTE JARRATT COX
TREASURER
SUSSEX COUNTY

15074 COURTHOUSE ROAD
P.O. BOX 1399
SUSSEX, VA. 23884

Phone (434)246-1086 or
(434)246-1087
Fax (434)246-2347

Statement of money in the banks to the credit of Sussex County as shown by the Treasurer's books at the close of business February 28, 2025

TRUIST #201- SUSSEX, VA

Bank Balance -----	\$24,960.23	
Bank Fees/Adjustments -----	179.32	
Outstanding Checks-----	0.00	\$25,139.55

BSV #301- STONY CREEK, VA

Business Checking-----	\$5,733,554.92	
Bank Fees/Returned Checks-----	186.00	
Credit Card Fees/Adjustments-----	910.53	
Deposits in Transit -----	5,616.61	
Outstanding Checks-----	(2,762,170.82)	\$2,978,097.24

PRIMIS #401- WAVERLY, VA

Bank Balance-----	\$22,723.27	
Deposits in Transit-----	(9.43)	\$22,713.84

Investments and CD's-----

BSV #20032609	\$2,000,000.00	
Primis #30392331	\$1,098,156.05	
Primis #30391992	\$2,173,558.62	
Primis #30390504	\$2,706,429.00	
		\$7,978,143.67

LGIP INVESTMENT #803 Investment Balance-----		\$3,437,911.85
--	--	----------------

VA INV POOL #804 Investment Balance-----		\$4,736,324.63
--	--	----------------

TOTAL IN BANKS REC W/GL-----		\$19,178,330.78
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Letters or statements from each of the above mentioned banks are on file in the Treasurer's Office of Sussex County certifying the balance as listed above.

Respectfully submitted:


 Deste J. Cox, Treasurer

SUSSEX COUNTY
BALANCE SHEET - TREASURER'S ACCOUNTABILITY FUND
FEBRUARY 28, 2025

ASSETS

CASH IN BANK:

CASH IN OFFICE	\$1,300.00
BSV - OPERATING & INVESTMENT	\$2,978,097.24
TRUIST	\$25,139.55
PRIMIS	\$22,713.84

SAVINGS & INVESTMENTS:

PRIMIS - CDs	\$5,978,143.67
BSV - CD	\$2,000,000.00
LGIP	\$3,437,911.85
VIP	\$4,736,324.63

TOTAL ASSETS	<u>\$19,179,630.78</u>
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LIABILITIES

FUND BALANCE

GENERAL FUND	\$14,615,029.04
RESERVE FUND	\$3,416,549.59
OTHER FUNDS	\$1,059,315.36
TOTAL FUND BALANCE	<u>\$19,090,893.99</u>

EQUITY

PREPAID & DEFERRED ACCOUNTS	\$28,684.07
ESCROW ACCOUNTS	\$60,052.72
TOTAL EQUITY ACCOUNTS	<u>\$88,736.79</u>

TOTAL LIABILITIES & EQUITY	<u>\$19,179,630.78</u>
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**SUSSEX COUNTY
GENERAL FUND
INCOME & EXPENSE STATEMENT
FEBRUARY 28, 2025**

	FYE2025	FYE2024
	<u>2/28/2025</u>	<u>2/28/2024</u>
INCOME:		
General Property Taxes	\$12,871,198	\$11,438,055
Other Local Taxes	\$1,225,260	\$1,244,385
Permits/Fees/Licenses	\$4,506,644	\$4,452,201
Fines & Forfeitures	\$560,588	\$424,268
Use of Money/Property	\$229,532	\$292,271
Charges for Services	\$119,683	\$87,845
Miscellaneous Revenue	\$652,388	\$126,740
Recovered Costs	\$457,031	\$456,074
State Revenue	\$3,414,850	\$3,455,339
Federal Revenue	\$862,816	\$799,826
Transfer from Other Funds	\$761,712	\$509,116
TOTAL INCOME	<u>\$25,661,702</u>	<u>\$23,286,120</u>
EXPENSES:		
Board of Supervisors	\$132,466	\$97,750
County Admin/County Depts/Grants	\$6,476,268	\$6,133,384
County Attorney	\$73,440	\$73,440
Registrar	\$188,231	\$173,228
Commissioner of Revenue	\$211,153	\$186,890
Reassessment Services	\$0	\$126
Treasurer	\$338,619	\$365,917
Sheriff's Department/Jail	\$3,909,670	\$3,874,650
Courts	\$94,563	\$58,258
Clerk of Courts	\$312,422	\$286,780
Commonwealth's Atty/Victim Witness	\$524,979	\$476,221
Contributions to Outside Agencies	\$654,387	\$657,011
Transfer to Other Funds	\$6,758,119	\$6,238,603
Debt Service	\$1,500,249	\$1,534,689
Non-Departmental	\$332,269	\$212,156
TOTAL EXPENSES	<u>\$21,506,834</u>	<u>\$20,369,103</u>
TOTAL NET SURPLUS (DEFICIT)	<u>\$4,154,868</u>	<u>\$2,917,017</u>

SUSSEX COUNTY - DESTIE J. COX, TREASURER

REVENUE/EXPENDITURE SUMMARY REPORT

FEBRUARY 2025

General Fund	FUND BALANCE as of 2/28/25 = \$ 14,615,029
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			CURRENT MONTH ACTIVITY	YTD ACTUAL 02/28/2025	PRIOR FY - YTD Through 02/28/2024	COLLECTED % YTD
REVENUES		ANNUAL APPROPRIATED				
Real Estate - 2024		6,001,738	94,041	5,871,286	5,187,656	97.8%
Public Service Corp - 2024		612,460	46,847	776,603	631,355	126.8%
Personal Property - 2024		4,680,371	146,820	4,297,477	4,054,636	91.8%
Machinery & Tools - 2024		794,000	0	1,511,288	763,598	190.3%
Local Sales & Use Taxes (net)		1,233,850	155,577	890,568	744,912	72.2%
Transient Occupancy Tax		110,000	8,473	71,655	58,941	65.1%
Consumer Utility Taxes		92,500	9,379	71,826	58,687	77.7%
Business License Taxes		108,525	16,214	44,282	21,234	40.8%
Motor Vehicle Licenses		239,100	18,248	201,681	188,813	84.4%
Landfill Tipping Fees		5,490,000	503,703	3,959,156	3,200,039	72.1%
Delinquent Tax - Real Estate		139,500	20,230	137,327	123,203	98.4%
Delinquent Tax - Personal Property		92,850	17,388	143,534	213,856	154.6%
Penalties - All Property		105,000	33,839	91,118	67,722	86.8%
Interest - All Property		27,000	2,913	21,751	15,897	80.6%
Court Fines		710,000	46,000	499,265	357,430	70.3%
State		5,184,761	451,727	3,414,850	2,979,228	65.9%
Federal		67,449	400	862,816	1,260,995	
Transfer from Reserve		1,163,554	0	538,482	284,646	46.3%
Transfer from Fire Rescue Escrow		222,629	0	223,230	224,470	100.3%
Designated Use of Fund Balance		4,089,349	0	0	5,956,823	0.0%
EXPENDITURES		ANNUAL APPROPRIATED	CURRENT MONTH ACTIVITY	YTD ACTUAL 02/28/2025	PRIOR FY - YTD Through 02/28/2024	SPENT % YTD
General Government		3,407,095	220,583	2,165,537	2,064,349	63.6%
ARPA & Grants		710,000	46,000	2,291,800	1,263,234	322.8%
Judicial Administration		1,699,959	112,746	931,964	821,259	54.8%
Fire, Rescue, EMS		3,371,864	214,810	1,956,693	2,510,055	58.0%
Sheriff's Operations & Jail		7,155,739	457,667	3,998,005	3,947,870	55.9%
Public Works		1,801,817	106,782	1,034,316	1,233,981	57.4%
Health & Welfare		1,396,162	61,150	841,535	938,482	60.3%
Education		8,497,085	852,153	6,193,617	5,855,550	72.9%
Rec & Cultural Enrichment		237,935	6,250	190,701	167,734	80.1%
Planning/Community Dev		613,458	24,216	392,277	364,233	63.9%
Grants		3,799,887	1,323,552	2,291,800	1,263,234	60.3%
Debt Service		1,499,476	224,470	1,500,249	1,534,689	100.1%

* Federal Includes VATI Broadband Grant

General Fund

				ANNUAL	CURRENT MONTH	ACTUAL 02/28/2025	YTD 02/28/2024	Spent %
EXPENDITURES BY DEPARTMENT				APPROPRIATED	ACTIVITY	YEAR TO DATE	PRIOR FISCAL YEAR	YTD
Board of Supervisors				252,229	34,145	132,466	97,750	52.5%
Administration				1,339,241	72,664	828,861	819,592	61.9%
Contingency Acct (7/1/24 = \$87,301)				87,301	0	19,720	97,267	22.6%
HRA Admin Fee				6,020	434	3,416	3,472	56.7%
HRA Employer Spend				400,000	19,992	324,368	206,835	81.1%
IT & Central Acct				64,500	32	45,264	39,959	70.2%
County Attorney				111,000	9,180	73,440	73,440	66.2%
Registrar/Board of Elections				283,418	16,745	188,231	173,228	66.4%
Com of Revenue				331,520	28,771	211,153	186,890	63.7%
Treasurer				531,866	38,620	338,619	365,917	63.7%
General Government				3,407,095	220,583	2,165,537	2,064,349	63.6%
ARPA - Broadband				3,745,229	1,322,573	2,243,535	926,076	59.9%
Admin/Indust Dev Grants				54,659	979	48,265	337,158	88.3%
Grants				3,799,887	1,323,552	2,291,800	1,263,234	60.3%
Courts				115,860	6,668	94,563	58,258	81.6%
Clerk of Courts				487,334	39,172	312,422	286,780	64.1%
Commonwealth Atty				987,669	58,644	455,620	420,817	46.1%
Victim Witness				109,097	8,261	69,359	55,404	63.6%
Judicial Administration				1,699,959	112,746	931,964	821,259	54.8%
Fire/Rescue/EMS				2,896,823	177,147	1,598,357	2,179,309	55.2%
Aminal Control				475,041	37,663	358,336	330,747	75.4%
Fire, Rescue, EMS				3,371,864	214,810	1,956,693	2,510,055	58.0%
Court Sec/Spot/FO/E911				4,833,611	275,669	2,570,275	2,618,690	53.2%
Confinement of Inmates				2,196,888	161,461	1,339,395	1,255,960	61.0%
Crater Crim Justice Aca.				125,240	20,537	88,335	73,220	70.5%
Sheriff's Operations & Jail				7,155,739	457,667	3,998,005	3,947,870	55.9%
Building & Grounds				844,351	35,664	434,173	572,564	51.4%
Envir Inspections				185,786	7,259	50,841	54,436	27.4%
General Works				385,500	26,248	243,795	223,822	63.2%
Convenience Ctrs.				386,180	37,611	305,507	383,160	79.1%
Public Works				1,801,817	106,782	1,034,316	1,233,981	57.4%
Health - Outside Agencies				271,854	0	231,354	129,305	85.1%
Com. Support Services - Outside Agencies				157,342	0	70,335	166,691	44.7%
Local Contrib to DSS				345,411	61,150	243,908	207,359	70.6%
Local Contrib to CSA				621,555	0	295,938	435,128	47.6%
Health & Welfare				1,396,162	61,150	841,535	938,482	60.3%
Educ Contrib - Outside Agencies				915	0	458	943	0.0%
Local Contrib to Sch Fd				8,496,170	852,153	6,193,160	5,854,607	72.9%
Education				8,497,085	852,153	6,193,617	5,855,550	72.9%
Library/Cultural - Outside Agencies				177,935	0	136,951	130,484	77.0%
Recreational Contrib- Outside Agencies				60,000	6,250	53,750	37,250	89.6%
Recreational & Cultural Enrichment				237,935	6,250	190,701	167,734	80.1%
Planning/Building/Zoning				475,544	24,216	319,073	265,709	67.1%
Crater Planning Com				17,039	0	17,039	17,039	100.0%
IDA				58,961	0	0	23,569	0.0%
Va Gateway Region				50,415	0	50,415	47,166	100.0%
Crater SBDC				1,500	0	750	750	50.0%
Crater Regional Workforce Dev				10,000	0	5,000	10,000	50.0%
Planning/Community Dev				613,458	24,216	392,277	364,233	63.9%
Debt Service				1,499,476	224,470	1,500,249	1,534,689	100.1%
Debt Service				1,499,476	224,470	1,500,249	1,534,689	100.1%

SUSSEX COUNTY
REVENUE/EXPENDITURE SUMMARY REPORT
FEBRUARY 2025

Capital Projects Fund - Fund 302

FUND BALANCE as of 2/28/25 = \$ 10

		ANNUAL APPROPRIATED	CURRENT MONTH ACTIVITY	YTD ACTUAL 02/28/2025	PRIOR FY - YTD Through 02/28/2024	
REVENUES						
Interest Earned		0	0	1,138	13,672	
Gifts/Donations Fire & Rescue		0	0	2,000	100	
Designated Use of Fund Balance		220,529	0	0	0	
Transfer from General Fund			0	25,113	0	
Transfer from Reserve Fund		33,115	0	33,115	0	
Total Capital Projects Fund Revenues		253,644	0	61,366	13,772	
EXPENDITURES						
Replace E911 Equip		19,323	0	0	0	
Replace AS400 Server		0	0	0	64,939	
Communications		20,000	0	22,796	0	
Renovations-Co. Buildings		249,418	0	89,880	0	
Trf to General Fund		222,629	0	223,230	224,470	
Total Capital Projects Fund Expenditures		511,370	-	335,906	289,409	

SUSSEX COUNTY
REVENUE/EXPENDITURE SUMMARY REPORT
FEBRUARY 2025

Reserve Fund 135

FUND BALANCE as of 2/28/25 = \$ 3,416,550

		ANNUAL APPROPRIATED	CURRENT MONTH ACTIVITY	YTD ACTUAL 02/28/2025	PRIOR FY - YTD Through 02/28/2024	
REVENUES						
Interest		0	0	179,222	118,851	
Transfer from General Fund		0	0	0	0	
Total Reserve Fund Revenues		0	0	179,222	118,851	
EXPENDITURES						
Transfer to General Fund		543,554	0	538,482	284,646	
Transfer to CSA Fund		0	0	0	258,490	
Transfer to Capital Proj Fund		399,865	0	33,115	0	
Transfer to Mega Site Indust Pk			0	373,533		
Total Reserve Fund Expenditures		943,419	0	945,130	543,135	

SUSSEX COUNTY
REVENUE/EXPENDITURE SUMMARY REPORT
FEBRUARY 2025

CSA Fund 110			FUND BALANCE as of 2/28/25 = \$ (167,825.18)			
		ANNUAL APPROPRIATED	CURRENT MONTH ACTIVITY	YTD ACTUAL 02/28/2025	PRIOR FY - YTD Through 02/28/2024	
REVENUES						
Expenditure Refund		0	0	6,111	3,740	
CSA State Funds		1,420,315	152,235	1,156,893	922,120	
Local Appropriation		621,555	0	295,938	435,128	
Total Reserve Fund Revenues		2,041,870	152,235	1,458,942	1,360,988	
EXPENDITURES						
CSA Expenditures		2,041,870	177,497	1,409,505	1,360,988	
Total Reserve Fund Expenditures		2,041,870	177,497	1,409,505	1,360,988	

SUSSEX COUNTY
TEN YEAR LANDFILL REVENUE SUMMARY
DESTE J. COX, TREASURER

MO. RECD	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	FYE2022	FYE2023	FYE2024	FYE2025	FY22-24 3Yr Ave.
July	514,503	480,468	501,253	436,313	478,992	513,862	484,545	479,916	483,348	521,385	458,567	421,765	487,766
August	499,297	454,641	429,103	401,017	433,259	527,100	552,838	532,439	414,524	420,696	461,139	495,219	432,119
September	452,803	350,607	324,276	424,719	492,106	671,682	494,825	499,000	478,914	491,609	486,604	442,161	485,709
October	401,828	399,043	308,871	367,365	417,047	602,719	471,021	494,212	452,293	457,959	430,771	464,286	447,008
November	405,430	382,450	334,371	441,841	459,048	771,203	532,914	533,909	484,161	400,445	457,169	580,449	447,258
December	322,278	335,460	339,298	353,495	475,139	613,451	467,628	455,970	473,838	443,237	466,837	509,477	461,304
January	343,461	389,239	390,132	343,788	493,320	689,112	502,056	430,890	448,514	470,663	438,953	542,096	452,710
February	377,628	403,443	342,709	375,933	458,704	747,024	489,357	406,001	405,207	478,585	495,454	503,703	459,748
March	317,919	290,654	341,827	314,512	490,123	667,723	397,492	308,553	362,852	383,741	386,265		377,619
April	338,922	459,688	389,559	393,938	458,270	679,997	456,070	415,630	417,524	486,873	426,106		443,501
May	390,339	544,490	360,063	383,640	373,837	556,306	376,441	459,201	419,311	378,087	454,772		417,390
June	399,471	508,752	400,137	467,027	432,824	536,509	370,664	410,440	411,468	445,275	438,269		431,671
Totals	<u>4,763,879</u>	<u>4,998,935</u>	<u>4,461,599</u>	<u>4,703,588</u>	<u>5,462,669</u>	<u>7,576,689</u>	<u>5,595,852</u>	<u>5,426,160</u>	<u>5,251,954</u>	<u>5,378,554</u>	<u>5,400,905</u>	<u>3,959,156</u>	<u>5,343,804</u>
Current Year Budget:	<u>5,490,000</u>												

BUILDING INSPECTIONS DEPARTMENT



March 20, 2025 Monthly Reports



MEMORANDUM

DATE: March 3, 2025

TO: Richard Douglas, County Administrator

FROM: Matt Westheimer, Building Official

SUBJECT: February 2025 - Monthly Report

Please accept this as the February 2025 update for the Building Department.

BUILDING ACTIVITY

- February 2025

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing & Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Misc. Fee</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
5	6	1	5	49	\$0	\$386,605.00	\$3,006.44

- February 2024

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing & Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Misc. Fee</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
13	12	5	10	141	0	\$1,330,315.33	\$11,222.34

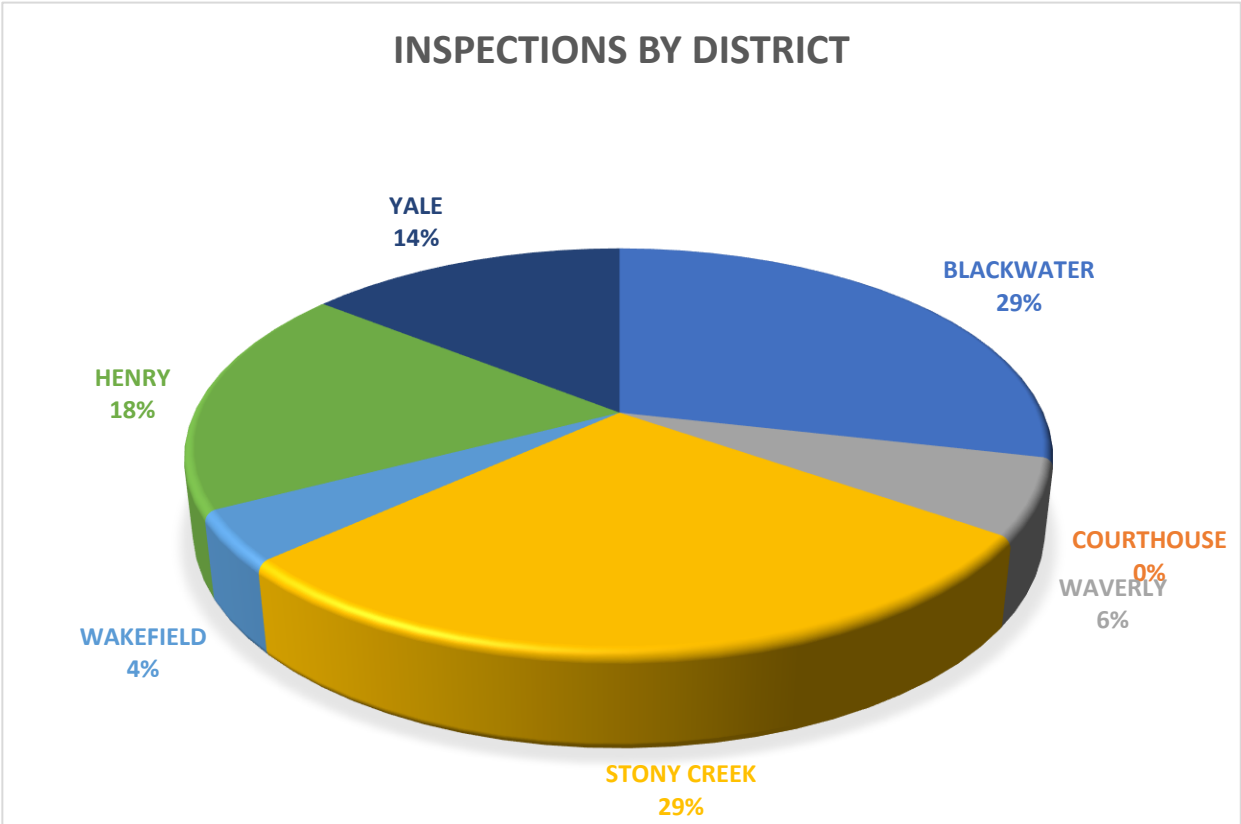
- July 2024 – June 2025 (Fiscal Totals)

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing & Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Misc. Fee</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
78	84	24	48	724	\$1404	\$5,000,998.83	\$48,993.73

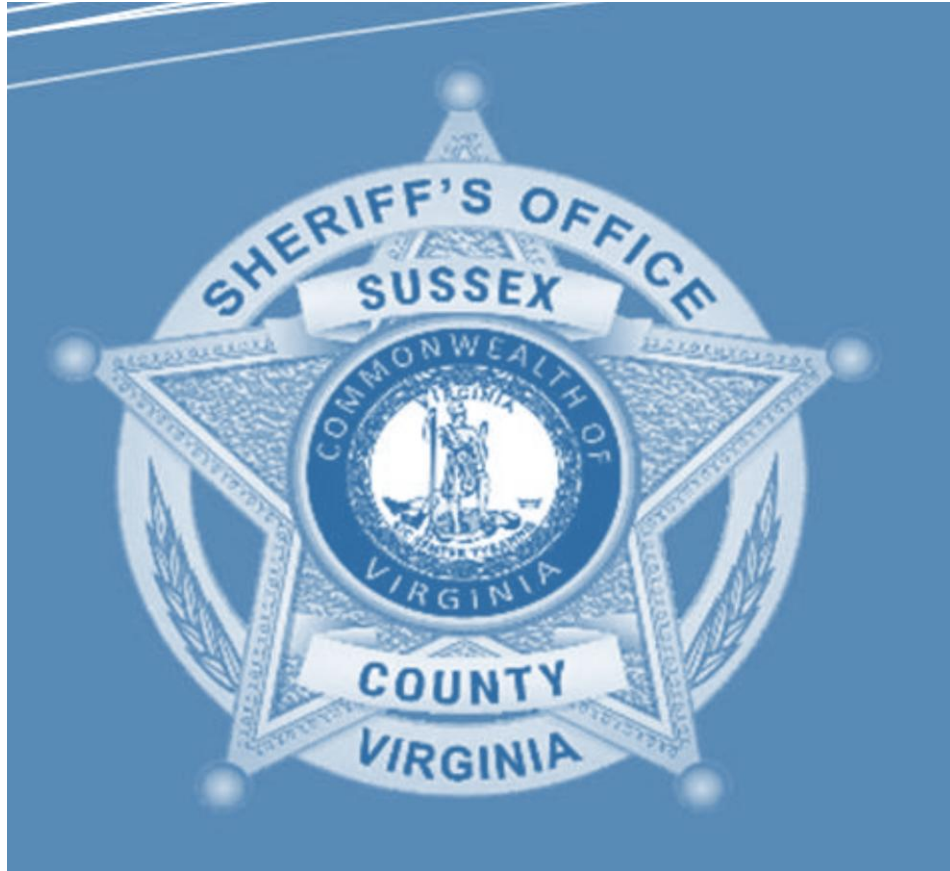
<i>Inspections completed within 24 hours For February</i>	<i>100%</i>
<i>Plans reviewed within 10 business days For February</i>	<i>100%</i>

SUSSEX COUNTY
INSPECTIONS PERFORMED BY DISTRICT
FEBRUARY 2025

DISTRICT	INSPECTIONS
BLACKWATER	14
COURTHOUSE	0
WAVERLY	3
STONY CREEK	14
WAKEFIELD	2
HENRY	9
YALE	7



Sheriff's Department



March 20, 2025

Monthly Reports



Sheriff E.L. Giles, Sr.
Sussex County Sheriff's Office

"One Family, One Mission, One Goal"

Sussex County Sheriff's Office Monthly Report
Month of February 2025

PATROL

CALLS FOR SERVICE	
Type:	Total:
Sheriff	1,478
Fire	125
Rescue	198
Animal Control	51
Town of Wakefield	13
Traffic	785
TOTAL	2,650

COURTS

Court:	Days of Court:
Circuit Court	4
General District	10
JDR Court	4

Court:	Judges:
Circuit Court	1
General District	4
JDR Court	2

CIVIL

Type:	Total:
Subpoenas Served	383
Jury Summoned	0
Criminal Warrants	5
DMV Notices	16
Levies	0
TDO	1
ECO	1
Other Civil	107

Fines and Forfeitures	\$54,249.32
Sheriff's Fees	\$493.00
Courthouse Security	\$7,699.14

JAIL

During the month of February 2025, our average daily population was 36.14 inmates. The jail booked in 45 individuals in February 2025.

The classification of these inmates as reported by the Commonwealth of Virginia's LIDS computer system is as follows:

Pre- Trial	45 inmates, having been confined a total of 659 days
Sentenced Misdemeanant	15 inmates, having been confined a total of 118 days
Sentenced Felons	6 inmates, having been confined a total of 115 days.
Others	6 inmates, convicted but not sentenced, etc.
Weekenders	7 inmates serving a misdemeanor sentence.

Transports of inmates for various reasons are listed below:

Court / Jail	12
Medical	1
Juvenile	1
Road Crew	0
TDO (Mental)	0
TOTAL	14

BOARD ACTION FORM

Agenda Item: Consent Agenda #2.05

Subject: VDOT Resolution for Cancellation of Route 35/40 Smart Scale Project

Board Meeting Date: March 20 2025

=====

Summary: Attached for your consideration is a resolution to formally cancel the Route 35/40 Smart Scale project, as discussed and approved by the board at its February regular meeting. Specifically, this resolution rescinds Resolution #R-22-85 (supporting a Smart Scale application for the construction of a roundabout at the Route 35/40 intersection in Sussex County), and requests the Virginia Department of Transportation and the Commonwealth Transportation Board cancel this project. This action is in response to increased projected construction costs and the expectation that the county provide for these additional costs. This resolution was prepared by the County Attorney and reviewed by the VDOT Franklin Residency.

Recommendation: Staff recommends approval.

Attachments: Resolution #25-27A Cancellation of Smart Scale Project and Resolution #R-22-85

=====

ACTION: That the Board approve Resolution #25-27A formally canceling the Route 35/40 Smart Scale project

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	W. Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___



RESOLUTION #25-27A

AT A REGULARLY SCHEDULED MEETING OF THE SUSSEX COUNTY BOARD OF SUPERVISORS OF HELD AT THE COURTHOUSE, ON THE 20th DAY OF MARCH 2025.

PRESENT:

VOTE:

Steve E. White, Chairman
Phyllis T. Tolliver, Vice Chair
Rufus E. Tyler, Sr.
C. Eric Fly, Sr.
Alfred Futrell
Wayne O. Jones
Thomas W. Baicy, III

RESOLUTION TO CANCEL ROUTE 35/40 SMART-SCALE PROJECT

WHEREAS, the Board of Supervisors for the County of Sussex, Virginia, adopted Resolution #R-22-85 to indicate its support for Smart Scale funding for upgrades to Route 35/40; and

WHEREAS, the project was approved by the Commonwealth Transportation Board; and

WHEREAS, at this time, the Board of Supervisors has decided to not proceed with the Route 35/40 project; and

WHEREAS, in accordance with the Commonwealth Transportation Board (“CTB”) construction allocation procedures, it is necessary that a resolution be received from the Board of Supervisors of Sussex County requesting the Virginia Department of Transportation (“VDOT”) to cancel the project in the County.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the County of Sussex, Virginia, requests VDOT and the CTB to cancel the Route 35/40 project.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of Supervisors for the County of Sussex, Virginia, voted unanimously to rescind the attached Resolution #R-22-85 and respectfully requests that VDOT and the CTB cancel the Route 35/40 project.

Given under my hand this 20th day of March, 2025.

ATTEST:

Steve E. White, Chairman
Sussex County Board of Supervisors

ATTEST:

Clerk, Board of Supervisors

STATE OF VIRGINIA
COUNTY OF SUSSEX

Attested Photocopy:

On this 20th day of March, 2025, I, Shilton Ricks-Butts, Clerk to the Board of Supervisors, attest that the preceding document is a true, exact, complete and unaltered photocopy made by me of Resolution #25-27A.

Clerk

RESOLUTION R-22-85



SUPPORT FOR PROJECT APPLICATIONS SUBMITTED FOR SMART SCALE FUNDY BY SUSSEX COUNTY

ON MOTION OF SUPERVISOR W. JONES, seconded by D. JONES and carried:
RESOLVED that the Sussex County Board of Supervisors hereby voted to adopt this resolution as follows:

Whereas, the Smart Scale program directs the Commonwealth Transportation Board (CTB) to develop and use a prioritization process to select transportation projects to be funded for both urban and rural communities throughout the Commonwealth; and

Whereas, through the Smart Scale process, projects submitted by eligible entities will be evaluated and scored based on predetermined evaluation measures; and

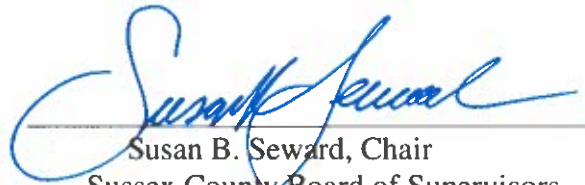
Whereas, in review of the scored project list, and considering other information submitted to the CTB on each project, the CTB will be better informed in their funding decisions regarding projects to be included in the Six-Year Improvement Program (SYIP); and

Whereas, each project application must meet an identified need in VTrans 2040 for a Corridor of Statewide Significance, Regional Network, or Urban Development Area to be determined eligible for the Smart Scale process; and

Whereas, each Smart Scale project submission related to a Corridor of Statewide Significance requires a resolution of support from the relevant local government; and

Whereas, this resolution serves to meet the aforementioned requirement for projects listed in Exhibit 1 and submitted by Sussex County; and

NOW THEREFORE BE IT RESOLVED that the Sussex County Board of Supervisors does hereby support projects described in Exhibit 1 for submission to the Smart Scale project evaluation process.


Susan B. Seward, Chair
Sussex County Board of Supervisors

A COPY TESTE:


Richard Douglas, County Administrator

BOARD ACTION FORM

Agenda Item: Consent Agenda #2.06

Subject: County Flexible Work Schedule Policy

Board Meeting Date: March 20 2025

=====

Summary: Attached for your consideration is a flexible work schedule policy (to include working from home). This policy is modeled on similar Prince George County policy and was reviewed by the Personnel Committee at its February 13th meeting.

Recommendation: Staff recommends approval.

Attachment: Proposed Flexible Work Schedule Policy

=====

ACTION: That the Board approve the proposed Flexible Work Schedule Policy

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___

COUNTY OF SUSSEX PERSONNEL POLICY Sussex, Virginia	POLICY NUMBER: 43.1 – 43.4	PAGE 1 OF 2
	SUPERSEDES:	DATE ISSUED:
SUBJECT: Flexible Work Schedule	AUTHORIZATION: Adopted by the Board of Supervisors, Effective date:	

SECTION 43 – FLEXIBLE WORK SCHEDULE

43.1 Flexible Work Schedule

The flexible work schedule program will be at the discretion of the Department Director, as deemed feasible, with final approval of the County Administrator or his designee.

Employees are expected to perform their job responsibilities at their respective job site during normal hours as defined by each department. Flexible work schedules may be offered when it is feasible and will in no way interfere with providing efficient and effective services. There is no “right” to be given a choice to work using a flexible work schedule.

43.2 Eligibility

Eligibility for participation in Sussex County’s flexible work schedule will depend on an assessment by the Department Director that the employee’s proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations. Employees who have been subject to disciplinary action during the previous 90 days will not be eligible to participate in a flexible work schedule.

43.3 Guidelines and Procedures

Upon prior written approval from the Department Director, an employee may participate in a flexible work schedule by working the same number of normally scheduled hours per week (40) during a different, preapproved schedule. A flexible work schedule may include occasionally working from home. A lunch time must be scheduled for a minimum of 30 minutes, but no longer than 60 minutes, per work day.

43.4 Flexible Work Schedule Requests

Eligible employees may request participation in the alternate work schedule program by submitting a written request to their Department Director. Employees must satisfy the Department Director that there will be no conflict between work responsibilities and a new schedule.

SUBJECT: Flexible Work Schedule	POLICY NUMBER: 43.5 – 43.7	PAGE 2 OF 2
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43.5 Evaluation of Requests

In evaluating a Flexible Work Schedule Request, the Department Director will weigh such factors as the requesting employees's job responsibilities and his or her extent of interaction with members of the public and others, the schedules requested by other employees in the department, and the extent to which the requesting employee has demonstrated responsibility and dependability.

43.6 Schedules

The County reserves the right at any time for any reason or no reason to return an employee participating in a flexible work schedule to his or her standard schedule.

43.7 Distribution of Flexible Work Schedule Policy to County Employees; Employee Acknowledgement

A copy of the Flexible Work Schedule Policy shall be distributed to each County employee with an Employee Acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement form in the presence of a witness who shall also sign and date the Acknowledgement. The executed Employee Acknowledgement shall be returned to the Payroll Department for filing in the respective employee's personnel file.

BOARD ACTION FORM

Agenda Item: Presentation #3.01

Subject: Commercial Property Assessed Clean Energy (C-PACE) Program – Abby Johnson,
Virginia Pace

Board Meeting Date: March 20 2025

=====

Summary: In an effort to increase the economic competitiveness of Sussex Green Enterprise Park and align its vision with other support programs, County staff have engaged with representatives of the Virginia PACE Authority, which manages the Commercial Property Assessed Clean Energy (C-PACE) Program. This is an innovative clean energy financing tool that provides 100% upfront capital to property owners who want to upgrade their buildings with energy efficiency, renewable energy, and water management systems. Many of these designs and operations have been identified and/or conceptually designed for Sussex Green Enterprise Park.

Adoption of this program, through its model ordinance carries no cost to Sussex County.

Abby Johnson, CEO of the Virginia PACE Authority, will provide the Board of Supervisors with an overview of the program and answer any questions.

Recommendation: No action needed.

Attachments: PACE PowerPoint presentation; Locality C-PACE Agreement; C-PACE Program Model Ordinance

=====

ACTION: None

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___

Commercial Property Assessed Clean Energy (C-PACE)

How C-PACE Can Help New and
Expanding Businesses
May, 2024

C-PACE 101 *Innovative Clean Energy Financing Solution*

100% upfront financing for eligible projects and properties

Eligible projects: energy efficiency, renewable energy, resilience, stormwater, environmental remediation, and EV infrastructure

Eligible properties: private and nonprofit commercial, multifamily and agricultural -only residential 1-4 units excluded

Competitive fixed-rate, fully amortizing loans for up to 30+ years

No personal or corporate guarantees required

Refinance eligible improvements two years after completion

C-PACE 101 *Innovative Clean Energy Financing Solution*

Private lenders known as Capital Providers structure financing terms directly with borrowers

Secured by a voluntary special assessment lien placed on the property

As a special assessment, stays with property upon sale or refinance, meaning balance at time of sale does not have to be refinanced or paid.

As a special assessment, lien is enforced by the locality or Capital Provider (per 2022 statutory changes)

C-PACE loans are prepayable per agreement with Capital Provider



Ben created the
1st assessment
district in 1776

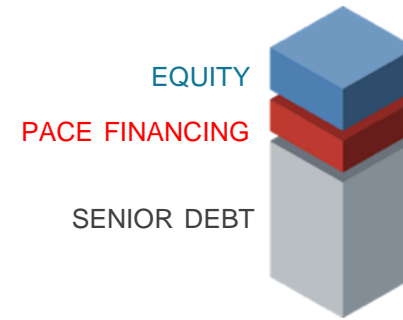
Opportunities created by the C-PACE Program

For Building Owners and Developers

- Install high performing improvements with no upfront costs
- Pays for wide range of hard and soft costs in both existing buildings and new construction
- Lowers cost of new construction or gut rehab
- Helps companies meet Environmental, Social and Governance Targets

New development or gut rehab

- Fund up to 25% of hard and soft construction costs
- Gap financing that replaces equity or more expensive “mezz” debt
- Lowers overall cost of capital on development projects, improves ROI
- Defer payments for multiple years
- Interest only financing available
- Funding soft costs in loan can improve construction cash flow



20-year, \$1.93MM C-PACE loan on new hotel

Building Retrofit

- Pay for building upgrades with C-PACE and use cash instead for operations or other purposes
- Enhance building value by upgrading building with highly efficient improvements
- Install high-efficiency improvements that lower utility and maintenance costs, making C-PACE cash flow neutral or even positive
- Off-balance sheet potential
- Pass through to tenants depending on lease type



20-year, \$785K C-PACE
loan for nonprofit

C-PACE can also finance a wide variety of “resiliency” improvements

Resiliency improvement: an improvement that increases the capacity of a structure or infrastructure to withstand or recover from natural disasters, the effects of climate change, and attacks and accidents, including, but not limited to:

1. Flood mitigation or the mitigation of the impacts of flooding
2. Inundation adaptation
3. Natural or nature-based features and living shorelines
4. Enhancement of fire or wind resistance
5. Microgrids
6. Energy storage and
7. Enhancement of the resilience capacity of a natural system, structure, or infrastructure

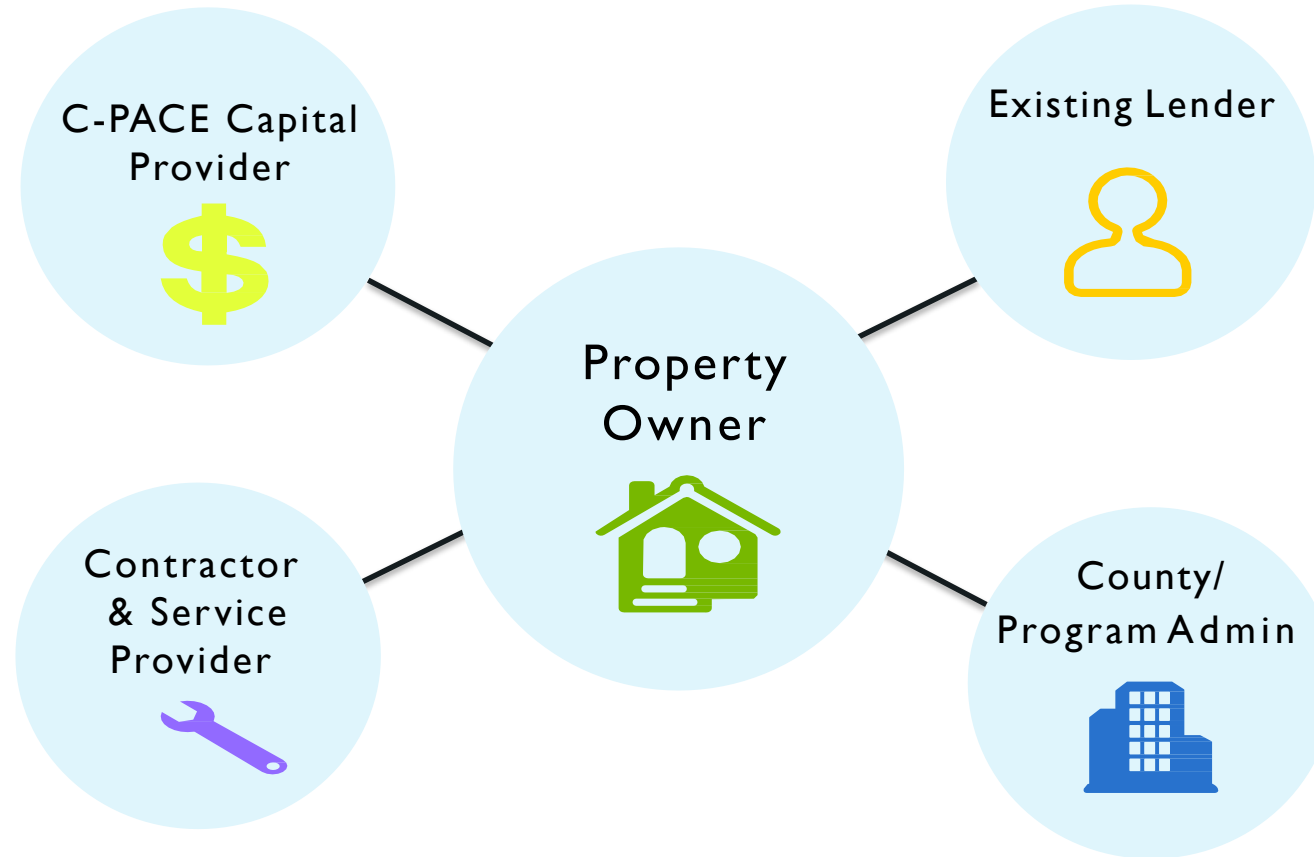
Opportunities created by the C-PACE program

For Localities

- Free Economic development tool
- Meet Sustainability and/or resiliency goals
- Attract or retain new businesses
- Help small and underserved communities and businesses that cannot access affordable capital easily
- Building values increase over time
- Create new jobs

C-PACE 101

Project Stakeholders



Virginia PACE Authority (VPA)

- Organized as a 501(c)(3) nonprofit
 - Key staff have 10 years of experience in C-PACE around the country and in Virginia since 2014
 - Program administrator for the VA C-PACE Program sponsored by the Virginia Department of Energy
 - Responsible for all aspects of applying and closing C-PACE loans in addition to marketing and outreach to all C-PACE stakeholders.
- We assist localities with marketing and outreach, and with making deals happen.

How a Deal Happens - 1

- Business wishes to build a new facility
- Economic Development staff discuss options for sites, incentives and **C-PACE financing**
- Staff and business discuss general plans for building and if proposed facilities could qualify
- Staff or business contact **VPA staff, who begin evaluation and coordination process**, making qualification determination, contacting potential C-PACE Capital Providers, keeping all informed

How a Deal Happens - 2

- If deal qualifies under the Program and financing is available, all parties complete proposed plan
- **VPA brings proposed financing to City for sign-off, along with assurance that project complies with all VA C-PACE Program requirements**
- Upon locality sign-off, project moves forward
- Lien is recorded against the property for amount of C-PACE loan; property owners make payments directly to the C-PACE Capital Providers.

C-PACE pipeline - May, 2024

- 15 total projects
- Industrial, Multifamily, mixed use and agricultural projects
- Located around the state in urban, suburban and rural localities



VA C-PACE Opt-in Process

Localities



Locality staff review Ordinance and program documents. VPA answers any questions



VPA works with staff and elected officials to present C-PACE at public hearing, if necessary



Staff issues public notice that Ordinance will be on docket of next Council/BOS meeting



Locality adopts Ordinance and executes Virginia Energy-Locality Agreement



Locality designates Point of Contact and Program Manager



VPA markets, vets and approves projects and facilitates loan closings with Locality

C-PACE Potential Benefits for Virginia

- Powerful economic development tool:
 - If 15% of buildings in VA were financed with C-PACE:
 - 250,000 jobs would be created
 - \$32 Billion economic impact
 - 17 million metric tons of reduced carbon

Some of these benefits can begin occurring in your locality!



Source: From PACENation's A PACE Enabled World, January 20, 2022

THANK YOU!

Contact Information:

Andy Friedman, Business Development Representative

andy@virginiapace.com

757-447-0584

Abby Johnson, CEO

abby@virginiapace.com

www.virginiapace.com

VIRGINIA ENERGY – LOCALITY COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 20__, between [INSERT LOCALITY NAME], Virginia, a political subdivision of the Commonwealth of Virginia (the “Locality”), and the Virginia Department of Energy (“Virginia Energy”), a public agency of the Commonwealth of Virginia.

RECITALS

1. Pursuant to § 15.2-958.3. of the Code of Virginia, entitled “Financing clean energy, resiliency, and stormwater management programs” (“C-PACE Act”), Locality has exercised its right to authorize contracts to provide C-PACE loans through the adoption of a C-PACE ordinance (“Ordinance”), attached hereto as Exhibit 1.
2. Pursuant to the C-PACE Act and Ordinance, Locality has agreed to opt into the statewide C-PACE loan program sponsored by Virginia Energy (“Virginia C-PACE Program”) and administered by a competitively selected private program administrator (“Program Administrator”). The current Program Administrator and its contact information are set forth on Exhibit 2 attached hereto.
3. The Virginia C-PACE Program provides the Locality with a uniform process for the application, approval, closing and servicing of C-PACE loans and with outreach and training support to promote the program to property owners. A Locality participating in the Virginia C-PACE Program agrees to adopt the set of legal and administrative documents and to abide by the requirements of the statewide C-PACE Program Guidelines (“Program Guidelines”) attached hereto as Exhibit 3.

NOW THEREFORE, to implement the local C-PACE Ordinance, the Locality hereby opts into the Virginia C-PACE Program sponsored by Virginia Energy and managed and operated by Virginia Energy’s Program Administrator, on the terms set forth hereinbelow and in accordance with the program design detailed in the Program Guidelines.

ARTICLE 1

(a) **Term.** The term of this Agreement shall commence upon the date the last party executes the Agreement. This Agreement shall remain in full force and effect until either Virginia Energy terminates the Virginia C-PACE Program or the Locality opts out of the Virginia C-PACE Program. Either party may terminate this Agreement at any time upon ninety (90) days’ advance written notice to the other party, provided that the collection of C-PACE Lien payments for C-PACE loans made prior to the termination date shall continue until all C-PACE Lien payments (including the interest, penalties, and fees thereon) have been collected and all such C-PACE loans have been paid in full.

(b) Servicing of C-PACE Loans. C-PACE Loans shall be serviced by their respective capital provider, in accordance with the Ordinance and the Program Guidelines.

(c) Enforcement of C-PACE Liens. The Locality has agreed to **[enforce the C-PACE Lien] OR [delegate enforcement of the C-PACE Lien to a third party] OR [decide whether to enforce or delegate on a project-by-project basis]** in accordance with the C-PACE Act, the obligations of which are described in the Ordinance and the Program Guidelines.

(d) Cooperation in Operating C-PACE Program. The Locality shall cooperate with the Program Administrator in the latter's operation of the C-PACE Program in the Locality. This cooperation shall include, but not be limited to the Locality:

(i) designating (A) an employee of the Locality to serve as Program Manager, and if the Program Manager wishes to delegate some or all of the duties assigned to the Program Manager, identifying the Program Manager's designee and promptly communicating the contact information for the Program Manager and any designee to the Program Administrator and (B) which employee(s) of the Locality will sign documents requiring the Locality's signature for C-PACE Loan closings;

(ii) complying with the review and other periods of time prescribed for the Locality to take a required action specified in the Program Guidelines;

(iii) taking reasonable steps to procure the timely participation of the Locality's Treasurer (or comparable official if the Locality has abolished the office of Treasurer or the Locality's Treasurer is not responsible for the collection of real property taxes) in the processes and procedures described in the Program Guidelines and the Ordinance as involving the Treasurer, it being understood that such processes and procedures are based on the collection of C-PACE Payments in the same manner as real property taxes; and

(iv) in the discretion of the Locality, providing reasonable assistance in jointly promoting the Locality's C-PACE Program to lenders, contractors and businesses located in, or considering locating in, the Locality.

ARTICLE 2

MISCELLANEOUS PROVISIONS

(a) Model Ordinance. The Locality represents and warrants to Virginia Energy and its Program Administrator that the Ordinance substantially conforms to model ordinance adopted by the Program Administrator for use in the Virginia C-PACE Program and furnished to the Locality.

(b) Non-Assignability. The Locality may not assign or transfer its rights or obligations under this Agreement without prior written consent of Virginia Energy; provided, however, that this paragraph shall not be construed to apply to, or restrict, the assignment of C-PACE Liens in accordance with the Locality's Ordinance and related C-PACE Documents.

(c) Locality Acknowledgments. The Locality acknowledges and agrees that: (i)

Virginia Energy has employed the Program Administrator to carry out Virginia Energy's obligations under this Agreement and the Virginia C-PACE Program generally; (ii) if Virginia Energy replaces the Program Administrator listed on Exhibit 2, then the successor Program Administrator will succeed to the rights, duties and obligations of the Program Administrator, except to the extent specified in Virginia Energy's agreements with such Program Administrators; (iii) for purposes of this Agreement and the Locality's C-PACE program, the Program Administrator shall speak and act for Virginia Energy and that any notices required under the terms of this Agreement to be sent to Virginia Energy shall also be sent to the Program Administrator; (iv) the Program Administrator is made a third party beneficiary of this Agreement, and by accepting the benefits of such status, shall be deemed to have covenanted with the Locality to adhere to and comply with its obligations under the Program Guidelines in administering the Locality's C-PACE Program; and (v) the Program Administrator is entitled to be paid by Property Owners (the Locality having no liability therefor) the Program Fees set forth from time in the Program Guidelines.

(d) Non-waiver; Amendment. Any waiver of any provision of this Agreement must be in writing and mutually agreed to by Virginia Energy and the Locality. Except for a specific provision of this Agreement which is amended, this Agreement shall remain in full force and effect after such amendment and is subject to the same laws, obligations, conditions, provisions, rules, and regulations as it was before the amendment.

(e) Severability. If any clause, provision or section of this Agreement is held to be illegal or invalid by any court, the invalidity of the clause, provision or section will not affect any of the remaining clauses, provisions or sections, and this Agreement will be construed and enforced as if the illegal or invalid clause, provision or section has not been contained in it.

(f) Counterparts; Scanned and Digital Signatures. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, and all of which together shall constitute but one and the same instrument. Scanned signatures (e.g., a "PDF" document) and digital signatures (e.g., DocuSign) shall have the same force, effect and validity as an original signature.

(g) Notices. All notices, requests, consents and other communications shall be in writing and shall be delivered, mailed by first class mail, postage prepaid, hand delivered, or overnight delivery service, to the parties, as follows:

If to the Locality:

[INSERT LOCALITY NAME]
[INSERT STREET ADDRESS]
[LOCALITY], Virginia [ZIP CODE]
Attention: _____

If to Virginia Energy:

817 Washington Building
1100 Bank Street
Richmond, Virginia 23219
Attention: Energy Efficiency and Financing Programs Manager

With a copy to the Program Administrator at the address on Exhibit 2.

Any party may change its notice address by providing the new notice address to the other parties in accordance with this paragraph (g).

(h) Jurisdiction and Venue. This Agreement shall be construed, interpreted, and enforced according to the laws of the Commonwealth of Virginia. Any claim brought in connection with this Agreement must be brought in the Circuit Court of the City of Richmond and the parties consent to its jurisdiction.

(i) Definitions and Captions. Capitalized terms not defined in this Agreement shall have the meaning ascribed to them in the Ordinance attached hereto in Exhibit A. The headings in this Agreement are solely for convenience, do not constitute a part of this Agreement, and do not affect its meaning or construction.

(j) Integration. This Agreement constitutes the entire agreement between the parties and supersedes all previous discussions, understandings and agreements between the parties relating to the subject matter of this Agreement.

(j) No Joint Venture, etc. Nothing in this Agreement, and no act of the Locality, Virginia Energy or the Program Administrator, shall be deemed to create any relationship of third-party beneficiary, principal and agent, limited or general partnership, joint venture, or any other relationship between the Locality and Virginia Energy.

[Remainder of the page intentionally left blank]

IN WITNESS WHEREOF, the Locality and Virginia Energy have each caused this Agreement to be executed and delivered as of the date set forth above:

[INSERT LOCALITY NAME]

By: _____
Name: _____
Title : _____
Date: _____

*[Remainder of the page intentionally left blank;
Signature pages continue]*

[VIRGINIA ENERGY – LOCALITY AGREEMENT
SIGNATURE PAGE FOR VIRGINIA DEPARTMENT OF ENERGY]

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENERGY**

By: _____
Name: _____
Title: _____
Date: _____

EXHIBIT 1

COPY OF LOCALITY ORDINANCE

(See attached)

EXHIBIT 2

NAME AND ADDRESS OF PROGRAM ADMINISTRATOR

Virginia PACE Authority
c/o Gather Newport News
700 Tech Center Pkwy, Suite 200
Newport News, VA 23606

Attention: Abigail C. Johnson
Executive Director
Tel: 757-603-3555
abby@virginiapace.com

EXHIBIT 3
PROGRAM GUIDELINES

(See attached)

(100508661.7)

NOTES TO ORDINANCE DRAFTERS:

1. This Model Ordinance is designed for use by Virginia Counties, Cities and Towns opting into the Statewide Program operated by The Virginia PACE Authority, as Program Administrator on behalf of Virginia Energy. Towns and Property Owners of properties located therein may, of course, participate in the Statewide Program through their County if the County has opted into the Statewide Program.
2. Because this Model Ordinance has been drafted for use by all three categories of Virginia localities, you will find numerous instances where the drafter must select the proper option for the locality (e.g., select one of “[City/County/Town]”) and, of course, remove the brackets.
3. Local government drafters should remember, when selecting an option from a set of bracketed variables in the Definitions section (i.e., in Sec. [____]-2), that the selected option may need to be moved to its proper alphabetical place in the list of definitions.
4. Other local inputs will include inserting in bracketed blanks the chapter number assigned to your ordinance in your locality’s code, and the name of your locality.

Chapter [____] - COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY (C-PACE) FINANCING PROGRAM

ARTICLE I. - IN GENERAL

Sec. [____]-1. - Purpose.

The purpose of this chapter is to create a “The [City/County/Town] of [_____] Commercial Property Assessed Clean Energy (C-PACE) Financing Program,” to operate in coordination with the statewide C-PACE program, all in accordance with Va. Code §15.2-958.3 (hereinafter, the “C-PACE Act”). The local and statewide C-PACE programs, working together, will facilitate Loans made by Capital Providers to Property Owners of Eligible Properties to finance Eligible Improvements thereon. Subject to the limitations set forth in this chapter, the C-PACE Act, or other applicable law, each C-PACE Loan, inclusive of principal, interest, and any financed fees, costs, or expenses, will be secured by a voluntary special assessment lien on the Property that is the subject of such Loan.

Sec. [____]-2. - Definitions.

- (a) *Assessment Payment Schedule* means the schedule of installments of C-PACE Payments to be made in the repayment of the C-PACE Loan, which shall be attached as Exhibit B to the C-PACE Program Agreement.
- (b) *Capital Provider* means (i) a private lending institution that has been approved by the Program Administrator in accordance with the Program Guidelines to originate a C-PACE Loan and its successors and assigns; or (ii) the current holder of a C-PACE Loan.
- (c) [City/County/Town] means the [City/County/Town] of [____], Virginia.
- (d) *Clerk’s office* means the Office of the Clerk of the Circuit Court of the [City/County] of [____], Virginia.
- (e) *Commonwealth* means the Commonwealth of Virginia.
- (f) [Council/Board of Supervisors] means the [Council][Board of Supervisors] of the [City/County/Town] of [____], Virginia.
- (g) *C-PACE* means Commercial Property Assessed Clean Energy.
- (h) *C-PACE Act* means Virginia’s “Commercial Property Assessed Clean Energy (C-PACE) financing programs” law, codified at Va. Code §15.2-958.3.
- (i) *C-PACE Amendment* means an amendment of the C-PACE Lien executed by the Capital Provider, the Property Owner and the Program Manager, as permitted in the C-PACE

Documents, which C-PACE Amendment shall be recorded in the Clerk's Office to evidence each amendment to the C-PACE Loan and the C-PACE Lien.

(j) *C-PACE Assignment (CP)* means a written assignment by one Capital Provider to another Capital Provider of the C-PACE Payments and/or C-PACE Lien pursuant to the terms of the assignment document.

(k) *C-PACE Assignment (Locality)* means a written assignment by the [City/County/Town] to the Capital Provider to whom the C-PACE Loan is then due, wherein the [City/County/Town] relinquishes and assigns its right to enforce the C-PACE Lien to the Capital Provider, substantially in the form attached as Addendum 1 to the C-PACE Lien Certificate.

(l) *C-PACE Documents* means the C-PACE Program Agreement, Financing Agreement, C-PACE Lien Certificate, C-PACE Assignment (CP) (if any), C-PACE Assignment (Locality) (if any), C-PACE Amendment (if any), and any other document, agreement, or instrument executed in connection with a C-PACE Loan.

(m) *C-PACE Lien* or *Lien* means the voluntary special assessment lien levied against the Property as security for the C-PACE Loan.

(n) *C-PACE Lien Certificate* means the voluntary special assessment lien document duly recorded among the Land Records against an Eligible Property to secure a C-PACE Loan.

(o) *C-PACE Loan* or *Loan* means a loan from a Capital Provider to finance a Project, in accordance with the Program Guidelines.

(p) *C-PACE Payment* means the periodic installment payments of the C-PACE Loan by a Property Owner, due and payable to the Capital Provider or Program Administrator as permitted by the C-PACE Act in such amounts and at such times as described in the Assessment Payment Schedule.

(q) *C-PACE Program* means the program established by the [City/County/Town] through this chapter, in accordance with the C-PACE Act, that in coordination with the Statewide Program facilitates the financing of Eligible Improvements and provides for a C-PACE Lien to be levied and recorded against the Property to secure the C-PACE Loan.

(r) *C-PACE Program Agreement* means the agreement executed among the Property Owner, the [City/County/Town], the Treasurer and the Capital Provider, and their respective successors and assigns, which includes the terms and conditions for participation in the C-PACE Program and the Property Owner's acknowledgment and consent for the [City/County/Town] to impose a voluntary special assessment, record a C-PACE Lien Certificate against the Property Owner's Eligible Property and, if the [City/County/Town] so determines, assign the rights to enforce the C-PACE Lien and C-PACE Lien Certificate to the Capital Provider (and if so assigned, also a consent of the Treasurer to such assignment). The C-PACE Program Agreement shall be substantially in the form attached hereto as Appendix A.

(s) *Delinquent Payment* means any C-PACE Payment that was not paid by a Property Owner in accordance with the C-PACE Documents.

(t) *Eligible Improvements* means the initial acquisition and installation of any of the following improvements made to Eligible Properties:

- (1) Energy efficiency improvements;
- (2) Water efficiency and safe drinking water improvements;
- (3) Renewable energy improvements;
- (4) Resiliency improvements;
- (5) Stormwater management improvements;
- (6) Environmental remediation improvements; and
- (7) Electric vehicle infrastructure improvements.

Eligible Improvements may be made to both existing Properties and new construction, as further prescribed in this chapter and the Program Guidelines. Eligible Improvements shall include types of authorized improvements added by the General Assembly to the C-PACE Act after the date of adoption of this chapter, without need for a conforming amendment of this chapter. In addition to the elaboration on the types of Eligible Improvements provided in Sec. [__]-4(a), below, a Program Administrator may include in its Program Guidelines or other administrative documentation definitions, interpretations, and examples of these categories of Eligible Improvements.

(u) *Eligible Property or Property* means all assessable commercial real estate located within the [City/County/Town], with all buildings located or to be located thereon, whether vacant or occupied, improved or unimproved, and regardless of whether such real estate is currently subject to taxation by the [City/County/Town], excluding (i) a residential dwelling with fewer than five (5) units, and (ii) a residential condominium as defined in Va. Code §55.1-2100. Common areas of real estate owned by a cooperative or a property owners' association described in Va. Code Title 55.1, Subtitle IV (§55.1-1800 et seq.), that have a separate real property tax identification number are Eligible Properties. Eligible Properties shall be eligible to participate in the C-PACE Program.

(v) *Financing Agreement* means the written agreement, as may be amended, modified, or supplemented from time to time, between a Property Owner and a Capital Provider, regarding matters related to the extension and repayment of a C-PACE Loan to finance Eligible Improvements. The Financing Agreement may contain any lawful terms agreed to by the Capital Provider and the Property Owner.

(w) *Land Records* means the Land Records of the Clerk's Office.

- (x) *Lender Consent* means a written subordination agreement executed by each mortgage or deed of trust lienholder with a lien on the Property that is the subject of a C-PACE Loan, which allows the C-PACE Lien to have senior priority over the mortgage or deed of trust liens.
- (y) *Loan Amount* means the original principal amount of a C-PACE Loan.
- (z) *Locality Agreement* means the Virginia Energy – Locality Commercial Property Assessed Clean Energy Agreement between Virginia Energy and the [City/County/Town], pursuant to which the [City/County/Town] elects to participate in the Statewide Program. The Locality Agreement shall be substantially in the form attached hereto as Appendix B.
- (aa) *Program Administrator* means the private third party retained by Virginia Energy to provide professional services to administer the Statewide Program in accordance with the requirements of the C-PACE Act, this chapter, the Locality Agreement and the Program Guidelines.
- (bb) *Program Fee(s)* means the fee(s) authorized by the C-PACE Act and charged to participating Property Owners to cover the costs to design and administer the Statewide Program, including, without limitation, compensation of the Program Administrator. While Capital Providers are required to service their C-PACE Loans, if a Capital Provider does not do so and the Program Administrator assumes the servicing responsibility and charges a servicing fee, the servicing fee shall also be included among the Program Fees.
- (cc) *Program Guidelines* means a comprehensive document setting forth the procedures, eligibility rules, restrictions, Program Fee(s), responsibilities, and other requirements applicable to the governance and administration of the Statewide Program.
- (dd) *Program Manager* means the [City Manager/Town Manager/County Administrator] or such person designated in writing by the [City Manager/Town Manager/County Administrator] to (i) supervise the [City/County/Town]'s C-PACE Program and participation in the Statewide Program, (ii) act as liaison with the Program Administrator and (iii) advise the Program Administrator as to who will sign the C-PACE Documents to which the Locality is a party on the Locality's behalf. If the employee of the [City/County/Town] who customarily signs agreements for the Locality is not the person designated as Program Manager, then references in this Ordinance and in the C-PACE Documents to the Program Manager signing certain C-PACE Documents on behalf of the Locality shall be construed to also authorize such customary signatory for the [City/County/Town] to execute such C-PACE Documents.
- (ee) *Project* means the construction or installation of Eligible Improvements on Eligible Property.
- (ff) *Property Owner* means (i) the Property Owner(s) of Eligible Property who voluntarily obtain(s) a C-PACE Loan from a Capital Provider in accordance with the Program Guidelines; or (ii) a successor in title to the Property Owner.

(gg) *Property Owner Certification* means a notarized certificate from Property Owner, certifying that (i) Property Owner is current on payments on Loans secured by a mortgage or deed of trust lien on the Property and on real estate tax payments, (ii) that the Property Owner is not insolvent or in bankruptcy proceedings, and (iii) that the title of the Property is not in dispute, as evidenced by a title report or title insurance commitment from a title insurance company acceptable to the Program Administrator and Capital Provider.

(hh) *Statewide Program* means the statewide C-PACE financing program sponsored by Virginia Energy, established to provide C-PACE Loans to Property Owners in accordance with the C-PACE Act, this chapter, the Locality Agreement, the C-PACE Documents and the Program Guidelines.

(ii) *Treasurer* means the Treasurer of the [City/County/Town], or if the [City/County/Town] has abolished the officer of Treasurer, the official executing the tax collection duties that would otherwise be carried out by the Treasurer.

(jj) *Useful Life* means the normal operating life of the fixed asset.

(kk) *Virginia Code or Va. Code* means the Code of Virginia of 1950, as amended.

(ll) *Virginia Energy* means the Virginia Department of Energy.

Sec. [____]-3. - Effective date.

This chapter shall become effective immediately following its adoption.

ARTICLE II. - PROGRAM STRUCTURE

Sec. [____]-4. - C-PACE Program; Eligible Improvements.

(a) *C-PACE Program.* The C-PACE Program shall be available throughout the [City/County/Town], provided that the Property Owner, the Property, the proposed Eligible Improvements, the Capital Provider and the principal contractors all qualify for the Statewide Program. The following types of Eligible Improvements may be financed with a C-PACE Loan:

(1) Energy usage efficiency systems (e.g., high efficiency lighting and building systems, heating, ventilation, and air conditioning (HVAC) upgrades, air duct sealing, high efficiency hot water heating systems, building shell or envelope improvements, reflective roof, cool roof, or green roof systems, and/or weather-stripping), or other capital improvements or systems which result in the reduction of consumption of energy over a baseline established in accordance with the Program Guidelines;

(2) Water usage efficiency and safe drinking water improvements (e.g., recovery, purification, recycling, and other forms of water conservation), or other capital improvements or systems which result in the reduction of consumption of water over a baseline established in accordance with the Program Guidelines;

(3) Renewable energy production facilities (e.g., solar photovoltaic, fiber optic solar, solar thermal, wind, wave and/or tidal energy, biomass, combined heat and power, geothermal and fuel cells), whether attached to a building or sited on the ground, and the storage and/or distribution of the energy produced thereby, whether for use on-site or sale or export to a utility or pursuant to a power purchase agreement with a non-utility purchaser;

(4) Resiliency improvements which increase the capacity of a structure or infrastructure to withstand or recover from natural disasters, the effects of climate change, and attacks and accidents, including, but not limited to:

- a. Flood mitigation or the mitigation of the impacts of flooding;
- b. Inundation adaptation;
- c. Natural or nature-based features and living shorelines, as defined in Va. Code § 28.2-104.1;
- d. Enhancement of fire or wind resistance, including but not limited to reinforcement and insulation of a building envelope to reduce the impacts of excessive heat or wind;
- e. Microgrids;
- f. Energy storage; and
- g. Enhancement of the resilience capacity of a natural system, structure, or infrastructure;

(5) Stormwater management improvements that reduce onsite stormwater runoff into a stormwater system, such as reduction in the quantity of impervious surfaces or providing for the onsite filtering of stormwater;

(6) Environmental remediation improvements, including but not limited to:

- a. Improvements that promote indoor air and water quality;
- b. Asbestos remediation;
- c. Lead paint removal; and
- d. Mold remediation;
- e. Soil or groundwater remediation;

(7) Electric vehicle infrastructure improvements, such as charging stations;

(8) Construction, renovation, or retrofitting of a Property directly related to the accomplishment of any purpose listed in subsections (1) – (8) above, whether such Eligible Improvement was erected or installed in or on a building or on the ground; it being the express intention of the [City/County/Town] to allow Eligible Improvements that constitute, or are a part of, the construction of a new structure or building to be financed with a C-PACE Loan; and

(9) Any other category of improvement (i) approved by the Program Administrator with the consent of the Program Manager as qualifying for financing under the Statewide Program, in accordance with the C-PACE Act (including amendments thereto which authorize additional types of Eligible Improvements), or (ii) added by the General Assembly to the C-PACE Act after the date of adoption of this chapter, without need for a conforming amendment of this chapter. In addition, a Program Administrator may include in its Program Guidelines or other administrative documentation definitions, interpretations and examples of these categories of Eligible Improvements.

(b) *Use of C-PACE Loan proceeds.* The proceeds of a C-PACE Loan may be used to pay for the construction, development, and consulting costs directly related to Eligible Improvements, including without limitation, the cost of labor, materials, machinery, equipment, plans, specifications, due diligence studies, consulting services (e.g., engineering, energy, financial, and legal), program fees, C-PACE Loan fees, capitalized interest, interest reserves, and C-PACE transaction underwriting and closing costs.

(c) *Program applications; prioritization.* The Program Administrator shall make available the Statewide Program's program application process, to provide for the review and approval of proposed Eligible Improvements and C-PACE Documents. Program applications will be processed by the Statewide Program in accordance with the eligibility requirements and procedures set forth in the Program Guidelines.

Sec. []-5. - C-PACE Loan requirements; Program Fees; reporting; Program Administrator; Program Guidelines.

(a) *Source of Loans.* C-PACE Loans shall be originated by Capital Providers. The [City/County/Town] and/or its respective governmental entities shall have no obligation to originate or guarantee any C-PACE Loans.

(b) *C-PACE Loan Amount thresholds.* The minimum Loan Amount that may be financed for each Project is fifty thousand dollars (\$50,000.00). There is no maximum aggregate amount that may be financed with respect to an Eligible Property, except as stipulated in the Program Guidelines. There shall be no limit on the total value of all C-PACE Loans issued under the C-PACE Program.

(c) *C-PACE Loan refinancing or reimbursement.* The Program Administrator may approve a Loan application submitted within two (2) years of the [City/County/Town]'s issuance of a certificate of occupancy or other evidence that the Eligible Improvements comply substantially with the plans and specifications previously approved by the [City/County/Town] and that such

Loan may refinance or reimburse the Property Owner for the total costs of such Eligible Improvements.

(d) *C-PACE Loan interest.* The interest rate of a C-PACE Loan shall be as set forth in the C-PACE Documents.

(e) *C-PACE Loan term.* The term of a C-PACE Loan shall not exceed the weighted average Useful Life of the Eligible Improvements, as determined by the Program Administrator.

(f) *Apportionment of costs.* All of the costs incidental to the financing, administration, collection, and/or enforcement of the C-PACE Loan shall be borne by the Property Owner.

(g) *Financing Agreements.* Capital Providers may use their own Financing Agreements for C-PACE Loans, but the Financing Agreement may not conflict with the provisions of this chapter, the C-PACE Act, or the C-PACE Program Agreement. To the extent of any conflict, this chapter, the C-PACE Act, and the C-PACE Program Agreement shall prevail.

(h) *C-PACE Program Agreement.* In order to participate in the C-PACE Program, Property Owner and Capital Provider shall enter into a C-PACE Program Agreement, which sets forth certain terms and conditions for participation in the C-PACE Program. The Program Manager is authorized to approve the C-PACE Loan and execute the C-PACE Program Agreement on behalf of the [City/County/Town] without further action by the [City Council/Board of Supervisors/Town Council]. The Treasurer is also authorized to execute the C-PACE Program Agreement without further action by the [City Council/Board of Supervisors/Town Council]. The C-PACE Program Agreement shall be binding upon the parties thereto and their respective successors and assigns until the C-PACE Loan is paid in full. The Program Administrator may modify the C-PACE Program Agreement as necessary to further the Statewide Program's purpose and to encourage Program participation, so long as such modifications do not conflict with the Program Guidelines, this chapter, the Locality Agreement or the C-PACE Act.

(i) *Repayment of C-PACE Loan; collection of C-PACE Payments.* C-PACE Loans will be repaid by the Property Owner through C-PACE Payments made in the amounts and at such times as set forth in the Assessment Payment Schedule, the C-PACE Documents and Program Guidelines. The Capital Provider shall be responsible, subject to and in accordance with the terms of the C-PACE Program Agreement and other C-PACE Documents, for the servicing of the C-PACE Loans and the collection of C-PACE Payments. If a Capital Provider fails to service a C-PACE Loan, such C-PACE Loan shall be serviced by the Program Administrator. Nothing herein shall prevent the Capital Provider or the Program Administrator from directly billing and collecting the C-PACE Payments from the Property Owner to the extent permitted by the C-PACE Act or other applicable law. The enforcement of C-PACE Loans and their C-PACE Documents during an event of default thereunder is governed by Section [____]-6(e).

(j) *C-PACE Loan assumed.* A party which acquires a Property which is subject to a C-PACE Lien, whether it obtained ownership of the Property voluntarily or involuntarily, becomes the Property Owner under the C-PACE Documents and, by virtue of the C-PACE

Lien running with the land, assumes the obligation to repay all remaining unpaid C-PACE Payments which are due and which accrue during such successor Property Owner's period of ownership. Only the current C-PACE Payment and any Delinquent Payments, together with any penalties, fees and costs of collection, shall be payable at the settlement of a Property upon sale or transfer, unless otherwise agreed to by the Capital Provider.

(k) *Transfer of C-PACE Loans.* C-PACE Loans may be transferred, assigned, or sold by a Capital Provider to another Capital Provider at any time until the C-PACE Loan is paid in full provided that the Capital Provider shall (i) notify the Property Owner and the Program Administrator of the transfer prior to the billing date of the next C-PACE Payment due (and within thirty (30) days if the C-PACE Loan is serviced by the Program Administrator), (ii) record a C-PACE Assignment (CP) among the Land Records, and (iii) deliver a copy of the recorded C-PACE Assignment (CP) to the Property Owner, the [City/County/Town], and the Program Administrator. Recordation of the C-PACE Assignment (CP) shall constitute an assumption by the new Capital Provider of the rights and obligations of the original Capital Provider contained in the C-PACE Documents.

(l) *Program Fees.* The Statewide Program is self-financed through the Program Fees charged to participating Property Owners, together with any funds budgeted by the General Assembly to support the Statewide Program. The Program Fees are established to cover the actual and reasonable costs to design and administer the Statewide Program, including the compensation of a third-party Program Administrator. The amount(s) of the Program Fees shall be set forth in the Program Guidelines. Program Fees may be changed by the Program Administrator from time to time and shall only apply to C-PACE Loans executed after the date the revised fees are adopted.

(m) *Locality Agreement.* The [City/County/Town] shall opt into the Statewide Program by entering into the Locality Agreement, adopting the Statewide Program as the [County/City/Town]'s own C-PACE Program. In accordance with the C-PACE Act, opting into the C-PACE Program shall not require the [City/County/Town] to conduct a competitive procurement process. The Program Manager is authorized to execute the Locality Agreement on behalf of the [City/County/Town] without further action by the [City Council/Board of Supervisors/Town Council].

(n) *Program Guidelines.* The Program Administrator, under the direction of and in consultation with Virginia Energy, has designed the Program Guidelines to create an open, competitive and efficient C-PACE Program. The Program Administrator may modify the Program Guidelines from time to time, provided such amendments are (i) consistent with the C-PACE Act and (ii) approved by Virginia Energy before taking effect.

(o) *Indemnification.* The Program Administrator shall indemnify, defend and hold the [City/County/Town] harmless against any claim brought against the [City/County/Town] or any liability imposed on the [City/County/Town] as a result of any action or omission to act by the Program Administrator.

Sec. [____]-6. - Levy of assessment; recordation; priority; amendment; enforcement and collection costs.

(a) *Levy of voluntary special assessment lien.* Each C-PACE Loan made under the C-PACE Program shall be secured by a voluntary special assessment lien (i.e., a C-PACE Lien) levied by the [City/County/Town] against each Property benefitting from the Eligible Improvements financed by such C-PACE Loan. The C-PACE Lien shall be in the Loan Amount, but shall secure not only the principal of the C-PACE Loan, but also all interest, delinquent interest, late fees, penalties, Program Fees and collection costs (including attorneys' fees and costs) payable in connection therewith.

(b) *Recordation of C-PACE Lien Certificate.* Each C-PACE Lien shall be evidenced by a C-PACE Lien Certificate in the Loan Amount, but shall also expressly state that it also secures all interest, delinquent interest, late fees, other types of fees, penalties and collection costs (including attorneys' fees and costs) payable in connection therewith, and a copy of the Assessment Payment Schedule shall be attached thereto as an exhibit. The Program Manager is hereby authorized to, and shall promptly, execute the C-PACE Lien Certificate on behalf of the [City/County/Town] and deliver it to the Capital Provider, without any further action by the [City Council/Board of Supervisors/Town Council). Upon the full execution of the C-PACE Documents and funding of the C-PACE Loan, the Capital Provider shall cause the recordation of the C-PACE Lien Certificate in the Land Records.

(c) *Priority.* The C-PACE Lien shall have the same priority as a real property tax lien against real property, except that it shall have priority over any previously recorded mortgage or deed of trust lien on the Property only if prior to the recording of the C-PACE Lien, (i) Property Owner has obtained a written Lender Consent, in a form and substance acceptable to the holder of such prior mortgage or deed of trust in its sole and exclusive discretion, executed by such lienholder and recorded with the C-PACE Lien Certificate in the Land Records; and (ii) prior to the recording of the C-PACE Lien Certificate, Property Owner has delivered an executed Property Owner Certification to the [City/County/Town] in connection with the C-PACE Loan closing. Only the current C-PACE Payment and any Delinquent Payments shall constitute a first lien on the Property. The C-PACE Lien shall run with the land and that portion of the C-PACE Lien under the C-PACE Program Agreement that has not yet become due shall not be eliminated by foreclosure of a real property tax lien.

(d) *Amendment of lien.* Upon written request by a Capital Provider in accordance with the Program Guidelines, the Program Manager, without any further action by the [City Council/Board of Supervisors/Town Council), shall join with the Capital Provider and the Property Owner in executing a C-PACE Amendment of the C-PACE Loan and the C-PACE Lien after the closing of a C-PACE Loan. The C-PACE Amendment shall be recorded in the Land Records.

(e) *Enforcement and collection costs.* In the event of Property Owner's default under the terms of the C-PACE Documents, the [City/County/Town], acting by and through the Treasurer, may enforce the C-PACE Lien for the amount of the Delinquent Payments, late fees, penalties, interest, and any costs of collection in the same manner that a property tax lien

against real property may be enforced under Title 58.1, Chapter 39, Article 4 of the Virginia Code. [For Cities only: Va. Code Sec. 58.1-3965.1 shall be applied to the sale of any Property to enforce a C-PACE Lien to collect Delinquent Payments.] If the [City/County/Town] elects not to enforce the C-PACE Lien, which election shall be made within thirty (30) days of receipt by the [City/County/Town] from the Capital Provider of notice of the Property Owner's default under the terms of the C-PACE Documents, then the [City/County/Town], acting by and through the Treasurer, shall, within fifteen (15) days of the [County/City/Town]'s determination not to enforce the C-PACE Lien, assign the right to enforce the C-PACE Lien in accordance with the terms of the C-PACE Documents to the Capital Provider by executing a C-PACE Assignment (Locality) and delivering such instrument to the Capital Provider for recordation in the Land Records. The preceding sentence notwithstanding, a C-PACE Assignment (Locality) may be executed and recorded at any time during the term of the C-PACE Loan, including at the C-PACE Loan's closing, regardless of whether the C-PACE Loan is then in default. Upon such assignment and recordation, the Capital Provider is authorized to, and shall, enforce the C-PACE Lien according to the terms of the C-PACE Documents, in the same manner that a property tax lien against real property may be enforced under Title 58.1, Chapter 39 of the Virginia Code, including the institution of suit in the name of the [City/County/Town] and its Treasurer, and this right to enforce expressly includes authorization for the Capital Provider to engage legal counsel to advise the Capital Provider and conduct all aspects of such enforcement. Such legal counsel, being authorized to institute suit in the name of the [City/County/Town] and its Treasurer, shall have the status of "Special Counsel to the [City/County/Town] and its Treasurer" and an "attorney employed by the governing body," and possess all the rights and powers of an attorney employed under Va. Code Secs. 58.1-3966 and 58.1-3969, with the express authority to exercise for the benefit of the Capital Provider every power granted to a local government and/or its Treasurer and its or their attorneys for the enforcement of a property tax lien under, or in connection with, any provision contained in Title 58.1, Chapter 39, Article 4 of the Virginia Code. The [City/County/Town], on its behalf and on behalf of the Treasurer, waives its right to require such legal counsel to post the optional bond described in Va. Code Sec. 58.1-3966. All collection and enforcement costs and expenses (including legal fees and costs), interest, late fees, other types of fees, and penalties charged by the [City/County/Town] or Capital Provider, as applicable and consistent with the C-PACE Act and the Virginia Code, shall (i) be added to the Delinquent Payments being collected, (ii) become part of the aggregate amount sued for and collected, (iii) be added to the C-PACE Loan, and (iv) be secured by the C-PACE Lien. Nothing herein shall prevent the Capital Provider to which the C-PACE Lien has been assigned from enforcing the C-PACE Lien to the fullest extent permitted by the C-PACE Documents, the C-PACE Act or general law. The Property Owner of a Property being sold to pay Delinquent Payments, or other interested party, may redeem the Property at any time prior to the Property's sale, in accordance with Va. Code Secs. 58.1-3974 and 58.1-3975.

Sec. []-7. - Role of the [City/County/Town]; limitation of liability.

Property Owners and Capital Providers participate in the C-PACE Program and the Statewide Program at their own risk. By executing the C-PACE Documents, including the C-PACE Program Agreement, or by otherwise participating in the C-PACE Program and the Statewide Program, the Property Owner, Capital Provider, contractor, or other party or participant

acknowledge and agree, for the benefit of the [City/County/Town] and as a condition of participation in the C-PACE Program and the Statewide Program, that: (i) the [City/County/Town] undertakes no obligations under the C-PACE Program and the Statewide Program except as expressly stated herein or in the C-PACE Program Agreement; (ii) in the event of a default by a Property Owner, the [City/County/Town] has no obligation to use [City/County/Town] funds to make C-PACE Payments to any Capital Provider including, without limitation, any fees, expenses, and other charges and penalties, pursuant to a Financing Agreement between the Property Owner and Capital Provider; (iii) no C-PACE Loan, C-PACE Payment, C-PACE Lien, or other obligation arising from any C-PACE Document, the C-PACE Act, or this chapter shall be backed by the credit of the [City/County/Town], the Commonwealth, or its political subdivisions, including, without limitation, [City/County/Town] taxes or other [City/County/Town] funds; (iv) no C-PACE Loan, C-PACE Payment, C-PACE Lien or other obligation arising from any C-PACE Document, the C-PACE Act, or this chapter shall constitute an indebtedness of the [City/County/Town] within the meaning of any constitutional or statutory debt limitation or restriction; (v) the [City/County/Town] has not made any representations or warranties, financial or otherwise, concerning a Property Owner, Eligible Property, Project, Capital Provider, or C-PACE Loan; (vi) the [City/County/Town] makes no representation or warranty as to, and assumes no responsibility with respect to, the accuracy or completeness of any C-PACE Document, or any assignment or amendment thereof; (vii) the [City/County/Town] assumes no responsibility or liability in regard to any Project, or the planning, construction, or operation thereof; (viii) each Property Owner or Capital Provider shall, upon request, provide the [City/County/Town] with any information associated with a Project or a C-PACE Loan that is reasonably necessary to confirm that the Project or C-PACE Loan satisfies the requirements of the Program Guidelines; and (ix) each Property Owner, Capital Provider, or other participant under the C-PACE Program, shall comply with all applicable requirements of the Program Guidelines.

Sec. [____]-8. - Severability.

As provided by Section [____] of the [____] Code of the [City/County/Town], the provisions of this chapter are severable. If a court of competent jurisdiction determines that a word, phrase, clause, sentence, paragraph, subsection, section, or other provision is invalid, or that the application of any part of the chapter or provision to any person or circumstance is invalid, the remaining provisions of this chapter shall not be affected by that decision and continue in full force and effect.

Appendix A – C-PACE Program Agreement

Appendix B – Locality Agreement

BOARD ACTION FORM

Agenda Item: Recognition #3.02

Subject: District 19 Community Services Board Update/FY26 Local Funding Request – Terrelle Stewart, Executive Director

Board Meeting Date: March 20 2025

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Summary: Terrelle Stewart, Executive Director of the District 19 Community Services Board (CSB), will provide a general overview of the CSB, as well as a summary of the FY26 local funding request of \$122,123 (note that counties are required statutorily to provide a minimum ten percent funding match).

On a related note, the County Administrator would like to acknowledge the participation and contribution of CSB staff in improving the Children’s Services program in Sussex County over the past year, as members of the FAPT and CPMT.

Recommendation: The requested funding amount will be included in the county FY26 proposed budget, so no action is requested at this time.

Attachment: CSB letter and any additional presentation materials

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ACTION: No action needed.

MOTION BY: _____ **SECONDED BY:** _____

Member **Aye** **Nay**

Baicy ____ ____

Fly ____ ____

Futrell ____ ____

S. White ____ ____

Member **Aye** **Nay**

Jones ____ ____

Tolliver ____ ____

Tyler ____ ____

DISTRICT 19 COMMUNITY SERVICE BOARD

Sussex County

Sussex Counseling Services (804) 834-2205
Main Office (804)-862-8002

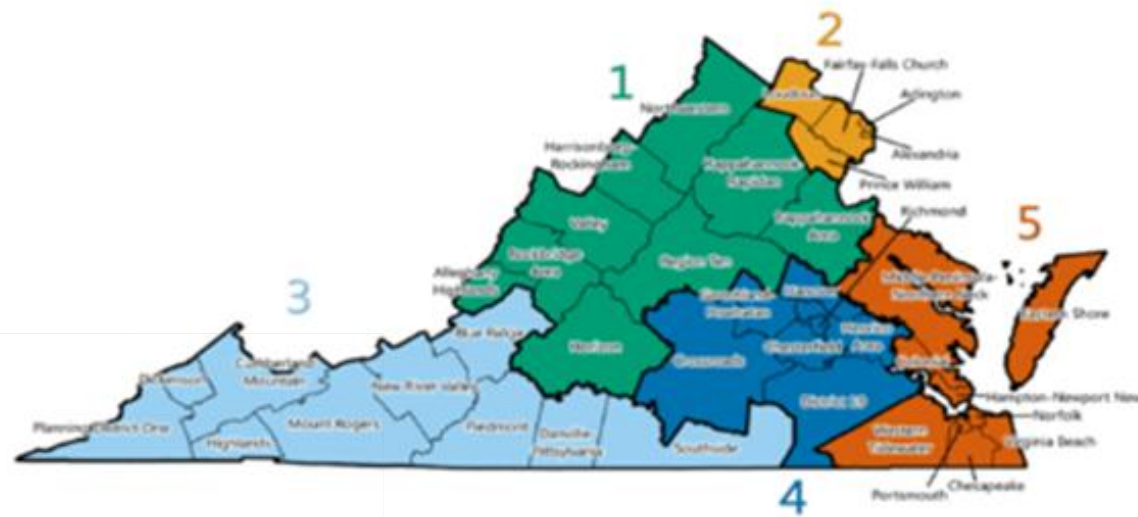
Same Day Access (804) 862-8008
24 Hour Crisis Line: (804) 862-8000
Toll Free 24-Hour Crisis Line: (866) 365-2130

ABOUT OUR MISSION

- Our mission is to improve the quality and productivity of the lives of individuals who experience, or are at risk of experiencing, mental disabilities and/ or substance abuse. We accomplish this through a fully integrated continuum of services in collaboration with the localities of Colonial Heights, Dinwiddie, Emporia, Greenville, Hopewell, Petersburg, Prince George, Surry, and Sussex



ALL LOCALITIES



Primary DBHDS Regions for Community Services Boards



COLONIAL HEIGHTS

HOPEWELL

PRINCE GEORGE

PETERSBURG

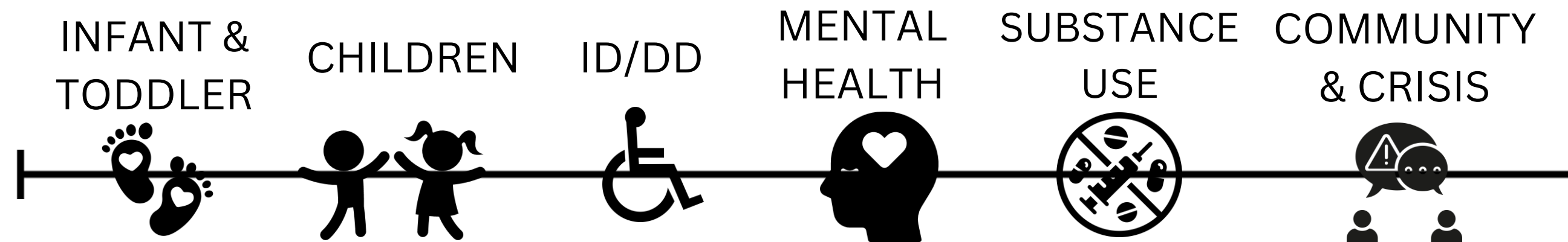
DINWIDDIE

SURRY

SUSSEX

EMPORIA GREENSVILLE

CONTINUUM OF SERVICES



Regional Programs & Services



- Acute Care Project
- Adult Crisis Stabilization Unit
- Children's Crisis Stabilization Unit
- Crisis Response and Stabilization Team (CReST)
- Discharge Assistance Program
- HOPE Co-occurring Residential Services
- Housing Coordinator Services (for those discharging from state hospitals)
- Individual Support Funds (one-time funding for short-term housing or transportation needs)
- Marcus Alert
- Regional Education Assessment Crisis Services Habilitation (REACH)
- Regional Crisis Call Center
- Regional Jail Team
- Regional Recovery Services
- Service Members, Veterans & Families (SMVF)
- SUD Diversion Liaison
- Utilization Management

D19 SUSSEX LOCATION

- In accordance with the 2023-2026 Strategic Plan, D19 is working to analyze its organizational map and make changes where necessary.
- This involved evaluating the relocation/merging of clinics and programs.
- In order to ensure that all localities will still have access to treatment, D19 has been reinvesting in community-based and mobile services.

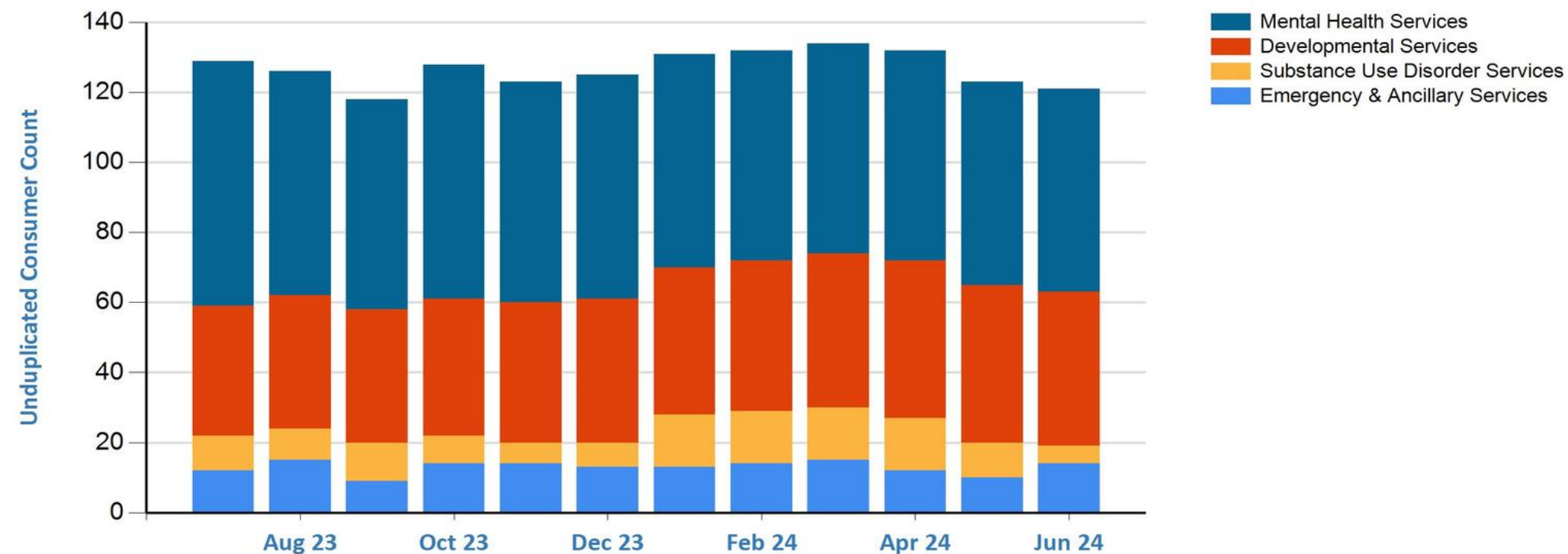
- D19's Sussex location is an underutilized clinic location and the agency will be moving forward with its closure.
- If the locality would like to offer in-kind space it will afford the agency an opportunity to continue having a physical location within your borders and assist with lowering the amount of the Virginia Code required local match.

232 Coppahaunk Avaneue Waverly, VA 23890-5041

Total Services for Sussex

Service Area	Mental Health Services	Developmental Services	Substance Use Disorder Services	Emergency & Ancillary Services	FY 24 Totals	FY 24 Consumers Served	Sussex Total	Agency Total
						Adult		
						Child/Adolescent		
						Total Unduplicated Served		
Total Services Provided	600	328	3,105	1,545	5,578			
Total Service Hours	586.05	372.98	2,925.43	1,094.32	4,978.78			
Total Bed Days	10.00	0.00	258.00	0.00	268.00			

Consumers Served by Month



FY26 FUNDING REQUEST & RATIONALE

- **D19 CSB is requesting approval for \$122,123 in FY26 from Sussex County.**
- **This is an increase of \$12,269 from FY25's request of \$109,854.00.**
- **Section 37.2-500 or 37.2-611 of the Code of Virginia requires the CSB to function as the single point of entry into publicly funded mental health, developmental, and substance use disorder services. District 19 CSB fulfills this function for any person who is located in the CSB's service area and needs mental health, developmental, or substance use disorder services.**
- **Section 37.2-509 and 37.2-611 of the Code of Virginia establish criteria for allocation of funds to community services boards by the matching funds requirement reciprocally at 10 percent.**

FY26 FUNDING REQUEST & RATIONALE

- **The amount requested from localities is based on projected state funding for the upcoming fiscal year.**
- **FY26 state funding is roughly 10-12 million for D19**
- **Exact amount of state funding the CSB receives will not be available until the state budget is signed and in place.**



Greater Reach

Community Services Board

Community **A**ccess **R**esilience **E**mpowerment

Closing Remarks

D19 CSB has proudly served our local communities for over 50 years. As we continue to innovate and enhance our programs, our mission remains focused on supporting the citizens of this region. With the approval of our FY25 funding request, we are committed to advancing our services to meet state and national standards for behavioral health care, ensuring we provide the highest level of support to the residents of Sussex County.



Terrell Stewart
Executive Director, D19 CSB

BOARD ACTION FORM

Agenda Item: Public Hearing Item #4.01

Subject: Literary Fund of Virginia Loan for Roof and HVAC Renovations to School Facilities

Board Meeting Date: March 20 2025

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Summary: A public hearing has been scheduled as part of the process of securing funding through the Virginia Literary Fund (through the Virginia Department of Education) for the purpose of roof and HVAC replacement/improvements at Sussex Central High School. At its May 2024 regular meeting the Board of Supervisors approved the application to the Virginia Literary Fund to borrow \$7.5 million (20-year term and three percent interest rate) for these improvements. Representatives of Davenport and Sands Anderson will be in attendance to address any questions and explain the process in more detail.

Attached for your review is a resolution to consider at the close of the public hearing to ratify the original Virginia Literary Fund application for \$7.5 million for the identified school facility improvements.

Recommendation: Staff recommends approval.

Attachments: 1) Resolution Ratifying Resolution Approving Application for Loan from the Literary Fund of Virginia for Roof and HVAC Renovations to School Facilities and 2) Specimen Bond

=====

ACTION: That the Board approve the proposed Flexible Work Schedule Policy

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___

**RESOLUTION #25-28 OF SUSSEX COUNTY BOARD OF SUPERVISORS RATIFYING
RESOLUTION APPROVING APPLICATION FOR LOAN FROM THE LITERARY
FUND OF VIRGINIA FOR ROOF AND HVAC RENOVATIONS TO SCHOOL
FACILITIES FOLLOWING A PUBLIC HEARING**

WHEREAS, the Board of Supervisors (**the “Board of Supervisors”**) of the County of Sussex, Virginia (**the “County”**) determined that there is an urgent need to make capital improvements to the County’s school facilities, specifically the acquisition, design, construction and installation of roof and HVAC replacement and improvements to Sussex Central High School and related capital improvements (**the “Project”**); and

WHEREAS, the Board of Supervisors at its regular public meeting on May 16, 2024 adopted a resolution (**the “Original Resolution”**) approving an application (**the “Application”**) addressed to the Virginia Board of Education through its Department of Education (**“VDOE”**) for the purpose of borrowing in a loan from the Virginia Literary Fund through the Virginia Literary Loan Program (**the “Literary Loan”**) of \$7,500,000 to be paid over approximately 20 years, and the interest thereon at not more than 3 percent paid annually and be treated as general obligation bonds of the County for the purpose of financing the Project for school purposes;

WHEREAS, the County held a public hearing, duly noticed, on March 20, 2025, on the issuance of the Bond (as defined below) reflecting the Literary Loan and ratifying the Original Resolution, in accordance with the requirements of Section 15.2-2606, Code of Virginia 1950, as amended (**the “Virginia Code”**);

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE COUNTY OF SUSSEX, VIRGINIA:**

1. **Application for Literary Loan.** The Application of the School Board for a Literary Loan for the Project in the amount of \$7,500,000 is hereby ratified and approved.

2. **Authorization of the Bond and Documents.** The Board of Supervisors hereby affirms the findings set forth in the Original Resolution and determines that it is advisable and in the best interests of the County to enter into a Literary Loan by contracting a debt and issue and sell its general obligation bond in substantially the form attached hereto as **Exhibit A**, or such other form required by VDOE (**the “Bond”**) for the purpose of financing the Project and costs of issuing the Bond. The Board of Supervisors hereby authorizes the Literary Loan and in connection therewith, the issuance and sale of the Bond in accordance with the terms established pursuant to this Resolution.

3. **Details of the Bond.** The Board of Supervisors hereby approves (a) the maximum aggregate principal amount of the Bond of \$7,500,000 with a fixed interest rate not to exceed 3.00% and for an amortization of approximately 20 years from its date of issuance, subject to other terms as set forth therein with such changes, including but not limited to changes in the amounts, dates, amortization, payment dates and redemption premiums or prepayment penalties and rates as may be approved by the officer executing it whose signature shall be conclusive evidence of his approval of the same.

4. **Pledge of Full Faith and Credit.** The Bond shall be issued under the provisions of Article VII, Section 10(a) of the Constitution of Virginia. The Bond will be secured by the full faith and credit of the County. For the prompt payment of the principal of, premium, if any, and interest on the Bond as the same shall become due, the full faith and credit of the County are hereby irrevocably pledged. Pursuant to Virginia Code Section 15.2-2624 and as provided hereafter, there shall be levied and collected an annual tax upon all taxable property in the County subject to local taxation sufficient to provide for the payment of the principal of, premium, if any, and interest on the Bond as the same shall become due, which tax shall be without limitation as to rate or amount and shall be in addition to all other taxes authorized to be levied in the County to the extent other funds of the County are not lawfully available and appropriated for such purpose.

5. **Ratification of Original Resolution and Other Actions.** All other actions of officers of the County taken heretofore or hereafter conforming with the purposes and intent of the Original Resolution or this Resolution and in furtherance of entering into the Literary Loan, the issuance and sale of the Bond and the financing of the Project are approved, ratified and confirmed. The officers and representatives of the County are authorized and directed to execute and deliver all documents, agreements, undertakings, certificates and other instruments and to take all such further action as may be considered necessary or desirable in connection with the issuance, sale and delivery of the Bond and the financing of the Project, including without limitation entering into a loan or financing agreement, if necessary, execution of any appropriate documents confirming the County's acceptance of the proposal from VDOE, execution and delivery of IRS Form 8038-G as determined necessary by bond counsel and execution and delivery of any requisitions or other documentation of costs related to the Project and conversion of the Literary Loan from a temporary note to a permanent loan.

6. **Bond Counsel and Financial Advisor.** The Board of Supervisors hereby confirms the appointment of Sands Anderson PC to serve as Bond Counsel to the County and Davenport & Company, LLC as Financial Advisor to the County in connection with the issuance of the Bond.

7. **Limitation of Liability of Officials of the County.** No covenant, condition, agreement or obligation contained herein shall be deemed to be a covenant, condition, agreement or obligation of any officer, employee or agent of the County in his or her individual capacity, and no officer of the County executing the Bond shall be liable personally on the Bond or be subject to any personal liability or accountability by reason of the issuance thereof.

8. **Filing of Resolution.** The Clerk or any Deputy Clerk of the Board of Supervisors or other agent or employee of the County, is hereby authorized and directed to cause a certified copy of this Resolution to be filed with the Circuit Court of Sussex County, Virginia.

9. **Effective Date.** This Resolution and the provisions contained herein shall become effective immediately upon adoption.

CERTIFICATION OF ADOPTION OF RESOLUTION

The undersigned Clerk of the Board of Supervisors of the County of Sussex, Virginia hereby certifies that the Resolution set forth above was adopted during an open meeting on March 20, 2025, by the Board of Supervisors with the following votes:

Aye:

Absent:

Nay:

Abstentions:

Signed this 20th day of _____, 2025.

By: _____
Clerk, Board of Supervisors

No. R-1

\$_____

**UNITED STATES OF AMERICA
COMMONWEALTH OF VIRGINIA
COUNTY OF SUSSEX, VIRGINIA**

GENERAL OBLIGATION SCHOOL BOND, SERIES 2025

<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>DATED DATE</u>	<u>ISSUE DATE</u>
3.00%	_____, 1, [2045]	_____, 2025	_____, 2025

REGISTERED HOLDER: VIRGINIA LITERARY LOAN FUND (the “Lender”)

PRINCIPAL AMOUNT: [SEVEN MILLION FIVE HUNDRED THOUSAND AND 00/100 DOLLARS (\$7,500,000.00)]

THE COUNTY OF SUSSEX, VIRGINIA, a political subdivision of the Commonwealth of Virginia (**the “County”**), for value received hereby promises to pay to the registered holder (named above), or assigns, on the Maturity Date (specified above), subject to prepayment or prior redemption as hereinafter provided, the Principal Sum (specified above) by wire transfer to the registered holder on the payment dates set forth below by the Sussex County Treasurer, Sussex, Virginia, (**the “Paying Agent”**), and to pay interest on said Principal Sum, from the date of authentication hereof until the payment of said Principal Sum by wire transfer to the registered holder on the payment dates set forth below, at the rate per annum (specified above) payable as follows:

Commencing on _____ 1, 20__ and on each _____ 1 [and _____ 1] thereafter to and including the Maturity Date (**each an “Interest Payment Date”**), interest shall be payable at the rate set forth above. Principal of this Bond shall be payable in annual installments in the amounts and on the dates set forth in Schedule A-1 attached hereto beginning _____ 1, 20__.

Principal of, premium, if any, and interest on, this Bond are payable in any coin or currency of the United States of America which at the time of payment is legal tender for public and private debts.

This Bond is issued under and pursuant to and in compliance with the Constitution and laws of the Commonwealth of Virginia, including Chapter 26, Title 15.2 of the Code of Virginia of 1950, as amended (**the “Code”**), the same being the Public Finance Act, and Chapter 10, Title 22.1 of the Code, the same being the Literary Fund Act, the provisions of Article VII, Section 10(a) of the Constitution of Virginia and resolutions duly adopted under the Public Finance Act and the Literary Fund Act, by the Board of Supervisors of the County (**the “Board of Supervisors”**) on March 20, 2025 (**the “County Resolution”**) and the Sussex County School Board (**the “School Board”**) on May 14, 2024 (**the “School Board Resolution”**).

This Bond shall bear interest from the date on which the Bond is authenticated. Interest on this Bond shall be computed on the basis of 30-day months and 360-day year.

This Bond is transferable only upon the registration books kept at the office of the Registrar by the registered holder hereof, or by his duly authorized attorney, upon surrender of this Bond (together with a written instrument of transfer, satisfactory in form to the Registrar, duly executed by the registered holder or its duly authorized attorney, which may be the form endorsed hereon) and subject to the limitations and upon payment of the charges, if any, as provided in the County Resolution, and thereupon as provided in the County Resolution a new Bond or Bonds, in the aggregate principal amount and in the authorized denominations and of the same series, interest rate and maturity as the Bond surrendered, shall be issued in exchange therefor. The County and the Registrar shall deem and treat the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal hereof and interest due hereon and for all other purposes whatsoever.

This Bond is subject to optional redemption on any date, in whole or in part upon payment of a prepayment price equal to 100% of the outstanding principal amount of the Bond so prepaid or redeemed, plus interest accrued to the redemption date upon written notice to the holder of this Bond prior to the date fixed for redemption.

Literary Fund loans are general obligation debt of the issuer and thereby subject to the provision of state aid intercept under Section 15.2-2659 of the Code. All acts, conditions and things required or contemplated by the Constitution and laws of the Commonwealth of Virginia, including, but not limited to Sections 22.1-141 through 22.1-161 of the Code, to happen, exist or be performed precedent to and in the issuance of this Bond have happened, exist and have been performed in due time, form and manner as so required.

THIS BOND IS A GENERAL OBLIGATION OF THE COUNTY FOR THE PAYMENT OF WHICH THE COUNTY'S FULL FAITH AND CREDIT ARE IRREVOCABLY PLEDGED. THE BOARD OF SUPERVISORS IS AUTHORIZED AND REQUIRED TO LEVY AND COLLECT ANNUALLY AT THE SAME TIME AND IN THE SAME MANNER AS OTHER TAXES OF THE COUNTY ARE ASSESSED, LEVIED AND COLLECTED, A TAX UPON ALL TAXABLE PROPERTY WITHIN THE COUNTY, OVER AND ABOVE ALL OTHER TAXES AUTHORIZED OR LIMITED BY LAW AND WITHOUT LIMITATION AS TO RATE OR AMOUNT, SUFFICIENT TO PAY WHEN DUE THE PRINCIPAL OF AND PREMIUM, IF ANY, AND INTEREST ON THE BOND, TO THE EXTENT OTHER FUNDS OF THE COUNTY ARE NOT LAWFULLY AVAILABLE AND APPROPRIATED FOR SUCH PURPOSE.

This Bond shall not be valid or obligatory for any purpose unless the certificate of authentication hereon has been duly executed by the Registrar and the date of authentication inserted hereon.

IN WITNESS WHEREOF, the County of Sussex, Virginia, by its Board of Supervisors has caused this Bond to be signed by the Chairman and attested by the Clerk of said Board of Supervisors and the Sussex County School Board has caused this Bond to be signed by its Chairman and attested by the Clerk of the School Board, each by their manual or facsimile signatures, and their seals to be impressed or imprinted hereon, and this Bond to be dated as set forth above.

(COUNTY SEAL)

Clerk, Board of Supervisors

Chairman, Board of Supervisors

(SCHOOL BOARD SEAL)

Clerk, School Board

Chairman, School Board

CERTIFICATE OF AUTHENTICATION

This Bond is the Bond described in the within-mentioned Resolution.

REGISTRAR – SUSSEX COUNTY TREASURER

By: _____
County Treasurer

DATE OF AUTHENTICATION:

_____, 2025

[FORM OF ASSIGNMENT]

For value received, the undersigned hereby sells, assigns, and transfers unto

Please insert social security number or other tax identification number of assignee:

[_____]

Name and address of assignee, including zip code: _____
_____ the within -
mentioned Bond and hereby irrevocably constitutes and appoints _____ attorney -
in-fact, to transfer the same on the registration books thereof maintained in the office of the within-
mentioned Registrar with the full power of substitution in the premises.

DATED: _____

NOTE: The signature to this assignment must correspond with the name of the registered holder that is written on the face of the within Bond in every particular, without alteration or enlargement or any change whatsoever.

Signature Guaranteed

NOTICE: Signature(s) must be guaranteed by a member
firm of the New York Stock Exchange or a commercial
bank or trust company.

Schedule A-1

BOARD ACTION FORM

Agenda Item: Appointments #5.01

Subject: Appointment to Planning Commission

Board Meeting Date: March 20 2025

=====

Summary: This item was tabled last month's meeting. There is a vacancy on the Planning Commission for the Henry District. An appointment needs to be made to fill this vacancy starting immediately, expiring January 31, 2029.

Mr. Lafayette Edmond's (Member-at-Large) on the Planning Commission has expired. Staff has contacted Mr. Edmond. He is willing to continue to serve, if reappointed. This term will expire June 30, 2027.

Recommendation: That the Board approve the Henry District appointment, effective immediately, expiring January 31, 2029; as well as approve the reappointment of Mr. Lafayette Edmond (Member-at-Large) to the Planning Commission, with a term expiring June 30, 2027, respectively.

Attachments: Copies of Letter from Mr. Edmond and List of Planning Commission Members

=====

ACTION: That the Board approve the Henry District appointment, effective immediately, expiring January 31, 2029; as well as approve the reappointment of Mr. Lafayette Edmond (Member-at-Large) to the Planning Commission, with a term expiring June 30, 2027, respectively.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___

COUNTY OF SUSSEX



Board of Supervisors

Steve E. White, Chairman
Phyllis T. Tolliver, Vice Chair
Thomas W. Baicy, III
C. Eric Fly, Sr.
Alfred G. Futrell
Wayne O. Jones
Rufus E. Tyler, Sr.

Post Office Box 1397
20135 Princeton Road
Sussex, Virginia 23884

Richard Douglas
County Administrator
rdouglas@sussexcountyva.gov

Telephone: (434) 246-1000
Facsimile: (434) 246-6013
www.sussexcountyva.gov

February 13, 2025

J. Lafayette Edmond
16423 Jerusalem Plank Road ad
Waverly, VA 23890

Re: Reappointment to Planning Commission

Dear Mr. Edmond:

Our records indicate that your appointment on the Planning Commission expired June 30, 2023. So that we may have adequate documentation, this correspondence is being forwarded to you to ask whether or not you would like to be reappointed to Planning Commission.

Should you wish to be reappointed, your term will expire June 30, 2027.

Sincerely,

Shilton R. Butts
Assistant to County Administrator/
Clerk to the Board

=====

☒ I wish to be reappointed to the Planning Commission.

☐ I do not wish to be reappointed to the Planning Commission.

Signature: Verified via telephone call

mb
Date: February 13, 2025

Sussex County Planning Commission Members

Regular Meeting Date: First Monday of each Month @ 6:00 p.m.

<p>Terry Massenburg, Chairman (Yale) 13200 Comans Well Road P. O. Box 330 Stony Creek, VA 23882 Cell: 434-637-7210 Tmassenburg29@gmail.com Term Expires: 4/30/2028</p>	<p>J. Lafayette Edmond, Vice Chairman (Member-at-large) 16423 Jerusalem Plank Road Waverly, VA 23890 Home: 804-834-2610 Cell: 804-380-9330 jlebigfoot@gmail.com Term Expires: 6/30/2023</p>
<p>Elena Grinstead (Courthouse) 22464 Cabin Point Road Disputanta, VA 23842 Home: 804-494-3705 Leidbug6@msn.com Term Expires: 2/29/2028*</p>	<p>Rudolph Shands (Stony Creek) 12267 Flowers Road Stony Creek, VA 23882 Home: 434-246-2232 Shands301@gmail.com Term Expires: 6/30/2026</p>
<p>Roger King (Blackwater) 29365 Lobbs Shop Road P. O. Box 349 Waverly, VA 23890 Cell: 804-691-1989 Rogerking33@gmail.com Term Expires: 1/31/2026</p>	<p>Dennis Mason (Wakefield) 407 East Main Street Wakefield, VA 23888 Home: 757-899-8401 Cell: 757-647-9799 deltea@aol.com Term Expires: 6/30/2026</p>
<p>Vacant (Henry)</p>	<p>Andrew Mayes (Waverly) 328 Coppahaunk Avenue Waverly, VA 23890 Home: 804-337-1858 amayes@commonwealthenvironmental.com Term Expires: 01/31/2027</p>
<p>Kevin Bracy (Member-at-large) 18377 Courthouse Road Yale, VA 23897 Home: 434-246-4720 Cell: 757-635-8685 bornajunker@hotmail.com Term Expires: 1/31/2027</p>	
<p>Planning and Zoning Staff:</p>	
<p>Beverly Walkup, Director of Planning 20135 Princeton Road P. O. Box 1397 Sussex, VA 23884 Office: 434-246-1042 Cell: 757-651-4843 bwalkup@sussexcountyva.gov</p>	<p>Michael Poarch, Planner 20135 Princeton Road P. O. Box 1397 Sussex, VA 23884 Office: 434-246-1043 mpoarch@sussexcountyva.gov</p>

BOARD ACTION FORM

Agenda Item: Appointments #5.02

Subject: Appointment to Board of Zoning Appeals (BZA)

Board Meeting Date: March 20 2025

=====

Summary: The term of Mr. Gatewood “Lee” Simmons, on the Board of Zoning Appeals expired January 31, 2024. Staff contacted Mr. Simmons, he is willing to serve, if reappointed.

If reappointed, Mr. Simmons’s term will expire January 31, 2029.

Recommendation: That the Sussex County Board of Supervisors reappoint Gatewood “Lee” Simmons to the Board of Zoning Appeal with a term expiring January 31, 2029.

Attachments: A copy of Confirmation Letter for Mr. Simmons, BZA Roster, BZA By-Laws.

=====

ACTION: That the Sussex County Board of Supervisors reappoint Gatewood “Lee” Simmons to the Board of Zoning Appeal with a term expiring January 31, 2029.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___

COUNTY OF SUSSEX



Board of Supervisors

Steve E. White, Chairman
Phyllis T. Tolliver, Vice Chair
Thomas W. Baicy, III
C. Eric Fly, Sr.
Alfred G. Futrell
Wayne O. Jones
Rufus E. Tyler, Sr.

Post Office Box 1397
20135 Princeton Road
Sussex, Virginia 23884

Richard Douglas
County Administrator
rdouglas@sussexcountyva.gov

Telephone: (434) 246-1000
Facsimile: (434) 246-6013
www.sussexcountyva.gov

March 11, 2025

Gatewood "Lee" Simmons, Jr.
16108 Robinson Road
Waverly, VA 23890

Re: Board of Zoning Appeals

Dear Mr. Simmons:

Our records indicate that your appointment on the Board of Zoning Appeals expired January 31, 2024. So that we may have adequate documentation, this correspondence is being forwarded to you to ask whether or not you would like to be reappointed to the Board of Zoning Appeals.

Should you wish to be reappointed, your term will expire January 31, 2029.

Sincerely,

Shilton R. Butts
Assistant to County Administrator/
Clerk to the Board

=====

☒ I wish to be reappointed to the Board of Zoning Appeals.

☐ I do not wish to be reappointed to the Board of Zoning Appeals.

Signature: Verified via telephone call

Date: March 6, 2025

SUSSEX COUNTY BOARD OF ZONING APPEALS

(Updated January 2025)

Karen Hines
12236 Setzer Road, Stony Creek, VA 23882
Cell: 804.691.7363
karendhines@aol.com
Term expires: 1/31/26

Leon C. Dillard
19361 Gray Road, Yale, VA 23897
Cell: 804.218.3072
Dillelec1@gmail.com
Term expires: 01/31/2028

C. Tyrone Griffin
P.O. Box 505, Wakefield VA 23888
Cell: 757.556.1715
Djrocafella5678@yahoo.com
Term expires: 01/31/2028

Sonda Parham
919 W. Main Street, Waverly, VA 23890
Cell: 804.712.5428
sjparham@msn.com
Term expires: 01/31/2027

Gatewood "Lee" Simmons, Jr.
16108 Robinson Road, Waverly, VA 23890
Cell: 804.721.9466
Csimmons@sussexcountyva.gov
Term expires: 01/31/2024

**BY-LAWS
OF
THE BOARD OF ZONING APPEALS
SUSSEX COUNTY, VIRGINIA**

ARTICLE I. MEMBERSHIP

- 1-1. The Sussex County Board of Zoning Appeals, hereafter referred to as the "Board", shall be appointed by the Sussex County Circuit Court and each member shall be sworn in by the Clerk of the Circuit Court prior to assuming his or her duties.
- 1-2. The Board shall consist of five (5) members. One of the five members may be a member of the Planning Commission. Members of the Board shall hold no other public office in the County.
- 1-3. The term of each regular member shall be five (5) years.
- 1-4. A member whose term expires shall continue to serve until his or her successor is qualified and appointed to serve on the Board of Zoning Appeals.
- 1-5. Any member of the Board shall be eligible for reappointment.

ARTICLE II. OFFICERS

- 2-1. The Board shall organize and elect a Chairman and Vice-Chairman as officers annually in the month of January for a one (1) year term. The officers may be re-elected to successive terms.
- 2-2. The Chairman shall preside at all meetings and hearings of the Board, shall decide all points of order and procedures and shall appoint any committees that may be found necessary.
- 2-3. The Vice-Chairman shall assume the duties of Chairman in the Chairman's absence.
- 2-4. The Zoning Administrator of Sussex County or his/her duly assigned agent shall, (1) serve as the Secretary to the Board and shall handle all the official correspondence subject to these rules at the direction of the Board; (2) send out all public notices required by the rules of procedures; (3) keep minutes of the Board's proceedings; (4) notify members of all meetings; and (5) keep a file on each case that comes before the Board.

ARTICLE III. MEETINGS

- 3-1. Meetings of the Board shall be scheduled by the Chairman in coordination with the Secretary. Meetings shall begin at 6:00 p.m.
- 3-2. A quorum shall consist of three (3) Board members.

- 3-3. The Board may adjourn a meeting to another certain date and time if all cases/applications/appeals cannot be disposed of on the day set, and no further public notice shall be necessary for such a meeting.
- 3-4. A meeting shall be cancelled due to inclement weather if the County is closed on the day of the meeting. The meeting will be rescheduled for another date by the Chairman in coordination with the Secretary following the public notice guidelines under Article IV.

ARTICLE IV. PROCUEURES FOR HEARING BOARD CASES

- 4-1. Appeals to the Board may be taken by any person aggrieved of by any officer, department, board, or bureau of the County affected by a decision of the Zoning Administrator; or from any order, requirement, decision or determination made by any other administrative officer in the enforcement of the Zoning Ordinance.
- 4-2. The applicant shall provide the Zoning Administrator with all the information requested on the application form prescribed by the Board and any such additional information and data as may be required to advise the Board fully with reference to the application for an appeal or variance request, whether such information is called for by the official application form or not. No application for an appeal or variance will be considered by the Board unless it is made on the application required and the appropriate application fees have been paid.
- 4-3. An application for an appeal or variance filed according to the above procedure shall be given a case number within five (5) days of the date filed. Application for an appeal or variance will be assigned for a hearing in the order in which they are received.
- 4-4. The Secretary of the Board shall notify the parties of interests (applicant, adjacent landowners, etc.) of the date and time for the public hearing of the case and give public notice in a newspaper of general circulation in accordance with Section 15.2-2204, the Code of Virginia (1950, as amended).
- 4-5. At the time of the public hearing, the applicant may appear on behalf of the application or be represented by counsel or an agent. The Zoning Administrator's statement shall be made first, followed by the applicant's statement and then comments from any private citizen or business owner for or against the request. The Administrator shall be given the opportunity for a final rebuttal.
- 4-6. A final decision of any application for an appeal or variance to the Board must be approved by a quorum of the membership of the Board. The decision may be delayed so to allow Board members additional time to consider the evidence presented or to allow any additional material to be submitted as requested by the Board prior to rendering a decision.

No member of the Board may act upon any case with respect to property in which the member has an interest. In such cases the member must declare their conflict of interest and abstain from voting.
- 4-7. Within fifteen (15) days after the public hearing, the Secretary on behalf of the Board shall notify the applicant and any other interested party in writing of the final decision of the Board.

ARTICLE V. BOARD RECORDS

- 5-1. A file of all materials and decisions relating to each case shall be kept by the Secretary as part of the records of the Board.
- 5-2. All records of the Board shall be public record in accordance with the Freedom of Information Act.

ARTICLE VI. AMENDMENTS

- 6-1. These By-Laws may be amended, revised or repealed by a majority vote of the Board.

ARTICLE VII. ENACTMENT

- 7-1. These By-Laws shall replace all others and are adopted effective this **22nd** day of **October**, 2014.

BOARD ACTION FORM

Agenda Item: Action Items #6.01

Subject: CSA Program Cap Increase and Appropriation and Back-Up Coordinator Funding Appropriation

Board Meeting Date: March 20 2025

=====

Summary: Staff is requesting consideration of the following two Children's Services (CSA) items:

1) CSA Program Cap and Appropriation

The monthly average of CSA expenditures for the last 12 months is \$175,000. Due to this average, staff is requesting that the CSA revolving fund cap/balance be increased indefinitely from \$250,000 to \$350,000. This increase will allow the CSA program to continue to pay vendors on time and from one month to the next in the event that the 30-day window of reimbursement from the state is delayed, or if there is a higher amount of invoices to be paid in a particular month (after vendor invoices are paid by the CSA program using county funds, a reimbursement report to the Virginia Office of Children's Services is submitted; reimbursement is generally provided within 30 days (generally 75 percent of costs)).

In addition to raising the revolving fund cap, staff is requesting an appropriation of \$110,000 to true-up CSA expenditures and provide for an adequate level of funds to cover CSA costs. This true-up will cover FY24 expenses that exceeded the budgeted amount (due to the number of individuals served, types of services provided, and the increasing costs of those services), and will placed the CSA revolving fund in a positive fund balance.

Recommendation: Staff recommends approval of resolution appropriating \$110,000 in reserve funds to the CSA FY25 annual operating budget.

2) Back-Up CSA Coordinator Funding Appropriation

The Virginia Office of Children's Services requires each locality to have a designated Back-Up CSA Coordinator, with the purpose being a continuity of CSA operations in the absence of the CSA Coordinator (ensuring guidelines are met for new CSA cases, processing CSA-related invoices, staffing the CPMT for funding approvals, etc.), and staffing is reviewed as part of the state's program audit process. As A/P Clerk, Ms. Nicholson served in that role prior to being promoted to the CSA Coordinator position, with a \$20,000 annual salary supplement for these additional responsibilities. While the back-up position has been vacant since Ms. Nicholson transitioned to her current position, the County Administrator has identified Stephanie Daniels, current A/P Clerk, to fill the CSA Back-up CSA Coordinator position effective February 1, with the same annual salary supplement. It is important to note that Ms. Daniels will not only serve in the coordinator role as needed, but will also assist the CSA Coordinator with regular program tasks as part of her current position.

Recommendation: Staff recommends approval of the attached resolution providing for supplemental pay effective February 1.

Attachments: Resolution #25-31 CSA Program Cap Increase and Resolution #25-32 Back-Up Coordinator Funding

=====

ACTION: That the Board approves Resolution #25-31 appropriating \$110,000 in reserve funds to the CSA FY25 annual operating budget.

1) CSA Program Cap and Appropriation

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>		<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___		Jones	___	___
Fly	___	___		Tolliver	___	___
Futrell	___	___		Tyler	___	___
			White	___	___	

=====

ACTION: That the Board approves Resolution #25-32 providing for supplemental pay effective February 1.

2) Back-Up CSA Coordinator Funding Appropriation

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>		<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___		Jones	___	___
Fly	___	___		Tolliver	___	___
Futrell	___	___		Tyler	___	___
			White	___	___	

RESOLUTION #25-31
FY25 BUDGET SUPPLEMENT

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget supplement for the CSA fund be and hereby is made for the period of July 1, 2024 through June 30, 2025. This resolution will appropriate local reserve funds to the CSA FY25 annual operational budget.

FUND # 110
CSA FUND

REVENUE

Fund 135 Local	<u>\$110,000</u>
Total Revenues	\$110,000

EXPENDITURE

Fund 110 CSA Fund Balance	<u>\$110,000</u>
Total Fund Balance	\$110,000

Adopted this 20th day of March, 2025.

Steve E. White, Chairman
Sussex County Board of Supervisors

ATTEST:

Shilton R. Butts, Clerk
Sussex County Board of Supervisors

RESOLUTION #25-32
FY25 BUDGET SUPPLEMENT

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget supplement for Administration be and hereby is made for the period of July 1, 2024 through June 30, 2025. This resolution will appropriate local reserve funds to the Administration FY25 annual operational budget for CSA back-up duties/responsibilities.

FUND # 100
GENERAL FUND

REVENUE

Fund 135 Local	<u>\$9,750</u>
Total Revenues	\$9,750

EXPENDITURE

Fund 100 Administration	<u>\$9,750</u>
Total Expenditures	\$9,750

Adopted this 20th of March, 2025.

Steve E. White, Chairman
Sussex County Board of Supervisors

ATTEST:

Shilton R. Butts, Clerk
Sussex County Board of Supervisors

BOARD ACTION FORM

Agenda Item: Action Items #6.02

Subject: Salary Reallocation for Sheriff’s Department - Sheriff Giles

Board Meeting Date: March 20 2025

=====

Summary: Attached for your consideration is a request from Sheriff Giles to be placed on the March regular board meeting agenda. He is requesting that an existing county-funded position be frozen but that he be allowed to pull funds from this position for promotions/related salary increases for other existing positions.

Recommendation: Staff is not providing any recommendation on this request.

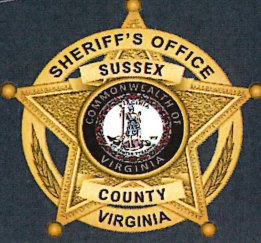
Attachments: 2/28/25 letter from Sheriff Giles

=====

ACTION: TBD

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___



Sheriff E.L. Giles, Sr.
Sussex County Sheriff's Office

"One Family, One Mission, One Goal"

February 28, 2025

Mr. Richard Douglas
County Administrator
P. O. Box 1397
Sussex, Virginia 23884

RE: Request for March Board Agenda

Dear Mr. Douglas:

I am requesting to be placed on the agenda for the regularly scheduled board meeting for March. I am requesting one of our vacant County funded positions to be frozen. In lieu of filling the position, I would like to pull from those funds to give much-needed promotions and salary increases associated with those promotions. The vacant position I am requesting to be froze is the position formerly held by Jeffrey Richardson that is in the Sheriff's Office Field Operations budget.

Thank you in advance for your attention to this matter. Should you have any questions or need any additional information, please let me know.

Respectfully,

A handwritten signature in blue ink, appearing to read "Ernest L. Giles, Sr.".

Ernest L. Giles, Sr., Sheriff
County of Sussex

cc: The Honorable Steve White, Board Chair
The Honorable Dr. Phyllis Tolliver, Board Vice-Chair
Ms. Shilton Ricks, Assistant to County Administrator
Ms. Kelly Moore, Finance Director
Ms. Louise Brucato, Payroll Department
File

P. O. Box 1326 Sussex, Virginia 23884
Telephone: 434-246-5000
Fax: 434-246-5714
Email: Egiles@susova.us

BOARD ACTION FORM

Agenda Item: Unfinished Business #8.01

Subject: Stony Creek Volunteer Fire Department Structural Ceiling Repair Funding Request – Finance Committee Recommendation

Board Meeting Date: March 20 2025

=====

Summary: At the February 2025 regular meeting, Supervisor Baicy requested that the board consider a \$50,000 contribution to the Town of Stony Creek (\$25,000 for each the current and next fiscal year) to complete necessary repairs/improvements to the building housing the Stony Creek Volunteer Fire Department. A copy of his memo is attached, as well as a quote for the necessary repairs.

At the March 6th meeting of the Finance Committee, it was recommended that \$25,000 be transferred from the vehicle maintenance and repair line item in the FY25 Public Safety operating budget to cover this expense, and a budget resolution is attached for your consideration. However, given the potential need for this public safety funding through the remainder of FY25, staff recommends that these funds be appropriated from reserves to cover the cost.

Recommendation: Staff defers to the Finance Committee on its recommendation and consideration of the attached resolution, but suggests that any approved funds for the Stony Creek roof project be appropriated from reserves.

Attachments: Budget Resolution #25-34, Baicy’s memo, and quote for necessary repairs

=====

ACTION: TBD

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___

Shilton Ricks Butts

From: Thomas Baicy
Sent: Thursday, February 6, 2025 8:43 AM
To: Richard Douglas; Shilton Ricks Butts; White, Steve; Phyllis Tolliver; stonycreekmayor@yahoo.com
Subject: Stony Creek Fire Building repairs

Good morning to all ,

I will respectfully request my prior advised need for Stony Creek Vol Fire Dept structural ceiling repair money.

As asked by Richard , I left it off of the last meeting , but want this included in FEB agenda .

I will ask for \$50,000 ;

And can be split 25k now and 25k in new upcoming budget planning so it can be assumed easier by the county finances .

As mentioned several times by The Town and myself , nearly every call made by SCVFD is outside Town limits. And The Town has shouldered all of the fire dept building needs for 75 years with NO help from The County .

I looks forward to providing a repaired shelter for COUNTY VEHICLES as weather improves and the trucks can be placed out of the building during construction .

Nick Sheffield has a hard copy of the quotes and the chosen one which does show the 50,000 will be used completely as a portion that covers the precise damage in question and not other exterior etc plan.

Thank you and any questions , let me know .

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ITEM #	REF. SHEET	DETAIL	CSI SECT	DESCRIPTION	QTY.	WASTAGE	QTY WITH WASTAGE	UNIT	UNIT LABOR COST	TOTAL LABOR COST	UNIT MATERIAL COST	TOTAL MATERIAL COST	ITEM COST	TRADE COST
Estimate of Materials and Cost of Construction														
Date: 3/6/2024					SUBMITTED BY:									
Project: Stony Creek Volunteer Fire Dept.					SEE BELOW									
Project Location: 12457 Hartley Street Stony Creek, VA 23882					General Contractor's and Builder Integrity One									
					Street Address									
					State address									
Summar					Amount									
Subtotal \$					117,364									
Overhead \$					29,341									
Total \$					146,705									
					Phone 804.901.9419									
					Email Integrityvone@icloud.com									
					Website link									
ITEM #	REF. SHEET	DETAIL	CSI SECT	DESCRIPTION	QTY.	WASTAGE	QTY WITH WASTAGE	UNIT	UNIT LABOR COST	TOTAL LABOR COST	UNIT MATERIAL COST	TOTAL MATERIAL COST	ITEM COST	TRADE COST
			DIV-01	GENERAL REQUIREMENTS										\$ -
1				Permits, Supervision And Cleanup	1	0%	1	LS		\$ -		\$ -		
				Permits to be billed as time and material (permit actual costs) x 20% override										
			DIV-02	EXISTING CONDITIONS										\$ 17,505
				DEMOLITION										
2				Remove Entire Roof System	1541	0%	1,541	SF	\$ 4.5	\$ 6,934.5		\$ -	\$ 6,935	
				- Roof Framing & Roof Finishes										
3				Remove Exterior Wall	357	0%	357	SF	\$ 2.3	\$ 821.1		\$ -	\$ 821	
4				Remove Gutter	95	0%	95	LF	\$ 2.2	\$ 209.0		\$ -	\$ 209	
5				Fascia	135	0%	135	LF	\$ 0.6	\$ 81.0		\$ -	\$ 81	
6				Remove Soffit	135	0%	135	LF	\$ 1.2	\$ 162.0		\$ -	\$ 162	
7	B1			Remove Window	1	0%	1	EA	\$ 35.0	\$ 35.0		\$ -	\$ 35	
8				Remove Gypsum Board Ceiling	2189	0%	2,189	SF	\$ 2.3	\$ 5,034.7		\$ -	\$ 5,035	
9				Remove ACT Ceiling	441	0%	441	SF	\$ 2.5	\$ 1,102.5		\$ -	\$ 1,103	
10				Patch & Repair Ceiling (2630SF)	1	0%	1	LS	\$ 300.0	\$ 300.0	\$ 250.0	\$ 250.0	\$ 550	
11				Remove Roof Ventilation	2	0%	2	EA	\$ 25.0	\$ 50.0		\$ -	\$ 50	
12				Remove Wall Paint	2034	0%	2,034	SF	\$ 0.6	\$ 1,220.4		\$ -	\$ 1,220	
13				Remove Wall Panel	837	0%	837	SF	\$ 1.2	\$ 1,004.4		\$ -	\$ 1,004	
14				Patch & Repair Wall (2871SF)	1	0%	1	LS	\$ 300.0	\$ 300.0		\$ -	\$ 300	
			DIV-03	CONCRETE										\$ 1,512
				SLAB										
15	B1			(4" THK.) Concrete Slab (30 SF)	30.000	5%	31.50	CY	\$ 40.0	\$ 1,260.0	\$ 8.0	\$ 252.0	\$ 1,512	
				(6 Mil) Vapor Barrier										
				Washed Gravel										
			DIV-04	MASONARY										\$ 6,239
				CMU WALL										
16	B1			12" W CMU Wall (33 LF, 2'-9" H)	91	10%	101	SF	\$ 7.5	\$ 757.5	\$ 13.5	\$ 1,363.5	\$ 2,121	
17				8" W CMU Wall (77 LF, 2'-9" H)	212	10%	234	SF	\$ 6.4	\$ 1,497.6	\$ 11.2	\$ 2,620.8	\$ 4,118	
			DIV-05	METAL										\$ 1,590
				MAIN FLOOR FRAMING										
				HOLDOWN										
18	B1			H1 Holdown	50	0%	50	EA	\$ 10.0	\$ 500.0	\$ 17.0	\$ 850.0	\$ 1,350	
				ANCHOR BOLTS										
19				1/2" Anchor Bolts	24	0%	24	EA	\$ 3.5	\$ 84.0	\$ 6.5	\$ 156.0	\$ 240	
			DIV-06	WOOD, PLASTIC & COMPOSITES										\$ 28,832

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				WALL FRAMING										
				WALL STUDS										
20				2 x 4 Wood Studs @ 16" o.c. No. Of Studs @ 2'-10"Ht. = 50 ea	142	5%	150	LF	\$ 2.7	\$ 405.0	\$ 2.3	\$ 345.0	\$ 750	
21				2 x 6 Wood Studs @ 16" o.c. No. Of Studs @ 8'-3"Ht. = 39 ea	322	5%	339	LF	\$ 3.0	\$ 1,017.0	\$ 2.6	\$ 881.4	\$ 1,898	
				STUD TOP PLATE										
22				(2x4) Wood Stud Two Top Plate	132	5%	139	LF	\$ 2.7	\$ 375.3	\$ 2.3	\$ 319.7	\$ 695	
23				(2x6) Wood Stud Two Top Plate	102	5%	108	LF	\$ 3.0	\$ 324.0	\$ 2.6	\$ 280.8	\$ 605	
				STUD BOTTOM PLATE										
24				(2x4) Wood Stud One Bottom Plate	66	5%	70	LF	\$ 2.7	\$ 189.0	\$ 2.3	\$ 161.0	\$ 350	
25				(2x6) Wood Stud One Bottom Plate	51	5%	54	LF	\$ 3.0	\$ 162.0	\$ 2.6	\$ 140.4	\$ 302	
				WALL SHEATHING										
26				(7/16") OSB Plywood Sheathing	303	5%	319	SF	\$ 2.1	\$ 669.9	\$ 1.1	\$ 350.9	\$ 1,021	
				ROOF FRAMING										
				TRUSS										
27				2x4 Wood Truss @ 24" O.C	1537	5%	1,614	SF	\$ 3.2	\$ 5,164.8	\$ 6.7	\$ 10,813.8	\$ 15,979	
28				PLYWOOD SHEATHING (3/4") OSB Sheathing	1537	5%	1,614	SF	\$ 2.1	\$ 3,389.4	\$ 1.2	\$ 1,936.8	\$ 5,326	
29				WOOD PLATE 2x8 Wood Plate	190	5%	200	LF	\$ 3.6	\$ 720.0	\$ 4.5	\$ 900.0	\$ 1,620	
30				BEAM 2x4 Ridge Beam	48	5%	51	LF	\$ 3.0	\$ 153.0	\$ 2.6	\$ 132.6	\$ 286	
			DIV-07	THERMAL & MOISTURE PROTECTION										\$ 25,418
				ROOFING										
31				40 Yr. Dimensional Shingles	1537	5%	1,614	SF	\$ 3.2	\$ 5,164.8	\$ 4.6	\$ 7,424.4	\$ 12,589	
32				Synthetic Underlayment	1537	5%	1,614	SF	\$ 1.2	\$ 1,936.8	\$ 0.8	\$ 1,291.2	\$ 3,228	
33				Gutter	140	5%	147	LF	\$ 3.3	\$ 485.1	\$ 5.6	\$ 823.2	\$ 1,308	
34				Downspout 12' H	2	0%	2	EA	\$ 38.0	\$ 76.0	\$ 78.0	\$ 156.0	\$ 232	
35				Break Metal	140	5%	147	LF	\$ 2.2	\$ 323.4	\$ 3.3	\$ 485.1	\$ 809	
36				Vented Soffit	178	5%	187	LF	\$ 2.4	\$ 448.8	\$ 3.8	\$ 710.6	\$ 1,159	
37				Ridge Vent	48	5%	51	LF	\$ 3.4	\$ 173.4	\$ 5.3	\$ 270.3	\$ 444	
				FLASHING										
38				Ridge Flashing	48	5%	51	LF	\$ 2.3	\$ 117.3	\$ 3.4	\$ 173.4	\$ 291	
				EXTERIOR										
39				House Wrap	731	5%	768	SF	\$ 1.1	\$ 844.8	\$ 0.7	\$ 537.6	\$ 1,382	
				FLASHING										
40				Window Flashing	64	5%	68	LF	\$ 2.3	\$ 156.4	\$ 3.4	\$ 231.2	\$ 388	
41				Door Flashing	36	5%	38	LF	\$ 2.3	\$ 87.4	\$ 3.4	\$ 129.2	\$ 217	
				SEALANT										
42				Acoustical Sealant	468	5%	492	LF	\$ 0.6	\$ 295.2	\$ 0.4	\$ 196.8	\$ 492	
				INSULATION										
43				(R-30) Attic Insulation	945	5%	993	SF	\$ 1.3	\$ 1,290.9	\$ 1.6	\$ 1,588.8	\$ 2,880	
			DIV-08	OPENINGS										\$ 1,340
				DOORS										
44				(3'-0"x6'-8") Door w/ Frame	1	0%	1	EA	\$ 350.0	\$ 350.0	\$ 740.0	\$ 740.0	\$ 1,090	
				DOOR HARDWARES										
45				Door Hardware's	1	0%	1	EA	\$ 80.0	\$ 80.0	\$ 170.0	\$ 170.0	\$ 250	
			DIV-09	FINISHES										\$ 31,733
				PLASTER & GYPSUM BOARD										
46				1/2"Thk. Gypsum Wall Board	1,445	5%	1,518	SF	\$ 2.0	\$ 3,036.0	\$ 0.9	\$ 1,366.2	\$ 4,402	
				CEILING										
47				1/2"Thk. Gypsum Wall Board Ceiling	945	5%	993	SF	\$ 2.4	\$ 2,383.2	\$ 0.9	\$ 893.7	\$ 3,277	
48				2x2 Lay in Ceiling	446	5%	469	SF	\$ 3.4	\$ 1,594.6	\$ 4.5	\$ 2,110.5	\$ 3,705	
				TAPING & MUDDING										
49				Taping	4	5%	5	ROLLS	\$ 26.0	\$ 130.0	\$ 14.0	\$ 70.0	\$ 200	

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50	B1			Mudding	126.67	5%	134	LBS	\$ 2.3	\$ 308.2	\$ 3.2	\$ 428.8	\$ 737	
51				Nails	3361	5%	3,529	EA	\$ 0.1	\$ 211.7	\$ 0.0	\$ 105.9	\$ 318	
				PAINT										
52				One Coat Of Primer And Two Coats Of Paint At Wall - This Paint Includes New & Existing Walls	2871	5%	3,015	SF	\$ 1.2	\$ 3,618.0	\$ 1.0	\$ 3,015.0	\$ 6,633	
53				One Coat Of Primer And Two Coats Of Paint At Ceiling	945	5%	993	SF	\$ 1.5	\$ 1,489.5	\$ 1.0	\$ 993.0	\$ 2,483	
54				Paint @ HM Door	1	5%	2	EA	\$ 65.0	\$ 130.0	\$ 45.0	\$ 90.0	\$ 220	
55				Paint @ HM Frame	1	5%	2	EA	\$ 37.8	\$ 75.6	\$ 25.2	\$ 50.4	\$ 126	
				EXTERIOR FINISHES										
56				Vinyl Siding	731	5%	768	SF	\$ 3.4	\$ 2,611.2	\$ 6.5	\$ 4,992.0	\$ 7,603	
57				Window Shutters	4	5%	5	EA	\$ 75.0	\$ 375.0	\$ 210.0	\$ 1,050.0	\$ 1,425	
				TRIM										
58				Window Trim	64	5%	68	LF	\$ 2.3	\$ 156.4	\$ 3.4	\$ 231.2	\$ 388	
59				Door Trim	36	5%	38	LF	\$ 2.3	\$ 87.4	\$ 3.4	\$ 129.2	\$ 217	
			DIV-23	HVAC/MECHANICAL										\$ 1,850
				ALLOWNCES										
60	B1			Allowances For HVAC Ductwork & Equipment Area: 1459 SF	1	0%	1	LS		\$ -		\$ -	\$ -	
				NEW HVAC WORK TO BE DONE BY FIRE DEPT. DEMO BY INTEGRITY ONE									\$ 1,850	
			DIV-26	ELECTRICAL										\$ 1,345
				LIGHTING										
61	B1			Exit Sign w/ Emergency Light	1	0%	1	EA	\$ 70.0	\$ 70.0	\$ 200.0	\$ 200.0	\$ 270	
62				Emergency Light	1	0%	1	EA	\$ 50.0	\$ 50.0	\$ 150.0	\$ 150.0	\$ 200	
				ALLOWANCES										
63				Allowance Provided For Wiring If Req. Area: 1459 SF	1	0%	1	LS	\$ 200.0	\$ 200.0		\$ -	\$ 200	
				Rewire for new attic lighting circuit and one receptacle									\$ 675	
SUB TOTAL									Total Lab. Cost =		\$ 62,280	Total Mat. Cost =		\$ 52,558
INSURANCE									0%			\$ -		\$ -
OVERHEAD									25%			\$ 29,341		\$ 29,341
TOTAL BASE BID												\$ 146,705		\$ 146,705

General Notes: The prices used while preparing the estimate were taken from RSMeans online i.e. the standard pricing & the company is not responsible for any kind of variations in the prices. So, it is preferred to review the prices.

Note

- The drawings are scaled as per the mentioned scales on the plans.
- The prices used are standard prices, unless otherwise noted.

Exclusions

1

Legend

F.C = Waste or diff. factor
sf = square feet
lf = linear feet
ea = each
cy = cubic yard
sy = square yard
loc = location
ls = lump sum

BOARD ACTION FORM

Agenda Item: New Business #9.01

Subject: Reinstatement of Zoning Compliance Review to Business License Process – Supervisor Fly

Board Meeting Date: March 20 2025

=====

Summary: Supervisor Fly has requested that the Board revisit a suspension of zoning compliance determination as part of the county's business license process (business licenses are issued by the Commissioner of the Revenue). The Board voted at its March 2023 regular meeting to suspend this process temporarily, but it has remained in place.

Recently a towing company near Wakefield was issued a business license. However, this use is noncompliant with county zoning and several complaints have been made against this use (though the company has a current business license, county planning staff is taking zoning enforcement action against the company). Ideally and typically a standard part of the business license review/issuance process for local governments, zoning compliance review and determination by county planning staff prevents a business license to be issued for an illegal land use.

Recommendation: Staff recommends that the suspension of zoning compliance review be rescinded immediately.

Attachment:

=====

ACTION: TBD

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>
---------------	------------	------------

Baicy	___	___
-------	-----	-----

Fly	___	___
-----	-----	-----

Futrell	___	___
---------	-----	-----

<u>Member</u>	<u>Aye</u>	<u>Nay</u>
---------------	------------	------------

Jones	___	___
-------	-----	-----

Tolliver	___	___
----------	-----	-----

Tyler	___	___
-------	-----	-----

White ___ ___

BOARD ACTION FORM

Agenda Item: New Business #9.02

Subject: Contribution to Sussex Service Authority for Stony Creek Wastewater Collection Operations – Supervisor Baicy

Board Meeting Date: March 20 2025

=====

Summary: Attached for your consideration is a request from the Sussex Service Authority for \$20,000 in funding annually for major pump station operations in the Stony Creek area. Supervisor Baicy has recommended that these funds be provided from future meals tax revenue that will begin April 1.

Recommendation: If the board wishes to consider approval of this request, staff recommends that this expenditure be included in the upcoming fiscal year operating budget.

Attachment: Sussex Service Authority Letter

=====

ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___

Sussex Service Authority

4385 Beef Steak Road
Waverly, Virginia 23890
Phone: (804) 834-8930
Fax: (804) 834-6910

February 27, 2025

Mr. Richard Douglas
County Administrator
Sussex County
20135 Princeton Road
Sussex, Virginia 23884

Subject: Request for \$20,000 Funding for Major Pump Station Operations in Stony Creek Area

Dear Mr. Douglas:

We hope this letter finds you well. We are writing on behalf of Sussex Service Authority to request financial assistance in the amount of \$20,000 annually to support the operations of major pump stations in the Stony Creek area. This critical infrastructure is essential for maintaining and enhancing the residential and commercial water and wastewater services in this area.

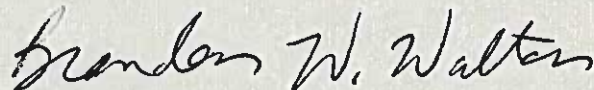
The Stony Creek area has consistently demonstrated its importance to the economic vitality of Sussex County, contributing significant revenue through various business operations. With the upcoming implementation of the additional meals tax, we anticipate that this area will continue to be a major revenue generator for the county.

Furthermore, Mr. Tom Baicy, a valued member of our board, has been an enthusiastic advocate for this funding. He believes, as we do, that allocating funds for the pump stations will not only ensure the continued prosperity of Stony Creek businesses but also serve as a tangible expression of our gratitude and support for their ongoing contributions to the county's economic growth.

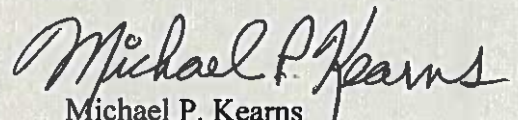
We kindly request the County to consider our proposal and approve an annual allocation of \$20,000 to facilitate the operations of major pump stations in the Stony Creek area. We are confident that this investment will yield significant long-term benefits for both the Stony Creek area and Sussex County as a whole.

Thank you for your time and consideration. We look forward to the opportunity to discuss this request further and provide any additional information you may require.

Respectfully,



Brandon W. Walton
Financial Director



Michael P. Kearns
Executive Director

CC: Sussex Service Authority Board Members

BOARD ACTION FORM

Agenda Item: New Business #9.03

Subject: Proposed Water Plan for the Western Tidewater Subregion

Board Meeting Date: March 20 2025

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Summary: Attached for your consideration is a proposal through the Hampton Roads Planning District Commission for the completion of a water master plan for the Western Tidewater Subregion, consisting of Sussex County, Surry County, Southampton County, and the City of Franklin (the attached proposal from Stantec Consulting Services was amended to include Sussex County at the request of the other participating jurisdictions). Many of our other neighbors have already addressed future water needs and/or rely on surface water as a primary water source, and this planning effort could work to ensure an adequate supply of water in the future for the county, particularly related to economic development efforts.

The cost of this project would be on a per capita basis, with Sussex County paying \$24,049 of the total \$102,919 project cost. No funds are needed in FY24, so this cost could be included in the FY26 operating budget if the board wishes to approve this project.

Recommendation: Staff recommends approval.

Attachment: Stantec proposal

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ACTION: N/A

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___



Stantec Consulting Services Inc.
10988 Richardson Road
Ashland VA 23005-3502

February 28, 2025

Project/File: 20340XXXX

Ivy Ozmon

Water Resources Planner III
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, VA 23320

Reference: Revised Proposal for Water Supply Planning for Western Tidewater Subregion of Hampton Roads Planning District

Dear Ivy,

Stantec Consulting Services Inc. (Stantec) is pleased to offer this revised proposal to Hampton Roads Planning District Commission (HRPDC) to provide Water Supply Planning services for the Western Tidewater subregion of the Hampton Roads Planning District (District). This proposal was prepared in response to your Request for Quote (RFQ) dated September 6, 2024 and is a revision to the proposal submitted to HRPDC on October 4, 2024, which was updated at your request to include one additional Locality: Sussex County, Virginia.

Background & Project Understanding

Based on the RFQ, we understand that HRPDC is seeking consultant services to assist in developing a Water Supply Plan for the Western Tidewater subregion, which is comprised of the City of Franklin and Counties of Surry Southampton, and Sussex, Virginia (Localities). Within this region, there are dozens of individual water systems. These water systems are predominantly groundwater-supplied, with more than 20 of which are large enough to require groundwater withdrawal permits (GWP). HRPDC is assisting the Localities with development of a Water Supply Plan with consultant support, with HRPDC coordinating Locality data requests, compiling Locality information, arranging Locality meetings, and coordinating public participation. Stantec will organize the information produced by the Localities into a comprehensive report to be titled "Water Master Plan for the Western Tidewater Subregion." Effective October 9, 2024, amendments to Virginia's Water Supply Planning Regulation (9VAC25-780) go into effect. Our team will stay up to date of this and other regulations that impact water supply planning and will ensure information developed is consistent with regulatory requirements.

Details on Stantec's approach to the scope of work are provided further below.

Project Team

Stantec brings a highly-qualified and seasoned team of water resources professionals to this project, including hydrogeologists and engineers with decades of experience in water supply and water system master planning, groundwater withdrawal permitting, and groundwater modeling. Our team is intimately familiar with the water supply challenges facing the Tidewater subregion, having worked on numerous

Reference: Proposal for Water Supply Planning for Western Tidewater Subregion of Hampton Roads Planning District

groundwater withdrawal permits (GWP) in Southampton and Surry Counties including a recent GWP expansion for Surry County and Surry County Public Schools and participating in the Eastern Virginia Groundwater Advisory Committee (EVGWAC). All our work in the Eastern Virginia Groundwater Management Area involves comprehensive water supply planning including existing system capacity analysis and future water demand projections based on demographic/population data, regional and local water supply plans, and economic development initiatives. Examples of Stantec's water supply planning experience include:

- **Water System Master Plan, Captain's Cove Public Water System, Northampton County, Virginia, 2023-present.** For this Master Plan, Stantec is evaluating current and future needs related to the system's groundwater supplies, water treatment facilities, distribution system water quality, and distribution system infrastructure. Hydraulic modelling is being performed in support of this project and the final report will include a prioritized list of proposed upgrades for the system.
- **Water System Master Plan, Lake Wilderness Public Water System, Spotsylvania County, Virginia, 2023-present.** Similar to the Master Plan described above, for this effort, Stantec is evaluating the system's current and future groundwater demands, and adequacy of the existing water treatment systems and distribution system infrastructure to meet those demands. The final deliverable (report) of this project will include a list of recommendations and upgrades for client consideration to address needed improvements to the supply, treatment, and distribution facilities. Hydraulic modelling is included in Stantec's scope of work to support this effort.
- **Prince William County Service Authority Water System Hydraulic Model Development and Calibration. 2017-2018** This project was completed as part of our Basic Ordering Agreement (BOA) with PWCSA and included the development and calibration of a 36,000-pipe water system model. Work included developing a validation field test plan for model calibration and preparation of protocols that provided the Service Authority with a systematic road map for the existing model build and future modeling analysis.
- **Water System Master Plans, Various Communities throughout New England.** Stantec has extensive water system master plan experience with small to mid-size communities throughout New England where we have evaluated the existing water supply and distribution systems to meet current and future demand requirements. These studies also typically include the development of a water hydraulic model to evaluate the water distribution system's ability to meeting maximum day demand and fire protection requirements. Water systems include Adams Fire District, Adams, FD, Barnstable Fire District, Barnstable MA, Town of Dartmouth, MA, Town of Stoneham, MA, Town of Maynard, MA, Town of Holliston, MA, North Tilton Water District, North Tilton, NH, Groton Utilities, Groton, CT. Harrisville Fire District, Harrisville, RI.
- **Chesterfield County Facilities Plan, Chesterfield County, Virginia 2012-2013** This project involved creating and evaluating the overall master plan for water and sewer lines throughout the County. The goal of the master plan was to ensure the appropriate levels of service, sizes of infrastructure, and source locations were sized to meet or exceed the "Build Out Plan" of the County. This work included the overall modeling and detailed analysis based upon population projections, zoning implications, transportation master planning, and was used as a basis for the justification of utility main extensions as the development of the County progressed over time.
- **Groundwater Withdrawal Permit Expansion Application, Surry County Public Schools/Surry County Government, Surry County, Virginia, 2023.** Stantec wrote the Groundwater Withdrawal Permit expansion application, which included a detailed water demand model of existing and future projected conditions to support the County's economic development initiatives. Our work also included using the Virginia Coastal Plain model to determine the feasibility of passing DEQ's Technical Evaluation and obtaining the Groundwater Withdrawal Permit.

Reference: Proposal for Water Supply Planning for Western Tidewater Subregion of Hampton Roads Planning District

- ***Alternate Groundwater Source Analysis and Site Selection for Eastern Middlesex Public Water System, Middlesex County, Virginia, 2016-2017.*** This project involved evaluating the existing conditions of approximately 80 groundwater wells for potential acquisition by the Middlesex Water Authority for use as sources in the new regional public water system. Comprehensive water supply planning was later conducted by Stantec as part of the Virginia DEQ Groundwater Withdrawal Permitting process, which included a detailed water demand model of existing and future service connections to justify requested resource allocations along with a Permitting feasibility study using the Virginia Coastal Plain Model (VCPM).

Our proposed project team consists of a group of highly-qualified engineers experienced in developing water supply plans/master plans for municipal utilities and local hydrogeologists deeply involved in groundwater resources and groundwater withdrawal permitting in the Eastern Virginia Groundwater Management area including groundwater modeling for withdrawal permit feasibility and assessment of groundwater trading scenarios. The following provides a brief introduction to the team members and their proposed roles for this project. Additional qualification and experience information is provided in the team member resumes attached at the end of this proposal.

Jason Early, PG is a Senior Hydrogeologist in Stantec's Ashland, Virginia office with over 27 years of experience in environmental and groundwater management consulting. He is an active member of the GWAC and was trained by DEQ and Aquaveo in 2014 on the VAHydroGW-VCPM groundwater model (VCPM) that the agency uses for GWP Technical Evaluations. Jason has provided consulting services to Surry County Public Schools since 2014 including expansion of the Surry County Educational Complex GWP in 2023 to accommodate interconnection of the Complex to the Surry County Industrial Park and planned water system expansion to provide residential and commercial service to a larger sector of the County. He has provided consulting services to one of the region's largest agricultural and industrial entities, Smithfield Foods, since 2005, including aquifer characterization and testing; groundwater supply planning and water conservation and management planning; and groundwater withdrawal permitting for nine hog farms/farm complexes, the Waverly feedmill, and the Smithfield packing and processing facilities all located within Surry and Southampton Counties or nearby Isle of Wight and Sussex Counties. For this project, Jason will serve as Project Manager and direct point of contact with HRPDC staff, directing the Stantec team on data development, organization, and reporting and providing technical input and review. Additionally, he will participate in meetings with HRPDC and the Localities and public meetings, as requested by HRPDC.

Erica Lotz, PE is a Senior Principal Engineer in Stantec's Northeast Water Group. Erica has over 25 years of experience primarily focusing on water distribution system planning projects. She has completed water system master plans for well over 20 water systems including water supply and distribution system evaluations and hydraulic model development and calibration. Erica will serve as Technical Advisor on this project, providing input to the Project Manager and HRPDC and reviewing data analyses and deliverables.

Bryant Mountjoy, PG, PMP is a Project Hydrogeologist in Stantec's Ashland, Virginia office with over eight years of consulting and research experience including numerous groundwater model simulations using the VCPM, groundwater withdrawal permitting, and aquifer testing. He has been involved in the Surry County and Smithfield Foods projects managed by Jason Early since 2018 including taking the role of project technical lead on the 2023 Surry County GWP expansion. For this project, Bryant will serve as Deputy Project Manager, responsible for overseeing data organization, analysis, and reporting by support staff. Bryant will also participate in meetings with HRPDC.

Reference: Proposal for Water Supply Planning for Western Tidewater Subregion of Hampton Roads Planning District

Taylor Valencia, PE is a Project Engineer in Stantec's Ashland, Virginia office with over 6 years of experience in water system design and water supply management. She manages most of Stantec's Virginia and Coastal Plain/Tidewater drinking water system design projects and is currently managing two separate public water system master plans in Virginia, one of which is located in the Coastal Plain region. Taylor engaged in the 2023 Surry County GWP expansion and prior to joining Stantec in 2022 was a District Engineer at the Virginia Department of Health Office of Drinking Water (ODW) Lexington Field Office. Taylor's time working with the public and groundwater sourced drinking water systems (many of them small systems) as part of her responsibilities at ODW will provide HRPDC unique insights on this project. As Project Technical Lead, she will work with and supervise our support staff to evaluate existing water system capacities within the Localities and develop the needs assessment and plan for meeting these needs. Taylor will also participate in meetings with HRPDC.

Ryan Evans, PE is a Senior Engineer and Project Manager in Stantec's Richmond, Virginia office with over 20 years of experience in water and wastewater system engineering and management. Ryan manages large projects for multiple localities within Virginia, specializing in large CIP projects associated with a Facilities Master Plan, system rehabilitation plans, and system betterment projects for O&M or regulatory requirement purposes. Ryan was previously the Principal Engineer for Chesterfield County where his duties included the creation and management of the County's Facilities Master Plan. In addition, his experience also included managing the Local Review Program under the Office of Drinking Water at the Virginia Department of Health for Chesterfield County. Ryan will support the project team throughout and will provide Quality Control Reviews.

Ryan Stackpole, PE is a Project Engineer in Stantec's Northeast Water Group. Ryan has 11 years of experience in planning, design, and construction support for a wide range of water distribution systems throughout the Greater Boston area. His work includes significant involvement in large transmission main programs for the Massachusetts Water Resources Authority (MWRA), and he has served as a lead project engineer on multiple Navy waterfront projects involving fire protection and potable water utility evaluation and design. Ryan is currently managing a public water system master plan in Accomack County, Virginia. Ryan's proficiency lies in hydraulic system evaluations, master planning, and water system improvements. He brings a deep understanding of all aspects of project delivery, including system evaluations, design, construction administration, client interface, and project management. For this project, Ryan will provide technical support on existing water system capacity analysis and development of the needs assessment as well as cost estimates and target project implementation horizons.

Support Staff include several staff-level water resources engineers, hydrogeologists, and GIS specialists based in Virginia and the Mid-Atlantic states with direct experience in water system master planning, hydraulic modeling, and groundwater withdrawal permitting and groundwater modeling for projects in the Virginia Coastal Plain region. These staff will work under the direction of the Project Manager and Deputy Project Manager to organize and analyze data and information collected from HRPDC and develop summaries, maps, and graphics for use in planning.

For more details on our project team's qualifications and experience, please refer to the attached resumes included at the end of this proposal.

Scope of Work

Stantec's proposed scope of work for this project consists of the following tasks:

Reference: Proposal for Water Supply Planning for Western Tidewater Subregion of Hampton Roads Planning District

1. **Kickoff Meeting with HRPDC:** Within two (2) weeks of contract execution and notice to proceed, Stantec will schedule an initial virtual project kickoff meeting with HRPDC. The objective of the meeting will be to review the work scope and schedule, review existing Locality data and information, and begin developing a detailed list of data and information needs for HRPDC to obtain from the Localities. This Kickoff meeting will be held remotely and attended by critical Stantec staff members only (i.e., Project Manager, Deputy Project Manager, and Project Technical Lead). Meeting minutes will be generated and submitted to HRPDC.
2. **Data and Information Needs Development:** Following the kickoff meeting, Stantec will develop a draft list of data and information needed from the Localities. This draft list will be submitted to HRPDC for review and input and then finalized for the HRPDC to send to the Localities.
3. **Data and Information Acquisition and Organization:** It is understood that HRPDC will be solely responsible for acquiring the required data and information from the Localities in an accessible format and then providing this information to Stantec. Stantec will set up a SharePoint site for HRPDC to access the files developed as part of this project and will organize the files as they are acquired. We will develop a comprehensive GIS database of all water systems within the Tidewater subregion (Surry, Sussex, and Southampton Counties and City of Franklin) and in the neighboring Isle of Wight County and City of Suffolk. The GIS map will be linked to files and the database for quick “at a glance” access.
4. **Existing Conditions Analysis:** Stantec will evaluate the condition and operation of critical water system infrastructure (i.e., groundwater wells, storage tanks) and provide recommendations for general improvements. This evaluation will be based on review of previous reports and interviews of relevant staff and will not include any site visits.
5. **Current Demands Analysis:** Stantec will evaluate the adequacy of existing water sources to meet current water system demands, based on documented yields, and permitted withdrawal rates. Demands will be categorized by customer type (i.e., residential, commercial, industrial, and agricultural) and provided by HRPDC from the Localities.
6. **Projected Demands Analysis:** Stantec will evaluate anticipated water demands for the expanded water service area to include planned development projects and population growth (if applicable). Demands will be categorized by customer type (i.e., residential, commercial, industrial, and agricultural) and provided by HRPDC from the Localities. Stantec will develop recommendations for water supply upgrades based on findings of this task. Additionally, we will assess water resources in neighboring Localities (Sussex and Isle of Wight Counties) in this task but is assumed to be a cursory review of existing information and will focus on 2-3 of the largest existing water supplies and potential alternatives in each Locality. We recommend that HRPDC conduct interviews with these Localities as part of this project, if not already scoped.
7. **Water Supply Permitting Feasibility Analysis:** In coordination with HRPDC, Stantec will determine which existing systems currently have a GWP or are expected to need a GWP in the future such as from future growth leading to increased water demands and/or from interconnection of multiple water systems. We will then run the Virginia Coastal Plain model using conservative estimates of future water demands/requested GWP limits to assess the feasibility of these systems passing a DEQ Technical Evaluation for permit issuance. For budgeting purposes, we have assumed several model simulations using the Virginia Coastal Plain model without modification, but

Reference: Proposal for Water Supply Planning for Western Tidewater Subregion of Hampton Roads Planning District

the actual number of simulations required will need to be determined following the Projected Demands Analysis. HRPDC is interested in exploring the possibility of groundwater trading within the larger Planning District, and Stantec can also incorporate model simulations to evaluate several trading scenarios using the un-modified Virginia Coastal Plain Model. For budgeting purposes, we have assumed several model simulations for trading scenarios, but the number of required simulations cannot be determined at this time prior to the projected demands analysis and discussions with HRPDC (and potential trading partners). In our fee estimate, we have allocated up to 40 hours for a groundwater modeler for this task.

This task is assumed to focus on groundwater sources, since surface water is currently a relatively minor contributor to the Subregion's water supply. However, Stantec is also experienced with surface water withdrawal permitting and capacity determinations and will review information provided by localities regarding surface water sources, such as Suffolk's reservoirs.

- 8. Workshop #1 with HRPDC --Gap Analysis:** Stantec will hold one (1) virtual workshop with HRPDC to discuss gaps identified through evaluating the current system demand and source capacity along with projected future demands. This gap analysis will also incorporate the findings of the groundwater modeling/permitting feasibility analysis described above to assess areas and systems that may be facing permitting shortfalls. Meeting minutes will be generated and submitted to HRPDC following the workshop.
- 9. Draft Master Plan Development:** Stantec will develop a prioritized list of proposed upgrades with conceptual cost estimates to address recommended improvements to the existing conditions. The draft Water Master Plan report will be provided to HRPDC, prior to Task #10, for review. This report will include findings and recommendations resulting from previously described tasks.
- 10. Workshop #2 with HRPDC: Draft Master Plan Review:** Stantec will hold one (1) virtual workshop with HRPDC to review and discuss findings and recommendations of the project. Meeting minutes will be generated and submitted to HRPDC following the workshop.
- 11. Final Master/Water Supply Plan Report:** Upon completion of the project, Stantec will provide HRPDC with an electronic (pdf) copy of the final Water Supply Plan Report. Additional hard copies may be provided upon request.
- 12. Project Management & Internal/External Coordination:** Throughout the project, Stantec's Project Manager and Project Technical Lead will provide regular communications and updates to HRPDC and coordinate internally with the Stantec project team via regular meetings to deliver the project on time and within budget.

Assumptions and Limitations

Stantec's scope of work and proposed fee excludes the following, but these services could be provided to HRPDC upon request for additional fees:

- Hydraulic modeling of individual water systems or potential interconnection alternatives. We anticipate that information developed by HRPDC from the localities will identify water system issues such as pressures and water age. General recommendations for further studies of these issues will be included in our Water System Master Plan but no additional detailed analysis will be completed.

Reference: Proposal for Water Supply Planning for Western Tidewater Subregion of Hampton Roads Planning District

Other system-specific recommendations may include water main replacements, water main looping, storage upgrades, and system interconnections.

- Meetings beyond the workshops with HRPDC detailed in the Scope of Work above. Stantec will gladly participate in additional meetings as requested by HRPDC on an as-needed basis with fees based on our hourly billing rates presented in the attached **Fee Estimate**.
- Collection of data and information from the Localities and individual water systems within the Localities, including but not limited to the latest Waterworks Operation Permits and Sanitary Surveys, Locality notes and reports on existing conditions and projected demands, and Locality notes and reports on future development projects. Based on the RFQ, it is understood that HRPDC will collect this data and information from the Localities directly. It is assumed the following data, if available, will be provided to Stantec to support this project. This is a non-exhaustive list, as additional data needs will be determined as an outcome of Task 2.
 - Monthly water production data by system for the last 15 years
 - Water usage data and projections categorized by connection type (i.e., residential, commercial, industrial, agricultural) for the last 15 years
 - Unresolved administrative consent orders, notices of violations (NOVs), and all other regulatory notices related to the existing conditions
 - GIS shape files
 - Distribution system map(s)
- Fieldwork, including visits to specific public water systems, facility condition assessments, or sanitary surveys.

Additionally, it is assumed that HRPDC and the Localities will provide adequate data and information in a readily-usable format that does not require time to re-analyze or convert to machine-readable formats. Ideally, data will be submitted in Microsoft Excel format where applicable and/or text-recognizable Adobe Acrobat pdf format. Information provided to Stantec by HRPDC and the Localities will be assumed to be accurate.

Schedule

Stantec is prepared to initiate the scope of work upon negotiation of a contract with HRPDC and written notice to proceed. We understand that the project kickoff is anticipated July 1, 2025, with target completion date of June 30, 2026. We have developed a draft **Working Project Schedule**, which is attached.

Fee Estimate

Stantec will complete the proposed scope of work on a time-and materials basis according to the estimated level of effort and hourly staff rates shown on our attached **Fee Estimate**. The Fee Estimate includes a

Reference: Proposal for Water Supply Planning for Western Tidewater Subregion of Hampton Roads Planning District

detailed work breakdown structure, but Stantec reserves the right to transfer resources and labor hours from one task to another while delivering the project on-time and within budget.

Closing

Thank you again for the opportunity to provide water supply planning and consulting services to the Hampton Roads Planning District Commission. Stantec is excited to build a partnership with HRPDC, the City of Franklin, Southampton, Sussex, and Surry Counties to ensure that water supplies for this subregion of the Tidewater Virginia area are adequate to accommodate future growth and economic development while managing the region's stressed groundwater resources sustainably. We look forward to collaborating with you on this most important study. Feel free to contact the undersigned should you have any questions or require additional information.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Jason Early PG
Senior Associate, Senior Hydrogeologist
Phone: (804) 412-6547
Mobile: (540) 809-5085
Jason.Early@stantec.com

Erica Lotz PE, ENV SP
Senior Principal
Phone: (781) 221-1163
Mobile: (781) 799-9841
Erica.Lotz@stantec.com

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Attachments: Working Project Schedule
Fee Estimate
Project Team Resumes

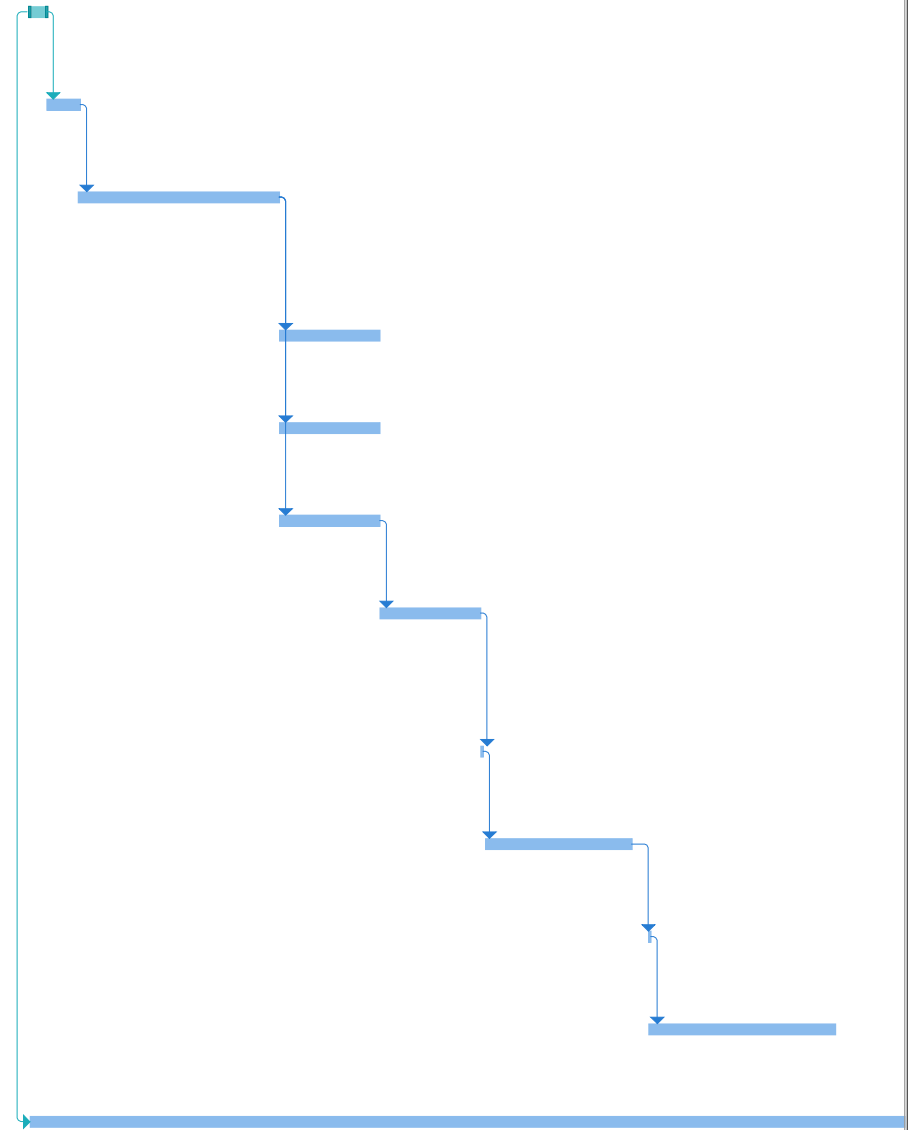
cc: Whitney Katchmark, HRPDC
Bryant Mountjoy, Stantec
Taylor Valencia, Stantec
Ryan Stackpole, Stantec
Ryan Evans, Stantec
Daniel Proctor, Stantec
Erica Lotz, Stantec

ATTACHMENTS

WORKING PROJECT SCHEDULE

HRPDC - Water Supply Planning - Working Project Schedule

ID	Task	Task Name	Responsibility	Duration	Start	June	July	August	September	October	November	December	January	February	March	April	May	June
1		HRPDC Water Supply Planning/Master Plan		365 days	Tue 7/1/25													
2		Kickoff Meeting with HRPDC	Stantec and HRPDC	7 days	Tue 7/1/25													
3		Data and Information Needs Development	Stantec and HRPDC	14 days	Tue 7/8/25													
4		Data and Information Acquisition and Organization	HRPDC	84 days	Mon 7/21/25													
5		Existing Conditions Analysis	Stantec	42 days	Mon 10/13/25													
6		Current Demands Analysis	Stantec	42 days	Mon 10/13/25													
7		Projected Demands Analysis	Stantec	42 days	Mon 10/13/25													
8		Water Supply Permitting Feasibility Analysis	Stantec	42 days	Mon 11/24/25													
9		Workshop #1 - Gap Analysis	Stantec and HRPDC	1 day	Mon 1/5/26													
10		Draft Master Plan Development	Stantec	61 days	Wed 1/7/26													
11		Workshop #2 - Draft Master Plan Review	Stantec and HRPDC	1 day	Mon 3/16/26													
12		Final Master/Water Supply Plan Report	Stantec	78 days	Mon 3/16/26													
13		Project Management & Internal/External Coordination	Stantec	365 days	Tue 7/1/25													



FEE ESTIMATE



REVISED FEE ESTIMATE - WATER SUPPLY PLANNING FOR WESTERN TIDEWATER SUBREGION - HAMPTON ROADS PLANNING DISTRICT

2/28/2025

	Sr. Associate Hydrogeologist / Project Manager	Principal Engineer / Technical Advisor	Senior Hydrogeologist / Deputy Project Manager	Project Technical Lead / Project Engineer	Senior Engineer	Project Engineer	Staff Hydrogeologist	Staff Engineer
Name	Early, Jason	Lotz, Erica	Mountjoy, Bryant	Valencia, Taylor	Evans, Ryan	Stackpole, Ryan	Truman, Ethan	Barber, Madelyn
Billing Level	Level 14	Level 17	Level 12	Level 12	Level 14	Level 13	Level 07	Level 09
Project Billing Rate (T&M)	\$200.00	\$260.00	\$176.00	\$176.00	\$200.00	\$189.00	\$139.00	\$155.00
Total Units (T&M)	60.00	32.00	67.00	128.00	21.00	9.00	152.50	126.00
Fee (T&M)	\$12,000.00	\$8,320.00	\$11,792.00	\$22,528.00	\$4,200.00	\$1,701.00	\$21,197.50	\$19,530.00
Escalation (T&M)	\$277.93	\$182.00	\$269.28	\$492.80	\$60.00	\$56.70	\$110.04	\$201.50
Total Fee (T&M)	\$12,277.93	\$8,502.00	\$12,061.28	\$23,020.80	\$4,260.00	\$1,757.70	\$21,307.54	\$19,731.50

Project Summary	Hours	Labour	Expense	Subs	Total
Fixed Fee	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Time & Material	595.50	\$102,918.76	\$0.00	\$0.00	\$102,918.76
Total	595.50	\$102,918.76	\$0.00	\$0.00	\$102,918.76

WBS Code	Task Code	Task Name	Start Date	End Date	Units							
1	1	Kickoff Meeting with HRPDC	2025-07-01	2025-07-07	5.00	3.00	5.00	3.00				
2	2	Data and Information Needs Development	2025-07-08	2025-07-21	3.00	3.00	5.00	3.00	3.00			
3	3	Data and Information Acquisition and Organization	2025-07-21	2025-10-12	3.00	3.00	3.00	3.00	3.00	25.00	25.00	
4	4	Existing Conditions Analysis	2025-10-13	2025-11-23	3.00	3.00	5.00	25.00	3.00	3.00	25.00	25.00
5	5	Current Demands Analysis	2025-10-13	2025-11-23	5.00	3.00	5.00	25.00	3.00	20.00	25.00	
6	6	Projected Demands Analysis	2025-10-13	2025-11-23	5.00	3.00	5.00	13.00	3.00	20.00	25.00	
7	7	Water Supply Permitting Feasibility Analysis	2025-11-24	2026-01-04	5.00		9.00			50.00		
8	8	Workshop #1 - Gap Analysis	2026-01-05	2026-01-05	5.00	3.00	7.00	8.00				
9	9	Draft Master Plan Development	2026-01-07	2026-03-08	7.00	5.00	9.00	25.00	3.00	3.00	12.50	20.00
10	10	Workshop #2 - Draft Master Plan Review	2026-03-15	2026-03-16	5.00	3.00	7.00	8.00				
11	11	Final Master/Water Supply Plan Report	2026-03-16	2026-06-01	7.00	3.00	7.00	15.00	3.00	3.00		6.00
12	12	Project Management & Internal/External Coordination	2025-07-01	2026-06-30	7.00							

Task Type	Hours	Labour	Expense	Subs	Total
Time & Material	16.00	\$3,188.00	\$0.00	\$0.00	\$3,188.00
Time & Material	17.00	\$3,388.00	\$0.00	\$0.00	\$3,388.00
Time & Material	65.00	\$10,386.00	\$0.00	\$0.00	\$10,386.00
Time & Material	92.00	\$15,177.00	\$0.00	\$0.00	\$15,177.00
Time & Material	86.00	\$14,315.00	\$0.00	\$0.00	\$14,315.00
Time & Material	74.00	\$12,203.00	\$0.00	\$0.00	\$12,203.00
Time & Material	64.00	\$9,565.78	\$0.00	\$0.00	\$9,565.78
Time & Material	23.00	\$4,641.00	\$0.00	\$0.00	\$4,641.00
Time & Material	84.50	\$15,422.93	\$0.00	\$0.00	\$15,422.93
Time & Material	23.00	\$4,641.00	\$0.00	\$0.00	\$4,641.00
Time & Material	44.00	\$8,556.45	\$0.00	\$0.00	\$8,556.45
Time & Material	7.00	\$1,434.60	\$0.00	\$0.00	\$1,434.60

PROJECT TEAM RESUMES

Jason Early, PG is a Hydrogeologist, Professional Geologist, Project Manager, and Team Leader with over 27 years of experience and progressively increasing responsibilities in applied water resources investigations, including program development and technical direction, quality assurance, and supervision of multidisciplinary teams of hydrogeologists, hydrologists, water resource engineers, and environmental scientists. He has led and collaborated on water resource projects for state government, municipalities, water and wastewater utilities, agriculture, industry, and manufacturing. His technical background includes experience in groundwater availability and supply source development and permitting; aquifer testing and groundwater modeling; siting and logging of water well drilling, design, construction, and performance testing; and water supply planning and water conservation and management planning. Additionally, his career has included considerable experience in contaminant hydrogeology and geochemistry as applied to soil and groundwater remediation. Jason's strengths involve team and project budget and schedule management in addition to developing innovative and creative solutions to our clients' growing regulatory and water resources challenges.

Since the early 2010s, Jason's career has been at the forefront of groundwater resources management in Virginia. In 2013, he delivered technical presentations to numerous entities on groundwater withdrawal permitting. Subsequently, in 2014 he received Virginia DEQ training on the regional VAHydroGW model (USGS Scientific Investigations Report 2009-5039), giving him the expertise to run DEQ's model on behalf of current and prospective permittees. He was selected in 2015 to participate in the Alternate Sources Workgroup of the Eastern Virginia Groundwater Advisory Committee (GWAC) and presented to those panels on managed aquifer recharge and groundwater trading. In 2024, he was selected as a full member of the GWAC. Additionally, Jason maintains ongoing collaborative relationships with DEQ Permitting, Water Supply Planning, and Groundwater Characterization staff as well as hydrologists from the United States Geological Survey.

EDUCATION

M.S., Geology, West Virginia University, Morgantown, West Virginia, 2005

B.S., Geology, The College of William and Mary, Williamsburg, Virginia, 1997

CERTIFICATIONS & TRAINING

OSHA – 40 Hour HAZWOPER Training, Nationwide, 1997

OSHA – 8-Hour HAZWOPER Annual Refresher, 2024

REGISTRATIONS

Professional Geologist #1657, Commonwealth of Virginia, 2005-current

Professional Geologist #2231, State of North Carolina, 2009-current

Professional Geologist #5027, State of Pennsylvania, 2012-current

PROFESSIONAL ORGANIZATIONS & AFFILIATIONS

Eastern Virginia Groundwater Advisory Committee Member

Virginia Chapter, American Water Works Association

Virginia Water Environment Association

National Groundwater Association

American Institute of Professional Geologists

Association of Environmental and Engineering Geologists

PROJECT EXPERIENCE

Groundwater Withdrawal Permitting for New Regional Public Water System | Surry County, Virginia | Surry County, Virginia, and Surry County Public Schools | 2023-Present

Managed and aided in the development of a detailed groundwater withdrawal permit application for a new public water system that will interconnect the Surry County Educational Complex with the Surry Industrial Park and once constructed will supply public water to hundreds of existing and future residences within the County. The application involved developing a comprehensive water demand model and creative ideas in the Water Conservation and Management Plan to minimize impacts to the Potomac aquifer while providing the County a much-needed resource for economic development. The application is currently in review by Virginia DEQ, but groundwater modeling simulations for the requested annual allocation indicate that the proposed project will pass the Technical Evaluation for permit issuance.

Multiple Groundwater Withdrawal Permit Renewals for Public Water Systems | Aqua Virginia, Inc., Virginia American Water; and Numerous Miscellaneous Public and Private Entities | Eastern Virginia Groundwater Management Area | 2014-Present

Supervised and aided in the development of multiple groundwater withdrawal permit renewal applications. This includes 14 simultaneous applications for Aqua Virginia in 2020-2021 and, most recently a combined 33 applications for Aqua Virginia and Virginia American Water in 2024-2025. Developed a project management system to keep information developed from the clients flowing in a timely manner and having specific staff focused on individual application components to complete the tremendous volume of work efficiently on schedule and within budget.

Regional Groundwater/Surface Water Flow Model | Southern California | City of San Buenaventura, California | 2016-2023

Supervised and helped develop a regional groundwater-surface water flow model using MODFLOW-OWHM. Implemented the Farm Process package to estimate and simulate evapotranspiration and surface water runoff as well as agricultural groundwater withdrawals. The objective of the model was to predict the impact of changes in land cover, groundwater withdrawals, and water management initiatives on stream flow and is being used to implement long-term resource management under California's Sustainable Groundwater Management Act (SGMA).

Hydrogeologic Study | Midland Service District Fauquier County, Virginia | Fauquier County, Virginia Government and Schools | 2017-2020

Managed and served as Project Hydrogeologist for a phased comprehensive hydrogeologic study to determine the viability of providing approximately 700,000 GPD of groundwater for a new public water system for industrial and residential use. The project consisted of fracture trace/lineament analysis followed by surface geophysics to identify optimal well sites. Four new production wells were constructed, ranging in safe yield from approximately 200 to 400 gpm. Developed an Aquifer Test Plan and ran the aquifer test, which consisted of step-drawdown testing of each new production well, background monitoring, and simultaneous constant-rate testing of each new production well for 72 hours with water quality sampling and analysis. Presented the findings of the study to Fauquier County and Fauquier Water and Sanitation Authority in February 2020.

Potomac Aquifer Groundwater Source Evaluation and Groundwater Withdrawal Permitting, Eastern Middlesex Water System | Middlesex County, Virginia Middlesex County, Virginia Water Authority | 2016-2019

Reviewed well construction details, aquifer information, specific capacity, and water quality information for approximately 80 existing water wells for use as a source for a new regional public water

system for the eastern section of Middlesex County. The project identified two unused wells in the Potomac aquifer with safe yield exceeding 800+ gpm each and with excellent water quality. Ran numerous VAHydroGW model simulations to evaluate the potential impacts of these source wells on the aquifer and existing groundwater users. As a result of my Source Evaluation, the project received approximately \$3M in grant funding and approximately \$14M in low interest loans from USDA. Prepared the DEQ Groundwater Withdrawal Permit Application, which included a 72-hour aquifer test for DEQ and a simultaneous yield and drawdown test for VDH. The Groundwater Withdrawal Permit was issued by DEQ in 2019.

Preliminary Assessment of Potomac Aquifer Recharge | Hanover County, Virginia | Hanover County, Virginia Department of Public Utilities | 2014-2015

Prepared a DEQ Coastal Plain model simulation of a hypothetical 2.5-MGD artificial recharge (AR) project for Hanover County's Department of Public Utilities. This preliminary study included a fixed-radius well search inventory, an explanation of potential benefits, and meetings with EPA's Underground Injection Control (UIC) Program and DEQ Groundwater Withdrawal Permitting Program (GWWP) staff to determine how an AR project would be authorized. The modeling analysis included a baseline (no artificial recharge) simulation and simulations of 1-MGD and 2.5-MGD recharge scenarios, evaluation of aquifer critical areas, and simulation of potential aquifer head recovery following AR implementation.

Source Water Protection Area Delineation | Shenandoah Valley of West Virginia and Virginia | West Virginia Bureau for Public Health | 2001-2002

Developed a 1,300 square-km regional MODFLOW/MODPATH model encompassing the fractured carbonate and siliciclastic bedrock aquifer within the Shenandoah Valley of West Virginia and Virginia. The model was used to delineate public water supply well capture zones and corresponding Source Water Protection Areas for the West Virginia Bureau for Public Health (WVBPH). Developed the model as part of M.S. thesis at West Virginia University.

SELECTED PUBLICATIONS & CONFERENCE PRESENTATIONS

Early, J. and Mountjoy, B. *A Comparison of DEQ Groundwater Model Parameters to Site-Specific Aquifer Tests: Implications for Groundwater Withdrawal Permitting in Virginia*. Joint Annual Meeting of VA AWWA and VWEA (Water JAM). Virginia Beach, Virginia. September 2024.

Valencia, T. and **Early, J.**, 2023. *The Fight Against Nitrate Leaching in Sandy Soils*. Joint Annual Meeting of VA AWWA and VWEA (Water JAM). Virginia Beach, Virginia. September 2023.

Mountjoy, B. and **Early, J.**, 2023. *Developing Groundwater Supplies in Virginia: Challenges and Best Practices*. Joint Annual Meeting of VA AWWA and VWEA (Water JAM). Virginia Beach, Virginia. September 2023.

Early, J., Mountjoy, B., and Kelly, D., 2020. Aquifer Recharge in the Coastal Plain: Considerations for Groundwater *Trading*. 2020 Environment Virginia Symposium. Lexington, Virginia. March-April 2020.

Early, J., 2015. *Groundwater Withdrawal Rate and Geographic Location Effects on Impacts to Virginia's Coastal Plain Aquifers*. Eastern Virginia Groundwater Advisory Committee Workgroup #1. Glen Allen, Virginia, December 2015.

Herzog, S., Alter, M., and **Early, J.**, 2015. *Prospective Artificial Aquifer Recharge Project, Hanover County, VA*. Eastern Virginia Groundwater Advisory Committee Workgroup #1. Glen Allen, Virginia, September 2015.

Alter, M. and **Early, J.**, 2015. *Artificial Aquifer Recharge for Managing Water Resources in the Potomac Aquifer*. Potomac Watershed Roundtable, Montross, VA, July 2015.

Alter, M. and **Early, J.**, 2015. *Artificial Aquifer Recharge for Managing Virginia's Water Resources*. New Kent County Public Utilities, New Kent, Virginia, June 2015.

Alter, M. and **Early, J.**, 2014. *Artificial Aquifer Recharge for Managing Virginia's Water Resources*. Northern Neck Planning District Commission, Warsaw, Virginia, September 2014.

Early, J., 2014. *Modeling for Groundwater Remediation*. 25th Annual Environment Virginia Symposium at the Virginia Military Institute, Lexington, VA, April 2014.

Smith, W., Hine, C., and **Early, J.**, 2013. *Anaerobic Recharge Basins Design for Passive Treatment of Perchlorate Impacted Soils, Groundwater, and Surface Water*. Battelle's Second International Symposium on Bioremediation and Sustainable Environmental Technologies, Jacksonville, FL, June 2013.

Early, J., Smith, W., Hine, C., and Kondelin, B., 2011. *Post-Audit of a Groundwater Model Used in Designing a Remediation System*. NGWA Summit and 2011 Ground Water Protection Council Spring Meeting, Baltimore, MD, May 2011.

Early, J., 2005. *A regional scale steady-state groundwater flow model of a steeply dipping karst aquifer, Northern Shenandoah Valley of West Virginia-Virginia*. Morgantown, WV: West Virginia University M.S. Thesis.

Early, J.S., and Donovan, J.J., 2002. *Groundwater modeling for source water protection in the carbonate aquifer in Berkeley and Jefferson Counties, West Virginia*. Berkeley County Source Water Task Force Meeting, Martinsburg, WV, January 2002.

Early, J.S., and Donovan, J.J., 2002. *Simulation of linear-flow behavior surrounding large-discharge springs in the Great Valley Cambro-Ordovician aquifer, West Virginia*. American Geophysical Union Spring Meeting, Washington, DC, May 2002.

As a project manager in water resources and with more than 26 years of experience, Erica has gained significant recognition in the field of water supply engineering. Versatility is one of Erica's greatest assets as her many responsibilities include the evaluation of water systems, permitting, design, and construction phase-services for drinking water infrastructure throughout the Northeast.

EDUCATION

MBA, Strategy & Business Analysis, Boston University, Boston, Massachusetts, 2010

B.S., Civil Engineering, Worcester Polytechnic Institute, Worcester, Massachusetts, 1998

CERTIFICATIONS & TRAINING

Water Distribution System Modeling and Water Quality Analysis Seminars, Haestad Methods, Burlington, Massachusetts, 1998

Risk Assessment Methodology for Water Utilities (RAM-W) Training, Burlington, Massachusetts, 2002

REGISTRATIONS

Professional Engineer #45192, Commonwealth of Massachusetts, 2003-current

Envision™ Sustainability Professional (ENV SP), Institute for Sustainable Infrastructure

MEMBERSHIPS

Member, New England Water Works Association

Member, Plymouth County Water Works Association

Member, Barnstable County Water Utilities Association

PROJECT EXPERIENCE

WATER

Water Supply Master Plan | Stoneham, Massachusetts

Erica prepared master plan and water quality analysis. Included computer model to analyze distribution system, synchronized into WaterCAD from Town's existing GIS database. Population and consumption projections were made to see what impacts would be placed on supply and distribution system. System improvements were developed based on system's ability to meet required fire flows and present and future maximum and peak hour consumption demands. Demands were calculated and allocated according to meter records. Flow tests conducted by Stantec and Stoneham DPW personnel were used to calibrate the model. System improvements were modeled to show Town impacts improvements will have. Analysis of coliform

occurrences in Town was being developed to identify cause of Town's Total Coliform Rule Violations.

Water System Evaluation, Hanscom Air Force Base (AFB), Massachusetts | Hanscom AFB, Massachusetts | Task Leader

Task Leader for the preparation of a water system evaluation for Hanscom Air Force Base. Work included updating and calibrating water system hydraulic model originally developed by Stantec in 1999. Hydraulic model was used to evaluate water system improvements associated future redevelopment of the base, compliance with fire flow requirements and water quality improvements. Study also included the development of a unidirectional flushing program for the base.

Water System Master Plan | Holliston, Massachusetts

Project Manager for the completion of a water system master plan study. Work included the evaluation of the water supply, treatment and distribution facilities within the Town. Identified required water main improvements to meet figure flow requirements. Evaluated water supply capabilities to meet demand projections. Conducted preliminary evaluation of existing treatment facilities to meet water quality goals and objectives.

Water Supply Master Plan | Norwood, Massachusetts

Prepared Master Plan including hydraulic model to analyze existing distribution system. Population and consumption projections made to determine what impacts these would have on existing supply and distribution system. Developed and modeled system improvements based upon system's ability to meet required fire flows and maximum and peak hour consumption demands. Model runs included both EPS and steady state runs to evaluate system deficiencies. Model was also utilized to evaluate what impact the addition of a reactivated well supply would have on flow reversals in the distribution system.

Water System Master Plan Update | Fall River, Massachusetts

Conducted evaluation of water distribution system's ability to meet current and future demands while maintaining distribution system water quality. Utilized GIS to investigate Total Coliform Rule violations to determine cause of coliform outbreak and identify improvements the City should make to prevent future violations. Supplied hydraulic model to City in GIS compatible format to be added to City's existing GIS system.

Asset Management Plan | Groton, Connecticut

Completed a comprehensive Water System Asset Management Plan for Groton Utilities (GU). GU's water distribution system information resided in various GIS and AutoCAD files along with spreadsheets that included pipeline installation year, hydrant installation year, maintenance records and history of breaks and leaks. Compiled all the available data into a centralized database to analyze the remaining useful life of the water distribution system.

Distribution System Water Quality and Hydraulic Model | Holliston, Massachusetts

Project Manager for the development of a water system hydraulic model. Model was calibrated through the completion of hydrant flow tests. The Town has experienced water quality complaints. With the use of the calibrated hydraulic model an evaluation was completed to evaluate the potential causes of the distribution water quality complaints.

Water Supply Master Plan, Connecticut Water Company | New Hartford, Connecticut

Prepared hydraulic analysis and Well Head Protection Plan. Included computer model to analyze distribution system. Population and consumption projections made to determine what impacts these would have on existing supply and distribution system. Developed and modeled system improvements based on system's ability to meet required fire flows and maximum and peak hour consumption demands. Demands calculated and allocated according to meter billing records. Flow tests conducted by Stantec and Town of New Hartford personnel used to calibrate the model. EPS and standard runs served to evaluate system deficiencies. System improvements were modeled to demonstrate impacts of proposed improvements. Well Head Protection Plan served to protect two Town wells from sources of contamination.

Northern Intermediate High (NIH) Assessment and Concept Plan, MWRA | 2022-2023 | Assistant Project Manager.

Assistant Project manager for the development of a concept plan to provide redundancy within the MWRA's NIH service area. Activities included assessment of the service area along with identification of both long- and short-term improvements to address the lack of redundancy. The project included completion and evaluation of various hydraulic model simulations to determine the most

beneficial improvements to the service area; identification of all construction related permits, along with completion of the MEPA process for the recommended pipeline alignment; and preparation of an expanded Environmental Notification Form. Stantec provided technical support to the Authority through the entire MEPA process. The team presided over periodic workshops with affected communities to discuss project development and receive comments.

Hydraulic Model and Unidirectional Flushing, Sudbury Water District | Sudbury, Massachusetts

Project Manager responsible for the development of a water system hydraulic model and unidirectional flushing program. Work included field data collection and assessment of water system assets using GPS device. GIS data was migrated to hydraulic modeling software to evaluate hydraulic improvements.

New Well No. 5, Barnstable Fire District | Barnstable, Massachusetts

Project Manager for the design and services during construction of a 900-gpm gravel packed well and pumping station.

Groundwater Monitoring at Well 5, Barnstable Fire District | Barnstable, Massachusetts

Project Manager for three-year monitoring program to evaluate the impacts of public water supply well pumping on groundwater and nearby surface water bodies. Work included the installation of dataloggers at three existing monitoring wells and three surface water sources. Evaluation was required as a condition to the District's Water Management Act Permit.

Town of Burlington Water Supply Evaluation | Burlington, Massachusetts

As Project Manager, completed cost benefit analysis for various public water supply options due to detection of 1,4 dioxane in well supply. Options included installation of advanced treatment, connection to Massachusetts Water Resources Authority (MWRA), installation of new well supply.

Hydraulic Model Update, Groton Utilities | Groton, Connecticut

As Project Manager, completed update of Groton Utilities' water system hydraulic model. Work included completion of flow tests throughout the water distribution system.

Bryant Mountjoy is a hydrogeologist and project manager with more than eight years of research and consulting experience in groundwater modeling, water-well drilling and construction, aquifer testing, groundwater resource and sustainability evaluations, environmental sampling, environmental permitting, and public water and wastewater systems. He has expertise in Virginia hydrogeology and regulatory compliance for groundwater withdrawals and waterworks construction. Bryant has developed analytical and numerical groundwater flow and fate and transport models for numerous projects, and frequently utilizes the Virginia Coastal Plain Model (VAHydro-VCPM) and the Virginia Eastern Shore SEAWAT Model (VAHydro-ES) on behalf of clients seeking Virginia Groundwater Withdrawal Permits. He has also simulated aquifer recharge scenarios, and in 2024 delivered a technical presentation on aquifer recharge considerations for a potential groundwater trading program to the Eastern Virginia Groundwater Management Advisory Committee. In Virginia, he has provided consulting services on more than fifty Groundwater Withdrawal Permits, consisting of well drilling and construction oversight, preparation of applications, water usage audits, water demand projections, alternate source analyses, and groundwater modeling. Bryant is also proficient in GIS and data visualization and analysis.

EDUCATION

M.S., Geology, West Virginia University, Morgantown, West Virginia, 2018

B.S., Geology, Western Carolina University, Cullowhee, North Carolina, 2016

CERTIFICATIONS & TRAINING

Certified Professional Geologist, #2801002266, Virginia Department of Professional and Occupational Regulation, Virginia, 2022-

Professional Geologist, #15275, Texas Board of Professional Geoscientists, Texas, 2022-

Project Management Professional, #3565595, Project Management Institute, 2023-

OSHA – 40 Hour HAZWOPER, 2018

OSHA – 8-Hour HAZWOPER Refresher, 2023

MEMBERSHIPS

Member, Water Environment Federation

PROJECT EXPERIENCE

HYDROGEOLOGY

Groundwater Withdrawal Permit Applications | King William County, Virginia | Staff Hydrogeologist

Bryant prepared Groundwater Withdrawal Permit applications and supporting documentation for the Acquinton Elementary School Waterworks and Fontainebleau Industrial Park. Groundwater Withdrawal Permits requirements include a water demand justification, an Alternatives Analysis, and a Water Conservation and Management Plan. He evaluated population trends to determine impacts on water demand for the King William County school

system. He also coordinated with multiple existing and prospective businesses to estimate future water demands of the Fontainebleau Industrial Park.

Multiple Groundwater Withdrawal Permit Applications | Hanover, King William, and New Kent Counties, Virginia | Staff Hydrogeologist

Bryant prepared Groundwater Withdrawal Permit applications and supporting documentation for twelve of Aqua Virginia's eastern Virginia water supply systems. Groundwater Withdrawal Permits requirements include a water demand justification, an Alternatives Analysis, and a Water Conservation and Management Plan. He evaluated water use and population trends to estimate future water demand at each system.

Cutalong Golf Course | Louisa County, Virginia | Staff Hydrogeologist

Bryant conducted and analyzed numerous 24- to 48-hour aquifer pumping tests on irrigation and public supply wells at a developing golf course and residential community to determine safe yield and water quality. He installed permanent pressure transducers and telemetry equipment for water-level monitoring. He performed routine monitoring of water-levels and adjustments of pumping rates to ensure wells are not over-pumped. Ongoing work includes long-term water level monitoring, additional pumping tests, geophysical surveys for groundwater prospecting, and well drilling oversight.

Potomac Aquifer Test – Haile Farm, LLC | Essex County, Virginia | Staff Hydrogeologist

Bryant provided on-site water level and pump monitoring of a 72-hour aquifer test of a 761-foot deep well in the Potomac aquifer as required to obtain a VA Groundwater Withdrawal Permit. Water

discharge was routed through an existing center-pivot irrigation system. He performed aquifer test analyses to estimate transmissivity, storage, and leakage parameters.

Piney Point Aquifer Test | Callao, Virginia | Staff Hydrogeologist

Bryant provided field oversight and data collection during a 48-hour aquifer test in the Piney Point aquifer for Aqua Virginia's Callao, VA public water system. He analyzed the aquifer test's results to determine aquifer properties. He also aided in the preparation of a formal Aquifer Test Report detailing site hydrogeology and well characteristics to satisfy Virginia DEQ and VDH permitting requirements.

Water Conservation and Management Plans – Aqua Virginia Public Water System | Virginia | Staff Hydrogeologist, Project Manager

As required by Virginia's Groundwater Withdrawal Permitting Program, Bryant prepared Water Conservation and Management Plans (WCMPs) for Aqua Virginia's Captain's Cove, White Sand Harbor, Bells Cove, and Chesapeake Cove public water systems. He prepared reports detailing the effectiveness of WCMPs for 25 of Aqua's public water systems.

Groundwater Quality Monitoring Plans | Hanover County, Virginia | Staff Hydrogeologist

Bryant prepared Groundwater Quality Monitoring Plans (GQMP) for the Ashland Wastewater Treatment Plant and Doswell Water Treatment Plant Virginia Pollutant Discharge Elimination System Permits. This work included monitoring well inspections, hydrogeological site characterizations, and sampling and analysis planning.

Groundwater Model – Large Agricultural Corporation | Northwest Florida | Staff Hydrogeologist

Bryant developed a calibrated steady-state MODFLOW model to determine potential impacts to groundwater and surface water resources due to a proposed groundwater withdrawal. He conducted a series of transient model simulations and evaluated the potential effects of drawdown on other groundwater users and surface water bodies.

Regional Groundwater Model (confidential client) | Southern California | Staff Hydrogeologist

Bryant aided in the development of a regional groundwater model using MODFLOW-OWHM. He implemented the Farm Process package to estimate and simulate evapotranspiration and surface water runoff as well as un-metered agricultural withdrawals. The primary purpose of the model is to predict the impact of changes in land cover, groundwater withdrawals, and other factors on streamflow.

Potomac Aquifer Characterization and New Production Wells (confidential client) | Southeastern Virginia | Staff Hydrogeologist

Bryant quantified water demands for multiple large-scale animal farms as part of their Virginia

Groundwater Withdrawal Permit Applications. He supervised well drilling and geophysical logging to determine optimum screen intervals for well construction in the Potomac aquifer. He oversaw numerous pumping tests to determine safe well capacities.

Mountain View Well Testing | Loudoun County, Virginia | Project Manager, Staff Hydrogeologist

Bryant coordinated and provided oversight of condition inspection and pumping test on an underperforming production well for the Town of Purcellville. He coordinated with water well contractor on well rehabilitation methodology. He also developed a sustainable pump operation plan for the well based on pumping test results.

Establishing Observation Well Network | Loudoun County, Virginia | Project Manager, Staff Hydrogeologist

Bryant selected and installed data-logging pressure transducers in four Town of Purcellville wells for the purpose of monitoring trends in water levels. He trained Purcellville town staff on the use of the installed equipment.

Groundwater Exploration Study – Midland Service District | Fauquier County, Virginia | Staff Hydrogeologist

Bryant supervised and logged the drilling of four 400- to 500-foot deep groundwater wells in a fractured bedrock aquifer, yielding 250 to 400 gpm each. He supervised and analyzed data for individual step tests and a 72-hour aquifer test with all four wells pumping simultaneously. He aided in the development of a formal Aquifer Test Report, detailing site hydrogeology and recommended pumping rates and schedules.

Groundwater Nitrate and Ammonia Fate and Transport Analysis (confidential client) | Staff Hydrogeologist

Elevated concentrations of nitrate and ammonia were detected in monitoring wells. Bryant performed analytical fate and transport modeling (ATrans) to predict the response of nitrate and ammonia concentrations at the monitoring wells to remediation efforts.

Hydrogeological Analysis of Underground Coal Mines | Western Kentucky | Lead Hydrogeologist, Project Manager

Bryant provided interpretations of water levels and pumping records in several flooded underground coal mines to identify the level of hydraulic connectivity between them. He aided in the design and implementation of a groundwater flow model (MODFLOW-2000) to simulate flow across mine barriers.

Groundwater Withdrawal Permit Application – Aqua Virginia's Captain's Cove Public Water Supply System | Accomack County, Virginia | Staff Hydrogeologist

Bryant prepared supporting documentation for the DEQ GWWP application for a growing public water supply system. H developed monthly and annual water demand estimates based on historic water usage and future growth plans. He used the VAHydro-ES MODFLOW model to evaluate changes in groundwater availability and saltwater intrusion in the Yorktown-Eastover aquifers resulting from anticipated increases in groundwater withdrawals.

Hydrogeology and Water Management – Arkwright underground Coal Mine, Pittsburgh Seam (Master's Thesis) | Northern West Virginia | Lead Scientist

Bryant reviewed mine maps, water levels, and pumping records for a flooded underground coal mine to determine its water budget and understand the hydrogeologic impacts of an internal blockage caused by subsidence. He used water-level meters and pressure transducers to monitor water levels at ~20 wells in 10 mines. H calculated water leakage from adjacent and overlying mine workings. A groundwater flow model (MODFLOW-2000) was developed to create a potentiometric surface of the mine-pool.

Contaminated Site Characterization (confidential client) | California | Staff Hydrogeologist

Bryant developed boring logs, geologic cross sections, isoconcentration maps, and a 3-D site model from 50+ wells and soil borings to inform the site remediation process. These graphics were used to identify optimum locations for soil-vapor extraction points.

Analysis of Groundwater and Surface Water Lead Contamination – Moss Knob Shooting Range (Bachelor's Thesis) | Western North Carolina | Lead Scientist

Bryant proposed and conducted environmental lead monitoring at an outdoor US Forest Service shooting range. He designed and installed shallow wells for groundwater sampling. He performed ICP-OES analyses of groundwater, stream water, and soil samples.

Groundwater Surface Water Interaction Studies | Western North Carolina | Lead Scientist

Bryant performed a wide range of field tasks related to groundwater and surface water including stream and groundwater sampling, groundwater level monitoring, stream velocity measurements, and slug testing. He installed and maintained field equipment including pressure transducers, soil moisture sensors, and tipping-bucket rain gauges.

PUBLICATIONS & WHITEPAPERS

Mountjoy, B.D. Hydrogeology and Water Management in the Arkwright Underground Coal Mine, Pittsburgh Seam, Northern West Virginia. *M.S. Thesis*, 2018.

PRESENTATIONS

A Comparison of DEQ Groundwater Model Parameters to Site-Specific Aquifer Tests: Implications for Groundwater Withdrawal Permitting in

Virginia (Co-authored and co-presented by J. Early and B. Mountjoy). *WaterJAM Conference*, 2024.

Developing Groundwater Supplies in Virginia: Challenges and Best Practices (Co-authored and co-presented by B. Mountjoy and J. Early). *WaterJAM Conference*, 2023.

Aquifer Recharge in the Coastal Plain: Considerations for Groundwater Trading (Co-authored and co-presented by J. Early, B. Mountjoy and D. Kelly). *WaterJAM Conference*, 2020.

Mountjoy, B.D. and J.J. Donovan. Hydrogeology of an Underground Coal Mine: Evidence of Post-Flooding Pillar Failure. *GSA Abstracts with Programs. (Vol 50, No. 2)*, 2018.

Mountjoy, B. D., J. Miller and D.A. Kinner. Analysis of Groundwater and Surface Water Lead Contamination: Moss Knob Shooting Range, Western NC. *GSA Abstracts with Programs. (Vol 48, No. 3)*, 2016.

Bartl, E., B.D. Mountjoy, S. Hartigan, J. Gatlin, M. Lord, D.A. Kinner and J.P. Gannon. Hydrogeologic Traits and Setting of a Headwaters Stream Bound by Alluvial and Colluvial Deposits with a Disturbance History Typical of the Southern Appalachians: A Case Study. *GSA Abstracts with Programs. (Vol 47, No. 2)*, 2015.

Taylor Valencia is a licensed Water Resources Engineer with consulting experience in the design of pump stations and water treatment facilities, public waterworks system permitting, and groundwater/storage capacity evaluations. Taylor's current responsibilities include designing and developing engineering plans and specifications for projects involving the development and/or upgrading of public waterworks systems. This includes performing total dynamic head calculations, treatment chemical feed calculations, filtration capacity calculations, and evaluating the source, treatment, and storage capacity of all existing and proposed components. Her professional background also includes experience in issuing and obtaining construction and operation permits for public waterworks systems. Prior to joining Stantec, Taylor worked with the Virginia Department of Health - Office of Drinking Water as a District Engineer responsible for the oversight of 126 public waterworks systems, to ensure the provided drinking water met all applicable state and federal regulations. Taylor is licensed in North Carolina and Virginia.

EDUCATION

B.S., Civil Engineering, Howard University,
Washington, District of Columbia, 2014

M.S., Environmental Engineering, Marquette
University, Milwaukee, Wisconsin, 2019

REGISTRATIONS

Professional Engineer #0402066805, Virginia
Department of Professional and Occupational
Regulation, 2023-Present

Professional Engineer #057141, North Carolina Board
of Examiners for Engineers and Surveyors, 2023-
Present

MEMBERSHIPS

Member, Tau Beta Pi Engineering Honor Society

PROJECT EXPERIENCE

Master Planning

Lake Wilderness Water System Master Plan |
Spotsylvania, Virginia | Project Manager | 2023-
Present

Taylor currently serves as the Project Manager for this Master Plan effort. This project includes a Master Plan study of the Lake Wilderness water system. The Lake Wilderness water system consists of approximately 980 residential connections. This Master Plan is evaluating current and future needs related to the system's groundwater water supplies, water treatment systems, distribution system water quality, and distribution system infrastructure. The final report will include a prioritized list of proposed upgrades with conceptual cost estimates to address needed improvements to the supply, treatment, and distribution facilities.

Captain's Cove Master Plan | Accomack County,
Virginia | Project Engineer | 2024-Present

Taylor currently serves as a Project Engineer for this Master Plan effort. This project includes a Master Plan study of the Captain's Cove water system. The Captain's Cove water system currently consists of approximately 1,186 residential connections (one fourth of the system's full build out capacity). This Master Plan is evaluating current and future needs related to the system's groundwater water supplies, water treatment systems, distribution system water quality, and distribution system infrastructure. The final report will include a prioritized list of proposed upgrades with conceptual cost estimates to address needed improvements to the supply, treatment, and distribution facilities.

Groundwater Supply / Wells

Groundwater Withdrawal Permitting | Surry, Virginia |
2023

Taylor prepared a Surface Water Alternative Analysis for the Surry County Groundwater Withdrawal Permit Expansion application. She evaluated the viability of three different surface water surface sources to meet the projected demand of the combined Surry County system. Taylor also evaluated the feasibility of connecting the combined Surry County system to nearby public water systems. Operational and water quality considerations were included in these evaluations.

Well Siting* | Virginia | District Engineer | 2019-2022

As a District Engineer with the Virginia Department of Health, Office of Drinking Water, Taylor performed well siting inspections to evaluate proposed locations for new groundwater wells to be drilled. She ensured all setback requirements were met, in adherence to Virginia state regulations for public groundwater wells and determined the chemical and bacteriological analyses to be required for water testing based on the location's susceptibility to contamination. Taylor

worked closely with hydrogeologists and well drillers throughout these well siting processes.

Hydraulic Modeling

Shawnee Land Hydraulic Study | Frederick County, Virginia | Project Manager | 2024-Present

Taylor serves as the Project Manager for this Hydraulic Study which includes evaluating existing flow conditions (based on current demands) and future flow conditions (based on future connections planned for the system). The results of this assessment will help guide the design for a proposed new groundwater addition. This project includes a water supply capacity evaluation for current and future demands, water treatment evaluation, and a water distribution system assessment. Findings from this evaluation will identify and prioritize areas for system improvements including water main replacement/installation. A final report will be prepared to include a prioritized list of all proposed upgrades with conceptual cost estimates.

Fox Run, Anchor Cove, St. Tammany Interconnect Project | Bracey, Virginia | Project Manager | 2023 - Present

Taylor is currently serving as the Project Manager for the development of a Hydraulic Model of three public waterworks systems that are interconnected. Each waterworks system is equipped with its own pump station, atmospheric storage, hydropneumatic tank storage, and booster pumps. This hydraulic model will demonstrate whether the interconnected distribution system can maintain adequate system pressures during various scenarios to be evaluated.

ENGINEERING DESIGN

Mountain View Mobile Home Park - Well, Treatment, Storage Addition | Virginia | 2023 | Design Engineer

Taylor performed a comprehensive design of the addition of a new groundwater well, treatment facility, and hydropneumatic storage tank to serve the Mountain View Mobile Home Park community public waterworks system. She performed total dynamic head calculations, evaluated the source capacity of the well addition to ensure it met system demand, performed chemical feed calculations for chlorination, caustic, and ortho-polyphosphate feed systems, and selected an appropriate hydropneumatic storage tank for the design to meet storage capacity requirements in adherence with state regulations. Taylor spearheaded communications with the Virginia Department of Health (VDH) and obtained the necessary construction permit from VDH for construction of the project. Taylor also provided bid phase support services, aiding with the development of bid phase technical specifications for the project. Construction of this project is currently nearing completion.

Timbuctu - Well and Treatment Addition | Virginia | 2023 | Design Engineer

Taylor performed a comprehensive design of the addition of a new groundwater well, (3) treatment

chemical feed systems, a greensand filtration system, and a chlorine contact tank to serve the Timbuctu community public waterworks system. She performed total dynamic head calculations, evaluated the source capacity of the well addition, performed chemical feed calculations for chlorination, caustic, and ortho-polyphosphate feed systems, and performed greensand filtration capacity calculations. Taylor serves as the coordinator with both the Virginia Department of Health and Warren County, North Carolina Health Department to obtain the necessary permits for this project. Review of the engineering plans and specifications for this project are currently under review by both regulatory agencies.

Cliffs on the Roanoke - Well, Treatment, Storage Addition | Virginia | 2023 | Design Engineer

Taylor performed a comprehensive design of the addition of a new groundwater well, treatment facility, and hydropneumatic storage tank to serve the Cliffs on the Roanoke community public waterworks system. She performed total dynamic head calculations, evaluated the source capacity of the well addition to ensure it met system demand, performed chemical feed calculations for chlorination and ortho-polyphosphate feed systems, and selected an appropriate hydropneumatic storage tank for the design to meet storage capacity requirements in adherence with state regulations. Taylor spearheaded communications with the Virginia Department of Health (VDH) to obtain the construction permit necessary for the project.

Lake Wilderness Well Additions | Virginia | 2024 | Design Engineer

Taylor performed a comprehensive design of the addition of two new groundwater wells to serve the Lake Wilderness community public waterworks system. This involved preparing a Preliminary Engineering Report (PER) that was submitted to the Virginia Department of Health (VDH) for review and approval. Taylor provided technical guidance to fellow staff engineers and oversaw total dynamic head calculations and chemical feed system calculations performed for the design. She reviewed and provided technical support for the engineering plans and specifications developed for the project and served as the primary communicator between VDH as this project moved through the construction permit application process. A construction permit was successfully obtained for this project in July 2024. Construction is forthcoming.

Ryan has more than 12 years of experience in planning, design, and construction support for a wide range of water distribution systems throughout the Greater Boston area. His work includes significant involvement in large transmission main programs for the Massachusetts Water Resources Authority (MWRA), and he has served as a lead project engineer on multiple Navy waterfront projects involving fire protection and potable water utility evaluation and design. Ryan's proficiency lies in hydraulic system evaluations, master planning, and water system improvements. He brings a deep understanding of many aspects of project delivery, including system evaluations, design, construction administration, client interface, and project management.

EDUCATION

B.S., Civil Engineering, University of New Hampshire,
Durham, New Hampshire, 2012

CERTIFICATIONS & TRAINING

OSHA 29 CFR 1910.146 – Confined Space Entry,
Burlington, Massachusetts, 2013

OSHA 29 CFR 1910.120 – 40 Hour HAZWOPER,
Burlington, Massachusetts, 2013

REGISTRATIONS

Professional Engineer #53008, Commonwealth of
Massachusetts

PROJECT EXPERIENCE

WATER

South Campus GIS Update, UMass Lowell | Lowell,
Massachusetts

Project Engineer for the update of existing GIS datalayers for the South Campus. Work included the field data collection of all surface utility assets including water, sewer, drain, gas, and electric. Field data collection was supplemented with paper record information to update and create GIS datalayers. Coordinated with University operations staff and private contractors to collect relevant information.

Northern Intermediate High Pipeline | 2016-2020

Ryan completed related GIS mapping to both analyze constructability and present preferred pipeline alternatives. Computed ledge removal estimates along pipeline routes to evaluate potential alternatives. Assisted in operation of water quality sampling equipment.

Water System Master Plan | Fall River,
Massachusetts

Strengthened the accuracy of existing model to reflect ongoing construction. Created updated water distribution map in GIS for later use by the City. Generated population and consumption projections to evaluate water system's capacity to meet current and future demands. Assembled tables and figures to be illustrated in the master plan.

Water System Master Plan | Stoneham,
Massachusetts

Project Engineer for the preparation master plan including water quality analysis. Included updated computer model to analyze distribution system, coordinated with Town's existing GIS database. Conducted flow tests with Stoneham DPW personnel in order to calibrate the model. Calculated population and consumption projections to determine future impacts on the supply and distribution system.

Hydraulic Model Update | Groton, Connecticut

Project Engineer for the update of Groton Utilities' water system hydraulic model. Work included completion of flow tests throughout the water distribution system along with calibration of regional water system model.

Water Main Improvements – Phase 3, Newport Naval
Station | Newport, Rhode Island

Involved with design for the installation of 5,000 feet of 8-inch water main, replacement of all hydrants and valves. Merged existing water system hydraulic models into one working model. Work included flow tests throughout the distribution system and calibration of the updated model.

Water Filtration Plant Improvement | Groton,
Connecticut

Involved in the design of yard piping and site work associated with the upgrades to the Groton Utilities (GU) Water Filtration Plant in Groton, CT. Involved in development of construction drawings and cost estimate; as well as day-to-day coordination with various design disciplines.

Repair and Expand SCADA, PNSY | Kittery, Maine

Assisted in design of water meter manhole locations, and associated radio equipment. Utilizing data provided by PNSY, developed hydraulic model to aid in selecting ideal meter locations. Performed field observations to obtain information regarding manhole locations and existing equipment. Developed contract drawings.

Water System Master Plan | Northborough, Massachusetts

Project Engineer for the preparation of hydraulic model and master plan. Developed hydraulic model to analyze distribution system. Hydraulic model will serve as Town's GIS datalayer upon completion. Conducted flow tests with Town personnel in order to calibrate the model. Calculated population and consumption projections to determine future impacts on the supply and distribution system.

Hydraulic Model Development and Unidirectional Flushing | Sudbury, Massachusetts

Project Engineer for the development of hydraulic model and unidirectional flushing program. Work includes completion of hydrant flow tests throughout the Town along with calibration of hydraulic model and development of hydraulic improvements. Work also includes GPS field locating of all water assets and the development of a unidirectional flushing program.

Hydraulic Analyses | Waltham, Massachusetts

Project Engineer for various hydraulic model assignments including the evaluation of the impact of isolating 12-inch water main as part of culvert replacement project. Additional assignment included evaluating potential water main improvements in an area where sewer work was being scheduled. Completed flow tests in order to locally calibrate the hydraulic model. Hydraulic model results indicated numerous closed valves in project area. Closed valve locations were confirmed when City completed valve exercising program.

Hydraulic Analyses | Groton, Connecticut

Project Engineer for various on-call hydraulic model assignments. Work included evaluation of new pumping station and storage tank on current system operation. Water main improvements were evaluated to improve proposed water storage tank operability with existing tanks in the service area.

Hydraulic Analyses | Northborough, Massachusetts

Project Engineer for various on-call hydraulic model assignments. Evaluations have included impact of proposed commercial area development and evaluation of impact of upsizing railroad crossing water mains.

GIS/AutoCAD Interoperability Training | Norwood, Massachusetts

Project Engineer for training Town Engineering staff on the interoperability of GIS and AutoCAD. Town is in the process of updating GIS layers with field collected data. Multiple training sessions include making updates in an AutoCAD environment, GIS environment and moving updated back and forth between both platforms.

Soil Replacement over Storage Tank JJCWTP

Aided in the completion of notice of intent for construction impacts in Marlborough, MA, and Northborough, MA. Revised construction drawings for

notice of intent submittal.

Oakland Water Association and Oakland Village Area-Water System Expansion Evaluation | Harrisville, Rhode Island

As project engineer, analyzed capacity of the Harrisville Fire District (HFD) water system to support the additional demand of the Oakland Water Association (OWA). Reviewed recent water demand information and coordinated with Town Planning Director to project other future water system demands in the HFD water system. Reviewed current pumping capacities for existing water supply wells to determine the ability of HFD water system to meet future demands. Completed hydraulic modeling simulations to determine the effects additional demand had on pressures and fire flows available in the existing system and proposed OWA expansion area. Prepared technical memorandum indicating the results of the supply versus demand and hydraulic modeling analysis

MWRA Weston Aqueduct Supply Main 3 Rehabilitation Project | Weston, Massachusetts | 2021-ongoing | Project Engineer

Ryan is the Lead Project Engineer involved in the design, permitting and construction phase services for rehabilitation of approximately 10 miles of 54- and 60-inch water transmission lines. Project included design of 5 MWRA revenue meters and 1 non-revenue insertion meter. Ryan leads the coordination on project plans related to pipeline rehabilitation, meter design, traffic and roadway restoration, environmental controls, civil and structural details, and permit specific submittals. He is responsible for working with and coordinating support staff related to drafting, design, permitting, and administration. Ryan leads technical and informational meetings, and presentations with the Client, affected municipalities and residents, permitting agencies, vendors, and others.

Captain's Cove Master Plan | Accomack County, Virginia | 2024-Present | Project Manager

Ryan currently serves as a Project Manager for this Master Plan effort. This project includes a Master Plan study of the Captain's Cove water system. The Captain's Cove water system currently consists of approximately 1,186 residential connections (one fourth of the system's full build out capacity). This Master Plan is evaluating current and future needs related to the system's groundwater water supplies, water treatment systems, distribution system water quality, and distribution system infrastructure. The final report will include a prioritized list of proposed upgrades with conceptual cost estimates to address needed improvements to the supply, treatment, and distribution facilities.

Lake Wilderness Master Plan | Accomack County, Virginia | 2024-Present | Project Engineer

Ryan currently serves as the Project Engineer for this Master Plan effort. This project includes a Master Plan study of the Lake Wilderness water system. The

Lake Wilderness water system consists of approximately 980 residential connections. This Master Plan is evaluating current and future needs related to the system's groundwater water supplies, water treatment systems, distribution system water quality, and distribution system infrastructure. The final report will include a prioritized list of proposed upgrades with conceptual cost estimates to address needed improvements to the supply, treatment, and distribution facilities.

NOAA OMAO, Navy | Rhode Island | 2022 | Project Engineer

Ryan was the Lead Project Engineer for design of NOAA waterfront facility and pier. He was responsible for coordination and design of the civil site and utilities. Work included site drainage, potable water supply, sanitary sewer lift stations, site landscaping, and LEED Silver certification. Ryan prepared contract drawings and permitting submittals to support the site design.

Water System Evaluation, Hanscom AFB, Massachusetts | Hanscom AFB, Massachusetts | Project Engineer

Ryan was the Project Engineer for the preparation of a water system evaluation for Hanscom Air Force Base. Work included updating and calibrating water system hydraulic model originally developed by Stantec in 1999. Hydraulic model was used to evaluate water system improvements associated future redevelopment of the base, compliance with fire flow requirements and water quality improvements. Study also includes the development of a unidirectional flushing program for the base.

Water Supply Master Plan | Stoneham, Massachusetts

Prepared master plan and water quality analysis. Included computer model to analyze distribution system, synchronized into WaterCAD from Town's existing GIS database. Population and consumption projections were made to see what impacts would be placed on supply and distribution system. System improvements were developed based on system's ability to meet required fire flows and present and future maximum and peak hour consumption demands. Demands were calculated and allocated according to meter records. Flow tests conducted by Stantec and Stoneham DPW personnel were used to calibrate the model. System improvements were modeled to show Town impacts improvements will have. Analysis of coliform occurrences in Town was being developed to identify cause of Town's Total Coliform Rule Violations.

Water System Master Plan Update | Fall River, Massachusetts

Assisted with evaluation of water distribution system's ability to meet current and future demands while maintaining distribution system water quality. Utilized GIS to investigate Total Coliform Rule violations to determine cause of coliform outbreak and identify improvements the City should make to prevent future violations. Updated the City's hydraulic mode and

converted into GIS compatible format to be added to City's existing GIS system.

Water Distribution Repairs Greene Lane House, Newport Naval Station, Newport, RI | Newport, Rhode Island | Project Engineer

Project Engineer for the design of approximately 4,500 linear feet of 8-inch water main at the Greene Lane Housing area of the Newport Naval Station. Work includes removing existing 8-inch asbestos cement pipe and replacement with new ductile iron water main. Design included temporary by-pass piping to maintain water supply to all residents throughout construction. Design was completed in accordance with all relevant Facilities Criteria, Unified Facilities Criteria, and Newport Naval Station standards. Purpose of the project is replacing aging infrastructure and improve water quality in the distribution system.

Hydraulic Model and Unidirectional Flushing, Sudbury Water District | Sudbury, Massachusetts | Project Engineer

Project Engineer developed of a water system hydraulic model and unidirectional flushing program. Work included field data collection and assessment of water system assets using GPS device. GIS data was migrated to hydraulic modeling software to evaluate hydraulic improvements.

Water System PRV Improvements, Town of Norwood, MA

Performed water distribution system hydraulic model calibration updates. Utilized the hydraulic model to evaluate the existing system source supply and system hydraulic capacity. Evaluated the existing pressure reducing valve vault operation and future demand and supply requirements.

WASTEWATER

GIS System Update | Fairhaven, Massachusetts

Worked in conjunction with PeopleGIS to develop the Town's online GIS mapping system, MapsOnline. Provided PeopleGIS with an updated sewer system data base to show the Town's collection system, including pipe connectivity, sizes, material, installation year, pumping stations and force main discharge locations. Also incorporated hyperlinks to record plans and service ties, provided by the Town, to the applicable pipe segments and services in the online database. All data accessible through MapsOnline and available in the field.

Ryan Evans, P.E. is an experienced, client-focused project manager and senior civil engineer that works to improve society's quality-of-life by providing solutions to large-scale, complicated, and fundamentally necessary projects while delivering the public's safety and security of resources along with the environment's sustainability and vibrancy.

EDUCATION

B.S., Civil and Environmental Engineering, Virginia Tech, Blacksburg, VA, 2005

REGISTRATIONS

Professional Engineer #46447, Virginia Department of Professional and Occupational Regulation, 2010

Professional Engineer #058183, North Carolina Board of Examiners for Engineers and Surveyors

MEMBERSHIPS

Member, American Society of Civil Engineers

PROJECT EXPERIENCE

TRANSMISSION AND UTILITY ROUTING

Matoaka 2MG Elevated Water Tank | Chesterfield County, Virginia

Project Manager and Principal Engineer for an elevated, concrete composite water storage tank and pump station. The project included interfacing and acquiring a parcel of land on State property as a public-private joint venture, 5000 LF of 16" force main with a crossing under CSX Railroad Right-of-Way, and the connection to a 42" Transmission Main at a 96MGD Water Treatment Plant. Ryan navigated the permitting process concurrently through regional water suppliers, CSX Railroads, Chesterfield County, Virginia State University, and the Virginia Department of Health's Office of Drinking Water.

Virginia State University | Chesterfield County, Petersburg, Virginia

Conversion of Entire Campus from Petersburg water/sewer to Chesterfield Water/Sewer. Ryan developed phased conversion plans of water and sewer lines which ensured each building and field on campus remained in-service during construction/conversion. I coordinated with State Building Officials (SBOs) and the Bureau of Capital Outlay (BCOM) for the designs and approvals of water supply, firefighting, layout design, grading design, traffic control design, and acceptance. He permitted and coordinated with all Chesterfield Departments and Site Plan teams to permit the BCOM-approved plans. Ryan managed the various project leads from VSU, subconsultants, and State/Local officials as it was a

Local-State Partnership between VSU and Chesterfield County.

Chesterfield County Sanitary Sewer Model | Chesterfield County, Virginia

Ryan coordinated with a subconsultant to field survey the county sewer infrastructure. That information was populated within H2OMAP Sewer and analyzed. Due to hydrodynamic limitations, he updated the program to H2OMAP SWMM and integrated Pump Station designs for a true model. Ryan analyzed the SCADA information to develop and calibrate the model. He used the Facilities, Transportation, Planning, and Zoning master plans to develop future scenarios.

Water and Sewer System Conversion | Virginia State University, State of Virginia | Chesterfield, Virginia

Project Manager and Engineer for the overall system conversion of VSU from aging water and sewer lines that did not meet potable or fire domestic demand regulations to the Chesterfield County system. The project was developed and phased into 5 separate projects ranging from over a mile of water transmission main, a new 2MGD water tank, and total on-site utilities replacement.

Water Demand Analysis and Reduction | Chesterfield County | Chesterfield County, Virginia

Project Manager responsible for leading a cross-departmental team of engineers and planners at Chesterfield County, which focused on potential strategies that would limit peak and average day demands of the public water system. A complete systems analysis was conducted leading to various strategies, such as the use of gray water, implementation of codes to reinforce the requirements to use drought resistant and native species landscaping, irrigation cisterns from roofs and parking lots on commercial developments, alternate day irrigation scheduling for residential properties, and converting area school sports fields to artificial turf, which all serve to reduce the consumption of domestic (treated) water supplies and encourage environmental sustainability.

Lord Fairfax Community College – Fairfax, Virginia

Ryan developed the institutional and facilities Master Plan. He was the engineer in charge of using population demographics, historical growth patterns, availability of existing land and public utilities, and VDOT future plans to develop a master site plan, utilities plan, and access plan with necessary development actions upon certain student body enrollment numbers.

BOARD ACTION FORM

Agenda Item: New Business #9.04

Subject: County Drug Box Program Status – Finance Committee

Board Meeting Date: March 20 2025

=====

Summary: At its March 6 meeting the Finance Committee requested that the Board be provided an update on the county's drug box program implementation at the March regular meeting. Chief Sheffield will provide this update. No action is requested.
No attachments

Recommendation: No action requested.

Attachment: None

=====

ACTION: N/A

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___

BOARD ACTION FORM

Agenda Item: New Business #9.05

Subject: Board of Supervisors By-Laws and Rules and Procedures - County Attorney Powell

Board Meeting Date: March 20 2025

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Summary: Attached for your consideration (and also previously provided separately) is the Board of Supervisors Bylaws and Rules of Procedures with proposed recommendations. A very brief *summary* of the changes are as follows:

- **Meetings:**
 - Section 2-1(J)—clarifies that any public meeting must be noticed. Removed “additional” meetings to reflect current practice
 - Section 2-1.1: Clarifies postponement of regular meetings to the following week to reflect current practice
 - Section 2-2: amended special meetings to comply with state law
 - Section 2-6 and 2-7: clarifies county administrator presides during organizational meeting to reflect current practice
- **Agenda**
 - Section 4-1(A): revised to have county administrator draft agenda subject to approval by chair to reflect current practice
 - Section 4-1(B): revised to include the county administrator as an additional person to contact to add items to agenda to reflect current practice
 - Section 4-1(F): deleted language that citizens must register with clerk prior to meeting in order to speak to reflect current practice
- **Order of Business for Board Meetings**
 - Section 5-1(A): (i) removed regular meeting to prevent repetition, (ii) added “presentation” to recognition and award, and (iii) removed “report of departments,” to reflect current practice
 - Section 5-2: substituted “clerk of board,” with “county administrator.”
 - Section 5-3: (i) Changed public presentation to citizen comment, (ii) amend language to encourage citizens to register with clerk prior to regular meeting, (iii) defines and clarifies group, (iv) does not allow time to be “yielded to other speakers,” and removes requirement that outside agencies provide copies to the board
 - Section 5-5: clarifies procedure for public hearings for land use. Applicants can speak for no more than 10 minutes unless extended by Board
- **Rules of Procedure for Board of Supervisors Meetings**
 - Section 6-9: Removed “duty to vote” and replaced with abstention to reflect current practice

- **Remote Participation Meetings**
 - Section 9: Update remote participation policy to comply with state law
- **Technical changes**
 - changed “closed meeting” to “closed session,” and changed “chairman” and “vice-chairman” to “chair,” and “vice-chair” respectively.

Recommendation:

Attachment: Board of Supervisors Bylaws and Rules of Procedures

=====

ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>		<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___		Jones	___	___
Fly	___	___		Tolliver	___	___
Futrell	___	___		Tyler	___	___
			White	___	___	



SUSSEX COUNTY BOARD OF SUPERVISORS BYLAWS AND RULES OF PROCEDURE

Adopted: February 21, 2013
Latest amendment March 21, 2024

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INTRODUCTION

The Sussex County Board of Supervisors **BY-LAWS** (and Rules of Procedure) were designed and adopted for the benefit and convenience of the Governing Body. Their purpose is to help the Board conduct its affairs in a timely and efficient manner. They incorporate the general principles of parliamentary procedure found in Robert's Rules of Order (Newly Revised) and applicable Virginia law. The rules of procedure do not create substantive rights for third parties or participants in proceedings before the Sussex County Board of Supervisors. Further, the Board reserves the right to suspend or amend the By-Laws/Rules of Procedure whenever a majority of the Board so determines. The failure of Board of Supervisors to strictly comply with the rules of procedure shall not invalidate any action of the Board that otherwise complies with applicable law.

SECTION 1 - PURPOSE AND PRINCIPLES OF THE SUSSEX COUNTY BOARD BY-LAWS

- A. To enable the Sussex County Board of Supervisors to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Board member;
- C. To preserve a spirit of cooperation among Board members; and
- D. To determine the will of the Board on any matter.

Section 1-1 BASIC PRINCIPLES UNDERLYING THE BOARD BY-LAWS

- A. The business of the Board of Supervisors should proceed in the most efficient manner possible;
- B. The Board of Supervisors' rules of procedure must be followed consistently;
- C. Board actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of the Board at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues;
- G. Every member must have equal opportunity to participate in decision making;

- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Sussex County Board of Supervisors must act as a single governing body.

SECTION 2 -- MEETINGS

Section 2-1 When and Where Regular Meetings are Held

- A. The time and place of regular meetings of the Board shall be held in the Sussex County General District Court Room on the third Thursday of each month or other location or date as designated and duly authorized by vote of the Board.
- B. Notification compliant with Virginia Freedom of Information Act will be made to the public if changes to the date or location are made.
- C. Workshops and/or work sessions of the Board, if desired or needed, shall be held in the Sussex County General District Court Room prior to the regularly scheduled meetings or as scheduled, duly voted on by the Board and appropriately advertised. When a conflict occurs due to any legal holiday, weather conditions or other events requiring rescheduling of the regular Board Meeting, the County Administrator shall notify the Chairman of the Board of the need to reschedule to an alternative date.
- D. Notification compliant with applicable Virginia law will be made to the public if changes to the date or location are made.
- E. The time for regular meetings shall be 6:00 p.m.
- F. If a majority of the Board fails to attend within half an hour after the time appointed for any meeting, the Clerk shall enter into the minute book the names of the members present and note the adjournment for lack of a quorum.
- G. Any supervisor may request a Closed Meeting for any of the permitted areas set forth in the Code of Virginia.
- H. Members shall address only the Chair, or address each other through the Chair. A member must be recognized by the Chair before he or she shall proceed; upon being recognized, a member shall not be interrupted during his or her comments except when a point of order is called or during discussion of the issue with other Board members.
- I. Individuals interested in addressing the Board or staff shall only do so at the lectern in order for their comments to be recorded as part of the record of the meeting, and shall only address the Board through the Chair, not the audience or the applicants.

- J. The Board may hold additional meetings ~~or work sessions~~ at other locations and times, or may change the locations and times of regularly scheduled meetings or work sessions as it deems appropriate to do so. Notice of ~~any public meeting such additional meetings~~ or changes to the location or time of regularly scheduled meetings or work sessions shall be provided to the public and the press as required by State Code. ~~Additional meetings shall be referred to as "additional scheduled meetings" and shall be approved by Board of Supervisors during a regularly scheduled meeting or work session.~~

Section 2-1.1 Postponement of Regular Continued Meetings

- A. Unless otherwise set by the Board, regular meetings shall be continued, if necessary to the following Thursday, or to the next regularly scheduled meeting, at the same time and place as the regular meeting.

If the Chair~~man~~, or Vice-Chair~~man~~ in his or her absence, following consultation with the County Administrator, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting, the meeting shall be rescheduled to the following Thursday at the same time and same place as the regular meeting. Such finding shall be communicated to the Board members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Section 2-2 Special Meetings

- A. The Board may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Board shall be called pursuant to Section 15.2-1417 of the Code of Virginia (1950), as amended.
- B. Special meetings may be called by the Chair~~man~~ or any two (2) members of the Board in writing to the Clerk of the Board for the purpose stated in the notice of the special meeting. The Clerk of Board shall forthwith notify the members of the Board of the time and place designated and the purpose of the meeting. Written notice, when possible, of the special meeting shall be delivered to each member of the Board by leaving a copy thereof at his or her place of abode or place of business, or if so requested by the member of the governing body, by electronic mail or facsimile -at least twelve (12) hours before the time scheduled for the special meeting. Only matters specified in the notice of the special meeting shall be considered unless all members are present. ÷

~~1) All of the members of the Board are present, and~~

~~2) The Board determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.~~

- C. Notice to the public of any special meeting shall ~~be given contemporaneously with the notice provided the members of the Board, the County Attorney, and the County Administrator, be provided in accordance with the Virginia Freedom of Information Act.~~

Section 2-3 Legal Holiday

When a regularly scheduled meeting falls on a legal holiday, the meeting shall be held on the following business day unless the meeting is canceled by a majority vote of the Board ~~or the Board, by majority vote, -schedules the regular meeting to a different day.~~

Section 2-4 Adjourned or Recessed Meetings

- A. A meeting of the Board is adjourned when the Board has finished its business and is bringing the meeting to a close, with the intention of holding another meeting at a later date; additionally, the Chair~~man~~ may adjourn a meeting at anytime in the event of an emergency affecting the safety of those present. Generally, when a meeting of the Board is adjourned, the next meeting of the Board is preceded by opening ceremonies. A meeting of the Board is recessed when the Board takes a break between sittings and after the recess business is resumed where it left off.
- B. A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Board in open session during the regular, additional scheduled, or special meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

Section 2-5 Cancellation or Rescheduling of Meetings

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of the Board, if the change would not impact an advertised public hearing or a scheduled public presentation. The Chair~~man~~ and Vice-Chair~~man~~ shall agree to any such change and the remaining members of the Board shall be immediately notified of the change and the reason therefore. ~~and T~~he public and the media shall be notified promptly of the change.

Section 2-6 Organizational Meeting

- A. The first meeting in January of each year shall be known as the organizational meeting. The ~~Clerk of Board, Parliamentarian and/or County Attorney~~County Administrator shall ~~may~~ preside during the organizational meeting pending the election of the Chair~~man~~.
- B. The Chair~~man~~ shall be elected at the organizational meeting for a term of one year.

C. Following the election of the Chair~~man~~, he or she shall preside during the election of the Vice~~Chairman~~.

D. Following the election of the Vice~~Chairman~~, the Board shall:

1. Establish the dates, times and places for regular meetings; and
2. Adopt its Rules of Procedure.

Section 2-7 Procedure for Election of the Chair~~man~~ and Vice~~Chairman~~

A. The ~~County Administrator, Clerk of the Board, Parliamentarian and/or County Attorney may shall~~ preside during the meeting at which the Chair~~man~~ is elected, pending the election of the Chair~~man~~. Following the election of the Chair~~man~~, he or she shall preside during the election of the Vice~~Chairman~~.

- 1) The presiding officer shall call for nominations from the membership.
- 2) Any Board member, after being recognized by the presiding officer, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees.
- 3) After all nominations have been made the presiding officer shall close the nominating process and open the floor for discussion.
- 4) After discussion, the presiding officer shall call for the vote
- 5) Each member shall cast one vote for any one nominee.
- 6) In the case of three-way race, the candidate receiving the least number of votes will be dropped from the slate of nominees, and another vote will be taken.
- 7) A majority of those voting shall be required to elect the Chair~~man~~ or Vice~~Chairman~~.

B. The Chair~~man~~ and Vice~~Chairman~~ shall serve until replaced.

Section 2-8 Seating Arrangement

A. The Chair~~man~~ shall occupy the center seat with the Vice~~Chairman~~ occupying the seat at his or her immediate left. The remaining members of the Board shall determine their seating arrangement by seniority with the most senior member selecting his or her seat first and the remaining members selecting their respective seats in seniority order based on years served on the Board. In the event that two (2) or more Board members have equal seniority, the selection of seating for those members shall be determined by the Chair~~man~~.

SECTION 3 -- OFFICERS

Section 3-1 Chairman and Vice Chairman

The Chairman shall preside over all meetings of the Board. The Vice-Chairman serves in the absence of the Chairman. In the absence from any meeting of both the Chairman and Vice Chairman, the Board members present shall choose one of their members as temporary presiding officer.

Section 3-2 Clerk of the Board

The Clerk of the Board shall be appointed by the Board. He or she shall prepare the agenda for Board meetings, shall attend all Board meetings, and shall keep an accurate record of the proceedings.

Section 3-3 Parliamentarian

The County Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure and the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Board member. If the County Attorney is unavailable, the County Administrator shall serve as the Parliamentarian.

Section 3-4 Preservation of Order

- A. At meetings of the Board, the presiding officer shall preserve order and decorum. The presiding officer shall have the following powers:
- 1) To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
 - 2) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
 - 3) To entertain and answer questions of parliamentary law or procedure;
 - 4) To call a brief recess at any time;
 - 5) To adjourn in an emergency.
- B. A decision by the presiding officer under any of the first three (3) powers listed above may be appealed to the Board upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time.

The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. There are two (2) exceptions to this right of appeal. The presiding officer may adjourn without the Board's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time, when necessary to "clear the air" and thus reduce friction among the members.

SECTION 4 – AGENDA

Section 4-1 Preparation

- A. The ~~County Administrator~~ ~~clerk of the Board~~ shall prepare an agenda for the regularly scheduled meetings conforming to the agenda calendar, subject to approval by the and acting at the direction of the Chairman of the Board of Supervisors.
- B. Any Board member may request that items be placed on a meeting agenda by contacting the ~~County Administrator or~~ Clerk at least seven (7) days prior to the Board meeting for which they wish the item scheduled. Board members' items shall appear using the exact language requested. The Clerk shall place requested items on the agenda for the next regular meeting or work session, as appropriate, following the request.
- C. All items which are requested to be placed on the agenda and which have not been submitted within the prescribed deadline shall be placed on the following regular work session agenda for consideration.
- D. Nothing herein prohibits the Board from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Board. Members must use discretion in requesting the addition of items on the agenda. It is considered desirable to have items listed on the published agenda.
- E. Unless required by law, no item will be scheduled for a public hearing unless by unanimous consent or the vote of a majority of the Board to hold a public hearing on the item.

~~Any individual or group who wishes to address the Board during a regular meeting on any item of County business shall submit a written request to be on the agenda to the Clerk of the Board by noon on the Wednesday preceding the Board meeting.~~

Section 4-3 Delivery of Agenda

The Board meeting package, including the agenda and related materials, shall be delivered to each member of the Board of Supervisors, and the County Attorney the Friday prior to the Thursday Board meeting, if possible.

Section 4-4 Copies

The Clerk of the Board shall prepare or cause to be prepared extra copies of the meeting package and shall make the same available to the public and the press in the County Administrator's Office contemporaneous with delivery to the Board. If possible, electronic means should be used for delivery unless paper copy is requested by Board member. Copies of the Agenda will also be available at the Board meeting.

Section 4-5 Internet

The Clerk of Board shall post the Agenda for all Board meetings on the Internet for public information as promptly as possible.

SECTION 5 -- ORDER OF BUSINESS FOR BOARD MEETINGS

Section 5-1 Order of Business

- A. ~~At regular meetings of the Sussex County Board of Supervisors shall be held on the third Thursday of each month at 6:00 p.m.;~~ The order of business shall generally be as follows:

After the call to order, the Invocation, and Pledge of Allegiance, the Board shall proceed to the agenda. The order of the agenda shall normally be as below, subject to rearrangement by the Chair~~man~~, absent objection by the Board:

Sussex County of Supervisors Meeting

Thursday

General District Courtroom – Sussex Judicial Center

15098 Courthouse Road, Sussex VA 23884

1. Commencement

- 1.01 Call to Order/Determine Quorum
- 1.02 The Invocation
- 1.03 The Pledge of Allegiance
- 1.04 Agenda Amendment(s)
- 1.05 Approval of Regular Agenda

2. Approval of Consent Agenda

- 2.01 Minutes of Previous Meeting(s)
- 2.02 Approval of Warrants and Vouchers
- 2.03 Approval, Accept & Appropriate Funds

3. Recognition/Award/ ~~Presentation~~

4. Public Hearing(s) if any

- 4.01 Public Comment
- 4.02 Board Comment
- 4.03 Action on Public Hearing Item(s)

5. Appointments

6. Action Items

7. Report of Departments

8. Citizens Comments

9. Unfinished Business

10. New Business

11. Board Members Comments

12. Closed Session

- 12.01 Convene Into Closed Session
- 12.02 Reconvene to Open Session
- 12.03 Certification
- 12.04 Action(s) Resulting from Closed Session

13. Adjournment

- 13.01 Recess/Adjournment

- B. The above order of business may be modified by the Chair~~man~~ of the Board to facilitate the business of the Board.
- C. Board work sessions are less formal meetings and the agenda may be as determined by the County Administrator with review by the Chair~~man~~ to best facilitate the business of the County.

Section 5-2 Consent Agenda

- A. The consent agenda shall include, by way of illustration but not limited to the following:
 - 1) Approval of minutes.
 - 2) Ordinances or resolutions that are routine.
 - 3) Final/second readings of appropriations, ordinances or resolutions which received unanimous approval upon introduction at a previous meeting.
 - 4) Any item believed by the County Administrator ~~Clerk of the Board~~ to be routine and not controversial in nature.
- B. The consent agenda shall be introduced by a motion “to approve,” and shall be considered by the Board as a single item.

- C. There may be a short discussion of consent agenda items to answer questions or clarify a matter. There shall be no lengthy debate or discussion of a consent agenda item.
- D. Upon request of any Board member, an item shall be removed from the Consent Agenda. The item shall be considered separately after adoption of the Consent Agenda.

Section 5-3 Citizen ~~Comment~~Participation

- A. Every petition, communication or address to the Board shall be in respectful language and is encouraged to be in writing.

- B. Public Presentations Citizen Comment

- ~~1) Individuals or groups wishing to speak at a regular Board meeting shall submit a written request to the Clerk of the Board by noon on the Wednesday a week prior to the regular meeting date on Thursday.~~

- 1) Citizens who wish to speak during Citizen Comment period are encouraged to register to speak with the Clerk of the Board on the Wednesday prior to the regular meeting date on Thursday.

- 2) Public presentationsCitizen Comment shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Board. They shall not serve as a forum for debate with the Board nor is it intended to be a question-and-answer period or time of dialogue with County officials. The Chair may direct appropriate staff to respond later to any questions posed by the speaker.

- 3) Remarks shall be addressed directly to the Board and not to staff, the audience, or the media.

- 4) The presiding officer shall open the Public PresentationsCitizen Comment period.

- 5) Each speaker shall clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of the Board after speaking.

- 6) There shall be a time limit for each individual speaker of 2 minutes.

- 7) A representative of a group may have up to five (5) minutes to ~~make a presentation~~speak. The representative shall identify the group at the beginning of his or her ~~presentation~~comment period. A group may not have more than one (1) spokesperson, and therefore, no other member of the group is permitted to speak on behalf of the group during citizen comment. The representative shall provide a list of the names of individuals that constitute the group.

A "group" refers to a collection of individuals that have a common purpose or goal.

8) There shall be no comment during ~~Public Presentations~~citizen comment period on a matter for which a public hearing is scheduled during the same meeting. There shall be no comment during ~~Public Presentations~~citizen comment on a matter that has already been the subject of a previous public hearing where no final vote has been taken.

9) Any issue raised by the public which the Board wishes to consider may be put on the agenda for a future Board meeting or work session by a majority vote.

10) Board members shall not discuss issues raised by the public except by consent of a majority of the Board members present.

~~11) Once the Board has heard a presentation from an individual or organization on a particular subject, the individual or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of the Board present and voting.~~

~~11) Speakers are not permitted to use audiovisual materials or other visual displays such as signs but may present hard copies of written and photographic material to the Board members. The above rules notwithstanding, members of the public may present written comments to the Board or to individual Board members at any time during the meeting. Such written comments shall be submitted through the Clerk of Board.~~

~~12) No person shall be permitted to "yield time" to other speakers.~~

C. Other than as stipulated above or during public hearings, no person shall be permitted to address the Board orally, except by permission of the Board, and such permission shall not be granted unless with the consent of a majority of the members of the Board present at such meeting.

D. No speaker's time shall be extended except by unanimous consent or a two-thirds (2/3) vote of the Board members present.

~~E. Any outside agency who desires to submit written statements for forwarding to the Board prior to a Board meeting must submit eleven (11) copies to the Clerk of Board by 4:00 p.m. on the Tuesday a week prior to the Thursday Board meeting.~~

Section 5-4 Prohibited Conduct

A. Persons appearing before the Board will not be allowed to:

1) Campaign for public office when not directly related to an issue before the Board;

- 2) Promote private business ventures;
- 3) Use profanity or vulgar language or gestures;
- 4) Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties, however, citizens have the right to comment on the performance, conduct, and qualifications of public figures;
- 5) Make non-germane or frivolous statements;
- 6) Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
- 7) Engage in behavior that intimidates others;
- 8) Address the Board on issues that do not concern the services, policies or affairs of the county.

B. The presiding officer shall preserve order and decorum at Board meetings. He or she may order the expulsion of any person for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Board. Any person so expelled shall not be readmitted who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Board meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one year either by the presiding officer, subject to appeal to the Board, or by motion passed by the Board.

Section 5-5 Public Hearings

A. This section of the agenda shall be for public hearings as required by County, State, or Federal law, or as the Board may direct.

B. The presiding officer shall conduct all public hearings. The order of public hearings shall be as follows:

1. The presiding officer shall open the public hearing.

Hearings shall begin with a brief presentation from a staff member and/or representative from the cognizant board, authority, commission or committee by recognizing the County Administrator. The presentation shall summarize the facts about the issue and the staff recommendation. Board members may seek clarification during the presentation.

2. In land use cases (rezoning or conditional use permit) the applicant or his or her representative shall ~~be the first speaker~~ (s) after staff or representatives as

outlined in paragraph (B)(2) of this section. There shall be a time limit of ten (10) minutes for the applicant's or his or her representative's presentation. The Board, by unanimous consent or by a two-thirds (2/3) vote of the members present, may allow the applicant to proceed past the time limit.

3. The presiding officer shall then solicit comments from the public, ~~asking those in favor of the proposal to speak first, and then those opposed to the proposal.~~ Each speaker must clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of the Board after speaking. There shall be a time limit of two (2) minutes for each individual speaker.

If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify the group at the beginning of his or her ~~comments~~remarks. A group may have no more than one (1) spokesperson and therefore no other member of group is permitted to speak on behalf of the group during the public hearing. The representative shall provide a list of names of individuals that constitute the group. A "group" shall be defined as above.

The Board, by unanimous consent or by a two-thirds (2/3) vote of the members present, may allow any speaker to proceed past the time limit.

4. No person shall be permitted to yield time to other speakers.
5. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.
6. Upon the conclusion of public comments, or the applicant's rebuttal in a land use case, the presiding officer shall close the public hearing.

D. When a public hearing has been closed by the presiding officer, no further public comment shall be permitted. Board members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, committee, to a speaker, or to a staff member for clarification prior to taking any vote, if a vote is in order.

E. Following the close of the public hearing, the presiding officer may entertain a motion to dispose of the issue and the Board may debate the merits of the issue.

Section 5-6 Unfinished and New Business

- A. Unfinished Business: This section of the agenda shall include items of a general nature previously considered by the Board of Supervisors. After the presiding officer has stated the item for consideration, if there are any questions the County Administrator may be asked to provide a brief summary.

- B. New Business: This section of the agenda shall include items of a general nature to be introduced and considered by the Board of Supervisors. After the presiding officer has stated the item for consideration, if there are any questions the County Administrator may be asked to provide a brief summary.

Section 5-7 Items Not on the Agenda

With the Board of Supervisors' consent, items may be added to the agenda to respond to situations and/or questions of a critical nature which have arisen after the deadline has passed for items to be placed on the agenda.

Section 5-8 Closed SessionMeetings

- A. Closed SessionMeetings should only be used when the matter to be discussed is too sensitive for discussion in public and only as allowed by law.
- B. No Closed Session shall occur ~~meeting shall become a Closed Meeting~~ until the Board of Supervisors takes an affirmative recorded vote during the open meeting.
1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed SessionMeeting.
 2. Members shall request the assistance of the County Attorney when making additions to the published Closed Session Meeting agenda.
- C. No resolution, ordinance, rule, contract, regulation or motion considered in a Closed SessionMeeting shall become effective until the Board of Supervisors reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.
- D. At the conclusion of a Closed MeetingSession, the Board of Supervisors shall reconvene in open meeting immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:
1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;
 2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.
 3. Any member who believes that there was a departure from the above requirements shall so state prior to the presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken

place.

- E. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.
- F. The Board of Supervisors may permit non-members to attend a Closed ~~Session Meeting~~ if their presence would reasonably aid the Board of Supervisors in its consideration of an issue.
- G. Individuals attending a Closed ~~Session Meeting~~ should respect the Board of Supervisors' decision that the subject matter is too sensitive for public discussion and should treat the Closed ~~Session Meeting~~ discussion as confidential.

SECTION 6– RULES OF PROCEDURE FOR BOARD OF SUPERVISORS MEETINGS

Section 6-1 Quorum

- A. As provided by Section 15.2-1415 of the Code of Virginia, a majority of the members of the Board of Supervisors must be present to conduct business. A quorum is a majority of the entire membership of the Board of Supervisors, ~~including any vacant seats.~~
- B. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. If no quorum is present or if a quorum is lost, the Board of Supervisors can only (i) adjourn, (ii) recess, or (iii) take steps to obtain a quorum.
- C. If a quorum fails to attend any meeting, those attending may adjourn to such other time prior to the next regular meeting as they may determine, and the Clerk of Board of Supervisors shall enter such adjournment in the minute book of the Board of Supervisors and shall notify absent members thereof in the same manner as required for special meetings.
- D. If the Virginia Conflict of Interests Act prevents some of the members of the Board of Supervisors from participating in an item of business, Sections 2.2-3112 and 15.2-1415 of the Code of Virginia provide that a majority of the remaining members of the Board of Supervisors shall constitute a quorum.

Section 6-2 Priority in Speaking on the Board of Supervisors

When two (2) or more members of the Board of Supervisors wish to speak at the same time, the presiding officer shall name the one to speak.

Section 6-3 Comments, Queries of Board of Supervisors Members

Boards of Supervisors members are to observe the following rules during the discussion of

agenda items:

- A. The presiding officer shall keep discussion germane to the subject. Points of clarification shall be limited to questions only. The presiding officer shall rule other comments out of order.
- B. Board of Supervisors members may address questions to the County Administrator who may, if needed, ask staff present at the meeting. If requested by the County Administrator, staff members are to be at a microphone when answering Board of Supervisors members' questions. All legal questions should be addressed to the County Attorney.

Section 6-4 Action by the Board of Supervisors

- A. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.
- B. When a proposal is perfectly clear to all present, and the proposal will not obligate the Board of Supervisors in any manner nor finally decide an issue before the Board of Supervisors, action can be taken upon the unanimous consent of the Board of Supervisors members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed actions of the Board of Supervisors must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.

Section 6-5 Motions

- A. Informal discussion of a subject is permitted while no motion is pending.
- B. Any member, including the presiding officer, may make a motion.
- C. Members are required to obtain the floor before making motions or speaking, which they can do while seated.
- D. A member may make only one motion at a time.
- E. Except for matters recommended by a Board of Supervisors' committee, or as otherwise stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

Section 6-6 Substantive Motions

- A. A substantive motion is any motion that deals with the merits of an item of business and is within the Board of Supervisors' legal powers, duties and responsibilities.
- B. A substantive motion is out of order while another substantive motion is pending.

Section 6-7 Procedural Motions

- A. Procedural motions are those motions that the Board of Supervisors may use to “act upon” a substantive motion by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

- B. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion requires the floor and a second, is debatable, may be amended, and requires a majority of the votes cast, with a quorum being present, for adoption. Procedural motions are listed below in their order of priority. If a procedural option is not listed below, then it is not available.
- 1) To Appeal a Procedural Ruling of the Presiding Officer: A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Board of Supervisors which shall decide the matter by majority decision. Such an appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.
 - 2) Motion To Adjourn: At a meeting of the Board of Supervisors, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.
 - 3) To Take a Brief Recess: This motion allows the Board of Supervisors to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending.
 - 4) To Suspend the Rules: The Board of Supervisors may suspend provisions of its rules of procedure. The Board of Supervisors may not, however, suspend any provisions of the rules that state requirements imposed by law on the Board of Supervisors. For adoption, a motion to suspend the rules requires unanimous consent or an affirmative vote of the majority members present.
 - 5) To Defer Consideration: The Board of Supervisors may defer action on a substantive motion to a more convenient time. The Board of Supervisors may use the following motions to defer consideration of a substantive motion:
 - a. The motion to “lay on the table” is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to “take from the table” is needed to bring the item back before the public body for discussion.
 - b. The motion to “postpone” delays debate on an item of business so that it may be considered at a later date. An item of business may be “postponed definitely,” when it is continued to a definite time or date or “postponed indefinitely” if no future time or date is specified in the motion. A matter that

has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Board of Supervisors to bring the matter back for further discussion.

- c. Section 15.2-2286 of the State Code requires that a zoning petition must be “acted upon” within a “reasonable time,” not exceeding one year. The Board of Supervisors may defer action on a zoning petition for consideration at a more convenient time. However, the Board of Supervisors may not dispose of a zoning petition with a motion to postpone indefinitely.
- 6) Call the Question: The motion to call the question is not in order until every member of the Board of Supervisors has had an opportunity to speak once and the deliberation by the Board of Supervisors on an item of business has exceeded thirty (30) minutes. The motion is not amendable or debatable.
- 7) To Amend: Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Board of Supervisors, it is up to the Board of Supervisors to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.
- 8) Substitute Motion: A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the matter is decided. No more than one (1) substitute motion may be made.
- 9) Withdrawal of Motion: A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.
- 10) Motion to Reconsider: The Board of Supervisors may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Board of Supervisors and can only be made by a member who voted with the prevailing side. The motion cannot interrupt deliberation on a pending matter but is in

order when action on a pending matter concludes. A motion to reconsider may not be used in a land use decision involving a rezoning or a conditional use permit.

- 11) Motion to Prevent Reintroduction for Six (6) Months: The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote of the majority of the entire membership four (4) of the Board of Supervisors. If adopted, the restriction imposed by the motion remains in effect for six (6) months. As with every other procedural motion, the motion to prevent reintroduction may be dissolved by a motion to suspend the rules.

Section 6-8 Debate

- A. The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according to the following general principles:
 1. The maker of the motion is entitled to speak first;
 2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
 3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
 4. A member of the Board of Supervisors may vote against his or her motion, but may not speak against his or her motion.
 5. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.

Section 6-9 Duty to Vote/Abstention

~~A. — Each member of the Board of Supervisors who is present at a meeting shall be required to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests Act or unless excused from voting by the other members of the Board of Supervisors. A member who wishes to be excused from voting shall state his or her reasons for abstaining and the presiding officer shall ask if any of the remaining members object. If there are any objections, the Board of Supervisors shall take a vote of the remaining members on the question of whether or not to allow the member to abstain from voting.~~

B-A. If there is an abstention, it shall be the responsibility of the Clerk of Board of Supervisors to note the abstention ~~and the reason for abstaining for the record.~~

~~C.B.~~ Board member's vote shall be done by roll call; one vote maybe be done by calling each member beginning at one end of the table and the next time beginning at the other end of the table on votes on permanent effects such as adopting ordinances/laws, Closes Sessions and resolutions.

Board member's vote can be voice votes for temporary actions, procedural in nature by indication of voting ~~aye~~ or nay.

Section 6-10 Method of Voting

- A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.
- B. All questions submitted to the Board of Supervisors shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.
- C. An "affirmative vote" by a majority of the Board of Supervisors present being necessary to adopt a motion, a tie vote means that the motion has been rejected. When a motion fails on a tie vote, the "noes" prevail.
- D. All questions submitted to the Board of Supervisors for decision shall be decided by a vote of the Board of Supervisors. The presiding officer may ask for an oral vote at which time the question shall be decided by a vote of "aye" or "nay". Any member may request a roll call vote. In any case, the presiding officer shall announce the results of the vote.

Section 6-11 Decisions on Points of Order

Any Board of Supervisors member may raise a point of order without being recognized by the presiding officer. The presiding officer shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the presiding officer who shall then make a ruling on the point of order. A Board of Supervisors member may appeal the ruling of the presiding officer to the full Board of Supervisors which shall decide the matter by majority decision.

SECTION 7 – BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

Section 7-1 Appointments to Boards, Authorities, Commissions, and Committees

- A. Members of boards, authorities, commissions and committees shall be appointed by an affirmative vote of a majority of the members of the Board of Supervisors to serve specified terms as may be deemed to be appropriate by the Board of Supervisors.
- B. Ad hoc committees, such as special task forces, may be created from time to time, for

specific purposes, as determined by the Board of Supervisors.

Section 7-2 Standing Committees Roles and Guidelines

- A. Finance Committee: A Finance Committee shall be appointed by the Chair~~man~~ promptly after each annual meeting. It shall be the duty of this committee to assist in preparing budgets for the fiscal year beginning July 1st, prior to submission to the Board of Supervisors for action. The Board may assign and/or refer fiscal matters to this Committee for implementation, review and/or recommendation.
- B. Personnel Committee: A Personnel Committee shall be appointed by the Chair~~man~~ promptly after each annual meeting. It shall be the duty of this committee to assist in drafting policies and procedures for county staff, for the Board of Supervisors consideration. The Board may assign or refer other personnel related issues to this committee for review and/or recommendations.
- C. Other Committees may be established by the Board of Supervisors to facilitate the effective operations of the Board.

SECTION 8 – GENERAL OPERATING POLICY

Section 8-1 Numbering and Indexing of Resolutions and Ordinances

It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Board of Supervisors. The resolutions shall be numbered consecutively, and use the last two digits of the calendar year. Example: for the first resolution in January, 2013, the resolution number would be shown as: #R-13 – 01. Ordinances shall also be numbered consecutively.

Section 8-2 Minutes of the Board of Supervisors Meetings

The minutes of the Board of Supervisors meetings shall reflect the official acts of the Board of Supervisors. They shall provide a summary of discussion and record Board of Supervisors votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

Section 8-3 Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of the majority members of the Board of Supervisors.

Section 8-4 Special Rules of Procedure

The Board of Supervisors may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of

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procedure shall require an affirmative vote of a majority of a quorum of the Board of Supervisors.

SECTION 9— REMOTE PARTICIPATION AND EMERGENCY MEETING POLICY

I. Remote Participation with Quorum Physically Assembled (Virginia Code §2.2-3708.3):

1. Remote Participation

- a. It is the policy of the Board of Supervisors (“Board”) that individual members may, with the approval of a quorum that is physically assembled, participate in meetings by electronic communications means as permitted by Virginia Code Section 2.2-3708.2. A Board member who seeks to participate electronically must notify the Chair on or before the day of the meeting that:
 - i. The member has a temporary or permanent disability or other medical condition that prevents the member’s physical attendance;
 - ii. The member has a family member’s medical condition that requires the member to provide care for such family member, thereby preventing the member’s physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member’s physical attendance;
 - iii. The member’s principal residence location more than 60 miles from the meeting location; or
 - iv. The member has a personal matter and identifies with specificity the nature of the personal matter.
- b. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
- c. Arrangements must be made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location.
- e.d. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in § 51.5-40.1 and uses remote participation counts toward the quorum as if the individual was physically present

2. Process to approve or disapprove remote participation

- a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member’s medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location the Board shall record in its minutes: (1) the Board’s approval of the member’s remote participation; and (2) a general description of the remote location from which the member participated. The remote location need not be open to the public.

b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated. The remote location need not be open to the public.

c. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

3. Strict and Uniform Application

This policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

II. Emergency Meetings Without Quorum Physically Assembled (Virginia Code §2.2-3708.2):

The Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency pursuant to Virginia Code Section 44-146.17 or the County has declared a local state of emergency pursuant to Virginia Code Section 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is provide for the continuity of operations of the County or the discharge of the Board's lawful purposes, duties, and responsibilities.

In so convening a public meeting, the Board shall:

1. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
2. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing (if already used by the County); and
3. Provide the public with the opportunity to comment at such when public comment is customarily received.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

AMENDMENTS

<u>Date Amended</u>	<u>Section</u>	<u>Reference</u>
April 3, 2013	Section 6-7(10) (added language)	Motion to reconsider, as it relates to the Tie Breaker
April 3, 2013	Section 6-9(C) (added language)	Roll Call Vote
January 21, 2016	Section 5-1(A) (removed initial language and replaced with new)	Order of Business
January 21, 2016	Section 6-12 (added entire section)	Tie Breaker
January 19, 2017	Section 2-1(B) (changed language) Section 2-1(E) (changed start time) Section 2-1(F) (removed public hearing advertisement) Section 5-1(A) Adopt Remote Participation Policy	Meetings Order of Business
January 18, 2018	Section 2-1(E) (changed start time)	Meetings
January 3, 2019	Section 2-1 (E) (corrected start time) Section 4-3 (Added language for delivery of Board package) Section 5-1(A.8) (corrected time)	Meetings Delivery of Agenda Order Business (Citizens' Comments)
January 16, 2020	Section 2-1 (E) (Change Start Time & remove end time) Section 5.1 (A) (Change time) Section 5.1(A) 8 Delete Citizens' Comment Time Section 6-9(C) Added language and voice votes	Meetings Order of Business Roll Call Vote

March 21, 2024	<p>Section 2-5 Remove refence to objections for regularly scheduled meetings</p> <p>Section 4-3 (remove reference to tie breaker)</p> <p>Section 6-7(10) (remove reference to tie breaker)</p> <p>Section 6-12 (remove tie breaker section)</p> <p>Section 7-2: replaced “should” with “shall” for appointment of finance committee</p> <p>Added Section 9 (revised electronic Participation)</p>	<p>Cancellation or rescheduling of meetings</p> <p>Delivery of Agenda</p> <p>Procedural Motions</p> <p>Tie Breaker</p> <p>Standing Committees and Roles and Guidelines</p> <p>Remote participation and Emergency Meeting Policy</p>
March 2025	<p><u>Section 2-1.1</u> <u>Clarifies postponement of regular meetings</u></p> <p><u>Removed “additional” meetings</u></p> <p><u>Section 2-2:</u> <u>amended special meetings to comply with state law</u></p> <p><u>Section 2-6 and 2-7:</u> <u>clarifies county administrator presides during organizational meeting</u></p> <p><u>Section 4(F): amend language to encourage citizens to register with clerk prior to regular meeting</u></p> <p><u>Section 4-1(A): revised to have county administrator draft agenda subject to approval by chair</u></p>	<p><u>Continued Meetings</u></p> <p><u>Agenda</u></p> <p><u>Order of Business</u></p> <p><u>Citizen Participation</u></p> <p><u>Duty to Vote</u></p> <p><u>Remote participation and emergency</u></p>

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	<p><u>Section 4-1(B): revised to include the county administrator as an additional person to contact to add items to agenda</u></p> <p><u>Section 5-1: add “presentation” to recognition and award</u></p> <p><u>Section 5-2: substituted “clerk of board,” with “county administrator.”</u></p> <p><u>Section 5-3:</u> <u>(i) Changed public presentation to citizen comment; (ii) amend language to encourage citizens to register with clerk prior to regular meeting, (iii) defines and clarifies group, (iv) does not allow time to be “yielded to other speakers,” and removes requirement that outside agencies provide copies to the board</u></p> <p><u>Section 5-5: clarifies procedure for public hearings for land use. Applicants can speak for no more than 10 minutes unless extended by Board</u></p> <p><u>Section 6-9: Removed “duty to vote” and replaced with abstention</u></p> <p><u>Section 9: Update remote participation policy</u></p>	<u>meeting policy</u>
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