

# CARROLL COUNTY EMERGENCY SERVICES

## EMS CALLS RESPONSE SUMMARY

### County-Wide Summary

| Month             | GRAND TOTAL<br>ANSWERED CALLS<br>ALL AGENCIES | CCFR Total<br>Dispatched | CCFR 911   | Inter- Facility<br>Transports | Returns to SNF /<br>Homes | Total of Volunteer<br>Calls Dispatched | Total Volunteer<br>Calls Unable to<br>Respond | Total Answered<br>with CCFR Assist | Total Answered<br>without CCFR<br>Assist | % Missed Calls<br>by all<br>Volunteers<br>Combined |
|-------------------|---|--------------------------|------------|-------------------------------|---------------------------|--|---|------------------------------------|--|--|
| Jan-20            | 402   | 315                      | 276        | 24                            | 15                        | 158                                    | 56  | 26                                 | 76                                       | 35%  |
| Feb-20            | 401   | 335                      | 278        | 33                            | 24                        | 139                                    | 66  | 18                                 | 55                                       | 47%  |
| Mar-20            | 450   | 360                      | 299        | 26                            | 35                        | 164                                    | 52  | 30                                 | 82                                       | 32%  |
| Apr-20            | 376   | 290                      | 238        | 20                            | 32                        | 127                                    | 37  | 18                                 | 72                                       | 29%  |
| May-20            | 429   | 366                      | 308        | 24                            | 34                        | 133                                    | 61  | 9                                  | 63                                       | 46%  |
| Jun-20            | 419   | 369                      | 315        | 34                            | 20                        | 136                                    | 49  | 22                                 | 65                                       | 36%  |
| Jul-20            | 0   | 0                        | 0          | 0                             | 0                         | 0                                      | 0   | 0                                  | 0  | 0%   |
| Aug-20            | 0   | 0                        | 0          | 0                             | 0                         | 0                                      | 0   | 0                                  | 0  | 0%   |
| Sep-20            | 0   | 0                        | 0          | 0                             | 0                         | 0                                      | 0   | 0                                  | 0  | 0%   |
| Oct-20            | 0   | 0                        | 0          | 0                             | 0                         | 0                                      | 0   | 0                                  | 0  | 0%   |
| Nov-20            | 0   | 0                        | 0          | 0                             | 0                         | 0                                      | 0   | 0                                  | 0  | 0%   |
| Dec-20            | 0   | 0                        | 0          | 0                             | 0                         | 0                                      | 0   | 0                                  | 0  | 0%   |
| <b>2020 TOTAL</b> | <b>2477</b>                                   | <b>2035</b>              | <b>276</b> | <b>161</b>                    | <b>15</b>                 | <b>158</b>                             | <b>321</b>                                    | <b>123</b>                         | <b>76</b>                                | <b>0%</b>  |

### Laurel Rescue

| Month             | Total Dispatched | Total Answered<br>w/o Assistance | Total Answered w/<br>CCFR Assistance | Total Not<br>Answered | % Answered<br>Without<br>Assistance | % Calls Answered<br>With and Without<br>Assistance |
|-------------------|------------------|----------------------------------|--------------------------------------|-----------------------|-------------------------------------|--|
| Jan-20            | 49               | 20                               | 13                                   | 16                    | 41%                                 | 67%  |
| Feb-20            | 30               | 9                                | 14                                   | 7                     | 30%                                 | 77%  |
| Mar-20            | 36               | 11                               | 15                                   | 10                    | 31%                                 | 72%  |
| Apr-20            | 29               | 15                               | 11                                   | 3                     | 52%                                 | 90%  |
| May-20            | 27               | 11                               | 6                                    | 10                    | 41%                                 | 63%  |
| Jun-20            | 37               | 15                               | 14                                   | 8                     | 41%                                 | 78%  |
| Jul-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Aug-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Sep-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Oct-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Nov-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Dec-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| <b>2020 TOTAL</b> | <b>49</b>        | <b>81</b>                        | <b>13</b>                            | <b>54</b>             | <b>21%</b>                          | <b>41%</b>   |

Outside agencies also responded to the following number of rescue calls within Carroll County:

Fries Fire & Rescue 4  
Galax Grayson EMS 6

### Laurel Fork Rescue

| Month             | Total Dispatched | Total Answered<br>w/o Assistance | Total Answered w/<br>CCFR Assistance | Total Not<br>Answered | % Answered<br>Without<br>Assistance | % Calls Answered<br>With and Without<br>Assistance |
|-------------------|------------------|----------------------------------|--------------------------------------|-----------------------|-------------------------------------|--|
| Jan-20            | 27               | 0                                | 0                                    | 27                    | 0%                                  | 0%   |
| Feb-20            | 41               | 1                                | 0                                    | 40                    | 0%                                  | 0%   |
| Mar-20            | 23               | 0                                | 1                                    | 22                    | 0%                                  | 0%   |
| Apr-20            | 27               | 0                                | 0                                    | 27                    | 0%                                  | 0%   |
| May-20            | 38               | 0                                | 0                                    | 38                    | 0%                                  | 0%   |
| Jun-20            | 32               | 0                                | 0                                    | 32                    | 0%                                  | 0%   |
| Jul-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Aug-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Sep-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Oct-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Nov-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Dec-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| <b>2020 TOTAL</b> | <b>188</b>       | <b>1</b>                         | <b>1</b>                             | <b>186</b>            | <b>0%</b>                           | <b>0%</b>  |

### Pipers Gap Rescue

| Month             | Total Dispatched | Total Answered<br>w/o Assistance | Total Answered w/<br>CCFR Assistance | Total Not<br>Answered | % Answered<br>Without<br>Assistance | % Calls Answered<br>With and Without<br>Assistance |
|-------------------|------------------|----------------------------------|--------------------------------------|-----------------------|-------------------------------------|--|
| Jan-20            | 82               | 56                               | 13                                   | 13                    | 68%                                 | 84%  |
| Feb-20            | 68               | 45                               | 4                                    | 19                    | 66%                                 | 72%  |
| Mar-20            | 105              | 71                               | 14                                   | 20                    | 68%                                 | 81%  |
| Apr-20            | 71               | 57                               | 7                                    | 7                     | 80%                                 | 90%  |
| May-20            | 68               | 52                               | 3                                    | 13                    | 76%                                 | 81%  |
| Jun-20            | 67               | 50                               | 8                                    | 9                     | 75%                                 | 87%  |
| Jul-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Aug-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Sep-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Oct-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Nov-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| Dec-20            | 0                | 0                                | 0                                    | 0                     | 0%                                  | 0%   |
| <b>2020 TOTAL</b> | <b>461</b>       | <b>331</b>                       | <b>49</b>                            | <b>81</b>             | <b>36%</b>                          | <b>41%</b>   |

# CARROLL COUNTY EMERGENCY SERVICES

## FIRE CALLS RESPONSE SUMMARY

| County-Wide Summary |                        |                 |               |             |            |            |
|---------------------|------------------------|-----------------|---------------|-------------|------------|------------|
| Month               | Total Calls Dispatched | Structure Fires | Vehicle Fires | Brush Fires | MVC        | Other      |
| Jan-20              | 55                     | 14              | 5             | 1           | 19         | 16         |
| Feb-20              | 43                     | 9               | 0             | 5           | 14         | 15         |
| Mar-20              | 67                     | 16              | 4             | 8           | 15         | 24         |
| Apr-20              | 61                     | 13              | 6             | 6           | 11         | 25         |
| May-20              | 50                     | 11              | 6             | 3           | 19         | 11         |
| Jun-20              | 57                     | 14              | 3             | 0           | 23         | 17         |
| Jul-20              | 0                      | 0               | 0             | 0           | 0          | 0          |
| Aug-20              | 0                      | 0               | 0             | 0           | 0          | 0          |
| Sep-20              | 0                      | 0               | 0             | 0           | 0          | 0          |
| Oct-20              | 0                      | 0               | 0             | 0           | 0          | 0          |
| Nov-20              | 0                      | 0               | 0             | 0           | 0          | 0          |
| Dec-20              | 0                      | 0               | 0             | 0           | 0          | 0          |
| <b>2020 TOTAL</b>   | <b>333</b>             | <b>77</b>       | <b>24</b>     | <b>23</b>   | <b>101</b> | <b>108</b> |

### Note:

CCFR responds on ALL calls with the volunteer fire departments to provide man-power support with air-pack qualified personnel, to be used at the discretion of the fire chief.

| Cana Fire Department |                        |                 |               |             |           |           | Laurel Fork Fire Department |                 |               |             |           |           |
|----------------------|------------------------|-----------------|---------------|-------------|-----------|-----------|-----------------------------|-----------------|---------------|-------------|-----------|-----------|
| Month                | Total Calls Dispatched | Structure Fires | Vehicle Fires | Brush Fires | MVC       | Other     | Total Calls Dispatched      | Structure Fires | Vehicle Fires | Brush Fires | MVC       | Other     |
| Jan-20               | 27                     | 4               | 1             | 1           | 9         | 12        | 2                           | 0               | 0             | 0           | 2         | 0         |
| Feb-20               | 17                     | 2               | 0             | 3           | 4         | 8         | 14                          | 4               | 0             | 0           | 6         | 4         |
| Mar-20               | 28                     | 5               | 3             | 3           | 5         | 12        | 6                           | 4               | 0             | 0           | 1         | 1         |
| Apr-20               | 28                     | 5               | 3             | 3           | 5         | 12        | 5                           | 3               | 0             | 0           | 1         | 1         |
| May-20               | 18                     | 3               | 3             | 0           | 9         | 3         | 5                           | 0               | 1             | 0           | 1         | 3         |
| Jun-20               | 10                     | 2               | 2             | 0           | 6         | 0         | 4                           | 2               | 1             | 0           | 0         | 1         |
| Jul-20               | 0                      | 0               | 0             | 0           | 0         | 0         | 0                           | 0               | 0             | 0           | 0         | 0         |
| Aug-20               | 0                      | 0               | 0             | 0           | 0         | 0         | 0                           | 0               | 0             | 0           | 0         | 0         |
| Sep-20               | 0                      | 0               | 0             | 0           | 0         | 0         | 0                           | 0               | 0             | 0           | 0         | 0         |
| Oct-20               | 0                      | 0               | 0             | 0           | 0         | 0         | 0                           | 0               | 0             | 0           | 0         | 0         |
| Nov-20               | 0                      | 0               | 0             | 0           | 0         | 0         | 0                           | 0               | 0             | 0           | 0         | 0         |
| Dec-20               | 0                      | 0               | 0             | 0           | 0         | 0         | 0                           | 0               | 0             | 0           | 0         | 0         |
| <b>2020 TOTAL</b>    | <b>27</b>              | <b>4</b>        | <b>1</b>      | <b>10</b>   | <b>38</b> | <b>47</b> | <b>36</b>                   | <b>13</b>       | <b>2</b>      | <b>0</b>    | <b>11</b> | <b>10</b> |

| Hillsville Fire Department |                        |                 |               |             |           |           |
|----------------------------|------------------------|-----------------|---------------|-------------|-----------|-----------|
| Month                      | Total Calls Dispatched | Structure Fires | Vehicle Fires | Brush Fires | MVC       | Other     |
| Jan-20                     | 26                     | 10              | 4             | 0           | 8         | 4         |
| Feb-20                     | 12                     | 3               | 0             | 2           | 4         | 3         |
| Mar-20                     | 33                     | 7               | 1             | 5           | 9         | 11        |
| Apr-20                     | 28                     | 5               | 3             | 3           | 5         | 12        |
| May-20                     | 27                     | 8               | 2             | 3           | 9         | 5         |
| Jun-20                     | 43                     | 10              | 0             | 0           | 17        | 16        |
| Jul-20                     | 0                      | 0               | 0             | 0           | 0         | 0         |
| Aug-20                     | 0                      | 0               | 0             | 0           | 0         | 0         |
| Sep-20                     | 0                      | 0               | 0             | 0           | 0         | 0         |
| Oct-20                     | 0                      | 0               | 0             | 0           | 0         | 0         |
| Nov-20                     | 0                      | 0               | 0             | 0           | 0         | 0         |
| Dec-20                     | 0                      | 0               | 0             | 0           | 0         | 0         |
| <b>2020 TOTAL</b>          | <b>169</b>             | <b>43</b>       | <b>10</b>     | <b>13</b>   | <b>52</b> | <b>51</b> |

Outside agencies also responded to the following number of fire calls within Carroll County:

Fries Fire Department 5  
Galax Fire Department 3



**Terry Woods**  
*Animal Control Officer*

*Cellell Dalton*  
*Interim Administrator*

*Animal Control Office*

605 -1 Pine Street  
Hillsville, VA 24343  
276-730-3011

July 31, 2020

Animal Control received 60 animal related calls, and 24 animals were taken into custody by animal control. Investigated 3 dog bites. 1 cat bite, 10 wildlife calls. 5 calls of livestock out.

*Terry Woods*

T.L. Woods  
Chief Animal Control Officer  
Carroll County

(276) (730-3011)

[twoods@carrollcountyv.org](mailto:twoods@carrollcountyv.org)

(276) (730-3004) – fax



Appalachian Power Company  
P. O. Box 2021  
Roanoke, VA 24022-2121  
aep.com

July 27, 2020

***VIA ELECTRONIC FILING***

Kimberly D. Bose, Secretary  
Federal Energy Regulatory Commission  
888 First Street, N.E.  
Washington, D.C. 20426

**Subject: Byllesby-Buck Hydroelectric Project (FERC No. 2514-186)  
First Quarterly Study Progress Report, Updated ILP Study Schedule, and  
Request for Extension of Time to File Initial Study Report**

Dear Secretary Bose:

Appalachian Power Company (Appalachian or Applicant), a unit of American Electric Power (AEP) is the Licensee, owner, and operator of the 30.1 megawatt (MW) Byllesby-Buck Hydroelectric Project (Project No. 2514-186) (Project or Byllesby-Buck Project), located on the New River in Carroll County, Virginia. The Project is currently undergoing relicensing following the Federal Energy Regulatory Commission's (FERC's or Commission's) Integrated Licensing Process (ILP).

The purposes of this filing are to (1) inform FERC and Project stakeholders of revised timeframes for conducting certain field activities to be performed pursuant to the approved ILP Study Plan for the Project and (2) request Commission approval of a modification to the approved ILP Process Plan and Schedule that would extend the filing deadline for the Initial Study Report (ISR) for the Project from November 17, 2020 to January 18, 2021. As further explained below, these modifications are required in light of ongoing and presently anticipated resource and schedule challenges associated with the ongoing Novel Coronavirus Disease (COVID-19) pandemic and are not expected to impact Appalachian's ability to timely file an application for a new license by the statutory deadline (February 28, 2024).

This filing also serves as Appalachian's First Quarterly Study Progress Report for the Project. This progress report describes the activities performed since this Study Plan Determination (SPD), as well as ILP activities generally expected to be conducted in quarter 3 (Q3) of 2020.

**Background**

In accordance with 18 CFR §5.11 of the Commission's regulations, Appalachian developed a Revised Study Plan (RSP) for the Project that was filed with the Commission and made available to stakeholders on October 18, 2019. On November 18, 2019 FERC issued the Study Plan

Determination (SPD). On December 12, 2019, Appalachian filed a clarification letter on the SPD with the Commission. The SPD was subsequently modified by FERC by an Order on Rehearing dated February 20, 2020. The RSP, as subsequently approved and modified by the FERC, establishes Appalachian's proposed schedule to complete desktop and field activities and develop reports for the following studies. A proposed study schedule is included in the RSP for each of the studies listed below:

1. Flow and Bypass Reach Aquatic Habitat Study;
2. Water Quality Study;
3. Aquatic Resources Study;
4. Wetlands, Riparian, and Littoral Habitat Characterization Study;
5. Terrestrial Resources Study;
6. Shoreline Stability Assessment Study;
7. Recreation Study; and
8. Cultural Resources Study.

#### **Updated Study Schedule and Study Progress**

Appalachian's intent, at the time of filing the RSP, was to complete ILP study activities in the first ILP study season (2020) to the greatest extent possible. The study schedules were based on an expectation of commencing field work by early April and developing draft study reports and the ISR by mid-November 2020.

Appalachian commenced the Recreation Study in November 2019 and installed trail cameras to capture recreation use at Project facilities. Data from the installed cameras have been downloaded approximately monthly by Appalachian and Appalachian's consultant. Appalachian notes that Trail Camera #6, installed at the Buck Dam Picnic Area, has been out of service since May 18, 2020 due to the tree falling down and is expected to be reinstalled in a similar location on July 28, 2020. The Recreation Facility Inventory and Condition Assessment was completed in the fall of 2019. Additionally, Appalachian initiated the recreation visitor use online survey on April 27, 2020 and distributed notification of the availability of the online survey to interested agencies. Signs prompting visitors to complete the survey were installed at Appalachian's recreation facilities in May.

Due to prevailing restrictions on non-essential travel and safety considerations for staff who would be traveling for and performing fieldwork, Appalachian and Appalachian's consultants have not been able to commence fieldwork for the other studies (i.e., studies requiring intensive periods of fieldwork in the spring) as originally proposed in the RSP. Appalachian and Appalachian's

consultants continue to monitor evolving conditions and presently anticipate commencing field study activities in early August 2020. As a result, conduct of several season-sensitive spring field studies will have to be deferred until the second (2021) study season, and the study period for the water quality study will be shortened (though notably is still expected to include the majority of the targeted low inflow and high temperature season). Other studies that would potentially have commenced in the spring or early summer are expected to be shifted to the mid- to late summer or fall seasons. On a resource allocation basis, Appalachian does not expect to be able to complete all of the required ILP study activities within the remaining study season. As such, Appalachian proposes to also shift the timing for conducting studies that are more baseline condition-characterization in nature to 2021.

A detailed schedule is attached (Attachment 1), which shows the schedule proposed in the RSP (as modified by the SPD and subsequent Order on Rehearing) alongside the revised proposed schedule.

Appalachian shared an earlier version of this table with the primary resource agencies (U.S. Fish and Wildlife Service, Virginia Department of Wildlife Resources, Virginia Department of Conservation and Recreation, and the Virginia Department of Environmental Quality) and conducted a conference call on June 30, 2020 to review the revised study schedule and solicit agency feedback and comments. Participants in this meeting concurred with Appalachian's proposed schedule revisions, and minor revisions to the schedule were made based on comments received during this meeting, as documented in the meeting summary included in Attachment 2.

### **Request for Extension of Time to File the ISR**

Because the study delays forced by COVID-19 conditions are expected to lead to significant field study activities continuing through the fall of 2020, it will not be feasible to develop draft study reports and a comprehensive ISR by the November 17, 2020 deadline. Appalachian believes that a comprehensive ISR, inclusive of draft study reports where possible, will be to the benefit of the ILP process for this Project, as well as to Project stakeholders. As such, Appalachian is requesting that the deadline to file the ISR be extended to January 18, 2021. Appalachian does not propose and is not requesting any subsequent adjustment of the ISR deadline (November 21, 2021).

Appalachian notified the agencies listed above of Appalachian's intention to file a request for extension of time to file the ISR (and the subsequent shift of the ISR meeting and comment deadline into early 2021) during the June 30, 2020 conference call. As indicated in the attached meeting summary, participants in this meeting did not express any opposition to or concerns with this request.

Appalachian notes the extraordinary circumstances that have shifted the ILP study schedule for the Project and believes this request is consistent with guidance from the Commission and

Byllesby-Buck Hydroelectric Project (FERC No. 2514)  
First Quarterly Study Progress Report, Updated ILP Study Schedule, and Request for Extension of Time  
to File Initial Study Report  
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Commission staff regarding potential impacts of COVID-19 on non-statutory deadlines and required notifications to and approvals by FERC. Appalachian thanks the Commission staff for their consideration of this request and hopes that this filing finds Commission staff and Project stakeholders in good health.

If there are any questions regarding the proposed ILP study schedule changes, please do not hesitate to contact me at (540) 985-2441 or via email at [ebparcell@aep.com](mailto:ebparcell@aep.com).

Sincerely,

A handwritten signature in black ink, appearing to be 'EB', followed by a horizontal line.

Elizabeth Parcell  
Process Supervisor  
American Electric Power Services Corporation

Attachments (2)

cc: Distribution list

## **Byllesby/Buck Hydroelectric Project (FERC No. 2514) Distribution List**

### **Federal Agencies**

Mr. John Eddins  
Archaeologist/Program Analyst  
Advisory Council on Historic Preservation  
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jeddins@achp.gov

Ms. Kimberly Bose  
Secretary  
Federal Energy Regulatory Commission  
888 1st St NE  
Washington, DC 20426

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615 Chestnut Street  
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Mr. John Bullard  
Regional Administrator  
NOAA Fisheries Service  
Greater Atlantic Regional Fisheries Office  
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Mr. John A. Bricker  
State Conservationist  
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Natural Resources Conservation Service  
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Mr. Harold Peterson  
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US Department of the Interior  
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Ms. Lindy Nelson  
Regional Environmental Officer, Office of  
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US Department of the Interior, Philadelphia  
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Ms. Barbara Rudnick  
NEPA Team Leader - Region 3  
US Environmental Protection Agency  
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Mr. Martin Miller  
Chief, Endangered Species - Northeast  
Region (Region 5)  
US Fish and Wildlife Service  
300 Westgate Center Drive  
Hadley, MA 01035

Ms. Janet Norman  
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Ms. Cindy Schulz  
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US Fish and Wildlife Service  
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Ms. Elizabeth Merz  
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Mr. Mark Bennett  
Center Director of VA and WV Water Science  
Center  
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Hon. Morgan Griffith  
US Congressman, 9th District  
US House of Representatives  
Christiansburg District Office  
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Christiansburg, VA 24073

Mr. Michael Reynolds  
Acting Director, Headquarters  
US National Park Service  
1849 C Street, NW  
Washington, DC 20240



## **Byllesby/Buck Hydroelectric Project (FERC No. 2514) Distribution List**

Ms. Catherine Turton  
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US National Park Service  
US Custom House, 3rd Floor  
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Hon. Tim Kaine  
US Senate  
231 Russell Senate Office Building  
Washington, DC 20510

Hon. Mark Warner  
US Senate  
703 Hart Senate Office Building  
Washington, DC 20510

### **State Agencies**

Dr. Elizabeth Moore  
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District Manager  
New River Soil and Water Conservation  
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Governor  
Office of the Governor  
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Ms. Emma Williams  
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Mr. Clyde Cristman  
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Ms. Lynn Crump  
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## **Byllesby/Buck Hydroelectric Project (FERC No. 2514) Distribution List**

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Mr. Scott Kudlas  
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### **Local Governments**

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## **Byllesby/Buck Hydroelectric Project (FERC No. 2514) Distribution List**

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townoffries@friesva.com

Mr. C. M. Mitchell  
Mayor  
Town of Galax  
111 East Grayson Street  
Galax, VA 24333

### **Tribes**

Chief Bill Harris  
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President  
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Chief Richard Sneed  
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Chief Dean Branham  
Monacan Indian Nation  
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Blacksburg, VA 24063-1025

Mr. Tim Dixon  
Owner  
New River Outdoor Adventures  
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newriveroutdooradventures@yahoo.com

Mr. Steve Moyer  
Vice President for Government Affairs  
Trout Unlimited  
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Arlington, VA 22209

**ATTACHMENT 1**

**ILP STUDY SCHEDULE UPDATE**

**Table 1.** Proposed Changes to the 2020-2021 Study Plan Schedule for the Byllesby-Buck Project (FERC No. 2514)

| Proposed Scheduling Changes to the 2020-2021 Study Plan Schedule for the Byllesby/Buck Project (FERC No. 2514) |  |   |   |
|--|--|---|---|
| Study  | Activities   | Approved Timeframe for Completion (RSP and SPD) | Proposed Timeframe for Completion (July 2020 update)  |
| Flow and Bypass Reach Aquatic Habitat Study  | Topographic Mapping and Photogrammetry Data Collection                             | Fall 2019                                       | Completed (January 2020)  |
|  | Desktop Habitat Assessment   | November 2019 – March 2020                      | July – August 2020  |
|  | Mesohabitat Mapping and Substrate Characterization Field Data Collection           | Summer 2020                                     | August – September 2020   |
|  | Distribute Proposed Flow Test Scenario Framework to Interested Parties for Review  | May 2020  | August 2020   |
|  | Conduct Flow and Water Level Assessment and Hydraulic Modeling                     | June – October 2020                             | July – December 2020  |
|  | Distribute Draft Study Report with the ISR   | November 2020                                   | January 2021  |
| Water Quality Study  | Study Planning and Existing Data Review  | January – March 2020                            | July 2020   |
|  | Continuous and Monthly Water Quality Monitoring (Dissolved Oxygen and Temperature) | May – September 2020                            | Late July* – September 2020<br>* Conditioned on completion of reinstallation of flashboards tripped during May 2020 high flow event |
|  | Turbidity Monitoring Study   | June – August 2020                              | August – September 2020   |
|  | Distribute Draft Study Report with the ISR   | November 2020                                   | January 2021  |

**Proposed Scheduling Changes to the 2020-2021 Study Plan Schedule for the Byllesby/Buck Project (FERC No. 2514)**

| <b>Study</b>   | <b>Activities</b>   | <b>Approved Timeframe for Completion (RSP and SPD)</b> | <b>Proposed Timeframe for Completion (July 2020 update)</b>     |
|--|---|--|---|
| <b>Aquatic Resources Study</b>                                   | Desktop Literature Review   | January – March 2020                                   | July – August 2020  |
|  | Macroinvertebrate and Crayfish Community Study  | March – August 2020                                    | August – September 2020 (target September),<br>April – May 2021 |
|  | Fish Community Study  | April – September 2020                                 | September 2020,<br>April – May 2021                             |
|  | Mussel Community Study  | April – September 2020                                 | August – September 2020   |
|  | Desktop Impingement and Entrainment Evaluation  | August – November 2020                                 | September – December 2020                                       |
|  | Distribute Draft Aquatic Resources Study Report with the ISR/USR  | November 2020  | January 2021/November 2021                                      |
| <b>Wetlands, Riparian, and Littoral Habitat Characterization</b> | Desktop Mapping of Wetland, and Riparian, and Littoral Habitats   | January – March 2020                                   | February – April 2021   |
|  | Field Verification of Preliminary Maps and Wetland Delineations and Riparian and Littoral Habitat Characterizations | August 2020 – September 2020                           | Late July – August 2021   |
|  | Distribute Draft Study Report with the USR  | November 2020  | November 2021   |
| <b>Terrestrial Resources Study</b>                               | Desktop Mapping and Study Planning  | February – March 2020                                  | February – April 2021   |
|  | Field Verification  | April – July 2020                                      | April – July 2021   |
|  | Distribute Draft Study Report with the USR  | November 2020  | November 2021   |

**Proposed Scheduling Changes to the 2020-2021 Study Plan Schedule for the Byllesby/Buck Project (FERC No. 2514)**

| <b>Study</b>                                | <b>Activities</b>   | <b>Approved Timeframe for Completion (RSP and SPD)</b> | <b>Proposed Timeframe for Completion (July 2020 update)</b>  |
|---|---|--|--|
| <b>Shoreline Stability Assessment Study</b> | Study Planning and Data Review  | January – March 2020                                   | February – April 2021  |
|   | Shoreline Survey and Determination of Areas Potentially Needing Remediation | April – July 2020                                      | April – July 2021  |
|   | Distribute Draft Study Report with the USR                                  | November 2020  | November 2021  |
| <b>Recreation Study</b>                     | Study Planning and Existing Data Review                                     | November 2019 – March 2020                             | Completed (November 2019)  |
|   | Trail Camera Data Collection  | November 2019 – November 2020                          | November 2019 – November 2020  |
|   | Recreation Facility Inventory and Condition Assessment                      | November – December 2019                               | Completed (November 2019)  |
|   | Stakeholder Site Visit/Meeting  | April 2020   | October – November 2020*<br>*Conditioned on no travel and meeting restrictions; if meeting not completed in the fall of 2020 will be rescheduled for spring 2021 |
|   | Recreation Visitor Use Online Survey  | April – October 2020                                   | April – October 2020   |
|   | Distribute Draft Study Report with the ISR                                  | November 2020  | January 2021   |
| <b>Cultural Resources Study</b>             | Determination of Area of Potential Effect (APE)                             | January – June 2020                                    | July – September 2020  |
|   | Background Research and Archival Review                                     | January – June 2020                                    | August 2020 – November 2020  |
|   | Phase I Reconnaissance Survey of APE  | May – October 2020                                     | April – July 2021  |
|   | Inventory of Traditional Cultural Properties                                | October 2019 – October 2020                            | August 2020 – August 2021  |
|   | Review and Updates to the Existing CRMP                                     | November 2020  | November 2021  |
|   | Distribute Draft Study Report with the ISR/USR                              | November 2020  | November 2021  |



**ATTACHMENT 2**

**JUNE 30, 2020 MEETING SUMMARY**

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**Subject:** FW: Byllesby-Buck Project Relicensing Study Schedule Update Meeting Notes  
**Attachments:** ByllesbyBuck ILP Study Schedule UPdate 06 22 2020.pdf

**From:** Elizabeth B Parcell [mailto:ebparcell@aep.com]

**Sent:** Friday, July 17, 2020 4:07 PM

**To:** John Copeland (John.Copeland@dgif.virginia.gov) <John.Copeland@dgif.virginia.gov>; Bill Kittrell (Bill.Kittrell@dgif.virginia.gov) <Bill.Kittrell@dgif.virginia.gov>; Norman, Janet <janet\_norman@fws.gov>; Grist, Joseph <joseph.grist@deq.virginia.gov>; SAM.SWEENEY@DCR.VIRGINIA.GOV; JanNorman12@gmail.com

**Cc:** Yayac, Maggie <Maggie.Yayac@hdrinc.com>; Kulpa, Sarah <Sarah.Kulpa@hdrinc.com>; Jonathan M Magalski <jmmagalski@aep.com>

**Subject:** Byllesby-Buck Project Relicensing Study Schedule Update Meeting Notes

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CAUTION: [EXTERNAL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Good afternoon,

I hope you are well and ready for the weekend.

Attached please find the draft summary of our discussion from a couple of weeks ago regarding the updated ILP study schedules and request to FERC for extension of the deadline to file the ISR. We plan to include a copy of this summary in the upcoming FERC filing. Please provide any comments or questions on the attached summary as soon as you can get to it, or no later than the end of next week.

Thanks and have a great weekend.

Liz



**ELIZABETH B PARCELL | PROCESS SUPV**  
EBPARCELL@AEP.COM | D:540.985.2441 | C:540.529.4191  
40 FRANKLIN ROAD SW, ROANOKE, VA 24011

# Meeting Summary

Project: Byllesby-Buck Hydroelectric Project (FERC No. 2514)  
Subject: Study Schedule Update  
Date: Tuesday, June 30, 2020  
Location: WebEx (2:00pm-3:00pm)  
Attendees: Bill Kittrell (VDGIF)  
John Copeland (VDGIF)  
Janet Norman (USFWS)  
Joe Grist (VDEQ)  
Jon Magalski (AEP)  
Liz Parcell (AEP)  
Sarah Kulpa (HDR)  
Maggie Yayac (HDR)

## **Introduction**

Liz (AEP) thanked everyone for being available to discuss the Byllesby-Buck Project and explained that the purpose of the meeting would be to discuss the changes to the ILP study schedule due to COVID-19 travel restrictions and related concerns. Liz noted that a revised schedule was provided in the meeting invite. AEP plans on filing the revised schedule with FERC, which will include an extension of time for the Initial Study Report (ISR) (January 18<sup>th</sup>) and ISR meeting (February 2<sup>nd</sup>).

## **Study Schedule Update**

- Sarah (HDR) explained that AEP is currently planning on initiating field studies in July and expects to continue field work through the fall, potentially into November if needed. Time-sensitive spring studies that were not able to be completed due to travel restrictions have been re-scheduled for the spring of 2021. AEP is aiming to collect field data this year in support of the bypass reach, aquatic resources, and water quality studies, where doing so is compatible with the remaining study season, and studies that are more baseline characterization in nature are being postponed to 2021. This will allow AEP and their consultants to appropriately allocate resources to priority studies.
- AEP plans on filing the revised schedule with FERC and will also be requesting an extension of time to file the Initial Study Report and to conduct the Initial Study Report meeting. Sarah noted that this schedule change will not affect the schedule for filing of the Updated Study Report in 2021 or the overall licensing schedule. The extension is being requested to provide more time for AEP and their consultants to develop preliminary or draft study reports for filing with the ISR, following the completion of field activities this fall. Jon M. (AEP) also noted the extension of time

avoids a review period for the agencies over the holidays. There was no opposition to the proposed request for extension of time.

#### **Flow and Bypass Reach Aquatic Habitat Study**

- LiDAR data and orthoimagery have been captured at the Byllesby-Buck Project and HDR will be using this information to begin building the hydraulic model to support the Flow and Bypass Reach Aquatic Habitat Study (i.e. identify level logger placement, flow test scenarios, etc.). Additionally, the flow test scenarios will be developed and sent to agencies for review and comment in late July/early August. Janet noted that she will be out of office the last week of July and first week of August. AEP and HDR agreed to target the first week of August to get the flow test scenarios to this group, for a 2-week review and comment period.
- Flow tests are scheduled to take place in mid to late August/early September dependent on flow conditions. Sarah noted the test timing is dependent on no spill conditions at the developments. (Flashboard repairs are ongoing at Byllesby and currently scheduled to be completed within the next 3 weeks.)

#### **Water Quality Study**

- Sarah explained that the updated study schedule water quality monitoring (continuous and monthly sampling) is expected to begin in late July and continue through the end of September (can be continued into October if September is a hot/dry month). Agencies will have opportunity to review results of this monitoring in the ISR and provide feedback on the quality and quantity of the data at the ISR Meeting, with respect to whether the abbreviated water quality monitoring period is sufficient to meet the study objectives.
- VDGIF agreed that the revised timeframe for the Water Quality Study, while shorter, is the time to target (high temperature/lower inflow conditions) and noted that flows were high this spring.
- Sarah confirmed the turbidity monitoring study is still proposed for this study season (August-September). Discussion of timing of study given higher flows and more angling in May-July period. Jon M. explained the intent of the original schedule in the RSP, which was to try to capture incremental turbidity impacts of trashrake operation during lower flow (i.e., worse case) condition and during fishing season, as VDGIF had previously requested. John C. (VDGIF) agreed that the turbidity monitoring is preferred under a low flow condition and during fishing season and questioned whether adding an additional turbidity study in early July 2021 would be possible. Group agreed this would be evaluated at the ISR and based on the results of this year's study.

#### **Aquatic Resources Study**

- Sarah explained that the Fish Community Study will still be conducted in August or September. John C. agreed this time period is adequate since there will be some young-of-year fish.

- AEP is rescheduling the spring season of the fish community and macroinvertebrate and crayfish studies for 2021. No objections from agencies. John C. noted that based on his experiences with these sites, the survey scheduled for the spring (April-May) may have to be shifted to later in May or even June if high flow conditions prevail through the spring.
- The mussel survey is expected to be conducted in August or September, which is within the original timeframe. VDGIF noted Brian Watson (VDGIF) may typically do these surveys earlier in the year and that they'd like his concurrence with the August-September timeframe.
  - Action Item: AEP's consultant (Stantec) to follow up with Brian Watson to confirm the timing of the mussel survey. (Note Stantec sent e-mail to Brian Watson on 7/13, no response received yet.)
- HDR plans on providing 2020 results in a preliminary study report that would also include a preliminary desktop impingement and entrainment study. The final fish community study report would be prepared at the end of 2021 as part of the Updated Study Report.
- Janet (USFWS) would like AEP/HDR to consult with USFWS's fishway engineer to ensure parameters of blade strike analysis are sufficient prior to conducting. Action Item: Janet will connect Sarah to the USFWS fishway engineer.

#### **Wetland, Riparian, and Littoral Habitat, Terrestrial Resources, Shoreline Stability and Cultural Studies**

- Desktop and fieldwork rescheduled for spring-summer 2021.
- John C. questioned the timing of the field verification for the Wetland, Riparian and Littoral Habitat and noted VDGIF may prefer the survey take place in the late summer/early fall, which is the best time to survey for aquatic vegetation. Sarah reminded the group that the original schedule was intended to accommodate/overlap the *Virginia spiraea* flowering season, in the event any *spiraea* are present (none expected based on results of 2017 and prior surveys, as well as historical records). Janet agreed that the USFWS would like the survey to account for *Virginia spiraea*. Action Item: Check *Virginia spiraea* flowering and surveying timeframe as the group would like this to overlap with VDGIF request to identify aquatic vegetation. (Note AEP sent *Virginia spiraea* survey timeframes to Janet and has updated the survey window in the revised ILP study schedule to be filed with FERC to late July/August). VDGIF agreed that if the survey targeted late July, that should be sufficient to observe elodea and hydrilla.
- John C. noted preference that the Shoreline Stability Assessment take place in early spring (i.e. March to early April), if possible.

#### **Recreation Study**

- Trail camera observations have been on-going since November 2019 and are scheduled for completion this November. If any observations are obtained from the

cameras that may be of interest to VDGIF (sited managed by VDGIF) but not directly relevant to the Recreation Study Report, AEP will share that information directly with VDGIF.

- AEP has begun the online survey data collection. It is presently expected to continue through this November. VDGIF asked about potential to extend the period of data collection through 2021. AEP and HDR agreed this would be a relatively incremental effort and may be reasonable to do so; issue to be reevaluated at ISR (or if/when online survey proposed to be taken offline).
- Stakeholder meeting and site visit is not yet scheduled. Agencies and AEP agreed that pushing the stakeholder site visit as far out as possible would be preferable. Schedule has been updated to October-November, with potential to reschedule for the spring of 2021 if needed due to travel restrictions or concerns.
- Bill noted this is an irregular recreation usage year due to COVID-19 and they have seen usage increase at their recreation facilities so far this spring and summer.

#### **Other**

- AEP plans on submitting an update to FERC shortly and would like to include a record of consultation with the agencies and verbal agreement that there was no opposition. This will also serve as the first ILP Quarterly Progress Report.
- Agency representatives on the call agreed that they are in agreement with the schedule adjustments and AEP's request for extension of time to file the ISR.
- VDGIF noted the name of their agency is changing to the Virginia Department of Wildlife Resources (VDWR) as of 7/1/2020.

# MEMORANDUM

**DATE:** July 7, 2020  
**TO:** AUTHORITY MEMBERS & GENERAL PUBLIC  
**FROM:** SUPERINTENDENT GREGORY P. WINSTON  
**RE:** AUTHORITY MEETING—Change of date

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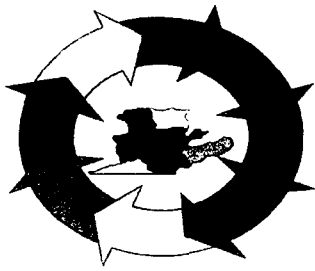
Please be advised that the regularly scheduled meeting of the New River Valley Regional Jail Authority has been changed from Friday, July 10, 2020 until **Friday, July 17, 2020.**

The meeting will begin at 10:00 a.m. in the Admin Conference Room at the Regional Jail.

The following committee meeting will be held:

**Finance Committee: 9:30 a.m. Admin Breakroom**

Anyone desiring to speak before the Authority or present any subject matter for consideration should contact the Superintendent prior to the commencement of the meeting. Any person desiring special accommodations in order to attend or participate in this meeting should notify the Superintendent in advance of the meeting so that conditions can be met.



New River Valley Regional Jail  
P.O. Box 1067  
Dublin, Virginia 24084  
(540) 643-2000 (540) 643-2010 FAX

**July 17, 2020**

**Committee Meeting:**

Finance 9:30 a.m., Admin Breakroom

**Authority Meeting Agenda  
10:00 a.m.**

- A. **CALL TO ORDER** - Chairman
- B. **ROLL CALL** – Secretary
- C. **APPROVAL OF MAY & JUNE 2020 MINUTES**
- D. **OLD BUSINESS**
- E. **COMMITTEE REPORTS**
  - **Finance Committee**
- F. **SUPERINTENDENT'S REPORT**
- G. **NEW BUSINESS**
  - **Proposal to Adopt Resolution for Acceptance of Financing Proposal from Bank of America for Energy Conservation Performance Contracting**
- H. **CITIZENS**
- I. **OTHER BUSINESS OR INFORMATION**
- J. **ADJOURNMENT**

**Bland County**

Sheriff Jason Ramsey  
Eric Workman, **Treasurer**  
Chief Deputy John Mustard (A)  
Rodney L. Ratliff (A)

**Carroll County**

Sheriff Kevin Kemp  
Nathan Lyons  
Chief Dep. Donald Spangler (A)  
Michelle Dalton (A)

**Floyd County**

Sheriff Brian Craig  
Joe D. Turman  
Chief Deputy Chad Harris (A)  
W. Justin Coleman (A)

**Giles County**

Sheriff Morgan Millirons  
Richard Chidester (**Vice Chair**)  
Todd Martin (A)

**Grayson County**

William Shepley  
Sheriff Richard Vaughan  
Mitch Smith (A)  
Chief Deputy David Ashby (A)

**Pulaski County**

Sheriff Michael Worrell  
John Travis  
Major Daniel Johnson (A)  
Jonathan Sweet (A)

**City of Radford**

Sh. Mark Armentrout, **Chairman**  
Nikki Cumberland  
Major Charlie Burton (A)  
Mr. Joshua Smith (A)

**Wythe County**

Sheriff Keith Dunagan  
Mr. Brian Vaught  
Chief Deputy Charles Foster (A)  
Stephen Bear (A)

**Superintendent**

Gregory P. Winston

**Deputy Superintendent**

John S. Bowman

Tonya Akers, Secretary



**NEW RIVER VALLEY REGIONAL JAIL AUTHORITY**  
**May 8, 2020**  
**Held at the New River Valley Criminal Justice Academy**

**A.     CALL TO ORDER:**

The meeting of the New River Valley Regional Jail Authority was called to order at 10:07 a.m. by Chairman Mark Armentrout with eleven (11) members and two (2) alternates present.

|                         |                 |                                    |
|-------------------------|-----------------|------------------------------------|
| <b>MEMBERS PRESENT:</b> | Bland County:   | Sheriff Ramsey; Mr. Workman        |
|                         | Carroll County: | Sheriff Kemp; Mr. Lyons            |
|                         | Floyd County:   | Mr. Turman                         |
|                         | Grayson County: | Sheriff Vaughan                    |
|                         | Pulaski County: | Sheriff Worrell; Mr. Travis        |
|                         | Radford City:   | Sheriff Armentrout; Ms. Cumberland |
|                         | Wythe County:   | Mr. Vaught                         |

|                            |               |                 |
|----------------------------|---------------|-----------------|
| <b>ALTERNATES PRESENT:</b> | Giles County: | Mr. Gautier     |
|                            | Wythe County: | Ch. Dep. Foster |

**STAFF & GUESTS PRESENT:**   Superintendent Gregory Winston  
  Mr. Steve Durbin-Sands Anderson PC  
  Mr. Bob Sumner-Citizen

Due to COVID-19 guidelines and the need for social distancing, the meeting was held in the gymnasium of the New River Criminal Training Academy. Chairman Armentrout welcomed the group and thanked them for coming. He read a notice from Pulaski County appointing Mr. John Travis as their new member and reappointing Jonathan Sweet as their alternate for a 2 year term.

**B.     ROLL CALL:**

Mrs. Akers called the roll and reported a quorum present.

Chairman Armentrout reviewed the proposed amendment to the current BY-LAWS and a copy of the proposed change was mailed to each member in their packet for review. Article II (Meetings) of the BY-LAWS currently read as below with the proposed change highlighted.

Regular meetings of the Board of Directors of the Authority shall be held at the Regional Jail at 10:00 AM, local prevailing time ~~on the second Friday of every other calendar month beginning in January 2018 and continuing every other month thereafter.~~ *The Authority shall meet a minimum of six (6) times per year, and this will typically be on an alternating schedule, on the*

*second Friday of every other calendar month beginning in January. The Chairman may postpone for one (1) month from time to time and the Authority can vote at any time to vary from the alternating month schedule.* Regular or special meetings may be held at such times and at such places as the Board of Directors shall designate by majority vote of a quorum, provided, however that in the event a meeting conflicts with a holiday, the Chairman may re-schedule the meeting. Three (3) days written notice shall be given of the time and place of each regular or special meeting. Said notice shall be deemed given when deposited in the mail to a member's address as reflected in the Authority's records, or upon delivery in person.

**Motion:** Mr. Vaughan moved that the BY-LAWS be amended as presented. Mr. Workman seconded the motion.

**Action:** The motion passed unanimously.

**C. COMMITTEE REPORTS:**

**Finance Committee:**

Copies of the monthly financials were distributed. Mr. Workman reviewed the report in detail with the group and added that the budget is trending very well at this time.

**Motion:** On behalf of the Finance Committee, Mr. Workman made the motion to approve the Finance Report as presented.

**Action:** Following a roll call vote, the motion passed unanimously.

**D. APPROVAL OF MARCH 2020 MINUTES:**

Copies of the Minutes from the March 2020 meeting were mailed to each member. Chairman Armentrout asked if there were any additions or additional corrections to the Minutes as presented.

**Motion:** Mr. Vaught moved that the March Minutes be approved as presented. Sheriff Kemp seconded the motion.

**Action:** The motion passed unanimously.

**E. OLD BUSINESS:**

**Design and Construction Committee:**

Design & Construction did not meet today.

**F. SUPERINTENDENT'S REPORT:**

Superintendent Winston began by thanking all of our correctional officers and nurses. The first full week in May is National Correctional Officers and also Nurses Weeks so he wanted to start off by recognizing their hard work and bravery. He had COVID-19 response team t-shirts made up to commemorate this monumental and historic time that we're all facing during this pandemic.

**Operations:**

- Headcount today: 750
- Total days served 24,006
- Average Daily Population: 800
- Average Daily Population for male prisoners: 633
- Average Daily Population for females prisoners: 167
- Number of commitments: 226
- Avg Daily commitments: 8
- Number of releases: 322
- Avg Daily releases: 11

Our jail population is down roughly 21% since March 1<sup>st</sup>. This has a great implication in a lot of areas. At this point we think we'll be marginally profitable or at least break even. We'll know more in July after the courts reopen and we can re-evaluate how this is going to impact us.

We're still maintaining contract inmates from Henry County, Martinsville City Sheriff's Office and Bristol City Sheriff's Office. Currently they do not have any cases of COVID disease so until they do we'll continue taking inmates from them.

**COVID-19 Update:**

To date we have no staff cases and no inmate cases. We've not had a suspected case of disease at this time. He has met with the New River Valley Health district several times last week and they have begun testing all prisoners being admitted to the jail and any staff that wants a test. If a prisoner comes to jail for more than 2 days will be tested and will be processed at a lab at Virginia Tech.

We were lucky and received some PPE from Pulaski County. Thank you to Josh Tolbert for getting 120 N95 masks to us. We have two UVC cabinets that were installed in 2010 to initially sterilize kitchen utensils. We repurposed those and moved them to our medical department to begin sanitizing masks.

Superintendent Winston did tell the board that he will notify them if we receive a positive case and at that point he'll send out a press release.

Ms. Cumberland said it was inevitable that we will eventually see a positive case and asked if we were prepared. Supt. Winston said yes we were and we have bed space for them. When someone comes to jail now they sit in intake booking for 2 days because that's how long it takes to show up in your system. In 2 days, we'll do a nasal swab and send it to the lab. The inmate will then go upstairs into a quarantine unit and be locked in a cell by themselves until we receive their results. If the test is negative, they go into the general population and if it is positive, they will stay in that quarantined cell until they're afebrile for 3 days or 7 days free from any symptoms. Then they are free to be put out into the general population.

Sheriff Vaughan asked the turnaround time for test results. Supt. Winston said 1-2 days. If someone is positive, we're going to try if possible, to get that person bonded out as a precaution for inmates and staff.

**Applicants:**

We're currently receiving some of the most qualified applicants that we've had in a long time. We continue to interview, hire and bring folks on board.

**Academy:**

Once the state releases us from lock down assuming we don't see a surge in cases we'll probably restart the academy. We'll begin a new class for all of the folks that have been hired since we stopped the academy. On week four of the new class, we'll bring the ones back that were pulled out the academy on their fourth week. That will make for a larger class but it will bring us up to date.

**G. NEW BUSINESS:**

Over the last year we've considered doing some capital projects using energy efficient performance contracting. It's been a long process getting this all put together. Special thanks to Tim Clark for working with the vendors and getting the technical audit completed. To recap, we have a 20 year old building. Our building automation systems and lighting aren't very efficient so we're looking for ways to improve that going forward. Unfortunately we don't have sufficient amount in our repair and replacement reserve to pay for some of these projects on a cash basis. We're looking at performance contracting with Ameresco to increase our energy efficiency over the next 15 years but also allow us to improve our reserves. That will allow us to make improvements to the newer side of the jail and have the money to pay for it.

Superintendent Winston highlighted some of the areas the IGA (Investment Grade Audit) proposed:

- Lighting system improvements to both the interior and exterior of the jail (mostly changing our fixtures to LED which are more cost effective)
- Improvement to our controlled ventilation—building automated controls
- Installing a new chiller/cooling tower
- Changing piping in domestic hot water
- Installing controller on all of the domestic water fittings—we would be able to better control water usage

The cost of this project will fall in the range of about \$5.1million dollars. We've spoke with our financial group and this seems like a good time to borrow money. We will pay this money back with the utility savings that we realize after doing the project. We would borrow the money and wouldn't pay the first payment until they project is completed and we begin to realize the savings. We're not at any risk of losing any money. They guarantee the savings and are required to monitor the savings. The Department of Mines, Minerals and Energy is a part of this project and has been a part of it since the start. They supervise a number of these types of contracts all over the state. Several jails and schools have been doing them and it's a common mechanism for acquiring capital improvements without having to go into significant debt without guaranteed offset savings.

Superintendent Winston has asked the Chairman and Building Committee Members to consider whether we want to go forward to have the group to submit an RFP to look at financing and what is available to us. That doesn't mean that we sign anything and we're only responsible for paying for the audit they've provided to us. The cost of the project is over a course of about 15 years with an annual savings of about \$350,000.

Chairman Armentrout said that the Building Committee consists of himself, Sheriff Vaughan, Sheriff Worrell and Sheriff Kemp. Sheriff Richard Vaughan added that the Building Committee participated in a conference call with Ameresco in April. They have put a lot of work into this project with detailed information. The committee was very impressed with their presentation.

**Motion:** On behalf the Building Committee, Sheriff Vaughan moved that the Authority move forward with the project.

Mr. Vaught asked what were the risks or downside to doing the project. Superintendent Winston said that if for some reason they miss their projection and the project does not pay for itself...that's a calculated risk for them. Because they guarantee us a certain amount of savings to us. By doing this project and borrowing this money it will allow us to plan for the future so we have money in the bank. So that we will be able to do capital projects out of reserve as opposed to operating costs. Because operating costs come directly from the localities which impacts the variability of the per diems. We need to have a capital reserve to pay for these projects and not impact our daily expenses. The only risk to us is variability in the marketplace when it comes to energy saving and are we protected by the Ameresco contract in case there is some hiccup in the energy side of the world.

Attorney Durbin said we're not voting today to approve a contract. The vote is only to more forward with this company to get financial terms and review the contract. The contract would be voted on at a later date if it is recommended to do so.

**Action:** Following a roll call vote, the motion passed unanimously.

#### **H. CITIZEN'S COMMENTS:**

**I. OTHER BUSINESS OR INFORMATIONAL ITEMS:**

Chairman Armentrout said the July meeting will need to be held on the third Friday (July 17) as he will out of town and unavailable on July 10<sup>th</sup>. This will be noted in your board packets.

If a special meeting needs to be held in June to discuss the performance contracting the Authority will be notified.

**J. ADJOURNMENT:**

**Motion:** Mr. Workman made the motion to adjourn the meeting.  
Ms. Cumberland seconded the motion.

**Action:** Following roll call, the motion passed unanimously.

There being no further business to come before the Authority, Chairman Armentrout adjourned the meeting at 10:43 a.m.

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Chairman Mark A. Armentrout

**NEW RIVER VALLEY REGIONAL JAIL AUTHORITY**

**June 26, 2020**

**Held at the New River Valley Regional Jail**

**A. CALL TO ORDER:**

The meeting of the New River Valley Regional Jail Authority was called to order at 10:07 a.m. by Chairman Mark Armentrout with eight (8) members and three (3) alternates present.

**MEMBERS PRESENT:**

|                 |                             |
|-----------------|-----------------------------|
| Bland County:   | Mr. Workman                 |
| Carroll County: | Mr. Lyons (via Webex)       |
| Floyd County:   | Mr. Turman                  |
| Giles County:   | Mr. Chidester (via Webex)   |
| Grayson County: | Sheriff Vaughan             |
| Pulaski County: | Sheriff Worrell; Mr. Travis |
| Radford City:   | Sheriff Armentrout          |

**ALTERNATES PRESENT:**

|                 |                               |
|-----------------|-------------------------------|
| Giles County:   | Investigator Moye (via Webex) |
| Pulaski County: | Mr. Sweet                     |
| Wythe County:   | Mr. Bear                      |

**STAFF & GUESTS PRESENT:**

Superintendent Gregory Winston  
Mr. Steve Durbin-Sands Anderson PC  
Tammy Dobbins, Director of Finance NRVJR  
Tim Clark, Accounting Manager, NRVJR

Sheriff Armentrout called the meeting to order. Attorney Steve Durbin announced that three Authority members Mr. Chidester, Mr. Lyons and Sheriff alternate Investigator Moye were attending via Webex. Attorney Durbin then read an excerpt from the 5/21/20 Acts of Assembly Chapter 1289. Amendment 137: Allow policy-making boards to meet virtually during emergency declarations. Item 4-0.01 Operating policies.

**B. ROLL CALL:**

Mrs. Akers called the roll and reported a quorum present.

**C. NEW BUSINESS:**

Chairman Armentrout said there was need for an executive closed session and asked for a motion from the floor.

**Motion:** Mr. Workman made the motion to go into executive closed session for Business and Industry Development pursuant to §2.2-3711.A.5 and Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel §2.2-3711.A.8 of the Code of Virginia.

At recommendation of counsel, the motion was amended to the following:

**Motion:** Mr. Workman made the motion to go into executive session for Investment of Public Funds pursuant to §2.2-3711.A.6 and Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel §2.2-3711.A.8 of the Code of Virginia.

Sheriff Vaughan seconded the motion.

**Action:** Following roll call, the motion passed unanimously.

**The purpose of the executive closed session is:**

**Investment of Public Funds, §2.2-3711.A.6 of the Code of Virginia,** (Competition or bargaining is involved and public disclosure initially would adversely affect the financial interests of the governing body).

**Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, §2.2-3711.A.8 of the Code of Virginia,** (Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter).

After a lengthy discussion, the motion was made that the Authority Board come out of closed session.

**Motion:** Mr. Bear made the motion that the board come out of closed session.  
Mr. Workman seconded the motion.

**Action:** Following roll call, the motion passed unanimously.



Chairman Armentrout asked for a motion to certify that only matters permitted under §2.2-3711.A.6 and §2.2-3711.A.8 of the Code of Virginia were discussed.

**Motion:** Mr. Workman moved to certify the closed session. He moved to certify that the only items discussed in closed session were (Investment of Public Funds) pursuant to §2.2-3711.A.6 and (Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel) §2.2-3711.A.8 of the Code of Virginia. Mr. Bear seconded the motion.

**Action:** Following roll call, the motion passed unanimously.

As a result of executive session, the following motion was made.

**Motion:** Mr. Workman made the motion to authorize the execution of the term sheet with the rate lock-in with Bank of America and authorize Superintendent Winston to sign that document contingent upon review by a financial advisor confirming the competitiveness of the rate. Mr. Bear seconded the motion.

**Action:** Following roll call, the motion passed unanimously.

#### **H. CITIZEN'S COMMENTS:**

#### **I. OTHER BUSINESS OR INFORMATIONAL ITEMS:**

Superintendent Winston gave the group an update on the availability of trusty/prisoner workforce for the jurisdictions. Our jail population is currently down around 28% and has really impacted our ability to find prisoners that meet the trusty qualifications. We do have Officer Dobbins' crew available for some assistance, but it may be the first of the year before the normal trusty program is up and going again.

Sheriff Armentrout reminded everyone that the July Authority meeting was moved out by one week. It will be held on Friday, July 17<sup>th</sup> at 10:00 am.

**J.     ADJOURNMENT:**

**Motion:**       Sheriff Vaughan made the motion to adjourn the meeting.  
                  Mr. Workman seconded the motion.

**Action:**        Following roll call, the motion passed unanimously.

There being no further business to come before the Authority, Chairman Armentrout adjourned the meeting at 10:35 a.m.

---

Chairman Mark A. Armentrout

| SUPERINTENDENT'S MONTHLY ACTIVITY REPORT |  |
|--|--|
| Month: June 2020                         |  |

|  |        |
|--|--------|
|  | Jun-20 |
|--|--------|

|                      | Prior Month          | Arrested | Released | Current Month          | Average | State | Awaiting Trial | Sentenced |             |
|----------------------|----------------------|----------|----------|------------------------|---------|-------|----------------|-----------|-------------|
|                      |                      |          |          |                        |         |       |                | Felony    | Misdemeanor |
| Bland County (21)    | 16                   | 12       | 10       | 21                     | 1.9%    | 4     | 14             | 4         | 0           |
| Carroll County (35)  | 255                  | 76       | 82       | 256                    | 23.8%   | 50    | 139            | 51        | 3           |
| Floyd County (63)    | 47                   | 9        | 10       | 45                     | 4.2%    | 18    | 19             | 18        | 2           |
| Giles County (71)    | 102                  | 46       | 38       | 128                    | 11.9%   | 34    | 78             | 34        | 1           |
| Grayson County (77)  | 48                   | 20       | 16       | 88                     | 8.2%    | 16    | 49             | 16        | 0           |
| Pulaski County (155) | 224                  | 79       | 81       | 230                    | 21.4%   | 47    | 157            | 48        | 4           |
| Radford City (750)   | 87                   | 27       | 19       | 94                     | 8.7%    | 20    | 54             | 20        | 0           |
| Wythe County (197)   | 209                  | 67       | 56       | 213                    | 19.8%   | 45    | 142            | 46        | 0           |
| Galax City (640)     | 16 Carroll-3 Grayson | 28       | 24       | 20 Carroll- 10 Grayson |         | 12    | 48             | 12        | 1           |
| Subtotal Members     | 988                  | 364      | 336      | 1075                   |         |       |                |           |             |

|                            |      |  |      |        |
|----------------------------|------|--|------|--------|
| Other Inmates-Henry Co     | 17   |  | 22   |        |
| Other Inmates-Martinsville | 19   |  | 19   |        |
| Other Inmates-Bristol VA   | 10   |  | 9    |        |
| Federal Inmates            | 2    |  | 2    | 0.2%   |
| State Responsible          | 233  |  | 246  |        |
| Total Utilization          | 990  |  | 1077 | 100.0% |
| Operational Capacity       | 1183 |  | 1183 |        |
| Vacant Beds                | 193  |  | 106  |        |
| Work Release               | 0    |  | 0    |        |
| HEM Program                | 0    |  | 0    |        |
| TOTAL INMATES              | 1017 |  | 1108 |        |

|                                |  |
|--------------------------------|--|
| JAIL ACTIVITY/MAJOR INCIDENTS: |  |
|--------------------------------|--|

|                   |  |  |
|-------------------|--|--|
| # Escapes         | 0                                      |  |
| # Assaults        | 0                                      |  |
| # Disturbances    | 0                                      |  |
| # Fires           | 0                                      |  |
| # Shakedown       | 465                                    |  |
| Contraband seized | trash, excess jail property, batteries |  |

|               | EMPLOYEE ACTIVITY:                           | GENERAL COMMENTS |
|---------------|--|------------------|
| New Hires:    | 2 officers                                   |                  |
| Resignations: | 2 retirements & 4 resignations--all officers |                  |
| In Training:  | No officers in the academy at this time      |                  |

|  |                  |
|--|------------------|
|  | INMATE ACTIVITY: |
|--|------------------|

|                            |  |
|----------------------------|--|
| AA                         |  |
| Anger Management           |  |
| GED                        |  |
| Veterans                   |  |
| Workforce Readiness        |  |
| Goodwill—Just Hire One     |  |
| Program Compete            |  |
| Substance Abuse            |  |
| Va Cares                   |  |
| Inside/Out Prison Exchange | As of March 13, 2020, all programs were suspended due to the Coronavirus pandemic. |
| Empowered Options          |  |
| Domestic Violence          |  |
| FAST-NRV Re-Entry Council  |  |
| NA-Narcotics Anonymous     |  |
| Inside Dad                 |  |
| Women's Resource Center-   |  |
| Domestic Violence          |  |
| Life Choices Class         |  |

# INMATE WORK FORCE

| MALE INSIDE WORKERS  |  | MALE OUTSIDE WORKERS                       |                                       | FEMALE WORKERS                                     |
|--|--|--|---------------------------------------|--|
| 1ST SHIFT KITCHEN  | INMATES HIGHLIGHTED<br>IN YELLOW ARE MEDICALLY<br>CLEARED TO HANDLE FOOD<br>ALL OTHERS ARE NOT | PULASKI COUNTY PSA                         | RADFORD CITY PD                       | CLEANING CREW                                      |
| OAKLEY, BARRY *  |  | NOT NEEDED AT THIS TIME                    | NOT NEEDED AT THIS TIME               | BAKER, KENDRA NO TRAYS                             |
| HAMM, JOEL *   |  | NOT NEEDED AT THIS TIME                    | NOT NEEDED AT THIS TIME               | FOSTER, MELINDA *                                  |
| DOZAL, SYLVESTER *   |  | NOT NEEDED AT THIS TIME                    | NOT NEEDED AT THIS TIME               | SCOFIELD, SHANNON *                                |
| RICHARDSON, DOMINIQUE *  | LAUNDRY  | NOT NEEDED AT THIS TIME                    | FLOYD COUNTY                          | TRAY SERVERS                                       |
| MCGRADY, MARK *  | OWENS, TIMOTHY *   | PULASKI COUNTY                             | NOT NEEDED AT THIS TIME               | MAHAFFEY, TORI *                                   |
| DIONICIO, SALVADOR *   | BURLESON, TRAVIS *   | NOT NEEDED AT THIS TIME                    | NOT NEEDED AT THIS TIME               | MCCORMICK, KIMBERLY *                              |
| SAWYERS, HAROLD *  | BAKER, JOSHUA *  |  | NOT NEEDED AT THIS TIME               | ALLEY, VICKI * (MED)                               |
| FINLEY, JEFFREY * (MED)  | GUYN, TIMOTHY *  | PULASKI DOG POUND                          | BLAND COUNTY                          | GILES COUNTY                                       |
| MCFALLS, LUKE *  | BROWN, EDGAR *   | NOT NEEDED AT THIS TIME                    | NOT NEEDED AT THIS TIME               | NOT NEEDED AT THIS TIME                            |
| HENLEY, JACOB *  | ISOM'S CLEANING CREW   | NOT NEEDED AT THIS TIME                    | NOT NEEDED AT THIS TIME               | NOT NEEDED AT THIS TIME                            |
| TAYLOR, JOSEPH *   | BOWMAN, JAMIE *  | PULASKI LAKE CREW                          | NOT NEEDED AT THIS TIME               |  |
| NEED 1   | KING, NATHAN *   | NOT NEEDED AT THIS TIME                    | WYTHE COUNTY                          | GILES COUNTY PSA                                   |
| DEAN, JONATHAN *   | MCKINNEY, JAKE *   | NOT NEEDED AT THIS TIME                    | NOT NEEDED AT THIS TIME               | NOT NEEDED AT THIS TIME                            |
| NEED 1   | ADAMS, DOUGLAS *   | NOT NEEDED AT THIS TIME                    | NOT NEEDED AT THIS TIME               | GILES ROAD CREW                                    |
| NEED 1   | BARNETT'S CLEANING CREW  | NRV RESOURCE AUTHORITY<br>PULASKI LANDFILL | NOT NEEDED AT THIS TIME               | NOT NEEDED AT THIS TIME                            |
| 2ND SHIFT KITCHEN  | TAYLOR, ASA *  |  | WYTHE ROAD CREW                       | NOT NEEDED AT THIS TIME                            |
| BROWN, JASON *   | WALKER, MARCUS *   | NOT NEEDED AT THIS TIME                    | NOT NEEDED AT THIS TIME               | NOT NEEDED AT THIS TIME                            |
| NEED 1   | PARKS, STEVEN *  | NOT NEEDED AT THIS TIME                    | NOT NEEDED AT THIS TIME               | NOT NEEDED AT THIS TIME                            |
| WENGARD, DARWIN *  | GLASS, RICKY *   | NOT NEEDED AT THIS TIME                    | NOT NEEDED AT THIS TIME               | NOT NEEDED AT THIS TIME                            |
| BELCHER, CHRISTOPHER *   | 1ST SHIFT KITCHEN CLEANERS   | NRVRJ ROAD CREW                            | NOT NEEDED AT THIS TIME               | NOT NEEDED AT THIS TIME                            |
| SNIDER, ERIC *   | GALYEAN, KEVIN *   | NEED 1 7-6-2020                            | CARROLL COUNTY                        | NOT NEEDED AT THIS TIME                            |
| BELL, JAMES *  | NEED 1   | NEED 1 6-19-2020                           | NOT NEEDED AT THIS TIME               |  |
| JONES, TOMMY *   | 2ND SHIFT KITCHEN CLEANERS   | PEAKS, BOYD-W/M                            | NOT NEEDED AT THIS TIME               |  |
| NEED 1   | NEED 1   | THOMAS, NICHOLAS-W/M                       | NOT NEEDED AT THIS TIME               |  |
| PERKINS, JAMES *   | NEED 1   |  | NOT NEEDED AT THIS TIME               |  |
| CUMBEE, ROY *  | KITCHEN DAY BAKERS   | NRVRJ GROUNDS CREW                         | NOT NEEDED AT THIS TIME               |  |
| NEED 1   | NEED 1   | SEYMOUR, STEVEN-W/M (RH/Q)                 | GRAYSON COUNTY                        |  |
| NEED 1   | ADAMS, STEVEN *  | SHUMATE, JOHNATHON-W/M                     | NOT NEEDED AT THIS TIME               |  |
| BOYER, JUSTUS *  | BAESLER, RICKY *   | ESTEP, WILLIAM -W/M                        | NOT NEEDED AT THIS TIME               |  |
| NEED 1   |  | ADMIN/LOBBY/BOOKING                        |                                       |  |
| NEED 1   | MEALS ON WHEELS  | ASHWORTH, HARTLEY-W/M                      |                                       | NOTE OUTSIDE TRUSTY                                |
| TRAY SERVERS   | PENNINGTON, MICHAEL *  | NRCJTA(ACADEMY)                            |                                       | HOUSING= 3 BED REMAINING                           |
| HILL, DAVID *  | NEED 1   | NOT NEEDED AT THIS TIME                    |                                       |  |
| ORTIZ, HENRY *   | KENDRICK, BRADLEY *  | COLLINS CLEANING CREW                      | BOOKING CLEANING CREW                 | 6 FEMALE INSIDE WORKERS                            |
| ANDERSON, KYLE *   | TRUCKS ONLY  | NEED 1                                     | JOHNSTON, JUSTAN-W/M 1ST SHIFT        | 64 MALE INSIDE WORKERS                             |
| VAUGHN, MICHAEL *  | FORTUNE, DANIEL *  | MILLER, DEAN-W/M                           | VAUGHAN, CASEY-W/M 2ND SHIFT          | 55 MALE OUTSIDE WORKERS                            |
| DAVIS, FRANKLIN *  | JOHNSON, DOUGLAS *   | MARTIN, DANIEL-W/M                         |                                       | 125 TOTAL WORKERS                                  |
| OWENS, DUSTIN *  | COURT-OUT TO COURT   | 7/8/2020                                   | WEEKENDS/ WORKS 6 TO 7<br>DAYS A WEEK | WEEKLY/ WORKS 5 DAYS<br>A WEEK                     |
| BRAME, DANIEL *  | MED-OUT OF WORK/ MEDICAL   |  |                                       |  |
| SMITH, CRAIG *   | SUSP-SUSPENDED FROM WORK   |  |                                       |  |
| NEED 1   | RH/Q-QUARANTINE  |  |                                       |  |
| Please make sure the inmate workers are doing the job they have been assigned. Do not let them pick and choose where and when they work. |  |  |                                       | Check your emails for<br>extra help on<br>weekends |
| Only kitchen inmate workers should be helping with meals and handling food in the kitchen. Only tray servers should be serving trays.    |  |  |                                       |  |
| D101   | D103   | F101                                       | KITCHEN                               |  |

**Virginia Department of Taxation  
Communication Tax Distribution Report**

**July Distribution for May 2020 Sales**

| <b>Statewide</b>  | <b>Amount (\$)</b>   |
|---|----------------------|
| Total Communications Tax                                  | 25,190,427.49        |
| Total E-911   | 2,079,646.81         |
| Total Right-of-Way  | 1,190,392.11         |
| Sub-total   | 28,460,466.41        |
| Less: Administration Fee                                  | -25,278.79           |
| Less: Transferred to Deaf and Hard of Hearing             | -228,990.80          |
| Sub-total   | -254,269.59          |
| Adjustment  | 0.00                 |
| <b>Total Amount Available for Statewide Distribution:</b> | <b>28,206,196.82</b> |
| <b>Locality: Carroll - 51035</b>                          |                      |
| Locality APA Percentage:                                  | 0.241729 %           |
| <b>Total Amount Distributed</b>                           | <b>68,182.55</b>     |

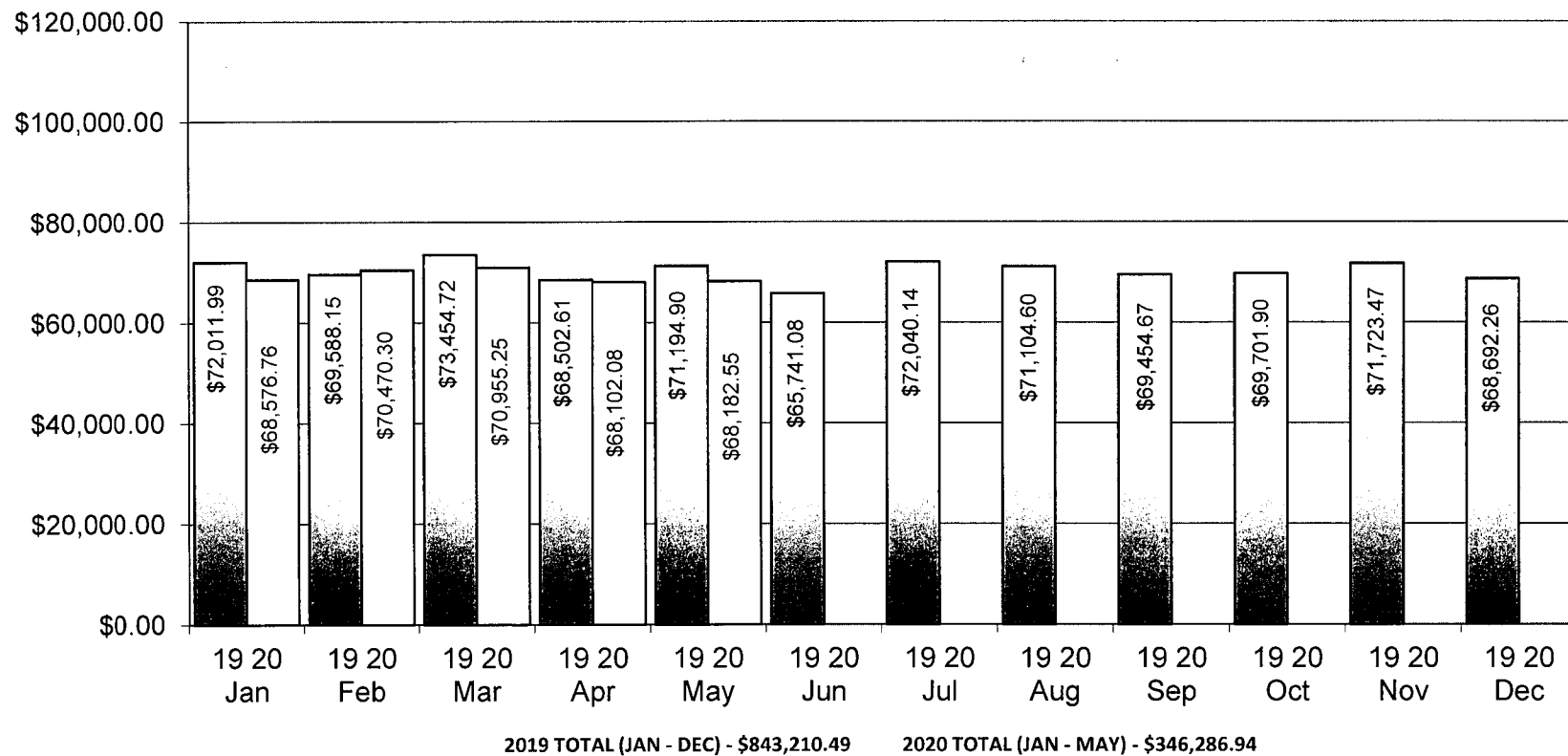
Time Created: 08 07 AM

**Additional Information: CONFIDENTIAL TAXPAYER DATA UNDER SECTION 58.1-3 OF  
THE CODE OF VIRGINIA. PENALTIES FOR UNAUTHORIZED DISCLOSURE.----**

Submitted 7/13/20 by:  
Matthew Surratt  
Master Chief Deputy  
Commissioner of the Revenue  
Carroll County

## Communication Tax Distribution Report Carroll County VA

Communication Tax Distribution reports are reported to the Commissioner of the Revenue Office monthly. Reports and distributions are received approximately two months after the last day of the current month.



# CARROLL COUNTY EMERGENCY SERVICES

## EMS CALLS RESPONSE SUMMARY

| County-Wide Summary |   |                       |             |                            |                        |                                     |   |                                 |                                    |   |
|---------------------|---|-----------------------|-------------|----------------------------|------------------------|-------------------------------------|---|---------------------------------|------------------------------------|---|
| Month               | GRAND TOTAL ANSWERED CALLS ALL AGENCIES | CCFR Total Dispatched | CCFR 911    | Inter- Facility Transports | Returns to SNF / Homes | Total of Volunteer Calls Dispatched | Total Volunteer Calls Unable to Respond | Total Answered with CCFR Assist | Total Answered without CCFR Assist | % Missed Calls by all Volunteers Combined |
| Jan-19              | 425                                     | 322                   | 247         | 27                         | 48                     | 137                                 | 34                                      | 31                              | 72                                 | 25%                                       |
| Feb-19              | 447                                     | 369                   | 266         | 42                         | 61                     | 118                                 | 40                                      | 19                              | 59                                 | 34%                                       |
| Mar-19              | 512                                     | 429                   | 326         | 40                         | 63                     | 160                                 | 77                                      | 19                              | 64                                 | 48%                                       |
| Apr-19              | 453                                     | 374                   | 284         | 47                         | 43                     | 144                                 | 65                                      | 29                              | 50                                 | 45%                                       |
| May-19              | 478                                     | 394                   | 291         | 52                         | 51                     | 149                                 | 65                                      | 43                              | 41                                 | 44%                                       |
| Jun-19              | 499                                     | 414                   | 323         | 40                         | 51                     | 143                                 | 58                                      | 26                              | 59                                 | 41%                                       |
| Jul-19              | 478                                     | 398                   | 315         | 35                         | 48                     | 139                                 | 59                                      | 24                              | 56                                 | 42%                                       |
| Aug-19              | 506                                     | 390                   | 309         | 46                         | 35                     | 179                                 | 63                                      | 26                              | 90                                 | 35%                                       |
| Sep-19              | 436                                     | 352                   | 283         | 39                         | 30                     | 141                                 | 57                                      | 23                              | 61                                 | 40%                                       |
| Oct-19              | 449                                     | 371                   | 302         | 31                         | 38                     | 165                                 | 87                                      | 29                              | 49                                 | 53%                                       |
| Nov-19              | 419                                     | 343                   | 287         | 22                         | 34                     | 155                                 | 79                                      | 21                              | 55                                 | 51%                                       |
| Dec-19              | 439                                     | 366                   | 310         | 20                         | 36                     | 122                                 | 49                                      | 23                              | 50                                 | 40%                                       |
| <b>2019 TOTAL</b>   | <b>5541</b>                             | <b>4522</b>           | <b>3543</b> | <b>441</b>                 | <b>538</b>             | <b>255</b>                          | <b>733</b>                              | <b>313</b>                      | <b>706</b>                         | <b>42%</b>                                |

| Laurel Rescue     |                  |                               |                                   |                    |                               |  |
|-------------------|------------------|-------------------------------|-----------------------------------|--------------------|-------------------------------|--|
| Month             | Total Dispatched | Total Answered w/o Assistance | Total Answered w/ CCFR Assistance | Total Not Answered | % Answered Without Assistance | % Calls Answered With and Without Assistance |
| Jan-19            | 32               | 17                            | 7                                 | 8                  | 53%                           | 75%  |
| Feb-19            | 31               | 12                            | 8                                 | 11                 | 39%                           | 65%  |
| Mar-19            | 31               | 14                            | 7                                 | 10                 | 45%                           | 68%  |
| Apr-19            | 27               | 7                             | 11                                | 9                  | 26%                           | 67%  |
| May-19            | 36               | 6                             | 14                                | 16                 | 17%                           | 56%  |
| Jun-19            | 27               | 11                            | 4                                 | 12                 | 41%                           | 56%  |
| Jul-19            | 32               | 6                             | 8                                 | 18                 | 19%                           | 44%  |
| Aug-19            | 44               | 20                            | 11                                | 13                 | 45%                           | 70%  |
| Sep-19            | 33               | 13                            | 9                                 | 11                 | 39%                           | 67%  |
| Oct-19            | 30               | 10                            | 10                                | 10                 | 33%                           | 67%  |
| Nov-19            | 34               | 11                            | 7                                 | 16                 | 32%                           | 53%  |
| Dec-19            | 26               | 10                            | 11                                | 4                  | 38%                           | 81%  |
| <b>2019 TOTAL</b> | <b>383</b>       | <b>137</b>                    | <b>107</b>                        | <b>138</b>         | <b>35%</b>                    | <b>62%</b>                                   |

Outside agencies also responded to the following number of rescue calls within Carroll County:

Fries Fire & Rescue 10  
Galax Grayson EMS 6

| Laurel Fork Rescue |                  |                               |                                   |                    |                               |  | Pipers Gap Rescue |                               |                                   |                    |                               |  |
|--------------------|------------------|-------------------------------|-----------------------------------|--------------------|-------------------------------|--|-------------------|-------------------------------|-----------------------------------|--------------------|-------------------------------|--|
| Month              | Total Dispatched | Total Answered w/o Assistance | Total Answered w/ CCFR Assistance | Total Not Answered | % Answered Without Assistance | % Calls Answered With and Without Assistance | Total Dispatched  | Total Answered w/o Assistance | Total Answered w/ CCFR Assistance | Total Not Answered | % Answered Without Assistance | % Calls Answered With and Without Assistance |
| Jan-19             | 19               | 2                             | 0                                 | 17                 | 11%                           | 11%  | 86                | 53                            | 24                                | 9                  | 62%                           | 90%  |
| Feb-19             | 27               | 5                             | 1                                 | 21                 | 19%                           | 22%  | 60                | 42                            | 10                                | 8                  | 70%                           | 87%  |
| Mar-19             | 40               | 0                             | 0                                 | 40                 | 0%                            | 0%   | 89                | 50                            | 12                                | 27                 | 56%                           | 70%  |
| Apr-19             | 34               | 0                             | 0                                 | 34                 | 0%                            | 0%   | 83                | 43                            | 18                                | 22                 | 52%                           | 73%  |
| May-19             | 32               | 0                             | 0                                 | 32                 | 0%                            | 0%   | 81                | 35                            | 29                                | 17                 | 43%                           | 79%  |
| Jun-19             | 27               | 0                             | 0                                 | 27                 | 0%                            | 0%   | 89                | 48                            | 22                                | 19                 | 54%                           | 79%  |
| Jul-19             | 29               | 1                             | 1                                 | 27                 | 3%                            | 7%   | 78                | 49                            | 15                                | 14                 | 63%                           | 82%  |
| Aug-19             | 39               | 0                             | 7                                 | 32                 | 0%                            | 18%  | 96                | 70                            | 8                                 | 18                 | 73%                           | 81%  |
| Sep-19             | 30               | 0                             | 0                                 | 30                 | 0%                            | 0%   | 78                | 48                            | 14                                | 16                 | 62%                           | 79%  |
| Oct-19             | 40               | 0                             | 0                                 | 40                 | 0%                            | 0%   | 95                | 39                            | 19                                | 37                 | 41%                           | 61%  |
| Nov-19             | 36               | 0                             | 0                                 | 36                 | 0%                            | 0%   | 85                | 44                            | 14                                | 27                 | 52%                           | 68%  |
| Dec-19             | 31               | 0                             | 1                                 | 30                 | 0%                            | 0%   | 66                | 40                            | 11                                | 15                 | 61%                           | 77%  |
| <b>2019 TOTAL</b>  | <b>384</b>       | <b>8</b>                      | <b>10</b>                         | <b>366</b>         | <b>3%</b>                     | <b>5%</b>                                    | <b>986</b>        | <b>561</b>                    | <b>196</b>                        | <b>229</b>         | <b>57%</b>                    | <b>77%</b>                                   |

# **BLUERIDGECROSSROADS**

economic development authority

Carroll – Galax – Grayson VIRGINIA

**Carroll-Grayson-Galax Regional Industrial Facilities Authority**  
**Regular Meeting Agenda**  
**Monday, July 27, 2020**  
**Time: 3:00 PM**

**Location: Crossroads Institute**

Join Zoom Meeting

<https://zoom.us/j/91249573416>

Meeting ID: 912 4957 3416

+13126266799,,91249573416# US (Chicago)

1. Call to Order
2. Consent agenda:
  - a. Minutes from the June 22<sup>nd</sup> meeting
  - b. Treasurer's report for June
3. SBDC Report
  - a. SBDC Part Time Counselor Position
4. Virginia Enterprise Zone
5. Wildwood Commerce Park
  - a. Water Availability for Wildwood from Carroll County
  - b. Enterprise Zone Incentives Water/Wastewater for Wildwood Prospects
  - c. Schedule for Natural Gas to serve Wildwood – Update on Carroll County discussions with Appalachian Natural Gas
6. Director's report
  - a. Introduction of Josh Lewis and Nichole Hair from VIAA – Discussion of Duties
  - b. Finalization FY 2020 Budget
7. Announcements
8. Adjourn

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# BLUERIDGE CROSSROADS

## economic development authority

Carroll – Galax – Grayson VIRGINIA

Carroll-Grayson-Galax Regional Industrial Facilities Authority  
June 22, 2020 Minutes

### Roll Call

- |                   |                          |         |
|-------------------|--------------------------|---------|
| • Cellell Dalton- | Carroll County           | absent  |
| • Rex Hill-       | Carroll County           | absent  |
| • Keith Barker-   | City of Galax            | present |
| • C.M. Mitchell-  | City of Galax            | present |
| • Bill Shepley -  | Grayson County           | present |
| • Kenneth Belton- | Grayson County           | present |
| • Robbie McCraw-  | Carroll alternate        | absent  |
| • Mike Larrowe-   | Galax alternate          | absent  |
| • Mike Hash-      | Grayson alternate        |         |
| • Others present- |                          |         |
| ○ Mandy Archer-   | SBDC Director            |         |
| ○ Ginny Plant-    | Administrative Assistant |         |

### Call to Order

Mr. Mitchell called the meeting to order at 3:04 PM.

### Consent Agenda

Mr. Shepley made the motion to approve the consent agenda, including the minutes and treasurer's report, as presented. Mr. Barker seconded the motion, which carried unanimously.

### SBDC Report

Ms. Archer provided a draft CY 2020 amended budget. This is for information only. Two adjustments were made. Cyber insurance coverage has doubled this year therefore, SBDC will be paying BRCEA more than in the past. There are also several things in our budget that will not be spent this year per Covid restrictions. We are still waiting to see if this money can be carried forward or must be spent.

The CARES Act funding contract was executed and sent in. The revised job posting was advertised. The SBDC website launch date is estimated at July 15<sup>th</sup>. We are still attending trainings and being a resource partner for trainings.

The Rapid Response Funds applications needed a date change. That is being taken care of and is moving forward. The SBDC is still meeting with clients via Zoom and telephone.

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# BLUERIDGE **CROSSROADS**

economic development authority  
Carroll – Galax – Grayson VIRGINIA

## Wildwood Commerce Park

After discussion, the water availability was carried forward.

After discussion, the VEZ for Wildwood Prospectus was carried forward. Ms. Archer is working on the reports due.

After discussion, the natural gas schedule was carried forward.

## Director's Report

Mr. Barker pointed out the MOU between BRCEA and VIAA. VIAA has hired Nichole Hair to work alongside Jake and Josh.

Mr. Shepley made the motion to accept MOU with BRCEA and VIAA for provision of economic director. Mr. Barker seconded the motion, which carried unanimously.

Ms. Archer and Ms. Plant presented the FY 2021 BRCEA budget.

Mr. Barker made the motion to accept the proposed BRCEA budget as presented. Mr. Shepley seconded the motion, which carried unanimously.

## Announcements

Galax has \$150K for a small business assistant grant opportunity. The program will rollout Friday for \$2K per business.

Grayson County has plans to carry out same program.

With no further business, the meeting adjourned.

Respectfully Submitted- Keith E. Barker, Secretary

---

C. M. Mitchell - Chairman

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BLUE RIDGE CROSSROADS EDA  
BALANCE SHEET  
JUNE 30, 2020

ASSETS

|                              |    |                  |
|------------------------------|----|------------------|
| CURRENT ASSETS               |    |                  |
| REGULAR CHECKING ACCOUNT     | \$ | 275,663.35       |
| MONEY MARKET - GNB           |    | 327,853.87       |
| DESIGNATED FUNDS-MARKETING   |    | 40,941.55        |
| ACCOUNTS RECEIVABLE          |    | 35,560.00        |
| LAND INVENTORY               |    | 12,910,286.04    |
| TOTAL CURRENT ASSETS         |    | 13,590,304.81    |
| PROPERTY AND EQUIPMENT       |    |                  |
| EQUIPMENT                    |    | 33,178.75        |
| OFFICE EQUIPMENT             |    | 1,553.15         |
| ACCUMULATED DEPRECIATION     |    | (19,553.48)      |
| TOTAL PROPERTY AND EQUIPMENT |    | 15,178.42        |
| OTHER ASSETS                 |    |                  |
| DEFERRED OUTFLOWS PENSION    |    | 6,067.00         |
| DEFERRED OUTFLOWS - OPEB     |    | 232.00           |
| TOTAL OTHER ASSETS           |    | 6,299.00         |
| TOTAL ASSETS                 |    | \$ 13,611,782.23 |

LIABILITIES AND CAPITAL

|                             |    |                  |
|-----------------------------|----|------------------|
| CURRENT LIABILITIES         |    |                  |
| ACCOUNTS PAYABLE            | \$ | 9,168.80         |
| DUE TO/FROM SBDC            |    | 8,984.67         |
| ST PORTION OF LT DEBT       |    | 107,826.20       |
| TOTAL CURRENT LIABILITIES   |    | 125,979.67       |
| LONG-TERM LIABILITIES       |    |                  |
| NOTES PAYABLE - MRPDC       |    | 164,793.18       |
| NOTES PAYABLE - GNB         |    | 4,542,520.77     |
| DEFERRED INFLOWS PENSION    |    | 24,669.00        |
| DEFERRED INFLOWS - OPEB     |    | 246.00           |
| NET PENSION LIABILITY       |    | 7,892.00         |
| NET OPEB LIABILITY          |    | 2,224.00         |
| TOTAL LONG-TERM LIABILITIES |    | 4,742,344.95     |
| TOTAL LIABILITIES           |    | 4,868,324.62     |
| CAPITAL                     |    |                  |
| FUND BALANCE                |    | 8,421,816.30     |
| NET INCOME                  |    | 321,641.31       |
| TOTAL CAPITAL               |    | 8,743,457.61     |
| TOTAL LIABILITIES & CAPITAL |    | \$ 13,611,782.23 |

UNAUDITED - FOR MANAGEMENT PURPOSES ONLY

BLUE RIDGE CROSSROADS EDA  
INCOME STATEMENT  
FOR THE TWELVE MONTHS ENDING JUNE 30, 2020

|                              | Current Month |             | Year to Date |                     |
|------------------------------|---------------|-------------|--------------|---------------------|
| REVENUES                     |               |             |              |                     |
| GRANT REVENUE VA TOB #3009   | \$            | 0.00        | 0.00         | \$ 341,895.48 44.23 |
| CITY OF GALAX                |               | 0.00        | 0.00         | 142,240.00 18.40    |
| COUNTY OF GRAYSON            |               | 0.00        | 0.00         | 142,240.00 18.40    |
| COUNTY OF CARROLL            |               | 0.00        | 0.00         | 142,240.00 18.40    |
| OTHER INCOME                 |               | 0.00        | 0.00         | 3,966.00 0.51       |
| INTEREST INCOME              |               | 44.46       | 100.00       | 492.80 0.06         |
| TOTAL REVENUES               |               | 44.46       | 100.00       | 773,074.28 100.00   |
| COST OF SALES                |               |             |              |                     |
| TOTAL COST OF SALES          |               | 0.00        | 0.00         | 0.00 0.00           |
| GROSS PROFIT                 |               | 44.46       | 100.00       | 773,074.28 100.00   |
| EXPENSES                     |               |             |              |                     |
| UNREALIZED PROCEEDS ASSET SA |               | 0.00        | 0.00         | 125,000.00 16.17    |
| SALARIES & WAGES             |               | 0.00        | 0.00         | 32,527.80 4.21      |
| PAYROLL TAXES                |               | 0.00        | 0.00         | 2,210.47 0.29       |
| HEALTH INSURANCE             |               | 0.00        | 0.00         | 6,747.00 0.87       |
| CONSULTING & CONTRACT SERVI  |               | 3,575.00    | 8,040.94     | 3,575.00 0.46       |
| PROFESSIONAL FEES            |               | 290.00      | 652.27       | 23,067.00 2.98      |
| COURT COSTS                  |               | 0.00        | 0.00         | 22.88 0.00          |
| ADVERTISING                  |               | 0.00        | 0.00         | 627.89 0.08         |
| GENERAL LIABILITY INSURANCE  |               | 3,471.00    | 7,807.02     | 3,471.00 0.45       |
| POSTAGE & FREIGHT EXPENSE    |               | 0.00        | 0.00         | 58.90 0.01          |
| TELECOMMUNICATIONS           |               | 129.92      | 292.22       | 1,142.01 0.15       |
| OFFICE SUPPLIES              |               | 150.00      | 337.38       | 1,940.33 0.25       |
| OFFICE RENTAL                |               | 0.00        | 0.00         | 3,000.00 0.39       |
| MILEAGE & FUEL EXPENSE       |               | 60.32       | 135.67       | 194.88 0.03         |
| REPAIRS & MAINT              |               | 4,050.00    | 9,109.31     | 80,150.00 10.37     |
| INTEREST EXPENSE             |               | 18,721.08   | 12,107.69    | 161,162.65 20.85    |
| MARKETING - WILDWOOD         |               | 0.00        | 0.00         | 925.00 0.12         |
| DEPRECIATION EXPENSE         |               | 225.89      | 508.07       | 2,711.03 0.35       |
| STORMWATER REPAIRS           |               | 0.00        | 0.00         | 2,850.00 0.37       |
| TAX WITHELD ON INVESTMENTS   |               | 10.67       | 24.00        | 49.13 0.01          |
| TOTAL EXPENSES               |               | 30,683.88   | 19,014.57    | 451,432.97 58.39    |
| NET INCOME                   | \$            | (30,639.42) | (68,914.5    | \$ 321,641.31 41.61 |

FOR MANAGEMENT PURPOSES ONLY

**BLUE RIDGE CROSSROADS EDA**  
**General Ledger Trial Balance**  
**As of Jun 30, 2020**

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

| Account ID    | Account Description      | Debit Amt           | Credit Amt          |
|---------------|--------------------------|---------------------|---------------------|
| 1010          | REGULAR CHECKING AC      | 275,663.35          |                     |
| 1020          | MONEY MARKET - GNB       | 327,853.87          |                     |
| 1025          | DESIGNATED FUNDS-MA      | 40,941.55           |                     |
| 1100          | ACCOUNTS RECEIVABLE      | 35,560.00           |                     |
| 1200          | LAND INVENTORY           | 12,910,286.0        |                     |
| 1500          | EQUIPMENT                | 33,178.75           |                     |
| 1530          | OFFICE EQUIPMENT         | 1,553.15            |                     |
| 1700          | ACCUMULATED DEPRECI      |                     | 19,553.48           |
| 1801          | DEFERRED OUTFLOWS        | 6,067.00            |                     |
| 1802          | Deferred Outflows - OPEB | 232.00              |                     |
| 2000          | ACCOUNTS PAYABLE         |                     | 9,168.80            |
| 2101          | DUE TO/FROM SBDC         |                     | 8,984.67            |
| 2110          | NOTES PAYABLE - MRPD     |                     | 164,793.18          |
| 2650          | NOTES PAYABLE - GNB      |                     | 4,542,520.77        |
| 2655          | ST PORTION OF LT DEBT    |                     | 107,826.20          |
| 2801          | DEFERRED INFLOWS PE      |                     | 24,669.00           |
| 2803          | Deferred inflows - OPEB  |                     | 246.00              |
| 2810          | NET PENSION LIABILITY    |                     | 7,892.00            |
| 2811          | Net OPEB liability       |                     | 2,224.00            |
| 3900          | FUND BALANCE             |                     | 8,421,816.30        |
| 4011          | GRANT REVENUE VA TO      |                     | 341,895.48          |
| 4050          | CITY OF GALAX            |                     | 142,240.00          |
| 4055          | COUNTY OF GRAYSON        |                     | 142,240.00          |
| 4060          | COUNTY OF CARROLL        |                     | 142,240.00          |
| 4500          | OTHER INCOME             |                     | 3,966.00            |
| 4800          | INTEREST INCOME          |                     | 492.80              |
| 4910          | UNREALIZED PROCEEDS      | 125,000.00          |                     |
| 6000          | SALARIES & WAGES         | 32,527.80           |                     |
| 6001          | PAYROLL TAXES            | 2,210.47            |                     |
| 6003          | HEALTH INSURANCE         | 6,747.00            |                     |
| 6030          | CONSULTING & CONTRA      | 3,575.00            |                     |
| 6031          | PROFESSIONAL FEES        | 23,067.00           |                     |
| 6032          | COURT COSTS              | 22.88               |                     |
| 6040          | ADVERTISING              | 627.89              |                     |
| 6060          | GENERAL LIABILITY INS    | 3,471.00            |                     |
| 6070          | POSTAGE & FREIGHT EX     | 58.90               |                     |
| 6071          | TELECOMMUNICATIONS       | 1,142.01            |                     |
| 6072          | OFFICE SUPPLIES          | 1,940.33            |                     |
| 6073          | OFFICE RENTAL            | 3,000.00            |                     |
| 6101          | MILEAGE & FUEL EXPEN     | 194.88              |                     |
| 6120          | REPAIRS & MAINT          | 80,150.00           |                     |
| 6600          | INTEREST EXPENSE         | 161,162.65          |                     |
| 6750          | MARKETING - WILDWOO      | 925.00              |                     |
| 6800          | DEPRECIATION EXPENS      | 2,711.03            |                     |
| 7215          | STORMWATER REPAIRS       | 2,850.00            |                     |
| 8000          | TAX WITHELD ON INVES     | 49.13               |                     |
| <b>Total:</b> |                          | <b>14,082,768.6</b> | <b>14,082,768.6</b> |

**BLUE RIDGE CROSSROADS EDA**  
**Account Reconciliation**  
**As of Jun 30, 2020**  
**1010 - REGULAR CHECKING ACCOUNT**  
**Bank Statement Date: June 30, 2020**

Filter Criteria includes: Report is printed in Detail Format.

|                              |              |      |                          |
|------------------------------|--------------|------|--------------------------|
| Beginning GL Balance         |              |      | 296,777.62               |
| Add: Cash Receipts           |              |      | 8,984.67                 |
| Less: Cash Disbursements     |              |      | (30,098.94)              |
| Add (Less) Other             |              |      |                          |
| Ending GL Balance            |              |      | <u>275,663.35</u>        |
| Ending Bank Balance          |              |      | 324,045.82               |
| Add back deposits in transit |              |      |                          |
| Total deposits in transit    |              |      |                          |
| (Less) outstanding checks    |              |      |                          |
|                              | Jun 23, 2020 | 2324 | (3,471.00)               |
|                              | Jun 23, 2020 | 2325 | (3,400.00)               |
|                              | Jun 23, 2020 | 2326 | (150.00)                 |
|                              | Jun 23, 2020 | 2327 | (290.00)                 |
|                              | Jun 23, 2020 | 2328 | (81.79)                  |
|                              | Jun 23, 2020 | 2329 | (48.13)                  |
| Total outstanding checks     |              |      | (7,440.92)               |
| Add (Less) Other             |              |      |                          |
|                              | Jun 30, 2020 | 6-4  | <u>(40,941.55)</u>       |
| Total other                  |              |      | (40,941.55)              |
| Unreconciled difference      |              |      | <u>0.00</u>              |
| Ending GL Balance            |              |      | <u><u>275,663.35</u></u> |

CROSSROADS SBDC  
BALANCE SHEET  
JUNE 30, 2020

ASSETS

|                              |    |                         |
|------------------------------|----|-------------------------|
| CURRENT ASSETS               |    |                         |
| REGULAR CHECKING ACCOUNT     | \$ | 1,124.75                |
| CHECKING ACCOUNT SPECIAL     |    | <u>1,763.53</u>         |
| TOTAL CURRENT ASSETS         |    | 2,888.28                |
| PROPERTY AND EQUIPMENT       |    |                         |
| FURNITURE & FIXTURES         |    | 4,642.43                |
| OFFICE EQUIPMENT             |    | 9,997.48                |
| ACCUMULATED DEPRECIATION     |    | <u>(14,290.31)</u>      |
| TOTAL PROPERTY AND EQUIPMENT |    | 349.60                  |
| OTHER ASSETS                 |    |                         |
| DEF OUTFLOWS PENSION         |    | 12,028.00               |
| DEFERRED OUTFLOW-OPEB        |    | <u>408.00</u>           |
| TOTAL OTHER ASSETS           |    | <u>12,436.00</u>        |
| TOTAL ASSETS                 | \$ | <u><u>15,673.88</u></u> |

LIABILITIES AND CAPITAL

|                             |    |                         |
|-----------------------------|----|-------------------------|
| CURRENT LIABILITIES         |    |                         |
| ACCOUNTS PAYABLE - TRADE    | \$ | 9,935.58                |
| DUE TO/FROM BRCEDA          |    | (8,984.67)              |
| DEFERRED INFLOWS PENSION    |    | 8,572.00                |
| DEFERRED INFLOW-OPEB        |    | 795.00                  |
| ACCRUED LEAVE               |    | <u>7,518.00</u>         |
| TOTAL CURRENT LIABILITIES   |    | 17,835.91               |
| LONG-TERM LIABILITIES       |    |                         |
| NET PENSION LIABILITY       |    | 57,885.00               |
| NET OPEB LIABILITY          |    | <u>6,158.00</u>         |
| TOTAL LONG-TERM LIABILITIES |    | <u>64,043.00</u>        |
| TOTAL LIABILITIES           |    | 81,878.91               |
| CAPITAL                     |    |                         |
| FUND BALANCE                |    | (67,153.08)             |
| NET INCOME                  |    | <u>948.05</u>           |
| TOTAL CAPITAL               |    | <u>(66,205.03)</u>      |
| TOTAL LIABILITIES & CAPITAL | \$ | <u><u>15,673.88</u></u> |

UNAUDITED - FOR MANAGEMENT PURPOSES ONLY

CROSSROADS SBDC  
INCOME STATEMENT  
FOR THE TWELVE MONTHS ENDING JUNE 30, 2020

|                             | Current Month |         | Year to Date |        |
|-----------------------------|---------------|---------|--------------|--------|
| REVENUES                    |               |         |              |        |
| SOLID WASTE AUTH SUPPORT    | \$ 0.00       | 0.00    | \$ 70,875.00 | 50.44  |
| VA SBDC GRANTS              | 8,984.67      | 100.00  | 69,335.41    | 49.35  |
| OTHER INCOME                | 0.00          | 0.00    | 300.00       | 0.21   |
| TOTAL REVENUES              | 8,984.67      | 100.00  | 140,510.41   | 100.00 |
| COST OF SALES               |               |         |              |        |
| TOTAL COST OF SALES         | 0.00          | 0.00    | 0.00         | 0.00   |
| GROSS PROFIT                | 8,984.67      | 100.00  | 140,510.41   | 100.00 |
| EXPENSES                    |               |         |              |        |
| SALARIES & WAGES            | 6,531.26      | 72.69   | 77,586.74    | 55.22  |
| PAYROLL TAXES               | 478.16        | 5.32    | 5,143.74     | 3.66   |
| EMPLOYEE RETIREMENT         | 658.34        | 7.33    | 7,900.08     | 5.62   |
| HEALTH INSURANCE            | 1,306.00      | 14.54   | 21,713.17    | 15.45  |
| WORKERS COMPENSATION        | 0.00          | 0.00    | 93.70        | 0.07   |
| VRS INSURANCE               | 85.56         | 0.95    | 1,026.72     | 0.73   |
| CONTRACT LABOR              | 523.50        | 5.83    | 2,422.00     | 1.72   |
| PROFESSIONAL FEES           | 310.00        | 3.45    | 5,523.75     | 3.93   |
| ADVERTISING/MARKETING-CARES | 352.76        | 3.93    | 352.76       | 0.25   |
| ADVERTISING/MARKETING       | 0.00          | 0.00    | 1,717.25     | 1.22   |
| DUES AND PROFESSIONAL MEMBE | 38.99         | 0.43    | 278.94       | 0.20   |
| COMPUTER/WEBSITE MAINT      | 312.00        | 3.47    | 2,423.76     | 1.72   |
| COPYING                     | 0.00          | 0.00    | 646.95       | 0.46   |
| POSTAGE & FREIGHT EXPENSE   | 0.00          | 0.00    | 55.00        | 0.04   |
| TELECOMMUNICATIONS          | 129.91        | 1.45    | 1,550.42     | 1.10   |
| OFFICE SUPPLIES             | 116.64        | 1.30    | 2,349.02     | 1.67   |
| OFFICE RENTAL               | 0.00          | 0.00    | 4,000.00     | 2.85   |
| TRAVEL EXPENSES             | 0.00          | 0.00    | 1,871.85     | 1.33   |
| MILEAGE AND FUEL EXPENSE    | 0.00          | 0.00    | 2,233.47     | 1.59   |
| BUSINESS SEMINARS           | 0.00          | 0.00    | 50.00        | 0.04   |
| MISC                        | 0.00          | 0.00    | 26.74        | 0.02   |
| DEPRECIATION EXPENSE        | 49.60         | 0.55    | 596.30       | 0.42   |
| TOTAL EXPENSES              | 10,892.72     | 121.24  | 139,562.36   | 99.33  |
| NET INCOME                  | \$ (1,908.05) | (21.24) | \$ 948.05    | 0.67   |

FOR MANAGEMENT PURPOSES ONLY



**CROSSROADS SBDC**  
**General Ledger Trial Balance**  
**As of Jun 30, 2020**

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

| Account ID    | Account Description   | Debit Amt         | Credit Amt        |
|---------------|-----------------------|-------------------|-------------------|
| 1010          | REGULAR CHECKING AC   | 1,124.75          |                   |
| 1020          | CHECKING ACCOUNT SP   | 1,763.53          |                   |
| 1525          | FURNITURE & FIXTURES  | 4,642.43          |                   |
| 1530          | OFFICE EQUIPMENT      | 9,997.48          |                   |
| 1700          | ACCUMULATED DEPRECI   |                   | 14,290.31         |
| 1801          | DEF OUTFLOWS PENSIO   | 12,028.00         |                   |
| 1803          | DEFERRED OUTFLOW-O    | 408.00            |                   |
| 2000          | ACCOUNTS PAYABLE - T  |                   | 9,935.58          |
| 2101          | DUE TO/FROM BRCEDA    | 8,984.67          |                   |
| 2801          | DEFERRED INFLOWS PE   |                   | 8,572.00          |
| 28011         | DEFERRED INFLOW-OPE   |                   | 795.00            |
| 2802          | ACCRUED LEAVE         |                   | 7,518.00          |
| 2810          | NET PENSION LIABILITY |                   | 57,885.00         |
| 2811          | NET OPEB LIABILITY    |                   | 6,158.00          |
| 3900          | FUND BALANCE          | 67,153.08         |                   |
| 4070          | SOLID WASTE AUTH SUP  |                   | 70,875.00         |
| 4210          | VA SBDC GRANTS        |                   | 69,335.41         |
| 4500          | OTHER INCOME          |                   | 300.00            |
| 6000          | SALARIES & WAGES      | 77,586.74         |                   |
| 6001          | PAYROLL TAXES         | 5,143.74          |                   |
| 6002          | EMPLOYEE RETIREMENT   | 7,900.08          |                   |
| 6003          | HEALTH INSURANCE      | 21,713.17         |                   |
| 6004          | WORKERS COMPENSATI    | 93.70             |                   |
| 6005          | VRS INSURANCE         | 1,026.72          |                   |
| 6030          | CONTRACT LABOR        | 2,422.00          |                   |
| 6031          | PROFESSIONAL FEES     | 5,523.75          |                   |
| 6039          | ADVERTISING/MARKETIN  | 352.76            |                   |
| 6040          | ADVERTISING/MARKETIN  | 1,717.25          |                   |
| 6041          | DUES AND PROFESSION   | 278.94            |                   |
| 6067          | COMPUTER/WEBSITE MA   | 2,423.76          |                   |
| 6068          | COPYING               | 646.95            |                   |
| 6070          | POSTAGE & FREIGHT EX  | 55.00             |                   |
| 6071          | TELECOMMUNICATIONS    | 1,550.42          |                   |
| 6072          | OFFICE SUPPLIES       | 2,349.02          |                   |
| 6073          | OFFICE RENTAL         | 4,000.00          |                   |
| 6100          | TRAVEL EXPENSES       | 1,871.85          |                   |
| 6101          | MILEAGE and FUEL EXPE | 2,233.47          |                   |
| 6170          | BUSINESS SEMINARS     | 50.00             |                   |
| 6250          | MISC                  | 26.74             |                   |
| 6800          | DEPRECIATION EXPENS   | 596.30            |                   |
| <b>Total:</b> |                       | <b>245,664.30</b> | <b>245,664.30</b> |

**CROSSROADS SBDC**  
**Account Reconciliation**  
**As of Jun 30, 2020**  
**1010 - REGULAR CHECKING ACCOUNT**  
**Bank Statement Date: June 30, 2020**

Filter Criteria includes: Report is printed in Detail Format.

|                              |              |      |                        |
|------------------------------|--------------|------|------------------------|
| Beginning GL Balance         |              |      | 11,584.27              |
| Add: Cash Receipts           |              |      |                        |
| Less: Cash Disbursements     |              |      | (10,459.52)            |
| Add (Less) Other             |              |      |                        |
| Ending GL Balance            |              |      | <u>1,124.75</u>        |
| Ending Bank Balance          |              |      | <u>11,634.27</u>       |
| Add back deposits in transit |              |      |                        |
| Total deposits in transit    |              |      |                        |
| (Less) outstanding checks    |              |      |                        |
|                              | Mar 13, 2020 | 1497 | (50.00)                |
|                              | Jun 24, 2020 | 1515 | (38.99)                |
|                              | Jun 24, 2020 | 1516 | (310.00)               |
|                              | Jun 24, 2020 | 1517 | (81.78)                |
|                              | Jun 24, 2020 | 1518 | (9,551.98)             |
|                              | Jun 24, 2020 | 1519 | (48.13)                |
|                              | Jun 24, 2020 | 1520 | (428.64)               |
| Total outstanding checks     |              |      | <u>(10,509.52)</u>     |
| Add (Less) Other             |              |      |                        |
| Total other                  |              |      |                        |
| Unreconciled difference      |              |      | <u>0.00</u>            |
| Ending GL Balance            |              |      | <u><u>1,124.75</u></u> |

CROSSROADS SBDC  
Account Reconciliation  
As of Jun 30, 2020  
1020 - CHECKING ACCOUNT SPECIAL  
Bank Statement Date: June 30, 2020

Filter Criteria includes: Report is printed in Detail Format.

|                              |                        |
|------------------------------|------------------------|
| Beginning GL Balance         | 1,763.53               |
| Add: Cash Receipts           |                        |
| Less: Cash Disbursements     |                        |
| Add (Less) Other             |                        |
| Ending GL Balance            | <u>1,763.53</u>        |
| Ending Bank Balance          | <u>1,763.53</u>        |
| Add back deposits in transit |                        |
| Total deposits in transit    |                        |
| (Less) outstanding checks    |                        |
| Total outstanding checks     |                        |
| Add (Less) Other             |                        |
| Total other                  |                        |
| Unreconciled difference      | <u>0.00</u>            |
| Ending GL Balance            | <u><u>1,763.53</u></u> |

**SBDC Director Report: 7/24/20**

**VA State Office SBDC Updates (Funding)**

| <b>Expenditures thru 6/30/2020</b>         |                                |                              |                               |
|--|--------------------------------|------------------------------|-------------------------------|
| <b>Line Item</b>                           | <b>Approved Budget CY 2020</b> | <b>Spent to Date CY 2020</b> | <b>Percentage<br/>CY 2020</b> |
| Salaries*                                  | \$78,594                       | \$31,651.46                  | 40%                           |
| Fringe*                                    | \$37,675                       | \$15,154.18                  | 40%                           |
| Travel                                     | \$8,454                        | \$1,168.94                   | 14%                           |
| Equipment                                  | \$-                            |                              |                               |
| Supplies                                   | \$3,436                        | \$396.73                     | 12%                           |
| Contractual                                | \$15,713                       | \$2,296.75                   | 15%                           |
| Consultants                                | \$250                          |                              |                               |
| Other                                      | \$6,344                        | \$1,912.26                   | 30%                           |
| Miscellaneous                              | \$-                            | \$0.00                       |                               |
|  |                                |                              |                               |
| <b>TOTAL</b>                               | <b>\$150,466.00</b>            | <b>\$52,580.32</b>           | <b>35%</b>                    |
|  |                                |                              |                               |
|  |                                |                              |                               |
| * Salaries & Fringe: Payroll thru May 2020 |                                |                              |                               |

**Blue Ridge Crossroads SBDC Updates**

**SBDC Public Appearances, Significant Meetings, Event Attendance, Trainings:**

6/23/2020 – Rebuild & Refocus Series Planning Meeting  
 6/26/2020 – Virginia SBDC Special Programs Refresher  
 7/7/2020 – Rebuild & Refocus Series Planning Meeting  
 7/7/2020 – Comment Sold Webinar (online selling platform)  
 7/16/2020 – Rally SWVA Call  
 7/23/2020 – Rally SWVA Call  
 7/23/2020 – Twin County Chamber of Commerce Social  
 7/24/2020 - Rebuild Virginia Small Business Grant- Portal Training & Eligibility

**SBDC Projects**

**Website:** Structure completed and some content has been added. More info is being added weekly. Take a peek at [www.sbdc.mannagraphics.com](http://www.sbdc.mannagraphics.com). The site address is [www.brcsbdc.org](http://www.brcsbdc.org).

The Virginia SBDC has COVID and Recovery Resources on their website. Currently, we are directing most people to that. The Recovery Resource Center is a robust site being loaded with industry specific content daily. It has the support of many state agencies, including VEDP.

- The COVID-19 site has information about loan programs and guidelines:  
[www.virginiasbdc.org/covid](http://www.virginiasbdc.org/covid)
- Resource Recovery Website: [www.virginiasbdc.org/recoveryresourcecenter](http://www.virginiasbdc.org/recoveryresourcecenter)

\*Upcoming and recorded webinars are available to anyone. Registration and recordings are available at the Resource Recovery Website.\*

### **Professional Development:**

September 29-30: America's SBDC Annual Conference – Virtual

*Limited professional development at this time. Staff is looking at what opportunities might be available to attend virtually.*

### **Client Interaction Update:**

## **Blue Ridge Crossroads SBDC**

COVID-19 Response & Client Update

as of June 30, 2020

**130**

**COVID Customers Consulted**

**90**

**Non-COVID Customers Consulted**

**184**

**Unique Clients Served**

**13**

**Host or Co-host of Training or  
Community Information Sessions**

**857**

**Participants in Training Events or  
Community Info Sessions**

**Constant Contact  
Connections** 5/16/20

- 27 emails
- 5,895 sends
- 28% open rate
- 14% click rate
- 20% bounce rate -  
need to clean up  
the lists

Keep up to date on  
webinars, programs  
and resource:



**brcrossroadssbdc**

**[virginiasbdc.org/  
recoveryresourcecenter](http://virginiasbdc.org/recoveryresourcecenter)**

**Client Interaction Update:**

| Other Stats                   | CY 2019 | YTD 2020 |
|-------------------------------|---------|----------|
| Accounting Referrals          | 19      | 8        |
| Accounting Counseling         | 19      | 6        |
| Legal Referrals               | 2       | 2        |
| Legal Counseling              | 2       | 2        |
| Purchase of Existing Business | 2       | -        |
| Ribbon Cutting Events         | 8       | 0        |
| LLC                           |         | 5        |
| EIN                           |         | 3        |
| Incorporation / 1023          |         | 1        |
| Business Start records        |         | 6        |

**Upcoming Client Training / Events / Seminars**

**July 29<sup>th</sup>: 10am**

How to do business with the State of Virginia (delivered by PTAC)

Register here: <https://swvccptac.ecenterdirect.com/events/4463>

**August 6 – October 29<sup>th</sup>: Every Thursday at Noon**

Refocus & Rebuild: Continuing Business Post-Pandemic – see flyer

**Community Involvement & Partner Updates**

- Discussing with key stakeholders to conduct consumer behavior survey for community residents.
- Businesses and community members are invited to participate in weekly check-in calls with these organizations:
  - Virginia Tourism Corporation Check-in (Monday @ 3pm)
  - Opportunity SWVA Coffee Grind (Tuesday @ 2pm as needed)
  - Rally Reunited (Thursday @ 10:30am – every other week)

**BRCEDA**

- Virginia Enterprise Zone Update: Reports submitted

## **Boards & Committees**

Galax City Career and Technical Education Advisory Board – No update

New River/Mount Rogers Workforce Investment Board / Business Solutions Unit –

- Virtual Career Fair: July 20-24, 2020
- Google My Business Training Event: July 22<sup>nd</sup>.

MySWVA Opportunity – none to report

Friends of SWVA Marketing Advisory Board –

Friends of SWVA staff continue to find ways to help partners and businesses with economic recovery.

## **Funding Opportunities, Questions and Statements:**

Grants:

- 1) City of Galax
- 2) Grayson County
- 3) LISC – opens July 27<sup>th</sup>
- 4) VA 30 Day Fund
- 5) Coronavirus Food Assistance Program for Ag producers
- 6) To be announced Virginia Rebuild

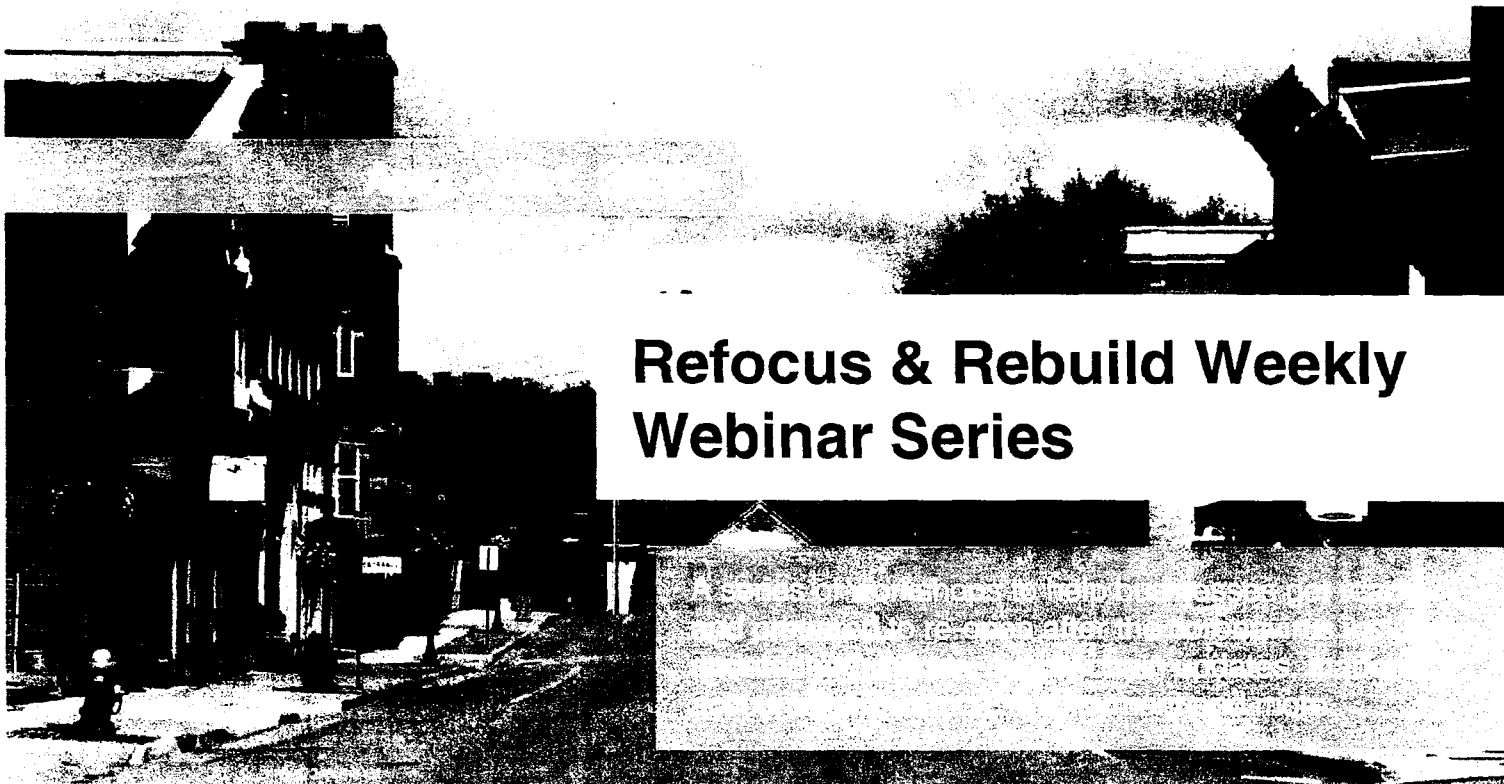
Loans:

- 1) PPP applications accepted through August 8<sup>th</sup>
- 2) EIDL application being accepted but advances are no longer being provided
- 3) USDA – Loan guarantees through B&I program

**Are any localities applying for the DHCD COVID-19 Small Business Recovery Assistance program through the CDBG?**

**Currently the SBA guidelines call for EIDL advances to be deducted from the PPP forgivable amount.**

**Ginny will be emailing you updated Conflict of Interest / Confidentiality Agreements in the coming week. We need updated and signed documents each year for our files and contract agreement with VA SBDC.**



## Refocus & Rebuild Weekly Webinar Series

### Continuing Business Post-Pandemic

Join professionals in business and government at this weekly webinar series to learn about guidelines, resources, marketing tips, accounting/insurance and human resources to get your operation ready to re-open in our COVID-19 impacted environment.

Webinar Series Dates: [www.vccva.com](http://www.vccva.com) Email: [info@vccva.com](mailto:info@vccva.com) 1-877-604-7345

#### Contact Us:

(276) 477-3999;

(276) 451-5201;

(276) 964-7345;

(276) 492-2100;

(276) 254-0419





**BRCEDA Operating Expenses Versus Budget**

|                         | FY 2020   | FY 2020                    | FY 2020     |       |
|-------------------------|-----------|----------------------------|-------------|-------|
|                         | APPROVED  | Expenses<br>thru 6/30/2020 | as % BUDGET | NOTES |
| <b>Personnel</b>        | \$ 63,866 | \$ 41,485                  | 65%         |       |
| SALARY - 6000           | \$ 46,800 | \$ 32,528                  | 70%         |       |
| FICA - 6001             | \$ 3,580  | \$ 2,210                   | 62%         |       |
| HEALTH INSURANCE - 6003 | \$ 13,486 | \$ 6,747                   | 50%         |       |
| GROUP - 6007            | \$ -      | \$ -                       | 0%          |       |
| VRS - 6002              | \$ -      | \$ -                       | 0%          |       |

|  |            |            |      |                  |
|--|------------|------------|------|------------------|
| <b>Contracted Services</b>                     | \$ 27,475  | \$ 12,600  | 46%  |                  |
| CONTRACTED SERVICES- LEGAL - 6031              | \$ 10,000  | \$ 1,255   | 13%  |                  |
| CONTRACTED SERVICES- CONSULTING - 6030/6031    | \$ 2,500   | \$ -       | 0%   |                  |
| CONTRACTED SVC- ACCOUNTING - 6031              | \$ 6,000   | \$ 3,245   | 54%  |                  |
| CONTRACTED SVC- AUDIT - 6031                   | \$ 8,975   | \$ 8,100   | 90%  |                  |
| <b>Office</b>                                  | \$ 8,703   | \$ 9,612   | 110% |                  |
| INSURANCE COVERAGE - 6060                      | \$ 2,993   | \$ 3,471   | 116% |                  |
| POSTAGE - 6070                                 | \$ 270     | \$ 59      | 22%  |                  |
| TELECOMMUNICATIONS - 6071                      | \$ 1,440   | \$ 1,142   | 79%  |                  |
| OFFICE SUPPLIES - 6072                         | \$ 1,000   | \$ 1,940   | 194% |                  |
| OFFICE RENTAL - 6073                           | \$ 3,000   | \$ 3,000   | 100% |                  |
| <b>Outreach/Marketing</b>                      | \$ 3,000   | \$ 628     | 21%  |                  |
| ADVERTISING AND OTHER MARKETING - 6040         | \$ 2,500   | \$ 628     | 25%  |                  |
| DUES/PROFESSIONAL MEMBERSHIPS - 6041           | \$ 500     | \$ -       | 0%   |                  |
| <b>Travel/Training</b>                         | \$ 4,500   | \$ 195     | 4%   |                  |
| TRAVEL - 6100                                  | \$ 2,000   | \$ -       | 0%   |                  |
| MILEAGE - 6101                                 | \$ 2,000   | \$ 195     | 10%  |                  |
| TRAINING/DEVELOPMENT TRAINING - 6102           | \$ 500     | \$ -       | 0%   |                  |
| <b>Capitol Outlay (Non-construction)</b>       |            |            |      |                  |
| EQUIPMENT - 6130                               |            |            |      |                  |
| EQUIPMENT- COMPUTERS - 6200                    |            |            |      |                  |
| <b>Wildwood Expenses</b>                       | \$ 35,500  | \$ 15,700  | 44%  |                  |
| <i>Maynard Drive</i> marker (one-time expense) | \$ -       |            | 0%   |                  |
| Wildwood monthly mowing - 6120                 | \$ 9,000   | \$ 8,450   | 94%  |                  |
| Wildwood street lights (electric)              | \$ 1,500   |            | 0%   |                  |
| Wildwood maintenance / stormwater              | \$ 25,000  | \$ 7,250   | 29%  | Engineering exp. |
| <b>Other items</b>                             | \$ 7,500   | \$ -       | 0%   |                  |
| OTHER OPERATING EXPENSE                        | \$ 5,000   | \$ -       | 0%   | Annual LOC fee   |
| SPECIAL EVENTS - 6160                          | \$ 1,000   | \$ -       | 0%   |                  |
| New initiatives                                | \$ 1,500   |            | 0%   |                  |
| <b>Total Operational Expenses</b>              | \$ 150,544 | \$ 80,220  | 53%  |                  |
| MRPDC Loan (Interest Only)                     | \$ 4,944   | \$ 4,944   | 100% |                  |
| <b>Wildwood Debt Service</b>                   | \$ 271,173 | \$ 248,548 | 92%  |                  |
| <b>TOTAL EXPENDITURES</b>                      | \$ 426,661 | \$ 333,712 | 78%  |                  |

|                                    |                   |            |      |  |
|------------------------------------|-------------------|------------|------|--|
|                                    |                   |            |      |  |
|                                    |                   |            |      |  |
| Wildwood Debt Service Support      | \$ 276,120        | \$ 276,120 | 100% |  |
|                                    |                   |            |      |  |
| Localities' Operational Support    | \$ 150,600        | \$ 150,600 | 100% |  |
|                                    |                   |            |      |  |
| Other Revenues                     |                   |            |      |  |
|                                    |                   |            |      |  |
| <b><u>TOTAL REVENUES</u></b>       | \$ 426,720        |            |      |  |
|                                    |                   |            |      |  |
| <b>Total Revenues per Locality</b> | <b>\$ 142,240</b> |            |      |  |

Approx. \$42,000 designated for "Marketing" in checking acct.

\$40,000 accrued in checking account for natural gas project

# DRAFT MINUTES

## Galax-Carroll Regional Library Board Meeting Minutes July 20, 2020

The Galax-Carroll Regional Library Board of Trustees met on Monday, July 20, 2020, 4:30 p.m. at the Galax Public Library. **Attending** were trustees Sarah Price, Mimi Leonard, Dr. Samuel Luague, Mary Elizabeth Whartenby, Janet Crowder, Felecia Bowman, regional library director Trish Fore, cataloger/assistant director Sarah Lagen, and branch managers June Pike & Jessi Campbell. Also attending were **guests**: Buzz Wilmoth and Joe from JG Coram Construction; Doug Williams, The Lane Group; Joey Davis & Larry Bouchard, City of Galax.

With a quorum present, Chairman Sarah Price welcomed new trustee Felecia Bowman (appointed to finish out Ann Weaver's term, expiring 6-30-2023) and called the meeting to order.

Ms. Price welcomed guests present to discuss the **Galax Public Library roof leaks**. In the past, City maintenance employees, Joey Davis & Larry Bouchard, have made smaller-scale repairs while Dunford Roofing Company performed more extensive work (April 2018). When leaks persisted, Architect Doug Williams made observations from the building interior during heavy rain events (August 2019) and determined infiltration to be mainly from the area where existing dormers are located. He expressed detailed recommendations via e-mail (August 2019) and summarized here:

- removal of the exterior finishes from the dormers and the metal panel roofing immediately surrounding the dormers for identification and repair of the actual infiltration points
- application of ice/water shield membrane originating at the main roof surface and extending to cover the entire dormer
- replacement of the dormer windows
- refinishing with fiber-cement lap siding.

On June 11, 2020, Keith Barker received an initial proposal and scope of work from Buzz Wilmoth of JG Coram Construction with a plan based on Mr. Williams' recommendations. This proposal outlined a plan to perform the remedial work described for an amount "not to exceed \$9,000" per dormer. The initial proposal excluded window replacement because the windows had been replaced by City maintenance workers approximately nine years ago. Because the roof dormers exist as sets of three clustered closely together, JG Coram recommended to focus the initial repair on the group of three dormers where the leaking has been observed most. After the deconstruction is complete and the apparent source of the leaks is determined, JG Coram will reevaluate the proposed cost basis for repairs to a single dormer, amend to include window replacement, and expand the involved repairs applying to the group of three dormers. Ms. Fore asked about the possible permit fees, to which Mr. Davis responded that Terry Atwell with the City of Galax would likely be willing to waive any, if applicable. Concluding the roof discussion, a motion was made by Ms. Whartenby, seconded by Ms. Crowder, and passed by the Board (with Dr. Luague abstaining) to move forward with the Coram proposal and approve work on three dormer windows. Further brief discussion ensued about how to pay for a possible \$27,000+ roof repair. Ms. Fore mentioned the Library's rainy day fund and possibly requesting the Foundation help fund the project; Ms. Whartenby mentioned a letter writing campaign; Mr. Davis suggested setting up a "Go Fund Me" account, and Ms. Bowman suggested asking other library directors in the area about fundraisers that have proven to work well.

On a motion made by Ms. Leonard, seconded by Dr. Luague, and passed by the Board, **minutes** from the previous meeting of May 18, 2020, were approved as presented. During citizens' time no citizens were present with items to share, though City maintenance staff member, Mr. Davis, announced he would stay for discussion about the upcoming November 3 election day.

**In the Financial Report, Library expenditures for July 2019 through June 30, 2020 were reviewed** totaling \$760,297.40 an acceptable 99.87% of the budget spent to-date for 100% through the fiscal year. The current GCRL Board checking account balance as of June 30 was \$66,669.57; the 4th quarter payment of \$39,887.50 to the Regional Library from Carroll County arrived July 1, was deposited; the checking account balance should subsequently total approximately \$106,557.07.

## DRAFT MINUTES

As of June 30, 2020 the Galax-Carroll Regional Library Foundation funds totaled \$71,781.82, with Galax donation investments to date equaling \$16,713.22 (Money Market \$7,333.72 and Nextera Energy Cap \$9,379.50) and Carroll donation investments equaling \$55,068.60 (Pimco Income Fund Class C \$32,782.49 and Franklin Low Duration Total Return Fund Class C \$22,286.11).

The **Director's Report for May and June 2020** was included in trustee meeting packets. Average circulation for both branches combined was 3,559 items per month, (compared to 10,062 May-June 2019) much lower than our usual numbers due to the COVID-19 pandemic regional library closure. The print and audio-visual collection for both library branches combined now totals 73,466 items (compared to 73,283 May-June 2019). Patron visits for both branches combined averaged approximately 1,000\* per month (compared to 9,367 May-June 2019), with total regional library card holders at 15,083 (compared to 14,429 May-June 2019). Overall, statistics were lower this year from mid-March to the present **due to the COVID-19 pandemic and regional library closure.**

### New Business

**Election of Officers was held.** Janet Crowder was voted in by acclamation as Chairman for the upcoming year. Dr. Samuel Luague was voted in by acclamation as Vice Chairman for the upcoming year.

The **Operating Budget for Fiscal Year 2021** was presented and reviewed. On a motion made by Ms. Price, seconded by Ms. Whartenby, and passed by the Board, the Operating Budget for Fiscal Year 2021 was approved.

Mary Elizabeth Whartenby and Mimi Leonard (pending re-appointment to the Board) will continue to **represent the Library Board on the Library Foundation Board** for the ensuing year.

The **annual audit** is scheduled to be done on August 13, 2020, by Robinson, Farmer, Cox Associates.

Due to expected high voter-turnout and requirements that must be adhered to by the Board of Elections, Ms. Whartenby made a motion, seconded by Ms. Price, and passed by the Board, to **close the Galax Public Library, a polling place, to library patrons on Election Day, November 3, 2020.** Library staff regularly scheduled to work that day will do so.

Ms. Fore requested each Board member complete a **Library Board Self-Evaluation Form** to guide and identify a starting point for future Library Board of Trustee training.

The **next regular meeting** of the Library Board will be September 21, 2020, 4:30 p.m. at the Carroll County Public Library. Chairman Janet Crowder adjourned today's meeting at 6:33 p.m.

Respectfully submitted: \_\_\_\_\_, Secretary

Approved by the Board: \_\_\_\_\_, Chairman



THE SECRETARY OF THE INTERIOR  
WASHINGTON

**JUL 23 2020**

Board of Supervisors  
Carroll County  
605 Pine Street, Suite 1  
Hillsville, Virginia 24343-1463

Dear County Commissioners:

On July 3, 2020, President Donald J. Trump signed an Executive Order (EO) on Building and Rebuilding Monuments to American Heroes. Recently, many statues and monuments that preserve the memory of our collective American story have been vandalized, destroyed, or removed. President Trump has made clear that this Administration will not stand for anarchy and allow our Nation's history to be erased. We must preserve the story of America's heroes.

The President has directed me to lead a Task Force that will propose options for the creation of a National Garden of American Heroes, including potential locations for the site. The National Garden will feature the statues of the greatest Americans to ever live and express our noblest ideals: respect for our ancestors, love of freedom, and striving for a more perfect Union. These works of beauty, created as enduring tributes, will show reverence for our past, dignify our present, and inspire those who come to visit this majestic place in the future.

As outlined in the enclosed EO, the "National Garden should be located on a site of natural beauty that enables visitors to enjoy nature, walk among the statues, and be inspired to learn about great figures of America's history." The site should be proximate to at least one major population center and not cause significant disruption to the local community. My preference is that the site be on lands already in Federal ownership.

The Task Force will also develop a process for accepting donations or loans of statues and monuments by States, localities, civic organizations, businesses, religious organizations, and individuals for display at the National Garden of American Heroes. Statues and monuments will include the Founding Fathers, former Presidents of the United States, those who fought for the abolition of slavery, and other great Americans.

I ask that you respond to this letter in your capacity as county officials, and provide any recommendations that answer the following questions:

1. Are there locations of natural beauty within your unit of local government that would serve as a reputable location for these monuments, statues, and the National Garden of American Heroes? Please list and describe any such locations consistent with the EO.

## EXECUTIVE ORDERS

# Executive Order on Building and Rebuilding Monuments to American Heroes

Issued on: July 3, 2020

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By the authority vested in me as President by the Constitution and the laws of the United States of America, it is hereby ordered as follows:

Section 1. Purpose. America owes its present greatness to its past sacrifices. Because the past is always at risk of being forgotten, monuments will always be needed to honor those who came before. Since the time of our founding, Americans have raised monuments to our greatest citizens. In 1784, the legislature of Virginia commissioned the earliest statue of George Washington, a “monument of affection and gratitude” to a man who “unit[ed] to the endowment[s] of the Hero the virtues of the Patriot” and gave to the world “an Immortal Example of true Glory.” 1 Res. H. Del. (June 24, 1784). In our public parks and plazas, we have erected statues of great Americans who, through acts of wisdom and daring, built and preserved for us a republic of ordered liberty.

These statues are silent teachers in solid form of stone and metal. They preserve the memory of our American story and stir in us a spirit of responsibility for the chapters yet unwritten. These works of art call forth gratitude for the accomplishments and sacrifices of our exceptional fellow citizens who, despite their flaws, placed their virtues, their talents, and their lives in the service of our Nation. These monuments express our noblest ideals: respect for our ancestors, love of freedom, and striving for a more perfect union. They are works of beauty, created as enduring tributes. In preserving them, we show reverence for our past, we dignify our present, and we inspire those who are to come. To build a monument is to ratify our shared national project.

To destroy a monument is to desecrate our common inheritance. In recent weeks, in the midst of protests across America, many monuments have been vandalized or destroyed. Some local governments have responded by taking their monuments down. Among others, monuments to Christopher Columbus, George Washington, Thomas Jefferson, Benjamin Franklin, Francis Scott Key, Ulysses S. Grant, leaders of the abolitionist movement, the first all-volunteer African-American regiment of the Union Army in the Civil

(b) Within 60 days of the date of this order, the Task Force shall submit a report to the President through the Assistant to the President for Domestic Policy that proposes options for the creation of the National Garden, including potential locations for the site. In identifying options, the Task Force shall:

(i) strive to open the National Garden expeditiously;

(ii) evaluate the feasibility of creating the National Garden through a variety of potential avenues, including existing agency authorities and appropriations; and

(iii) consider the availability of authority to encourage and accept the donation or loan of statues by States, localities, civic organizations, businesses, religious organizations, and individuals, for display at the National Garden.

(c) In addition to the requirements of subsection 3(b) of this order, the proposed options for the National Garden should adhere to the criteria described in subsections (c)(i) through (c)(vi) of this section.

(i) The National Garden should be composed of statues, including statues of John Adams, Susan B. Anthony, Clara Barton, Daniel Boone, Joshua Lawrence Chamberlain, Henry Clay, Davy Crockett, Frederick Douglass, Amelia Earhart, Benjamin Franklin, Billy Graham, Alexander Hamilton, Thomas Jefferson, Martin Luther King, Jr., Abraham Lincoln, Douglas MacArthur, Dolley Madison, James Madison, Christa McAuliffe, Audie Murphy, George S. Patton, Jr., Ronald Reagan, Jackie Robinson, Betsy Ross, Antonin Scalia, Harriet Beecher Stowe, Harriet Tubman, Booker T. Washington, George Washington, and Orville and Wilbur Wright.

(ii) The National Garden should be opened for public access prior to the 250th anniversary of the proclamation of the Declaration of Independence on July 4, 2026.

(iii) Statues should depict historically significant Americans, as that term is defined in section 7 of this order, who have contributed positively to America throughout our history. Examples include: the Founding Fathers, those who fought for the abolition of slavery or participated in the underground railroad, heroes of the United States Armed Forces, recipients of the Congressional Medal of Honor or Presidential Medal of Freedom, scientists and inventors, entrepreneurs, civil rights leaders, missionaries and religious leaders, pioneers and explorers, police officers and firefighters killed or injured in the line of duty, labor leaders, advocates for the poor and disadvantaged, opponents of national socialism or international socialism, former Presidents of the United States and other elected officials, judges and justices,

of America, the founding of the United States, and the abolition of slavery. Such works of art should be designed to be appreciated by the general public and by those who use and interact with Federal buildings. Priority should be given to this policy above other policies contained in part 102-77 of title 41, Code of Federal Regulations, and revisions made pursuant to this subsection shall be made to supersede any regulatory provisions of AIA that may conflict with or otherwise impede advancing the purposes of this subsection.

(e) When a statue or work of art commissioned pursuant to this section is meant to depict a historically significant American, the statue or work of art shall be a lifelike or realistic representation of that person, not an abstract or modernist representation.

Sec. 5. Educational Programming. The Chairperson of the NEH shall prioritize the allocation of funding to programs and projects that educate Americans about the founding documents and founding ideals of the United States, as appropriate and to the extent consistent with applicable law, including section 956 of title 20, United States Code. The founding documents include the Declaration of Independence, the Constitution, and the Federalist Papers. The founding ideals include equality under the law, respect for inalienable individual rights, and representative self-government. Within 90 days of the conclusion of each Fiscal Year from 2021 through 2026, the Chairperson shall submit a report to the President through the Assistant to the President for Domestic Policy that identifies funding allocated to programs and projects pursuant to this section.

Sec. 6. Protection of National Garden and Statues Commissioned Pursuant to this Order. The Attorney General shall apply section 3 of Executive Order 13933 of June 26, 2020 (Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence), with respect to violations of Federal law regarding the National Garden and all statues commissioned pursuant to this order.

Sec. 7. Definition. The term “historically significant American” means an individual who was, or became, an American citizen and was a public figure who made substantive contributions to America’s public life or otherwise had a substantive effect on America’s history. The phrase also includes public figures such as Christopher Columbus, Junipero Serra, and the Marquis de La Fayette, who lived prior to or during the American Revolution and were not American citizens, but who made substantive historical contributions to the discovery, development, or independence of the future United States.

Sec. 8. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:



Date: 8-4-2020

Agenda:

1. Piper's Gap; Pilot Program for coverage (how does this model look/work?)
2. Labor Day Flea Market – County's/Volunteer level of involvement if it isn't cancelled...? or no involvement given the circumstances (Covid related)...? PPE needs – Spoke with Justin from VDEM, should have the availability of two supply boxes (gowns, N95, gloves, etc.) from post hurricane response.
3. Laurel Fork Vol. Rescue – Status. Recruitment/Retention possibilities? First Response Status?  
Other?
4. COVID/CARES Act requests – going before B.O.S. at 8-10-2020 meeting (Lucas Devices, McGrath video laryngoscopes, and funds for other consumable medical supplies.)
5. Ideas for capital improvement plan for ambulance replacement/new ambulance rotation...?  
(Has there ever been ideas or plans previously?)
6. Other special services/operations/needs at the county level?
7. E911-issues/comments

**AGENDA**  
**New River Regional Water Authority**  
**Thursday, July 16, 2020**  
**10:00 a.m.**  
**Council Chambers**  
**Town of Wytheville Municipal Building**  
**150 East Monroe Street**  
**Wytheville, Virginia 24382**

A. **CALL TO ORDER; ESTABLISHMENT OF QUORUM**

B. **PLEDGE OF ALLEGIANCE**

C. **CONSENT AGENDA**

D. **CITIZENS' TIME**

E. **VENDOR TIME**

F. **APPROVAL OF INVOICES**

|                                    |              |
|------------------------------------|--------------|
| 1. AEP                             | \$13,167.91  |
| 2. Town of Wytheville (June)       | \$139,529.70 |
| 3. Wythe County (10/2019 – 6/2020) | \$31,170.67  |

G. **CHIEF OPERATOR'S REPORT**

1. Inspection/Service
2. pH Meters
3. Coagulant Pumps
4. Operator's Meeting
5. Raw Pump
6. Flow Meter
7. Dechlorination
8. Personnel/Job Advertisement
  - MOU

H. **BOARD TIME**

1. MOU
2. Election of Officers
3. Refinancing

I. **ADJOURNMENT**

**MINUTES OF THE REGULAR MEETING OF THE  
NEW RIVER REGIONAL WATER AUTHORITY  
HELD IN THE COUNCIL CHAMBERS OF THE  
TOWN OF WYTHEVILLE MUNICIPAL BUILDING  
ON THURSDAY, JUNE 18, 2020, AT 10:00 A.M.**

**Members present:** C. Wayne Sutherland, Jr. (Wytheville), Stephen Bear (Wythe County), Dana Phillips (Carroll County), Joseph E. Hand, Jr. (Wytheville), Gene Horney (Wythe County),

**Members absent:** Stacy Terry (Wythe County), Cellell Dalton (Carroll County)

**Others present:** Zachary Slate, Robby Krunich, Trevor Hackler, Beth Taylor, Steve Moore, Mark Bloomfield, Brian Freeman, Cathy Pattison,

**RE: CALL TO ORDER, QUORUM**

Chairman Sutherland established that a quorum of Authority members was present and called the meeting to order at 10:02 a.m.

**RE: PLEDGE OF ALLEGIANCE**

Chairman Sutherland led those present in the Pledge of Allegiance.

**RE: CONSENT AGENDA**

Chairman Sutherland presented the Consent Agenda consisting of the minutes of the regular meeting of May 21, 2020 to the Authority members for approval. Chairman Sutherland inquired if there was any discussion on the minutes as presented. There being none, Mr. Hand made a motion, which was seconded by Mrs. Phillips to approve the Consent Agenda consisting of the minutes of the regular meeting of May 21, 2020 as presented. The motion passed unanimously by all voting members present to approve the Consent Agenda, as presented. Mr. Horney abstained from voting.

**RE: CITIZENS' TIME**

Chairman Sutherland inquired if there were any citizens present with topics of discussion during the meeting. There being none, Chairman Sutherland proceeded with the agenda.

**RE: VENDOR TIME**

Chairman Sutherland inquired if there were any vendors present who wished to address the Authority. There being none, Chairman Sutherland proceeded with the agenda.

## **RE: APPROVAL OF INVOICES**

Chairman Sutherland advised that the next item on the agenda was the Approval of the Invoices, as follows:

|                             |             |
|-----------------------------|-------------|
| 1. AEP                      | \$13,029.75 |
| 2. Town of Wytheville (May) | \$73,353.11 |
| 3. Wythe County (April)     | \$25,050.25 |
| 4. Wythe County (May)       | \$25,616.18 |

Chairman Sutherland inquired if there was any discussion on the invoices presented. There being none, Chairman Sutherland inquired if there was a motion to approve payment of the invoices. A motion was made by Mrs. Phillips and seconded by Mr. Horney to approve payment of the invoices, as presented. The motion passed unanimously with all members present voting to approve payment of the invoices, as presented.

## **RE: CHIEF OPERATOR'S REPORT**

Chairman Sutherland advised that the next agenda item is the Chief Operator's Report. He then turned the meeting over to Mr. Slate.

Mr. Slate reported on the following:

1. Filter 1 influent valve actuator quit working for a time. I have contacted support, but is now working fine.
2. A mixer motor VFD (Variable Frequency Drive) is not working. AMR (American Mine Research) is going to be replacing it.
3. Full time job offers have been made to two (2) Class 1 and one (1) Class 2 operators who currently work for us part time. All three (3) have essentially turned it down. Job advertisement will be adjusted soon.
4. We have had minor sodium hypochlorite leaks at the pumps. We noticed an increase after our sodium hypochlorite tank was filled. I have contacted R&R Septic to fix leaks and install valves. Waiting on parts.
5. Tom with AMR (American Mine Research) has been working on our SCADA (Supervisory Control and Data Acquisition) system. It is coming along nicely.
6. I have submitted our intent for coverage letter to VACORP for 2020-2021 insurance. Nothing significant has changed.
7. Greg and Jamie's exam applications have been submitted to allow them to set for the VA Waterworks Class 3 exam. After review, DPOR (Department of Professional and Occupational Regulation) is going to honor Jamie's Class 3 Waterworks equivalent exam from Florida after a letter of good standing and his current job description. He now has to wait another month.

8. I received an email about a community member concerned about farming chemicals being applied and the potential runoff to our raw water intake. I spoke with the gentleman about it and that our last test results did not show any, the treatment process does remove "Round Up", or at least the active ingredient, glyphosate, (based on an EPA (Environmental Protection Agency) journal) and I provided him with a number in which he could call the State of Virginia about it.
9. DEQ (Department of Environmental Quality) has responded to our withdrawal permit application to acknowledge receipt of payment. They have not requested any further information at this time.

Mr. Slate thanked Chairman Sutherland, Mr. Hand, and Mr. Horney for their support work on the NRRWA.

Chairman Sutherland proceeded with board time.

#### **RE: BOARD TIME**

Mr. Bear presented a resolution in honor of Chairman Sutherland complimenting Chairman Sutherland for his instrumental work and dedication to the NRRWA. A motion was made by Mr. Bear and seconded by Mr. Horney to adopt the resolution, as presented. The motion passed unanimously with all members present voting to adopt the resolution in honor of Chairman Sutherland.

Board members expressed their thanks to Chairman Sutherland.

Mr. Slate reported briefly that we are now members of Virginia Water and Wastewater Agency Response Network (VA WARN).

Chairman Sutherland reported about receiving the Source Water Protection study, and a letter from Virginia Department of Health about lead and copper testing.

Mr. Bear inquired to go into closed session under VA Code, Section 2.2-3711(A)(1) to discuss Personnel Matters.

#### **RE: Closed Session**

Chairman Sutherland proceeded with Closed Session as permitted by the Code of Virginia Section 2.2-3711 (A)(1) to discuss Personnel Matters. Mr. Bear motioned, and Mr. Horney seconded the motion that the New River Regional Water Authority go into a Closed Session as permitted by the Code of Virginia Section 2.2-3711 (A)(1) to discuss Personnel Matters. The motion was approved with the following voting in favor and there being no opposition: For: Stephen Bear, C. Wayne Sutherland, Jr., Joseph Hand, Gene Horney, Dana Phillips. Against: None. The motion passed unanimously, with all members present voting to go into a Closed Session.

**RE: RECONVENE TO OPEN SESSION**

A motion was made by Mr. Reeves and seconded by Ms. Phillips in accordance with Code of Virginia Section 2.32-3711 (A)(1) Personnel whereas 2.2-3712 Code of Virginia requires a certification that only lawful business matters subject to the meaning for which we went into closed session were discussed I hereby request approval to that certification. A motion was made by Mr. Bear and seconded by Mrs. Phillips to reconvene to open session. The motion was approved with the following voting in favor and there being no opposition: For: Stephen Bear, C. Wayne Sutherland, Jr., Dana Phillips, Joseph Hand, Gene Horney Against: None.

Chairman Sutherland proceeded with adjournment.

**RE: ADJOURNMENT**

Chairman Sutherland inquired if there was any other business to come before the Authority. There being none, he carried to adjourn the meeting at 11:29 a.m.

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, Chairman

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Stephen Bear, Secretary/Treasurer

**CERTIFICATION OF CLOSED MEETING UNDER  
VIRGINIA FREEDOM OF INFORMATION ACT**

Date: 6/18/2020  
Work Session: Yes \_\_\_ No X  
VA Code, Section 2.2-3711(A) 1  
Subject: Personnel Matters

**CERTIFICATION OF CLOSED MEETING**

**WHEREAS**, the New River Regional Water Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS**, Section 2.2-3711 (A) of the Code of Virginia requires a certificate by this Authority that such closed meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the New River Regional Water Authority hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certificate resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Authority.

| <b>Vote:</b>             | <b>Ayes</b> | <b>Nays</b> |
|--------------------------|-------------|-------------|
| C. Wayne Sutherland, Jr. | X           |             |
| Stephen Bear             | X           |             |
| Joseph E. Hand, Jr.      | X           |             |
| Dana Phillips            | X           |             |
| Gene Horney              | X           |             |

*(For each nay vote, the substance of the departure from the requirements of the Act should be described.)*

Absent during meeting: Stacey Terry    Cellell Dalton

Absent during vote:        Stacey Terry    Cellell Dalton

\_\_\_\_\_  
Secretary/Treasurer  
New River Regional Water Authority

**MOTION FOR CERTIFICATION OF CLOSED MEETING  
AFTER RECONVENING IN A PUBLIC MEETING**

I move that the New River Regional Water Authority certify that, in the closed meeting just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

| <b>Roll Call Vote</b>    | <b>Aye</b> | <b>Nay*</b> |
|--------------------------|------------|-------------|
| C. Wayne Sutherland, Jr. | X          |             |
| Stephen Bear             | X          |             |
| Joseph E. Hand, Jr.      | X          |             |
| Dana Phillips            | X          |             |
| Gene Horney              | X          |             |

\*For each nay vote, describe the substance of the departure from the requirements of the act.



**Amount Due 30 Days from Invoice Date**

## FUND 8-005 \* NRRMA EXPENSES \*

| MAJOR | ACCT# | DESCRIPTION                         | BUDGET<br>AMOUNT | APPR.<br>AMOUNT | CURRENT<br>AMOUNT | Y T D<br>AMOUNT | ENCUMBRANCE<br>AMOUNT | UNENCUMBERED<br>BALANCE | %<br>REMAIN. |
|-------|-------|-------------------------------------|------------------|-----------------|-------------------|-----------------|-----------------------|-------------------------|--------------|
| 999   |       | * NRRMA EXPENSES *                  |                  |                 |                   |                 |                       |                         |              |
| 46000 |       | NEW RIVER REGIONAL WATER AUTHORITY  |                  |                 |                   |                 |                       |                         |              |
| 3110  |       | PROFESSIONAL HEALTH SERVICES        | 100.00           | 100.00          | .00               | 100.00          | .00                   | 00.00                   | 00.00        |
| 3130  |       | U S PROFESSIONAL SERVICES           | 16,535.00        | 16,535.00       | 84.37             | 20,014.05       | .00                   | 3,479.05                | 21.04        |
| 3140  |       | ENGINEERING SERVICES                | 10,000.00        | 10,000.00       | .00               | 9,080.00        | .00                   | 920.00                  | 9.20         |
| 3160  |       | REPAIR MAINTENANCE U S VENDOR       | 55,000.00        | 55,000.00       | 2,385.00          | 48,265.46       | .00                   | 14,734.54               | 26.79        |
| 3161  |       | U S INSTRUMENTATION SERVICES        | 12,000.00        | 12,000.00       | .00               | 9,602.97        | .00                   | 2,397.03                | 19.97        |
| 3162  |       | U S LABORATORY TESTING              | 5,000.00         | 5,000.00        | 20.00             | 1,520.06        | .00                   | 3,479.94                | 69.59        |
| 3163  |       | U/S VENDOR - MINING                 | 6,300.00         | 6,300.00        | .00               | 3,428.00        | .00                   | 2,880.00                | 45.71        |
| 3180  |       | SLUDGE REMOVAL                      | 21,000.00        | 21,000.00       | .00               | 23,917.22       | .00                   | 2,917.22                | 13.89        |
| 3600  |       | ADVERTISING                         | 450.00           | 450.00          | .00               | .00             | .00                   | 450.00                  | 100.00       |
| 3841  |       | PMNT OF OTHER ENTITIES - NYTHE CO   | 306,981.00       | 306,981.00      | 81,892.10         | 331,572.54      | .00                   | 24,591.54               | 8.01         |
| 5111  |       | ELECTRICAL SERVICES                 | 167,860.00       | 167,860.00      | 13,029.75         | 156,337.31      | .00                   | 11,522.69               | 6.86         |
| 5231  |       | TELECOMMUNICATIONS                  | 9,600.00         | 9,600.00        | 64.99             | 7,324.21        | .00                   | 2,275.79                | 23.70        |
| 5302  |       | FIRE/LIABILITY/PROPERTY INSURANCE   | 18,000.00        | 18,000.00       | .00               | 17,531.00       | .00                   | 469.00                  | 2.60         |
| 5510  |       | TRAVEL MILEAGE                      | 400.00           | 400.00          | .00               | 350.45          | .00                   | 49.55                   | 12.38        |
| 5530  |       | TRAVEL MEALS                        | 300.00           | 300.00          | .00               | 116.51          | .00                   | 183.49                  | 61.16        |
| 5540  |       | TRAVEL CONVENTIONS & EDUCATION      | 1,000.00         | 1,000.00        | .00               | 937.00          | .00                   | 63.00                   | 6.30         |
| 5810  |       | PERMITS, LICENSES & MEMBERSHIPS     | 1,500.00         | 1,500.00        | 1.80              | 928.40          | .00                   | 571.60                  | 38.10        |
| 6001  |       | OFFICE SUPPLIES                     | 700.00           | 700.00          | .00               | 685.29          | .00                   | 14.71                   | 2.10         |
| 6004  |       | LABORATORY SUPPLIES                 | 6,000.00         | 6,000.00        | 194.00            | 5,180.06        | .00                   | 811.94                  | 13.53        |
| 6005  |       | JANITORIAL SUPPLIES                 | 500.00           | 500.00          | .00               | 147.88          | .00                   | 352.12                  | 70.42        |
| 6006  |       | PROCESS CHEMICALS                   | 150,990.00       | 150,990.00      | 18,269.41         | 151,920.78      | .00                   | 930.78                  | .61          |
| 6007  |       | MATERIAL AND SUPPLIES               | 4,000.00         | 4,000.00        | 26.97             | 2,648.74        | .00                   | 1,351.26                | 33.98        |
| 6008  |       | VEHICLE AND POWER EQUIPMENT SUPPLIE | 7,000.00         | 7,000.00        | 24.66             | 6,728.63        | .00                   | 271.37                  | 3.87         |
| 6009  |       | MAINTENANCE EQUIPMENT               | 500.00           | 500.00          | .00               | 937.91          | .00                   | 437.91                  | 87.58        |
| 6012  |       | BOOKS AND SUBSCRIPTIONS             | 300.00           | 300.00          | .00               | .00             | .00                   | 300.00                  | 100.00       |
| 6014  |       | OTHER OPERATING SUPPLIES            | 800.00           | 800.00          | .00               | 1,011.33        | .00                   | 211.33                  | 26.41        |
| 6015  |       | MINOR PLANT IMPROVEMENTS            | 2,000.00         | 2,000.00        | 1,158.00          | 1,758.88        | .00                   | 241.12                  | 12.05        |
| 6019  |       | TOOLS AND SUPPLIES                  | 400.00           | 400.00          | .00               | 182.40          | .00                   | 210.60                  | 52.65        |
| 6023  |       | REPAIR/MAINTENANCE INSTRUMENTATION  | 2,000.00         | 2,000.00        | .00               | 683.17          | .00                   | 1,316.83                | 65.84        |
| 6027  |       | SAFETY EQUIPMENT                    | 1,700.00         | 1,700.00        | .00               | 1,752.58        | .00                   | 52.58                   | 3.09         |
| 8000  |       | CONTINGENCY                         | 44,459.00        | 44,459.00       | .00               | 25,000.00       | .00                   | 19,459.00               | 43.76        |
| 8010  |       | CONSTRUCTION COST                   | 44,500.00        | 44,500.00       | 22,458.65         | 36,461.36       | .00                   | 8,038.64                | 18.06        |
| 9100  |       | SHARED DEBT SERVICE                 | 255,700.00       | 255,700.00      | .00               | 255,218.99      | .00                   | 20,481.01               | 8.00         |
| 9115  |       | LOAN - U S BANK 2008A               | 149,393.00       | 149,393.00      | .00               | 149,392.50      | .00                   | .50                     | .00          |
| 9120  |       | LOAN - U S BANK 2015A               | 780,781.00       | 780,781.00      | .00               | 880,781.25      | .00                   | .25                     | .00          |
|       |       | NEW RIVER REGIONAL WATER AUTHORITY  | 2,083,749.00     | 2,083,749.00    | 139,529.70        | 2,023,595.93    | .00                   | 60,153.07               | 2.88         |
|       |       | NEW RIVER REGIONAL WATER AUTHORITY  | 2,083,749.00     | 2,083,749.00    | 139,529.70        | 2,023,595.93    | .00                   | 60,153.07               | 2.88         |
|       |       | FUND TOTAL                          | 2,083,749.00     | 2,083,749.00    | 139,529.70        | 2,023,595.93    | .00                   | 60,153.07               | 2.88         |



**Finance Director's Office**  
**340 South Sixth Street – Administration Building**  
**Wytheville, VA 24382-2598**  
**Telephone (276) 223-4526**  
**FAX (276) 223-4515**

Bruce Grant M.B.A.  
Finance Director

June 5, 2020

**INVOICE**

New River Regional Water Authority  
Attn: Mr. Zachary R. Slate  
Post Office Box 533  
Wytheville, VA 24382

Please accept this letter as an invoice for the New River Regional Water Authority payroll cost for the months of October 2019 through June 2020.

|  |             |
|--|-------------|
| Debt Service Paid for FY2020                               | \$34,938.00 |
| Adjustments:   |             |
| Credit for Equipment purchase by County from loan proceeds | -3,767.33   |
| Net amount due   | \$31,170.67 |

---

|           |             |
|-----------|-------------|
| Total Due | \$31,170.67 |
|-----------|-------------|

If you have any questions, please feel free to call.

Sincerely,

Bruce Grant  
Finance Director

CC: Mr. Michael Stephens



100 South Main Street  
P.O. Box 90002  
Blacksburg, Virginia 24062-9002  
540-552-2011 • 800-552-4123  
www.nbbank.com

ACCOUNT:

7511173 05/29/2020

\*\*\*\*\*AUTO\*\*ALL FOR AADC 240  
4195 0.5890 AB 0.419 14 2 208  
NEW RIVER REGIONAL WATER AUTHO  
PO BOX 966  
WYTHEVILLE VA 24382-0966

30-0  
4  
0

LOCAL BANK. PERSONAL SERVICE.

NOW - PUBLIC FUNDS ACCOUNT 7511173

LAST STATEMENT 04/30/20 1,651,887.80  
5 CREDITS 103,187.08  
DEBITS .00  
THIS STATEMENT 05/29/20 1,755,074.88

| REF # | DATE  | AMOUNT    | REF # | DATE  | AMOUNT    | REF # | DATE | AMOUNT |
|-------|-------|-----------|-------|-------|-----------|-------|------|--------|
|       | 05/05 | 21,477.50 |       | 05/18 | 18,260.99 |       |      |        |
|       | 05/05 | 41,733.31 |       | 05/29 | 19,467.50 |       |      |        |

| DESCRIPTION | DATE  | AMOUNT   |
|-------------|-------|----------|
| INTEREST    | 05/29 | 2,247.78 |

AVERAGE LEDGER BALANCE: 1,714,607.44 INTEREST EARNED: 2,247.78  
INTEREST PAID THIS PERIOD: 2,247.78 DAYS IN PERIOD: 29  
INTEREST PAID 2020: 12,772.45 ANNUAL PERCENTAGE YIELD EARNED: 1.66%  
INTEREST RATE: 1.6500%

ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES

|                             | TOTAL FOR THIS PERIOD | TOTAL YEAR TO DATE |
|-----------------------------|-----------------------|--------------------|
| * TOTAL OVERDRAFT FEES:     | \$ .00                | \$ .00             |
| * TOTAL RETURNED ITEM FEES: | \$ .00                | \$ .00             |

\*\*\* CONTINUED \*\*\*



NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION



### Chief Operators Notes

1. Our elevator passed the 6 month inspection recently and 1<sup>st</sup> Quality Air was onsite 6/23/20 to service our air scour system and compressor. VSC was onsite 6/24/20 to inspect our fire system. 2 batteries needed to be replaced.
2. We have been installing new pH meters, 3 of 4 so far.
3. New coagulant pumps have been ordered and arrived. We are working out the details for installation.
4. Planning for an Operator's Meeting in August.
5. On 6/26/20 we lost a phase of electricity at the Raw Pump station. Raw Pump #2 would not start even after AEP restored power. AMR (American Mine Research) was onsite 6/30/20 to troubleshoot. He was able to clear the fault and the issue seems to be fixed.
6. On 6/30/20 a storm came through and knocked out the flow meter at Mark IV. This meter is used for billing water in both directions. Flows have been estimated for the days of 6-30/20 - 7/7/20. AMR came on 7/1/20 to troubleshoot and determined it was the flow meter controller. The meter controller was replaced on 7/7/20.
7. Univar and Surry Chemical were onsite for jar testing coagulants. During their visit we discussed a liquid dechlorination chemical. It would be feasible, cost effective, and remove safety hazards if implemented. I have contacted DEQ to discuss pursuing this option.
8. Personnel Updates:
  - Transition to Town of Wytheville is being discussed between both localities.
  - Jamie to receive class 3 license soon. Greg's application for his class 3 exam has been submitted.
  - Our last offer to a class 2 operator (ToW employee) was turned down, but with a potential working agreement from Wytheville.
  - Seek approval for a mutual agreement to share operators with the Town of Wytheville.
  - We should seriously consider hiring trainees. I believe we will be in a place to peruse this option with the Town of Wytheville agreement.
  - Our job advertisement has been updated from a salary range to the actual salary for class 1 or 2 operators. It has helped generate some interest.

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**THE TOWN OF WYTHEVILLE, VIRGINIA**  
**and**  
**THE NEW RIVER REGIONAL WATER AUTHORITY**

This MEMORANDUM OF UNDERSTANDING is entered into this 1 day of July, 2020 by and between the Town of Wytheville, Virginia, a political subdivision of the Commonwealth of Virginia (the "Town") and the New River Regional Water Authority Board, a Virginia water authority (the "Authority").

**RECITALS**

WHEREAS, the Authority has been jointly created by Wythe County, the Town of Wytheville, and Carroll County to provide water service pursuant to enabling legislation under Section 15.2-5100 *et seq.*, Code of Virginia (1950), as amended; and

WHEREAS, the Authority owns and operates a water treatment facility in Austinville, Virginia; and

WHEREAS, the Authority is in need of operators as well as payroll and human resource services to operate said facility; and

WHEREAS, the Town is in agreement to assume employment of operators and provide payroll and human resource services to said facility.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, and in accordance with §§ 15.2-1300 through -1310 of the *Code of Virginia* (1950), as amended, the parties agree as follows:

1. The current operators employed by the Authority (the "Operators") will be given employment by the Town. Any payroll and human resource services will be provided by the Town.
2. The Operators will be assigned to the Authority's water facility in Austinville, Virginia. The Town may need, from time to time, to reassign Operators to and from the Authority's facility and the Town's own facility. However, the Town agrees to keep the Authority's facility appropriately staffed to ensure operation. The Town shall have supervision and control over the Operators. The Authority will retain ownership of its facility.
3. The Authority shall reimburse the Town for the gross salaries provided to the Operators. The Town shall submit to the Authority invoices to the Authority and the Authority shall pay the same within thirty (30) days of invoice.

WITNESS the following signatures in agreement to the above terms and conditions:

**NEW RIVER REGIONAL WATER AUTHORITY**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

**TOWN OF WYTHEVILLE**

\_\_\_\_\_  
Beth A. Taylor  
Mayor

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

### Capacity Allocation

80% of Allocation

0.781 MGD

1.210 MGD

1.210 MGD

3.2 MGD

### Capacity Used per month

Month

|  |  |
|--|--|
|  |  |
|--|--|

[illegible]

|  |  |
|--|--|
|  |  |
|--|--|

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| <p> <input type="checkbox"/> </p> | <p> <input type="checkbox"/> </p> |
|-----------------------------------|-----------------------------------|



## Capacity Allocation

| NRRWA Plant Total |  |
|-------------------|--|
| 100.0%            |  |
| 4.0 MGD           |  |
| 3.2 MGD           |  |

[illegible]

## New River Regional Water Treatment Facility Capacity Allocation

| Allocated Capacity | Carroll   | Wytheville | Wythe County | NRRWA Plant Total |
|--------------------|-----------|------------|--------------|-------------------|
| Allocation %       | 24.4%     | 37.8%      | 37.8%        | 100.0%            |
| Avg Daily Capacity | 0.976 MGD | 1.512 MGD  | 1.512 MGD    | 4.0 MGD           |
| 80% of Allocation  | 0.781 MGD | 1.210 MGD  | 1.210 MGD    | 3.2 MGD           |

**Capacity Used per month**

[illegible]

### Capacity Allocation

**Allocated Capacity**  
Allocation %  
Avg Daily Capacity  
80% of Allocation

|                  |
|------------------|
| <b>Carroll</b>   |
| 24.4%            |
| <b>0.976 MGD</b> |
| 0.781 MGD        |

|                   |
|-------------------|
| <b>Wytheville</b> |
| 37.8%             |
| <b>1.512 MGD</b>  |
| 1.210 MGD         |

|                     |
|---------------------|
| <b>Wythe County</b> |
| 37.8%               |
| <b>1.512 MGD</b>    |
| <b>1.210 MGD</b>    |

|                          |
|--------------------------|
| <b>NRRWA Plant Total</b> |
| 100.0%                   |
| <b>4.0 MGD</b>           |
| 3.2 MGD                  |

**Capacity Used per month**

| Year 2020 |
|-----------|
| Month     |
| January   |
| February  |
| March     |
| April     |
| May       |
| June      |
| July      |
| August    |
| September |
| October   |
| November  |
| December  |

| Carroll County |            |              |
|----------------|------------|--------------|
| Avg MGD        | % Capacity | % Allocation |
| 0.523          | 13.1%      | 53.6%        |
| 0.516          | 12.9%      | 52.9%        |
| 0.541          | 13.5%      | 55.4%        |
| 0.548          | 13.7%      | 56.1%        |
| 0.474          | 11.9%      | 48.6%        |
| 0.573          | 14.3%      | 58.7%        |

[illegible][illegible]

| NRRWA Plant Total |            |
|-------------------|------------|
| Avg MGD           | % Capacity |
| 1.960             | 49.0%      |
| 2.168             | 54.2%      |
| 2.009             | 50.2%      |
| 2.169             | 54.2%      |
| 1.973             | 49.3%      |
| 2.244             | 56.1%      |
| -                 |            |
| -                 |            |
| -                 |            |
| -                 |            |
| -                 |            |

| CHECK# | ISSUE<br>DATE | VENDOR                       | AMOUNT     |
|--------|---------------|------------------------------|------------|
| 151815 | 6/19/2020     | APPALACHIAN POWER            | 1,061.22   |
| 151816 | 6/19/2020     | BUSINESS CARD                | 1,853.38   |
| 151817 | 6/19/2020     | CARROLL CIRCUIT COURT        | 1,452.85   |
| 151818 | 6/19/2020     | CARROLL CO PSA               | 37.80      |
| 151819 | 6/19/2020     | CARROLL COUNTY IDA           | 2,547.00   |
| 151820 | 6/19/2020     | CASKIE GRAPHICS, INC.        | 4,172.45   |
| 151821 | 6/19/2020     | COMCAST                      | 349.36     |
| 151822 | 6/19/2020     | GALAX-CARROLL REG<br>LIBRARY | 39,887.50  |
| 151823 | 6/19/2020     | GFL ENVIRONMENTAL            | 511.63     |
| 151824 | 6/19/2020     | NEW RIVER VALLEY<br>REGIONAL | 141,215.85 |
| 151825 | 6/19/2020     | OPTUM BANK                   | 131.25     |
| 151826 | 6/19/2020     | PITNEY BOWES INC             | 559.41     |
| 151827 | 6/19/2020     | RESERVE ACCOUNT              | 500.00     |
| 151828 | 6/19/2020     | TIME SYSTEMS INC             | 2,228.50   |
| 151829 | 6/19/2020     | TOWN OF HILLSVILLE W/S       | 304.78     |
| 151830 | 6/19/2020     | VA INFORMATION               | 142.19     |
| 151831 | 6/19/2020     | VERIZON                      | 40.10      |
| 151832 | 6/19/2020     | 4IMPRINT                     | 917.93     |
|        |               | CHECK TOTAL                  | 197,913.20 |

**AGENDA**  
**BOARD OF SUPERVISORS**  
**July 13, 2020**  
**4:30p.m.**

- 4:30 p.m.**
- I. CALL TO ORDER**
  - II. FINANCIAL FORECAST**
  - III. CLOSED SESSION – A5, Prospective Business**
  - IV. INVOCATION / PLEDGE**
  - V. CITIZEN’S TIME**
  - VI. PAYMENT OF INVOICES**
  - VII. MINUTES OF PREVIOUS MEETINGS**
    - a. June 22, 2020**
    - b. June 23, 2020**
    - c. June 29, 2020**
  - VIII. NEW BUSINESS**
    - A. V&H Heating & Cooling**
    - B. COVID Funds**
    - C. Comcast Franchise Agreement**
    - D. CCFR / Volunteers**
      - a. Pipers Gap Rescue**
      - b. CCFR**
    - E. DHCD – Virtual Training Support Grant**
    - F. Sewer Service Agreement & Debt Service**
    - G. MRPDC – Smart Scale**
    - H. July 27, 2020 Meeting**
    - I. SSO Grant**



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH

## OFFICE OF DRINKING WATER

Abingdon Field Office

407 E. Main Street, Suite 2  
Abingdon, VA 24210  
Phone: 276-676-5650  
Fax: 276-676-5659

July 28, 2020

### NOTICE OF ALLEGED VIOLATION

SUBJECT: Carroll County  
Waterworks: Condominiums at Cascade  
PWSID No.: 1035091

Mr. Gregory Bell, Vice President  
Cascade Condominium Unit Owners Association, Inc.  
259 North Main Street  
Mt. Airy, North Carolina 27030

Re: Failure to Monitor for Coliform Bacteria

Dear Mr. Bell:

The subject waterworks appears to be in violation of 12VAC5-590-370 of the Virginia *Waterworks Regulations* ("Regulations").

According to our records, the required routine water sample for bacteriological examination was not collected and analyzed during June 2020. One sample was required and none was analyzed.

#### Required Actions:

**Public Notice:** This is a Tier 2 situation. 12VAC5-590-540 of the *Regulations* requires you to notify consumers that the required monitoring was not conducted. The public notice must be handled as follows:

- You must provide a Notice to Consumers ("Notice") no later than August 27, 2020.
- The Notice must be posted in conspicuous locations throughout the area served by your waterworks, or mailed or directly delivered to the persons served by your waterworks.
- If your waterworks serves consumers who would not be reached by your posted, mailed, or hand-delivered Notice, you must also use other distribution methods to provide the Notice to these consumers as well. Such persons may include those who may not see the posted Notice because it is not in a location they routinely pass. Examples of other methods include, but are not limited to, publication of a Notice through a company newsletter, or by E-mail to staff or students.
- The Notice must be posted for a minimum of seven days even if the violation has been resolved, and must remain in place as long as the violation persists.



**Carroll County, VA**

**Infectious Disease (COVID-19)  
Preparedness and Response Plan**

276-730-3001

Version 1

Date – August 10, 2020

## I. Purpose

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam's COVID-19 Executive Order and subsequent Addendum as well as guidelines from the Centers for Disease Control.

## II. Responsibilities

**Carroll County** has assigned the following individual(s) to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

| Health Officer(s) |                      |              |              |
|-------------------|----------------------|--------------|--------------|
| Name              | Title                | Department   | Phone Number |
| R. Cellell Dalton | County Administrator | County Admin | 276-730-3001 |
| Michelle Dalton   | HR Director          | Finance      | 276-730-3001 |
| Ricky Dowdy       | Maintenance Director | Maintenance  | 276-730-3001 |

For the purpose of ensuring compliance with the most recent safety and health requirements, **R. Cellell Dalton, County Administrator**, is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.



### III. Determination of Exposure Risk by Job Duty

We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees' safety and health. This assessment is based on OSHA Publication 3990. Classes of employees have been assigned to risk categories as follows:

*Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: "Very High", "High", "Medium", and "Lower".*

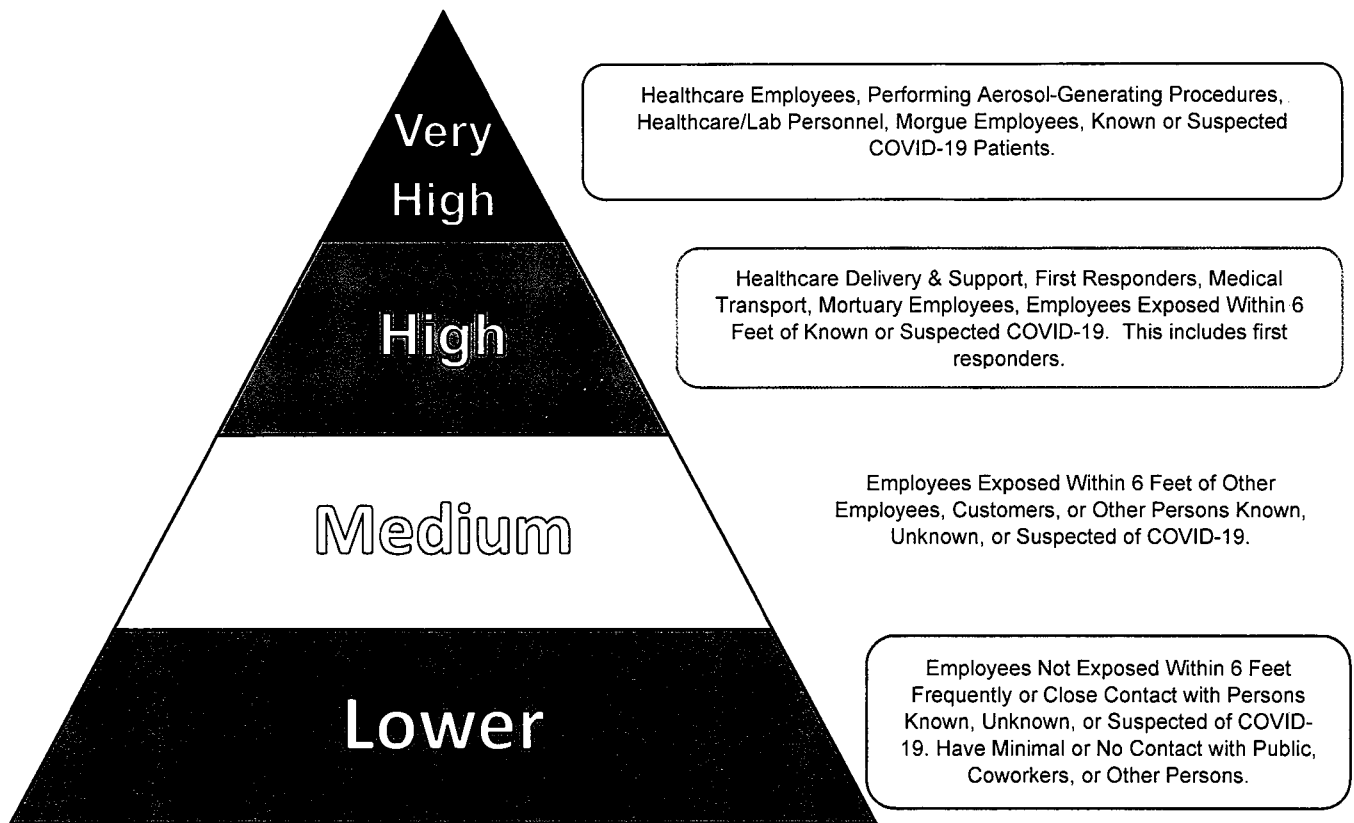
**"Very High"** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**"High"** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet with known or suspected sources of SARS-CoV-2 that are not otherwise classified as "very high" exposure risk (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**"Medium"** exposure risk hazards or job tasks that are not labeled as "very high" or "high" (refer to pages 9-10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**"Lower"** exposure risk hazards or job tasks are those not otherwise classified as "very high", "high", or "medium" exposure risk that do not require contact within six feet of persons known to be, or suspected of being, or who may be infected with SARS-CoV-2; nor contact within six feet with other employees, other persons, or the general public except as otherwise provided in this definition (refer to page 10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

The following graph relates to job tasks that pose a risk level to employees. The job tasks that are listed are not an all-inclusive list.



Consult the definition of “Exposure risk level” of the Emergency Temporary Standard for COVID-19 by the Virginia Department of Labor and Industry. Also, consult pages 18 - 21 of the OSHA document “Guidance on Preparing Workplaces for COVID-19” which is available at <http://www.osha.gov/Publications/OSHA3990.pdf> and determine the risk level of each employee or class of employee based on their type of work and duties. Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

When you have determined the risk level of all your employees and officials, list the work area, job/job tasks, employee exposure risk, and qualifying factors in the table.

The following table is an example.

| <b>Work Area</b> | <b>Job Tasks</b> | <b>Exposure<br/>Risk<br/>Determination</b> | <b>Qualifying<br/>Factors</b><br>(Example: No Public<br>Contact, Public<br>Contact) |
|------------------|------------------|--|---|
|                  |                  |  |   |
|                  |                  |  |   |
|                  |                  |  |   |
|                  |                  |  |   |
|                  |                  |  |   |

#### **IV. Contingency Plan in the Event of an Infectious Disease Outbreak**

In the event that an outbreak or pandemic due to an infectious disease, **Carroll County** has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak.

These plans are as follows:

**The Carroll County Board of Supervisors passed an ordinance to ensure Continuity of County Government in response to the COVID-19 Disaster. Offices are closed to the public whenever possible and many are open by appointment only to reduce the number of citizens who are present in the building. Online payment options are available and encouraged along with the use of drop boxes outside of the building. The number of employees on-site can be reduced by such means as: essential staff only reporting to work, telework, and staggered shifts.**

**The Board of Supervisors can conduct meetings solely on-line with the use of telephonic and write-in comments from the public.**

**Public areas such as the park and picnic shelters are closed with youth sports activities being cancelled.**

**Should the need arise for employees to be absent from work, leave is provided through the Families First Coronavirus Response Act and then through the County's leave policy entitlements. Unemployment is an option should all leave entitlements be exhausted.**

**Occupancy in meeting rooms, break areas and elevators has been limited for social distancing with signage posted. Face masks are required to be worn by the public when inside the building. Employees are required to wear face masks suitable for the task when 6-foot social distancing cannot be maintained, including when two or more employees ride together inside a vehicle. For custodial staff, goggles, gloves and gowns have been provided along with regular face masks. Where health care is being provided, at Carroll County Fire Rescue PPE is required based on the task, such as N-95 respirators, gowns, gloves, face shields, goggles, and shoe coverings.**

**Where possible, plexiglass has been installed to create barriers between employees and the public.**

## **V. Basic Infectious Disease Prevention and Control Measures**

**To control the spread of infectious diseases such as COVID 19, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.**

**To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decreasing the chances of spread of an infectious disease such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each shift. All contact surfaces of**

vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with CDC disinfection guidance. *The employer must make sure that adequate disinfection products are on hand, safety data sheets (SDSs) are obtained and retained, and employees using the products are aware of any personal protective equipment that is required for use.*

**Carroll County's specific actions being taken:**

- Large gatherings are minimized whenever possible; staff meetings are **cancelled; Board of Supervisor's Meetings are livestreamed and public hearings have been held with telephonic and write-in comments to limit in-person citizen attendance.**
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work and leaving work.
- Employee work-stations are greater than six feet apart;
- **Additional cleaning and sanitization of door handles and other commonly touched surfaces throughout buildings**
- **Public playground is closed;**
- **Utilization of on-line payments, on-line registrations and drop-boxes outside of the government complex**
- **Utilization of flexible work hours and teleworking, where possible, to limit the number of employees simultaneously working on-site; and**
- Employee interactions with the general public are modified to allow for additional physical space between parties **with the installation of plexiglass barriers where possible.**

**VI. Identification and Isolation of Sick and/or Exposed Employees**

Risk and exposure determinations are made without regard to employees protected characteristics as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employee's personnel documentation.

### ***1. Employee Self-Monitoring***

The following employees should **not** report to work and, upon notification to **Carroll County**, will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

### ***2. Daily Screenings***

To prevent the spread of COVID-19 and reduce the potential risk of exposure, **Carroll County** screens employees on a daily basis.

Employees are asked the following questions before entering the worksite:

1. Are you **currently** suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
  - a. If a touchless thermometer is available, temperature checks are performed.

- b. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.

2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?

- a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.

A reference chart of the above daily screening questions is listed below.

|   |   |
|---|---|
| <p><b>Before Each Shift</b></p>   | <ul style="list-style-type: none"> <li>• Perform Temperature Check</li> <li>• Ask Questions Listed</li> </ul>   |
| <p><b>Are you currently suffering from any of the following symptoms – fever, cough, sore throat or breath, fatigue, new loss of smell or taste, and/or gastrointestinal distress, loss of consciousness, diarrhea, and vomiting?</b></p> | <ul style="list-style-type: none"> <li>• Yes - Deny Access &amp; Follow <b>Coronavirus Procedure for Known or Suspected to be Infected Employee</b></li> <li>• No - Allow Access</li> </ul>                 |
| <p><b>Have you had any, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?</b></p>   | <ul style="list-style-type: none"> <li>• Yes - Deny Access &amp; Advise Self Isolation/Self-Quarantine at Home at least 14 Days After Close Contact</li> <li>• No - Allow Access</li> </ul>                 |
| <p><b>Have you traveled, knowingly or unknowingly, or been in the last 14 days?</b></p>   | <ul style="list-style-type: none"> <li>• Yes - Deny Access &amp; Advise Self Isolation/Self-Quarantine at Home at least 14 Days After International/Domestic Travel</li> <li>• No - Allow Access</li> </ul> |

Employees who develop symptoms during their shift must immediately report to their supervisor, **Department Head**, Human Resources, and/or the **County Administrator's Office**.

### ***3. Return-to-Work Requirements***

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least **10** days have passed since symptoms first appeared.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed and/or symptomatic individual. This includes the diagnosed and/or symptomatic individual receiving a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, **Carroll County** may accept written statements from employees confirming all the factors supporting their release.



Actively encourage sick employees to stay home:

- **The County provides paid sick and annual leave to full-time employees.** The Families First Coronavirus Response Act Policies and Posters are posted in common places as well as on the employee shared IT drives (if employees have questions regarding use of emergency paid sick time, employees should contact **Human Resources**).
- **Carroll County** will follow state and federal guidance for return to work guidance.
  - Guidance from the employee's health care provider will also be considered.

## VII. Procedures for Minimizing Exposure from Outside of Workplace

**Carroll County** business practices are evaluated to ensure the safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions when that time comes.

- Social distancing practices to be observed
  - 6-foot distances are marked in areas where customers might gather/wait
  - In person meetings are to be made by appointments only
  - Limit the number of customers allowed into workplace and facilities
  - Minimize face to face contact

Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19.

Any individual entering one of **Carroll County's** facilities may have their temperature checked and/or a questionnaire completed prior to entry.

To minimize exposure from visitors or vendors:

- *All business partners that work within **Carroll County** have been provided this Plan.*
- *When possible, **Carroll County** will limit the number of visitors in the facility.*

- *Any individual entering one of the **Carroll County** facilities may have their temperature checked and/or a questionnaire completed prior to entry.*
- *Masks may be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.*
- *All deliveries will be handled through curbside pick-up or delivery whenever possible.*

Minimizing exposure from the general public:

- Social distancing practices to be observed
  - 6-foot distances are marked in areas where individuals might gather/wait.
  - Limit number of individuals allowed into workplace.
  - Minimize face to face contact:
    - Computer workstations positioned at least 6 feet apart
- Information is posted at **Carroll County's** facility educating individuals on ways to reduce the spread of COVID-19.
- Any individual entering **Carroll County's buildings** may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Physical barriers between **Carroll County** employees and the public will be considered in high impact areas.
- Masks may be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use.

## VIII. Training

All employees at **Carroll County** will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

- Requirements of the COVID-19 Emergency Regulation.
- **Carroll County's** Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- PPE
  - When PPE is required
  - What PPE is required
  - How to properly don, doff, adjust and wear PPE
  - Limitations of PPE
  - Proper care, maintenance, useful life and disposal of PPE

All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

Training Records will be certified by the following requirements (see example below):

- Employee name
- Employee's signature (physical or electronic)
- Date
- Signature of Trainer

The following table is an example.

| <b>Date:</b>                       |                                      | <b>Trainer:</b>  |                                |
|------------------------------------|--------------------------------------|------------------|--------------------------------|
| <b>Employee Name<br/>(Printed)</b> | <b>Employee Name<br/>(Signature)</b> | <b>Work Area</b> | <b>COVID-19 Risk<br/>Level</b> |
|                                    |                                      |                  |                                |
|                                    |                                      |                  |                                |
|                                    |                                      |                  |                                |
|                                    |                                      |                  |                                |

Retention of training records must be retained in employee files. These records are located **in the Human Resources Office**. The most recent training records will be maintained.

# Industry Specific Guidelines

## Office Regulations

- a)** Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b)** Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- c)** Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule where only half of employees are in the office at a particular time).
- d)** Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- e)** Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).
- f)** Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- g)** Provide disinfecting supplies and require employees wipe down their workstations at least twice daily.
- h)** Post signs about the importance of personal hygiene.
- i)** Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, and whiteboards).
- j)** Institute cleaning and communications protocols when employees are sent home with symptoms.
- k)** Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- l)** Suspend all nonessential visitors.
- m)** Restrict all non-essential travel, including in-person conference events.

## **Outdoor:**

Businesses or operations whose work is primarily and traditionally performed outdoors must

- a)** Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.
- b)** Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.
- c)** Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.
- d)** Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.