

**BOARD OF
SUPERVISORS**

June 26, 2025



Nottoway County Board of Supervisors

June 26, 2025, 7:00 p.m.

Nottoway County General District Courtroom

328 W. Courthouse Road, Nottoway, VA 23955

AGENDA

A. Welcome

Call to Order

Invocation

Pledge of Allegiance

Chairman Collins

B. Approval of Agenda

C. Approval of Minutes

Minutes of the Special Meeting held June 1, 2025; Regular Meeting held May 15, 2025; and the Regular Meeting held March 20, 2025.

D. Delegations from the Public

E. Public Hearings

F. Presentations

1. Area Bear Population

Katie Martin – Bear Biologist

G. Department Reports

1. Virginia Department of Transportation
2. Solid Waste
3. Building Inspections
4. Animal Control
5. Piedmont Health District
6. Nottoway County Public Library
7. Nottoway County School Board
8. Social Services
9. Planning and Economic Development
10. Emergency Services
11. Piedmont Regional Jail Authority
12. Pickett Park

Aaron French, Asst. Residency Administrator
Gary Easter, Landfill Supervisor
Nicholas Bowles, Building Official
Sheila Estes, Senior Animal Control Officer
Maria Almond, District Health Director
Jacqueline Zataweski, Library Director
Tameshia Grimes, Supt./Sonny Abbott, Chairman
Shannon Reed, Director
Gregg Zody, Planning & Econ. Dev. Director
Buddy Hyde, Emergency Services Coordinator
Chairman Collins
Administrator Bowen

H. Constitutional Officers Reports and Comments

1. Jane Brown, Circuit Court Clerk
2. Robert Jones, Sheriff
3. Tammie Raiford, Treasurer
4. Christy Hudson, Commissioner of the Revenue
5. Leanne Watrous, Commonwealth's Attorney

I. Unfinished Business

1. Ongoing Project and Committee Reports Board of Supervisors and Administrator Bowen
 - a. Animal Shelter
 - b. Dispatching
 - c. Broadband
 - d. Public Safety Radio Project
 - e. Courthouse PPEA Update
 - f. Committee Reports Board of Supervisors
2. Motorola Bill from 2022

J. New Business

1. Aviation Industrial Park, Blackstone Philip Vannoorbeeck, Town Manager
2. BZA Appointments Gregg Zody, Planning & Econ. Dev. Director
3. Resolution for Employee Bonuses Administrator Bowen
4. Employee Handbook Vice Chair Norton/Supervisor Roark
5. Crossroads – Annual Performance Contract

K. Consent Items

Motion to Accept Recommendations or Amend Consent Agenda for Discussion of any Particular Item

1. May Expenditures – All Funds
2. Admin - Budget Adjustments/Supplements/Transfers
3. Sheriff – Carryover Requests for Grants/Purchase Orders
4. Sheriff – Carryover Requests for Purchase Orders \$183,003.60
5. Budget Adjustment – School – State Bonus Funds \$176,148.00
6. Budget Adjustment – Sheriff Grant Match \$73,097.00
7. Budget Adjustment – Sheriff LOLE Grant \$3,200.00
8. Library – Carryover Request for Imagination Library \$2,952.26
9. Refund Request – Building Permit \$64.50

L. Correspondence/Information Items

1. CRC – May 2025 Items of Interest
2. VACo Letter – Sanctuary Jurisdictions
3. RPA Reassignment Approval
4. Revenue and Population Comparison of Surrounding Localities
5. SVCC GED Graduation
6. Columbia Gas – Application re: SAVE Plan and Rider
7. Dominion Energy – (3) Orders/Notices (full documents available in County Administration)

M. County Administrator Report

N. Comments from Members of the Board

Vice Chairman Norton
Supervisor Ingram
Supervisor Roark
Supervisor Toth
Chairman Collins

O. Closed Meeting

I move that the Board of Supervisors of Nottoway County, Virginia, adjourn into closed meeting pursuant to *Code of Virginia* § 2.2-3711 (A)(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically property located near Fort Barfoot.

Motion to Adjourn



Nottoway County Board of Supervisors

May 15, 2025, 7:00 p.m.

Nottoway County General District Courtroom

328 W. Courthouse Road, Nottoway, VA 23955

AGENDA

A. Welcome

Call to Order

Vote to Allow Remote Participation

Invocation

Pledge of Allegiance

Chairman Collins

B. Approval of Agenda

Motion to Approve or Approve with Amendments

C. Approval of Minutes

Motion to Adopt or Approve with Amendments

D. Delegations from the Public

E. Public Hearings

1. Public Hearing – Proposed Secondary Six Year Plan

F. Presentations

G. Department Reports

1. Virginia Department of Transportation
2. Solid Waste
3. Building Inspections
4. Animal Control
5. Piedmont Health District
6. Nottoway County Public Library
7. Nottoway County School Board
8. Social Services
9. Planning and Economic Development
10. Emergency Services
11. Piedmont Regional Jail Authority
12. Pickett Park

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Chairman Collins
Administrator Bowen

H. Constitutional Officers Reports and Comments

1. Jane Brown, Circuit Court Clerk
2. Robert Jones, Sheriff
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4. Christy Hudson, Commissioner of the Revenue
5. Leanne Watrous, Commonwealth's Attorney

I. Unfinished Business

1. Ongoing Project and Committee Reports
 - a. Animal Shelter
 - b. Dispatching
 - c. Broadband
 - d. Public Safety Radio Project
 - e. Committee Reports
2. Fiscal Year 2026 Budget

Board of Supervisors and Administrator Bowen

Board of Supervisors

J. New Business

1. Citizen Member - Emergency Medical Services Board

K. Consent Items

Motion to Accept Recommendations or Amend Consent Agenda for Discussion of any Particular Item

1. April Expenditures – All Funds

L. Correspondence/Information Items

1. CRC – April 2025 Items of Interest
2. Senator Mulchi – Letter of Support
3. Thank You from Judge Cella
4. Retirement Reception Invitation
5. Thank You – RAM Event
6. Citizen Comments on Fire/EMS Tax Levies
7. Sands Anderson Letter to C. Morrisette
8. Brunswick County Request for RPA Change
9. DGS – Groundwater Consultant Surveys
10. Dominion Energy – (5) Orders/Notices (full documents available in County Administration)

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N. Comments from Members of the Board

Vice Chairman Norton
Supervisor Ingram
Supervisor Roark
Supervisor Toth
Chairman Collins

O. Closed Meeting

I move that the Board of Supervisors of Nottoway County, Virginia, adjourn into closed meeting pursuant to *Code of Virginia* § 2.2–3711 (A)(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically property located near Fort Barfoot.

Motion to Adjourn

AT A SPECIAL MEETING OF THE BOARD OF SUPERVISORS OF NOTTOWAY COUNTY, VIRGINIA, HELD AT THE EMERGENCY OPERATIONS CENTER THEREOF, ON SUNDAY, THE 1ST DAY OF JUNE IN THE YEAR OF OUR LORD TWO THOUSAND TWENTY-FIVE AND IN THE 249TH YEAR OF THE COMMONWEALTH:

PRESENT: WILLIAM J. COLLINS, III, CHAIRMAN
DAPHNE V. NORTON, VICE CHAIRMAN
RICHARD H. INGRAM, JR.
JOHN A. ROARK
GEORGE G. TOTH, III
STEVE W. BOWEN, COUNTY ADMINISTRATOR
CATHERINE DOUGLASS, COUNTY ATTORNEY

Chairman Collins calls the meeting to order at 6:30 p.m. This Special Meeting was called for the purpose of discussing Emergency Services.

David Williams, Nottoway County Emergency Squad, provides the invocation. Chairman Collins leads everyone in the Pledge of Allegiance to our flag.

Approval of the Agenda: Supervisor Ingram moves to approve the agenda. A second is provided by Supervisor Roark. Following a voice vote, the motion carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Yes
G. G. Toth	Yes

Chairman Collins states tonight's discussion will deal in facts and will not mention names or identifiers. He asks Mr. Hyde to begin. A redacted call sheet regarding a specific emergency services call is distributed to attendees.

Supervisor Roark would like to note that Mr. Hyde, as Emergency Services Coordinator, is within his rights to have the report, that no HIPAA violation has occurred by him presenting this. Mr. Williams adds that generalized care can be discussed but without mention of individual patient names or care.

Mr. Hyde explains that page 1 of the report has call-taker input, page 2 shows times, and most of the notes are on the last page. David Williams would caution the Board regarding third-hand information, gossip, and innuendo when a citizen contacts them about an emergency medical services call. He explains that Dr. Eggleston, the County's Operational Medical Director, reviews all calls of a certain nature, and he has reviewed all of those for the month of May.

Administrator Bowen asks Mr. Williams if this issue is outside the scope of the Board of Supervisors' involvement noting again that Dr. Eggleston reviews all serious calls. Mr. Williams states that there is a line between clinical operations and financial operations, and there are legal concerns when discussing the clinical. Mr. Hyde, as Emergency Services Coordinator, has access to all call information. Administrator Bowen clarifies his question was so that all were aware that there is oversight for the County's emergency medical services.

Chairman Collins explains that many citizens have concerns about the expense of the County's funding emergency services, and yesterday a citizen brought a concern about a call which warranted today's meeting.

Supervisor Roark reviews the timeline for the call in question, and Mr. Williams explains, in general terms, how a call of this nature would be conducted. It was suggested to Board members that no ALS provider was onboard, but Mr. Williams corrects that information as there was in fact an ALS provider staffed on the responding ambulance. To give explanation of how a call is conducted, Mr. Williams poses a hypothetical scenario, explaining protocols and how providers must adapt to patient changes.

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Independently of each other, Mr. Williams and Dr. Eggleston performed a clinical review of the call in question, and neither found fault in the response. Dr. Eggleston is available by phone tonight should the Board wish to consult him.

Mr. Williams is actively recruiting to staff a second truck for the County. His goal is to hire three paramedics and three EMTs.

Supervisor Toth notes that a citizen brought forward a concern over the ambulance not being staffed at an ALS level. Hearing that, the Board felt a meeting was necessary.

Mr. Williams speaks to contracts in light of future 911 responsibilities. He then speaks to rumors of employee bonuses. NCES is not paying employee bonuses or recruiting bonuses. He is offering a stipend to his employees who refer an EMT/paramedic that results in a hire.

Supervisor Toth sees no need for a Closed Meeting. Supervisors Toth and Roark and Mr. Hyde will meet this week with the NCES Board.

E. B. Fisher has a copy of the current changes to the NCES Constitution for distribution.

Administrator Bowen confirms with the Board that the check to NCES is still to be written. The funds, previously approved by the Board, will be released tomorrow. Also, for transparency, he mentions to Mr. Williams that he has been in contact with ESS, not to make a move, but for further information.

Chairman Collins confirms with Ms. Douglass that HIPAA supersedes FOIA, so some of the Board's review of NCES business will not be for open discussion. He encourages the Supervisors to be mindful of that in the future.

The Board members having nothing further, Supervisor Toth moves to adjourn. A second is provided by Supervisor Ingram. Chairman Collins adjourns the meeting at 7:40 p.m.

Chairman

Clerk

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF NOTTOWAY COUNTY, VIRGINIA, HELD AT THE GENERAL DISTRICT COURTHOUSE THEREOF, ON THURSDAY, THE 15TH DAY OF MAY IN THE YEAR OF OUR LORD TWO THOUSAND TWENTY-FIVE AND IN THE 249TH YEAR OF THE COMMONWEALTH:

PRESENT: WILLIAM J. COLLINS, III, CHAIRMAN
 DAPHNE V. NORTON, VICE CHAIRMAN
 RICHARD H. INGRAM, JR.
 JOHN A. ROARK
 GEORGE G. TOTH, III
 STEVE W. BOWEN, COUNTY ADMINISTRATOR
 CATHERINE DOUGLASS, COUNTY ATTORNEY

Chairman Collins calls the meeting to order at 7:00 p.m.

Pastor Randy Baisey, Chairman, Blackstone Ministerial Association, provides the invocation. Chairman Collins leads everyone in the Pledge of Allegiance to our flag.

Approval of the Agenda: Administrator Bowen asks to amend the agenda to add: J-2 Date of the June Regular Meeting and K-2 Reallocation of Funds. Supervisor Roark moves to approve the agenda. A second is provided by Vice Chair Norton. Following a voice vote, the motion carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Yes
G. G. Toth	Yes

Chairman Collins begins the Delegations from the Public.

1 – Teresa Hines: Property owner of 6039 Old Nottoway Road and is opposed to the placement of the 300' radio tower. States she did not receive a notice regarding the Public Hearing and asks the Board to reconsider their decision to approve the Special Exception.

2 – Brittany Spivey: Resident at 6039 Old Nottoway Road and is opposed to the positioning of the telecommunications tower. Believes there are health issues associated with radio frequency exposure and asks the Board to reconsider the proposed location of the tower.

3 – Sonny Abbott: Thanks Vice Chair Norton for responding to his question of where \$1,000,000 is that had been listed in the Treasurer's investment report. This month's investments decreased by \$500,000. He asks how much money the County has and notes that the Code of Virginia requires a monthly report of those deposits. Given the rapid decrease of the investments, he has concerns regarding the FY26 budget's use of reserves.

Chairman Collins begins tonight's public hearings.

1 – Proposed Secondary Six Year Plan: Aaron French, Assistant Resident Engineer, reviews the Fiscal Year 2026 through 2031 Secondary Six Year Plan. The estimated allocations include \$196,302 of telefees and \$138,927 of unpaved funds.

Included in the plan are:

Route 686, Barnes Lane – Rural Rustic – to be completed in 2028

Route 652, Hawthorne Drive – Rural Rustic – to be completed in 2031

Future Project – Rural Rustic – To Be Decided

There is carryover of \$162,000 in telefees. A future project can be discussed as there will likely be enough remaining funds to select a safety improvement project on a secondary road.

Supervisor Roark asks if the public has tonight's information. Mr. French states this was advertised properly and copies of the plan were made available, so the hearing can proceed.

Supervisor Roark moves to open the Secondary Six Year Plan Public Hearing. A second is provided by Supervisor Toth. Following a voice vote, the motion carries as follows:

May 15, 2025

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Yes
G. G. Toth	Yes

With no one wishing to speak either for or against, Supervisor Roark moves to close the Public Hearing. A second is provided by Supervisor Ingram. Following a voice vote, the motion to close carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Yes
G. G. Toth	Yes

The Board receives the following Department reports:

1 – Virginia Department of Transportation: Nottoway Area Headquarters maintenance report for April 2025. Aaron French, Assistant Resident Engineer, reports the Route 46 bridge project is on schedule for a July completion with no substantial impact to the schedule from this week's weather. Once the bridge is open, VDOT plans to perform some reconstruction and then a total resurface of Jonesboro Church Road. Chairman Collins asks Mr. French to also check Cedar Creek Road. The 723/460 R-cut project is on schedule. The ADA ramp improvements along 460 in Crewe are complete. The Crystal Lake Road project has begun. A variety of road safety improvements will begin on six routes in Nottoway, including Route 49 near the Town of Crewe, Bible Road, Rocky Ford Road, Cellar Creek Road, West Courthouse, and Hungarytown Road. These safety projects are federal and state funded; no SSYP or maintenance funds will be used. Primary and some secondary mowing is nearly complete for this cycle. Little Creek Road will close for roughly two weeks in July for a pipe cleaning.

2 – Solid Waste: No report provided.

3 – Building Inspection: April 2025 report; 47 building permits issued for \$8,427.46 in permit fees and \$3,442,343.34 in construction value; 146 inspections performed. Administrator Bowen mentions an additional document showing that of those 146 inspections 52 failed, a 33% failure rate. This will be part of the monthly report, and he would appreciate hearing any complaints Board members may receive so he can discuss them with the Building Official.

4 – Animal Control: April 2025 report; 122 animal control calls; 21 summons issued; 1 convictions; 5 compliance notifications issued; 1 dog held in foster care over 40 days.

5 – Piedmont Health District: Administrator Bowen has a meeting scheduled with Dr. Almond regarding relocating the Health Department. They are in need of space.

6 – Nottoway County Public Library: Library Board of Trustees meeting packet for April 16, 2025; April Director's Report.

7 – Nottoway County School Board: On Dr. Grimes behalf, Heather Maier thanks the Board for supporting their proposed budget. At last night's School Board meeting, they named Dr. Marcia Martin as the next Superintendent, and she is to begin duties July 1, 2025. They look forward to working with the County on future projects. June 5th is the last day of school with graduation on June 7th.

Supervisor Roark asks Ms. Maier the total dollar figure of the school's budget and the total student enrollment. The budget is close to \$40 million, and the March 31 ADM was 1,668. Supervisor Roark is concerned that the cost per student is high given that the schools are not fully accredited. The County funds approximately \$2.1 million above the SOQ. At the joint worksession, Ms. Maier explained that if the County pulls that funding, the school would lose an additional \$5 million in grant funds.

May 15, 2025

To Supervisor Roark's question regarding grant funding for bullying, Ms. Maier says she will bring that question to Dr. Martin. She encourages parents to communicate any issues to the School Board office.

8 – Social Services: No report provided.

9 – Planning & Economic Development: Planning and Economic Development Monthly Update for April 2025. Mr. Zody provides a handout for the CRC Broadband Study. He informs the Board that he recently signed off on the zoning portion for the construction of RiverStreet's equipment shelter on Cox Road.

10 – Emergency Services: Emergency Services Coordinator's Report for May 2025. Fire & EMS Working Group Planning Meeting Agenda for May 6, 2025. On May 6th, there was a kickoff for training on the new Emergency Medical Dispatch software in anticipation of a July implementation. There is an upcoming exercise simulation of a helicopter crash. He continues to research fire/EMS levies. There was a fireworks planning meeting at the Blackstone airfield for the July 1st show in Crewe and the July 2nd show in Blackstone, similar to last year. There will be a tabletop exercise with the schools on July 7th.

Supervisor Roark would like the Board to consider waiving all property taxes for Fire/EMS volunteers. Incentivizing volunteers may save the County the cost of staffing those agencies. He suggests eligibility for exemption after two years of volunteering, attending meetings, and receiving certifications. Lifetime members and those who have already been serving for ten years would be exempt automatically. Chairman Collins requests Mr. Hyde to work with Commissioner Hudson to determine the impact of such an exemption.

Administrator Bowen has provided the State Code section that explains that auto decal fees are considered general tax revenue.

11 – Piedmont Regional Jail Authority: This meeting will be held next week.

12 – Local Redevelopment Authority: Lease Actions Income Report dated May 12, 2025. Officer's Club Income Report dated May 12, 2025. FY25 Revenue/Expense Report dated May 12, 2025. Administrator Bowen reports that Chairman Collins, Mr. Zody, Manager Vannoorbeeck, Alex McCoy (Executive Director, VHREDA), and he met with Virginia Works Deputy Commissioner Kathy Byron and Secretary of Labor Bryan Slater to discuss LRA property outside the gates of Fort Barfoot.

Reports, requests, and recommendations of Constitutional Officers:

1 – Jane L. Brown, Clerk: No report provided.

2 – Robert L. Jones, Sheriff: Nothing to report.

3 – Tammie A. Raiford, Treasurer: Reports included in tonight's package.

4 – Christy A. Hudson, Commissioner of the Revenue: Quarterly report in the package.

5 – Leanne Watrous, Commonwealth's Attorney: Case reports in the package.

Vice Chair Norton met with Ms. Watrous and was told of new protocols in that office. There is a new state mandate for production of a witness list to the defense attorney thirty days before a case.

The Board considers the following unfinished business.

1a – Animal Shelter: Supervisor Ingram visits a couple of times a week to watch the progress and much has been done. Mike Gentry has been very helpful, and Mike Burdalski, CARES member, has been documenting and providing reports of the progress. Administrator Bowen mentions an upcoming progress meeting on May 28th where CARES may detail their plans for funding part of the project. On May 1st, the IDA was gracious and voted to loan the County the money to renovate the building.

2 – Fiscal Year 2026 Budget: Administrator Bowen says the budget has been advertised, and the next thing on the budget calendar is the Public Hearing next Thursday, May 22nd at 7:00 p.m.

Vice Chair Norton has had many phone calls, the Board must decide if the tax rate and levies are the necessary next steps. She points out the budget increase of \$6 million is due to a school grant.

Logan Presley, Finance Manager, explains the Emergency Services Vehicle line is revenue from a reduced tax on one vehicle driven by fire/EMS members. Rather than being assessed \$3.75/\$100, they are allowed one vehicle at \$1.00/\$100.

Supervisor Roark would like to pull the County-funded position in the Commonwealth's Attorney's office. His understanding was that if the position were filled, more cases would be prosecuted, and he does not see that happening. He would not vote for the budget as advertised with the position included.

The Board considers the following new business:

1 – Citizen Member – Nottoway County Emergency Squad Board: Chairman Collins confirms Supervisor Toth is interested in being the Board's liaison. E. B. Fisher is agreeable to having Supervisor Toth, a citizen, and Mr. Hyde. Supervisor Roark would like to volunteer to serve. The NCES Executive Board has asked four of their own to step down and agreed to having three of the County's choosing. Vice Chair Norton believes a citizen's input would be valuable, especially if they have an EMS background. Supervisor Ingram sees this board as advisory to the Board of Supervisors. Chairman Collins urges citizens who would like to serve to reach out to their district's Supervisor before the next worksession.

Supervisor Roark makes a motion to appoint Supervisor Toth, Buddy Hyde, and himself to the Nottoway County Emergency Squad advisory board.

Mr. David Williams, NCES, states they are rewriting their Constitution to reform their Executive Board to include three NCES and three County representatives, but he acknowledges this could take a different form if needed. For personnel matters, they would form a committee under this new advisory board to handle other operational issues. Day to day matters would be handled through their internal chain of command. He explains this new advisory board is for financial transparency to the citizens.

Mr. Fisher has been working on the Constitution and would appreciate a decision on the make-up of the new Board so the verbiage can be in place soon. Ms. Douglass suggests modifying the wording to state "Supervisor or citizen". This will restructure the NCES Executive Board and will be advisory to the Board of Supervisors.

A second is provided by Vice Chair Norton. Following a voice vote, the motion passes as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Yes
G. G. Toth	Yes

2 – Date of the June Regular Meeting: Administrator Bowen suggests the Board move the date of its June regular meeting. Supervisor Roark moves to move the regular Nottoway County Board of Supervisors meeting from June 19th to June 26th at 7:00 p.m. in the General District Courtroom due to its conflict with the Juneteenth holiday. A second is provided by Supervisor Toth. Following a voice vote, the motion passes as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes

May 15, 2025

J. A. Roark	Yes
G. G. Toth	Yes

The Board considers the following Consent Items.

1 – April Expenditures – All Funds

Supervisor Ingram moves to approve K-1. A second is provided by Supervisor Roark. Following a voice vote, the motion carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Yes
G. G. Toth	Yes

2 – Reallocation of Funds: Mrs. Presley has a memo before the Board outlining a request by the Nottoway County Emergency Squad for \$62,500 (1/12 of their FY26 request) to cover June 2025's payroll and operational expenses. This has not been budgeted or appropriated.

Also, an invoice of \$58,601 from Motorola Solutions for work performed after a lightning strike to the Sheriff's Department in 2022. The County filed and received an insurance claim, but there was no carryover of funds from the previous fiscal years to allow for payment of this bill. Supervisor Toth suggests not paying this bill until legal can review any contract and advise. Administrator Bowen suggests dividing the Budget Adjustment and add the Motorola bill for consideration at the June meeting.

Chairman Collins reviews with David Williams, NCES, that the agreement to fund NCES provides the County with 24/7 coverage by an ALS-staffed ambulance. Mr. Williams acknowledges that was the understanding.

Supervisor Roark moves to reappropriate \$62,500 to fund one Nottoway County Emergency Squad ambulance after June 1. A second is provided by Supervisor Ingram. Following a voice vote, the motion carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Yes
G. G. Toth	Yes

Administrator Bowen says a \$62,500 check will be ready for NCES on Monday, June 2nd.

The following information items are presented in the package:

- 1 – CRC – April 2025 Items of Interest
- 2 – Senator Mulchi – Letter of Support
- 3 – Thank You from Judge Cella
- 4 – Retirement Reception Invitation
- 5 – Thank You – RAM Event
- 6 – Citizen Comments on Fire/EMS Tax Levies
- 7 – Sands Anderson Letter to C. Morrisette
- 8 – Brunswick County Request for RPA Change
- 9 – DGS – Groundwater Consultant Surveys

10 – Dominion Energy – (5) Orders/Notices (full documents available in Co. Admin)

Vice Chair Norton addresses item #9, the groundwater consultant survey. She recently attended the Crewe Town Council meeting where Delegate Ware informed them the water project is moving forward. Administrator Bowen has given permission for the surveyors to be on County property so DGS can consider where to run the waterline connecting to the High School. There is a second project near the Convenience Center on Lewiston Plank Road.

Regarding item #7, the legal case with Morrisette, Chairman Collins has spoken with T. J. Oliver regarding the case and would be happy to discuss it one on one with the Supervisors.

Administrator Bowen reports the Mrs. Presley is hoping to be reconciled by the end of May. Vice Chair Norton and Supervisor Roark have been working towards a personnel policy, and he hopes to have that ready for presentation in June with the possibility of its becoming effective July 1st. On April 28th, Chairman Collins, Vice Chair Norton, and Administrator Bowen attended VACo's Region 4 meeting.

Vice Chair Norton reports that Rails to Trails will be expanding to Burkeville, the water project is progressing, and the Chicken Festival is returning in October but being held at the Crewe airport.

Supervisor Ingram is pleased to see the Animal Shelter project moving forward and is impressed with the work being performed. The Board is working diligently towards a solution to the emergency services issue for the citizens.

Supervisor Roark would like staff to consider the issue presented by Ms. Hines and Ms. Spivey and have legal review the matter. He has concerns about recent legal outcomes, particularly VCBR residents at Piedmont Regional. He provides a health update and says he plans to finish his term.

Supervisor Toth looks forward to working with the EMS board towards Nottoway citizens having a responsive, staffed ambulance.

Chairman Collins invites all citizens to fill the courtroom next Thursday at the budget public hearing and express their thoughts.

Supervisor Toth moves that the Board of Supervisors of Nottoway County, Virginia, adjourn into closed meeting pursuant to *Code of Virginia* § 2.2-3711 (A)(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically property located near Fort Barfoot. A second is provided by Supervisor Roark. Following a voice vote, the motion carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Yes
G. G. Toth	Yes

The Board enters Closed Meeting at 9:08 p.m.

The Board reconvenes in Open Session at 9:30 p.m.

Chairman Collins reads the motion of certification:

WHEREAS, the Nottoway County Board of Supervisors 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,

May 15, 2025

WHEREAS, § 2.2-3712 (D) of the *Code of Virginia* requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Nottoway County, Virginia hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board of Supervisors, and (iii) no action was taken in the closed meeting regarding the items discussed.

A second is provided by Supervisor Roark. A roll call vote is taken with responses as follows:

W. J. Collins	I Certify
D. V. Norton	I Certify
R. H. Ingram	I Certify
J. A. Roark	I Certify
G. G. Toth	I Certify

Having no further business, Supervisor Roark moves to adjourn. Following a voice vote, the motion carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Yes
G. G. Toth	Yes

Chairman Collins adjourns the meeting at 9:33 p.m.

Chairman

Clerk

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF NOTTOWAY COUNTY, VIRGINIA, HELD AT THE GENERAL DISTRICT COURTHOUSE THEREOF, ON THURSDAY, THE 20TH DAY OF MARCH IN THE YEAR OF OUR LORD TWO THOUSAND TWENTY-FIVE AND IN THE 249TH YEAR OF THE COMMONWEALTH:

PRESENT: WILLIAM J. COLLINS, III, CHAIRMAN
DAPHNE V. NORTON, VICE CHAIRMAN
RICHARD H. INGRAM, JR.
GEORGE G. TOTH, III
STEVE W. BOWEN, COUNTY ADMINISTRATOR
CATHERINE DOUGLASS, COUNTY ATTORNEY

ABSENT: JOHN A. ROARK

Chairman Collins calls the meeting to order at 7:00 p.m.

Pastor Jason Leonard, Blackstone Presbyterian Church, provides the invocation.
Chairman Collins leads everyone in the Pledge of Allegiance to our flag.

Approval of the Agenda: Hearing no amendments, Supervisor Ingram moves to approve the agenda. A second is provided by Supervisor Toth. Following a voice vote, the motion carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

Approval of the Minutes: Minutes are presented from the Board's organizational meeting held January 7, 2025. Supervisor Ingram moves to approve the minutes as presented. A second is provided by Vice Chair Norton. Following a voice vote, the motion carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

Chairman Collins begins the Delegations from the Public.

1 – Sonny Abbott: Compares the Treasurer's reports in the January Board package with those in the March Board package. The Code of Virginia has requirements for monthly reporting by the Treasurer, and he questions if all deposits are reported. He then asks the Board to remove the stipulation that only the previous or current agenda be addressed by the public.

Administrator Bowen reminds everyone that, with Supervisor Roark still out on medical leave, if a vote results in a tie, the motion will be defeated.

Chairman Collins begins tonight's public hearings.

1 – Special Exception – Herrera Manufactured Home

Mr. Zody provides the details of the request to place a manufactured home on tax map # 18A50-1-36 on CCC Road, zoned Rural Residential. The applicant has submitted for a well permit. Only one adjacent property owner contacted Mr. Zody and asked if this would affect their property or if they should attend the hearings. The Planning Commission heard the request and recommended approval with the staff recommendations by a vote of 8-0.

1. This special exception is granted for a double-wide manufactured home.

2. This special exception may be revoked by Nottoway County or by its designated agent for failure to comply with any of the listed or amended conditions made by staff, the Planning Commission.
3. Well and Septic Permits must be issued by the Virginia Department of Health prior to the occupancy of the home (i.e. Occupancy Permit).
4. Use the approved private entrance as constructed.

Vice Chair Norton moves to open the public hearing for the Herrera Manufactured Home request. A second is provided by Supervisor Ingram. Following a voice vote, the motion carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

With no one present to speak for or against the request, Supervisor Toth moves to close the Public Hearing. A second is provided by Vice Chair Norton. Following a voice vote, the motion passes as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

Chairman Collins notes the Special Exception has been accepted and passed.

2 – Special Exception Amendment – Tropical Treehouse

Mr. Zody states the Board tabled the original request to remove the condition that only Cross Creek Nursery workers were allowed to rent the duplex. For tonight's public hearing, he advertised and sent letters to all adjacent property owners. The Board proposed allowing farm workers throughout Nottoway County to rent one side of the duplex. The Planning Commission recommended denial with a vote of 7-0-1 with Jeff Lavelle abstaining.

Supervisor Toth moves to open the public hearing for the Special Exception Amendment for Tropical Treehouse. A second is provided by Supervisor Ingram. Following a voice vote, the motion carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

1 – Gene McAuliffe: Spoke to the adjacent property owners and found no opposition to one side being rented to non-nursery workers.

Vice Chair Norton moves to close the Public Hearing. A second is provided by Supervisor Toth. Following a voice vote, the motion passes as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

Supervisor Toth spoke to an adjacent property owner who was agreeable to an offsite worker renting the duplex and acknowledged the owner had been informative throughout the

process. Vice Chair Norton is concerned with who would monitor the rentals. She will uphold the Planning Commission's decision.

Supervisor Toth makes a motion to pass the Special Exception to grant the right to rent to the general public no more than 50% of the duplex with 50% rented to Cross Creek's H-2A workers. The motion dies for lack of a second.

To a question of what defines a farm worker, Supervisor Toth was speaking of federal H-2A workers.

3 – Planning and Zoning Application Fees Increase

Mr. Zody has noted many planning services have no associated fees. He then reviews comparative fee schedules of Nottoway's adjacent localities and shares his recommendations. The fees would cover staff's time to review and approve various planning and zoning permits and services.

Vice Chair Norton moves to open the public hearing for the Planning and Zoning Application Fees Increase. A second is provided by Supervisor Toth. Following a voice vote, the motion carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

With no one present to speak either for or against the matter, Supervisor Toth moves to close the Public Hearing. A second is provided by Supervisor Ingram. Following a voice vote, the motion passes as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

Supervisor Toth makes a motion to approve the proposed increased fees. A second is provided by Supervisor Ingram. Supervisor Toth withdraws his motion and then moves to approve the proposed increased fees and add said language to the Zoning Ordinance. A second is provided by Supervisor Ingram. Following a voice vote, the motion passes as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

Vice Chair Norton requests Mr. Zody develop the associated budget impact.

4 – Public Hearing for Guideline Adoption – Public-Private Education Facilities and Infrastructure Act

Administrator Bowen notes that adoption of these guidelines will enable the County to utilize the Public-Private Education Facilities and Infrastructure Act of 2002 which grants the County of Nottoway the authority to create public-private partnerships for the development of a wide range of projects for public use if the County determines there is a need for the project and that private involvement may provide the project to the public in a timely or cost-effective manner.

Supervisor Ingram moves to open the public hearing for the PPEA Guidelines. A second is provided by Vice Chair Norton. Following a voice vote, the motion carries as follows:

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W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

1 – Woodson Irby: Speaks favorably to the adoption. Given a lack of specialized staff and a complicated process, adoption of the PPEA guidelines would bring a professional group to the table to complete the necessary steps for project completion. It would also set a maximum dollar figure for the project.

Vice Chair Norton notes that on page 5, Section G, the individual responsible to receive proposals and respond to inquiries will be the County Administrator. Even though there is a committee, this would be the responsibility of Administrator Bowen.

Supervisor Toth moves to close the Public Hearing. A second is provided by Supervisor Ingram. Following a voice vote, the motion passes as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

Ms. Douglass reminds the Board the timeline requires a proposal to the judge by July 5th. Adoption of these guidelines would still need action quickly to meet the deadline. Once adopted, companies can submit proposals to the County, and the County can then act.

Supervisor Ingram makes a motion to approve the use of PPEA in the construction and renovation of Nottoway's Courthouse Complex. A second is provided by Supervisor Toth. Following a voice vote, the motion passes as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

5 – Public Hearings for Disposition of Property – 186 Reservation Road and 1200 Darvills Road

Administrator Bowen explains this public hearing is for the sale of four (4.0) acres of real property, pursuant to Section 15.2-1800 et seq. of the *Code of Virginia*, known as 1200 Darvills Road, Blackstone, Virginia, and designated as Tax Parcel # 51-94; and also the sale of 4.48 acres of real property, pursuant to Section 15.2-1800 et seq. of the *Code of Virginia*, known as 186 Reservation Road, Blackstone, Virginia, and designated as Tax Parcel # 43-131.

Supervisor Ingram moves to open the public hearing for the sale of public property. A second is provided by Supervisor Toth. Following a voice vote, the motion carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

With no one present to speak either for or against the matter, Supervisor Ingram moves to close the Public Hearing. A second is provided by Supervisor Toth. Following a voice vote, the motion passes as follows:

W. J. Collins	Yes
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D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

The bowling alley is being sold by online auction ending March 27th. The Reservation Road property is being sold by a realtor who has an interested buyer. Both County properties are near Fort Barfoot. Supervisor Toth reviews the previous failed purchase of the bowling alley. Administrator Bowen reviews the previous failed purchase of the Reservation Road property.

Supervisor Toth makes a motion to sell the property located at 1200 Darvills Road and the property at 186 Reservation Road. A second is provided by Supervisor Ingram. Following a voice vote, the motion passes as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

The Board hears a presentation on the Fiscal Year 2024 Audit Results by Jay Sanudo, Robinson, Farmer, Cox Associates. Having provided each Board member a copy, Mr. Sanudo reviews the final audit. At the end of the fiscal year: total net position was \$33.4 million, a decrease of about \$4.4 million; on a modified accrual basis, the fund balance was \$22.2 million; the unassigned fund balance was \$16.5 million; and, cash and cash equivalents were \$17.6 million with \$2 million of that associated with ARPA. The County had \$96,000 in long term debt at the end of the fiscal year, and the school board had \$665,000. There was a material weakness regarding proposed journal entries and a finding regarding the ARPA filing being two days late. He notes things the County could improve upon: monthly reconciliations, recording transfers between the County and the School Board, and more careful entry of budget amendments. He notes the lateness of this final audit but commends staff on an exceptional job especially given the County's circumstances.

Administrator Bowen notes that the County's FY25 budget was developed based on \$16 million in reserves, and the audit gives the unassigned fund balance as \$16.5 million, so very close to a correct estimate. Vice Chairman notes that staff, particularly Logan Presley, has done a phenomenal job.

Supervisor Toth makes a motion to accept the audit. A second is provided by Supervisor Ingram. Following a voice vote, the motion passes as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

The Board receives the following Department reports:

1 –Virginia Department of Transportation: Nottoway Area Headquarters maintenance report for February 2025. Aaron French, Assistant Resident Engineer, reports that the opening of the Route 46 bridge has been delayed until July due to loss of work time from successive winter storms. Improvements have been made to Jonesboro Road. The 723/460 R-cut project is on schedule with work to begin in early May. A willingness for a public hearing has been posted for a sidewalk project on the south side of 460 in Crewe. The mile marker signs on 360/460 are complete, and the marker coordinates can be integrated into the GIS system for mapping. The pipe replacement on Ridge Road will take place the week of April 14th. Several bus stop and speed limit signs will be placed on Schutt Road. VDOT is receiving an unprecedented amount of work orders for potholes and debris. Mr. French will be presenting the Secondary Six Year Plan at a worksession a half hour before the Board's regular April meeting. The Crystal Lake Road project is already in the Six Year Plan and construction will begin by early May.

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Supervisor Toth had a citizen concerned with pavement markings on Cellar Creek Road and how the project may affect their property. He also reports an erosion issue behind the Health Department that he would like VDOT to review. Administrator Bowen says Piedmont Soil & Water have been on site and said it was a VDOT issue.

2 – Solid Waste: February 2025 Nottoway County Sanitary Landfill waste report: an average of 44.35 tons of waste per day received. Administrator Bowen notes that a meeting is being set with the Town of Burkeville to discuss proposed landfill fee increases. Chairman Collins recaps information the Board received during a recent presentation by TRC. They are considering the County's actual cost per ton of trash, how a fee increase may affect the towns, and whether to purchase the landfill equipment or continue leasing.

3 – Building Inspection/Erosion & Sediment Control: February 2025 report; 18 building permits issued for \$4,424.10 in permit fees with \$646,336.98 in construction value; 91 inspections performed. Mr. Bowles updates the Board on upcoming meetings, the January implementation of the 2021 code, and a presentation he is scheduled to give to the Blackstone Chamber of Commerce. Building Safety month is in May. Mr. Bowles congratulates Melissa Mohn for completing Permit Tech training and adds that she will be testing soon to receive certification. Mr. Bowles will be testing soon for certification in Erosion & Sediment Control to begin those duties.

4 – Animal Control: February 2025 report; 139 animal control calls; 5 summons issued; 2 convictions; 1 compliance notifications issued; 1 dog held over 40 days. Pictures of donations received in February are included in the package.

5 – Piedmont Health District: No report provided. Administrator Bowen met with Dr. Almond to discuss the possibility of relocating the Health Department to Crewe.

6 – Nottoway County Public Library: Library Board of Trustees meeting packet for February 19, 2025, and March 19, 2025; February and March Director's Report.

7 – Nottoway County School Board: Dr. Grimes reports that Spring Break begins March 31st. May will be a month of testing. Graduation is the first Saturday in June.

8 – Social Services: No report provided.

9 – Planning & Economic Development: Planning and Economic Development Monthly Update for February 2025. Mr. Zody states that VDOT permits and building permits have been issued to RiverStreet for the equipment shelter on Cox Road. He attended the CaRMA meeting at Fort Gregg-Adams where he discussed hospitality opportunities near the bases with the Prince George Chamber of Commerce President. He continues to work on the LRA acreage outside the gates of Fort Barfoot. Mr. Zody would like to proceed with amendments to the Zoning Ordinance to remove duplexes from Agriculture and add government facilities to all zoning districts. A citizen contacted Mr. Zody about siting agreements on battery-storage facilities, and he would like to amend the ordinance to allow that. The Planning Commission discussed medium-scale solar facilities in light of Dominion's determination of the County's usage.

10 – Emergency Services: Emergency Services Coordinator's Report for February 2025. Fire & EMS Working Group Planning Meeting Agenda for March 3, 2025. EMS had training by Knox this past week. There was a fertilizer spill at the rail yard in February without hazard to citizens or the environment. Nottoway County voted to approve its own EMS protocols and is one of the first in the Commonwealth to do so. He met with Devin Foster regarding having Firefighter I classes in the High School. Kinder Morgan came for pipeline training last week.

11 – Piedmont Regional Jail Authority: Chairman Collins reports that capital projects begun after last year's security breach are nearly complete. There are approximately 197 federal inmates which helps with revenue.

12 – Local Redevelopment Authority: Lease Actions Income Report dated March 10, 2025. Officer's Club Income Report dated March 10, 2025. Administrator Bowen reports that the roof on an equipment shed had to be repaired. He is working towards a report showing the LRA revenues and expenses for the Board's review.

Reports, requests, and recommendations of Constitutional Officers:

1 – Jane L. Brown, Clerk: No report provided.

2 – Robert L. Jones, Sheriff: Michelle Graham reports on the progress of improvements in Dispatch. She has contacted a consulting firm who will build a training manual, a training notebook, and review Dispatch's leadership structure. The Sheriff's Office requested the money during the budget meeting but has since applied for 100% grant funding, no match required, for the consulting firm. They also requested a new Director position. With a current dispatcher position vacant, there is the possibility of using vacancy savings to help fund the Director position. The consulting firm's \$80,000 proposal is for a nine-month project.

3 – Tammie A. Raiford, Treasurer: Reports included in tonight's package.

4 – Christy A. Hudson, Commissioner of the Revenue: No report provided.

5 – Leanne Watrous, Commonwealth's Attorney: Case reports provided in the package.

The Board considers the following unfinished business.

1e – Public Safety Radio Project: Mr. Hyde updates on a recent CTA meeting. The thirteen-member committee met with towers being the main topic of discussion. Jimmy Falwell has been working diligently with Southside Electric Cooperative regarding the overloading issue on the SEC tower.

1f – Committee Reports: Vice Chair Norton reminds everyone that Piedmont Senior Resources is hosting a free dental, vision, and medical clinic on March 29th and 30th at Cumberland High School.

2 – Emergency Medical Dispatch Software: Buddy Hyde and Michelle Graham applied for and were awarded a Virginia Office of EMS grant that will help fund the purchase of an Emergency Medical Dispatch system. Total Response uses the County's protocols, makes a recommendation on which company to tone, and then scripts a logical progression of questions to ask the caller. They received quotes for two systems. This one allows for the questions to be customized and also includes EMS and law enforcement at no additional cost.

The total system cost is \$73,097. The grant requires the County pay in full and then receive a reimbursement of \$33,581. The County would be fully responsible for the annual maintenance cost of \$13,119.

Vice Chair Norton says the Finance Committee has discussed the need for a line item for grant match funding. Neither the Total Response system nor the dispatching consulting firm were in the FY25 budget. Discussion turns to where the money will come from until any potential grant funding is received. Chairman Collins notes that the money from the sale of timber was an unbudgeted revenue that could be used for these two unbudgeted expenses and proposes appropriating those proceeds with the anticipation of receiving the grant funds. Supervisor Ingram further develops that thought, suggesting the timber revenue be put into a specific fund for grant matches.

Supervisor Ingram motions to create a grant fund and use the money from the sale of timber as the first installment. A second is provided by Vice Chair Norton. Following a voice vote, the motion passes as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

Administrator Bowen confirms with Ms. Douglass that the money from the sale of timber on LRA property can be transferred to the General Fund. Vice Chair Norton directs the

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Administrator to ensure Mrs. Presley adds this to the Chart of Accounts. Supervisor Toth calculates the total expense of the dispatch consultant and Total Response at \$153,097. Chairman Collins states that the Board has voted to create the fund and the Administrator has the authority to direct funds to these two obligations. There is the possibility of receiving reimbursements for 100% of the consultant and approximately half the cost of Total Response.

Mr. Hyde suggests moving forward with the purchase of Total Response but would like to review the five quotes Ms. Graham received for the consultant. A consensus of the Board is to allow Ms. Graham to move forward with the consultant as presented.

The Board considers the following new business:

1 – Animal Shelter Contract: As Mr. Boswell reaches the podium, the Chairman has the members of CARES stand to be recognized for their six years of diligent work to Build a Better Shelter. Mr. Boswell thanks the Board, particularly Supervisor Ingram who attends the meetings and provides input, and then extends a special thanks to Administrator Bowen for working so well with CARES, admitting they would not be where they are without him.

Supervisor Ingram moves to approve the base bid of \$2,103,550 offered by Hurt & Sons, LLC, with the five alternates while continuing to work with CARES as a partner throughout this project and to direct the County Administrator to execute all documents necessary to finalize the contract pending legal review. A second is provided by Supervisor Toth. Following a voice vote, the motion passes as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

Mr. Boswell thanks the Board and then says CARES will be seeking ways to help cut some of the expenses.

The Board considers the following Consent Items.

1 – February Expenditures – All Funds

2 – Budget Adjustment – Animal Control Grant \$5,000.00

Vice Chair Norton requests a report be provided showing what percentage of the budget has been spent.

Supervisor Ingram moves to accept the Consent Items. A second is provided by Vice Chair Norton. Following a voice vote, the motion carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

The following information items are presented in the package:

1 – CRC – February 2025 Items of Interest

2 – Crossroads Patient Report – January 2024

3 – Letter of Commendation – Deputy C. J. Felder and Sgt. Ty Moore

4 – Dominion Energy – (2) Orders/Notices (full documents available in Admin Office)

5 – Amelia County – New County Administrator

6 – VACo Letter – School Construction Funding Referendum

7 – Free Medical Clinic – RAM Event Cumberland, VA

8 – Opioid Abatement Authority Cooperative Grant Update – Logan Presley, Nottoway

9 – Lunenburg County Draft SWIA Report

10 – Nottoway High School Softball Fundraiser – Animal Shelter

11 – High Bridge Trail Extension – Delegate Ware

12 – DEQ Letter – Barndo Nutrient Bank

CARES wanted the Board to see the conceptual drawings by the shelter architect, and those have been provided tonight. Also provided is a portion of the December 2006 minutes referencing the 75/25 split of the Communications Tax to the landfill/E911. As this has been a topic of discussion for the Finance Committee, Administrator Bowen suggests a motion to put 100% of the Communications Tax in E911 starting July 1, 2025.

Vice Chair Norton moves to put 100% of the Communications Tax into E911. A second is provided by Supervisor Ingram. Following a voice vote, the motion carries as follows:

W. J. Collins	Yes
D. V. Norton	Yes
R. H. Ingram	Yes
J. A. Roark	Absent
G. G. Toth	Yes

Administrator Bowen reports that the Blackstone Chamber reached out to him requesting \$300 to cover the cost of the necessary permits for the upcoming fireworks show. It would need to be paid in FY25 and could come from the Board's discretionary fund. After some discussion, the Board decided to take no action on that request.

Administrator Bowen has provided a page from the Social Services Handbook and suggests someone fill Supervisor Roark's vacancy on the Social Services Board until he returns.

Chairman Collins mentions the recent budget meetings with Department heads, and the Board was approached with significant increases for emergency services. Burkeville is requesting \$200,000 as had previously been given to both Blackstone and Crewe for equipment. Nottoway Emergency Squad is struggling financially and has requested 316% more over last year. The Board is considering its options in providing EMS such as imposing a levy, having the EMTs be employees of the County, and possibly purchasing the squad's assets.

Supervisor Ingram expresses the need for the Board to have oversight if the taxpayers are to fund them, a 501(c)(3) non-profit with 90% paid staff. Supervisor Toth adds that the Board encouraged the squad to pursue hard billing and considers obtaining a deed of trust to secure the taxpayers' interests. Vice Chair Norton notes this is a statewide problem, and our mutual aid agencies are facing the same issues. Chairman Collins says under Virginia Code they could designate the entire County as a Fire and EMS zone and then designate a levy.

Chairman Collins encourages citizens to share their thoughts with their Supervisors and to donate to the emergency services. He would like to keep the volunteers and support the squads and fire departments.

Supervisor Ingram appreciates those departments that kept their budgets level funded.

Chairman Collins states one option is the tax levy and asks Mr. Hyde to present three other options. Option 1 has the County making payroll contributions with agencies managing themselves. Option 2 has the County as the employer, directing the employees which station to staff. Option 3 has the County as the employer managing all operations, owning the vehicles and

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facilities. The bylaws should have a dissolution clause that would have the agency offer to the County first. Ms. Douglass says currently there is no dissolution clause in the NCES bylaws. She also notes that there is no information on how their Executive Committee or Board is selected and suggests a government official be involved. The bylaws would need to be amended, and there is no provision in the bylaws that deals with how they are supposed to be amended. Mr. Hyde adds that he has not seen Articles of Incorporation.

Vice Chair Norton says this has been a difficult couple of weeks since hearing the state of emergency services. Supervisor Ingram concurs and worries that there may be no one to respond to 911 calls soon. Supervisor Toth expresses concern about the state of emergency services, especially after a decent presentation at last year's budget meeting. He thought NCES should have established better billing practices to recover more revenue. To the Special Exception for the duplex, he wanted to hear from the public as it seemed unfair given there are other duplexes in the County being rented to non-farm workers.

Chairman Collins spoke with Supervisor Roark today and made him aware of the state of emergency services. Supervisor Roark noted that he had discussed the idea of funding EMS through a levy back in January. Chairman notes that the Supervisors work well together and are doing their best to solve this new, unexpected issue.

Supervisor Toth moves to adjourn. A second is provided by Supervisor Ingram. Chairman Collins adjourns the meeting at 10:04 p.m.

Chairman

Clerk

Petersburg Residency

VDOT Call Center – 1-800-367-ROAD

NOTTOWAY COUNTY

June 26, 2025

MAINTENANCE

The Nottoway Area Headquarters for the month of May 2025.

- Removed debris and 440 trash bags from roadways.
- Repaired potholes throughout the county.
- Asphalt patching on various secondary routes.
- Cut brush along primary routes.
- Secondary mowing has been completed.
- Received 46 new work orders and 44 work orders closed. There are no pending work orders older than ninety (90) days.

LAND DEVELOPMENT & PERMITS

Paul Hinson, P.E.

Plans with outstanding comments or under review (Activity within last 90 days)

- None

Plans found acceptable

- None

Other

- None

LUP Permits Issued and Completed

Permit Number	Permittee	Nottoway County	Permit Issuance Date	Permit Completion Date
60217	Brightspeed of Virginia, LLC	67	5-12-25	
60218	Brightspeed of Virginia LLC	67	5-12-25	
60219	Brightspeed of Virginia LLC	67	5-12-25	
60220	Brightspeed of Virginia, LLC	67	5-12-25	
60221	Brightspeed of Virginia, LLC	67	5-12-25	
60222	Brightspeed of Virginia, LLC	67	5-12-25	
60223	Brightspeed of Virginia LLC	67	5-12-25	
60227	Brightspeed of Virginia LLC	67	5-14-25	
60228	Brightspeed of Virginia, LLC	67	5-14-25	
60229	Brightspeed of Virginia, LLC	67	5-14-25	
60230	Brightspeed of Virginia, LLC	67	5-14-25	
60231	Brightspeed of Virginia, LLC	67	5-15-25	

Comments: Project complete.

UPC 115405 / 0460-067-739, C501

Contractor:

Name: R-Cut at Rte. 723

CM: Charlene Fallen

Location: Nottoway

Fixed Completion Date: December 05, 2025

Comments: Work has begun in on the R-Cut truck apron and the paved cross over the intersection of Maple Rd has been permanently removed. Phase II of Rte 460 WB has begun.

UPC 125571 / ST4D-964-F25, P401

Contractor: Whitehurst Paving Co, Inc.

Name: 2025 Surface Treatment

CM: Charlene Fallen

Location: Dinwiddie, Nottoway, Prince George

Fixed Completion Date: 10/19/25

Comments: Resurfacing complete

TRAFFIC STUDIES/SPECIAL REQUESTS

- None this month

Landfill Work Sheet - May 2025

Date	Municipal Solid	Construction/	Industrial	Sludge	Tires Recycled	White Goods	Other Waste with Description	TOTAL	Vegetative Yard Waste	LOADS
	Waste	Demolition	Waste			Recycled			Not Counted in Totals	
5/1/2025	42376	8450	4280	0	3000	480	200 laptops	58756	10540	29
5/2/2025	49640	16740	0	5680	0	60	0	72120	0	16
5/3/2025	26440	11420	0	0	0	220	0	38080	0	11
5/5/2025	98868	92520	7960	9420	740	0	0	209508	10020	34
5/6/2025	51584	113860	5180	0	0	0	0	170624	138828	24
5/7/2025	147328	167380	0	0	0	0	0	314708	11360	29
5/8/2025	81676	12760	12580	0	0	0	620 Furniture	107636	12100	24
5/9/2025	173577	38000	0	0	0	0	0	211577	2360	34
5/10/2025	98464	14140	0	0	0	0	0	112604	9500	11
5/12/2025	99516	13360	0	8140	0	20	0	121036	0	27
5/13/2025	80816	26100	0	0	0	0	0	106916	8660	19
5/14/2025	79132	62240	0	0	0	0	0	141372	0	21
5/15/2025	25142	1560	0	0	0	0	0	26702	14800	12
5/16/2025	60708	21980	18860	7100	0	280	0	108928	2820	18
5/17/2025	3500	4800	0	0	0	0	0	8300	1720	11
5/19/2025	55880	22560	0	8640	0	110	0	87190	18500	23
5/20/2025	82340	62980	0	0	0	0	0	145320	3620	28
5/21/2025	105916	64540	4320	0	520	0	0	175296	0	31
5/22/2025	125464	11200	0	0	0	0	0	136664	5640	21
5/23/2025	83544	74540	23160	7660	1260	0	0	190164	2460	35
5/24/2025	7600	6500	0	0	0	0	0	14100	0	6
5/27/2025	82260	87440	0	0	0	0	0	169700	0	30
5/28/2025	69644	9120	0	0	440	0	0	79204	0	16
5/29/2025	76356	35000	3240	0	0	0	0	114596	26576	27
5/30/2025	88684	10760	14980	7640	0	0	0	122064	9600	25
5/31/2025	0	7920	0	0	0	0	0	7920	3020	10
Pounds	1896455	997870	94560	54280	5960	1170	820	3051085	292124	572
Tons	948.23	498.94	47.28	27.14	2.98	0.59	0.41	1,525.56	146.06	
Saturday Loads										
Total Days: 26										
AVERAGE TONS PER DAY:		58.68	146.06 Not counted in Total Tons because it is burned and used as ash							

G-2

Andrea Kelly

From: Berry, Derek <DBerry@trccompanies.com>
Sent: Wednesday, May 14, 2025 7:57 AM
To: Steve Bowen
Cc: Coakley, Deborah; Laughlin, Thomas; Salomone, Bill; Gary Easter; Douglas.masini@deq.virginia.gov
Subject: EMO - 2025 0514 -Nottoway Landfill LFG Reports for Q1 and Q2 2025
Attachments: TRC to Nottoway - SB - (2025 0514 - LFG Q2 (04-28-25) - DDB.pdf; TRC to Nottoway - SB - (2025 0218 - LFG Q1 (01-29-25) - DDB.pdf

Hi Mr. Bowen,

Please find the attached Landfill Gas (LFG) compliance probe monitoring reports for **Q1** (conducted January 29, 2025) and **Q2** (conducted April 28, 2025).

During both events, **all probes met regulatory compliance.**

Please let me know if you have any questions.

Thanks

Derek

Derek D. Berry, CHMM

Senior Environmental Scientist
STI Tank Inspector No: AST 6814
Dual Inspector (Erosion/Stormwater) DIN: 0818



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From: Berry, Derek
Sent: Friday, January 17, 2025 1:07 PM
To: sbowen@nottoway.org
Cc: Coakley, Deborah <DCoakley@trccompanies.com>; Laughlin, Thomas <TLaughlin@trccompanies.com>; Salomone, Bill <BSalomone@trccompanies.com>; Gary Easter <Geaster@nottoway.org>; Douglas.masini@deq.virginia.gov
Subject: EMO - 2025 0117 (2024 1101) - Nottoway Landfill - Q4 LFG event (2024 1030) - DDB

Hi Mr. Bowen,

I hope this email finds you well.

I have attached a report pertaining to the most recent **landfill gas monitoring** event conducted at the **Nottoway Landfill** for your records.

This event was completed "on time" but was not sent out on 11-01-24 (as intended) for some reason.

Results = no exceedances of methane at any location.

We have provided a digital version of this report to DEQ, to keep the Department informed of the conditions at the facility.

Please let me know if you have any questions.

Thanks

Derek

Derek Berry, CHMM
Senior Environmental Scientist
STI Tank Inspector No: AST 6814
Dual Inspector (Erosion/Stormwater) DIN: 0818




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Richmond, VA 23227

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TO: Mr. Steve Bowen
Nottoway County

FROM: Derek Berry 
Environmental Services Division

DATE: 02-18-25

SUBJECT: Nottoway Sanitary Landfill
Gas Monitoring Program
Monitoring Event: 01-29-25

DEQ Permit No. 304
TRC Project No. 611679

On *January 29, 2025*, TRC Engineers, Inc. (TRC) personnel, using an Envision gas analyzer, measured landfill gases in probes that are located within, and along the perimeter of, the facility. Probe pressure and barometric pressure were also measured at each probe location. Atmospheric temperature was recorded at the beginning and end of the monitoring event.

The instrument was calibrated in the field to detect the following parameters: methane (CH₄), carbon dioxide (CO₂), oxygen (O₂). The instrument is based upon infrared technology, such that methane concentrations are not biased in low-oxygen environments.

I have attached tables summarizing data obtained during the gas monitoring program. Note that 4% methane is equivalent to 80% of the lower explosive limit (LEL) for that gas; 5% methane is equivalent to 100% of the LEL for that gas.

Results. During the subject monitoring event, concentrations of methane were found to be *less than* 80% of the LEL in *all* probes located within, and along the perimeter of, the facility. In addition, methane was *not* detected within *any* on-site structures.

Conclusion. The facility appears to be compliant with *Virginia Solid Waste Management Regulations* as they pertain to control of landfill gases at the facility boundary and within facility structures.

Comment. In a letter from DEQ (dated *May 24, 2005*), DEQ approved a minor amendment to the facility permit (as requested in correspondence dated *December 20, 2004*) allowing the facility to replace gas probe GP-18 with GP-18R.

Mr. Steven Bowen
February 18, 2025
Page 2

Note. The use of a field instrument to measure methane concentrations in landfill gas is based upon at least two assumptions:

- the instrument is properly calibrated to a methane gas standard
- the only organic gas that is present in the mixture and that can be detected by the instrument is actually methane

The use of a field instrument, therefore, is not equivalent to laboratory analysis. In order to "*prove*" that the gas being measured by the field instrument is actually methane, it would be necessary to analyze a sample of the gas in the laboratory using the appropriate method.

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If you have any questions, please contact me by e-mail (dberry@trccompanies.com) or telephone (804-264-2228).

Attachments: tables

cc: Mr. Gary Easter (Nottoway County - Sanitary Landfill)
Mr. Shawn Weimer (DEQ - Piedmont Regional Office)
Mr. Douglas Masini (DEQ - Piedmont Regional Office)
Ms. Deborah Coakley (TRC - Environmental Services Division)



CLIENT: NOTTOWAY COUNTY
FACILITY: NOTTOWAY COUNTY SANITARY LANDFILL
LOCATION: NOTTOWAY, VIRGINIA
PROJECT: GAS MONITORING

DEQ PERMIT NO. 304
TRC PROJECT NO. 611679

LANDFILL PERIMETER GAS MONITORING PROBES
DATE: 01-29-25

Start time: 9:35					End time: 13:30				
Air temp. at start: 59 °F					Air temp. at end: 62 °F				
Weather conditions: Sunny					Personnel: SFW				
Instrument: Envision					Instrument Serial Number: 1402002				
Initial calibration: CH ₄ = 2.5% CO ₂ = 15.0% O ₂ = 20.9%					Ending calibration: CH ₄ = 2.4% CO ₂ = 14.8% O ₂ = 20.6%				
Calibration expiration dates: CH ₄ : 11-24-25, CO ₂ : 01-18-27, O ₂ = N/A (fresh air)									
Probe identification	Time	Percent methane	Percent carbon dioxide	Percent oxygen	Percent balance gas	Barometric pressure inches/Hg	Probe pressure	Probe/vent in good condition (circle yes or no)	Comments
NOTT001A	1236	0.0	0.6	21.1	78.3	29.7	0.0	yes no	
NOTT001B	1240	0.0	0.8	20.9	78.3	29.7	0.0	yes no	
NOTT001C	1243	0.0	2.1	19.3	78.6	29.7	0.0	yes no	
NOTT002A	1222	0.0	3.1	19.4	77.5	29.7	0.0	yes no	
NOTT002B	1225	0.0	0.8	21.3	77.9	29.7	0.0	yes no	
NOTT002C	1229	0.0	0.3	22.0	77.7	29.7	0.0	yes no	
NOTT003A	1208	0.0	0.1	22.1	77.8	29.7	0.0	yes no	
NOTT003B	1212	0.0	0.0	22.3	77.7	29.7	0.0	yes no	
NOTT003C	1215	0.0	0.3	22.0	77.3	29.7	0.0	yes no	
NOTT004A	1150	0.0	1.5	19.6	78.9	29.7	0.0	yes no	
NOTT004B	1153	0.0	2.6	19.7	77.7	29.7	0.0	yes no	
NOTT004C	1158	0.0	2.4	19.7	77.9	29.7	0.0	yes no	
NOTT005A	1138	0.0	1.5	19.3	79.2	29.7	0.0	yes no	
NOTT005B	1142	0.0	1.3	21.3	77.4	29.7	0.0	yes no	
NOTT006A	1126	0.0	3.1	19.3	77.6	29.7	0.0	yes no	
NOTT006B	1130	0.0	0.3	22.1	77.6	29.7	0.0	yes no	
NOTT006C	1133	0.0	2.7	13.3	84.0	29.7	0.0	yes no	
NOTT010A	1113	0.0	0.6	20.6	78.8	29.7	0.0	yes no	
NOTT010B	1116	0.0	0.3	22.3	77.4	29.7	0.0	yes no	
NOTT010C	1119	0.0	0.1	21.0	78.9	29.7	0.0	yes no	
NOTT014A	1100	0.0	1.3	21.1	77.6	29.7	0.0	yes no	
NOTT014B	1103	0.0	3.0	20.1	76.9	29.7	0.0	yes no	
NOTT014C	1106	0.0	1.7	20.7	77.6	29.7	0.0	yes no	
NOTT015A	1051	0.0	1.1	20.9	78.0	29.7	0.0	yes no	
NOTT015B	1053	0.0	0.3	22.3	77.4	29.7	0.0	yes no	
NOTT016	1045	0.0	0.1	21.6	78.3	29.7	0.0	yes no	
NOTT017	1040	0.0	0.3	21.3	78.4	29.7	0.0	yes no	
NOTT018R	1035	0.0	1.3	22.7	76.0	29.7	0.0	yes no	
NOTT019A	1017	0.0	0.3	22.0	77.7	29.7	0.0	yes no	
NOTT019B	1021	0.0	2.7	20.0	77.3	29.7	0.0	yes no	
NOTT020A	1028	0.0	0.3	20.2	79.5	29.7	0.0	yes no	
NOTT020B	1030	0.0	1.3	20.6	78.1	29.7	0.0	yes no	

CLIENT: NOTTOWAY COUNTY
FACILITY: NOTTOWAY COUNTY SANITARY LANDFILL
LOCATION: NOTTOWAY, VIRGINIA
PROJECT: GAS MONITORING

DEQ PERMIT NO. 304
TRC PROJECT NO. 611679

LANDFILL PERIMETER GAS MONITORING PROBES
DATE: 01-29-25

Start time: 9:35	End time: 13:30
Air temp. at start: 59 °F	Air temp. at end: 62 °F
Weather conditions: Sunny	Personnel: SFW
Instrument: Envision	Instrument Serial Number: 1402002
Initial calibration: CH ₄ = 2.5% CO ₂ = 15.0% O ₂ = 20.9%	Ending calibration: CH ₄ = 2.4% CO ₂ = 14.8% O ₂ = 20.6%
Calibration expiration dates: CH ₄ : 11-24-25, CO ₂ : 01-18-27, O ₂ = N/A (fresh air)	

Probe Identification	Time	Percent methane	Percent carbon dioxide	Percent oxygen	Percent balance gas	Barometric pressure inches/Hg	Probe pressure	Probe/vent in good condition (circle yes or no)	Comments
NOTT021A	1027	0.0	0.1	21.8	78.1	29.7	0.0	yes no	
NOTT021B	1030	0.0	0.3	21.6	78.1	29.7	0.0	yes no	
NOTT022A	1038	0.0	2.1	19.7	78.2	29.7	0.0	yes no	
NOTT022B	1041	0.0	0.3	22.1	77.6	29.7	0.0	yes no	
NOTT023A	1046	0.0	2.9	18.7	78.4	29.7	0.0	yes no	
NOTT023B	1049	0.0	0.8	20.8	78.4	29.7	0.0	yes no	
NOTT024A	1054	0.0	1.1	21.3	77.6	29.7	0.0	yes no	
NOTT024B	1058	0.0	0.3	22.1	77.6	29.7	0.0	yes no	
NOTT025A	1102	0.0	3.0	19.1	77.8	29.7	0.0	yes no	
NOTT025B	1105	0.0	0.3	22.0	77.7	29.7	0.0	yes no	
NOTT026A	1110	0.0	0.0	22.3	77.7	29.7	0.0	yes no	
NOTT026B	1113	0.0	0.9	21.1	78.0	29.7	0.0	yes no	
NOTT0029	1015	0.0	0.3	20.7	79.0	29.7	0.0	yes no	
NOTT0031	1008	0.0	1.3	20.7	78.0	29.7	0.0	yes no	
NOTT0033	956	0.0	1.0	21.1	77.9	29.7	0.0	yes no	
NOTT0034	950	0.0	0.3	21.3	78.4	29.7	0.0	yes no	

The IR meter was used in accordance with the following protocols:

- calibrated the IR meter with the calibration gases
- cleaned around the probe cap to prevent dirt from entering the sample port
- connected the IR meter to the probe to be measured
- recorded peak probe pressure
- pumped landfill gas until a steady state was reached

LEL = 5% methane

Shaded areas = percent methane > or = to 100% LEL

All readings obtained using a LANDTEC GA-90 gas analyzer.

L/F = low flow; unable to obtain reading because of excessive moisture.

Calibration gas standards (+/- 2%): CH₄: 2.5%, CO₂: 15.0%, O₂: 4.0% or 20.9%

A = probe at 0 - 5 ft. depth interval.

B = probe at 5 - 10 ft. depth interval.

C = probe at 10 - 20 ft. depth interval.

Gas probes GP-29, GP-31, GP-33, and GP-34 at 2.5 - 6.0 ft. depth interval.

CLIENT: NOTTOWAY COUNTY
FACILITY: NOTTOWAY COUNTY SANITARY LANDFILL
LOCATION: NOTTOWAY, VIRGINIA
PROJECT: GAS MONITORING

DEQ PERMIT NO. 304
TRC PROJECT NO. 611679

ON-SITE FACILITY STRUCTURES
DATE: 01-29-25

Start time: 9:35	End time: 13:30
Air temp. at start: 59°F	Air temp. at end: 62°F
Weather conditions: Sunny	Personnel: SFW
Instrument: Envision	Instrument Serial Number: 1402002
Initial calibration: CH ₄ = 2.5% CO ₂ = 15.0% O ₂ = 20.9%	Ending calibration: CH ₄ = 2.4% CO ₂ = 14.8% O ₂ = 20.6
Calibration expiration dates: CH ₄ : 11-24-25, CO ₂ : 01-18-27, O ₂ = N/A (fresh air)	

Probe identification	Time	Percent methane	Percent carbon dioxide	Percent oxygen	Percent balance gas	Barometric pressure inches/Hg
Scale House						
ambient air	13:02	0.0	0.0	21.3	78.7	29.7
Maintenance Garage						
interior:						
garage (ambient air)	13:11	0.0	0.0	21.2	78.8	29.7
restroom (ambient air)	13:12	0.0	0.0	21.3	78.7	29.7
restroom (sink drain)	13:15	0.0	0.0	21.3	78.7	29.7
exterior:						
crack near faucet	13:18	0.0	0.0	21.2	78.8	29.7
Dog Pound						
exterior:						
foundation vent #1	13:20	0.0	0.0	21.0	79.0	29.7
foundation vent #2	13:22	0.0	0.0	21.0	79.0	29.7
electrical conduit	13:25	0.0	0.0	21.1	78.9	29.7

LEL = 5% methane.

Shaded areas = percent methane > or = to 100% LEL.

All readings obtained using an Envision gas analyzer.

Calibration gas standards (+/- 2%): CH₄: 2.5%, CO₂: 15.0%, O₂: 4.0% or 20.9%.

■ - Denotes that building was closed due to holiday.

The IR meter was used in accordance with the following protocols:

- calibrated the IR meter with the calibration gases
- pumped ambient air until a steady state was reached



1030 Wilmer Avenue, Ste. 100
Richmond, VA 23227

T 804.264.2228
TRCcompanies.com

TO: Mr. Steve Bowen
Nottoway County

FROM: Derek Berry *DDB*
Environmental Services Division

DATE: 05-14-25

SUBJECT: Nottoway Sanitary Landfill
Gas Monitoring Program
Monitoring Event: 04-28-25

DEQ Permit No. 304
TRC Project No. 611679

On *April 28, 2025*, TRC Engineers, Inc. (TRC) personnel, using an EnviroN gas analyzer, measured landfill gases in probes that are located within, and along the perimeter of, the facility. Probe pressure and barometric pressure were also measured at each probe location. Atmospheric temperature was recorded at the beginning and end of the monitoring event.

The instrument was calibrated in the field to detect the following parameters: methane (CH₄), carbon dioxide (CO₂), oxygen (O₂). The instrument is based upon infrared technology, such that methane concentrations are not biased in low-oxygen environments.

I have attached tables summarizing data obtained during the gas monitoring program. Note that 4% methane is equivalent to 80% of the lower explosive limit (LEL) for that gas; 5% methane is equivalent to 100% of the LEL for that gas.

Results. During the subject monitoring event, concentrations of methane were found to be *less than* 80% of the LEL in *all* probes located within, and along the perimeter of, the facility. In addition, methane was *not* detected within *any* on-site structures.

Conclusion. The facility appears to be compliant with *Virginia Solid Waste Management Regulations* as they pertain to control of landfill gases at the facility boundary and within facility structures.

Comment. In a letter from DEQ (dated *May 24, 2005*), DEQ approved a minor amendment to the facility permit (as requested in correspondence dated *December 20, 2004*) allowing the facility to replace gas probe GP-18 with GP-18R.

Mr. Steven Bowen
May 14, 2025
Page 2

Note. The use of a field instrument to measure methane concentrations in landfill gas is based upon at least two assumptions:

- the instrument is properly calibrated to a methane gas standard
- the only organic gas that is present in the mixture and that can be detected by the instrument is actually methane

The use of a field instrument, therefore, is not equivalent to laboratory analysis. In order to "*prove*" that the gas being measured by the field instrument is actually methane, it would be necessary to analyze a sample of the gas in the laboratory using the appropriate method.

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If you have any questions, please contact me by e-mail (dberry@trccompanies.com) or telephone (804-264-2228).

Attachments: tables

cc: Mr. Gary Easter (Nottoway County - Sanitary Landfill)
Mr. Shawn Weimer (DEQ - Piedmont Regional Office)
Mr. Douglas Masini (DEQ - Piedmont Regional Office)
Ms. Deborah Coakley (TRC - Environmental Services Division)



CLIENT: NOTTOWAY COUNTY
FACILITY: NOTTOWAY COUNTY SANITARY LANDFILL
LOCATION: NOTTOWAY, VIRGINIA
PROJECT: GAS MONITORING

DEQ PERMIT NO. 304
TRC PROJECT NO. 611679

LANDFILL PERIMETER GAS MONITORING PROBES
DATE: 04-28-25

Start time: 800					End time: 1245				
Air temp. at start: 49 °F					Air temp. at end: 61 °F				
Weather conditions: Sunny					Personnel: SFW				
Instrument: Envision					Instrument Serial Number: 1402002				
Initial calibration: CH ₄ = 2.5% CO ₂ = 15.0% O ₂ = 20.9%					Ending calibration: CH ₄ = 2.3% CO ₂ = 14.7% O ₂ = 20.6%				
Calibration expiration dates: CH4: 11-24-25, CO2: 01-18-27, O2 = N/A (fresh air)									
Probe identification	Time	Percent methane	Percent carbon dioxide	Percent oxygen	Percent balance gas	Barometric pressure inches/Hg	Probe pressure	Probe/vent in good condition (circle yes or no)	Comments
NOTT001A	841	0.0	0.4	21.2	78.5	30.3	0.0	yes no	
NOTT001B	844	0.0	1.4	20.4	78.2	30.3	0.0	yes no	
NOTT001C	847	0.0	0.5	20.8	78.7	30.3	0.0	yes no	
NOTT002A	1203	0.0	2.9	18.9	78.2	30.3	0.0	yes no	
NOTT002B	1206	0.0	2.9	19.4	77.7	30.3	0.0	yes no	
NOTT002C	1210	0.0	0.0	21.8	78.2	30.3	0.0	yes no	
NOTT003A	1152	0.0	3.3	14.2	82.5	30.3	0.0	yes no	
NOTT003B	1155	0.0	1.8	16.8	81.4	30.3	0.0	yes no	
NOTT003C	1158	0.0	0.2	21.3	78.5	30.3	0.0	yes no	
NOTT004A	1140	0.0	0.9	19.9	79.2	30.3	0.0	yes no	
NOTT004B	1143	0.0	2.1	19.8	78.1	30.3	0.0	yes no	
NOTT004C	1146	0.0	0.1	22.2	77.7	30.3	0.0	yes no	
NOTT005A	1130	0.0	0.8	20.0	79.2	30.3	0.0	yes no	
NOTT005B	1133	0.0	1.0	20.7	78.3	30.3	0.0	yes no	
NOTT006A	1118	0.0	2.8	18.7	78.5	30.3	0.0	yes no	
NOTT006B	1121	0.0	0.3	21.6	78.1	30.3	0.0	yes no	
NOTT006C	1124	0.0	0.4	19.1	80.5	30.3	0.0	yes no	
NOTT010A	1105	0.0	0.3	20.8	81.4	30.3	0.0	yes no	
NOTT010B	1108	0.0	0.0	21.9	78.1	30.3	0.0	yes no	
NOTT010C	1111	0.0	0.0	21.4	78.6	30.3	0.0	yes no	
NOTT014A	1050	0.0	2.3	19.0	78.7	30.3	0.0	yes no	
NOTT014B	1053	0.0	2.5	18.2	79.3	30.3	0.0	yes no	
NOTT014C	1056	0.0	2.9	18.2	78.9	30.3	0.0	yes no	
NOTT015A	1040	0.0	2.0	19.5	78.5	30.3	0.0	yes no	
NOTT015B	1043	0.0	1.2	19.9	78.9	30.3	0.0	yes no	
NOTT016	1033	0.0	0.8	21.1	78.1	30.3	0.0	yes no	
NOTT017	1028	0.0	0.0	18.8	81.2	30.3	0.0	yes no	
NOTT018R	1023	0.0	0.3	20.8	78.9	30.3	0.0	yes no	
NOTT019A	1012	0.0	1.9	18.3	79.8	30.3	0.0	yes no	
NOTT019B	1015	0.0	1.2	20.7	78.1	30.3	0.0	yes no	
NOTT020A	1005	0.0	0.0	21.5	78.5	30.3	0.0	yes no	
NOTT020B	1008	0.0	0.1	21.0	78.9	30.3	0.0	yes no	

CLIENT: NOTTOWAY COUNTY
FACILITY: NOTTOWAY COUNTY SANITARY LANDFILL
LOCATION: NOTTOWAY, VIRGINIA
PROJECT: GAS MONITORING

DEQ PERMIT NO. 304
TRC PROJECT NO. 611679

LANDFILL PERIMETER GAS MONITORING PROBES
DATE: 04-28-25

Start time: 800	End time: 1245
Air temp. at start: 49 °F	Air temp. at end: 61 °F
Weather conditions: Sunny	Personnel: SFW
Instrument: Envision	Instrument Serial Number: 1402002
Initial calibration: CH ₄ = 2.5% CO ₂ = 15.0% O ₂ = 20.9%	Ending calibration: CH ₄ = 2.3% CO ₂ = 14.7% O ₂ = 20.6%

Calibration expiration dates: CH₄: 11-24-25, CO₂: 01-18-27, O₂ = N/A (fresh air)

Probe identification	Time	Percent methane	Percent carbon dioxide	Percent oxygen	Percent balance gas	Barometric pressure inches/Hg	Probe pressure	Probe/vent in good condition (circle yes or no)	Comments
NOTT021A	910	0.0	0.4	21.9	77.7	30.3	0.0	yes no	
NOTT021B	913	0.0	0.0	22.3	77.7	30.3	0.0	yes no	
NOTT022A	918	0.0	0.7	0.0	20.9	30.3	0.0	yes no	
NOTT022B	922	0.0	0.2	0.1	21.0	30.3	0.0	yes no	
NOTT023A	926	0.0	2.9	19.5	77.6	30.3	0.0	yes no	
NOTT023B	930	0.0	1.0	21.3	77.7	30.3	0.0	yes no	
NOTT024A	935	0.0	0.1	22.3	77.6	30.3	0.0	yes no	
NOTT024B	938	0.0	0.2	22.7	77.1	30.3	0.0	yes no	
NOTT025A	943	0.0	2.5	19.9	77.6	30.3	0.0	yes no	
NOTT025B	947	0.0	0.0	22.9	77.1	30.3	0.0	yes no	
NOTT026A	951	0.0	0.0	23.0	77.0	30.3	0.0	yes no	
NOTT026B	954	0.0	1.6	21.3	77.1	30.3	0.0	yes no	
NOTT0029	830	0.0	0.3	20.5	79.2	30.3	0.0	yes no	
NOTT0031	822	0.0	0.6	21.5	77.9	30.3	0.0	yes no	
NOTT0033	815	0.0	0.2	21.0	78.8	30.3	0.0	yes no	
NOTT0034	807	0.0	1.7	18.7	79.6	30.3	0.0	yes no	

The IR meter was used in accordance with the following protocols:

- calibrated the IR meter with the calibration gases
- cleaned around the probe cap to prevent dirt from entering the sample port
- connected the IR meter to the probe to be measured
- recorded peak probe pressure
- pumped landfill gas until a steady state was reached

LEL = 5% methane.

Shaded areas = percent methane > or = to 100% LEL.

All readings obtained using a LANDTEC GA-90 gas analyzer.

L/F = low flow; unable to obtain reading because of excessive moisture.

Calibration gas standards (+/- 2%): CH₄: 2.5%, CO₂: 15.0%, O₂: 4.0% or 20.9%

A = probe at 0 - 5 ft. depth interval.

B = probe at 5 - 10 ft. depth interval.

C = probe at 10 - 20 ft. depth interval.

Gas probes GP-29, GP-31, GP-33, and GP-34 at 2.5 - 6.0 ft. depth interval.

CLIENT: NOTTOWAY COUNTY
 FACILITY: NOTTOWAY COUNTY SANITARY LANDFILL
 LOCATION: NOTTOWAY, VIRGINIA
 PROJECT: GAS MONITORING

DEQ PERMIT NO. 304
 TRC PROJECT NO. 611679

ON-SITE FACILITY STRUCTURES
 DATE: 04-28-25

Start time: 800	End time: 1245
Air temp. at start: 49°F	Air temp. at end: 61°F
Weather conditions: Sunny	Personnel: SFW
Instrument: Envision	Instrument Serial Number: 1402002
Initial calibration: CH ₄ = 2.5% CO ₂ = 15.0% O ₂ = 20.9%	Ending calibration: CH ₄ = 2.3% CO ₂ = 14.7% O ₂ = 20.6
Calibration expiration dates: CH ₄ : 11-24-25, CO ₂ : 01-18-27, O ₂ = N/A (fresh air)	

Probe identification	Time	Percent methane	Percent carbon dioxide	Percent oxygen	Percent balance gas	Barometric pressure inches/Hg
Scale House						
ambient air	1230	0.0	0.0	22.1	77.9	30.3
Maintenance Garage						
interior:						
garage (ambient air)	1232	0.0	0.0	22.1	77.9	30.3
restroom (ambient air)	1234	0.0	0.0	22.2	77.8	30.3
restroom (sink drain)	1236	0.0	0.0	22.2	77.8	30.3
exterior:						
crack near faucet	1238	0.0	0.0	22.2	77.8	30.3
Dog Pound						
exterior:						
foundation vent #1	1240	0.0	0.0	22.2	77.8	30.3
foundation vent #2	1241	0.0	0.0	22.1	77.9	30.3
electrical conduit	1243	0.0	0.0	22.1	77.9	30.3

LEL = 5% methane.

Shaded areas = percent methane > or = to 100% LEL.

All readings obtained using an Envision gas analyzer.

Calibration gas standards (+/- 2%): CH₄: 2.5%, CO₂: 15.0%, O₂: 4.0% or 20.9%.

■ - Denotes that building was closed due to holiday.

The IR meter was used in accordance with the following protocols:

- calibrated the IR meter with the calibration gases
- pumped ambient air until a steady state was reached

Date: 6/02/2025

Number of Inspections By Inspector
From: 5/01/2025 To: 5/31/2025

Inspector	Type Inspection	Count
Jerry Williams	footing/slab	1
	Cert. of Occup.	1
	Final	3
	Foundation	1
	Framing	2
	Insulation	1
	Plumbing	2
	Rough Electric	1
	Sub-Total:	12

Nicholas Bowles	all finals	1
	blower door	1
	deck footings	1
	deck framing	1
	duct blast	1
	final plumbing	1
	final sprinkle	2
	gas	2
	generator	1
	r gas	1
	site visit	1
	wall bracing	1
	water line	1
	Behind wall plb	1
	Blk/Anch/Strap	2
	Cert. of Occup.	6
	Close Permit	6
	Final	30
	Final FireALARM	2
	Footing	7
	Foundation	3
	Framing	11
	GAS	1
	HVAC	11
	Insulation	4
	Inwall plumbing	1
	Leak Check	1
	Marriage Line	1
	Perm. Electric	16
	Plumbing	11
	Projection	3
	R Plumbing	1

Date: 6/02/2025

Number of Inspections By Inspector
From: 5/01/2025 To: 5/31/2025

BI403

Inspector	Type Inspection	Count
	Res OP	1
	Rough Electric	13
	Underground Plb	1
	Veneer	9
	Water/Sewer	1
	Sub-Total:	158
	Final-Total:	170

Mileage 1842 68 failed insp.
= 21090
Number of Building Permits 25
Dollar Value of Construction 1,113,332.50
Dollar value of Building Permit Fees 41512.92

G-3

G-4

OFFICE OF
ANIMAL CONTROL

Animal Control Officer
Sheila Estes
sestes@nottoway.org

Deputy Animal Control Officer
Destiny Johnson
djohnson@nottoway.org



Nottoway County
P.O. Box 92
344 W. Courthouse Rd.
Nottoway, VA 23955
Telephone: 434-292-1099
Fax: 434-645-8667
www.nottoway.org

To: Stephen W. Bowen, County Administrator
Re: Monthly Report for May 2025

Number of Animal Control Calls: 147
Number of Summons Issued: 1 indictment
Number of Convictions: 7 – 1 continued, 15 dismissed/complied rabies & tags
Number of Compliances Issued: 12
Number of Dogs over 40 days: 2 in foster

	Dog	Cat	Other
New Intakes	10	16	
Animals in Shelter	5	2	
Fostered	2	0	
Bites	1	0	
RTO	2	1	
Transfers	6	15	
Adoptions	0	0	
Euthanized	1- medical	0	
Died in Custody	0	0	
Died in Foster	0	0	
Livestock Calls: 1	Pickup Fee: \$15.00	Ending Odometer (Pickup) 88708-90312 Mileage: 1604	
Wildlife: 3	Boarding Fee: \$55.00		
Welfare Check: 4	Adoption Fee: \$0.00	Ending Odometer (SUV) 109268-110376 Mileage: 1108	
Threatening: 0	Donations: \$0		



Walmart Donation
5/21/25

Walmart donation
5/21/25





Donation from
Susan Tucker
4/2/25



4/2/25
Susan A. in memory of DJ.

Donations From
Franklin Bishop JR
4/2/25





4/3/25
Visit & donations from
The Happy Place.

Towel donation
4/3/25



4/11/25

CRate donation



Donation 4/14/25





4/15/25

Donation from
Megan G

4/17/25

Towel donation from Francis E.





Donation From
White Bird Appaloosa Rescue
4/19/25

Walmart Donation
4/21/25

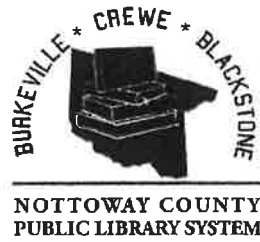




Donation from
McDway Elementary
4/21/25



4/25/25
Donation of gauze
& tape.



BOARD OF TRUSTEES MEETING

May 21, 2025

**Crewe Library
414 Tyler St.
Crewe, VA 23930**

10:30 a.m.

NOTTOWAY COUNTY PUBLIC LIBRARY
Board of Trustees
Agenda

May 21, 2025

10:30 a.m.

Call to Order

Approval of Agenda

Consent Agenda:

Approval of Minutes - March 19, 2025 (no April meeting)
Statistical Reports
Financial Reports

Bills for Approval

Communications:

- **Information regarding grants from Norfolk-Southern & EBSCO was received and forwarded to Crewe Cares & the Town of Crewe, respectively.**
- **(eRate) Funding commitment decision letter was received from USAC.**
- **Approval of Blackstone FOL grant proposal was received**

Citizen Comments

Report of the Library Director

Branch Libraries Update:
Blackstone Library
Burkeville Library
Crewe Library

Literacy Program Report

Programs

Committee Reports

New Business

Volunteer Policy
Credit Card

Unfinished Business

Collection Development
Patron Policy

Items Not on Agenda

Adjournment

Nottoway County Public Library

Board of Trustees Meeting

March 19, 2025

The meeting was called to order by Shelia Harper who welcomed everyone. All trustees were present except for Jackie August. Jackie Zataweski, Library Director, was also present.

It was moved by Susan Nash and seconded by Becky Sones to approve the Agenda and Consent Agenda. The motion passed.

The Bills were not available for approval at this time.

Communications:

- Information received from LSTA concerning funding.
- Shelia Harper reported that she had met with County Administrator, Steve Bowen, concerning Jackie's evaluation. Mr. Bowen raved about Jackie's performance and Shelia was able to tell him that our Trustee Board had given her a rating which exceeds expectations, the highest rating we could give. The County Board of Supervisors is in total agreement. Well done, Jackie.

Citizen Comments: None

Report of the Library Director

Branch Updates:

Blackstone-All is quiet

Burkeville-Waiting on hook-up for the automatic door opener

Crewe-All is well.

Literacy Program Report:

The Literacy program continues with 6 students, attendance varies.

New ESL student to begin

Programs

Tuesday, Wednesday, Thursday schedule

Summer reading program plans already worked out

Melissa continues to make plans for other programs

Friends of Blackstone Library getting \$1,000 grant

Susan is willing to donate a machine for crafts, one less item to purchase.

Committee Reports: None

New Business

Strategic Plan

Jackie reported that we are nearing the end of the 5-year plan and that new goals are needed. She stated that several items were not completed on the current plan, but that those items could still be finished. As a new item, Susan suggested a Health Hub as a possible goal with informational workshops to be included. Shelia suggested that maybe there could be regional meetings quarterly, possibly by Zoom, to discuss services and agencies available to the public. Jackie mentioned having a social worker on staff at libraries to get information into the communities and to make people aware of resources available.

Jackie stated that the ongoing elements in the current plan need to stay and that having objectives is a way to track accomplishments and be able to report accurately on them.

April 12

Easter Egg Hunt in Crewe at the Library. Closing of the Library is needed because of a lack of adequate parking. It was motioned by Susan and seconded by Becky to close the Crewe branch **only** on April 12. The motion passed.

Blackstone

Dee has asked about personal hygiene. What is the policy?
Jackie will locate policy and report back.

Unfinished Business

Collection Development

Jackie needs to work on this and report back.

Items Not on the Agenda

Nominating Committee will be needed (May Meeting).

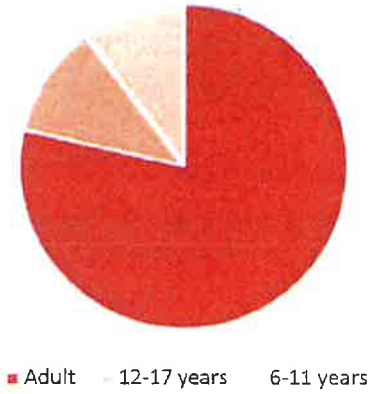
Adjournment

Next meeting, April 16, Crewe, 10:30 a.m.

Having no further business, it was motioned by Susan to adjourn.

Submitted by,
Verna L. Rhoades,

Burkeville Cardholders
T = 344



Blackstone Cardholders
T = 919



Crewe Cardholders
T = 933



5/01/2025 *GL060PPC
 Major #- 073010 ** Library Administration **

NOTTOWAY COUNTY
 EXPENDITURE DETAIL
 7/01/2024 - 5/01/2025

PAGE 44
 TIME 11:08

MAJ/PGM/CST CTR		BUDGET	APPR.	CURRENT	Y-T-D	ENCUMBRANCE	UNENCUMBERED	%
ACCT#	DESCRIPTION	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	BALANCE	REMAIN.
-----	-----	-----	-----	-----	-----	-----	-----	-----
73010	** Library Administration **							
1001	Salaries & Wages	101,481.00	101,481.00	84,568.70	84,568.70	.00	16,912.30	16.66
1003	Salaries / Part-Time	77,876.00	77,876.00	67,529.89	67,529.89	.00	10,346.11	13.28
2001	FICA	13,721.00	13,721.00	11,190.00	11,190.00	.00	2,531.00	18.44
2002	VRS - Retirement	6,769.00	6,769.00	6,124.73	6,124.73	.00	644.27	9.51
2005	Health Ins Payments	8,786.00	8,786.00	5,371.26	5,371.26	.00	3,414.74	38.86
2006	Group Life Insurance	1,360.00	1,360.00	997.90	997.90	.00	362.10	26.62
2011	Workman's Compensation Insurance	457.00	457.00	.00	.00	.00	457.00	100.00
2220	ICMA Vol	1,015.00	1,015.00	672.20	672.20	.00	342.80	33.77
2500	VLDP (Disability)	750.00	750.00	397.90	397.90	.00	352.10	46.94
3004	Equipment Repairs & Maintenance	600.00	600.00	600.00	600.00	.00	.00	.00
3007	Advertising	2,000.00	2,000.00	1,115.84	1,115.84	.00	884.16	44.20
5203	Telephone	2,160.00	2,160.00	1,502.15	1,502.15	.00	657.85	30.45
5204	Internet Access / WEB Hosting	2,000.00	2,000.00	2,989.16	2,989.16	.00	989.16-	49.45-
5401	Office Supplies	3,105.00	3,105.00	1,643.87	1,643.87	.00	1,461.13	47.05
5405	Custodial Services	5,504.00	5,504.00	3,354.00	3,354.00	.00	2,150.00	39.06
5411	Books & Periodicals	19,400.00	19,400.00	16,965.68	16,965.68	.00	2,434.32	12.54
5412	AV & Electronic Media & Materials	2,880.00	2,880.00	3,171.11	3,171.11	.00	291.11-	10.10-
5417	Summer Reading Program	3,000.00	3,000.00	1,710.36	1,710.36	.00	1,289.64	42.98
5501	Travel	350.00	350.00	366.58	366.58	.00	16.58-	4.73-
5504	Travel-Convention & Education	2,500.00	2,500.00	1,070.32	1,070.32	.00	1,429.68	57.18
5505	Travel-Library Deliveries	4,000.00	4,000.00	3,906.00	3,906.00	.00	94.00	2.35
6002	Dues & Membership	920.00	920.00	369.00	369.00	.00	551.00	59.89
6030	Literacy Books & Supplies	.00	.00	619.64	619.64	.00	619.64-	100.00-
7001	Employee Recognition	400.00	400.00	425.97	425.97	.00	25.97-	6.49-
7002	Furniture & Fixtures	500.00	500.00	.00	.00	.00	500.00	100.00
7005	Library Equip/Computer Hardware	4,200.00	4,200.00	7,196.38	7,196.38	.00	2,996.38-	71.34-
7006	Contractual Services	10,000.00	10,000.00	8,464.83	8,464.83	.00	1,535.17	15.35
8003	Library Technology Budget	9,125.00	9,125.00	7,504.43	7,504.43	.00	1,620.57	17.75
8004	Library ARPA Funding	.00	.00	.00	.00	1,030.63-	1,030.63	100.00-
8007	Imagination Library	.00	.00	2,170.76	2,170.76	.00	2,170.76-	100.00-
	- Cost Center Total -	284,859.00	284,859.00	241,998.66	241,998.66	1,030.63-	43,890.97	100.00-
	- Program# Total -	284,859.00	284,859.00	241,998.66	241,998.66	1,030.63-	43,890.97	15.40
	- Project# Total -	284,859.00	284,859.00	241,998.66	241,998.66	1,030.63-	43,890.97	15.40
	73010- Major Total -	284,859.00	284,859.00	241,998.66	241,998.66	1,030.63-	43,890.97	15.40

5/08/2025
AP375
FUND # - 100

FROM DATE- 4/01/2025
TO DATE- 4/30/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 073010 ** Library Administration **

PAGE 32

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Library Administration **										
CREATIVE PRODUCT SOURCE	Advertising	ORD:CPS25079003	CPI106511	4/03/2025		4/10/2025	257625		395.61	
									395.61 *	
BRIGHTSPEED	Telephone	ACCT 310153917 LIB	450000053265	3/23/2025		4/07/2025	108		74.92	
BRIGHTSPEED	Telephone	ACCT 310153917 LIB	480000019196	2/22/2025		4/07/2025	108		74.92	
SHENTEL	Telephone	ACCT 464204	464204 0425	4/01/2025		4/10/2025	257649		53.86	
SHENTEL	Telephone	ACCT 512845	512845 0425	4/01/2025		4/10/2025	257649		32.42	
									236.12 *	
FIRESPRING	Internet Access / WE	WEBSITE SERVICES	TRX-000370830	4/01/2025		4/10/2025	257634		330.00	
SHENTEL	Internet Access / WE	ACCT 464204	464204 0425	4/01/2025		4/10/2025	257649		80.00	
SHENTEL	Internet Access / WE	ACCT 512845	512845 0425	4/01/2025		4/10/2025	257649		85.00	
									495.00 *	
AMAZON CAPITAL SERVICES	Office Supplies	A25L27P1Z1TFUJ	1MX4-LJ46-V3CF	4/01/2025		4/10/2025	125		13.99	
JACQUELINE ZATAWESKI	Office Supplies	REIMBURSEMENT	REIMB 040225	4/02/2025		4/10/2025	257667		48.60	
									62.59 *	
RED OWL CLEANING SVC, LLC	Custodial Services	ACCT 700-003 MAR 25	700-003 0425	4/02/2025		4/10/2025	257645		344.00	
									344.00 *	
AMAZON CAPITAL SERVICES	Books & Periodicals	A25L27P1Z1TFUJ	1MX4-LJ46-V3CF	4/01/2025		4/10/2025	125		1,041.35	
CHILDREN'S PLUS INC.	Books & Periodicals	REF:5411	258278	3/28/2025		4/10/2025	257617		125.53	
CHILDREN'S PLUS INC.	Books & Periodicals	REF:03-5-25	258279	3/28/2025		4/10/2025	257617		284.96	
									1,451.84 *	
MIDWEST TAPE, LLC	AV & Electronic Medi	2000016259	506969423	3/31/2025		4/10/2025	118		183.30	
									183.30 *	
AMAZON CAPITAL SERVICES	Summer Reading Progr	A25L27P1Z1TFUJ	1MX4-LJ46-V3CF	4/01/2025		4/10/2025	125		58.98	
JACQUELINE ZATAWESKI	Summer Reading Progr	REIMBURSEMENT	REIMB 040225	4/02/2025		4/10/2025	257667		21.75	
									80.73 *	
JACQUELINE ZATAWESKI	Travel	REIMBURSEMENT	REIMB 040225	4/02/2025		4/10/2025	257667		45.08	
									45.08 *	
BRYON SAPP	Travel-Library Deliv	DELIVERIES FOR APRIL	SAPP MAR 25	3/31/2025		4/10/2025	257611		434.00	
									434.00 *	
VPLDA	Dues & Membership	FY25 DUES	FY25 DUES	4/01/2025		4/10/2025	257664		65.00	
									65.00 *	
AMAZON CAPITAL SERVICES	Literacy Books & Sup	A25L27P1Z1TFUJ	1MX4-LJ46-V3CF	4/01/2025		4/10/2025	125		27.66	
									27.66 *	
AMAZON CAPITAL SERVICES	Library Equip/Comput	A25L27P1Z1TFUJ	1MX4-LJ46-V3CF	4/01/2025		4/10/2025	125		584.87	
DE LAGE LANDEN	Library Equip/Comput	ACCT 785537	589787862	3/31/2025		4/10/2025	114		198.85	
									783.72 *	
JESSICA FAAS	Contractual Services	ESOL PREP	033125	3/31/2025		4/10/2025	257637		62.50	
JESSICA FAAS	Contractual Services	ESOL PREP	040725	4/07/2025		4/10/2025	257637		62.50	
DEMETRIUS NELSON	Contractual Services	13 HRS MARCH 2025	39	3/31/2025		4/07/2025	257591		416.00	
YOGA WITH COSIMA, LLC	Contractual Services	YOGA CLASSES	52	3/31/2025		4/10/2025	257666		75.00	
YOGA WITH COSIMA, LLC	Contractual Services	YOGA CLASSES	53	4/07/2025		4/10/2025	257666		75.00	
									691.00 *	
AMAZON CAPITAL SERVICES	Library Technology B	A25L27P1Z1TFUJ	1MX4-LJ46-V3CF	4/01/2025		4/10/2025	125		71.99	
									71.99 *	
DOLLYWOOD FOUNDATION	Imagination Library	VANOTTOWAY	05252966	5/01/2025		4/10/2025	257628		311.47	
									311.47 *	
TOTAL									5,679.11	

Board of Trustees
Jackie Green August
Shelia Harper
Carolyn Leslie
Susan Nash
Verna Rhoades
Becky Sones



Administrative Offices
Crewe Library
414 Tyler Street
Crewe, Virginia 23930
434-538-0495
www.nottlib.org

Library System Monthly Report

To: Members of the Nottoway County Board of Supervisors
From: Jacqueline Zataweski, Public Library System Director
Date: May, 2025

The following summarizes the activities and projects that have taken place since I last provided a report for the April meeting.

- April 22 - 24, I met with nine classes at NIS to provide an “escape room” to 137 students to help familiarize them with FIVA resources and their own catalog. I met with three additional classes (46 students) on April 29. This was followed by an invitation to the NIS orientation on May 20, and we are doing another “escape room” at NIS between May 19 and May 29.
- On April 23, I attended a Zoom meeting Senator Kaine held with LVA and interested library and museum people regarding IMLS funding. Shortly after that, we received information from the Librarian of VA (which was then forwarded).
- Also on April 23, I met with Philip Vannoorbeeck and Jennifer Daniel concerning the door opener that would make the Blackstone building more easily accessible.
- Nine more books have been purchased with funds from the Burkeville Medical Foundation. \$263.21 is the remaining available balance.
- The Friends of the (Crewe) Library met on May 1 and asked me to investigate the possibility of getting an AED for the library. I provided Buddy’s recommendation as well as cost information and I’ve since submitted a grant application for this purpose.
- I’ve reviewed records and have conferred with Logan. We started this fiscal year with \$5059.82 and had a deposit of \$250 in August. We’ve had expenditures totalling \$2491.01, which should leave a balance of \$2818.81 with one more payment to be made in June before requesting the rest be carried over.
- On May 2, the weather cooperated and so I was finally able to do Crafting Hour at Twin Lakes. While there, Ranger Jolie asked if we’d be able to help with programs throughout the summer. She’s asked for help on two days when Fuqua students will be there and a third day when they’ll host a homeschool group.
- I received a copy of the YTD expense report (through May 1) on May 9 and spent some time reconciling this with my records, ensuring that each of the line totals match. The report is included in this packet.

- The Literacy Program board met on May 8. I attended the meeting and requested that the members give some thought to Literacy Goals and Objectives for the Strategic Plan. They will meet again in July.
- My review of the section of the Public Services Policy dealing with patron behavior was completed May 12. Suggested changes to the document are forthcoming.
- I have drafted the How To information needed for the financial part of Bibliostat. I'd appreciate it if someone would look over them to see if revisions are needed before they are entered into the binder.
- Inventory continues.

In addition to the above, the usual tasks regarding deposits and invoices, staff schedules and payroll were completed, as were promotional activities such as creating social media posts, newsletters, calendars, and other printed materials.

Acting as the primary contact for the Imagination Library, I continue to confirm addresses of and approve new registrants. As of May 11, there are 274 participants and 144 children have "graduated".



Director's Report

May 2025

Spring is blooming hopeful as the weather warms.

1. ESL Class:

Classes have been going well and have been well attended. The last class is scheduled for May 19th until the Fall. There has been an inquiry about starting another class in Blackstone. Norma Ruiz with Immaculate Heart of Mary Catholic Church says she has at least 5 students interested. I have spoken to Frank Carrillo about being a teacher and he is interested. Of course we would need to pay him. I have mentioned this to Friends of Literacy and will be speaking about it at the next meeting. I am currently looking into grants. I am in the process of taking an online grant writing class. Jackie has sent me some grant ideas.

2. Computer Classes:

I have had 5 different students since the last meeting and logged about 8 hour of classes. I have one student who has taken a power point class and is now taking a grammar class to help with a college level composition class.

3. Events:

We have 2 events currently scheduled. Massey Cancer Center is doing a program May 20th at 11am on colorectal cancer prevention including using nutritional fresh produce because of the community garden. On June 18th at 1PM, Benchmark Community Bank is doing a workshop on fraud prevention. And on the 3rd Wednesday of each month, we are continuing with our Knit and Crochet Gathering. Last month I did a demo on spinning yarn on a 3D printed electric wheel.

4. The Crewe Community Garden:

There is a lot of green showing in the 10 beds. The Literacy Program/Library bed is featuring a Tea Garden. I have several plants planted including a rose bush for rose petals and rose hips (pictured in the header). I have been growing herbs and flowers on the windowsill of the office and they should be ready to add to the bed soon. I have documented the progress on the blog on our new website. I plan on doing a class on making tea blends toward the end of summer or fall.

5. Website:

The website is done and is working out well, though I continue to add to it. I just added a resource page with detailed information about GED. And I add events to the event page and calendar. The Face Book feed is updated automatically on the home page. I often cross post event and blog info to the Face Book page generating traffic and hopefully developing a following. The WIX platform keeps good stats regarding traffic and clicks and I can check them on their ap. And from the website, visitors can RSVP to events which is helpful. The website has quite a lot of functionality for a free version.

6. Final Thoughts:

As I come up on 1 full year in this position, I am getting a better sense of finding ways to evaluate needs in this community and ways for the literacy program to meet those needs. The biggest accomplishments have been improving communication and outreach with the Face Book page and website. The other and ongoing project is to develop a procedure manual to capture information, organize it and organizing resources like the collection of teaching materials and books in the Literacy Library. I still need to work on finding more students in the area of reading/writing. And I also need to find more ways to train would be tutors. The job is challenging but very rewarding.



BOARD OF TRUSTEES MEETING

June 4, 2025

Burkeville Library
224 West Nunnally St.
Burkeville, VA 23922

10:30 a.m.

NOTTOWAY COUNTY PUBLIC LIBRARY
Board of Trustees
Agenda

June 4, 2025

10:30 a.m.

Call to Order

Approval of Agenda

Consent Agenda:

Approval of Minutes - May 21, 2025

Statistical Reports

Financial Reports

Bills for Approval

Communications:

Citizen Comments

Report of the Library Director

Branch Libraries Update:

Blackstone Library - Internet out 5/21 through ...?

Burkeville Library

Crewe Library

Literacy Program Report

Programs

Committee Reports

New Business

Unfinished Business

Credit Card

Public Services Policy

Items Not on Agenda

Adjournment

Nottoway County Public Library

Board of Trustees Meeting

May 21, 2025

The meeting was called to order by Shelia Harper who greeted all who were present. All Trustees were in attendance except Jackie August who was absent for today's meeting. Jackie Zatawesky, Library Director, was also present.

It was moved by Susan Nash and seconded by Becky Sones to approve the Agenda and Consent Agenda. The motion passed.

It was motioned by Susan Nash and seconded by Becky Sones to approve the Bills. The motion passed.

Communications:

- Information regarding grants from Norfolk-Southern & EBSCO was received and forwarded to Crewe Cares & the Town of Crewe, respectively.
- (eRate) Funding commitment decision letter was received from USAC.
- Approval of Blackstone FOL grant proposal was received
- Kim, VA State Library, notified Jackie of revised state funds, not yet confirmed, expected to be \$100,474 which is an increase
- Kim, State Library, needed an explanation of Bibliostat information, Jackie sent requested information which hopefully will satisfy the questions.

Citizen Comments: None

Report of the Library Director

Branch Updates:

Blackstone-Jackie met with Town Manager, Philip Vannoorbeeck, who stated that the Handicapped Entrance and automatic door opener should be finished by July 1.

Burkeville-Patron inquired about the completion of the automatic door opener. Jackie informed the patron that completion

depended upon the anonymous donar.

Crewe-All is well.

Programs

Summer Reading Plans are complete. The program is for all ages and the theme concerns reading around the world and includes six countries.

July 23-Crewe-Magician

July 7-Blackstone-Drum Performer-working out plans for exact location and possible permits needed

Chainsaw portraits-Twin Lakes-working out the details to host

End Activity-Crewe-Color Run

Committee Report

The Nominating Committee consisting of Carolyn Leslie and Verna Rhoades reported that Becky Sones graciously accepted the position of Secretary, serving for the next 2 years starting Aug 1, 2025.

New Business

Volunteer Policy

Jackie recommended changes to the Volunteer Policy which were discussed by the Trustees. Changes include rewording of a statement in section 1.6 to coincide with application, removing item #10 from section 1.9 because it is already stated in section 1.1 and moving item # 12 to section 1.4. Following the discussion, Susan Nash motioned and Carolyn Leslie seconded for acceptance of the changes as stated. The motion passed.

Credit Card

This item was discussed earlier in the year with Supervisor Norton who thought it should not be a problem since other County offices have cards. Having a credit card would eliminate having to wait for reimbursements for needed Library materials. It was motioned by Verna Rhoades and the remaining trustees agreed to give Jackie permission to pursue this issue. The motion passed.

Unfinished Business

Collection Development

Jackie mentioned changes to section XIII. It was motioned by Susan Nash and the remaining trustees agreed to make the needed changes. The motion passed.

Patron Policy

Jackie asked the trustees to remove section 9 from this policy because it is already stated in the Collection Policy. It was motioned to remove this item from the patron policy. The motion passed.

Jackie stated that there had been some recent issues with conduct in the Crewe Library. The Trustees discussed the problem and tried to suggest solutions for the areas of concern. However, Jackie wishes to speak with the Crewe Police Chief to determine how best to proceed with disciplinary action. Depending upon the outcome, changes to our policy may be necessary. The issue will be revisited in the next meeting.

Items Not on the Agenda

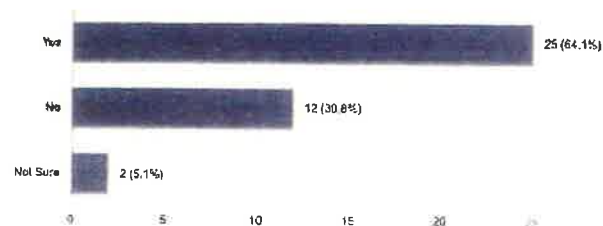
Shelia reported that a number of Trustees will **not** be able to attend the next regularly scheduled meeting, June 18, due to prior plans. After discussion, it was agreed to move the next meeting to **June 4, 2025 at 11:30 a.m. in Burkeville.**

Adjournment

Having no further business, the meeting was adjourned.

Submitted by,
Verna L. Rhoades

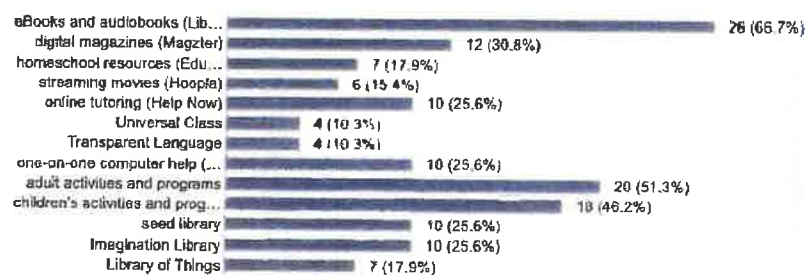
39 responses



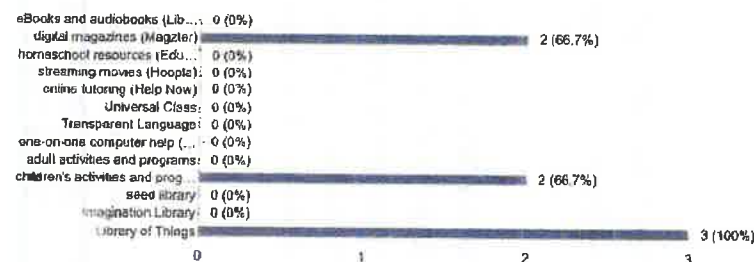
3 responses



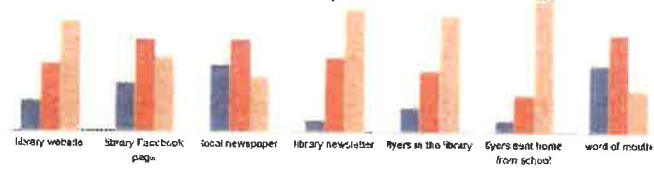
39 responses



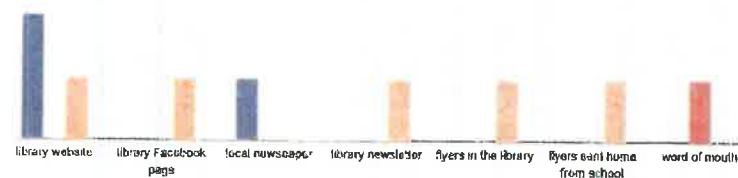
3 responses



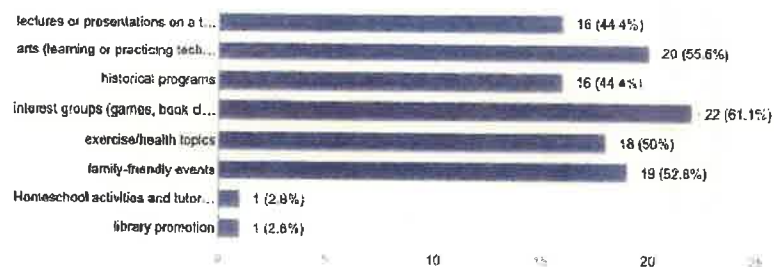
34 responses



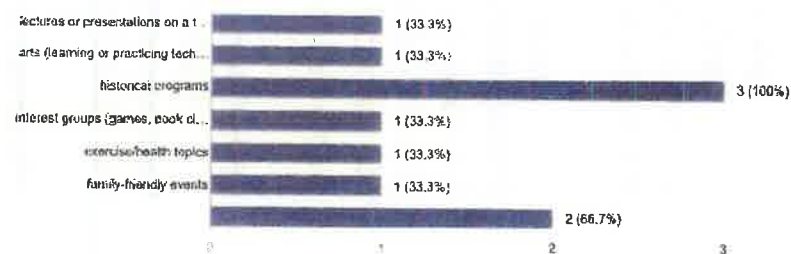
3 responses



36 responses



3 responses



		Approved	Reality	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total Spent	Remaining	% Remaining
	1001	101481	101482	8456.87	8456.87	8456.87	8456.87	8456.87	8456.87	8456.87	8456.87	8456.87	8456.87	8456.87	93025.57	8456.43	8.33%
	1003	77876	77474	8146.51	6194.84	7530.4	6128.25	6241.27	7233.59	5657.25	6,257.00	7,757.50	6,383.28	6,044.15	73574.04	3899.96	8.33%
	wage total	179357	178956	16603.38	14651.71	15987.27	14585.12	14698.14	15690.46	14114.12	14,713.87	16,214.37	14,840.15	14,501.02	166599.61		5.03%
FICA	2001	13721	12780			Feb-June is estimated				7821.83	included in April		3368.17	1070	12260	520	4.07%
VRS-Retirement	2002	6769	7240.99			Feb-June is estimated				4271.18	included in April		1853.55	600	6724.73	516.26	7.13%
Health Ins	2005	8786	6371.26			Feb-June is estimated				3784.65	included in April		1586.61	500	5871.26	500	7.85%
Life Ins	2006	1360	1197.5							698.53	99.79	99.79	99.79	99.79	1097.69	99.81	8.33%
Workers Comp	2011	457	0.00001												0	0.00001	100.00%
ICMA Vol	2220	1015	806.75							470.54	67.22	67.22	67.22	67.22	739.42	67.33	8.35%
Disability	2500	750	477.5							278.53	39.79	39.79	39.79	39.79	437.69	39.81	8.34%
Equip Maint	3004	600	1320	600									360		960	360	27.27%
Advertising	3007	2000	1555	21.11	28		44.6		250	40.5	80.36	255.66	454.18	60	1234.41	320.59	20.62%
Phone	5203	2160	1825	83.92	154.04	160.22	153.82	154.17	154.35	233.5	85.45	86.56	236.12	161.29	1663.44	161.56	8.85%
Internet/site	5204	2000	3320	494.16	170	165	500	170	170	495	165	165	495	165	3154.16	165.84	5.00%
Office supplies	5401	3105	2475	76.16	29.2	88.42	317.64	46.75	14.6	722.95	46.97	238.59	500.17	110.96	2192.41	282.59	11.42%
Cleaning	5405	5504	4472	344	430	344	344	430	344	430	344	344	344	430	4128	344	7.69%
Books, etc	5411	19400	21836	1520.76	1213.88	1214.59	1213.91	2130.63	2261.83	1778.68	1810.4	2369.16	1938.04	1571.9	19023.78	2812.22	12.88%
eBooks, etc	5412	2880	3830		2400				26.91	188.68	192.08	180.13	183.3	383.29	3554.39	275.61	7.20%
Programs	5417	3000	2600	627.67	65.02	72.63	267.7	12.99	233.2	123.6	187.07	39.66	150.76	105.68	1885.98	714.02	27.46%
Local mileage	5501	350	550	36.52	38.93		57.7		99.95		88.4		121.17	45.71	488.38	61.62	11.20%
PD expenses	5504	2500	1075		280	280	411.54		84.67			14.11			1070.32	4.68	0.44%
Deliveries	5505	4000	5208	434	434		434	434	434	434	434	434	434	434	4340	868	16.67%
Memberships	6002	920	678		35				90	179			275	99	678	0	0.00%
Literacy Supplies	6030	0	812		133.32	145.55	74.25	161.65			66.66	10.55	27.66	98.43	718.07	93.93	11.57%
Staff Appreciatio	7001	400	426		10.12				415.85						425.97	0.03	0.01%
Furniture	7002	500	0.00001												0	0.00001	100.00%
Equipment	7005	4200	3345	198.85	198.85	228.41	198.85	753.26	198.85	206.84	198.85	198.85	783.72	198.85	3145.23	199.77	5.97%
Contractors	7006	10000				183.33	-218.95								9905.83	1168.17	11.68%
	7006 - IT		5392		832		416	416	416	616	416	416	416	616	4560	832	15.43%
	7006 - ESL		1564			62.5	187.5	125	187.5	62.5	250	250	250	187.5	1562.5	1.5	0.10%
	7006 - Yoga		2751	635	495	560	280	280	225		225	375	300	225	3600	225	8.18%
	Add'l aid		1074												0		
Comp services	8003	9125	11995	11672			680.97	-5836	675.47	4250		240	191.99	120	11994.43	0.57	0.00%
DPIL	8007					78.97	269.94	286.27	305.49	313.33	313.71	291.88	311.47	319.95			
	Subtotal	105502	106977	16744.15	6947.36	3504.65	5363.53	-721.55	6282.18	27086.51	4797.04	5824.07	14476.24	7389.41			
	Total	284859	285933	33347.53	21599.07	19491.92	19948.65	13976.59	21972.64	41200.63	19510.91	22038.44	29316.39	21890.43	264293.2	21639.8	7.57%

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCR	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK/ ACH NO.	DESCRIPTION	BATCH
✓ 00000	001235	AMAZON CAPITAL SERVICES	1HY6-HD43-KYWG	5/07/2025		4100-073010-5411-	.00	1,188.99	145-ACH	Books & Periodicals	13024
00000	001235		1HY6-HD43-KYWG	5/07/2025		4100-073010-5417-	.00	32.98	145-ACH	Summer Reading Program	13024
00000	001235		1HY6-HD43-KYWG	5/07/2025		4100-073010-6030-	.00	64.65	145-ACH	Literacy Books & Supplies	13024
00000	001235		1HY6-HD43-KYWG	5/07/2025		4100-073010-5401-	.00	110.96	145-ACH	Office Supplies	13024
			ACH TOTAL				.00	1,397.58			
✓ 00000	004340	BRIGHTSPEED	440000082339	5/07/2025		4100-073010-5203-	.00	74.97	146-ACH	Telephone	13024
			ACH TOTAL				.00	74.97			
✓ 00000	046820	BRYON SAPP	SAPP APRIL 25	5/07/2025		4100-073010-5505-	.00	434.00	257760	Travel-Library Deliveries	13024
			CHECK TOTAL				.00	434.00			
✓ 00000	005271	CAPITAL ONE	1662177812	5/07/2025		4100-073010-5417-	.00	44.55	257761	Summer Reading Program	13024
			CHECK TOTAL				.00	44.55			
✓ 00000	005602	CENTER POINT LARGE PRINT	2158595	5/07/2025		4100-073010-5411-	.00	46.74	257762	Books & Periodicals	13024
			CHECK TOTAL				.00	46.74			
✓ 00000	034217	DEMETRIUS NELSON	40	5/07/2025		4100-073010-7006-	.00	416.00	257763	Contractual Services	13024
			CHECK TOTAL				.00	416.00			
✓ 00000	066581	EDUCATE STATION LLC	1500	5/07/2025		4100-073010-5412-	.00	200.00	257764	AV & Electronic Media & Materi	13024
			CHECK TOTAL				.00	200.00			
✓ 00000	022400	IPRINT TECHNOLOGIES	1221550	5/07/2025		4100-073010-5401-	.00	432.00	257765	Office Supplies	13024
			CHECK TOTAL				.00	432.00			
✓ 00000	065001	JACQUELINE ZATANESKI	REIMB 04172025	5/07/2025		4100-073010-5401-	.00	5.58	257766	Office Supplies	13024
00000	065001		REIMB 04172025	5/07/2025		4100-073010-8003-	.00	120.00	257766	Library Technology Budget	13024
00000	065001		REIMB 04172025	5/07/2025		4100-073010-6002-	.00	210.00	257766	Dues & Membership	13024
00000	065001		REIMB 04282025	5/07/2025		4100-073010-5501-	.00	76.09	257766	Travel	13024
00000	065001		REIMB 04282025	5/07/2025		4100-073010-5417-	.00	25.48	257766	Summer Reading Program	13024
00000	065001		REIMB 04282025	5/07/2025		4100-073010-5411-	.00	233.23	257766	Books & Periodicals	13024
			CHECK TOTAL				.00	670.38			
✓ 00000	013011	JESSICA FAAS	FAAS 04142025	5/07/2025		4100-073010-7006-	.00	62.50	257767	Contractual Services	13024
00000	013011		FAAS 04212025	5/07/2025		4100-073010-7005-	.00	62.50	257767	Contractual Services	13024
00000	013011		FAAS 04282025	5/07/2025		4100-073010-7006-	.00	62.50	257767	Contractual Services	13024
00000	013011		FAAS 05052025	5/07/2025		4100-073010-7006-	.00	62.50	257767	Contractual Services	13024
			CHECK TOTAL				.00	250.00			
✓ 00000	032033	MIDWEST TAPE, LLC	507111078	5/07/2025		4100-073010-5412-	.00	183.29	147-ACH	AV & Electronic Media & Materi	13024
			ACH TOTAL				.00	183.29			
✓ 00000	032618	MOBILE BEACON	A-018521-202505	5/07/2025		4100-073010-8003-	.00	120.00	257768	Library Technology Budget	13024
			CHECK TOTAL				.00	120.00			
✓ 00000	044626	RED OWL CLEANING SVC, LLC	700-003 0525	5/07/2025		4100-073010-5405-	.00	344.00	257769	Custodial Services	13024
			CHECK TOTAL				.00	344.00			
✓ 00000	048200	SOUTHERN COPIER SALES &	INV013307	5/07/2025		4100-073010-3007-	.00	57.87	257770	Advertising	13024

** Library Administration **

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK/ACH NO.	DESCRIPTION	BATCH
00000	048200		INV013308	5/07/2025		4100-073010-3004-	.00	360.00	257770	Equipment Repairs & Maintenanc	13024
						CHECK TOTAL	.00	417.87			
00000	066507	WALLACEBURG BOOKBINDING	INV013307	5/07/2025		4100-073010-5411-	.00	206.23	257771	Books & Periodicals	13024
						CHECK TOTAL	.00	206.23			
00000	066473	YOGA WITH COSIMA, LLC	54	5/07/2025		4100-073010-7006-	.00	75.00	257772	Contractual Services	13024
00000	066473		55	5/07/2025		4100-073010-7006-	.00	75.00	257772	Contractual Services	13024
00000	066473		56	5/07/2025		4100-073010-7006-	.00	75.00	257772	Contractual Services	13024
00000	066473		57	5/07/2025		4100-073010-7006-	.00	75.00	257772	Contractual Services	13024
						CHECK TOTAL	.00	300.00			
						CLASS TOTAL	.00	5,537.61			
						ACH TOTAL		1,655.84			
						CHK TOTAL		3,881.77			
						FINAL TOTAL	.00	5,537.61-			
						ACH TOTAL		1,655.84			
						CHK TOTAL		3,881.77			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 5,537.61 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

COUNTY ADMINISTRATOR

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK/ACH NO.	DESCRIPTION	BATCH
✓ 00000	005602	CENTER POINT LARGE PRINT	2164347	5/22/2025		4100-073010-5411- CHECK TOTAL	.00 .00	46.74 46.74	257995	Books & Periodicals	13044
✓ 00000	005932	CHILDREN'S PLUS INC.	260230	5/22/2025		4100-073010-5411- CHECK TOTAL	.00 .00	336.17 336.17	257996	Books & Periodicals	13044
✓ 00000	008228	DE LAGE LANDEN	590092858	5/22/2025		4100-073010-7005- ACH TOTAL	.00 .00	198.85 198.85	176-ACH	Library Equip/Computer Hardwar	13044
✓ 00000	009235	DOLLYWOOD FOUNDATION	06252966	5/22/2025		4100-073010-6007- CHECK TOTAL	.00 .00	319.95 319.95	257999	Imagination Library	13044
00000	013011	JESSICA FAAS	FAAS 05132025	5/22/2025		4100-073010-7006-	.00	62.50	258004	Contractual Services	13044
✓ 00000	013011		FAAS 05192025	5/22/2025		4100-073010-7006- CHECK TOTAL	.00 .00	62.50 125.00	258004	Contractual Services	13044
✓ 00000	066601	KATHLEEN OLIVER	REIMB 05202025	5/22/2025		4100-073010-6030- CHECK TOTAL	.00 .00	33.78 33.78	258005	Literacy Books & Supplies	13044
✓ 00000	035202	NOTTOWAY PUBLISHING CO.,	NOT PUBL 0425	5/22/2025		4100-073010-3007- ACH TOTAL	.00 .00	60.00 60.00	177-ACH	Advertising	13044
✓ 00000	040737	PROLITERACY MEMBERSHIP	05012025	5/22/2025		4100-073010-6002- CHECK TOTAL	.00 .00	99.00 99.00	258011	Dues & Membership	13044
✓ 00000	066473	YOGA WITH COSIMA, LLC	58	5/22/2025		4100-073010-7006-	.00	75.00	258019	Contractual Services	13044
00000	066473		59	5/22/2025		4100-073010-7006- CHECK TOTAL	.00 .00	75.00 150.00	258019	Contractual Services	13044
CLASS TOTAL							.00	1,369.49			
ACH TOTAL								258.85			
CHK TOTAL								1,110.64			

** Library Administration **

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCR	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK/ ACH NO.	DESCRIPTION	BATCH
00000	034201	SHENTEL	464204 0525	5/14/2025		4100-073010-5203-	.00	53.93	257889	Telephone	13032
00000	034201		464204 0525	5/14/2025		4100-073010-5204-	.00	80.00	257889	Internet Access / WEB Hosting	13032
00000	034201		512845 0525	5/14/2025		4100-073010-5203-	.00	85.00	257889	Telephone	13032
00000	034201		512845 0525	5/14/2025		4100-073010-5204-	.00	32.39	257889	Internet Access / WEB Hosting	13032
						CHECK TOTAL	.00	251.32			
						CLASS TOTAL	.00	251.32			
						ACH TOTAL		.00			
						CHK TOTAL		251.32			

Board of Trustees
Jackie Green August
Shelia Harper
Carolyn Leslie
Susan Nash
Verna Rhoades
Becky Sones



Administrative Offices
Crewe Library
414 Tyler Street
Crewe, Virginia 23930
434-538-0495
www.nottlib.org

Library System Monthly Report

To: Members of the Nottoway County Board of Supervisors
From: Jacqueline Zataweski, Public Library System Director
Date: June, 2025

The following summarizes the activities and projects that have taken place since I last provided a report for the May meeting.

- On May 21, I learned that the small AED grant I applied for (on behalf of the Crewe Friends) was approved. This information has been passed along to their members and they have voted to purchase a device.
- Melissa and I offered an activity and Summer Reading information at Twin Lakes' World Turtle Day Shellebration on May 24.
- May 27 - 29, I again met with nine classes at NIS to provide a new "escape room" for fifth (69) and sixth (42) grade students.
- Since the last meeting, I have consulted with Chief Morgan regarding the process for addressing problem patron behaviors. The Public Services Policy has been further revised; it follows.
- I have so far obtained Friends' funding for two Summer Reading performers - a magician on July 23 (in Crewe) and Taiko drumming, which we hope to have in Blackstone.
- Three more books were purchased with funds from the Burkeville Medical Foundation. Once I am reimbursed by the Crewe Friends, \$205.40 will remain.
- Most "regular" staff (those with regular schedules) have received their annual evaluation. The evaluation for Kathy will come a little later in the year.
- The action items in the Collective Impact section of the Sustainable Libraries Certification Program have now been completed; we are 62% of the way through the overall Program. Social Cohesion is next.
- Inventory continues.

Acting as the primary contact for the Imagination Library, I continue to confirm addresses of and approve new registrants. As of May 31, there are 279 participants and 144 children have "graduated". After the June payment is made, I will need to confirm with Logan how much remains so that I know what amount to request be carried over into FY26.

The usual promotional activities such as creating social media posts, newsletters, calendars, and other printed materials have been completed. In addition, the usual tasks regarding staff schedules, payroll, deposits and invoices were completed. Logan told me on May 15th that she was in the process of making budget adjustments; when an updated expenditure report is received, I will again ensure that those figures match my own totals.

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COUNTY ADMINISTRATOR
STEVE W. BOWEN

**PLANNING & ECONOMIC DEVELOPMENT
DIRECTOR AND ZONING ADMINISTRATOR**
GREGG ZODY, AICP

BUILDING OFFICIAL
NICHOLAS BOWLES

EMERGENCY SERVICES COORDINATOR
AUBREY W. "BUDDY" HYDE, JR.

MEMORANDUM

TO: Board of Supervisors

THROUGH: Steve Bowen, County Administrator

FROM: Gregg Zody, Planning and Economic Development Director *GZ*

SUBJECT: Planning and Economic Development Monthly Update – May 2025

DATE: June 13, 2025

Planning and Zoning

1. Staff met with existing and prospective property owners via phone and email throughout the month to discuss development processes and related regulations regarding the subdivision and zoning ordinances. Please note these discussions may consist of follow-up via email or phone at least four times or more after the initial meeting and before applying for a special exception, subdivision, or rezoning.
2. The Planning Commission heard recommended approval (8-0) for deleting the use "Duplex" from §2-1-4 (use permitted with approved special exception request); recommended approval for the definition for "Government Services" to be a special exception request as to opposed to allowing it by right in all zoning districts (except PD1) as recommended initially by staff; and continued the hearing for "Data Centers" (8-0) to their June 17th meeting so staff could present research additional definitions;
3. Staff received two applications for public hearing on June 17th, the first is a special exception request for a manufactured home on Three Oaks Road (C-1); the second is a rezoning request from Rural Residential (RR) to Conservation (C-1).
4. Staff briefly review draft amendments to Article 1 and Article 2 of the zoning ordinance revision. They will be further discussed at the June 17th meeting, along with updated "Data Services" definitions and the creation of an Airport District for both the Blackstone and Crewe airports and a proposed Airport Overlay Safety Zone (based on State Code).

5. Staff sent out three violation notices on May 28th and received a certified mail receipt on June 12th for a long-standing violation on Woodman Road.
6. Staff is now sending all public notices to adjacent property owners via certified mail.

Economic Development

1. Attending WPPDC East VATI Management Team Zoom Meeting held on May 6th.
2. Staff received a written complaint from a property owner on Spainville Road that did not want fiber cable on her property. Staff coordinated with RiverStreet and VDOT to address the owner's concerns to correct the issue.
3. The Chair, County Administrator and staff met with representatives from the State and related businesses at Nottoway Lanes to discuss potential economic development opportunities at Pickett Park on May 7th.
4. Due to unexpected tasks, staff will bring a copy of the internal Prospect Manual for Pickett Park to the BOS post on June 26th for review.
5. May's LoopNet site traffic report is attached.



< BACK



Pickett Park Site | TBD Military Rd
Blackstone, VA 23824 | Land For Sale | 437.19 AC | Price
Not Disclosed

Days on
Market
223
Started advertising
10/24/2024

Listing
Completeness
80%
last updated on
5/20/2025

Exposure
Level
Silver
since
10/28/2024

In the last 30 days, **485** people have seen your property **1,093** times. Your listing is getting **12x** more exposure than a typical basic Land listing.

308

Detail Page Views

0

Confidentiality Agreements

6

Leads

0

Data Room Visits

Listing Activity Report

Total Detail Page Views



CoStar and LoopNet

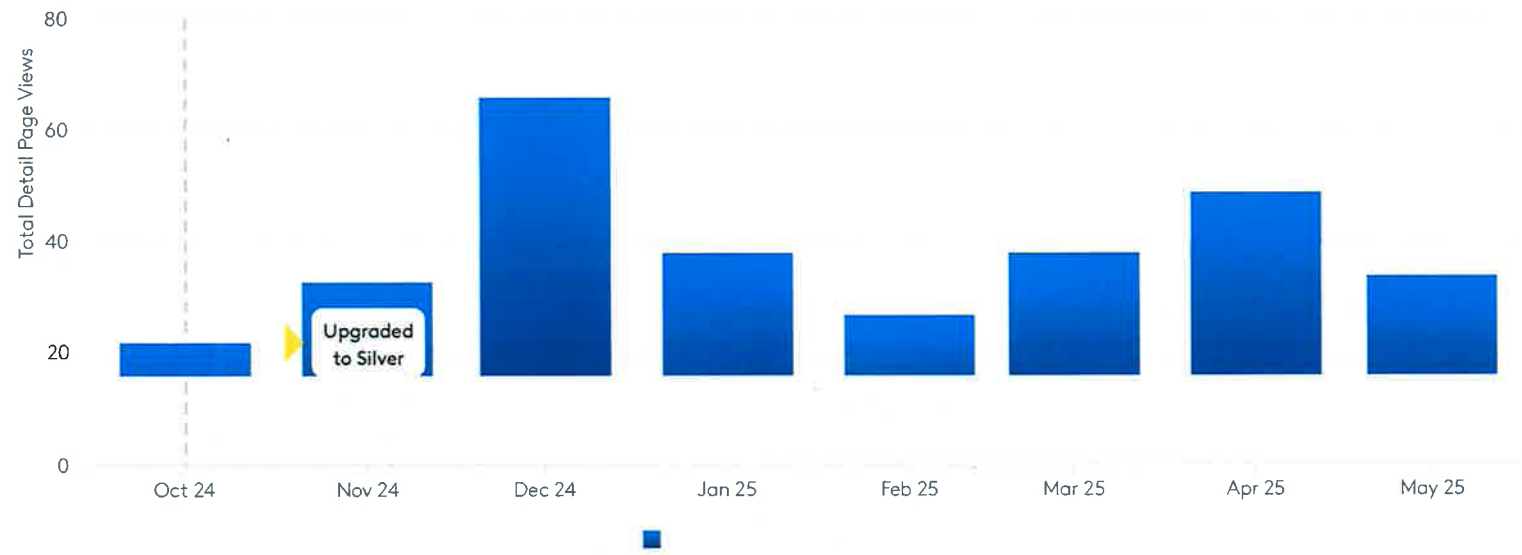


Select a Competitor



1 Year





TBD Military Rd (Your Property)

*Current month's data is in progress.

Leads





- Email Leads
- Phone Leads
- Secure Leads

Activity Summary

Summary of everyone that has seen your property.

1 Year

15,308
Total Views

7,232
Unique Prospects

25s
Average Time on Page

308
Detail Page Views

2.0
Frequency

1h 38m 29s
Total Time on Page

Visitor Details

Top Visitors

All Visitors

Search Impression Views

*Using publicly available Reverse IP company information, CoStar Group is able to identify about 30% of the visitors to your listing. The vast majority (70%) is anonymous and listed as 'unknown' in the visitor details report.

Company	Location	Visitors	Views	Return Visitors	Total Time On Page	Most Recent View	First View
Davenport Aviation	Columbus, OH	1	6	1	46s	5/16/2025	4/16/2025

Virginia Society Of Public Accountants Incorporated, The	Glen Allen, VA	1	6	1	2m 22s	✓ 11/17/2024	11/17/2024
Citizens Bancorp of Virginia Inc	Blackstone, VA	1	4	1	1m 55s	✓ 5/23/2025	2/11/2025
Atlantic Union Bankshares	Richmond, VA	1	2	1	-	✓ 12/15/2024	12/15/2024
SugarOak Realty, LLC.	Richmond, VA	1	8	1	-	✓ 5/17/2025	10/25/2024
Thomas Jefferson Memorial Church	Charlottesville, VA	1	8	1	2m 57s	✓ 1/13/2025	1/13/2025
Double A Auction & Realty	Kenbridge, VA	1	7	1	-	12/19/2024	12/19/2024
Vmi Foundation	Lexington, VA	1	5	1	29s	12/5/2024	12/5/2024
County of Nottoway, Virginia	Nottoway, VA	3	4	1	8m 15s	5/2/2025	1/28/2025
Killeen Independent School District	Killeen, TX	1	3	1	3m 42s	4/22/2025	4/22/2025

1 - 10 of 17

1 2

Show 10 Records ▼

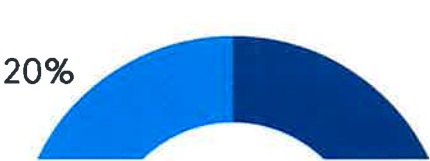
Traffic Sources

Detail Page Views

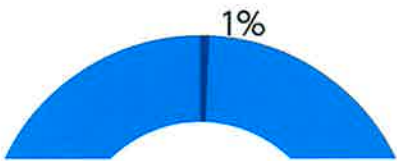
All Traffic

1 Year ▼

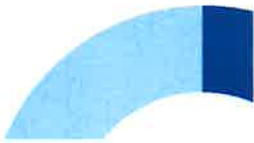
New Visitors vs Returning

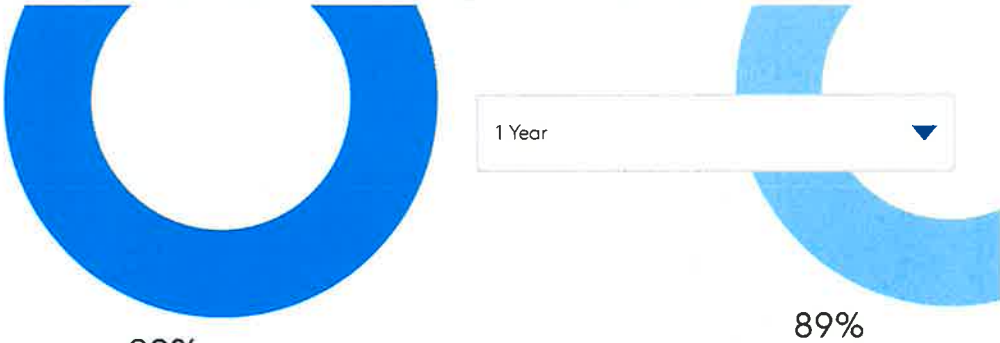


In Market vs Out of Market



Traffic Sou





*Due to data privacy we do not have visibility for all user locations.

Listing History

This is a log of events and changes to your listing.

Date	Action
4/2/2025	Asking price was changed
3/27/2025	Property description was changed
3/7/2025	Attachment was added
12/2/2024	Property description was changed
11/25/2024	Asking price was changed
10/28/2024	Listing Exposure Level changed to Silver
10/24/2024	Photos were added (Primary Photo & other)
10/24/2024	Photos were added (Primary Photo & other)
10/24/2024	Property description was changed

1 - 9 of 9

Show 10 Records ▼

Nottoway County Planning Commission

Benjamin Perry- Chair
Kirby Woolfolk-Vice-Chair
Sandra Pettis
Bryan Thomas
Paul Carter



Chandra Lewis
Frankie Williamson
James Bruce
Jeff LaVelle
Ben Green

Planning Director and Commission Secretary - Gregg Zody, AICP

Mailing Address: PO Box 92, Nottoway, Virginia 23955

Physical Address: 328 West Courthouse Road, Nottoway, Virginia 23955

Office Telephone: 434-645-8696

Article 6. Definitions, Sec. 6-1-2 List of Definitions

1. **Data Center** *A facility containing one or more buildings and one or more large-scale computer systems used for data storage and processing for off-site users. Typical supporting equipment includes back-up batteries and power generators, cooling units, fire suppression systems, and enhanced security features.*

The following zoning districts shall be amended to include data centers as a use permitted by a special exception permit (as provided in Article 5):

Division 5 General Business District (GB), Sec. 2-5-4 Uses Permitted by Special Exception

Division 6 Light Industrial District (LI), Sec. 2-6-4 Uses Permitted by Special Exception

Division 7 General Industrial District (GI), Sec. 2-7-4 Uses Permitted by Special Exception

From the Virginia State Code, § 58.1-3506. Other classifications of tangible personal property for taxation.

43. For purposes of this subdivision, "data center" means a facility whose primary services are the storage, management, and processing of digital data and is used to house (i) computer and network systems, including associated components such as servers, network equipment and appliances, telecommunications, and data storage systems; (ii) systems for monitoring and managing infrastructure performance; (iii) equipment used for the transformation, transmission, distribution, or management of at least one megawatt of capacity of electrical power and cooling, including substations, uninterruptible power supply systems, all electrical plant equipment, and associated air handlers; (iv) Internet-related equipment and services; (v) data communications connections; (vi) environmental controls; (vii) fire protection systems; and (viii) security systems and services;

Data Center Definition from U.S.C. Title CFR §42 17112

Source: <https://www.govinfo.gov/content/pkg/USCODE-2016-title42/html/USCODE-2016-title42-chap152.htm>

§17112. Energy efficiency for data center buildings

(a) Definitions

In this section:

(1) Data center

The term "data center" means any facility that primarily contains electronic equipment used to process, store, and transmit digital information, which may be—

(A) a free-standing structure; or

(B) a facility within a larger structure, that uses environmental control equipment to maintain the proper conditions for the operation of electronic equipment.

(2) Data center operator

The term "data center operator" means any person or government entity that builds or operates a data center or purchases data center services, equipment, and facilities.

(b) Voluntary national information program

(1) In general

Not later than 90 days after December 19, 2007, the Secretary and the Administrator of the Environmental Protection Agency shall, after consulting with information technology industry and other interested parties, initiate a voluntary national information program for those types of data centers and data center equipment and facilities that are widely used and for which there is a potential for significant data center energy savings as a result of the program.

(2) Requirements

The program described in paragraph (1) shall—

(A) address data center efficiency holistically, reflecting the total energy consumption of data centers as whole systems, including both equipment and facilities;

(B) consider prior work and studies undertaken in this area, including by the Environmental Protection Agency and the Department of Energy;

(C) consistent with the objectives described in paragraph (1), determine the type of data center and data center equipment and facilities to be covered under the program;

(D) produce specifications, measurements, best practices, and benchmarks that will enable data center operators to make more informed decisions about the energy efficiency and costs of data centers, and that take into account—

(i) the performance and use of servers, data storage devices, and other information technology equipment;

(ii) the efficiency of heating, ventilation, and air conditioning, cooling, and power conditioning systems, provided that no modification shall be required of a standard then in effect under the Energy Policy and Conservation Act (42 U.S.C. 6201 et seq.) for any covered heating, ventilation, air-conditioning, cooling or power-conditioning product;

(iii) energy savings from the adoption of software and data management techniques; and

(iv) other factors determined by the organization described in subsection (c);

(E) allow for creation of separate specifications, measurements, and benchmarks based on data center size and function, as well as other appropriate characteristics;

(F) advance the design and implementation of efficiency technologies to the maximum extent economically practical;

(G) provide to data center operators in the private sector and the Federal Government information about best practices and purchasing decisions that reduce the energy consumption of data centers; and

(H) publish the information described in subparagraph (G), which may be disseminated through catalogs, trade publications, the Internet, or other mechanisms, that will allow data center operators to assess the energy consumption and potential cost savings of alternative data centers and data center equipment and facilities.

(3) Procedures

The program described in paragraph (1) shall be developed in consultation with and coordinated by the organization described in subsection (c) according to commonly accepted procedures for the development of specifications, measurements, and benchmarks.

(c) Data center efficiency organization

(1) In general

After the establishment of the program described in subsection (b), the Secretary and the Administrator shall jointly designate an information technology industry organization to consult with and to coordinate the program.

(2) Requirements

The organization designated under paragraph (1), whether preexisting or formed specifically for the purposes of subsection (b), shall—

(A) consist of interested parties that have expertise in energy efficiency and in the development, operation, and functionality of computer data centers, information technology equipment, and software, as well as representatives of hardware manufacturers, data center operators, and facility managers;

(B) obtain and address input from Department of Energy National Laboratories or any college, university, research institution, industry association, company, or public interest group with applicable expertise in any of the areas listed in paragraph (1);

(C) follow commonly accepted procedures for the development of specifications and accredited standards development processes;

(D) have a mission to develop and promote energy efficiency for data centers and information technology; and

(E) have the primary responsibility to consult in the development and publishing of the information, measurements, and benchmarks described in subsection (b) and transmission of the information to the Secretary and the Administrator for consideration under subsection (d).

(d) Measurements and specifications

(1) In general

The Secretary and the Administrator shall consider the specifications, measurements, and benchmarks described in subsection (b) for use by the Federal Energy Management Program, the Energy Star Program, and other efficiency programs of the Department of Energy and Environmental Protection Agency, respectively.

(2) Rejections

If the Secretary or the Administrator rejects 1 or more specifications, measurements, or benchmarks described in subsection (b), the rejection shall be made consistent with section 12(d) of the National Technology Transfer and Advancement Act of 1995 (15 U.S.C. 272 note; Public Law 104–113).

(3) Determination of impracticability

A determination that a specification, measurement, or benchmark described in subsection (b) is impractical may include consideration of the maximum efficiency that is technologically feasible and economically justified.

(e) Monitoring

The Secretary and the Administrator shall—

- (1) monitor and evaluate the efforts to develop the program described in subsection (b); and
- (2) not later than 3 years after December 19, 2007, make a determination as to whether the program is consistent with the objectives of subsection (b).

(f) Alternative system

If the Secretary and the Administrator make a determination under subsection (e) that a voluntary national information program for data centers consistent with the objectives of subsection (b) has not been developed, the Secretary and the Administrator shall, after consultation with the National Institute of Standards and Technology and not later than 2 years after the determination, develop and implement the program under subsection (b).

(g) Protection of proprietary information

The Secretary, the Administrator, or the data center efficiency organization shall not disclose any proprietary information or trade secrets provided by any individual or company for the purposes of carrying out this section or the program established under this section.

(Pub. L. 110–140, title IV, §453, Dec. 19, 2007, 121 Stat. 1637.)

References in Text

The Energy Policy and Conservation Act, referred to in subsec. (b)(2)(D)(ii), is Pub. L. 94–163, Dec. 22, 1975, 89 Stat. 871, which is classified principally to chapter 77 (§6201 et seq.) of this title. For complete classification of this Act to the Code, see Short Title note set out under section 6201 of this title and Tables.

that service consumer goods for separate retail outlets. Contractors and building maintenance services and similar uses perform services off-site. Few customers, especially the general public, come to the site. The category also includes use types involving the storage or movement of goods. Use types include: contractor service; **data center**; fuel oil or bottled gas distributor; general industrial service and repair; heavy equipment sales, rental, and service; laundry, dry cleaning, and carpet cleaning plants; manufactured home and prefabricated building construction and sales; research and development; and similar use types.

Contractor services

Offices for landscaping, building, heating, plumbing, or electrical contractors, and related storage facilities.

Data center

A facility containing one or more large-scale computer systems used for data storage and processing for off-site users. Typical supporting equipment includes back-up batteries and power generators, cooling units, fire suppression systems, and enhanced security features. A data center typically has few on-site employees.

Fuel oil or bottled gas distributor

An establishment principally engaged in the sale, distribution, and delivery of fuel oil or bottled gases such as propane or liquified petroleum.

....

....

13. That Section 24-8501 of the Code of the County of Henrico be amended and reordained as follows:

Sec. 24-8501. Accessory Uses, Temporary Uses, and Other Terms

The following terms will have the meanings assigned below.

....

Damaged or destroyed building

A damaged or destroyed building or structure is one for which the cost of restoring the building or structure to its pre-damaged condition would equal or exceed 50 percent of the market value of the building or structure before the damage occurred.

Data center as an accessory use

A facility containing computer systems used for data storage and processing that is accessory to an office or industrial use on the same or adjacent premises.

Debris waste

Solid waste resulting from land clearing operations. Debris wastes include stumps, wood, brush, leaves, soil, and road spoils.

....

14. That this ordinance will be in full force and effect on and after its passage as provided by law.

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EMERGENCY SERVICES COORDINATOR
AUBREY W. "BUDDY" HYDE, JR.

EMERGENCY SERVICES COORDINATOR'S REPORT

TO: The Honorable Members of the Nottoway County Board of Supervisors

FROM: Aubrey W. "Buddy" Hyde, Jr.

DATE: June 18, 2025

SUBJECT: June Report

The following activities and projects are provided in this summary of work by the Department of Emergency Services since my last report on May 8th before your monthly Board of Supervisors meeting on May 15, 2025. Many of these activities listed below were performed in collaboration with other staff members and external stakeholders.

The current emergency services related projects and activities that I have worked on and represented the county include, but are not limited to, the following:

- Participated in a mass casualty exercise on May 12th at FASTC involving a simulated helicopter crash with nine injuries. Agencies participating in the exercise included FASTC personnel, Fort Barfoot FD, Nottoway ECC, Burkeville VFD, Blackstone VFD, Crewe VFD, Nottoway Emergency Squad, LifeEvac and Nottoway Emergency Services.
- Met with A & A Awnings from Chesapeake on May 16th, to discuss the hurricane shutters project on the health department building. They took measurements and updated the quote that we submitted a couple years ago with the grant application. This project is supposed to be completed by March 2026 and then paperwork processed for reimbursement. Our county match is 5% on this hazard mitigation grant.
- Posted information about EMS Week, which ran from May 18 – 24 and shared information on several EMS events during the week.

- Participated in weekly planning meetings for the July 2nd fireworks show, held each Wednesday at 10:00 hrs. The meetings are hosted by the Blackstone Chamber of Commerce at the Blackstone Army Airfield Operations Building and all of the key agencies sent a representative to discuss event management.
- Attended a virtual state briefing on May 21st about the upcoming Atlantic hurricane season. We are expected to have a slightly above average hurricane season with close to the same number of named storms as last year.
- Attended the BOS public hearing for the budget on May 22nd.
- Facilitated CodeRED user training on May 27th with the Town of Burkeville clerk and our account representative from CodeRED.
- Attended the BOS budget adoption meeting on May 29th.
- Attended the first meeting of the restructured executive board of the Nottoway Emergency Squad at the EMS station in Crewe on June 2nd. The new executive board of three NCES members and three county representatives reviewed various documents and discussed improving operations.
- Facilitated the monthly meeting of the Fire & EMS Working Group on June 3rd at the Extension Office Conference Room. The recently adopted budget was reviewed and discussed. Recent dispatch issues were also discussed with the communications supervisors in attendance. (agenda attached)
- Met with three college interns on June 5th at the EOC and answered questions about emergency services. The statewide virtual briefing on the hurricane season occurred during this time, so I asked the students to join me as we listened to the National Weather Service briefing and learn more about the hurricane season. They all participated and were given handout materials on severe storm preparedness. The interns are working for the Town of Crewe this summer.
- Attended a fireground command & control class at Blackstone Fire Station on June 8th. The class was presented by Durham Battalion Chief Richard Ray, who also presented a similar class last year for us. Lee Williams of Blackstone VFD contacted Chief Ray to deliver the class, and he also lined up some lunch for the attendees.
- Attended an After-Action Review (AAR) at FASTC on June 10th to discuss the recent mass casualty exercise that we participated in on May 12th involving a simulated helicopter down on the FASTC property. The AAR was held in one of the FASTC conference rooms and was well attended by the agencies involved in the exercise. We discussed communications, teamwork between the agencies, and plans for more exercises.
- Facilitated a virtual meeting with RapidSOS representatives on June 10th and invited communications supervisor Kari Wilson. We both asked questions about the RapidSOS changes and went over the new features that will enhance our dispatch efforts.
- Attended the monthly radio communications project review virtual meeting on June 12th at 1:30 p.m.
- Participated in a training session to test several brands of thermal imaging cameras at the Blackstone Fire Station on June 14th.



**NOTTOWAY COUNTY
FIRE & EMS WORKING GROUP
PLANNING MEETING**

June 3, 2025

18:00 hrs.

***MEETING LOCATION: Nottoway County Social Services
Conference Room
288 West Courthouse Rd. – Nottoway, VA 23955***

AGENDA

- Call to Order & Prayer
- VDOF Update
- EMS Update
- FY-2026 Adopted Levies and Budget Summary
- Review CAD Nature Codes Draft
- Countywide Training Update
 - FF 1 – Burkeville & Amelia
 - June 8th - Richard Ray Command Class
 - June 14th – TIC Demo at Training Center
 - Planning for EMT class in Fall at NCES
- Other Items for the Good of the Order
- Adjournment

Notes:

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EMERGENCY SERVICES COORDINATOR
AUBREY W. "BUDDY" HYDE, JR.

TO: The Honorable Members of the Nottoway County Board of Supervisors

FROM: Aubrey W. "Buddy" Hyde, Jr., Emergency Services Coordinator

DATE: June 26, 2025

SUBJECT: June Consent Request

Nottoway County Treasurer's Office received the Return to Localities (RTL) disbursement of the Virginia Department of Health – Office of Emergency Medical Services "Four for Life" FY-2025 funding on June 17, 2025 for the total amount of \$13,255.84, which will be locally allocated and disbursed by Nottoway County in the following amounts to the four (4) state licensed EMS agencies in the county.

- Burkeville Fire & EMS – 40% = \$5,302.34
- Nottoway Emergency Squad - 40% = \$5,302.34
- Blackstone Vol. Fire Dept. – 10% = \$1,325.58
- Crewe Vol. Fire Dept. – 10% = \$1,325.58

This state "pass-through" funding is not a grant but is an annual entitlement under the Code of Virginia § 46.2-694 that comes from 26% of the annual vehicle registration fees collected by the Commonwealth and returned to localities (RTL) to provide funding to use for Emergency Medical Services (EMS) supplies, equipment, and training. Staff are requesting approval of local distribution of the Virginia Department of Health – Office of EMS funding in the amounts listed above to the EMS agencies serving Nottoway County.

Suggested motion: I move to approve the consent request as presented for the authorization to distribute the Virginia Department of Health – Office of EMS "Four for Life" funding, received by the county on June 17, 2025, to the four state licensed EMS agencies in Nottoway County.

**LEASE ACTIONS
PICKETT PARK**

<i>BLDG</i>	<i>TENANT</i>	<i>LEASE PERIOD</i>	<i>LEASE BEGINS/ENDS</i>	<i>MONTHLY RENT</i>	<i>POINT OF CONTACT</i>	<i>REMARKS</i>
186	Vacant					
208	Cooperative Milk Producers Assoc.	1 yrs	2/18/24 - 2/17/25	450.00	Michael Myatt 292-6455	
401	Vacant					
414	Vacant					
426	Signs, Designs & More	month to month	1/1/24 - 12/31/24	160.00	Sharon Fassold 292-4555	
427	MCC Restore & More	month to month	1/1/24 - 12/31/24	135.00	Michael McGhee 910-797-7920	
430	Restoration Ministries	month to month	12/1/23 - 11/30/24	160.00	James L. Hogg 298-1215	
436	MCC Restore & More	month to month	6/1/23 - 5/31/24	310.00	Michael McGhee 910-797-7920	
437	Vacant	Indef				
440	Vacant					
448	PROCINCTU GROUP, Inc	month to month	1/1/24 - 12/31/24	610.00	Anthony Cassino 800-906-9589	
450	Skookum Contract Services (building and parking lot)	month to month	9/1/23 - 8/31/24	1,010.00	Anthony Lewis 434-298-3390	
1200	Nottoway Lanes					
1279	Small Business Incubator	Indef	10/15/99 - indef	560.00	Joyce Mordan 298-0366	May '25 income
1279B	T&H Services LLC	1 yr	9/23/23 - 9/22/24	1,510.00	Paul Garno 518-538-0817	
2189	Wesley Tisdale (housing)	month to month	10/1/08 - indef	460.00	Wesley Tisdale 434-262-9754	
2193	Vacant					

<i>BLDG</i>	<i>TENANT</i>	<i>LEASE PERIOD</i>	<i>LEASE BEGINS/ENDS</i>	<i>MONTHLY INCOME</i>	<i>POINT OF CONTACT</i>	<i>REMARKS</i>
2201 2203 2205	Pickett Park Lodge	Indef Indef Indef	3/1/04 - indef	11,160.00	Joyce Mordan 298-0366	May '25 income
443 408	(for SVCC students only) (for SVCC students only)	Indef Indef	1/2017 - indef	6,080.00 60.00		May '25 income
2207	Vacant					
2323	Terry Clouthier (housing)	month to month	3/1/08 - indef	600.00	Terry Clouthier 292-4588	
2349	T & H Services, LLC	1 yr	9/1/23 - 8/31/24	1,510.00	Paul Garno 518-538-0817	
2353	Vietnam Veterans of America	month to month	3/1/24 - 2/28/25	0.00	Jim Hogg 298-1215	
2357	Vacant					
2361	Vacant					
2365	Vacant					
3951	Camp Pickett Officers' Club	indef	4/1/04 - indef	2,100.00 (see attached)	Joyce Mordan 298-0366	May '25 income
3951	Pickett Park Day Care Center	month to month	9/1/23 - 8/31/24	560.00	Doris Davis 292-1999	
	Pickett Park Campground	indef	8/11/03 - indef	5,896.00	Joyce Mordan 298-0366	May '25 income
	Veterans Car Wash (parking lot)	month to month	9/1/23 - 8/31/24	85.00	Ron Frisby 298-6981	
			Monthly Total	\$33,416.00		

Club Income

Month	Date	Amount Taken In	Amount Refunded	Security Deposit Returned	Total for Month	Total Amount For the Quarter	Date of Event Refunded	Date of Event
April	4/3/2025	200.00						1/17/2026
	4/7/2025			200.00			4/5/2025	
	4/10/2025		200.00				Canceled 5/24/25	
	4/10/2025	200.00						10/4/2025
	4/14/2025			200.00			4/12/2025	
		400.00	200.00	400.00	-200.00			
May	5/1/2025	850.00						6/22/2025
	5/1/2025	50.00						10/4/2025
	5/7/2025	650.00						5/23/2025
	5/7/2025	650.00						6/18/2025
	5/9/2025	650.00						5/23/2025
	5/13/2025		650.00				5/23/2025	
	5/23/2025			200.00			5/22/2025	
	5/23/2025	100.00						10/4/2025
		2950.00	650.00	200.00	2100.00			
June								
	6/2/2025	250.00						6/30/2025
	6/4/2025	50.00						10/4/2025
	6/13/2025	650.00						7/26/2025
	6/16/2025	250.00						6/24/2025
	6/16/2025			150.00			6/14/2025	
		1200.00	0.00	150.00	1050.00			
April - June 2025		4550.00	850.00	750.00		2950.00		

LRA
Income and Expenses
FY25

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2026	Apr 2025	May 2025	Jun 2025	Totals
INCOME:													
Rental Income	8,896.50	14,600.75	7,325.75	8,325.75	9,095.00	8,755.50	9,835.00	5,980.00	9,210.00	6,230.00	6,315.00		94,569.25
Total Income	8,896.50	14,600.75	7,325.75	8,325.75	9,095.00	8,755.50	9,835.00	5,980.00	9,210.00	6,230.00	6,315.00	0.00	94,569.25
EXPENSES:													0.00
Electricity	681.85	649.71	841.54	809.98	736.82	765.85	874.17	1,023.35	1,047.02	744.56	659.24		8,834.09
Water/sewer	396.85	317.48	317.48	317.48	317.48	317.48	317.48	317.48	317.48	317.48	238.11		3,492.28
Utilities	18.40	10.35	10.35	12.65	323.00	479.55	13.80	1,079.47	1,505.03	19.55	223.20		3,695.35
Telephone/ Cable	514.91	501.79	537.03	523.08	522.94	569.45	605.53	760.79	203.37	556.91			5,295.80
Pest Control		125.00											125.00
Office Supplies	54.63	113.72	49.79		173.12	149.79	149.79	140.97	1,023.65				1,855.46
Repair/Maintenance Vehicle				860.18	320.00				25.00	448.44	366.00		2,019.62
Furniture/Fixtures													0.00
Maintenance/Repairs Equip	5,061.50	9,660.85	1,766.02	1,323.30	2,696.40	736.82	227.41	317.53	287.50	2,475.74	61.08		24,614.15
Maintenance/Repairs Prop.	1,447.75	917.36	1,352.36	744.15	6,573.67	383.00	12,310.25	186.76	191.22	5,898.97	593.68		30,599.17
Mileage								284.90		224.70	459.20		968.80
Fuel for Veh/ Equip	65.92	463.12	352.08	57.98	173.75	28.72							
Advertising	396.00	1,232.00	639.50										
Postage	75.00												
Travel/Education	495.00												
Economic Dev. Efforts	4,999.00												
Total Oper Exp	14,206.81	13,991.38	5,866.15	4,648.80	11,837.18	3,430.66	14,498.43	4,111.25	4,600.27	10,686.35	2,600.51	0.00	90,477.79
Total Income	8,896.50	14,600.75	7,325.75	8,325.75	9,095.00	8,755.50	9,835.00	5,980.00	9,210.00	6,230.00	6,315.00	0.00	94,569.25
Total Expenses	14,206.81	13,991.38	5,866.15	4,648.80	11,837.18	3,430.66	14,498.43	4,111.25	4,600.27	10,686.35	2,600.51	0.00	90,477.79
Net Revenue +/-	-5,310.31	609.37	1,459.60	3,676.95	-2,742.18	5,324.84	-4,663.43	1,868.75	4,609.73	-4,456.35	3,714.49	0.00	4,091.46

January included the roof on the tractor shed.

April included fixing the HVAC system at the church.

Lodge
Income and Expenses
FY25

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2026	Apr 2025	May 2025	Jun 2025	Totals
INCOME:													
Rental Income	11,038.00	16,973.70	10,637.16	15,083.99	12,347.73	11,468.00	12,273.32	9,788.66	12,304.00	9,280.00	11,160.00		132,354.56
Total Income	11,038.00	16,973.70	10,637.16	15,083.99	12,347.73	11,468.00	12,273.32	9,788.66	12,304.00	9,280.00	11,160.00	0.00	132,354.56
EXPENSES:													0.00
Electricity	1,914.94	2,221.87	2,090.74	1,836.63	1,661.36	2,014.45	3,393.50	4,792.42	4,487.73	2,693.66	1,991.74		29,099.04
Water/sewer	1,761.09	3,116.52	526.31	584.47	462.85	1,200.59	608.27	399.39	584.47	584.47	457.57		10,286.00
Utilities									568.89				568.89
Telephone/ Cable	1,834.16	1,907.46	1,697.82	1,685.69	1,695.14	1,849.19	2,054.06	1,665.21	1,665.21	1,665.21	1,696.27		19,415.42
Pest Control	225.00			225.00			225.00						675.00
Custodial Supplies	2,494.94	381.03	26.99	3,413.24		114.90		2,380.94	2,010.62	1,063.26			11,885.92
Landfill													0.00
Furniture/Fixtures							115.88						115.88
Maintenance/Repairs Equip	29.69	5.38					13.47	46.78					95.32
Maintenance/Repairs Prop.	547.71	545.16	820.32	1,204.01	34.32	2,643.83	146.61	204.90	316.47		42.16		6,505.49
Refunds	260.00								40.00				
Total Oper Exp	9,067.53	8,177.42	5,162.18	8,949.04	3,853.67	7,822.96	6,556.79	9,489.64	9,673.39	6,006.60	4,187.74	0.00	78,946.96
Total Income	11,038.00	16,973.70	10,637.16	15,083.99	12,347.73	11,468.00	12,273.32	9,788.66	12,304.00	9,280.00	11,160.00	0.00	132,354.56
Total Expenses	9,067.53	8,177.42	5,162.18	8,949.04	3,853.67	7,822.96	6,556.79	9,489.64	9,673.39	6,006.60	4,187.74	0.00	78,946.96
Net Revenue +/-	1,970.47	8,796.28	5,474.98	6,134.95	8,494.06	3,645.04	5,716.53	299.02	2,630.61	3,273.40	6,972.26	0.00	53,407.60

443

Income and Expenses

FY25

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2026	Apr 2025	May 2025	Jun 2025	Totals
INCOME:													
Rental Income	2,568.00	10,820.00	11,304.00	1,698.00	2,648.00		9,020.00	6,380.00	8,860.00	10,580.00	6,080.00		69,958.00
Total Income	2,568.00	10,820.00	11,304.00	1,698.00	2,648.00	0.00	9,020.00	6,380.00	8,860.00	10,580.00	6,080.00	0.00	69,958.00
EXPENSES:													0.00
Electricity	357.12	581.21	481.35	384.61	412.93	442.19	887.72	1,091.94	909.51	514.59	361.50		6,424.67
Water/sewer	79.37	142.83	240.65	235.37	309.79	383.43	396.65	79.37	97.87	190.41	193.07		2,348.81
Utilities					600.00								600.00
Telephone/ Cable	176.24	182.49	182.49	491.34		169.99	273.48	187.74	187.74	181.49	283.73		2,316.73
Pest Control	75.00			75.00			75.00						225.00
Custodial Supplies				101.94									101.94
Landfill							35.00	35.00	35.00	35.00			140.00
Furniture/Fixtures							144.85	564.00		134.49			843.34
Maintenance/Repairs Equip													0.00
Maintenance/Repairs Prop.				66.99		187.50				2.69	31.58		288.76
Refunds			60.00		80.00					7,800.00			
Total Oper Exp	687.73	906.53	904.49	1,355.25	1,402.72	1,183.11	1,812.70	1,958.05	1,230.12	8,858.67	869.88	0.00	21,169.25
Total Income	2,568.00	10,820.00	11,304.00	1,698.00	2,648.00	0.00	9,020.00	6,380.00	8,860.00	10,580.00	6,080.00	0.00	69,958.00
Total Expenses	687.73	906.53	904.49	1,355.25	1,402.72	1,183.11	1,812.70	1,958.05	1,230.12	8,858.67	869.88	0.00	21,169.25
Net Revenue +/-	1,880.27	9,913.47	10,399.51	342.75	1,245.28	-1,183.11	7,207.30	4,421.95	7,629.88	1,721.33	5,210.12	0.00	48,788.75

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Income and Expenses
FY25

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2026	Apr 2025	May 2025	Jun 2025	Totals
INCOME:													
Rental Income	208.00	2,086.00	1,258.00	1,229.33	1,274.00	1,388.00	3,660.00		2,000.00	5,000.00	60.00		18,163.33
Total Income	208.00	2,086.00	1,258.00	1,229.33	1,274.00	1,388.00	3,660.00	0.00	2,000.00	5,000.00	60.00	0.00	18,163.33
EXPENSES:													0.00
Electricity	294.74	349.69	335.77	252.12	396.72	442.75	866.03	1,058.18	1,045.30	681.15	513.89		6,236.34
Water/sewer	79.37	79.70	79.37	79.37	79.37	79.37	79.37	79.37	79.37	542.07	489.19		1,745.92
Utilities													0.00
Telephone/ Cable	33.70	33.70	33.70	33.71	33.77	33.71	33.71	33.71	33.71	33.71	104.37		441.50
Pest Control	75.00			75.00			75.00						225.00
Custodial Supplies					157.11								157.11
Landfill													0.00
Furniture/Fixtures								272.99		134.49			407.48
Maintenance/Repairs Equip								7.99					7.99
Maintenance/Repairs Prop.	519.48							167.13	31.64	85.08	300.00		1,103.33
Refunds											2,000.00		
Total Oper Exp	1,002.29	463.09	448.84	440.20	666.97	555.83	1,054.11	1,619.37	1,190.02	1,476.50	3,407.45	0.00	12,324.67
Total Income	208.00	2,086.00	1,258.00	1,229.33	1,274.00	1,388.00	3,660.00	0.00	2,000.00	5,000.00	60.00	0.00	18,163.33
Total Expenses	1,002.29	463.09	448.84	440.20	666.97	555.83	1,054.11	1,619.37	1,190.02	1,476.50	3,407.45	0.00	12,324.67
Net Revenue +/-	-794.29	1,622.91	809.16	789.13	607.03	832.17	2,605.89	-1,619.37	809.98	3,523.50	-3,347.45	0.00	5,838.66

OFC
Income and Expenses
FY25

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2026	Apr 2025	May 2025	Jun 2025	Totals
INCOME:													
Rental Income	1,474.35	1,315.00	2,375.00	2,135.00	3,415.00	2,685.00	1,615.00	2,300.00	1,500.00	400.00	2,950.00		22,164.35
Rental Day Care	550.00	550.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00		
Total Income	2,024.35	1,865.00	2,935.00	2,695.00	3,975.00	3,245.00	2,175.00	2,860.00	2,060.00	960.00	3,510.00	0.00	28,304.35
EXPENSES:													0.00
Electricity	1,605.59	1,544.27	1,775.59	1,441.95	1,143.83	1,268.01	1,501.98	1,657.78	1,672.97	1,324.91	1,116.39		16,053.27
Water/sewer	214.66	206.72	185.56	169.70	156.48	148.56	159.12	230.52	169.70	140.62	140.62		1,922.26
Utilities							690.30						690.30
Telephone/ Cable	148.29		306.58		179.65	163.97				63.92	85.41		947.82
Pest Control	75.00			75.00			75.00						225.00
Custodial Supplies				49.45					27.51				76.96
Fire Alarm Inspect.	1,598.00			454.85		400.00	1,138.85		119.85				3,711.55
Furniture/Fixtures													0.00
Maintenance/Repairs Equip							149.18		419.99				569.17
Maintenance/Repairs Prop	195.00	990.21	547.64	455.46	147.00	2,002.29	234.00		99.22	3.35	990.60		5,664.77
Refunds							650.00		150.00	600.00	850.00		2,250.00
Total Oper Exp	3,836.54	2,741.20	2,815.37	2,646.41	1,626.96	3,982.83	4,598.43	1,888.30	2,659.24	2,132.80	3,183.02	0.00	32,111.10
Total Income	2,024.35	1,865.00	2,935.00	2,695.00	3,975.00	3,245.00	2,175.00	2,860.00	2,060.00	960.00	3,510.00	0.00	28,304.35
Total Expenses	3,836.54	2,741.20	2,815.37	2,646.41	1,626.96	3,982.83	4,598.43	1,888.30	2,659.24	2,132.80	3,183.02	0.00	32,111.10
Net Revenue +/-	-1,812.19	-876.20	119.63	48.59	2,348.04	-737.83	-2,423.43	971.70	-599.24	-1,172.80	326.98	0.00	-3,806.75

Water/Sewer and Electricity includes the LRA office and Pickett Park Daycare.

SBI
Income and Expenses
FY25

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2026	Apr 2025	May 2025	Jun 2025	Totals
INCOME:													
Rental Income	924.00	922.00	950.00	924.00	560.00	1,032.00	560.00	560.00	1,322.50	560.00	560.00		8,874.50
Total Income	924.00	922.00	950.00	924.00	560.00	1,032.00	560.00	560.00	1,322.50	560.00	560.00	0.00	8,874.50
EXPENSES:													0.00
Electricity	432.55	658.08	562.98	355.66	383.89	665.62	1,158.67	1,472.36	1,152.05	661.72	438.58		7,942.16
Water/sewer	79.37	79.37	79.37	79.37	79.37	79.37	79.37	79.37	79.37	79.37	79.37		873.07
Utilities													0.00
Telephone/ Cable													0.00
Pest Control	75.00	100.00		175.00		100.00	75.00	100.00		100.00			725.00
Custodial Supplies													0.00
Landfill													0.00
Furniture/Fixtures													0.00
Maintenance/Repairs Equip													0.00
Maintenance/Repairs Prop.	147.00				55.77					71.95	405.00		679.72
Refunds													
Total Oper Exp	733.92	837.45	642.35	610.03	519.03	844.99	1,313.04	1,651.73	1,231.42	913.04	922.95	0.00	10,219.95
Total Income	924.00	922.00	950.00	924.00	560.00	1,032.00	560.00	560.00	1,322.50	560.00	560.00	0.00	8,874.50
Total Expenses	733.92	837.45	642.35	610.03	519.03	844.99	1,313.04	1,651.73	1,231.42	913.04	922.95	0.00	10,219.95
Net Revenue +/-	190.08	84.55	307.65	313.97	40.97	187.01	-753.04	-1,091.73	91.08	-353.04	-362.95	0.00	-1,345.45

There are only 3 businesses in the SBI. We have 7 empty rooms.

Campground
Income and Expenses
FY25

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2026	Apr 2025	May 2025	Jun 2025	Totals
INCOME:													
Rental Income	4,672.00	5,159.00	5,535.00	6,483.00	3,750.00	9,902.00	5,120.00	4,974.00	4,992.00	5,787.00	5,896.00		62,270.00
Total Income	4,672.00	5,159.00	5,535.00	6,483.00	3,750.00	9,902.00	5,120.00	4,974.00	4,992.00	5,787.00	5,896.00	0.00	62,270.00
EXPENSES:													0.00
Electricity	1,563.31	1,774.12	1,436.46	1,249.97	1,084.22	1,338.90	2,256.63	2,810.44	2,561.13	1,772.54	1,440.43		19,288.15
Water/sewer	245.95	153.41	171.91	214.21	203.63	304.11	200.99	200.99	672.94	676.91	261.81		3,306.86
Utilities													0.00
Telephone/ Cable													0.00
Pest Control													0.00
Custodial Supplies													0.00
Furniture/Fixtures													0.00
Maintenance/Repairs Equip													0.00
Maintenance/Repairs Prop.	85.00	308.00			296.97	169.96	85.00	35.00	998.49	66.10	121.86		2,166.38
Refunds													
Total Oper Exp	1,894.26	2,235.53	1,608.37	1,464.18	1,584.82	1,812.97	2,542.62	3,046.43	4,232.56	2,515.55	1,824.10	0.00	24,761.39
Total Income	4,672.00	5,159.00	5,535.00	6,483.00	3,750.00	9,902.00	5,120.00	4,974.00	4,992.00	5,787.00	5,896.00	0.00	62,270.00
Total Expenses	1,894.26	2,235.53	1,608.37	1,464.18	1,584.82	1,812.97	2,542.62	3,046.43	4,232.56	2,515.55	1,824.10	0.00	24,761.39
Net Revenue +/-	2,777.74	2,923.47	3,926.63	5,018.82	2,165.18	8,089.03	2,577.38	1,927.57	759.44	3,271.45	4,071.90	0.00	37,508.61

Bowling Alley
Income and Expenses
FY25

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2026	Apr 2025	May 2025	Jun 2025	Totals
INCOME:													
Rental Income													0.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENSES:													0.00
Electricity	645.51	598.98	383.25	321.25	799.05			1,072.71	807.71	241.50	314.47		5,184.43
Water/sewer	79.37	79.37	79.37	79.37	79.37	79.37	79.37	79.37	79.37	79.37	79.37	79.37	952.44
Utilities													0.00
Telephone/ Cable													0.00
Pest Control													0.00
Custodial Supplies													0.00
Fire Alarm Mont./Inspect	1,490.00	698.00		600.00									2,788.00
Furniture/Fixtures													0.00
Maintenance/Repairs Equip									75.49				75.49
Maintenance/Repairs Prop.										24.29			24.29
Refunds													
Total Oper Exp	2,214.88	1,376.35	462.62	1,000.62	878.42	79.37	79.37	1,152.08	962.57	345.16	393.84	79.37	9,024.65
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	2,214.88	1,376.35	462.62	1,000.62	878.42	79.37	79.37	1,152.08	962.57	345.16	393.84	79.37	9,024.65
Net Revenue +/-	-2,214.88	-1,376.35	-462.62	-1,000.62	-878.42	-79.37	-79.37	-1,152.08	-962.57	-345.16	-393.84	-79.37	-9,024.65

Local Redevelopment Authority

Income and Expenses
FY25 through May 31, 2025

	Expenses	Revenues
LRA	\$90,477.79	
		\$94,569.25
Lodge	\$78,946.96	
		\$132,354.56
443	\$21,169.25	
		\$69,958.00
408	\$12,324.67	
		\$18,163.33
Officer's Club	\$32,111.10	
		\$28,304.35
Small Business Incubator	\$10,219.95	
		\$8,874.50
Campground	\$24,761.39	
		\$62,270.00
Bowling Alley	\$9,024.65	
		<u>\$0.00</u>
Total	<u>\$279,035.76</u>	<u>\$414,493.99</u>
		Balance: <u><u>\$135,458.23</u></u>

NOTTOWAY COUNTY
NOTTOWAY, VIRGINIA 23955

H-3

TAMMIE A. RAIFORD, TREASURER			5/31
CURRENT LEVY		\$92,826.52	
DELINQUENT LEVY		\$11,869.44	
PENALTIES		\$10,670.10	
INTEREST ON DELINQUENT TAXES		\$6,637.29	
RECORDATION TAXES		\$11,993.92	
LOCAL SALES TAX		\$147,130.29	
BUSINESS/PROFESSIONAL LICENSES		\$9,639.02	
VEHICLE LICENSE FEES		\$6,462.16	
HOTEL & MOTEL ROOM TAX		\$443.75	
BOARDING OF DOGS		\$35.00	
PICK UP FEE		\$15.00	
ADOPTION FEE		\$10.00	
DOG TAG SALES 2025		\$370.00	
TRANSFER FEES		\$47.70	
ZONING & SUBDIVISION FEES		\$11,300.00	
BUILDING PERMITS		\$5,735.03	
CONCEALED WEAPON PERMITS		\$617.50	
SEPTIC TANK PERMITS		\$60.00	
RESIDENTIAL EROSOIN & SEDIMENT CONT		\$750.00	
CONDITIONAL USE PERMIT		\$500.00	
COURT FINES & FORFEITURES		\$1,031.55	
LAW LIBRARY FEES		\$244.70	
COST OF COURT FEES		\$716.80	
COURTHOUSE SECURITY FEES		\$4,968.77	
JAIL ADMISSION FEES		\$195.00	
INTEREST ON BANK DEPOSITS		\$2,937.62	
RENT-GENERAL PROPERTY		\$1,087.50	
RENT/MAINTENANCE-SOCIAL SERVICES		\$3,126.00	
COMMONWEALTH'S ATTORNEY		\$172.09	
RECOVERD/TAX AD 2010-14		\$50.51	
MISCELLANEOUS-UNDEFINED		\$166.99	
DISPATCHING - TOWN CONTRIBUTIONS		\$15,561.00	
DNA FEE		\$31.02	
REFUNDS - AP VENDORS		\$10,553.00	
TREASURER CREDIT CARD FEE		\$1,600.53	
DMV FEE		\$6,281.06	
TREASURER ADMINISTRATIVE FEE		\$6,147.80	
BAD CHECKS RETURNED		\$25.00	
MISCELLANEOUS/LIBRARY		\$396.81	
COMMONWEALTH PP REIMBURSEMENT		\$52,489.50	
MOPED ATV SALES TAX		\$369.90	
GRANTORS TAX (TAX ON DEEDS)		\$3,545.87	
REIM: COMMONWEALTH'S ATTORNEY		\$24,991.46	
REIM: SHERIFF		\$96,348.00	
REIM: COMMISSIONER OF REVENUE		\$10,874.66	
REIM: TREASURER		\$10,368.07	
REIM: CLERK'S OFFICE		\$23,716.45	
PUBLIC ASSISTANCE GRANTS		\$199,832.70	
			\$794,943.08

INVESTMENT REPORT						May 31, 2025	
						\$11,486,554.75	
MONEY MARKET ACCOUNT						\$1,194,119.06	
	CITIZENS BANK & TRUST	3%		\$1,194,119.06			
CERTIFICATES OF DEPOSIT							
	CITIZENS BANK & TRUST - 60228126	4.25%	7/13/2025	\$3,515,318.49	6 mo		
	CITIZENS BANK & TRUST - 60243327	3.00%	4/16/2026	\$1,297,695.54	18 mon		
	CITIZENS BANK & TRUST - 60243246	3.00%	4/16/2026	\$1,500,000.00	18 mon		
	CITIZENS BANK & TRUST - 60243705	3.25%	2/28/2026	\$17,721.36	18 mon	excess funds	
	CITIZENS BANK & TRUST - 60228882	4.25%	6/12/2025	\$3,000,000.00	3 mo		
	CITIZENS BANK & TRUST - 60228774	4.25%	6/7/2025	\$3,000,000.00	\$12,330,735.39	3 mo	
BALANCE MAY 31, 2025				\$13,524,854.45	\$13,524,854.45		

LRA FUND – SALE OF PROPERTY

MAY 31, 2025

CITIZENS BANK – PICKETT PARK CD 60228099 4.25% 7/13/25 \$5,252,037.42

BALANCE MAY 31, 2025

\$5,252,037.42

LRA FUND REPORT

MAY 31, 2025

BALANCE	BALANCE RECEIPTS			
		RENT - GENERAL PROPERTY	\$11,884.00	
		RENT - PICKET PARK LODGE	\$10,940.00	
		RENT - PICKETT OFFICER'S CLUB	\$2,180.50	
		RENT - SMALL BUSINESS INCUBATOR	\$560.00	
		SALE OF PROPERTY		
				<u>\$25,564.50</u>
				<u>\$25,564.50</u>
	DISBURSEMENTS			
		WARRANTS/CHECKS	\$38,263.99	
				<u>\$38,263.99</u>
BALANCE MAY 31, 2025				(\$12,699.49)

LANDFILL FUND REPORT

MAY 31, 2025

BALANCE
RECEIPTS

COMMUNICATIONS TAX	\$14,403.33
UTILITY TAX	\$15,372.83
CONSUMPTION TAX	\$2,645.58
USE OF LANDFILL	\$12,888.48
LANDFILL USE - FT PICKETT	\$2,071.43
LANDFILL USE - BLACKSTONE	
LANFILL USE - VCBR	\$1,234.94
RECYCLING FEES	

\$48,616.59

\$48,616.59

DISBURSEMENTS

WARRANTS/CHECKS	\$141,146.54
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\$141,146.54

BALANCE MAY 31, 2025

(\$92,529.95)

LOCAL SALES TAX DISTRIBUTION

May 31, 2025

TOWN OF BLACKSTONE	\$23,179.63
TOWN OF CREWE	\$18,712.43
TOWN OF BURKEVILLE	\$2,703.33
GENERAL FUND	<u>\$147,130.29</u>
	\$191,725.68

6/13/2025
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-TREASURER TAX COLLECTION RATE SCHEDULE REPORT-

PAGE 1

TR712

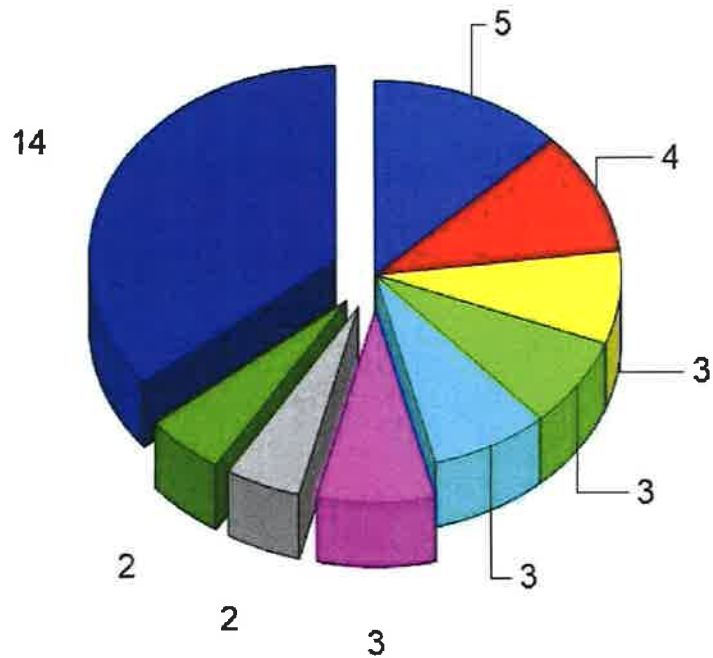
DEPT	H	CLS	TAXES	PPTRA	ABATEMENTS	NET TAX	PAYMENTS	OTHER ADJS	NET PAYMENTS	NET A/R	%COLLECTED
PP2020	1	AC	6376.68			6376.68	6376.68-		6376.68-		100.00
	1	EV	9800.96			9800.96	9800.96-		9800.96-		100.00
	1	HE	1625.41			1625.41	1625.41-		1625.41-		100.00
	1	LP	118079.92			118079.92	112860.10-		112860.10-	5219.82	95.58
	1	MH	10902.89			10902.89	10434.36-		10434.36-	468.53	95.70
	1	MT	146703.49			146703.49	145914.67-		145914.67-	788.82	99.46
	1	VL	218052.00			218052.00	214157.00-		214157.00-	3895.00	98.21
	1	01	3513705.57			3513705.57	3478007.24-		3478007.24-	35698.33	98.98
HALF	TOTALS=		4025246.92			4025246.92	3979176.42-		3979176.42-	46070.50	98.86
DEPT	TOTALS=		4025246.92			4025246.92	3979176.42-		3979176.42-	46070.50	98.86
PP2021	1		6.37			6.37	6.37-		6.37-		100.00
	1	AC	6176.68			6176.68	6176.68-		6176.68-		100.00
	1	EV	8319.48			8319.48	8319.48-		8319.48-		100.00
	1	HE	1511.22			1511.22	1511.22-		1511.22-		100.00
	1	LP	114069.51			114069.51	106411.26-		106411.26-	7658.25	93.29
	1	MH	10725.67			10725.67	10012.58-		10012.58-	713.09	93.35
	1	MT	169605.89			169605.89	167777.24-		167777.24-	1828.65	98.92
	1	VL	212753.00			212753.00	208447.28-		208447.28-	4305.72	97.98
	1	01	3779815.38			3779815.38	3733751.98-		3733751.98-	46063.40	98.78
HALF	TOTALS=		4302983.20			4302983.20	4242414.09-		4242414.09-	60569.11	98.59
DEPT	TOTALS=		4302983.20			4302983.20	4242414.09-		4242414.09-	60569.11	98.59
PP2022	1	AC	5496.01			5496.01	5496.01-		5496.01-		100.00
	1	EV	12847.55			12847.55	12573.83-		12573.83-	273.72	97.87
	1	HE	2010.04			2010.04	2010.04-		2010.04-		100.00
	1	LP	143372.47			143372.47	130776.41-		130776.41-	12596.06	91.21
	1	MH	10581.26			10581.26	9769.63-		9769.63-	811.63	92.33
	1	MT	160401.19			160401.19	160401.19-		160401.19-		100.00
	1	NC	548608.52			548608.52	535694.63-		535694.63-	12913.89	97.65
	1	VL	209646.00			209646.00	204246.96-		204246.96-	5399.04	97.42
	1	01	3834387.38			3834387.38	3757868.53-		3757868.53-	76518.85	98.00
HALF	TOTALS=		4927350.42			4927350.42	4818837.23-		4818837.23-	108513.19	97.80
DEPT	TOTALS=		4927350.42			4927350.42	4818837.23-		4818837.23-	108513.19	97.80
PP2023	1	AC	2516.41			2516.41	2494.54-		2494.54-	21.87	99.13
	1	EV	14940.66			14940.66	14667.84-		14667.84-	272.82	98.17
	1	HE	1360.43			1360.43	1360.43-		1360.43-		100.00
	1	LP	2669.84			2669.84	2418.80-		2418.80-	251.04	90.60
	1	MH	10289.32			10289.32	9421.42-		9421.42-	867.90	91.57
	1	MT	172635.42			172635.42	162445.05-		162445.05-	10190.37	94.10
	1	NC	626403.73			626403.73	603741.65-		603741.65-	22662.08	96.38
	1	VL	212309.34			212309.34	203245.40-		203245.40-	9063.94	95.73
	1	01	3438504.83			3438504.83	3327239.50-		3327239.50-	111265.33	96.76
HALF	TOTALS=		4481629.98			4481629.98	4327034.63-		4327034.63-	154595.35	96.55
DEPT	TOTALS=		4481629.98			4481629.98	4327034.63-		4327034.63-	154595.35	96.55
PP2024	1	AC	1969.53			1969.53	1949.85-		1949.85-	19.68	99.00
	1	EV	14586.98			14586.98	13451.74-		13451.74-	1135.24	92.22
	1	HE	803.48			803.48	803.48-		803.48-		100.00

6/13/2025		-TREASURER TAX COLLECTION RATE SCHEDULE REPORT-								PAGE 2
13:35:09										TR712
DEPT	H CLS	TAXES	PPTRA	ABATEMENTS	NET TAX	PAYMENTS	OTHER ADJS	NET PAYMENTS	NET A/R	%COLLECTED
PP2024	1 LP	3710.91			3710.91	3182.34-		3182.34-	528.57	85.76
	1 MH	11259.82			11259.82	8979.20-		8979.20-	2280.62	79.75
	1 MT	272594.64			272594.64	270507.75-		270507.75-	2086.89	99.23
	1 VL	219599.00			219599.00	190740.66-		190740.66-	28858.34	86.86
	1 01	4770844.91			4770844.91	4347466.76-		4347466.76-	423378.15	91.13
HALF TOTALS=		5295369.27			5295369.27	4837081.78-		4837081.78-	458287.49	91.35
DEPT TOTALS=		5295369.27			5295369.27	4837081.78-		4837081.78-	458287.49	91.35
PP TOTALS =		23032579.79			23032579.79	22204544.15-		22204544.15-	828035.64	96.40
RE2020	1	4502565.23			4502565.23	4501764.90-		4501764.90-	800.33	99.98
	1 AF									
HALF TOTALS=		4502565.23			4502565.23	4501764.90-		4501764.90-	800.33	99.98
DEPT TOTALS=		4502565.23			4502565.23	4501764.90-		4501764.90-	800.33	99.98
RE2021	1	4564037.99			4564037.99	4562662.05-		4562662.05-	1375.94	99.97
HALF TOTALS=		4564037.99			4564037.99	4562662.05-		4562662.05-	1375.94	99.97
DEPT TOTALS=		4564037.99			4564037.99	4562662.05-		4562662.05-	1375.94	99.97
RE2022	1	4591071.09			4591071.09	4567858.22-		4567858.22-	23212.87	99.49
HALF TOTALS=		4591071.09			4591071.09	4567858.22-		4567858.22-	23212.87	99.49
DEPT TOTALS=		4591071.09			4591071.09	4567858.22-		4567858.22-	23212.87	99.49
RE2023	1	4676091.93			4676091.93	4605738.77-		4605738.77-	70353.16	98.50
HALF TOTALS=		4676091.93			4676091.93	4605738.77-		4605738.77-	70353.16	98.50
DEPT TOTALS=		4676091.93			4676091.93	4605738.77-		4605738.77-	70353.16	98.50
RE2024	1	5695002.07			5695002.07	5496128.23-		5496128.23-	198873.84	96.51
HALF TOTALS=		5695002.07			5695002.07	5496128.23-		5496128.23-	198873.84	96.51
DEPT TOTALS=		5695002.07			5695002.07	5496128.23-		5496128.23-	198873.84	96.51
RE TOTALS =		24028768.31			24028768.31	23734152.17-		23734152.17-	294616.14	98.77
COMP TOTALS=		47061348.10			47061348.10	45938696.32-		45938696.32-	1122651.78	97.61

Cases By Case Type

Breakdown of All Cases With Opening Dates Between 5/1/2025 and 5/31/2025

Court Appearances: 156



Larceny	5
Civil Case	4
Assault - Felony	3
Drug Offense	3
DUI	3
Probation Violation	3
Animal	2
Assault - Misdemeanor	2
Others	14
Total:	39

Others:

Contempt x 2

False Report

Forgery / Fraud

Invol. Commitment Appeal

Motor Vehicle x 2

Other

Protective Order Viol x 2

Stalking

Trespass x 2

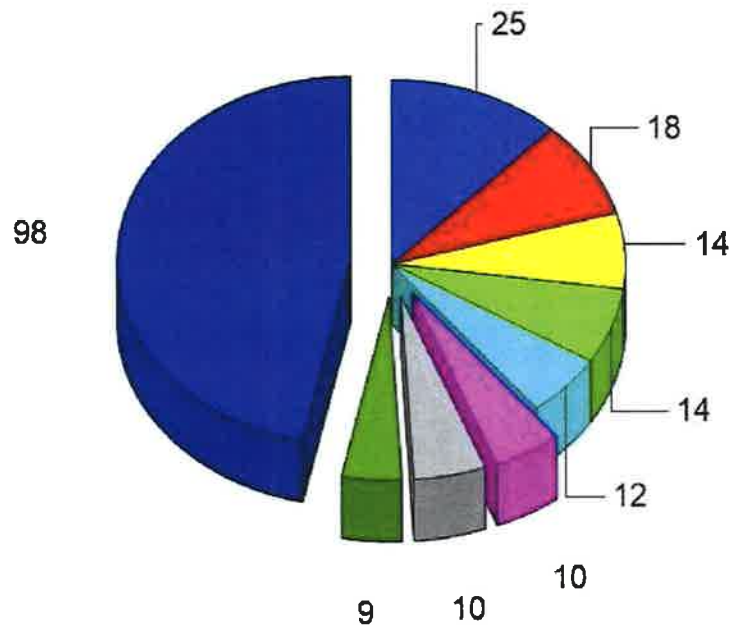
Weapon Offense

* Attempts are categorized as their primary offense

Cases By Case Type

Breakdown of All Cases With Opening Dates Between 1/1/2025 and 5/31/2025

Court Appearances: 893



Probation Violation	25
Domestic Violence	18
Drug Offense	14
DUI	14
Larceny	12
Assault - Misdemeanor	10
CHINS/Truancy	10
Assault - Felony	9
Others	98
Total:	210

Others:

Adult Abuse/Neglect	Contempt x 8	Motor Vehicle x 5	Stalking x 2
Animal x 6	Dest. of Property	Obstruction x 3	Trespass x 7
Asset Forfeiture x 3	Embezzlement x 2	Other	Weapon Offense x 8
Burglary x 2	Extradition x 2	Phone/Computer	
Child Abuse/Neglect x 2	Fail to Register	Protective Order Viol. X 3	
Civil Case x 5	False Report x 3	Reckless Driving x 7	
Cont. to Delinquency x 3	Forgery/Fraud x 3	Robbery x 2	
	Indecent Exposure x 2	Sexual Offense x 2	
	Invol. Commitment Ap. X 5	Show Cause x 8	

* Attempts are categorized as their primary offense

Total of Felony and Misdemeanor cases between 5/1/2025 and 5/31/2025

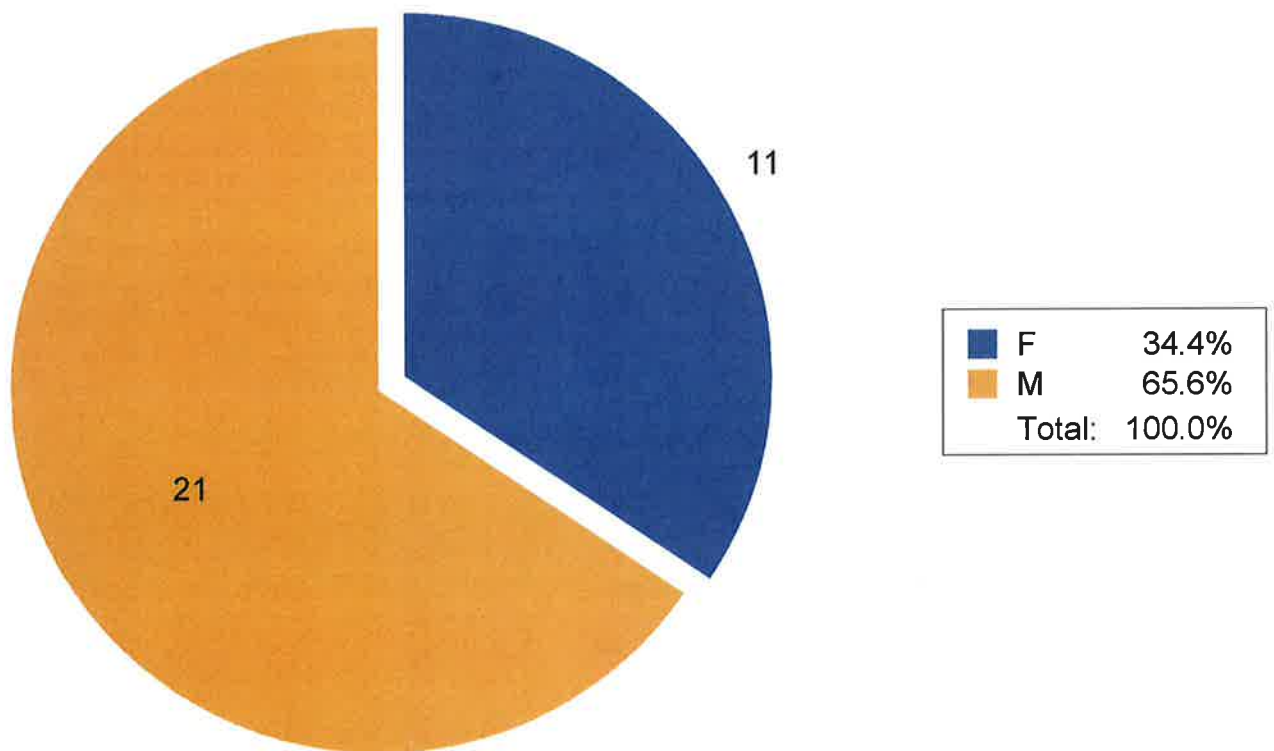
Felony

Total:11

Misdemeanor

Total:21

Felony VS Misdemeanor



Total of Felony and Misdemeanor cases between 1/1/2025 and 5/31/2025

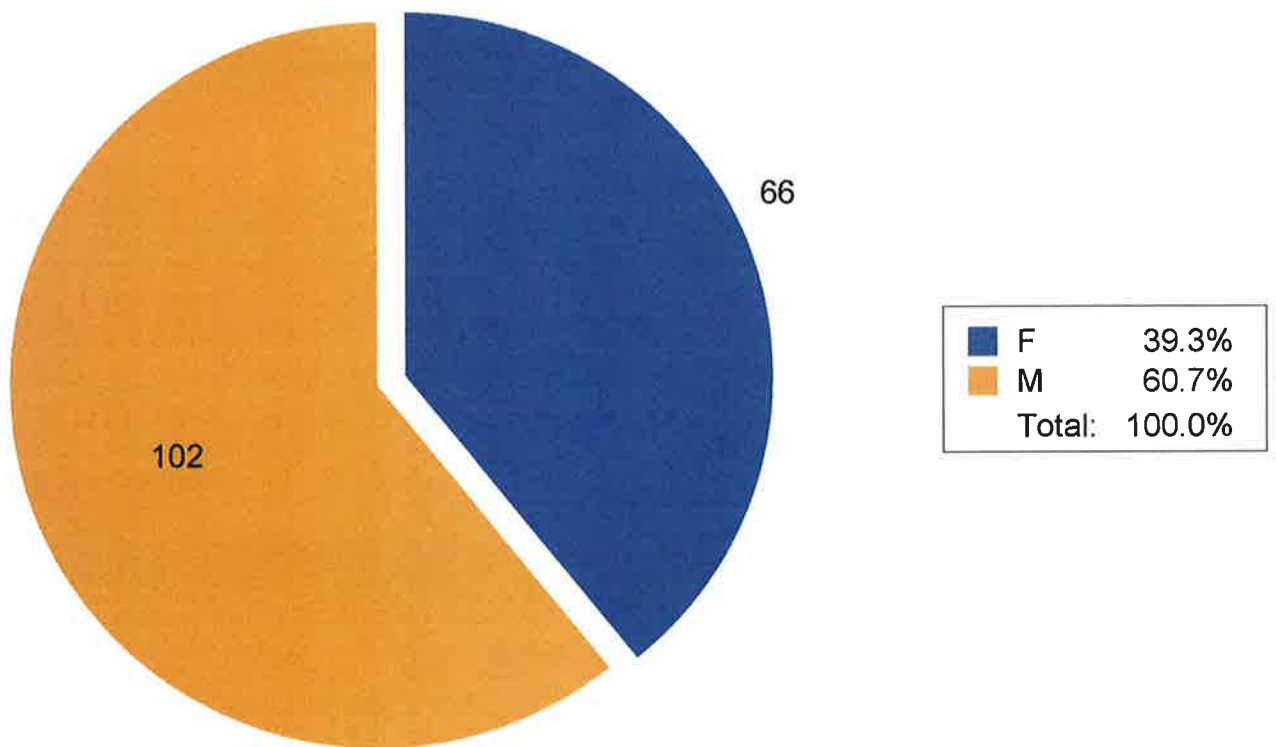
Felony

Total:66

Misdemeanor

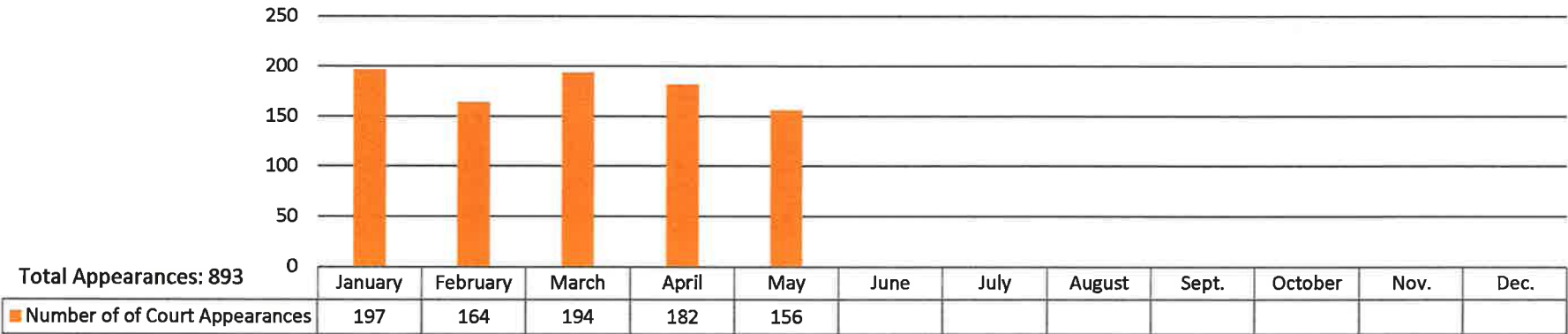
Total:102

Felony VS Misdemeanor

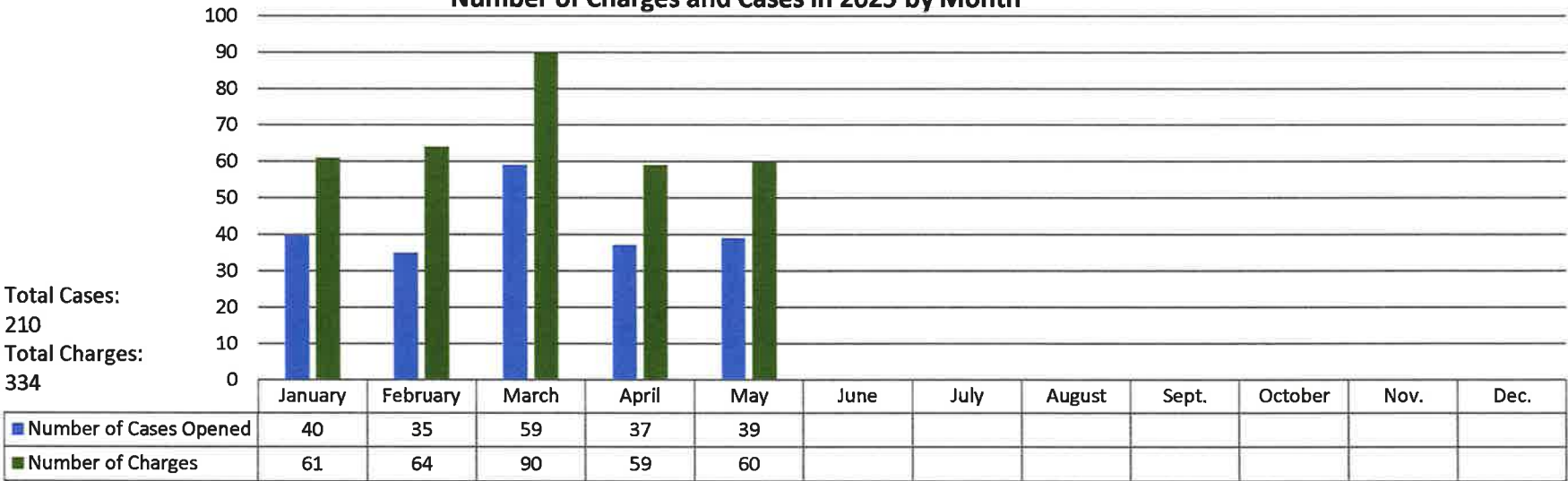


Nottoway Commonwealth's Attorney's Office

Number of Court Appearances in 2025 by Month



Number of Charges and Cases in 2025 by Month



FY26 Staffing Standards - Commonwealth's Attorneys Support Staff

RANK	FIPS	LOCALITY	POPULATION	FY26 TOTAL FUNDED ACA FTE	ADDITIONAL ACA WHOLE POS DUE	TOTAL ACA POSITIONS IF FULLY FUNDED	FY26 FUNDED ADMIN HAVE	FY26 FUNDED PA HAVE	ADMIN POS DUE	PARALEGAL POS DUE	ADD'L ADMIN POS DUE	ADD'L PARALEGAL POS DUE	NET ADD'L POS DUE	WHOLE SUPPORT POS DUE	PERCENT OF NEED
1	127	New Kent	26,808	2.0	2.0	4.0	1.0	0.0	2.0	1.00	1.0	1.00	2.00	0	200.00%
2	131	Northampton	12,150	2.0	1.0	3.0	1.0	0.0	1.5	0.75	0.5	0.75	1.25	0	125.00%
3	135	Nottoway	15,647	3.0	0.0	3.0	1.0	0.0	1.5	0.75	0.5	0.75	1.25	2	125.00%
4	750	Radford	17,293	3.0	0.0	3.0	1.0	0.0	1.5	0.75	0.5	0.75	1.25	0	125.00%
5	041	Chesterfield	394,825	31.0	9.0	40.0	10.5	4.0	20.0	10.00	9.5	6.00	15.50	11	106.90%
6	153	Prince William/Man/Man Pk	1,056,156	34.0	10.0	44.0	11.0	5.0	22.0	11.00	11.0	6.00	17.00	13	106.25%
7	177	Spotsylvania	149,920	14.0	3.0	17.0	4.5	2.0	8.5	4.25	4.0	2.25	6.25	4	96.15%
8	059	Fairfax/Fairfax City	2,323,233	34.0	39.0	73.0	16.0	13.0	36.5	18.25	20.5	5.25	25.75	3	88.79%
9	109	Louisa	41,428	4.0	1.0	5.0	2.0	0.0	2.5	1.25	0.5	1.25	1.75	2	87.50%
10	137	Orange	38,778	4.0	1.0	5.0	2.0	0.0	2.5	1.25	0.5	1.25	1.75	1	87.50%
11	145	Powhatan	31,873	2.5	0.0	2.5	1.0	0.0	1.3	0.63	0.3	0.63	0.88	2	87.50%
12	087	Henrico	345,973	35.0	10.0	45.0	13.5	6.0	22.5	11.25	9.0	5.25	14.25	14	73.08%
13	095	James City/Williamsburg	179,342	7.0	1.0	8.0	2.5	1.0	4.0	2.00	1.5	1.00	2.50	3	71.43%
14	139	Page	23,523	4.5	0.0	4.5	2.0	0.0	2.3	1.13	0.3	1.13	1.38	3	68.75%
15	089	Henry	48,726	8.0	2.0	10.0	3.5	1.0	5.0	2.50	1.5	1.50	3.00	4	66.67%
16	179	Stafford	167,455	14.0	6.0	20.0	4.0	5.5	10.0	5.00	6.0	-0.50	5.50	4	57.89%
17	003	Albemarle	117,790	7.0	0.0	7.0	2.5	1.0	3.5	1.75	1.0	0.75	1.75	1	50.00%
18	007	Amelia	13,629	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	2	50.00%
19	017	Bath	4,255	1.0	0.0	1.0	0.5	0.0	0.5	0.25	0.0	0.25	0.25	0	50.00%
20	019	Bedford	80,880	6.0	1.0	7.0	2.5	1.0	3.5	1.75	1.0	0.75	1.75	1	50.00%
21	021	Bland	6,244	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	0	50.00%
22	033	Caroline	33,758	4.0	0.0	4.0	2.0	0.0	2.0	1.00	0.0	1.00	1.00	0	50.00%
23	037	Charlotte	11,444	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	2	50.00%
24	057	Essex	10,411	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	2	50.00%
25	063	Floyd	15,090	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	2	50.00%
26	067	Franklin	54,127	7.0	1.0	8.0	4.0	0.0	4.0	2.00	0.0	2.00	2.00	0	50.00%
27	069	Frederick	98,977	7.0	1.0	8.0	3.0	1.0	4.0	2.00	1.0	1.00	2.00	2	50.00%
28	073	Gloucester	39,019	4.0	1.0	5.0	2.5	0.0	2.5	1.25	0.0	1.25	1.25	0	50.00%
29	075	Goochland	27,486	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	1	50.00%
30	079	Greene	21,717	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	2	50.00%
31	097	King and Queen	6,763	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	0	50.00%
32	101	King William	18,826	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	1	50.00%
33	111	Lunenburg	12,059	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	2	50.00%
34	113	Madison	13,982	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	2	50.00%
35	117	Mecklenburg	30,333	6.0	1.0	7.0	3.5	0.0	3.5	1.75	0.0	1.75	1.75	5	50.00%
36	119	Middlesex	10,883	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	2	50.00%
37	133	Northumberland	11,813	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	0	50.00%
38	157	Rappahannock	7,469	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	2	50.00%
39	159	Richmond	9,290	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	0	50.00%
40	183	Sussex	9,897	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	2	50.00%
41	520	Bristol	16,512	5.0	1.0	6.0	3.0	0.0	3.0	1.50	0.0	1.50	1.50	2	50.00%
42	530	Buena Vista	6,632	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	0	50.00%
43	650	Hampton	136,793	15.0	5.0	20.0	5.0	5.0	10.0	5.00	5.0	0.00	5.00	2	50.00%
44	670	Hopewell	22,561	5.0	1.0	6.0	2.0	1.0	3.0	1.50	1.0	0.50	1.50	0	50.00%
45	730	Petersburg	34,475	10.0	2.0	12.0	4.0	2.0	6.0	3.00	2.0	1.00	3.00	0	50.00%
46	775	Salem	25,099	3.0	1.0	4.0	1.0	1.0	2.0	1.00	1.0	0.00	1.00	2	50.00%
47	800	Suffolk	102,572	10.0	3.0	13.0	4.5	2.0	6.5	3.25	2.0	1.25	3.25	2	50.00%

FY26 Staffing Standards - Commonwealth's Attorneys Support Staff

RANK	FIPS	LOCALITY	POPULATION	FY26 TOTAL FUNDED ACA FTE	ADDITIONAL ACA WHOLE POS DUE	TOTAL ACA POSITIONS IF FULLY FUNDED	FY26 FUNDED ADMIN HAVE	FY26 FUNDED PA HAVE	ADMIN POS DUE	PARALEGAL POS DUE	ADD'TL ADMIN POS DUE	ADD'TL PARALEGAL POS DUE	NET ADD'TL POS DUE	WHOLE SUPPORT POS DUE	PERCENT OF NEED
48	810	Virginia Beach	452,965	31.0	10.0	41.0	16.5	4.0	20.5	10.25	4.0	6.25	10.25	4	50.00%
49	149	Prince George	42,657	5.0	1.0	6.0	2.0	1.0	3.0	1.50	1.0	0.50	1.50	1	50.00%
50	043	Clarke	15,565	2.0	0.0	2.0	1.0	0.0	1.0	0.50	0.0	0.50	0.50	1	50.00%
51	680	Lynchburg	81,782	12.0	3.0	15.0	5.0	3.0	7.5	3.75	2.5	0.75	3.25	2	40.63%
52	760	Richmond City	233,039	32.0	13.0	45.0	16.0	8.0	22.5	11.25	6.5	3.25	9.75	1	40.63%
53	085	Hanover	114,420	10.0	2.0	12.0	5.5	1.0	6.0	3.00	0.5	2.00	2.50	2	38.46%
54	005	Alleghany/Covington	35,493	4.5	1.0	5.5	2.0	1.0	2.8	1.38	0.8	0.38	1.13	0	37.50%
55	700	Newport News	182,621	20.0	13.0	33.0	15.0	3.0	16.5	8.25	1.5	5.25	6.75	3	37.50%
56	015	Augusta	77,901	8.0	1.0	9.0	3.0	2.0	4.5	2.25	1.5	0.25	1.75	4	35.00%
57	165	Rockingham/Harrisonburg	230,981	12.0	5.0	17.0	5.5	4.0	8.5	4.25	3.0	0.25	3.25	0	34.21%
58	107	Loudoun	439,217	11.0	5.0	16.0	7.0	2.0	8.0	4.00	1.0	2.00	3.00	2	33.33%
59	047	Culpeper	55,770	6.0	1.0	7.0	3.0	1.0	3.5	1.75	0.5	0.75	1.25	1	31.25%
60	199	York/POquoson	158,544	6.0	1.0	7.0	4.0	0.0	3.5	1.75	-0.5	1.75	1.25	2	31.25%
61	031	Campbell	56,472	5.0	1.0	6.0	1.5	2.0	3.0	1.50	1.5	-0.50	1.00	2	28.57%
62	009	Amherst	31,448	4.0	1.0	5.0	3.0	0.0	2.5	1.25	-0.5	1.25	0.75	2	25.00%
63	105	Lee	21,610	4.0	1.0	5.0	2.0	1.0	2.5	1.25	0.5	0.25	0.75	3	25.00%
64	161	Roanoke	96,497	8.0	2.0	10.0	4.0	2.0	5.0	2.50	1.0	0.50	1.50	2	25.00%
65	163	Rockbridge/Lexington	52,506	5.0	0.0	5.0	2.0	1.0	2.5	1.25	0.5	0.25	0.75	0	25.00%
66	590	Danville	42,700	10.0	2.0	12.0	7.5	0.0	6.0	3.00	-1.5	3.00	1.50	0	20.00%
67	013	Arlington/Falls Church	505,876	13.0	4.0	17.0	6.0	5.0	8.5	4.25	2.5	-0.75	1.75	0	15.91%
68	027	Buchanan	19,056	4.5	0.0	4.5	2.0	1.0	2.3	1.13	0.3	0.13	0.38	2	12.50%
69	051	Dickenson	13,432	3.0	0.0	3.0	2.0	0.0	1.5	0.75	-0.5	0.75	0.25	2	12.50%
70	071	Giles	16,605	3.0	0.0	3.0	2.0	0.0	1.5	0.75	-0.5	0.75	0.25	2	12.50%
71	099	King George	28,250	3.0	0.0	3.0	2.0	0.0	1.5	0.75	-0.5	0.75	0.25	2	12.50%
72	125	Nelson	14,788	3.0	0.0	3.0	2.0	0.0	1.5	0.75	-0.5	0.75	0.25	1	12.50%
73	141	Patrick	16,985	3.0	0.0	3.0	2.0	0.0	1.5	0.75	-0.5	0.75	0.25	2	12.50%
74	167	Russell	24,985	3.5	1.0	4.5	2.0	1.0	2.3	1.13	0.3	0.13	0.38	4	12.50%
75	185	Tazewell	38,572	8.0	1.0	9.0	6.0	0.0	4.5	2.25	-1.5	2.25	0.75	6	12.50%
76	193	Westmoreland	19,487	3.0	0.0	3.0	1.0	1.0	1.5	0.75	0.5	-0.25	0.25	4	12.50%
77	195	Wise/Norton	73,416	8.0	1.0	9.0	4.0	2.0	4.5	2.25	0.5	0.25	0.75	5	12.50%
78	550	Chesapeake	253,261	22.0	5.0	27.0	12.0	6.5	13.5	6.75	1.5	0.25	1.75	8	9.46%
79	630	Fredericksburg	28,029	7.0	1.0	8.0	3.5	2.0	4.0	2.00	0.5	0.00	0.50	2	9.09%
80	035	Carroll/Galax	61,078	6.0	1.0	7.0	3.0	2.0	3.5	1.75	0.5	-0.25	0.25	2	5.00%
81	083	Halifax	32,817	6.0	1.0	7.0	3.0	2.0	3.5	1.75	0.5	-0.25	0.25	2	5.00%
82	570	Colonial Heights	18,169	6.0	1.0	7.0	5.0	0.0	3.5	1.75	-1.5	1.75	0.25	0	5.00%
83	121	Montgomery	102,125	8.0	3.0	11.0	6.0	2.0	5.5	2.75	-0.5	0.75	0.25	2	3.13%
84	770	Roanoke City	99,504	15.0	4.0	19.0	9.0	5.0	9.5	4.75	0.5	-0.25	0.25	6	1.79%
85	023	Botetourt	33,416	4.0	0.0	4.0	2.0	1.0	2.0	1.00	0.0	0.00	0.00	0	0.00%
86	053	Dinwiddie	28,411	4.0	0.0	4.0	3.0	0.0	2.0	1.00	-1.0	1.00	0.00	2	0.00%
87	081	Greensville/Emporia	27,316	4.0	0.0	4.0	2.0	1.0	2.0	1.00	0.0	0.00	0.00	2	0.00%
88	093	Isle of Wight	41,048	3.0	1.0	4.0	3.0	0.0	2.0	1.00	-1.0	1.00	0.00	1	0.00%
89	147	Prince Edward	22,548	4.0	0.0	4.0	3.0	0.0	2.0	1.00	-1.0	1.00	0.00	2	0.00%
90	187	Warren	41,732	6.0	2.0	8.0	4.0	2.0	4.0	2.00	0.0	0.00	0.00	2	0.00%
91	510	Alexandria	159,363	9.0	3.0	12.0	7.0	2.0	6.0	3.00	-1.0	1.00	0.00	1	0.00%
92	710	Norfolk	245,406	30.0	4.0	34.0	17.0	8.5	17.0	8.50	0.0	0.00	0.00	3	0.00%
93	191	Washington	53,369	7.0	2.0	9.0	5.0	2.0	4.5	2.25	-0.5	0.25	-0.25	4	-3.57%
94	029	Buckingham	16,736	2.5	0.0	2.5	2.0	0.0	1.3	0.63	-0.8	0.63	-0.13	1	-6.25%

FY26 Staffing Standards - Commonwealth's Attorneys Support Staff

RANK	FIPS	LOCALITY	POPULATION	FY26 TOTAL FUNDED ACA FTE	ADDITIONAL ACA WHOLE POS DUE	TOTAL ACA POSITIONS IF FULLY FUNDED	FY26 FUNDED ADMIN HAVE	FY26 FUNDED PA HAVE	ADMIN POS DUE	PARALEGAL POS DUE	ADDT'L ADMIN POS DUE	ADDT'L PARALEGAL POS DUE	NET ADDT'L POS DUE	WHOLE SUPPORT POS DUE	PERCENT OF NEED
95	173	Smyth	28,790	5.0	0.0	5.0	3.0	1.0	2.5	1.25	-0.5	0.25	-0.25	0	-6.25%
96	175	Southampton/Franklin	43,668	4.0	1.0	5.0	2.0	2.0	2.5	1.25	0.5	-0.75	-0.25	2	-6.25%
97	690	Martinsville	13,268	4.0	1.0	5.0	2.0	2.0	2.5	1.25	0.5	-0.75	-0.25	0	-6.25%
98	820	Waynesboro	22,938	4.0	1.0	5.0	3.0	1.0	2.5	1.25	-0.5	0.25	-0.25	2	-6.25%
99	171	Shenandoah	44,942	5.0	1.0	6.0	3.0	2.0	3.0	1.50	0.0	-0.50	-0.50	1	-10.00%
100	197	Wythe	27,915	5.0	1.0	6.0	4.0	1.0	3.0	1.50	-1.0	0.50	-0.50	1	-10.00%
101	790	Staunton	25,971	6.0	0.0	6.0	3.0	2.0	3.0	1.50	0.0	-0.50	-0.50	2	-10.00%
102	740	Portsmouth	95,240	16.0	3.0	19.0	10.0	6.0	9.5	4.75	-0.5	-1.25	-1.75	0	-10.94%
103	001	Accomack	33,498	3.5	0.0	3.5	3.0	0.0	1.8	0.88	-1.3	0.88	-0.38	2	-12.50%
104	155	Pulaski	33,108	7.0	0.0	7.0	4.0	2.0	3.5	1.75	-0.5	-0.25	-0.75	4	-12.50%
105	061	Fauquier	74,563	5.0	0.0	5.0	4.5	0.0	2.5	1.25	-2.0	1.25	-0.75	0	-16.67%
106	169	Scott	21,274	5.5	0.0	5.5	2.0	3.0	2.8	1.38	0.8	-1.63	-0.88	2	-17.50%
107	011	Appomattox	16,992	3.0	0.0	3.0	1.0	2.0	1.5	0.75	0.5	-1.25	-0.75	2	-25.00%
108	025	Brunswick	14,867	3.0	0.0	3.0	1.0	2.0	1.5	0.75	0.5	-1.25	-0.75	0	-25.00%
109	036	Charles City	6,488	1.0	0.0	1.0	1.0	0.0	0.5	0.25	-0.5	0.25	-0.25	0	-25.00%
110	045	Craig	4,766	1.0	0.0	1.0	1.0	0.0	0.5	0.25	-0.5	0.25	-0.25	0	-25.00%
111	049	Cumberland	9,982	1.0	0.0	1.0	1.0	0.0	0.5	0.25	-0.5	0.25	-0.25	1	-25.00%
112	065	Fluvanna	28,382	2.0	0.0	2.0	1.0	1.0	1.0	0.50	0.0	-0.50	-0.50	0	-25.00%
113	077	Grayson/Galax	33,675	4.0	0.0	4.0	3.0	1.0	2.0	1.00	-1.0	0.00	-1.00	0	-25.00%
114	091	Highland	2,285	1.0	0.0	1.0	1.0	0.0	0.5	0.25	-0.5	0.25	-0.25	1	-25.00%
115	115	Mathews	8,407	1.0	0.0	1.0	1.0	0.0	0.5	0.25	-0.5	0.25	-0.25	2	-25.00%
116	181	Surry	6,558	1.0	0.0	1.0	1.0	0.0	0.5	0.25	-0.5	0.25	-0.25	0	-25.00%
117	540	Charlottesville	51,743	6.0	-1.0	5.0	3.0	2.0	2.5	1.25	-0.5	-0.75	-1.25	0	-25.00%
118	840	Winchester	29,294	7.0	0.0	7.0	5.0	2.0	3.5	1.75	-1.5	-0.25	-1.75	2	-25.00%
119	143	Pittsylvania	58,913	6.0	-1.0	5.0	3.0	3.0	2.5	1.25	-0.5	-1.75	-2.25	2	-37.50%
120	103	Lancaster	10,908	2.0	0.0	2.0	3.0	0.0	1.0	0.50	-2.0	0.50	-1.50	3	-50.00%
GRAND TOTAL				829.0	207.0	1,036.0	429.0	168.5	518.0	259.00	89.0	90.50	179.50	236	

I-2



Motorola Solutions, Inc.
500 West Monroe
Chicago IL
60661
United States

Visit our website at www.motorolasolutions.com

Bill To Address

NOTTOWAY, COUNTY OF
P O BOX 92
NOTTOWAY VA 23955
United States

ORIGINAL INVOICE

Transaction Number	Transaction Date 27-JAN-2025	Transaction Total 58,601.00 USD	
P.O. Number NTP	P.O. Date 26-MAY-22	Customer Account No	
Payment Terms Net Due In 30 Days		Payment Due Date 26-FEB-2025	
Ship To Address			
		NOTTOWAY SHERIFF'S OFFICE 20870539 266 W COURTHOUSE RD NOTTOWAY VA 23955 United States	

IMPORTANT INFORMATION

Ultimate Destination
United States

Inco Term: CPT - CARRIAGE PAID

For all invoice payment inquiries contact
AccountsReceivable@motorolasolutions.com
Telephone: 800-247-2346
Fax: +1(631)883-4238

Carrier - CUSTOMER PICKUP

RECEIVED
MAR 31 2025

Note: Packing List Details available on the last page of this invoice.

SPECIAL INSTRUCTIONS / COMMENTS

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
1	DSSFWSCOUTE8T1SK	SCOUT E8 CONSOLE - TIER 1 LICENSE/SOFTWARE AUDIO PKG. 8 CHAN	2	8,823.38	17,646.76
2	DSACCCPUTDWIN10	DT PC W/DUAL NIC, WIN 10 PRO 64 BIT OS FOR SCOUT CONSOLE	2	1,894.41	3,788.82
3	DSACCSBSPK2	AVTEC USB DUAL SPEAKER KIT FOR SOFTWARE CONSOLE	2	839.05	1,678.10
4	DSACCSBMIC	AVTEC USB DESK MIC FOR SOFTWARE CONSOLE	2	641.17	1,282.34
5	DSACCSBFSWSING	AVTEC ONLY: USB PTT FOOTSWITCH ACCESSORY	2	313.31	626.62
6	DSACCSBHJBNEA	AVTEC USB HEADSET-HANDSET JACK BOX, INTEGRATES NENA PHONE	2	898.22	1,796.44
7	DSACCHED6WNC	AVTEC ONLY: 6W HDST PLNTRNICS SUPRA H251 NC W/BASE	2	355.02	710.04
8	DSUSBHUB10	AVTEC ONLY: 10 PORT USB HUB, USB 3.0	2	78.57	157.14
9	DSSFWVPGLOSK	RED.BASE VPGATE LICENSE, LEVEL0, SOFTWARE LICENSE VERSION	1	8,601.96	8,601.96

Please detach here and return the bottom portion with your payment

Payment Coupon

Transaction Number	Customer Account No	Payment Due Date 26-FEB-2025	Transaction Total 58,601.00 USD	Amount Paid
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Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.

NOTTOWAY, COUNTY OF P O BOX 92 NOTTOWAY VA 23955 United States	Payment Transfer Details Bank of America, Dallas WIRE Routing Transit Number: SWIFT: BOFAUS3N Bank Account No:	Send Payments To: Motorola Solutions, Inc. 13108 Collections Center Drive Chicago IL 60693 United States US.remittance@motorolasolutions.com
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DIVERSION CONTRARY TO EXPORT CONTROL LAW IS PROHIBITED



Motorola Solutions, Inc.
500 West Monroe
Chicago IL
60661
United States
Federal Tax ID:

ORIGINAL INVOICE

Transaction Number	Transaction Date 27-JAN-2025	Transaction Total 58,601.00 USD
P.O. Number NTP	P.O. Date 26-MAY-22	Customer Account No
Payment Terms Net Due in 30 Days		Payment Due Date 26-FEB-2025

Visit our website at www.motorolasolutions.com

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
10	DSOUTPOST-2R	RADIO CONTROLLER, VOIP, 2 PORTS, 12 VDC INPUT	3	2,361.95	7,085.85
11	DSOUTPOST-RACK-PKG	3U RACK MOUNT SHELF (HOLDS 4 OUTPOST) & 3U POWER SUPPLY	1	646.02	646.02
12	DSAIRFARE	AIRFARE FOR SERVICES	1	1,614.08	1,614.08
13	DSPERDIEM	DAILY ALLOWANCE FOR EXPENSES	7	379.27	2,654.89
14	DSSVC-CSLT-PE	AVTEC PROFESSIONAL CONSULTATION SERVICES, ONE DAY	1	1,297.86	1,297.86
15	DSSVCCSLTPM	AVTEC PROFESSIONAL CONSULTATION SERVICES, ONE DAY, PM	1	1,614.08	1,614.08
20	DSHARDWARE	ANNUAL EXTENDED HARDWARE WARRANTY, REQUIRES SCOUTCARE	1850	1.00	1,850.00
21	DSHARDWARE	ANNUAL EXTENDED HARDWARE WARRANTY, REQUIRES SCOUTCARE	1850	1.00	1,850.00
22	DSSCOUTCARET1	SCOUTCARE TIER 1, ANNUAL EXTENDED SOFTWARE MAINTENANCE PROGR	1850	1.00	1,850.00
23	DSSCOUTCARET1	SCOUTCARE TIER 1, ANNUAL EXTENDED SOFTWARE MAINTENANCE PROGR	1850	1.00	1,850.00
USD Subtotal					58,601.00
USD Total					58,601.00
USD Amount Due					58,601.00

Packing List	Ship Date:	Sales Order(s):
641614937	11-AUG-22	0815053370029
641614950	11-AUG-22	
641614978	11-AUG-22	
641614987	11-AUG-22	
641615000	11-AUG-22	
641615009	11-AUG-22	
641615018	11-AUG-22	
641615031	11-AUG-22	
641615080	11-AUG-22	
641615093	11-AUG-22	
681251270	23-JAN-23	
681251279	23-JAN-23	
681251284	23-JAN-23	
682157554	26-JAN-23	
689117652	02-MAR-23	
763895344	15-FEB-24	
763895349	15-FEB-24	
858967043	27-JAN-25	
858967061	27-JAN-25	

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ARTICLE 2, DIVISION 10**AIRPORT DISTRICT**

- § 2-10-1. Purpose.
- § 2-10-2. Permitted uses.
- § 2-10-3. Accessory uses.
- § 2-10-4. Uses permitted by Administrative Permit.
- § 2-10-5. Prohibited uses.
- § 2-10-6. Lot area.
- § 2-10-7. Lot width.
- § 2-10-8. Yard and setback requirements.
- § 2-10-9. Lot frontage.
- § 2-10-10. Height limitations.

Airport District (AD)

2-10-1. Purpose.

- A. Airport Districts are intended to provide space for airports and vertiports (VTOL = Vertical Take Off and Landing) licensed by the Virginia Department of Aviation or any United States government or military air facility.
- B. Also permitted are aviation uses within and adjoining the airport facility that are compatible with an airport environment.

§ 2-10-2. Permitted uses.

The following uses shall be permitted within Airport Districts without Special Exception permits:

1. Airports.
2. Vertiports.
3. Aviation-related research and development.
4. Aviation manufacturing and Assembly.
5. Aviation training for manned and unmanned aircraft.
6. Facilities for refueling aircraft.
7. Airport terminals.
8. Aircraft charter service.
9. Police, fire and rescue squad stations as accessory uses to the airport.
10. Businesses compatible with an airport environment, including but not necessarily limited to: motor vehicle parking, travel accommodation services, motor vehicle rental services, and gasoline retail outlets.
11. Offices.

§ 2-10-3. Accessory uses.

Accessory uses customary and clearly incidental to a permitted use and which will not create a nuisance or hazard shall be permitted in Airport Districts, subject to the applicable provisions of Article 3, Division 3 of this chapter (Please see attached draft revision), Division 9 (Outdoor Lighting, and Division 10 (Parking).

§ 2-10-4. Uses permitted by Administrative Permit.

The uses listed in this section shall be permitted within Airport Districts only upon the issuance of an Administrative Permit by the Zoning Administrator pursuant to the provisions of article LVI of division I of this chapter.

A. General standards applicable to all Administrative Permits. No Administrative Permit shall be issued except upon a finding that in addition to conformity with any standards set forth in this chapter for Administrative Permit uses, the following general standards will be met either by the proposal made in the application or by the proposal as modified or amended and made part of the Administrative Permit:

1. *Conformity with comprehensive plan and policies.* The proposal as submitted or as modified shall conform to the Comprehensive Plan of the county or to specific elements of such plan, and to official policies adopted in relation thereto, including the purposes of this chapter.
2. *Impact on neighborhood.* The proposal as submitted or as modified shall not have undue adverse impact on the surrounding neighborhood. Among matters to be considered in this connection are traffic congestion, noise, lights, dust, odor, fumes and vibration, with due regard for timing of operation, screening or other matters which might be regulated to mitigate adverse impact.

B. Off-site office trailers, buildings, parking lots, and equipment or materials storage areas or facilities in connection with temporary construction.

The temporary placement, development or use of off-site office trailers, buildings, parking lots or equipment or materials storage areas or facilities in connection with construction projects may be permitted by Administrative Permit provided:

1. Items permitted are in connection with specific construction projects.
2. Items permitted are placed no sooner than thirty (30) days prior to the beginning of construction and removed within thirty (30) days after completion or suspension of construction.

3. Items permitted are placed within reasonable proximity of the construction project.

§ 2-10-5. Prohibited uses.

All uses except those listed in 2-10-2 and 2-10-3 are specifically prohibited.

§ 2-10-6. Lot area.

The minimum lot area shall be sufficient for compliance with all the provisions of this article.

§ 2-10-7. Lot width.

The minimum lot width at any point shall be:

- A. One hundred fifty feet (150'); ~~or~~

§ 2-10-8. Yard and setback requirements.

A. Front lot lines.

1. No building or other structure shall be erected, altered, located, reconstructed or enlarged nearer to the right-of-way line of a public or private street seventy feet (70').
2. If a lot, tract or parcel fronts on two or more streets, the foregoing minimum setbacks shall be required on all streets.
3. For an exception to front-line setback requirements, see Article 5, Division 3 (Board of Zoning Appeals), of this chapter.

B. Other lot lines adjoining airport business zones.

There are no minimum setbacks required from lot lines, other than front lines, where the other lot line is a boundary with property zoned for airport business use under this article.

C. Lot lines not adjoining airport business zones.

No building or other permanent improvement shall be erected, altered or enlarged nearer than fifty feet (50') to any property not zoned Airport District.

§ 2-10-9. Lot frontage.

Every lot shall have at least:

- A. One hundred fifty feet (150') of frontage on a public street; or
- B. One hundred feet (100') of frontage on a public street if:
 - 1. Curb and guttering is installed along the entire road frontage in accordance with applicable standards of the Virginia Department of Transportation; and

2-10-10. Height limitations.

In Airport Districts, all buildings and structures shall be subject to the following height limitations:

- A. No building or structure shall exceed fifty feet (50') in height.
- B. In no case shall the height of any building or structure exceed the height limitations of the transitional surface, approach surface, horizontal surface and conical surface as required in any airport overlay district.
- C. For exceptions to height limitations, see Article 5, Division 3 (Board of Zoning Appeals), of this chapter.

DRAFT

DIVISION 3 AIRPORT SAFETY ~~OVERLAY DISTRICT (ASOD)~~ ZONING ORDINANCE

Sec. 3-3-1 Purpose; Reference

~~An ordinance regulating and restricting the height of structures and objects and natural growth, and otherwise incidentally regulating the use of property in the vicinity of the airports in Nottoway County by creating the appropriate zones and establishing the boundaries thereof; providing for changes in the restrictions and boundaries of such zones; defining certain terms used; providing enforcement; and imposing penalties can be found in Chapter 35, beginning on page 3501, of the Nottoway County Code.~~

[24VAC5-20-400. Appendix A: Airport Safety Zoning Ordinance. For reference.]

An ordinance regulating and restricting the height of structures and objects or natural growth, and otherwise incidentally regulating the use of property in the vicinity of the airports in (-insert name of locality-) by creating the appropriate zones and establishing the boundaries thereof; providing for changes in the restrictions and boundaries of such zones; defining certain terms used herein; providing for enforcement; and imposing penalties.

The ordinance is adopted pursuant to the authority conferred by §§ 15.1-427 through 15.1-503 of the Code of Virginia. It is hereby found that an obstruction has the potential for endangering the lives and property of users of the airports and residents in Nottoway County; and that an obstruction may reduce the size of areas available for the landing, takeoff, and maneuvering of aircraft, thus tending to destroy or impair the utility of the airports and the public investment therein. Accordingly, it is declared:

1. That is necessary in the interest of the public health, safety, and general welfare that the creation or establishment of obstructions that are hazards to air navigation be prevented;
2. That the creation or establishment of an obstruction has the potential for being a public nuisance and may injure the area served by the airports;
3. That the Nottoway County Board of Supervisors derives economic development and enhanced interstate commerce from Allen C. Perkinson Airport/Blackstone Army Airfield at Fort Barfoot and Town of Crewe Airport that are held strictly to the highest possible safety standards; and
4. That the prevention of these obstructions should be accomplished, to the extent legally possible, by the exercise of the police power without compensation.

Sec. 3-3-2. Definitions

"Administrator": The official charged with the enforcement of this ordinance. He or she shall be the Zoning Administrator).

"Airport": Allen C. Perkinson Airport/Blackstone Army Airfield at Fort Barfoot and Town of Crewe Airport.

"Airport elevation": The highest point on any usable landing surface expressed in feet above mean sea level.

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"Approach surface": A surface longitudinally centered on the extended runway centerline, extending outward and upward from the end of the primary surface, and at the same slope as the approach zone height limitation slope set forth in Article 4 of this ordinance. In plan the perimeter of the approach surface coincides with the perimeter of the approach zone.

"Approach, transitional, horizontal, and conical zones": The airspace zones as set forth in Article 3 of this ordinance.

"Conical surface": A surface extending horizontally twenty feet for every one foot vertically from the periphery of the horizontal surface.

"Hazard to air navigation": An obstruction determined by the Virginia Department of Aviation or the Federal Aviation Administration to have a substantial adverse effect on the safe and efficient utilization of navigable airspace in the Commonwealth.

"Height": For the purpose of determining the height limits in all zones set forth in this ordinance and shown on the zoning map, the datum shall be mean sea level (M.S.L.) elevation unless otherwise specified.

"Horizontal surface": A horizontal plane 150 feet above the established airport elevation, the perimeter of which in plan coincides with the perimeter of the horizontal zone.

"Nonconforming use": Any preexisting structure or object of natural growth which is inconsistent with the provisions of this ordinance or any amendment to this ordinance.

"Obstruction": Any structure, growth, or other object, including a mobile object, which exceeds a limiting height, or penetrates any surface or zone floor, set forth in Article 4 of this ordinance.

"Permit": A document issued by Nottoway County allowing a person to begin an activity which may result in any structures or vegetations exceeding the height limitations provided for in this ordinance.

"Person": Any individual, firm, partnership, corporation, company, association, joint stock association, or governmental entity. The term includes a trustee, a receiver, an assignee, or a similar representative of any of them.

"Primary surface": A surface, with a specified width as provided in Article 3 of this ordinance, longitudinally centered on a runway. When the runway has a specifically prepared hard surface, the primary surface extends 200 feet beyond each end of that runway. The elevation of any point on the primary surface is the same as the elevation of the nearest point on the runway centerline.

"Runway": A specified area on an airport prepared for landing and takeoff of aircraft.

"Structure": Any object, including a mobile object, constructed or installed by any person, including but not limited to buildings, towers, cranes, smokestacks, earth formations, towers, poles, and electric lines of overhead transmission routes, flag poles, and ship masts.

"Transitional surfaces": Surfaces which extend outward perpendicular to the runway centerline extended at a slope of seven feet horizontally for each foot vertically from the sides of the primary and approach surfaces to where they intersect the horizontal and conical surfaces.

"Vegetation": Any object of natural growth.

"Zone": All areas provided for in Article 3 of this ordinance, generally described in three dimensions by

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reference to ground elevation, vertical distances from the ground elevation, horizontal distances from the runway centerline and the primary and horizontal surfaces, with the zone floor set at specific vertical limits by the surfaces found in Article 4 of this ordinance.

Article 3.

Sec. 3-3-3. Airport Safety Zones

In order to carry out the provisions of this ordinance, there are hereby established certain zones which include all of the area and airspace of Nottoway County lying equal to and above the approach surfaces, transitional surfaces, horizontal surfaces, and conical surfaces as they apply to (-insert name of airport or airports-). These zones are established as overlay zones, superimposed over the existing base zones, being more specifically zones of airspace that do not affect the uses and activities of the base zones except as provided for in Article 5 of this ordinance. An area located in more than one of the following zones is considered to be only in the zone with the most restrictive height limitation. These zones are as follows:

"Airport zone": A zone that is centered about the runway and primary surface, with the floor set by the horizontal surface.

"Approach zone": A zone that extends away from the runway ends along the extended runway centerline, with the floor set by the approach surfaces.

"Transitional zone": A zone that fans away perpendicular to the runway centerline and approach surfaces, with the floor set by the transitional surfaces.

"Conical zone": A zone that circles around the periphery of and outward from the horizontal surface, with the floor set by the conical surface.

The source of the specific geometric standards for these zones are to be found in Part 77.25, Subchapter E (Airspace), of Title 14 of the Code of Federal Regulations, or in successor federal regulations. A copy of these standards is found in Appendix A of this ordinance.

Sec. 3-3-4. Airport Safety Zone Height Limitations

Except as otherwise provided in this ordinance, in any zone created by this ordinance no structure shall be erected, altered, or maintained, and no vegetation shall be allowed to grow to a height so as to penetrate any referenced surface, known as the floor, of any zone provided for in Article 3 of this ordinance at any point.

The height restrictions, or floors, for the individual zones shall be those planes delineated as surfaces in Part 77.25, Subchapter E (Airspace), of Title 14 of the Code of Federal Regulations, or in successor federal regulations. A copy of these standards is found in Appendix A of this ordinance.

Sec. 3-3-5 Use Restrictions.

Notwithstanding any other provision of this ordinance, and within the area below the horizontal limits of any zone established by this ordinance, no use may be made of land or water in such a manner as to:

1. Create electrical interference with navigational signals or radio communication between the airport and airborne aircraft;

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2. Diminish the ability of pilots to distinguish between airport lights and other lights;
3. Result in glare in the eyes of pilots using the airport;
4. Impair visibility in the vicinity of the airport;
5. Create the potential for bird strike hazards; or
6. Otherwise in any way endanger or interfere with the landing, takeoff, or maneuvering of aircraft intending to use the airport.

Sec. 3-3-6. Nonconforming Uses

1. Except as provided in § 3-3-6.2 of this ordinance, the regulations prescribed by this ordinance shall not require the removal, lowering, or other change or alteration of any structure or vegetation not conforming to the regulations as of the effective date of this ordinance, or otherwise interfere with the continuance of a nonconforming use. Nothing contained in this ordinance shall require any change in the construction, alteration, or intended use of any structure, the construction or alteration of which was begun prior to the effective date of this ordinance, and is diligently prosecuted.
2. Notwithstanding the provision § 3-3-6.2, the owner of any existing nonconforming structure or vegetation is hereby required to permit the installation, operation, and maintenance thereon of whatever markers and lights deemed necessary by the Federal Aviation Administration, the Virginia Department of Aviation, or the administrator to indicate to operators of aircraft the presence of that airport obstruction. These markers and lights shall be installed, operated, and maintained at the expense of the airport owners, and not the owner of the nonconforming structure in question.

Sec. 3-3-7. PERMITS.

1. Except as provided in Secs. 3-3-7.1, 3-3-7.2, and 3-3-7.3 of this Article, no structure shall be erected or otherwise established in any zone created by this ordinance unless a permit therefore shall have been applied for and granted. Each application for a permit shall indicate the purpose for which desired with and sufficient geometric specificity to determine whether the resulting structure would conform to the regulations prescribed in this ordinance. No permit for a structure inconsistent with this ordinance shall be granted unless a variance has been approved as provided in § 3-3-7-4.
2. No permit shall be granted that would allow the establishment or creation of an obstruction or permit a nonconforming use or structure to become a greater hazard to air navigation than it was on the effective date of this ordinance or any amendments thereto other than with relief as provided for in § 3-3-7-4.
3. Whenever the administrator determines that a nonconforming structure has been abandoned or more than fifty percent destroyed, physically deteriorated, or decayed, no permit shall be granted that would enable such structure to be rebuilt, reconstructed, or otherwise refurbished so as to exceed the applicable height limit or otherwise deviate from the zoning regulations contained in this ordinance, except with the relief as provided for in § 3-3-7-4.
4. Any person desiring to erect or increase the height or size of any structure not in accordance with the regulations prescribed in this ordinance may apply for a variance from such regulations to the (-insert board of zoning appeals or other entity-). Such application shall be properly advertised and be reviewed and

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considered through a public hearing. Prior to being considered by the (-insert board of zoning appeals or other entity-) the application for variance shall be accompanied by a determination from the Virginia Department of Aviation as to the effect of the proposal on the operation of air navigation facilities and the safe, efficient use of navigable airspace. Such variances shall only be allowed where it is duly found that a literal application or enforcement of the regulations will result in unnecessary hardship and relief granted will not be contrary to the public interest, will not create a hazard to air navigation, will do substantial justice, and will be in accordance with the spirit of this ordinance. Additionally, no application for a variance to the requirements of this ordinance may be considered by the (-insert board of zoning appeals or other entity-) unless a copy of the application has been furnished to the airport owner for advice as to the aeronautical effects of the variance. If the airport owner does not respond to the application within fifteen days after receipt, the (-insert board of zoning appeals or other entity-) may act independent of the airport owner's position to grant or deny the variance.

Any permit or variance granted may, if such action is deemed advisable to effectuate the purpose of this ordinance and be reasonable in the circumstances, be so conditioned as to require the owner of the structure in question to install, operate, and maintain, at the owner's expense, such markings and lights as may be deemed necessary by the Federal Aviation Administration, the Virginia Department of Aviation, or the administrator. If deemed proper with reasonable cause by the (-insert board of zoning appeals or other entity-), this condition may be modified to require the owner of the structure in question to permit the airport owner, at his own expense, to install, operate, and maintain the necessary markings and lights.

3-3-8. Enforcement.

1 The administrator shall administer and enforce the regulations prescribed in this ordinance. He or she shall be vested with the police power incumbent to carry out and effectuate this ordinance, including the action of injunction, prosecution and other available means through the Nottoway County Circuit Court. Applications for permits and variances shall be made to the administrator on a form published for that purpose.

3-3-9. Appeals

1. Any person aggrieved, or any officer, department, board, or bureau of Nottoway County affected by a decision of the administrator may appeal such decision to the (-insert board of zoning appeals or other entity-).

3-3-10. Judicial Review

§ 10.1. Any person aggrieved or any taxpayer adversely affected by any decision of the Nottoway County Board of Supervisors may appeal to the Nottoway Court Circuit Court.

3-3-11 PENALTIES.

Each violation of this ordinance or of any regulation, order, or ruling promulgated under this ordinance shall constitute a misdemeanor and be punishable by a fine of no more than five hundred dollars. Each day on which a violation occurs shall constitute a separate offense.

3-3-12 Conflicting Regulations

Where there exists a conflict between any of the regulations or limitations prescribed in this ordinance and any other regulations applicable to the same subject, where the conflict is with respect to the height of structures or vegetation and the use of land, or any other matter, the more stringent limitation or

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requirement shall govern.

3-3-13. Severability

Should any portion or provision of this ordinance be held by any court to be unconstitutional or invalid, that decision shall not affect the validity of the ordinance as a whole, or any part of the ordinance other than the part held to be unconstitutional or invalid.

3-3-14. Adoption

§ 14.1. Be it resolved that this ordinance has been properly drawn, legally advertised, and presented through a public hearing before the governing body of Nottoway County on (- insert month, day, year-). Be it further resolved that the effective date of this ordinance is (- insert month, day, year-) and that the ordinance from that date forward carries the full weight of law within Nottoway County until and unless altered otherwise by the governing body.

Statutory Authority

§ 5.1-2.2 and 5.1-2.15 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 12, Issue 17, eff. June 12, 1996.

BOARD OF ZONING APPEALS

Name:	Address:	District After Redistricting 22:	Term Expires:
Greg A. Wolven	307 Oak Street Burkeville, VA 23922	1	1-16-2029
		2	
Richard A. Payne	1012 W. Virginia Avenue Crewe, VA 23930	3	5-23-2027
James L. McDaniel, Jr.	255 Country Club Road Blackstone, VA 23824	5	6-26-2025
Brandon Martin	2123 Robertsons Road Blackstone, VA 23824	5	2-22-2027

Qualifications

Per §15.2-2308

- Every locality that has enacted or enacts a zoning ordinance pursuant to this chapter or prior enabling laws shall establish a board of zoning appeals that:
 - shall consist of either five or seven residents of the locality, or in a town with a population of 3,500 or less, either three, five, or seven residents of the locality,
 - appointed by the circuit court for the locality.
- Terms of office shall be for five years each.
- Original appointments shall be made for such terms that the term of one member shall expire each year.
 - The secretary of the board shall notify the court at least 30 days in advance of the expiration of any term of office and shall also notify the court promptly if any vacancy occurs.
 - Appointments to fill vacancies shall be only for the unexpired portion of the term.
 - Members may be reappointed to succeed themselves.
- Members of the board shall hold no other public office in the locality, except that one may be a member of the local planning commission, any member may be appointed to serve as an officer of election as defined in § 24.2-101, and any elected official of an incorporated town may serve on the board of the county in which the member also resides.

Steve Bowen

From: Gregg Zody
Sent: Monday, June 2, 2025 7:18 AM
To: Thomas Gregory, Jr
Cc: Steve Bowen; Andrea Kelly; John Roark
Subject: RE: BZA Appointment for District 2

Thank you for your response, Harold.

I appreciate your service to the County and wish you the best in your future endeavors.

Gregg

Gregg Zody, AICP
Planning and Economic Development Director
County of Nottoway
344 West Courthouse Road
PO Box 92
Nottoway, VA 23955
Office: 434-645-8696
Mobile: 434-294-5005

From: Thomas Gregory, Jr <thgregory92@gmail.com>
Sent: Friday, May 30, 2025 5:46 PM
To: Gregg Zody <gzody@nottoway.org>
Subject: Re: BZA Appointment for District 2

Mr. Zody:

Thank you for your email. I am no longer interested nor available to continue on the Board of Zoning Appeals. I appreciate the previous opportunity. I wish you well in your search for a new board member.

Thank you again,
Harold Gregory

On Thu, May 29, 2025 at 12:51 PM Gregg Zody <gzody@nottoway.org> wrote:

Good afternoon, Mr. Gregory.

I was looking at the terms for the BZA and noticed that your term expired a year ago. Are you interested in serving another term?

If so, I will put the reappointment on the June 26th BOS agenda along with Chair McDaniel's reappointment for District 5.

Thank you and have a great day.

OFFICE OF
THE BOARD OF SUPERVISORS
NOTTOWAY COUNTY



P. O. BOX 92
344 W. COURTHOUSE ROAD
NOTTOWAY, VIRGINIA 23955
TELEPHONE (434) 645-8696
FAX (434) 645-8667
www.nottoway.org

SUPERVISORS

WILLIAM J. COLLINS, III, CHAIRMAN
DISTRICT 5

DAPHNE V. NORTON, VICE CHAIR
DISTRICT 3

RICHARD H. INGRAM, JR.
DISTRICT 1

JOHN A. ROARK
DISTRICT 2

GEORGE G. TOTH, III
DISTRICT 4

COUNTY ADMINISTRATOR
STEVE W. BOWEN

**PLANNING & ECONOMIC DEVELOPMENT
DIRECTOR AND ZONING ADMINISTRATOR**
GREGG ZODY, AICP

BUILDING OFFICIAL
NICHOLAS BOWLES

EMERGENCY SERVICES COORDINATOR
AUBREY W. "BUDDY" HYDE, JR.

06/18/2025

Attention: Nottoway County Board of Supervisors

Re: Ordinance for Bonus Payment

In fiscal year 26 budget, a 1.5% salary bonus has been approved for all full-time Constitutional Officers, their department, Department of Social Services, and County employees except for grant funded positions. According to code § 15.2 – 1508 the County may provide for payment of monetary bonuses to its office and employees as authorized by an ordinance.

We ask that the Board approve the following ordinance to authorize the payment of a one-time bonus to full-time employees of Nottoway County pursuant to the provisions of Section 15.2-1508 of the Code of Virginia 1950.

AT THE REGULAR MEETING OF THE BOARD OF SUPERVISORS OF NOTTOWAY COUNTY, VIRGINIA, HELD AT THE COURTHOUSE THEREOF, ON THURSDAY, THE 26TH DAY OF JUNE IN THE YEAR OF OUR LORD TWO THOUSAND TWENTY-FIVE AND IN THE 249TH YEAR OF THE COMMONWEALTH:

PRESENT: WILLIAM J. COLLINS, III, CHAIRMAN
DAPHNE V. NORTON, VICE CHAIRMAN
RICHARD H. INGRAM, JR.
JOHN A. ROARK
GEORGE G. TOTH, III
STEVE W. BOWEN, COUNTY ADMINISTRATOR

AN ORDINANCE TO AUTHORIZE THE PAYMENT OF A ONE-TIME
BONUS TO FULL-TIME OFFICERS AND EMPLOYEES OF NOTTOWAY
COUNTY

WHEREAS, the governing body of the County, pursuant to the provisions of Section 15.2-1508 of the *Code of Virginia* 1950, as amended, may by ordinance provide for payment of monetary bonuses to its officers and employees.

NOW, THEREFORE, BE IT ORDAINED by the Nottoway County Board of Supervisors that a one-time bonus averaging from \$100 to \$2,400 for those full-time officers and employees as of June 30, 2025, is hereby authorized.

Done this 26th day of June by a vote of _____ for and _____ opposed.

BY: _____
William J. Collins, III, Chairperson

Attest:

Steve W. Bowen, Clerk

NOTTOWAY COUNTY
Commonwealth of Virginia

EMPLOYEE HANDBOOK



Effective July 1, 2025

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Acknowledgment of Receipt of Handbook and Drug and Alcohol Policy

SECTION 1 INTRODUCTION

1.1 *PURPOSE OF HANDBOOK*

The purpose of this Employee Handbook ("Handbook") is to give employees some general guidelines about the policies and procedures of Nottoway County, Virginia (the "County"). This Handbook supersedes any prior handbooks. This Handbook is not intended to form a contract of employment, so it should not be construed in that fashion. Consequently, the policies and procedures discussed in this Handbook may be modified by the County Board of Supervisors at any time with or without notice. Also, benefits, to the extent allowed by law, may be revoked or modified at the sole discretion of the County at any time without prior notice. Unless a particular employee has a written contract signed by the Board of Supervisors guaranteeing employment for a specific period of time, all employees are employed at-will. This means an employee may resign at any time, with reasonable notice. Likewise, the County has the right to terminate an employee's employment at any time, for any reason not prohibited by law, with or without cause. No supervisor has authority to change your status as an at-will employee or to contradict anything in this Handbook.

By accepting employment, employees agree to conform to the rules and policies of the County as reflected in this Handbook and as such rules and policies are adopted, amended or otherwise changed from time to time. Although the policies, procedures and rules contained in this Handbook are intended to cover most personnel problems and actions, the Handbook cannot cover every incident that may arise. The County has invested the County Administrator with the responsibility of interpreting, implementing, and enforcing these policies, procedures, and rules. In so exercising this responsibility, the County Administrator is entitled to exercise their reasonable judgment in addressing issues not directly covered by this Handbook, but in keeping with the overall intent of the Handbook.

1.2 *EMPLOYEES OF CONSTITUTIONAL OFFICERS*

Under Virginia law, Constitutional Officers are separate employers from the County and the employees of such Officer are not County employees. The personnel practices of each Officer are to a limited extent governed by the rules and regulations of the Virginia Compensation Board. Constitutional Officers may elect to adopt the policies in this Handbook in whole or in part for their respective offices without relinquishing any of their rights as autonomous employers under Virginia law. Should a Constitutional Officer elect to adopt this Handbook in whole or in part, the Officer and the County shall enter into a Memorandum of Understanding that sets forth the deviations, exceptions, and exclusions related to the provisions in this Handbook that will govern employment practices within their offices. Such MOU shall be approved by the Board of Supervisors.

SECTION 2 NON-DISCRIMINATION

2.1 *DISCRIMINATION, HARASSMENT, AND RETALIATION*

The County is committed to being an equal opportunity employer. The County does not discriminate against individuals in employment on the basis of an individual's race, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, religion, color, national origin, age, disability, genetic information, marital status, military or veteran status, protected activity, or any other legally protected status, nor does it tolerate any form of harassment in the workplace against individuals on the basis of race, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, religion, color, national origin, age, disability, genetic information, marital status, military or veteran status, protected activity, or any other legally protected status. Protected activities include, for example, making a complaint of discrimination or harassment or participating in an investigation of such a complaint. Discrimination based on race includes discrimination on the basis of traits historically associated with race, including hair texture, hair type, and protective hairstyles, such as braids, locks, and twists. This prohibition of discrimination and harassment applies to all terms and conditions of employment from the hiring stage through the cessation of employment.

Harassment is a form of discrimination and can take many forms. Harassment includes conduct or behavior that is insulting or derogatory to an individual based on race, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, religion, color, national origin, age, disability, genetic information, marital status, military or veteran status, protected activity, or any other legally protected status. Harassment can include, for example, racial, ethnic, sexual, or religious insults or jokes, unwelcome comments, bullying or cyber-bullying, or conduct or stereotyping on the basis of one of the above delineated protected classifications. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Any unwelcome behavior constitutes harassment in violation of this policy when: (1) submission to such conduct is made a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

The County requires all of its employees, as a condition of employment, to act in accordance with this policy of non-discrimination, non-harassment and equal opportunity for all individuals regardless of race, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, religion, color, national origin, age, disability, genetic information, marital status, or military or veteran status, protected activity, or any other legally protected status.

The County will not tolerate retaliation, including any adverse employment action, harassment, or other form of retaliation, against an employee because that employee filed a complaint of discrimination or harassment, participated in a complaint-related investigation, or otherwise opposed discrimination or harassment.

Please see the Complaint Procedure in Section 2.3 for the procedures for reporting or complaining about any violations of this policy.

2.2 REASONABLE ACCOMMODATIONS

The County is committed to providing reasonable accommodations to individuals with disabilities; i.e., individuals who are qualified to perform the essential functions of the particular position, but require reasonable accommodation. The County is also committed to providing reasonable accommodations to employees for known limitations related to pregnancy, childbirth, or related medical conditions, including lactation. In addition, the County will provide a reasonable accommodation for an employee's sincerely held religious belief if the accommodation would resolve a conflict between the employee's religious beliefs or practices and a work requirement, unless doing so would create an undue hardship for the County.

Employees in need of an accommodation should contact their Department Head and Human Resources with the request. The County will engage in an interactive process with the employee and, if needed, a health care provider, to determine what, if any, reasonable accommodation is available.

Although an employee's specific request will be considered, the County reserves the right to determine ultimately whether an accommodation can be provided and the accommodation to be provided. Please see the Complaint Procedure in Section 2.3 for the procedures for reporting or complaining about any violations of this policy.

2.3 COMPLAINT PROCEDURE

Employees who believe that they have been a victim of, or a witness to, any type of discrimination, harassment, or retaliation in violation of Sections 2.1 or 2.2 above during the course of employment must promptly notify their Department Head or, if such reporting is inappropriate, they must report it to an appropriate manager or other designated representative. Once reported, the supervisor or appropriate manager will then contact Human Resources. Any involved employee may also personally contact Human Resources or the County Administrator to report a complaint. This Complaint Procedure is in addition to the Grievance Procedure in Section 7. Full-time and part-time, non-probationary employees may file a grievance in accordance with that Section.

Once reported, the County representative or designated agent will then investigate the complaint. The County retains the discretion to determine the method and means of the investigation, but, in most cases, the investigation will involve meeting with the alleged victim, the alleged wrongdoer, and relevant witnesses. Although the County must necessarily investigate the complaint and cannot assure complete confidentiality, the County will maintain the confidentiality of the complaint to the extent possible. Once the investigation is complete, the County will take any warranted remedial action the County deems necessary to end the discrimination or harassment or to prevent an offense from being repeated.

The County will not tolerate any form of retaliation against employees who, in good faith, make a complaint of discrimination, harassment, or retaliation, assist in making such a complaint, or cooperate in an investigation of such complaint.

SECTION 3 GENERAL EMPLOYMENT POLICIES

3.1 *EMPLOYMENT DOCUMENTATION*

Upon employment, all employees must complete and provide appropriate documentation for the following:

1. Federal Form I-9, Employment Eligibility Verification Form.
2. Federal and state tax withholding forms.

Employees are responsible for promptly notifying the County of any changes in name, address, telephone number, number of tax deductions, or exemptions.

A criminal background check, as well as a credit history, will be required for certain positions with the County. A criminal background check will be required for all employees. Employees who will be using County credit cards will go through a credit history check. Prior to obtaining a background check or credit history, the County will request the employee's written permission to obtain such information. Criminal convictions will be considered on a case-by-case basis. A conviction will not necessarily disqualify an individual from employment. Each conviction will be judged on its own merits in light of the time since it occurred, the surrounding circumstances, its seriousness, and the specific employment position.

3.2 *PROBATIONARY PERIOD*

All new or re-employed employees must satisfactorily complete a one-year probationary period in order to obtain non-probationary status. The probationary period provides an opportunity for evaluation of an employee's suitability for a position. During the probationary period, employees must show that they are able and willing to perform their job satisfactorily. The probationary period may be extended because of performance or disciplinary actions, or when circumstances occur, such as an extended illness or absence from the workplace, which prevent the employee from being able to fully demonstrate suitability to the position.

In establishing a probationary period, the County does not abrogate or modify in any way the employment at-will status that applies to its employment relationship with all employees. An employee may be terminated at any time during the probationary period, as well as after the conclusion of the probationary period.

3.3 *PERSONNEL FILE AND MEDICAL RECORDS*

Human Resources is responsible for establishing and maintaining an official personnel file for each employee. All changes in employment status, disciplinary matters, changes in wage rates or salary, etc. must be forwarded to Human Resources in a timely manner. Employees are required to report to Human Resources changes in place of residence, contact information, emergency contact numbers, direct deposit information, and if applicable to participation in benefit coverage, change in marital status and dependents.

Employees have access to view their personnel files. Some information, such as medical information, is kept in separate, confidential files. The confidential files can be reviewed by the employee upon request unless the release of certain confidential information is restricted under

the Freedom of Information Act. Requests to access and review personnel files should be made to Human Resources.

Personnel records will be retained and disposed of in compliance with the Local Government Record Retention and Destruction Schedule for Personnel Records established by the Library of Virginia.

3.4 *PERFORMANCE EVALUATIONS*

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are typically conducted on an annual basis. Performance evaluations help management ensure that employees meet reasonable workplace standards and goals, supervisors have an opportunity to assess employee achievement and areas needing improvement, and employees are on notice about supervisor's assessments. Performance evaluations may provide the basis for wage or salary increases for competence and merit, as well as promotion, demotion, or discipline.

3.5 *TERMINATION OF EMPLOYMENT*

As noted in the Introduction, employment with the County is at-will, unless the employee has an employment contract signed by the Board of Supervisors of the County guaranteeing employment for a specific period of time. Thus, both the County and the employee retain the right to terminate the employment relationship at any time, with or without cause.

- A. Resignation by Employee: As a professional courtesy, all employees are expected to provide the County with a minimum of a two (2) weeks' working notice of resignation from employment. An employee may not use vacation or sick leave as a substitute for this two-week notice period without prior authorization. Employees who failed to provide two weeks' notice may forfeit any accrued, but unused vacation, with proper documentation from County Administration. Employees who fail to report to work for three consecutive days without providing notice to their supervisor of the absence are deemed to have voluntarily resigned from employment.
- B. Termination of Employment by the County: The County reserves the right to terminate an employee's employment at any time with or without cause, subject to all federal and state laws and regulations. Termination for cause includes violation of any of the policies and procedures or Standards of Conduct established by the County.

3.6 *EMPLOYMENT OF RELATIVES*

The County permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the County, create an actual or perceived conflict of interest. For purposes of this policy, "relative" is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or corresponding in-law or "step" relation. The County will exercise sound business judgment in the placement of related employees in accordance with the following guidelines.

Employment of relatives with the same Department or division in a supervisory-subordinate relationship could constitute a violation of the Virginia Conflict of Interests Act. Thus, an individual's relatives should not work in positions in which a direct reporting or supervisory/management relationship exists. Accordingly, an employee will not be permitted to

work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.

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SECTION 4

SALARY ADMINISTRATION AND COMPENSATION

4.1 EMPLOYMENT STATUS CLASSIFICATIONS

It is the policy of the County to categorize the status of employees in order to make distinctions in benefits among employees, and to aid in a better understanding of employment relationships with the County. Employment status may affect eligibility for certain employee benefits. Please see the Leave and Benefits Sections of this Handbook for more details.

Full-Time Employees

An employee who regularly works forty (40) or more hours per workweek.

Part-Time Employees

An employee who works twenty-nine (29) hours or less per workweek on a regularly scheduled basis and no more than 1,500 per year.

Temporary/Seasonal

An employee employed in a position having a fixed time period to complete a specific project or for a particular season.

Exempt Positions

Employees meeting the *Fair Labor Standards Act (FLSA)* requirements for an executive, administrative, or professional and who are paid on a salary basis of not less than the FLSA threshold. Employees in exempt positions are ineligible for overtime pay for hours worked in excess of 40 in a workweek. Any work time in excess of a normal workweek is considered a necessary part of the job.

Nonexempt Positions

Employees who hold positions that do not fall into the FLSA's exempt categories and/or are paid on an hourly basis. Non-exempt employees are entitled to overtime pay for all hours worked in excess of 40 in a workweek. There are two types of non-exempt employees in the County:

- Hourly Non-Exempt Employees – These employees are non-exempt and are paid on an hourly basis for all hours worked. They are entitled to overtime.
- Salaried Non-Exempt – These employees are paid on a salary basis, but are non-exempt, either because their jobs do not meet the duties test or because their salary does not meet the required threshold.

4.2 HOURS OF WORK/WORKWEEK

The normal workday consists of 8 hours per day and 40 hours per week. For compensation purposes, the County's workweek begins at 12:01 a.m. on Monday and ends at 12:00 Midnight on Sunday.

4.3 ATTENDANCE

The County requires regular and punctual attendance from all employees. Employees who are going to be absent for a full or partial day, or will be late for work, must notify their supervisor as far in advance as possible. If an absence or tardiness has not been excused previously, the employee may be required to provide proof of illness with a doctor's note or other proof of emergency.

4.4 LUNCH BREAKS

All employees are required to take a minimum 30-minute unpaid break as scheduled by their supervisor. Lunch breaks are intended to provide employees an opportunity for time away from work. Employees are not permitted to perform any work during their lunch break and can make schedule adjustments depending on workload.

4.5 LACTATION BREAK POLICY

All employees who are nursing mothers are eligible to take reasonable breaks under this policy to express breast milk for up to one year after the birth of the employee's child. Eligible employees may take a reasonable amount of break time to accommodate the employee's need to express breast milk for the employee's nursing child. Eligible employees should notify their immediate supervisor of the frequency, timing, and duration of the lactation breaks they need to take.

Lactation breaks for non-exempt employees under this policy are unpaid because uninterrupted lactation breaks during which no work is performed do not count as hours worked. Employees who are required to record time under the County's timekeeping policy must accurately record the start and end of lactation breaks.

4.6 COMPENSATION PLAN

Reserved for Future Use

4.7 RECORDING HOURS WORKED AND TIME RECORDS

To ensure that the County has complete and accurate time records and that employees are paid for all hours worked, non-exempt and part-time employees are required to record all hours worked. Employees must record their time using timesheets. Employees must record all actual time worked, including the starting and stopping times of each workday, all time away from work, including starting and stopping times of lunch breaks, and any leave taken. Department Heads are required to keep track of all leave accrued and used by employees in their Department. Records of this leave time should be submitted annually by June 30 to Human Resources for audit.

Employees are responsible for properly accounting for their time. Falsifying time entries, including working "off the clock", is strictly prohibited. In addition, employees may not record hours worked on another employee's time record. Tampering with a time record is cause for disciplinary action, including possible dismissal. In the event an employee discovers an error in recording time, the employee should report the matter to Human Resources immediately.

4.8 OVERTIME PAY AND COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES

All employees, with the exception of those employees who qualify as exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) or applicable state laws (e.g., Department Heads), are non-exempt employees and are entitled to overtime pay. Overtime pay will be calculated on the basis of actual hours worked over forty (40) hours in a workweek; therefore, paid time off such as vacation, sick leave, and holidays do not count as hours worked for the purpose of determining overtime pay eligibility. The current rate for overtime is time and one-half of an employee's regular rate of pay.

The County may compensate a non-exempt employee who works overtime hours with "compensatory time" at the same rate as overtime compensation is paid (i.e., 1.5 hours for each hour of overtime worked). Employees may accrue up to 120 hours of compensatory time. After this limit is reached, an employee must receive compensation for each hour worked over 40 in a workweek. All compensatory time earned must be used within one year of such time being earned, subject to the operational needs of the County. Any compensatory time not used within one year shall be forfeit.

Employees may occasionally be required to work overtime. However, all overtime must be authorized by the appropriate supervisor. Working overtime without recording the time or without prior authorization is strictly prohibited and will result in disciplinary action up to and including termination.

4.9 EXEMPT EMPLOYEE POLICY

Employees classified by the County as exempt are ineligible for overtime pay, pursuant to the Fair Labor Standards Act, a federal law, as well as applicable state laws. Exempt employees are paid on a salary or fee basis, and perform job duties and responsibilities that meet one of the following classifications: professional, executive, administrative, outside sales, certain computer employees, or highly compensated employees. Any exempt employee is expected to work during the standard office hours and is also expected to work a minimum of forty (40) hours per week. Exempt employees are expected to fulfill their responsibilities to the extent possible within the normal workweek and normal workday. However, because of the nature of the responsibilities, it may be necessary and expected for an exempt employee to work beyond the normally scheduled hours to complete their work responsibilities.

Being paid on a salary basis means that the exempt employee shall receive a predetermined amount of pay each pay day. The employee's weekly salary, as predetermined, is full compensation for all work necessary to perform and complete all duties regardless of the number of hours worked. This salary amount is not subject to deductions because of variations in the number of hours worked or the quality of the work performed, except for the following:

- Full day absences for personal reasons other than sickness or disability;
- Full day absences for sickness or disability in accordance with the County's sick leave policy or workers' compensation law;
- Offsets of salary due in a particular week against amounts received for jury duty, attendance as a witness, or temporary military leave in that same week;
- Penalties for infractions of safety rules of major significance;

- Full day disciplinary suspensions for violation of written workplace conduct rules;
- Prorated payments in the initial or terminal weeks of employment;
- Deductions for qualified unpaid leave under the Family and Medical Leave Act.

4.10 WAGE AND HOUR COMPLAINT PROCEDURE

It is the policy and practice of the County to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that employees are paid properly for all time worked and no improper deductions are made, employees must review their paychecks promptly to identify and report any errors. Employees who believe that an error in pay or unauthorized deduction has been made from their pay for any pay period should notify Human Resources or the County Administrator of the unauthorized deduction as soon as possible. Timely complaints are critical for timely corrections of any mistakes. Human Resources will then review the error or deduction, and determine if there was an error. If Human Resources determines that there was an error, then the County will make adjustments accordingly no later than the next regularly scheduled pay day.

4.11 PAYDAY

Payday will be on either the 15th or the last day of each month for all hours worked during the previous pay period. Departments paid on the 15th of the month are: County employees, Solid Waste employees, and Local Redevelopment Authority (LRA) employees. Departments paid on the last day of the month are: Lodge housekeepers and Library employees. If a payday falls on a weekend or holiday, employees will normally be paid on the last business day before the weekend or holiday.

The County requires employees to utilize direct deposit for the payment of wages.

Employees should review their wage statements for errors. If an employee finds a possible error, the employee must report it to Human Resources or the County Administrator immediately. In the event of an error with an employee's wages that have been paid by direct deposit, the County must wait until the funds have been returned in full to the County's bank account before the County can issue a new check. This process can take up to three business days.

4.12 DEDUCTIONS FROM PAY

In accordance with Federal and State law and pursuant to the tax form completed by each employee, the County will deduct from each employee's paycheck federal income tax, state income tax, social security (FICA), and Medicare. Employees have an affirmative duty to report any changes in their federal or state tax status to Human Resources and to complete the necessary tax forms to reflect any change in, for example, marital status or number of exemptions. The County will not make any such changes unless it receives a written authorization from the employee to do so. Additionally, eligible employees have the option of subscribing to certain benefits as are offered by the County through payroll deductions.

4.13 TRAVEL AND BUSINESS EXPENSE REIMBURSEMENTS

Employee Responsibilities:

The County Administrator, or designee, is responsible for authorizing travel for Department Heads and key management personnel for conferences, training seminars, and other business travel. Employees are not guaranteed attendance at conferences and training seminars.

Department Heads are responsible for ensuring that their travel budget line has unencumbered monies sufficient in amount to pay the travel expenses prior to requesting authorization for travel and that the monies are not spent prior to the travel expenses being paid.

The Finance Department is responsible for establishing internal procedures to assure proper accounting and control of travel expenses and reimbursement payments. The Finance Department is also responsible for validating all travel vouchers and issuing reimbursements.

Allowable Travel Expenses

All travel requests must be approved by the County Administrator prior to travel. Employees must complete the travel/training authorization request form for any proposed travel and provide it to the County Administrator for approval at least two weeks prior to the travel. The employee may not complete any registration or reservations until the travel approval is received. A complete record of reimbursable expenses is required, including original itemized receipts, for all authorized expenditures.

1. Transportation

The most economical method for transportation should be used. A County vehicle should be used for travel unless one is not available. If a County vehicle is not available, the employee will be reimbursed for work-related mileage at the standard per mile rate in accordance with the current IRS mileage rate for the use of their personal vehicle. Mileage should be calculated using a source such as Google Maps or MapQuest, with the calculation from the actual starting point of departure or the employee's official work location, whichever is shorter, to their destination. Mileage reimbursement will only be provided if the employee is traveling outside of Nottoway County for County business or for any miles incurred above and beyond the employee's normal commute.

If an employee chooses to use their personal vehicle when a County vehicle is available, the employee will not be reimbursed for out-of-pocket vehicle or fuel expenses.

2. Registration and Lodging

Employees are responsible for registering for classes and making lodging reservations. Accommodations must be arranged on a single occupant basis only. Lodging accommodations should be reserved at or at a site close to the site of business.

Lodging for overnight stays must be necessary and reasonable to accomplish the County's business, as determined in the discretion of the County Administrator.

Payment for registration and/or lodging should be made with the County's purchasing card whenever possible. If not made with the County's purchasing card, the employee must forward the receipt to the Finance Department for reimbursement.

3. Meals, Tips, and Incidentals

The County uses per diem for employee travel-related meals and incidental travel expenses. The allowance for Meals and Incidental Expenses (M&IE) is determined by the per diem rates set forth by the United States General Services Administration (GSA) and is based on the primary travel destination. If meals are provided in conjunction with travel events, the applicable M&IE rate shall be reduced by the amount shown for the applicable meal in the GSA's M&IE rate table.

In addition to travel-related meals, employees are eligible for meal reimbursement if they participate in a business meal. Such meals occur while the employee is on official business and include substantive and bona fide business discussions. Employees must receive County Administrator approval for such meals.

Expense Reimbursement Requests

Employees must complete the travel expense reimbursement form and include receipts for all items requested for reimbursement, with all necessary and appropriate documentation to establish that the expense is reimbursable by the County. The completed and signed form shall be sent to the Finance Department within 10 days of the travel return date.

Cancellations

When prepayments have been made for accommodations of conference registrations and unforeseen circumstances prevent an individual from traveling, the employee must notify the County Administrator immediately and should promptly cancel the reservation, request a refund, and notify the Finance Department of the cancellation.

SECTION 5 EMPLOYEE CONDUCT

5.1 *DRESS CODE*

Dress Code Standards

The County strives to maintain a professional atmosphere that is conducive to its business environment, contributes to the morale of all employees, and projects an image of efficiency and professionalism to the public. Employees are relied upon to exercise common sense and good judgment regarding their clothing and appearance in the workplace and to dress in a manner that is consistent with the goals of this policy. Generally, employees should maintain a clean, neat, and professional appearance in the workplace and dress according to the requirements of their positions.

Any employee who is not dressed in proper professional attire consistent with this policy will be considered unsuitable to work and may be asked to go home and return to work appropriately dressed. In such a case, the employee will not be compensated for time spent away from work.

Any questions about the requirements of this policy or what constitutes appropriate workplace attire should be directed to the Department Head for the employee's Department.

Uniforms

Employees in certain job classifications are required to wear uniforms, which will be provided by the County. These employees are expected to report to work in uniforms that are clean and neat. Non-serviceable clothing will be replaced on a one-to-one basis when the particular items is returned to the County's inventory.

5.2 *ETHICAL CONDUCT AND CONFLICTS OF INTEREST*

To ensure that every citizen can have complete confidence in the integrity of the County's government, each employee shall respect and adhere to fundamental principles of ethical conduct. Public service is a public trust, requiring employees to place loyalty to the law and ethical principles above private gain. The County is committed to operating all activities within the spirit and letter of all laws and regulations affecting its operation and employees. Employees must exercise the highest level of integrity, ethics, and objectivity in their actions and relationships that may affect the County. Employees must not misuse their authority or influence of their positions in these relationships. Moreover, an employee has the duty while performing job duties and responsibilities for the County to act in the best interest of the County at all times.

Employees may not engage in any activity, either privately or officially, where a conflict of interest may exist. Employees should never accept gifts, gratuities, or rewards for any services that they perform in their jobs. Additionally, County employees are prohibited from using information gained while performing their jobs to influence others or further their own personal interests. All employees are subject to Virginia Conflict of Interest Act, §2.2.-3100 et seq. of the Code of Virginia, which prohibits an employee from engaging in a transaction or a contract in which the employee has a financial interest that comes to the employee directly or through an immediate family member. Employees are responsible for reporting any potential conflict of interest to their Department Head as soon as they are aware of the potential conflict.

5.3 *PERSONAL RELATIONSHIPS IN THE WORKPLACE*

The County strongly believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between consenting coworkers, it does establish very clear boundaries as to how these relationships will progress during working hours and within the working environment.

Employees are expected to behave professionally at all times and are strictly prohibited from engaging in romantic or sexual physical contact, such as public displays of romantic or sexual affection, as well as sexual innuendo, suggestive comments and/or sexually oriented joking, at any time while on company premises. During working time and in working areas, all employees are expected to keep personal exchanges to a minimum so that other employees are not distracted or offended by such exchanges and in order to maintain productivity. During non-working time, such as lunches, breaks and before and after work periods, employees are not precluded from having appropriate personal conversations on County premises, as long as their conversations and behavior could in no way be perceived as offensive or uncomfortable to a reasonable person. Employees who allow personal relationships with coworkers to negatively impact the working environment, such as through the creation of a hostile or offensive working environment, will be subject to appropriate disciplinary measures, which may include any level of discipline up to and including termination. Failure of employees to change their inappropriate behavior will be viewed as a serious disciplinary matter and will result in additional disciplinary measures.

Employees in a management or supervisory position shall not engage in a romantic or sexual relationship with an employee whom they directly supervise or whose terms and conditions of employment they may influence. Supervisors or managers who have had a previous romantic or sexual relationship with a subordinate or employee whose terms and conditions of employment they may influence will not be involved in decisions relating to that individual's terms and conditions of employment.

All employees must disclose the existence of any romantic or sexual relationship, including cohabitation, with another coworker. Disclosure shall be made to Human Resources and the County Administrator. This disclosure will enable the County to determine whether any conflict of interest exists because of the relative positions of the individuals involved. When a conflict of interest or potential risk is identified due to a co-worker relationship, the County will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions or Departments. Refusal of an employee to accept a reasonable alternative position, if available, will be deemed a voluntary resignation. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If an agreement cannot be reached, the County will determine a resolution that may include termination of one of the persons.

Where doubts exist as to the specific meaning of the terms used above, employees should conduct themselves in accordance with the overall spirit and intent of this policy and consult Human Resources for clarification.

5.4 OUTSIDE EMPLOYMENT POLICY

The County recognizes that some employees may want to engage in outside employment in order to supplement their income. Before beginning outside employment, employees must give advance written notice of the outside employment to the County Administrator. Employees may hold outside employment as long as such outside employment does not interfere with the employee's work performance or work schedule, or present a conflict of interest or the appearance of a conflict of interest with the County. All employees will be judged by the same performance standards and will be subject to the County's scheduling demands, regardless of any existing outside work requirements.

Employees may not use the County's property, facilities, equipment, supplies, IT systems (such as computers, networks, email, telephones, or voicemail), time, trademarks, brand, or reputation in connection with any outside employment.

If the County determines that an employee's outside work interferes with the employee's performance or ability to meet the requirements of the employee's position as they are modified from time to time, or presents a conflict of interest, the employee may be asked to terminate the outside employment if the employee wishes to remain employed with the County.

5.5 POLITICAL ACTIVITY

General Rules

Employees shall not be asked or coerced to support a political or campaign activity ("political activity"), regardless of whether a request for funds or time is involved. Employees are prohibited from engaging in political activity on work premises during working hours. Employees may not use County owned equipment, supplies, or resources to engage in political activities and are prohibited from using their title or position while engaging in political activities.

Federally Funded Positions

Employees who work in positions that receive federal funding are required to abide by the provisions of the Hatch Act. Such employees are prohibited by the Hatch Act from being active participants in political campaigns, such as being a candidate, a campaign manager, a fund raiser, a member of a campaign committee, a speaker or a poll worker. Under the Hatch Act, as applied to County employees in federally aided programs, employees may not:

1. Use their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
2. Directly or indirectly coerce, attempt to coerce, command or advise a State or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or
3. Be a candidate for elective office.

The Hatch Act continues to apply to covered employees even if the employee is on authorized leave, such as annual leave or a leave of absence without pay.

5.6 *IT RESOURCES AND COMMUNICATION SYSTEMS*

The County's computers, networks, communication systems, and other IT resources are the sole property of the County and are intended for business purposes. To protect the County, its resources, to promote efficiency, and to prevent and/or investigate possible wrongdoing, the County restricts the use of all IT Resources and Communication Systems as described below.

Each user is responsible for using these resources and systems in a productive and lawful manner. This policy governs all IT Resources and Communication Systems (as defined herein) owned by or available at the County, and all use of such resources and systems when accessed using an employee's own resources, including, but not limited to: email systems and accounts; internet and/or internet access; telephones and voice systems, including wired and mobile phones; printers, photocopiers, and scanners; fax machines and e-fax systems; and all other associated computer, network, and communication systems, hardware, peripherals, and software.

These resources and systems and all communication and information transmitted by, received from, or stored in these resources and systems (collectively referred to as "IT Resources and Communication Systems") are the property of the County. IT Resources and Communication Systems should be used primarily for County purposes. Although the County understands that employees may, on occasion, use its IT Resources and Communication Systems for personal matters, employees must not do so in a manner that interferes with the operation of the County's business. In addition, employees must not maintain any expectation of privacy with respect to any message, file, data, documents, telephone conversation, social media post, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on the IT Resources and Communication Systems.

The County's policy prohibiting discrimination and harassment applies to the use of its IT Resources and Communication Systems. Employees may not use IT Resources and Communication Systems to send, receive, display, store, or transmit sexually explicit images, messages, or cartoons, ethnic slurs, racial epithets, or anything that may be construed as discrimination or harassment of others based on race, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, religion, color, national origin, age, disability, genetic information, marital status, military or veteran status.

Employees are not permitted to use any code or password, access any file, or retrieve any stored communication unless authorized to do so. Any passwords or pass codes necessary to access IT Resources and Communication Systems are the property of the County. No employee may use any password or pass code that has not been issued to them by the County or that is not known to the County. Passwords or pass codes do not confer any right of privacy upon an employee.

5.7 *ONLINE ENVIRONMENTS AND SOCIAL MEDIA NETWORKS*

The County recognizes the utility of the Internet, including social media, to enhance communication, collaboration, and information exchange regarding the County's work in service of the public. The County also respects the First Amendment rights of its workers and elected officials, who may speak as private citizens on matters of public concern, including on personal social media platforms. Because conduct in online environments and social media networks can potentially impact an employee's effectiveness in the work environment and, therefore, can potentially impact the effectiveness of the County, the County has established standards of

conduct and behavior for online environments and social media networks to promote the smart, safe, and acceptable use of social media. These standards are intended to apply to both work-related and non-work-related online activity by all County employees.

The specific language and requirements of this policy are intended to and shall be construed to prevent claims of prior restraint or viewpoint discrimination. This policy is not intended to create a blanket prohibition on any worker's speech. At the same time, this policy is intended to support the County's need to clearly state who may speak on behalf of the County in electronic media, and to prevent the public from being misled by postings that may appear to be official statements of the County when that is not the case. This policy shall be narrowly applied to recognize the First Amendment rights of workers to communicate about issues of public concern, while avoiding the unintended creation of public forums outside of official channels of communication. See, e.g., *Garcetti v. Ceballos*, 547 U.S. 410 (2006) (speech by public official protected if engaged in as private citizen, but not if expressed as part of official's public duties); *Connick v. Myers*, 461 U.S. 138 (1983) (speech of public employees generally only protected when they speak on matters of public concern); *Pickering v. Board of Education*, 391 U.S. 563 (1968) (balance between individual's First Amendment rights and government's interest in promoting the efficiency of public service required); *McVey v. Stacy*, 157 F.3d 271 (4th Cir. 1998) (adopting *Pickering*); compare *Davison v. Randall*, 912 F.3d 666 (4th Cir. 2019) (one member of local Board of Supervisors may be deemed to have created a public forum in her own Facebook page, and engaged in viewpoint discrimination by blocking member of public).

A. Professional Social Media Use

The County's social media accounts are the property of Nottoway County. The County Administrator may authorize certain employees to use the County's social media accounts for County business, such as for publishing information about the County's public hearings, weather alerts, deadline reminders, rabies clinics, health clinics, community job fairs, and other information that pertains to the mission of the County.

The following activities and uses of the County's social media accounts are considered unacceptable, and violations of this prohibited conduct will be subject to disciplinary action up to and including termination. This list is not exhaustive. Workers shall not:

1. Use social media in a manner that violates federal, state, or local laws or regulations, or County policies.
2. Use social media in a manner that:
 - a. Violates the copyright, trademark, or other intellectual property rights of any person or entity, misappropriates trade secrets, or otherwise violates ownership interests. This includes unauthorized use of the County's logo, copyrights, or trademarks;
 - b. Includes ethnic slurs, profanity, obscenity, personal insults; material that is harassing, bullying, defamatory, fraudulent, or unlawful discrimination; true threats; fighting words that present an imminent harm; or other content or communications that could contribute to a hostile work environment;
 - c. Violates the terms of contracts or terms of use governing the use of any social media content, including but not limited to software and other intellectual property licenses;

- d. Displays sexually explicit images, cartoons, jokes, messages, or other material in violation of the County's sexual harassment policy or state or federal law;
 - e. Violates the Nottoway County Code or any other County ordinances;
 - f. Contains confidential or "for official use only" information, including without limitation confidential personnel information, or information that compromises the security of County networks or information systems. Such information includes but is not limited to information subject to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") or other federal, state, or local laws and regulations (except as permitted under such laws and regulations), as well as social security numbers and other personally identifiable information; or
3. Violate the terms of use governing the social media account.

B. Personal Social Media Use

This policy is not intended to govern a worker's establishment or use of personal social media accounts for personal purposes, outside the workplace, or while using non-County information systems. However, some personal uses of social media may reflect on the County or appear to represent County policy or to be on behalf of the County. In addition, accessing and using personal social media accounts by means of County information systems is subject to this policy. For these reasons, workers must comply with all County policies, including the following, when using personal social media accounts.

1. Workers shall refrain from engaging in the unacceptable uses described above in section 5.7(A). Such unacceptable use may not be considered speech protected by the First Amendment and might adversely impact the County's safety and operations, and the public's health, safety, and welfare.
2. Workers shall refrain from using personal social media while on work time or on County information systems, unless it is related to the business of the County. A worker's use of personal social media may not disrupt the County's work environment, impair the employee's ability to perform their work duties effectively, undermine supervisory authority, and/or compromise working relationships within the County.
3. Workers have no right to privacy with respect to their personal use of social media or personal social media accounts accessed by means of County information systems, or with respect to personal social media content so accessed, except as recognized by law. They should not expect or assume privacy or confidentiality with respect to any such personal social media use or social media content. Under certain circumstances, even personal social media activity on personal devices related in any way with the County may become the subject of an investigation or lawsuit, subject to Virginia Code § 40.1-28.7:5 (*Social media accounts of current and prospective employees*).
4. Postings and user profiles on personal social media accounts must not state or imply that the views, conclusions, statements, or other social media content are an official policy, statement, position, or communication of the County, or that they represent the views of the County or any worker, unless the County Administrator has given express permission for that worker to do so.

5. Workers should express only their personal opinions when using personal social media. If a worker has not received express permission from the County Administrator, any user profile, biography, or posting on a personal social media account that identifies that person as a County worker or which relates to the County as the subject of the social media content, must include a qualifying statement in substantially the following form: ***"The views I express on this site are my own and do not reflect any official view or position of the County of Nottoway."***
6. Workers should be honest and accurate when using social media. The Internet archives almost everything, so employees should be attentive and careful, quickly correct mistakes, and be open if they alter previous posts or activity. Workers should refrain from posting information or rumors about the County or individuals working on behalf of the County.

Employees found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

5.8 CELL PHONE USE AND REIMBURSEMENT

If the County requires an employee to carry a cellular device in order to perform the employee's duties, the employee may be provided with a County cell phone or may use their own cell phone. If the County provides a device, it must be used for County business purposes only but may store limited personal information such as next of kin or emergency information such as allergies.

Employees who are required to carry a cell phone for County business and choose to use their own cell phone will be provided a stipend. Stipend levels are established by the County on an annual basis. The employee's supervisor or Department Head may authorize a stipend if at least one of the following criteria is met:

1. The employee's job functions require considerable time outside the employee's assigned office or work area, and it is important to the County that the employee is accessible during those times.
2. The employee's job functions require the employee to be accessible outside of scheduled or normal working hours.
3. The employee's job functions require the employee to have wireless data and internet access.
4. The employee is designated as a "first responder" to emergencies.

5.9 COUNTY VEHICLE USE

The County permits select individuals to drive vehicles owned, leased, or rented by the County ("County Vehicle") to perform work for the County. Personal use of a County Vehicle is prohibited, except in the case of emergency. Prohibited uses include any use outside of working time, for vacation or weekend use, or use by spouse or dependents.

Only those who have received explicit permission from their supervisor are authorized to use County Vehicles. To protect the County and its employees, any use of a County Vehicle must conform to this policy. Each driver is responsible for using County Vehicles in a safe, lawful, and reasonable manner. This policy applies to all use of a County Vehicle on the County's behalf.

Permissible Uses

County Vehicles are available to authorized individuals for County business purposes. County Vehicles may only be used for business purposes and for commuting by the individual to whom the car was assigned. Business purposes include traveling to and from approved educational activities.

Authorized Drivers and Passengers

Only authorized employees can drive County vehicles. Employees permitted to drive County Vehicles must have a valid driver's license. In the event that an authorized driver's license is suspended or revoked, that individual must notify their supervisor as soon as possible. In addition, the County reserves the right to evaluate the driving record of all County Vehicle drivers and revoke driving privileges as necessary.

Safety Standards

Employees operating a County Vehicle are expected to operate the vehicle in a safe and lawful manner. Seat belts must be worn at all times. Employees are not permitted to text or use their phone in any manner while driving, except with the use of a hands-free device.

In the event of an accident, the driver must stay with the County Vehicle and file a police report or otherwise cooperate with the police, as applicable. Employees should not attempt to provide medical care to those involved in an accident beyond their level of suitable training. County Vehicle drivers must communicate the details of any accident, theft of County property (including the car itself), and moving violations to their supervisor as soon as possible.

Responders

Responders operating County Vehicles during response operations are authorized to use essential emergency equipment, including radios and wireless communication devices, for voice and data transmission while the vehicle is in motion with due regard for the safety of others and themselves in the performance of their official duties.

Responders are required to stop and render assistance when able and safe to do so while operating County Vehicles.

Responders may, in accordance with State Code, disregard speed limits and other traffic regulations when responding to emergencies, but are required to operate both lights and siren when doing so while always proceeding with due regard for the public's safety. The responder will determine when the response is deemed to be an emergency based on impacts to life, property, and the environment.

SECTION 6

CORRECTIVE ACTION POLICY AND PROCEDURES

6.1 *METHODS AND MEANS OF DISCIPLINE*

As previously noted, employment with the County is at-will, meaning that employees have the right to terminate their employment, just as the County reserves the right to terminate an employee's employment for any reason allowed under the law, with or without cause. The County, however, desires to maintain a workplace that is conducive to good relationships and excellent performance of work; and therefore, the County generally observes five (5) means of disciplining employees:

1. Verbal warning;
2. Written warning;
3. Suspension;
4. Demotion; and
5. Discharge.

The nature, severity, and facts surrounding each offense will determine which step or steps shall be taken. The five (5) means of discipline listed above do not, and are not intended to, constitute any type of required progression in discipline. For example, a sufficiently severe breach of conduct could warrant immediate termination although no other disciplinary action had been taken previously with respect to that employee.

6.2 *TYPES OF UNACCEPTABLE BEHAVIOR*

The County expects its employees to behave civilly, courteously and professionally in all aspects of employment. An employee's behavior reflects directly on the reputation of the County with the community at large. Accordingly, employees who breach the expectations of the County, including specific violations of standards of conduct, shall be subject to the disciplinary actions described above. The following list describes examples of behavior and actions that are not tolerated by the County. This list is not meant to be an exhaustive list, but rather is illustrative of the type of actions that can result in disciplinary action.

1. Abuse of co-workers or others doing business with the County, including both verbal or physical abuse;
2. Consuming, being under the influence of, or possessing unauthorized or illegal narcotics or drugs, marijuana, or alcohol while on the job;
3. Theft of County or fellow employee's property;
4. Fighting, disorderly, or immoral conduct on the job;
5. Sleeping on the job;
6. Intentional abuse of, or damage to, County property;

7. Insubordination;
8. Recording hours worked for another employee;
9. Failure to report to work without providing notice;
10. Failure to immediately report any accident or injury on the job;
11. Excessive and/or unauthorized absences from work;
12. The use of profanity or abusive language;
13. Falsifying or altering any County record or report, such as an application for employment, timecard, production report, expense account, absentee report, or any other record or report, or otherwise giving false information to the County;
14. Engaging in conduct on or off the job that affects the employee's credibility, effectiveness, performance, or ability to fully carry out the responsibilities of employment;
15. Engaging in discrimination, harassment, or retaliation in violation of Sections 2.1 or 2.2;
16. Engaging in violent acts in the workplace, or engaging in violent acts outside the workplace which acts the County determines impair the employee's ability to work for the County;
17. Failure to abide by any County policy.

SECTION 7 GRIEVANCE PROCEDURE

This policy establishes an effective process for the fair, expeditious, and orderly adjustment of grievances before they become major issues of discontent or dispute. Nothing in this policy is intended to imply that employees may be dismissed only "for cause" or to otherwise alter an employee's "at-will" status.

7.1 POLICY

The County seeks to employ and retain the most qualified persons available for positions with the County and is justly proud of the accomplishments of its staff in serving the public. When an employee of the County believes that any condition affecting the employee is unjust, inequitable, arbitrarily applied, or a hindrance to work performance, the employee may use the following procedure without fear of reprisal. The same procedure may be followed by a group of employees. Because justice delayed is justice denied, grievances must be resolved with dispatch. Responsible action under the grievance procedure is a right of employment. Each step of the procedure is to be conducted with the open, thoughtful communication and mutual respect that is characteristic of successful day-to-day contact between employees and their supervisors. Responsibility for finding satisfactory solutions to employment-related problems is shared by all participants at each stage of the grievance procedure.

7.2 OBJECTIVES

The grievance procedure is intended to provide an immediate and fair method for resolving problems that may arise during the course of an employee's service with the County. The grievance procedure is designed to assure the employee of the fairness of the process by providing for a right of appeal in the event that an employee believes that fair treatment has been denied. Through the good faith observance of this procedure, the County hopes to prevent conditions which may give cause for grievance. This can be achieved in many ways, among which are:

- a reduction in employee concerns caused by supervisory decisions;
- a more uniform application and interpretation of policies and conditions that govern employment;
- avoidance of prejudice;
- alerting management to supervisory problems.

7.3 COVERAGE

This grievance procedure is available to all regular full-time and part-time County employees, except probationary employees, Deputy or Assistant County Administrators, Department Heads and employees otherwise covered by applicable grievance procedures of State or local agencies. The procedure is available to regular employees of constitutional offices of the County or the Department of Social Services when the constitutional officer has requested that their employees be covered and the Board of Supervisors has approved such request, or the local social services board has adopted this procedure pursuant to the provisions of Sections 63.2-219 or 2.2- 3008 of the Code of Virginia. Law enforcement officers as defined in Section 9.1-

500 of the Code of Virginia have the option of using this procedure or the law enforcement officer's procedure set out in Chapter 5 of Title 9.1 of the Code of Virginia. The procedure is also available to employees of such other agencies as may from time to time be specified in the Code of Virginia when the prerequisites established by state law have been met. The County Administrator shall be responsible for creating and maintaining an up-to-date list of those positions not covered by this grievance procedure.

7.4 DEFINITION OF GRIEVANCE

- A. A grievance is a complaint or dispute relating to the employment of the employee or employees making the complaint. A grievance involves, but is not necessarily limited to, one or more of the following:
 - 1. Disciplinary actions, including those that involve dismissal, demotion or suspension, provided that dismissals shall be grievable whenever resulting from formal discipline or unsatisfactory job performance;
 - 2. Concerns regarding the meaning, interpretation or application of personnel policies, procedures, rules and regulations;
 - 3. Acts of retaliation for using the grievance procedure or for participation in the grievance of another County employee;
 - 4. Complaints of discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin, sex, military status, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, or military status;
 - 5. Acts of retaliation because the employee has complied with any law of the United States or of the Commonwealth, has reported any violation of such law to a governmental authority, or has sought any change in law before the Congress of the United States or the General Assembly.
 - 6. Acts of retaliation because an employee has reported an incident of fraud, abuse, or gross mismanagement.
- B. The Board of Supervisors and its management team retain the exclusive right to manage the affairs and operations of County government. Accordingly, the following complaints, among others, are non-grievable:
 - 1. The contents of ordinances, statutes, or established personnel policies, procedures, rules, and regulations;
 - 2. Work activity accepted by the employee as a condition of employment or work activity which may be reasonably expected to be a part of the job content;
 - 3. Establishment and revision of wages or salaries, position classifications or general benefits;
 - 4. Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly;

5. The methods, means, and personnel by which such work activities are to be conducted;
6. Non-disciplinary discharge, demotion, suspension from work or layoff because of lack of work or reduction in work force, or job abolition, except where such action affects an employee who has been reinstated within the previous six months as the result of a grievance;
7. The hiring, promotion, transfer, assignment and retention of employees;
8. The relief of employees from duties of the County in emergencies. In any grievance brought under the exception contained in B.6 above, the action shall be upheld upon a showing by the County that:
 - a. there was a valid business reason for the action, and
 - b. the employee was notified of such reason in writing prior to the effective date of the action.

7.5 DETERMINATION OF GRIEVABILITY

Decisions regarding whether or not a matter is grievable, including questions of access to the procedure, shall be made by the County Administrator at the request of the County or the grievant. The issue of grievability may be raised at any step of the procedure prior to the final hearing, but once raised the issue shall be resolved before further processing of the grievance. The issue of grievability must be resolved prior to the final step hearing or it shall be deemed to have been waived. The request for a determination of grievability is made by forwarding it to the County Administrator. The decision on grievability shall be made within ten (10) calendar days of the request. A copy of the ruling shall be sent to the grievant. Decisions concerning grievability may be appealed by the grievant to the Circuit Court of Nottoway County for a hearing on the issue of grievability. Proceedings for review of the County Administrator's decision shall be instituted by filing a notice of appeal with the County Administrator within ten (10) calendar days from the date of the grievant's receipt of the decision and giving a copy thereof to all other parties. Within ten (10) calendar days thereafter, the County Administrator or designee shall transmit to the Clerk of the Circuit Court a copy of the decision, a copy of the notice of appeal, and the exhibits. A list of the evidence furnished to the Court shall also be furnished to the grievant. The failure of the County Administrator to transmit the record within the time allowed shall not prejudice the rights of the grievant. The Court, on motion of the grievant, may issue a writ of certiorari requiring the County Administrator to transmit the record on or before a certain date. The Court shall hear and decide the appeal within the time frames established by Va. Code Section 15.2-1507. The Court may affirm the decision of the County Administrator or may reverse or modify the decision. The decision of the court is final and not appealable.

7.6 GRIEVANCE PROCEDURAL STEPS

Step I: Supervisory Level. An employee who has an employment-related complaint or problem first discusses it directly with their immediate supervisor. The grievance need not be placed in written form at this step. The grievance shall be reported within twenty (20) calendar days after the event giving rise to the grievance. The supervisor shall render a response to the aggrieved employee within five (5) workdays of the complaint. This first step is intended to provide for an informal, initial processing of employee complaints by the immediate supervisor through a non-written, discussion format.

Step II: Department Head Level. If a satisfactory resolution of the problem is not reached through Step I, the employee may file a written grievance, identifying the nature of the complaint and the expected remedy. The written grievance is presented to the Department Head and a copy is given to the immediate supervisor within five (5) workdays of the supervisor's response to Step I. A meeting to review the grievance shall be held among the grievant, the immediate supervisor, and the Department Head within five (5) workdays of receipt of the written grievance, unless this time limit is extended by mutual agreement for a period not to exceed five (5) workdays. The Department Head shall provide a written reply to the grievant within five (5) workdays after the Step II meeting. Concurrently, a copy of the grievance and reply, together with a copy of all related materials, shall be forwarded by the Department Head to the designated personnel officer. For purposes of this policy, "Department Head" shall mean the head of the employee's Department.

Step III: County Administrator Level. If a satisfactory resolution of the problem is not reached at Step II, the employee may submit the written grievance to the designated personnel officer; provided, however, that an employee of a constitutional officer or the Department of Social Services or other agency covered by this procedure may, in the employee's discretion, proceed immediately to Step IV. Submission of the written grievance to Step III shall occur within five (5) workdays of the Step II reply. The designated personnel officer will coordinate the Step III meeting. The County Administrator and the immediate supervisor shall meet with the employee within five (5) workdays. The Department Head or other intermediate supervisor may attend this meeting if requested by the grievant, the immediate supervisor, or the County Administrator. The County Administrator shall provide a written reply to the grievant within five (5) workdays of this meeting.

Step IV: Final Hearing Level. If the response of the County Administrator does not resolve the grievance, the employee may proceed with the grievance by requesting a hearing before an administrative hearing officer. This request shall be made in writing to the County Administrator within five (5) workdays of the grievant's receipt of a response from Step III, or Step II if applicable. The County Administrator shall contact the Executive Secretary of the Supreme Court of Virginia to request the appointment of an administrative hearing officer. The appointment shall be made from the list of administrative hearing officers maintained by the Executive Secretary pursuant to Va. Code § 2.2-4024 and shall be made from the appropriate geographical region on a rotating basis. In the alternative, the County Administrator may request the appointment of an administrative hearing officer from the Department of Human Resource Management. The County shall bear the expense of such officer's services.

The date of the final hearing shall be established according to the availability of the hearing officer, the County, the grievant, and their respective counsel, if any, and shall be set as soon as practicable. The hearing officer shall hold a pre-hearing meeting with the County and the grievant, and their respective counsel, if any, to plan for the final hearing and address procedural and pre-hearing matters. The County Administrator shall provide the hearing officer and the grievant with copies of the grievance record at least ten (10) days prior to the scheduled final hearing. The grievant and/or the grievant's attorney, at least ten (10) days prior to the scheduled final hearing, shall be allowed access to and copies of all relevant files intended to be used in the grievance proceeding. Documents, exhibits, and lists of witnesses shall be exchanged between the parties at least ten (10) days in advance of the final hearing.

7.7 FINAL HEARING PROCEDURES

The hearing officer is charged with the responsibility of interpreting the application of appropriate government policies and procedures in the case. The hearing officer does not have the prerogative or authority to formulate new policies or procedures or to alter existing policies or procedures nor to direct subsequent action of management when the hearing officer determines that the action of management grieved was inappropriate. The conduct of the final hearing is as follows:

1. The hearing officer determines the propriety of attendance at the hearing of persons not having a direct interest in the hearing, and, at the request of either party, the hearing shall be private.
2. The hearing officer may at the beginning of the hearing ask for statements clarifying the issues involved.
3. Exhibits, when offered, may be received in evidence by the hearing officer, and when so received, are marked and made part of the record.
4. In matters concerning the grievant's discharge or other disciplinary action, the County shall present its evidence and witnesses first. In all other matters, the grievant shall present the grievant's evidence and witnesses first. All witnesses shall submit to questions or other examination or cross-examination. The hearing officer may, at its discretion, vary this procedure but must afford full and equal opportunity to all parties and witnesses for presentation of any material or relevant proofs.
5. The parties may offer evidence and shall produce such additional evidence as the hearing officer may deem necessary to an understanding and determination of the dispute. The hearing officer is the judge of relevancy and materiality of the evidence offered. The hearing officer has the authority to determine the admissibility of evidence, without regard to the burden of proof or the rules of evidence. All evidence shall be presented in the presence of the hearing officer and the parties, except by mutual consent of the parties. Documents, exhibits, and lists of witnesses shall be exchanged between the parties a minimum of ten (10) working days in advance of the hearing. Hearings are not intended to be conducted like proceedings in courts.
6. The hearing officer shall specifically inquire of all parties whether they have any further proofs to offer or witnesses to be heard. Upon receiving negative replies, the hearing officer shall declare the hearing closed.
7. The hearing may be reopened by the hearing officer on its own motion or upon application of a party for good cause shown at any time before a decision is made.
8. The decision of the hearing officer, acting within the scope of the hearing officer's authority, is final and binding in all its determinations, and shall be consistent with existing policies, procedures, and law.
9. Any relief granted by the hearing officer shall not be final if the County Administrator, or designee, determines that the relief granted is not consistent with law or written policy of the County. In the event that the County Administrator has had a direct personal involvement with the event or events giving rise to the grievance, the

question of consistency of the relief granted by the hearing officer with law or written policy of the County shall be made by the Commonwealth's Attorney.

10. Either party may petition the circuit court for an order requiring the implementation of the decision of the hearing officer. The decision shall be filed in writing by the hearing officer with the County Administrator not later than ten (10) working days after completion of the hearing, unless an extension of time is agreed to by the County and the grievant. Copies of the decision shall be transmitted to the employee and to the employee's supervisor by the County Administrator within five (5) working days after the County Administrator receives it.

7.8 GENERAL PROVISIONS

1. Step II shall not be observed by direct reports of Department Heads; instead, such grievants shall proceed directly from Step I to Step III.
2. A grievance shared by a group of employees begins at Step II, using Step I time limits.
3. References to "workdays" are to the days during which the administrative offices of the County are customarily open, from Monday through Friday, not including holidays observed by the County. All time periods listed in this procedure may be extended by mutual agreement of the grievant and the County Administrator.
4. After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the grievance procedure, including the final hearing, without just cause, shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five (5) workdays of receipt of written notification by the other party of the compliance violation. Such written notification by the grievant shall be made to the County Administrator, or designee. The County Administrator, or designee, may require a clear written explanation of the basis for just cause extensions or exceptions. The County Administrator, or designee, shall determine compliance issues. Compliance determinations made by the County Administrator, or designee, shall be subject to judicial review upon the filing of a petition with the circuit court seeking such review within thirty (30) days of the compliance determination.
5. Personal face-to-face meetings are required at all management steps. All stages of the grievance beyond the first step shall be documented in writing on forms supplied by the designated personnel office.
6. The only persons who may normally be present at Step I or II meetings are the grievant, the individual hearing the matter, and appropriate witnesses for each side. The grievant shall bear the cost, if any, of calling the grievant's witnesses. Witnesses shall be present only while actually providing testimony. At Step III, the grievant, at his option, may have present a representative of his choice. If the grievant desires to be represented by legal counsel in the Step III meeting, notice of this intention must be given to the County at the time the Step III meeting is requested by the grievant, in which case, the County shall also be entitled to be represented by counsel. Either or both parties may be represented by legal counsel at Step IV. Both

the grievant and the respondent may call upon appropriate witnesses and be represented by legal counsel or other representatives at the final hearing. Such representatives may examine, cross-examine, question, and present evidence on behalf of the grievant or respondent before the hearing officer without being in violation of the provisions of Va. Code § 54.1-3904.

7. Once an employee reduces the grievance to writing, the specific relief expected to be obtained through use of this procedure must be stated and may not later be changed by the grievant.
8. The determination that an employee is not covered by this grievance procedure or that a complaint is not grievable shall not be construed to restrict any employee's right to seek, or the County Administrator's right to provide, in his sole discretion, customary administrative review of complaints outside the scope or coverage of the grievance procedure.

SECTION 8 LEAVE POLICIES

8.1 ***HOLIDAYS***

The County observes the Commonwealth of Virginia's holiday calendar. Thus, the County will be closed for the following holidays:

New Year's Day	Election Day
Martin Luther King, Jr. Day	Veterans' Day
Presidents' Day	4 additional hours before Thanksgiving
Memorial Day	Thanksgiving Day
Juneteenth	Friday after Thanksgiving
Independence Day	Christmas Eve (when additional time is allotted)
Labor Day	Christmas Day
Columbus Day	Day after Christmas (when additional time is allotted)

In addition to the above holidays, the County will provide employees with any additional holidays the Governor of Virginia may provide to state employees.

Full-time employees shall be entitled to receive paid holiday time off for all of the above holidays. Part-time employees, except Convenience Site Attendants, shall be entitled to receive paid time off for a holiday only when such holiday occurs on that employee's regularly scheduled workday. Convenience Site Attendants will receive pay at a rate of time and one half the employee's regular pay rate when the employee works on a holiday.

8.2 ***VACATION***

The County provides full-time employees with paid vacation leave. New employees will be credited with accrued vacation leave as of the first day of the month following the completion of two weeks of consecutive service. Vacation leave will accrue on a pay period basis thereafter. Full-time employees accrue vacation based on years of service according to the following schedule:

Years of Service	Amount of Vacation Accrued
1-5 years of service	8 hours per month
5+ years of service	10 hours per month
15+ years of service	12 hours per month

Employees will not accrue vacation leave for any month in which the employee does not work at least half of the working days in the month.

An employee's request for use of vacation must be scheduled in advance and approved by the employee's supervisor as far in advance as possible. Vacation leave may be taken in one-hour increments. Employees may carry over a maximum of 30 days from one fiscal year to the next. Any unused vacation over the 30-day carry over will be lost at the end of the fiscal year (June 30).

Employees generally are not permitted to carry negative leave balances. However, the County Administrator retains the right to allow a deviation from this policy based on the employee's individual circumstances.

Upon termination of employment, employees will receive pay for any accrued vacation leave, up to a maximum of 30 days. Unused vacation may not be used as a substitute for a notice period for resignation. When notice of resignation is given, the notice must be a working notice.

8.3 SICK LEAVE

Full-time employees are eligible to accrue paid sick leave. New employees will be credited with accrued sick leave as of the first day of the month following the completion of two weeks of consecutive service. Sick leave will accrue on a pay period basis thereafter. Full-time employees accrue sick leave based on years of service according to the following schedule:

Years of Service	Amount of Sick Leave Accrued
1-10 years of service	8 hours per month
10+ years of service	10 hours per month
15+ years of service	12 hours per month

Employees will not accrue sick leave for any month in which the employee does not work at least half of the working days in the month.

Sick leave may be used for the employee's own illness, the illness of a family member, or medical appointments. Sick leave may be used in one-hour increments. Employees must notify their supervisor in accordance with the County's Absence policy on any day employee cannot report to work due to illness. If an employee is out for 3 or more consecutive days, the employee must provide a doctor's note on the fourth day of illness. Employees generally are not permitted to carry negative leave balances. However, the County Administrator retains the right to allow a deviation from this policy based on the employee's individual circumstances.

Unused sick leave may be carried forward year to year. Upon termination of employment, employees will receive pay for any accrued sick leave up to a maximum of 160 hours.

8.4 LEAVE DONATION

The County recognizes that there are times when a medical illness or an accident can have a catastrophic effect on employees, their families, and their lifestyles. Some employees may have insufficient leave to cover their needs during a period of medical illness or following an accident. Co-workers wishing to be of assistance during these times may voluntarily transfer accumulated sick leave and/or vacation leave hours to another eligible employee to assist with the financial impact of days off without pay. This policy and procedure provide guidance on how sick and vacation leave may be donated to the employee in need.

Generally, eligible employees may contribute earned sick leave or vacation leave hours to eligible co-workers who are medically disabled, unable to work, and who have exhausted their sick leave, vacation leave, and compensatory leave so as to provide financial assistance during the disability period.

Procedure for Donating Leave:

Employees with one (1) or more years of consecutive service as a full-time employee are eligible to receive employee sick and vacation leave donations, subject to meeting the following criteria and other requirements as provided in this policy:

1. The employee's medical disability creates a notable compassionate/humanitarian response from co-workers due to the impact of the disability on the employee's personal and/or financial condition.
2. As a result of the medical disability, the employee must be absent from work.
3. The employee has used all earned paid leave applicable to the employee's full-time status, e.g., causing a period of unpaid time for the employee.

Employees wishing to donate sick and/or vacation leave hours to an eligible co-worker will notify Human Resources in writing. Donations must be made in increments of a minimum of eight hours. The maximum that may be donated by any one employee shall be forty hours per pay period. Leave donations will result in: (1) a reduction of the sick and/or vacation leave balances of the donating employee and; (2) the addition of leave hours to the receiving employee's leave balance. The donating employee may not donate hours in an amount which leaves a balance of less than forty hours. There will be no donated leave pool established. An employee wishing to make a leave donation to an eligible employee may keep their donation anonymous.

The application of other County policies addressing medical disability, such as Workers' Compensation and short- and long-term disability insurance, are applicable to employee disability events and are unaffected by the Donated Leave Policy.

8.5 FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act of 1993 ("FMLA"), as amended, employees who have been employed for at least one year, and for at least 1,250 hours during the preceding 12-month period and are employed at a work site where the County employs at least 50 or more employees within a 75-mile radius of that work site, are eligible for Family and Medical Leave, Servicemember Family Leave, and Qualifying Exigency Leave (collectively referred to as "FMLA Leave"). For employees not eligible for FMLA Leave, the County will review business considerations and the individual circumstances involved. Except for those employees

designated as "Key Employees," employees on FMLA Leave will be returned to the same or to an equivalent position. FMLA Leave will consist of appropriate accrued paid leave and unpaid leave. An employee using FMLA Leave for any purpose must first exhaust all accrued vacation, sick leave, and compensatory time and then the remainder of the FMLA Leave will consist of unpaid leave.

Definitions.

"12-month Period" is defined, for purposes of Family Leave, Medical Leave, and Qualifying Exigency Leave, as a "rolling" 12-month period measured backward from the date an employee uses any Family Leave, Medical Leave, or Qualifying Exigency Leave. Leave used during the previous 12-month period reduces the balance available to the employee for Family Leave, Medical Leave or Qualifying Exigency Leave.

"Single 12-month Period," for purposes of Servicemember Family Leave, begins on the first day the employee takes leave to care for a Covered Servicemember and ends 12 months after that date. A "Single 12-month Period" applies only to Servicemember Family Leave and is distinguished from the 12-month Period defined above for other FMLA Leave.

"Contingency Operation" means a military operation that (a) is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or (b) results in the call or order to, or retention on, active duty of members of the uniformed services.

"Covered Active Duty" means (a) in the case of a member of the regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (b) in the case of a member of a Reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

"Covered Servicemember" means (a) a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a Serious Injury or Illness; or (b) a Covered Veteran who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness.

"Covered Veteran" means an individual who was a member of the Armed Forces, including a member of the National Guard or Reserves, and who was discharged or released therefrom under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA Leave to care for the Covered Veteran.

"Employee" as used in this FMLA Policy refers to an eligible employee who is one who has been employed at least one (1) year at the time of the request for FMLA Leave and has worked at least 1,250 hours during the previous twelve (12) months, and is employed at a worksite at which the County employs at least 50 employees within a 75-mile radius of that worksite.

"Family Leave" is defined as one that is taken upon the birth of an employee's child, or upon placement with the employee of a child for adoption or foster care, or to care for a Spouse, Son, Daughter, or Parent who has a Serious Health Condition.

“Key Employee” is a salaried exempt employee who is among the highest paid 10% of all employees employed by the County.

“Medical Leave” taken pursuant to this policy is for the employee who is unable to perform one or more of the essential functions of their position due to a Serious Health Condition.

“Military Member” means an employee’s Spouse, Son, Daughter, or Parent who is on Covered Active Duty or call to Covered Active Duty status.

“Next of Kin” means a Covered Servicemember’s nearest blood relative, other than the Covered Servicemember’s Spouse, Son, Daughter or Parent.

“Outpatient Status” means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“Parent” means a biological, adoptive, step or foster father or mother who stood in the place of a parent to an employee when the employee was a Son or Daughter as defined below. This term does not include parents-in-law.

“Qualifying Exigency” means any of the following:

(1) Short-notice deployment - Addressing issues that arise from the fact that a Military Member is notified of an impending call or order to Covered Active Duty seven or less calendar days prior to the date of deployment. Leave used for this purpose can be used for a period of seven calendar days beginning on the date a Military Member is notified of an impending call or order to Covered Active Duty

(2) Military events and related activities – Attendance of any official ceremony, program or event sponsored by the military that is related to the Covered Active Duty or call to Covered Active Duty status of a Military Member; or attendance of covered family support or assistance programs and informational briefings.

(3) Childcare and school activities – Arrangement for alternative childcare under certain circumstances; provision of childcare on an urgent, immediate need basis; enrollment in or transfer to a new school or daycare facility when necessary; or attendance of meetings with staff at a school or daycare facility when necessary.

(4) Financial and legal arrangements – Making or updating various financial or legal arrangements; or acting as the Military Member’s representative before a federal, state or local agency in connection with military service benefits.

(5) Counseling – Attending counseling for the employee, the Military Member, or for a child as a result of the Covered Active Duty or call to Covered Active Duty status.

(6) Rest and recuperation – Spending time with a Military Member who is on short-term, temporary, rest-and-recuperation leave during the period of deployment. Leave for rest and recuperation can be used for a period of 15 calendar days beginning on the date the Military Member begins each instance of rest and recuperation.

(7) Post-deployment activities – Attendance of arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following the termination of the Military Member's Covered Active Duty status. This also includes addressing issues that arise from the death of a Military Member while on Covered Active Duty status.

(8) Parental Care (For parent of Military Member who is incapable of self-care) - arrangement of alternative care; provision of care on an urgent, immediate need basis; admittance or transfer to a care facility; and attendance at meetings with staff at a care facility.

(9) Additional activities – Addressing other events arising from the military duty provided that the County and the employee agree that such event qualifies as an exigency and agree to the timing and duration of the leave.

“Qualifying Exigency Leave” is defined as leave taken because of a Qualifying Exigency arising out of the fact that the employee's Spouse, Son, Daughter, or Parent is on Covered Active Duty or has been notified of an impending call or order to Covered Active Duty in the Armed Forces.

“Serious Health Condition” is an illness, injury, impairment or physical or mental condition that requires inpatient care, or “continuing treatment by a health care provider”, or one that renders the employee unable to perform their job functions.

“Serious Injury or Illness,” for purposes of Servicemember Family Leave, means (a) in the case of a member of the Armed Forces, National Guard, or Reserves, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's activity and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; or (b) in the case of a Covered Veteran who was a member of the Armed Forces, National Guard, or Reserves, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a Covered Veteran and that meets one of the criteria set forth in the regulations.

“Servicemember Family Leave” is defined as leave taken to care for a Spouse, Son, Daughter, Parent or Next of Kin who is a Covered Servicemember with a Serious Injury or Illness.

“Son” or “Daughter,” for purposes of FMLA Leave taken for birth or adoption, or to care for a family member with a Serious Health Condition, means a biological, adopted or foster child, a step child, a legal ward, or a child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability.” A person stands *in loco parentis* to a child where that person assumes the responsibility to provide either day-to-day care of the child or financial support to the child, regardless of whether a legal or biological relationship exists between that person and the child.

“Son” or “Daughter,” for purposes of Servicemember Family Leave or Qualifying Exigency Leave, means a biological, adopted or foster child, a stepchild, a legal ward, or a child for whom the Covered Servicemember stood *in loco parentis*, and who is of any age.

“Spouse” means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee was married, including common law marriage in states where it is recognized.

Pay Status

FMLA Leave generally will be unpaid leave. However, inasmuch as the County requires its employees to use accrued sick leave, vacation leave, and compensatory leave for FMLA Leave, a portion of the FMLA Leave may be paid leave. The remainder of the leave period after exhaustion of appropriate paid leave will be unpaid leave.

In the event the employee is suffering from a serious health condition that also qualifies the employee to receive any short-term disability pursuant to any Short-Term Disability plan offered by the County, the period of time taken as short-term disability leave will be counted against the employee’s FMLA Leave. In the event the employee is qualified to receive workers compensation, then the period of time that the employee is out of work and receiving workers compensation benefits will also count against the employee’s FMLA Leave.

Reasons for Leave

All employees who meet the applicable eligibility requirements may be granted FMLA Leave, consisting of appropriate accrued paid leave and unpaid leave, for a period of twelve weeks during the 12-month Period for the following reasons:

1. the birth of the employee's child and/or in order to care for the child;
2. the placement of a child with the employee for adoption or foster care;
3. to care for a Spouse, Son, Daughter, or Parent who has a Serious Health Condition;
4. a Serious Health Condition that renders the employee incapable of performing the functions of their job; or
5. any Qualifying Exigency arising out of the fact that the Spouse, Son, Daughter, or Parent of the employee is on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the Armed Forces.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve months from the date of the birth or placement.

All employees who meet the applicable eligibility requirements may be granted Servicemember Family Leave, consisting of appropriate accrued paid leave and unpaid leave, for a period of twenty-six (26) weeks during a Single 12-month Period to care for a Covered Servicemember with a Serious Injury or Illness. To be eligible for Servicemember Family Leave, the employee must be the Spouse, Son, Daughter, Parent or Next of Kin of the Covered Servicemember.

During the Single 12-month Period during which an eligible employee takes Servicemember Family Leave, an eligible employee shall be entitled to a combined total of twenty-six (26) weeks of FMLA Leave for any of the qualified reason listed above.

Married couples employed by the County are entitled to a combined total of twelve (12) weeks of Family Leave to care for a newborn, a child placed for adoption or foster care, or to care for the employee's Parent with a Serious Health Condition. In the event either employee needs Medical Leave due to their own Serious Health Condition or Family Leave due to the Serious Health Condition of their Spouse, Son or Daughter, only the hours used by that specific employee for Family Leave as identified in (a) and (b) above will count against the employee's FMLA Leave balance. Married couples are entitled to a combined total of twenty-six (26) weeks of FMLA Leave during a Single 12-month Period if the leave is Servicemember Family Leave or a combination of Servicemember Family Leave and Family Leave to care for a newborn, a child placed for adoption or foster care, or to care for the employee's Parent with a Serious Health Condition.

Procedure for Requesting Leave

All employees requesting leave must provide notice of the need for leave to the employee's supervisor. The request must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave. An employee intending to take FMLA Leave because of an expected birth or placement, because of a planned medical treatment, or because of the planned medical treatment for a Serious Injury or Illness of a Covered Servicemember must submit a request for leave at least thirty days before the leave is to begin. If an employee fails to give such notice for foreseeable leave, the County reserves the right to deny such leave for thirty days after first receipt of notice. If leave is to begin within thirty days for unforeseeable leave, an employee must give notice to the employee's supervisor and to Human Resources as soon as the necessity for the leave arises. In any case in which the need for leave for any Qualifying Exigency is foreseeable, the employee shall provide such notice to the County as is reasonable and practicable.

Notification to Employee

For each initial request for FMLA Leave in any twelve (12) month period in which the FMLA Leave is also taken, the County will provide the employee written notice indicating whether the employee is eligible for FMLA Leave and, if so, outlining the specific expectations and obligations of the employee, including whether a medical certification is required, and further explaining any consequences of the employee failing to meet the employee's obligations. In addition, once the County has sufficient information to determine whether the requested leave qualifies as FMLA Leave, the County will provide the employee with a written notice indicating whether the leave request has been granted and how much leave will be counted against the employee's leave entitlement, if known, as well as indicating whether a fitness for duty exam will be required before restoration to employment.

Medical Certification for Family Leave or Medical Leave

A request for leave based on the Serious Health Condition of the employee, or the Serious Health Condition of the employee's Spouse, Son, Daughter, or Parent must also be accompanied by a "Medical Certification Statement" completed by the applicable health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. If the employee has a Serious Health Condition, the certification must state whether the employee is unable to perform the functions of the employee's job, or unable to perform work of any kind, or must be absent from work for treatment, and whether intermittent leave or work on a reduced leave basis is required. If the employee is needed to care for a Spouse, Son, Daughter, or Parent, the certification must so state and also provide an estimate of the amount of time the employee will be needed. The

certification must also indicate whether the employee is needed to provide for the basic medical or physical needs or rather for psychological comfort.

Medical Certification Statements are to be submitted to Human Resources for review and final approval. When leave is foreseeable and the employee has provided thirty (30) days' notice, the medical certification should be provided before the leave begins. When this is not possible, the medical certification must be returned within fifteen (15) calendar days of the request from the County. When medical certification is necessary, the County generally will give notice of the need for the medical certification within five (5) business days of the request for leave.

The County reserves the right to request a second opinion and, if necessary, a third opinion, at the County's expense, should the validity of the initial medical certification be in question. Additionally, the County may request recertification not less than every thirty (30) days, or within any other minimum duration period designated by the health care provider, unless the employee requests an extension of leave, the circumstances described on the previous certification have changed significantly, or the County receives information casting doubt on the stated reason for the absence. The County shall provide the employee fifteen (15) calendar days to obtain the recertification, and the County will bear the costs of the recertification. Recertification is not subject to second and third opinions.

Certification for Servicemember Family Leave and Qualifying Exigency Leave

A request for Servicemember Family Leave must be supported by a medical certification completed by an authorized health care provider of the Covered Servicemember. A request for Qualifying Exigency Leave must be supported by a certification containing pertinent information including, but not limited to, facts and documentation sufficient to support the need for leave, information concerning the timing and duration of leave, and appropriate contact information when necessary.

Intermittent Leave

Intermittent leave to care for a Spouse, Son, Daughter, or Parent, because of the employee's own Serious Health Condition, or to care for a Covered Servicemember with a Serious Injury or Illness may be taken whenever medically necessary. Qualifying Exigency Leave may be taken on an intermittent or reduced schedule basis. Only the time actually taken as FMLA Leave may be charged against the employee's leave balance. Intermittent requests may not be taken in increments of less than one (1) hour. Thirty (30) days' advance notice is required, where practicable, if the leave is foreseeable.

If an employee requests intermittent leave or a reduced work schedule that is foreseeable based on planned medical treatment for the employee's own Serious Health Condition, for a Serious Health Condition of a Spouse, Son, Daughter or Parent, or a Serious Injury or Illness of a Covered Servicemember with a Serious Injury or Illness, and the need is foreseeable based on planned medical treatment, the County may temporarily transfer the employee to an available alternative position with equivalent pay and benefits if the position accommodates recurring periods of leave better than the employee's regular job.

Benefits Coverage During Leave

During a period of FMLA Leave, an employee will be retained on the County's health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before

taking leave. **Failure of the employee to pay the employee's share of the health insurance premium may result in loss of coverage.**

An employee is not entitled to the accrual of any seniority or employment benefits based on performance that would have accrued if not for the taking of leave. An employee who takes FMLA Leave will not lose any employment benefits that accrued before the date leave began.

Restoration To Employment Following Leave

An employee eligible for FMLA Leave - with exception of those employees designated as "Key Employees" - will be restored to the employee's old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The County cannot guarantee that an employee will be returned to the employee's original position. A determination as to whether a position is an "equivalent position" will be made by the County.

Failure to Return from Leave

Failure to return from FMLA Leave is grounds for termination, unless an extension is requested for a general leave of absence not covered by FMLA. If such leave is granted, such leave will no longer qualify as FMLA Leave, but will be general discretionary leave subject to such guidelines as determined by the County. The employee will have to reimburse the County for any health insurance premiums paid by the County if the employee is terminated for failing to return after FMLA Leave, unless employee fails to return because: (1) the continuation, recurrence, or onset of a Serious Health Condition that would entitle employee to FMLA Leave; or (2) other circumstances beyond employee's control.

8.6 MILITARY SERVICE

In the event that an employee provides service in the Uniformed Services of the United States which requires that the employee be absent from the workplace, the County will observe strictly the requirements of the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA), as amended, with respect to each affected employee's employment, employee benefits, and reemployment following the completion of military service. It is the County's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in, or obligation to perform service for, any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or any other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised the employee's rights under this policy.

Definitions

"Uniformed Services" means the Armed Forces of the United States, the Army National Guard, and the Air National Guard when in engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the U.S. Public Health Service, an intermittent disaster-response appointee when the National Disaster Medical System (NDMS) is activated, or any other category of persons designated by the President in time of war or emergency.

"Service in the Uniformed Services" means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty training, inactive duty training, full-time National Guard

duty and a period for which a person is absent from a position of employment for the purpose of examination to determine the fitness of the person to perform any such duty.

“Seniority” means longevity in employment together with any benefits of employment that accrue with, or are determined by, longevity in employment.

Reemployment Rights

Generally, only individuals discharged under honorable conditions who were regular employees are eligible for reemployment. Under USERRA, the individual is generally required to give advance notice of the leave, be on leave for no more than five years, and reapply for reemployment within specified time frames.

Procedures for Military Leave

1. Employees will provide their immediate supervisor with notice (either verbal or written) that the employee will be engaging in military service. Employees are requested to provide such notice as soon as they have knowledge of upcoming military service.
2. Employees on military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence.
3. When the employee intends to return to work, the employee must make notification of reinstatement to the employee’s supervisor within the application period set forth below.
4. If the employee does not return to work, the supervisor must notify Human Resources and the County Administrator so that appropriate action may be taken.

Application for Reemployment

An employee who has engaged in military service must, in order to be entitled to reemployment, submit an application for reinstatement (written or verbal) according to the following schedule:

1. *If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service)* - the employee must report for reinstatement at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours rest and after a time for safe transportation back to the employee's residence.
2. *If service is for 31 to 180 days* - the employee must submit an application for reinstatement with the employee’s supervisor no later than 14 days following the completion of service.
3. *If service is 181 days or over* - the employee must submit an application for reinstatement with the employee’s supervisor no later than 90 days following the completion of service.
4. *If the employee is hospitalized or convalescing from a service-connected injury* - the employee must submit an application for reinstatement with the employee’s supervisor no later than two years following completion of service.

Seniority-Based Benefits

An individual who is reemployed is entitled to all seniority-based benefits that the employee had at the beginning of military leave, plus any additional benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed.

Nonseniority-Based Benefits

An individual returning from uniformed service is entitled to all benefits not based on seniority in the same manner as a similarly situated employee on a leave of absence or furlough would be able to accrue under other company policies. These policies are either those in effect at the time the individual left on uniformed service or those that were implemented while the employee was away.

Health Care

Under USERRA, employees on uniformed service leave who are enrolled in the healthcare plan have the right to elect continuation coverage similar to the rights under COBRA. Such right to continuation coverage will continue for a period of 24 months. Employees returning to work are entitled to reinstated health coverage as if they had never left.

Reemployment

Upon an employee's prompt application for reinstatement, the County will reinstate the employee in the following manner depending upon the employee's period of military service:

1. For a period of 1 to 90 days-
 - a. in the position of employment in which the person would have been employed if the continuous employment of such person with the employer had not been interrupted by such service, the duties of which the person is qualified to perform; or
 - b. in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, only if the person is not qualified to perform the duties of the position referred to in subparagraph (a) after reasonable efforts by the employer to qualify the person.
2. 91 or more days-
 - a. in the position of employment in which the person would have been employed if the continuous employment of such person with the employer had not been interrupted by such service, or a position of like seniority, status and pay, the duties of which the person is qualified to perform; or
 - b. in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, or a position of like seniority, status and pay, the duties of which the person is qualified to perform, only if the person is not qualified to perform the duties of a position referred to in subparagraph (a) after reasonable efforts by the employer to qualify the person.

3. Employee with a service-connected disability - if after reasonable accommodation efforts by the County, an employee with a service-connected disability is not qualified for employment in the position the employee would have attained or in the position that the employee left, the employee will be employed in (i) any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the Company; or (ii) if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

Exceptions to Reemployment

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

1. The County's circumstances have so changed as to make reemployment impossible or unreasonable.
2. The employee's employment prior to the military service was for a non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
3. The employee did not receive an honorable discharge from military service.

Documentation

An employee's manager will, upon the employee's reinstatement, request that the employee provide the County with military discharge documentation (DD214) that establishes the length and character of the employee's military service.

Discharge

A person who is reemployed pursuant to USERRA cannot be discharged except "for cause" pursuant to the following schedule:

1. Within 1 year, if the person's service was more than 180 days.
2. Within 6 months, if the person's period of service was more than 30 days, but less than 181 days.
3. Individuals who serve for 30 days or less have no protected period.

8.7 BEREAVEMENT POLICY

The County provides bereavement leave to full-time and part-time employees. Employees will receive 3 days off in the event of a death in the "Immediate Family". Full-time employees will receive the time off with pay, while part-time employees will not be paid for the time off. The days must be used within a reasonable proximity of the date of death of the immediate family member. The Immediate Family is defined as the employee's parents, grandparents, brothers or sisters, children, spouse, parents-in-law and brothers or sisters-in-law.

8.8 JURY DUTY AND APPEARANCE AS WITNESS

All employees who are summoned to serve jury duty or summoned or subpoenaed to appear in Court must give reasonable notice to their supervisor along with a written statement from the Court verifying their required absence. Such employees will be granted paid leave for their required court appearance. **Employees will be expected to report to work when the court does not require their physical presence. If the employee is released from serving as a juror during normal working hours, the employee is expected to return to work for the remainder of the normally scheduled workday.**

Employees' pay will be offset by the amount received as jury or witness fees for required absences during the workweek.

8.9 INCLEMENT WEATHER AND EMERGENCY CLOSURES

It is the policy of the County to close operations during periods of hazardous weather, disaster, or local emergencies when deemed necessary by the County Administrator in consultation with the Chairman of the Board of Supervisors for the safety of its employees and citizens. Employees will be compensated at their regular rate if a regularly scheduled workday is impacted by an emergency closure. This provision will not apply to employees with emergency services related duties.

Employees are expected to report to work as usual if they have not been notified of a closing or delayed opening. If weather conditions prevent an employee from reporting to work as scheduled, the employee must contact the employee's immediate supervisor. Supervisors may approve an employee's request for time off. When the County is open for business, a non-exempt employee who does not report to work required to utilize a vacation or compensatory leave. If no vacation or compensatory leave days are available, non-exempt employees will not receive pay for their absence.

SECTION 9 BENEFITS

9.1 *HEALTH INSURANCE*

Employees who work more than 30 hours per week (and their dependents) are eligible to participate in the County's group hospitalization and major medical insurance. Eligible employees have 30 days from the date of hire to elect to enroll in this health insurance benefit. Coverage will be effective the first day of the month next following the completion of the 30-day waiting period. The County pays a percentage of the employee's single coverage. Employees are responsible for paying the remaining portion of their single coverage. Family coverage is available at the employee's expense. The County reserves the right to modify coverage at any time without notice. Please contact Human Resources concerning the cost and options of this benefit. Upon a termination of employment, or reduction in hours of work that make an employee and eligible dependents no longer eligible to participate in the group health plan, the County will advise the employee and the employee's dependents of their then existing rights to continued health care coverage in accordance with the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).

9.2 *DENTAL INSURANCE*

Employees who work more than 30 hours per week (and their dependents) are eligible to participate in the County's dental insurance. Single and family coverage is available at the employee's expense. Please contact Human Resources concerning the cost and options of this benefit.

9.3 *LIFE INSURANCE*

The County provides life insurance through the Virginia Retirement System. The County pays the cost of this life insurance premium each month. In addition, the County offers a voluntary life insurance benefit to employees. The cost of this voluntary policy is paid completely by the employee. For further details regarding life insurance benefits, Human Resources. The terms of the plan documents and SPDs govern an employee's rights under these plans.

9.4 *SHORT TERM DISABILITY*

The County offers a short-term disability policy to its employees to purchase on a voluntary basis. The cost of this benefit is paid by the employee. Details concerning eligibility for participation and other terms and conditions of the plan are contained in the Summary Plan Description (SPD) and any Summary Material Modification. The terms of the plan document and SPD govern an employee's right under the plan.

9.5 *LONG TERM DISABILITY INSURANCE*

The County offers a long-term disability policy to its employees to purchase on a voluntary basis. The cost of this benefit is paid by the employee. Details concerning eligibility for participation and other terms and conditions of the plan are contained in the Summary Plan Description (SPD) and any Summary Material Modification. The terms of the plan document and SPD govern an employee's right under the plan.

9.6 ON THE JOB INJURIES/WORKERS' COMPENSATION

Employees who experience and properly report injuries by accident or occupational disease, as defined by law, which arise out of and in the course of employment ordinarily will be eligible for benefits under the Virginia Workers' Compensation Act, subject to the approval of the claim by the insurance company providing Workers' Compensation Insurance or the Virginia Workers' Compensation Commission.

An employee is protected under the Workers' Compensation Act in the event an employee suffers a qualifying physical injury as a result of any accident incurred while on duty.

An employee must report to their supervisor immediately accidents or injuries of any nature incurred while on duty. Pursuant to Virginia law, failure to report the accident within 30 days could result in a denial of payment of compensation or medical benefits.

9.7 TUITION REIMBURSEMENT

Tuition reimbursement is subject to annual Board of Supervisors' funding and approval each fiscal year. Annual program funding will be held in the County Administrator's budget. Reimbursement will not be offered once funding has been exhausted during a fiscal year.

Eligible tuition reimbursement applies to higher education courses, courses required for tradesman certifications, and preliminary courses for approved credentialing. Courses taken for college credit must be taken at an accredited institution. Courses must meet one or more of the following criteria:

1. Be job related; or
2. Required in a job-related curriculum, degree program, professional credentialing or licensure.

The request for tuition reimbursement must be made and approved prior to course registration. The employee must be full-time with at least 12 months of service. Nottoway County will reimburse a maximum of \$1,400 per employee, per semester, until budgeted funds are exhausted. The County will reimburse tuition only for one course per semester. The course may be up to 4 credit hours.

The dollar value of the tuition reimbursement will be considered taxable income. Employees must maintain full-time status with the County for twelve months after receipt of tuition reimbursement. If the employee leaves full-time employment prior to twelve months after receiving the reimbursement, the employee will be required to reimburse the County at a prorated amount determined by the number of months remaining in the payback period.

Prior to registration, the employee must submit a request for tuition reimbursement to the Human Resources Coordinator. Upon approval of the County Administrator, the employee may register and pay for the course. After satisfactory completion of the course (as defined below), the employee must submit the paid tuition receipt and evidence of satisfactory completion to the Human Resources Coordinator. Once all required documentation is received, the employee will receive the reimbursement in the paycheck the following pay period.

Satisfactory completion is defined as a "C" or better for undergraduate, a "B" or better for graduate level college classes, and a passing score for all other trades and credentialing courses.

SECTION 10 DRUG AND ALCOHOL POLICY

10.1 INTRODUCTION

The County established this Drug and Alcohol Policy in order to maintain a workplace environment that is conducive to the safe and efficient performance of job duties and that promotes the health and well-being of all employees and others having business with the County. This policy applies to ALL employees of the County.

The County is committed to a drug and alcohol-free workplace to ensure the quality of its services and its reputation in the community.

10.2 POLICY STATEMENT

The unlawful manufacture, use, possession, sale, purchase, dispensation, distribution, or being under the influence of controlled substances, illegal or unauthorized drugs, including marijuana, or alcohol while on County property including parking lots, in the County vehicles, at the site for performance for any work for the County, or while on County time off premises is strictly prohibited.

10.3 DEFINITIONS

For the purpose of this Policy, the specified terms are defined as follows:

“Adulterant” means any chemical additive or foreign substance that blocks or is intended to block marijuana, cocaine, and other drugs from being detected in a urine drug screening.

“Alcohol” means ethyl alcohol as ethanol, and includes any substance containing alcohol that is for consumption.

“County property,” includes all property, facilities, offices, buildings, structures, fixtures, trailers, equipment, automobiles, trucks, all other vehicles, and parking areas, whether owned, leased, used or under the control of the County. This may also include other work locations, or to and from such locations while in the course and scope of County employment.

“Conditional Employee” means any individual who has been offered a position of employment with the County conditioned upon successful completion of a urine drug or alcohol test.

“Drug or alcohol test” means and includes urine drug tests, blood tests, urine alcohol tests, blood alcohol tests, and breathalyzer alcohol tests.

“Drug Related Paraphernalia” means any unauthorized material, equipment, or item used or designed for use in testing, packaging, storing, selling, weighing, injecting, ingesting, inhaling, or otherwise used in introducing into the human body illegal or unauthorized drugs.

“Employee” means any individual who is hired or performs work for the County.

“Illegal or Unauthorized Drug” means any drug that is not legally obtainable or that is legally obtainable, but has not been legally obtained. This term includes marijuana and related products, regardless of whether legally obtained. This term also includes prescription drugs for

which the employee has no prescription, or that the employee is using in a manner other than as prescribed by the employee's physician, and over-the-counter drugs not being used according to the manufacturer's directions.

"Legal Drug" includes any prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purposes for which it was prescribed or manufactured.

"Refusal to Test" means failure to appear for any test within a reasonable time, failure to remain at the testing site until the testing procedure is complete, failure to permit observation or monitoring when required, failure to take a second test if directed to do so and failure to undergo a medical examination if required.

"Refuse to Submit" means failure to provide adequate breath for testing without a valid medical explanation after receiving notice of a requirement for such a breath test, failure to provide adequate urine for testing without a valid medical explanation after receiving notice of the requirement of taking such a test or otherwise refusing or engaging in conduct that clearly obstructs the testing process.

"Under the Influence" means that the employee is affected by any illegal or unauthorized drug or alcohol, or the combination of these, in any detectable manner. A determination of such influence can be established by professional opinion, a scientifically valid examination or, in some cases, by a layperson's opinion. For the purposes of this policy, a person with an alcohol blood level of 0.04 is deemed under the influence and in violation of this policy.

10.4 DISCIPLINE

Employees who violate any of the provisions of this policy are subject to termination. However, at the sole discretion of the County, the employee may be offered an opportunity to participate in and successfully complete a substance abuse counseling program approved by the County. The cost, however, of such a counseling program shall be covered by the employee and/or the employee's health insurance, and will not be borne by the County. Employees under these circumstances, who refuse to participate in a substance abuse counseling program, fail to successfully complete it, or who violate this Policy again after participating in an approved substance abuse counseling program will be terminated.

10.5 DRUG AND ALCOHOL SCREENING PROGRAM

Testing of Employees

1. For Cause/Reasonable Suspicion and Post Accident

All employees are subject to reasonable suspicion and post-accident testing. The determination that reasonable suspicion exists for testing will be made by a trained supervisor, with a witness, if feasible. Reasonable suspicion is a belief based on objective facts sufficient to lead a prudent supervisor or manager, who has been trained previously in detecting drug and alcohol use, to suspect that the employee, or other person, is using a prohibited drug, alcohol, or substance. The facts that lead to the reasonable suspicion must be based on specific, contemporaneous, articulate observations concerning the appearance, behavior, speech, or body odor of the employee. Reasonable suspicion includes (a) inappropriate behavior or performance problems on the job, (b) observable indications of substance use, or (c) actual observance of the individual taking drugs or alcohol.

The County may conduct post-accident testing when the employee is on County business and directly involved in a vehicle or on-the-job accident in which the circumstances show that the employee either caused the accident or failed to take reasonable measures to avoid the accident.

2. Return to Duty or Post-Rehabilitation Treatment Program.

Substance abuse testing may be required of all employees as a condition of reinstatement after completing a County-endorsed drug and alcohol treatment or counseling program.

Cooperation in Testing

Any employee who refuses to be tested or who attempts to alter or tamper with a sample, tests positive for an adulterant, or any other part of the testing process will be subject to disciplinary action up to and including termination.

Testing Procedures

All substance abuse testing will be performed by a certified laboratory or other licensed health care provider chosen by the County. Additionally, the County will test for the use of adulterants. All positive results for the use of adulterants will be considered positive results for illegal drugs. All positive results will be subject to confirmation testing. All testing will be performed with concern for each person's personal privacy, dignity and confidentiality. The results of any testing will be considered a confidential record disseminated strictly on a need-to-know basis or as may be legally required including the use of the results by the County in any proceeding involving the employee before any administrative agency, court or other trier of fact in which the taking and results of such testing becomes an issue, defense or is otherwise relevant to action.

The test shall be administered so as to preserve and protect the integrity of the test sample whether blood or urine and it will be properly handled so as to account for its transfer from one individual to the other in the process of taking it to be examined. Employees requested or required to submit to a drug test shall be asked to sign a consent form authorizing a test and permitting release of test results to the County before a urinalysis or blood test for drug and alcohol screening is administered. If an employee refuses to consent to a test when there is a reasonable suspicion of drug or alcohol use, the employee will be subject to disciplinary action up to and including dismissal. In cases of reasonable suspicion, refusal to consent to a test shall be used as supporting evidence for disciplinary determinations.

SECTION 11 SAFETY

11.1 *WORKPLACE VIOLENCE POLICY*

The County is committed to ensuring a safe work environment and preventing workplace violence. All employees are expected to refrain from fighting, “horseplay,” bullying, or other conduct that may be dangerous to others. Acts of violence or threatened violence, including conduct that threatens, intimidates, or harasses another employee or guest, whether such acts are committed in person or electronically such as through social media or other digital platform will not be tolerated. Employees should report indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities as soon as possible to their immediate supervisor or any other member of management. When reporting a threat of or actual violence, employees should be as specific and detailed as possible. Such reports will be elevated immediately to senior management for swift and appropriate action, including contacting the police or other appropriate enforcement authorities. Any person engaging in threats of, or actual violence may be removed from the County’s premises as quickly as safety permits.

The County will promptly and thoroughly investigate all reports of threats of or actual violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the County may suspend employees, either with or without pay, pending investigation. A violation of this policy by any employee will subject the employee to disciplinary action, up to and including termination.

ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Nottoway County Employee Handbook, and I have had an opportunity to read this Handbook and/or have it read and explained to me. I further understand that this manual is not intended to be a contract of employment, but is an outline of the policies, benefits, and procedures of the County. I also understand that these policies, benefits, and procedures can be modified or revoked at any time by the County without prior notice. I further understand that my employment with the County is at will, meaning that I may resign my employment at any time, with reasonable notice. Likewise, the County has the right to terminate my employment at any time for any reason not prohibited by law, with or without cause.

Print

Employee Name: _____

Employee

Signature: _____ Date _____

Andrea Kelly

From: Dr. Melba Moore <mmoore@crossroadscsb.org>
Sent: Wednesday, June 11, 2025 1:37 PM
To: Steve Bowen
Subject: Fw: PLEASE REVIEW: AMENDMENT 3 AMENDED AND RESTATED FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT MASTER AGREEMENT AND SUPPLEMENTAL DOCUMENTS

Attachments: TMACT Memo (7).pdf; 16. Addendum III - Sunset Core Services Taxonomy 7.1.2025.docx; 15. Addendum II NOCHANGES- FY26-27 PartnershipAgreement7.1.25.docx; 14. Addendum I- AMD3 FY26-FY27 Administrative RequirementsPandP7.1.2025.docx; 13. Exhibit M AMD3 -FY26-27 DOJSettlement Agreement Requirements7.1.2025_csnj2.6.20251.docx; 12.8. Exhibit K.8. AMD3 FY26-27 Appx. H Discharge Pilots- 30 day LOS1.docx; 12.7. Exhibit K.7. AMD3 FY26-27 Appx. G Discharge Medication Protocol7.1.251.docx; 12.6. Exhibit K.6.AMD3 FY26-27 Appx. F Clinically Ready for Discharge psycho legal considerations7.1.251.docx; 12.5. Exhibit K.5. AMD3 FY26-27 Appx. E Dispute Process.docx; 12.4. Exhibit K.4. AMD3- FY26-27 Appx. D- Admission Notifications7.1.251.docx; 12.3 Exhibit K.3. AMD3 - FY26-27 Appx. C DAPSECUREMEMORYCARE JUSTIFICATIONFINALTEMPLATE7.1.20251.pdf; 12.2 Exhibit K.2. AMD3 FY26-27 Appx. B PatientChoiceMemoFINAL7.1.20251.docx; 12.1 Exhibit K.1. AMD3-FY26-27 Appx. A OUT OF CATCHMENT NOTIFICATION TEMPLATE-FINAL7.1.25 (1)1.docx; 12.0. Exhibit K AMD3 FY26-27 Collaborative State Hospital Discharge ProtocolsCLEAN7.1.2025331pm.docx; 12.0. Exhibit K AMD3 FY26-27 Collaborative State Hospital Discharge Protocols (draft version 2.12.25) (1)1.docx; .11. Exhibit-J-AMD3 FY26-27 PRESCREENER-QUALIFICATIONS-7.1.25.docx; .10. Exhibit I -AMD3 FY26-27 INTENTIONALLY LEFT BLANK FOR FUTURE USE7.1.25.docx; .09. Exhibit H AMD3- FY26-27 LIPOS FINAL7.1.25.docx; .08. Exhibit G AMD 3 -FY26-27 CSB MasterProgramsServicesReqs7.1.251054pm.docx; .07.1. Exhibit F _B FY26-27 Single Audit Exemption Form FINAL 7.1.2025.docx; .07. Exhibit F AMD3 - FY26-27 Federal Grant Requirements7.1.25v_4.15.20251.docx; .06. Exhibit E AMD3 - FY26-27 PC Schedule and Process7.1.2025 - Copy1732am.docx; .04. Exhibit C AMD3-26-27 PC PHI Data Sharing and Use Agreement.docx; .03. Exhibit B AMD3 FY26-27 CQI FINAL7.1.25.docx; .02.Exhibit A AMD3 -FY26-27 PC Resources and Services EX_TEMPLATE 7.1.25.docx; .01. 0 26-27AMD3 CSB MASTER PC -EDITS6.8.2025v2.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon, County Administrator Bowen,

Please forgive the lengthiness of this message, however, the details below will provide great understanding about the Performance contract and Exhibits.

I am writing to share with you the FY 26 & 27 Performance contract which Crossroads Community Services Board is required to execute for the 7-County catchment area. The contract will be posted for a 30-day period on our website.

Any comments/changes need to be returned to me so I can forward them onto the Department of Behavioral Health and Developmental Services (DBHDS) by June 23, 2025. I would like to submit any changes by June 23, 2025, and be ready to sign off on the contract before September 30, 2025.

Code requires CSBs on or before September 30th to:

1. Make the proposed contract available for public review and solicit public comments for a period of 30 days before submitting it for local approval.
2. Submit its proposed performance contract to the governing body (city council or board of supervisors) for review and approval. CSBs to have their PC approved or renewed by the governing body of each city or county that established it. If no action is taken by the governing body of each city or county that established it by the deadline, the contract is deemed approved or renewed.
3. Sign its PC

Additionally, I would like to receive written notification from you if Crossroads Community Services Board will receive the 10 percent match contribution which was submitted to your county. I am requesting your review, comment and approval on the contract and exhibits.

Thank you for your continued support.

Melba R. Moore, DBA, MS
Executive Director
60 Bush River Drive
Farmville, VA 23901
(434) 392-7049 extension 252
(434) 414-7783
mmoore@crossroadscsb.org



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AMENDMENT 3
AMENDED AND RESTATED
FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT
MASTER AGREEMENT [vCSBName]
Contract No. P1636.[vCSBCode].3

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Other Performance Contract Document Attachments

- ☒Exhibit A: Resources and Services (Only available through the electronic reporting application provided by the Department)
- ☒Exhibit B: Continuous Quality Improvement (CQI) Process and CSB Performance Measures
- ☒Exhibit C: PHI Data Sharing and Use Agreement (Repurposed effective July 1, 20125)☒
- ☐Exhibit D: Individual CSB Performance Measures (Provided separately as needed by the Department)
- ☒Exhibit E: Performance Contract Schedule and Process
- ☒Exhibit F: Federal Grant Requirements
- ☒Exhibit F(B): Single Audit Exemption Form (Template Document provided by Department)
- ☒Exhibit G: Community Services Boards Master Programs Services Requirements
- ☒Exhibit H: Regional Local Inpatient Purchase of Services (LIPOS) Requirements
- ☒Exhibit I: INTENTIONALLY LEFT BLANK FOR FUTURE USE
- ☒Exhibit J: Certified Preadmission Screening Clinicians Requirements
- ☒Exhibit K: State Hospital Census Management Admission and Discharge Requirements
- ☒Exhibit L: List of Acronyms (See Table of Contents)
- ☒Exhibit M: Department of Justice Settlement Agreement
- ☒Addendum I: Administrative Requirements and Processes and Procedures
- ☒Addendum II: Partnership Agreement
- ☒Addendum III: Core Services Taxonomy 7.3 (Sunset effective July 1, 2025)

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1. Purpose

The Department of Behavioral Health and Developmental Services (the “Department”) and the Community Service Board or Behavioral Health Authority (the “CSB”) collectively hereinafter referred to as “the Parties”, enter into this contract for the purpose of funding services provided directly or contractually by the CSB in a manner that ensures accountability to the Department and quality of care for individuals receiving services and implements the mission of supporting individuals by promoting recovery, self-determination, and wellness in all aspects of life.

Title 37.2 of the Code of Virginia, hereafter referred to as the Code, establishes the Virginia Department of Behavioral Health and Developmental Services, hereafter referred to as the Department, to support delivery of publicly funded community mental health (MH), developmental (DD), and substance use (SUD), services and supports and authorizes the Department to fund those services.

Sections 37.2-500 through 37.2-512 of the Code require cities and counties to establish community services boards for the purpose of providing local public mental health, developmental, and substance use disorder services; §§ 37.2-600 through 37.2-615 authorize certain cities or counties to establish behavioral health authorities that plan and provide those same local public services.

This contract refers to the community services board, local government department with a policy-advisory community services board, or behavioral health authority named in this contract as the CSB. Section 37.2-500 or 37.2-601 of the Code requires the CSB to function as the single point of entry into publicly funded mental health, developmental, and substance use disorder services. The CSB fulfills this function for any person who is located in the CSB’s service area and needs mental health, developmental, or substance use disorder services to the greatest extent possible and within the resources available to the CSB for this purpose.

Sections 37.2-508 and 37.2-608 of the Code and State Board Policy 4018, establish this contract as the primary accountability and funding mechanism between the Department and the CSB, and the CSB is applying for the assistance provided under Chapter 5 or 6 of Title 37.2 by submitting this contract to the Department.

The CSB exhibits, addendums, appendices, Administrative Requirements and Processes and Procedures, CCS Extract and CARS or successor (hereinafter referred to as “Data Reporting Mechanism”), and Partnership Agreement documents are incorporated into and made a part of this contract by reference. The documents may include or incorporate ongoing statutory, regulatory, policy, and other requirements that are not contained in this contract. The CSB shall comply with all provisions and requirements. If there is a conflict between provisions in any of those documents and this contract, the language in this contract shall prevail.

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2. Defined Terms

Appropriation Act is defined as an Act for the appropriation of the Budget submitted by the Governor of Virginia in accordance with the provisions of § 2.2-1509 of the Code of Virginia and to provide a portion of the revenues for a two year period.

Federal Fiscal Year the Federal Fiscal Year begins on October 1 of the calendar and ends on September 31 of the subsequent calendar year.

Federal Funds the Federal Funds are funds that are allocated by the federal government and are provided to the Department of Behavioral Health and Developmental Services as the State of Virginia's authority for the allocation, management, and oversight for the use of these specific funds. The funds are considered restricted and must be used or encumbered during the federal fiscal year or extensions. Any unused funds are required to be returned to the Department by the CSB and from there to the federal government in a timely manner.

Fiscal Agent the Fiscal Agent has two specific purposes.

The specific local government that is selected by the local governments or government participating in the establishment of a specific CSB and identified in the local resolutions passed by each locality in its creation of the CSB. If the participating governments decide to select a different fiscal agent, it must be done through a local resolution passed by each participating local government that created the CSB.

The second purpose of Fiscal Agent is the specific CSB that has been selected by the CSB Region to receive state-controlled funds from the Department and manage those funds in a way that has been identified in a memorandum of understanding (MOU) agreed to by each participating CSB in a regionally funded activity. If the CSB acting as Fiscal Agent changes by decision of the Regional CSB, then that change must be noted in a revision to the existing MOU.

Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) is an agreed upon process for the management of services, funds, or any rules or regulations that govern the processes all participating parties agree to follow for the common good of the participating parties. In the case of the Community Services Performance Contract, or any activities funded through the Community Service Performance Contract, the MOU is agreed upon and signed for the delivery of services identified and funded through the Region the participating community services boards or behavioral health authority provide services in.

Populations Served are defined as adults with serious mental illnesses, children with or at risk of serious emotional disturbance, individuals with developmental disabilities, or individuals with substance use disorders to the greatest extent possible within the resources available to it for this purpose.

Restricted Funds are funds identified separately in letters of notification, performance contracts, Exhibits D and the Department's Data Reporting Mechanism(s) to be used for specified purposes; CSB must account for, and report expenditures associated with these funds to the Department. The uses of restricted funds usually are controlled and specified by a funding source, such as federal mental health and substance abuse block grants or the Appropriations Act passed by the General Assembly. The Department may restrict funds that would otherwise be unrestricted.

State Fiscal Year the State Fiscal Year (FY) begins July 1 of the calendar year and ends June 30 of the subsequent calendar year.

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State General Funds these are funds that are appropriated by the Virginia General Assembly and are identified in each current Appropriation Act. The act is not considered law until it is signed by the Governor of Virginia.

Unrestricted Funds are funds identified separately in letters of notification, performance contracts, and Department's Data Reporting Mechanism(s) but without specified purposes; CSB do not have to account or report expenditures associated with them separately to the Department.

3. Relationship

The Department functions as the state authority for the public mental health, developmental, and substance use disorder services system, and the CSB functions as the local authority for that system. The relationship between and the roles and responsibilities of the Department, the state hospitals and the CSB are described in the Partnership Agreement between the parties. This contract shall not be construed to establish any employer-employee or principal-agent relationship between employees of the CSB or its board of directors and the Department.

4. Term and Termination

Term: This contract shall be in effect for a term of two years, commencing on July 1, 2025 and ending on June 30, 2027.

Termination: The Department may terminate all or a portion of this contract immediately at any time during the contract period if funds for this activity are withdrawn or not appropriated by the General Assembly or are not provided by the federal government. In this situation, the obligations of the Department and the CSB under this contract shall cease immediately. The CSB and the Department shall make all reasonable efforts to ameliorate any negative consequences or effects of contract termination on individuals receiving services and CSB staff.

The CSB may terminate all or a portion of this contract immediately at any time during the contract period if funds for this activity are withdrawn or not appropriated by its local government(s) or other funding sources. In this situation, the obligations of the CSB and the Department under this contract shall cease immediately. The CSB and Department shall make all reasonable efforts to ameliorate any negative consequences or effects of contract termination on individuals receiving services and CSB staff.

5. Contract Amendment

This contract, including all exhibits and incorporated documents, constitutes the entire agreement between the Department and the CSB and may be amended only by mutual agreement of the parties, in writing and signed by the Parties hereto, except for the services identified in Exhibit A, amendments to services under Exhibit A shall be in accordance with the performance contract revision instructions contained in Exhibit E.

9. Services

Exhibit A of this contract includes all mental health, developmental, and substance use disorder services provided or contracted by the CSB that are supported by the resources described in this contract.

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6. .Service Change Management

The CSB shall notify the Department 45 days prior to seeking to provide a new category or subcategory or stops providing an existing category or subcategory of services if the service is funded with more than 30 percent of state or federal funds or both by the Department. The CSB shall provide sufficient information to the Office of Management Services (OEMS) through the performancecontractsupport@dbhds.virginia.gov for its review and approval of the change, and the CSB shall receive the Department's approval before implementing the new service(s) or stopping the existing service(s).

Pursuant to 12VAC35-105-60 of the *Rules and Regulations for Licensing Providers by the Department of Behavioral Health and Developmental Services*, the CSB shall not modify a licensed service(s) without submitting a modification notice to the Office of Licensing in the Department at least 45 days in advance of the proposed modification.

7. Funding Requirements

A. Funding Resources

Exhibit A of this contract provides an example of the following resources: state funds and federal funds appropriated by the General Assembly and federal government and allocated by the Department to the CSB, and any other funds associated with or generated by the services shown in Exhibit A. The CSB must review the most recent version of Exhibit A sent by the Department's Fiscal and Grants Management Office.

B. Funding Allocations

1. The Department shall inform the CSB of its state and federal fund allocations in its letter of notification (LON). Allocations of state and federal funds shall be based on state and federal statutory and regulatory requirements, provisions of the Appropriation Act, State Board policies, and previous allocation amounts.
2. The Department may reduce or restrict state or federal funds during the contract term if the CSB reduces significantly or stops providing services supported by those funds as documented in its community services reports. These reductions shall not be subject to provisions in Section 14.A and B. of this contract. The Commissioner or designee shall communicate all adjustments to the CSB in writing.
3. Continued disbursement and /or reimbursement of state or federal funds by the Department to the CSB may be contingent on documentation in the CSB's Data Reporting Mechanism that it is providing the services supported by these funds.

C. Expenses for Services

The CSB shall provide those services funded by the Department set forth in Exhibit A and documented in the CSB's financial management system. The CSB shall distribute its administrative and management expenses across the program areas (mental health, developmental, and substance use disorder services),

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emergency services, and ancillary services on a basis that is auditable and satisfies Generally Accepted Accounting Principles. CSB administrative and management expenses shall be reasonable and subject to review by the Department.

D. Use of Funds

1. The Department has the authority to impose additional conditions or requirements for use of funds, separate from those established requirements or conditions attached to appropriations of state-controlled funds by the General Assembly, the Governor, or federal granting authorities. The Department shall when possible, provide sufficient notice in writing to the CSB of changes to the use of funds.
2. **Medicaid Billing** - The CSB shall maximize billing and collecting Medicaid payments and other fees in all covered services to enable more efficient and effective use of the state and federal funds allocated to it.
3. **Supplanting**- State Board Policy 6005 and based on the Appropriation Act prohibition against using state funds to supplant funds provided by local governments for existing services, there should be no reduction of local matching funds as a result of a CSB's retention of any balances of unspent state funds.

E. Availability of Funds

The Department and the CSB shall be bound by the provisions of this contract only to the extent of the funds available or that may hereafter become available for the purposes of the contract.

F. Local Match

Pursuant to § 37.2-509 of the Code allocations from the Department to any community services board for operating expenses, including salaries and other costs, or the construction of facilities shall not exceed 90 percent of the total amount of state and local matching funds provided for these expenses or such construction, unless a waiver is granted by the Department and pursuant to State Board Policy 4010 and the *Departments established Minimum Ten Percent Local Matching Fund Waiver Request Process*.

G. Local Contact for Disbursement of Funds

1. If the CSB is an operating CSB and has been authorized by the governing body of each city or county that established it to receive state and federal funds directly from the Department and act as its own fiscal agent pursuant to Subsection A.18 of § 37.2-504 of the Code, must send notification to the Department and include:
 - a. Name of the Fiscal Agent's City Manager or County Administrator or Executive
 - b. Name of the Fiscal Agent's County or City Treasurer or Director of Finance
 - c. Name, title, and address of the Fiscal Agent official or the name and address of the CSB if it acts as its own fiscal agent to whom checks should be electronically transmitted
2. The notification must be sent to:
Fiscal and Grants Management Office
Virginia Department of Behavioral Health and Developmental Services

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Eric.Billings@dbhds.virginia.gov

H. Unanticipated Changes in the Use of Funds Due to a Disaster

The Department reserves the right to re-purpose the currently allocated funds to a CSB. This action will not be done without clear deliberations between the Parties. The decision can rest on the requirements outlined in an Executive Order issued by the Governor, changes to the ability of the Department or the CSB to provide contracted services to the preservation of health and safety of individuals receiving services or the health and safety of staff providing services, or to decisions made by local government forbidding the provision of services, the funding allocations, the specific services intended to be funded, and the types and numbers of individuals projected to be served.

10. Billing and Payment Terms and Conditions

A. Federal Funds Invoicing

The CSB shall invoice the Department on a monthly basis no later than the 20th of the following month for which reimbursement is being requested. The CSB will utilize the Departments grants management system to invoice the Department for federal funds reimbursement. The CSB may be asked to include supporting documentation when the Department determines it is necessary to meet federal grant requirements. The CSB understands and agrees to all of the following:

1. CSB shall only be reimbursed for actual, reasonable, and necessary costs based on its award amounts.
2. An invoice under this agreement shall include only reimbursement requests for actual, reasonable, and necessary expenditures.
3. Expenditures required in the delivery of services shall be subject to any other provision of this agreement relating to allowable reimbursements.
4. An invoice under this agreement shall not include any reimbursement request for future expenditures.
5. An invoice under this agreement shall be processed when the Department's FSGMO is in receipt of any required documentation.

B. Payment Terms

1. Federal Funds are reimbursed to the CSB monthly. To receive payment, the CSB must file for reimbursement as provided in the policies and procedures established by the Office of Fiscal Services and Grants Management.
2. State Funds shall be disbursed by the Department's Fiscal Services and Grants Management Office as set forth in its established policies and procedures and outlined in an applicable Exhibit D or Exhibit G.

C. Reconciliation and Closeout Disclosures

The CSB shall comply with state and federal grant reconciliation and closeout disclosures, and applicable policies and procedures established by the Office of Fiscal Services and Grants Management. If a CSB does not return its signed Exhibit(s) D, Notices of Award, or other required documentation in a timely manner this may result in a delay in or ineligibility for receiving funding.

Unexpended federal funds must either be returned in the form of a check made payable to the Treasurer of Virginia and sent to:

DBHDS
Office of Fiscal and Grants Management

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PO Box 1797
Richmond, VA 23218-1797
C/O Eric Billings Or

CSB may return the funds electronically through an ACH transfer. The transfer would be made to DBHDS' Truist account. The account information and DBHDS' EIN is as follows:

Account Number: 201141795720002
Routing Number: 061000104
EIN: 546001731

Name and Address of Bank:
Truist Bank
214 North Tryon Street
Charlotte, NC 28202

If the ACH method of payment is utilized, please send an email indicating your intent to submit funds electronically to:

Eric.Billings@dbhds.virginia.gov
Benjamin.wakefield@dbhds.virginia.gov
Christine.Kemp@dbhds.virginia.gov

Approval to execute an ACH payment is not required, but DBHDS must be aware that the payment is coming in order to account for it properly.

11. CSB Responsibilities

A. Exhibit A

Exhibit A shall be submitted electronically through the report provided by the Department. In Exhibit A of the report, the CSB shall provide its projected array of services, the projected cost of those services, and the projected service capacity to provide those services. At the end of each fiscal year, the CSB shall provide an end year report that provides the actual array of services, the actual cost of those services, and the actual service capacity to provide those services.

B. Populations Served

The CSB shall provide the services needed to adults with serious mental illnesses, children with or at risk of serious emotional disturbance, individuals with developmental disabilities, or individuals with substance use disorders to the greatest extent possible within the resources available to it for this purpose.

C. Scope of Services

Exhibit G of this performance contract provides a scope of certain Code mandated and other program services a CSB may be responsible for providing but are not limited to those in Exhibit G.

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D. Response to Complaints

Pursuant to § 37.2-504 or § 37.2-605 of the Code, the CSB shall implement procedures to satisfy the requirements for a local dispute resolution mechanism for individuals receiving services and to respond to complaints from individuals receiving services, family members, advocates, or other stakeholders as expeditiously as possible in a manner that seeks to achieve a satisfactory resolution and advises the complainant of any decision and the reason for it.

The CSB shall acknowledge complaints that the Department refers to it within five (5) business days of receipt and provides follow up commentary on them to the Department within 10 business days of receipt. The CSB shall post copies of its procedures in its public spaces and on its website, provide copies to all individuals when they are admitted for services.

E. Quality of Care

1. **Department CSB Performance Measures:** CSB staff shall monitor the CSB's outcome and performance measures in Exhibit B, identify and implement actions to improve its ranking on any measure on which it is below the benchmark, and present reports on the measures and actions at least quarterly during scheduled meetings of the CSB board of directors.
2. **Quality Improvement and Risk Management:** The CSB shall develop, implement, and maintain a quality improvement plan, itself or in affiliation with other CSBs, to improve services, ensure that services are provided in accordance with current acceptable professional practices, and address areas of risk and perceived risks. The quality improvement plan shall be reviewed annually and updated at least every four years.
 - a. The CSB shall develop, implement, and maintain, itself or in affiliation with other CSB, a risk management plan or participate in a local government's risk management plan. The CSB shall work with the Department to identify how the CSB will address quality improvement activities.
 - b. The CSB shall implement, in collaboration with other CSBs in its region, the state hospitals and training centers serving its region, and private providers involved with the public mental health, developmental, and substance use disorder services, regional utilization and management procedures and practices.
3. **Critical Incidents:** The CSB shall implement procedures to ensure that the executive director is informed of any deaths, serious injuries, or allegations of abuse or neglect as defined in the Department's Licensing (12VAC35-105-20) and Human Rights (12VAC35-115-30) Regulations when they are reported to the Department. The CSB shall provide a copy of its procedures to the Department upon request.

F. Reporting Requirements and Data Quality

1. **Individual Outcome and CSB Provider Performance Measures**
 - a. **Measures:** Pursuant to § 37.2-508 or § 37.2-608 of the Code, the CSB shall report the data for individual outcome and CSB provider performance measures in Exhibit B of this contract to the Department.
 - b. **Individual CSB Performance Measures:** The Department may negotiate specific, time-limited measures with the CSB to address identified performance concerns or issues. The measures shall be included in an Exhibit D.
 - c. **Individual Satisfaction Survey:** Pursuant to § 37.2-508 or § 37.2-608 of the Code, the CSB shall

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participate in the Annual Survey of Individuals Receiving Services, the Annual Youth Services Survey for Families (i.e., Child MH survey), and the annual QSRs and the NCI Survey for individuals covered by the DOJ Settlement Agreement.

2. Electronic Health Record

The CSB shall implement and maintain an electronic health record (EHR) that has been fully certified and is listed by the Office of the National Coordinator for Health Information Technology-Authorized Testing and Certification Body to improve the quality and accessibility of services, streamline, and reduce duplicate reporting and documentation requirements, obtain reimbursement for services, and exchange data with the Department and its state hospitals and training centers and other CSB.

3. Reporting Requirements

CSBs are required to report data to DBHDS related to program services funded in part or in whole by state and/or federal funds and in accordance with Appendix D: User Acceptance Testing Process of Addendum I - Administrative Requirements and Processes and Procedures

For purposes of reporting to the Department, the CSB shall comply with State Board Policy 1030 and shall:

- a. Report individual characteristic and service data to the Department, as required by § 37.2- 508 or § 37.2-608 of the Code, the federal Substance Abuse and Mental Health Services Administration, and Part C of Title XIX of the Public Health Services Act - Block Grants, § 1943 (a) (3) and § 1971 and § 1949, as amended by Public Law 106- 310, and as permitted under 45 CFR §§ 164.506 (c) (1) and (3) and 164.512 (a) (1) and (d) of the HIPAA regulations and §32.1-127.1:03.D (6) of the Code, and as defined in the current Data Reporting Mechanism specifications, including the current Business Rules.
- b. Follow the current Data Reporting Mechanism specifications, when responding to reporting requirements established by the Department.
- c. Complete the National Survey of Substance Abuse Treatment Services (N-SSATS) annually that is used to compile and update the National Directory of Drug and Alcohol Abuse Treatment Programs and the on-line Substance Abuse Treatment Facility Locator.
- d. Follow the user acceptance testing process described in Appendix D of the CSB Administrative Requirements for new data reporting releases and participate in the user acceptance testing process when requested to do so by the Department.
Report program service data on substance abuse prevention and mental health promotion services provided by the CSB that are supported wholly or in part by the SABG set aside for prevention services through the prevention data system. Report all prevention and any other mental health promotion services financial data (report funding, expenditure, and cost data on these services) through the Department's Data Reporting Mechanism and in accordance with Appendix D: User Acceptance Testing Process of Addendum I - Administrative Requirements and Processes and Procedures
- e. .
- f. Report data and information required by the current Appropriation Act.
- g. Report data identified collaboratively by the Department and the CSB working through the

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VACSB DMC.

4. Routine Reporting Requirements

The CSB shall account for all services, funds, expenses, and costs accurately and submit reports to the Department in a timely manner using current programmatic and financial Data Reporting Mechanism, or other software provided by the Department. All reports shall be provided in the form and format prescribed by the Department and its processes and procedures. The CSB shall provide the following information and meet the following reporting requirements:

- a. Types and service capacities of services provided, costs for services provided, and funds received by source and amount and expenses paid by program area and for emergency and ancillary services semi-annually, and state and federal block grant funds expended by service category with the end-of-the-fiscal year report.
 - b. Demographic characteristics of individuals receiving services and types and amounts of services provided to each individual monthly through the current Data Reporting Mechanism.
 - c. Federal Balance Report.
 - d. PATH reports (mid-year and at the end of the fiscal year).
 - e. Amounts of state, local, federal, Medicaid, other fees, other funds used to pay for services by service category in each program area and emergency and ancillary services in the end of the fiscal year report; and
 - f. Other reporting requirements in the current Data Reporting Mechanism specifications.
5. **Subsequent Reporting Requirements:** In accordance with State Board Policy 1030, the CSB shall work with the Department through the VACSB DMC to ensure that current data and reporting requirements are consistent with each other and the current , the current Data Reporting Mechanism and the federal substance abuse Treatment Episode Data Set (TEDS) and other federal reporting requirements. The CSB also shall work with the Department through the VACSB DMC in planning and developing any additional reporting or documentation requirements beyond those identified in this contract to ensure that the requirements are consistent with the current , the current Data Reporting Mechanism, and the TEDS and other federal reporting requirements.
6. **Data Elements:** The CSB shall work with the Department through the DMC to standardize data definitions, periodically review existing required data elements to eliminate elements that are no longer needed, minimize the addition of new data elements to minimum necessary ones, review CSB business processes so that information is collected in a systematic manner, and support efficient extraction of required data from CSB electronic health record systems whenever this is possible.
7. **Streamlining Reporting Requirements:** The CSB shall work with the Department through the VACSB DMC to review existing reporting requirements including the current Data Reporting Mechanism to determine if they are still necessary and, if they are, to streamline and reduce the number of portals through which those reporting requirements are submitted as much as possible; to ensure reporting requirements are consistent with the current Data Reporting Mechanism specifications and ; and to maximize the interoperability between Department and CSB data bases to support the electronic exchange of information and comprehensive data analysis.
8. **Data Quality:** The CSB shall review data quality reports from the Department on the completeness and validity of its Data Reporting Mechanism data to improve data quality and integrity. When

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requested by the Department, the CSB executive director shall develop and submit a plan of correction to remedy persistent deficiencies in the CSB's Data Reporting Mechanism submissions and, upon approval of the Department, shall implement the plan of correction.

9. **Providing Information:** The CSB shall provide any information requested by the Department that is related to the services, funds, or expenditures in this contract or the performance of or compliance with this contract in a timely manner, considering the type, amount, and availability of information requested. Provision of information shall comply with applicable laws and regulations governing confidentiality, privacy, and security of information regarding individuals receiving services from the CSB.
10. **Reviews:** The CSB shall participate in the periodic, comprehensive administrative and financial review of the CSB conducted by the Department to evaluate the CSB's compliance with requirements in the contract and CSB Administrative Requirements and the CSB's performance. The CSB shall address recommendations in the review report by the dates specified in the report or those recommendations may be incorporated in an Exhibit D.
11. **Language Access:** To support Virginia's efforts to ensure all people with DD and their families have access to Medicaid information, the CSB will post a message for individuals with DD and their families related to the DMAS document titled "Help in Any Language" to the CSB website and provide the information through other means, as needed, or requested by individuals with DD and their families who are seeking services. This document can be accessed at: <https://dmas.virginia.gov/media/2852/language-taglines-for-dmas.pdf> or by contacting DBHDS or DMAS.

12. Subcontracting

A subcontract means a written agreement between the CSB and another party under which the other party performs any of the CSB's obligations. Subcontracts, unless the context or situation supports a different interpretation or meaning, also may include agreements, memoranda of understanding, purchase orders, contracts, or other similar documents for the purchase of services or goods by the CSB from another organization or agency or a person on behalf of an individual.

If the CSB hires an individual not as an employee but as a contractor (e.g., a part-time psychiatrist) to work in its programs, this does not constitute subcontracting under this section. CSB payments for rent or room and board in a non-licensed facility (e.g., rent subsidies or a hotel room) do not constitute subcontracting under this section, and the provisions of this section, except for compliance with the Human Rights regulations, do not apply to the purchase of a service for one individual.

The CSB may subcontract any requirements in this contract. The CSB shall remain fully and solely responsible and accountable for meeting all of its obligations and duties under this contract, including all services, terms, and conditions, without regard to its subcontracting arrangements.

Subcontracting shall comply with applicable statutes, regulations, and guidelines, including the Virginia Public Procurement Act, § 2.1-4300 et seq. of the Code. All subcontracted activities shall be formalized in written contracts between the CSB and subcontractors. The CSB agrees to provide copies of contracts or other documents to the Department on request.

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A. Subcontracts

The written subcontract shall, as applicable and at a minimum, state the activities to be performed, the time schedule and duration, the policies, and requirements, including data reporting, applicable to the subcontractor, the maximum amount of money for which the CSB may become obligated, and the manner in which the subcontractor will be compensated, including payment time frames. Subcontracts shall not contain provisions that require a subcontractor to make payments or contributions to the CSB as a condition of doing business with the CSB.

B. Subcontractor Compliance

The CSB shall require that its subcontractors comply with the requirements of all applicable federal and state statutes, regulations, policies, and reporting requirements that affect or are applicable to the services included in this contract. The CSB shall require that its subcontractors submit to the CSB all required Data Reporting Mechanism on individuals they served and services they delivered in the applicable format so that the CSB can include this data in its Data Reporting Mechanism submissions to the Department.

1. The CSB shall require that any agency, organization, or person with which it intends to subcontract services that are included in this contract is fully qualified and possesses and maintains current all necessary licenses or certifications from the Department and other applicable regulatory entities before it enters into the subcontract and places individuals in the subcontracted service.
2. The CSB shall require all subcontractors that provide services to individuals and are licensed by the Department to maintain compliance with the Human Rights Regulations adopted by the State Board.
3. The CSB shall, to the greatest extent practicable, require all other subcontractors that provide services purchased by the CSB for individuals and are not licensed by the Department to develop and implement policies and procedures that comply with the CSB's human rights policies and procedures or to allow the CSB to handle allegations of human rights violations on behalf of individuals served by the CSB who are receiving services from such subcontractors. When it funds providers such as family members, neighbors, individuals receiving services, or others to serve individuals, the CSB may comply with these requirements on behalf of those providers, if both parties agree.

C. Subcontractor Dispute Resolution

The CSB shall include contract dispute resolution procedures in its contracts with subcontractors.

D. Quality Improvement Activities

The CSB shall, to the extent practicable, incorporate specific language in its subcontracts regarding the quality improvement activities of subcontractors. Each vendor that subcontracts with the CSB should have its own quality improvement system in place or participate in the CSB's quality improvement program.

13. Compliance with Laws

CSB shall comply with all applicable federal, state, and local laws and regulations to include, but not limited to, those detailed below. If any laws or regulations that become effective after the execution date of this contract substantially change the nature and conditions of this contract, they shall be binding upon the parties, but the parties retain the right to exercise any remedies available to them by law or other provisions of this contract.

A. DATA PRIVACY

1. The Parties shall comply with the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191 (1996) and its accompanying standards found at 45 CFR 160, 162, and 164 (HIPAA), the

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Virginia Health Records Privacy Act found at § 32.1-127.1:03 of the Code of Virginia, 42 CFR Part 2, the 21st Century Cures Act, and the HITECH Act by their compliance dates. Where federal requirements and applicable state statutes or regulations are contrary and state statutes or regulations are more stringent, as defined in 45 CFR §160.202.

2. The Parties shall execute a "PHI Data Sharing and Use Agreement" Exhibit C governing the use, disclosure, and safeguarding of any HIPAA or 42 CFR Part 2- protected health information (PHI), personally identifiable information (PII), and other confidential data that the CSB exchanges with the Department and its state facilities to ensure the privacy and security of sensitive data. Additionally, should the CSB determine any third party, including those under contract with DBHDS and the Commonwealth, is a Business Associate of the CSB[CNI], the CSB shall be responsible for entering into business associate agreements (BAA) with vendors providing data platform, exchange, or other services/solutions to implement the Performance Contract, including those under contract with DBHDS and the Commonwealth.
3. The Parties shall ensure sensitive data, including HIPAA-PHI, PII, and other confidential data, exchanged electronically with the Department, its state hospitals and training centers, other CSBs, other providers, regional or persons meets the requirements in the Federal Information Processing Standards (FIPS) 140-2 standard and is encrypted using a method supported by the Department and CSB. To ensure the privacy and security of PHI, PII, and other confidential data and as necessary to comply with HIPAA, each Party shall execute a BAA with any person or entity, other than the party's workforce, who performs functions or activities on behalf of, or provides certain services to, the Party that involve access by the person or entity to PHI, PII, or other confidential data.

B. Employment Anti-Discrimination

1. The CSB shall conform to the applicable provisions of Title VII of the Civil Rights Act of 1964 as amended, the Equal Pay Act of 1963, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1974, the Age Discrimination in Employment Act of 1967, the Americans With Disabilities Act of 1990, the Virginians With Disabilities Act, the Virginia Fair Employment Contracting Act, the Civil Rights Act of 1991, regulations issued by Federal Granting Agencies, and other applicable statutes and regulations, including § 2.2-4310 of the Code. The CSB agrees as follows:
2. The CSB will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by federal or state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the CSB. The CSB agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
3. The CSB, in all solicitations or advertisements for employees placed by or on behalf of the CSB, will state that it is an equal opportunity employer.
4. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.

C. Service Delivery Anti-Discrimination

1. The CSB shall conform to the applicable provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Virginians with Disabilities Act, the Civil Rights Act of 1991, regulations issued by the U.S. Department of Health and Human Services pursuant thereto, other applicable statutes and regulations, and as further stated below.
2. Services operated or funded by the CSB have been and will continue to be operated in such a manner

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that no person will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under such services on the grounds of race, religion, color, national origin, age, gender, or disability.

3. The CSB and its direct and contractual services will include these assurances in their services policies and practices and will post suitable notices of these assurances at each of their facilities in areas accessible to individuals receiving services.
4. The CSB will periodically review its operating procedures and practices to ensure continued conformance with applicable statutes, regulations, and orders related to non-discrimination in service delivery.

D. General State Requirements

The CSB shall comply with applicable state statutes and regulations, State Board regulations and policies, and Department procedures, including the following requirements.

E. Conflict of Interests

Pursuant to § 2.2-3100.1 of the Code, the CSB shall ensure that new board members are furnished with receive a copy of the State and Local Government Conflict of Interests Act by the executive director or his or her designee within two weeks following a member's appointment, and new members shall read and become familiar with provisions of the act.

The CSB shall ensure board members and applicable CSB staff receive training on the act. If required by § 2.2-3115 of the Code, CSB board members and staff shall file annual disclosure forms of their personal interests and such other information as is specified on the form set forth in § 2.2-3118 of the Code. Board members and staff shall comply with the Conflict of Interests Act and related policies adopted by the CSB board of directors.

F. Freedom of Information

Pursuant to § 2.2-3702 of the Code, the CSB shall ensure that new board members are furnished with a copy of the Virginia Freedom of Information Act by the executive director or his or her designee within two weeks following a member's appointment, and new members shall read and become familiar with provisions of the act.

The CSB shall ensure board members and applicable staff receive training on the act. Board members and staff shall comply with the Freedom of Information Act and related policies adopted by the CSB by the CSB board of directors.

G. Protection of Individuals Receiving Services

1. **Human Rights.** The CSB shall comply with the current *Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded, or Operated by the Department of Behavioral Health and Developmental Services*. The CSB shall adhere to any human rights guidance documents published by the Department. In the event of a conflict between any of the provisions in this contract and provisions in these regulations, the applicable provisions in the regulations shall apply.

The CSB shall cooperate with any Department investigation of allegations or complaints of human rights violations, including providing any information needed for the investigation as required under state law and as permitted under 45 CFR § 164.512 (d) in as expeditious a manner as possible.

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2. **Disputes.** The filing of a complaint as outlined in the Human Rights Regulations by an individual or his or her family member or authorized representative shall not adversely affect the quantity, quality, or timeliness of services provided to that individual unless an action that produces such an effect is based on clinical or safety considerations and is documented in the individual's individualized services plan.

H. Licensing

The CSB shall comply with the *Rules and Regulations for Licensing Providers by the Department of Behavioral Health and Developmental Services*. The CSB shall establish a system to ensure ongoing compliance with applicable licensing regulations. CSB staff shall provide copies of the results of licensing reviews, including scheduled reviews, unannounced visits, and complaint investigations, to all members of the CSB board of directors in a timely manner and shall discuss the results at a regularly scheduled board meeting. The CSB shall adhere to any licensing guidance documents published by the Department.

14. Department Responsibilities

A. Program and Service Reviews

The Department shall develop and implement policies, processes and procedures for regular, ongoing monitoring of CSB performance to ensure compliance with the requirements of this agreement. The Department may conduct or contract for reviews of programs or services provided or contracted by the CSB under this contract to examine their quality or performance at any time as part of its monitoring and review responsibilities or in response to concerns or issues that come to its attention, as permitted under 45 CFR § 164.512 (a), (d), and (k) (6) (ii) and as part of its health oversight functions under § 32.1-127.1:03 (D) (6) and § 37.2-508 or § 37.2-608 of the Code or with a valid authorization by the individual receiving services or his authorized representative that complies with the *Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded, or Operated by the Department of Behavioral Health and Developmental Services*, and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule. The CSB shall provide ready access to any records or other information necessary for the Department to conduct program or service reviews or investigations of critical incidents.

B. State Facility Services

1. **Availability:** The Department shall make state facility services available, if appropriate, through its state hospitals and training centers when individuals located in the CSB's service area meet the admission criteria for these services.
2. **Bed Utilization:** The Department shall track, monitor, and report on the CSB's utilization of state hospital and training center beds and provide data to the CSB about individuals receiving services from its service area who are served in state hospitals and training centers as permitted under 45 CFR §§ 164.506 (c) (1), (2), and (4) and 164.512(k) (6) (ii). The Department shall distribute reports to CSB on state hospital and training center bed utilization by the CSB for all types of beds (adult, geriatric, child, and adolescent, and forensic) and for TDO admissions and bed day utilization.

In addition, the Department and the CSB shall work jointly to identify or develop other mechanisms, as appropriate, that will be employed collaboratively by the CSB and the state hospitals to manage the utilization of state hospital beds.

3. **Continuity of Care:** The Department shall manage its state hospitals and training centers in accordance with State Board Policy 1035, to support service linkages with the CSB, including adherence to the applicable continuity of care procedures, and the current Exhibit K and other

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applicable document provided by the Department. The Department shall assure state hospitals and training centers use teleconferencing technology to the greatest extent practicable to facilitate the CSB's participation in treatment planning activities and fulfillment of its discharge planning responsibilities for individuals in state hospitals and training centers for whom it is the case management CSB.

4. **Medical Screening and Medical Assessment:** When working with CSB and other facilities to arrange for treatment of individuals in the state hospital, the state hospital shall assure that its staff follows the current Medical Screening and Medical Assessment Guidance Materials. The state hospital staff shall coordinate care with emergency rooms, emergency room physicians, and other health and behavioral health providers to ensure the provision of timely and effective medical screening and medical assessment to promote the health and safety of and continuity of care for individuals receiving services.
5. **Planning:** The Department shall involve the CSB, as applicable and to the greatest extent possible, in collaborative planning activities regarding the future role and structure of state hospitals and training centers.

C. Quality of Care

The Department in collaboration with the VACSB Data Management and Quality Leadership Committees and the VACSB/DBHDS Quality and Outcomes Committee shall identify individual outcome, CSB provider performance, individual satisfaction, individual and family member participation and involvement measures, and quality improvement measures, pursuant to § 37.2-508 or § 37.2-608 of the Code, and shall collect information about these measures and work with the CSB to use them as part of the Continuous Quality Improvement Process described in Appendix E of the CSB Administrative Requirements to improve services.

D. CSB Performance Dashboard

1. The Department shall develop a dashboard ("Performance Dashboard") to display performance data for all CSBs, to include:
 - a. Each CSB's revenues, costs, and services;
 - b. Individuals served;
 - c. Measures in Exhibit B; and
 - d. Any other information deemed necessary by the Department
2. The Department and CSB shall work collaboratively to identify additional performance measures for reporting on the Performance Dashboard, as determined appropriate and beneficial to understand the community behavioral health system across the Commonwealth of Virginia.
3. The Department shall provide access to the dashboard to CSB.
4. The Department shall collaborate with the CSB to ensure all dashboard data is accurate before it is posted publicly on the Performance Dashboard and to determine the frequency at which the data will be updated.
5. The Department shall work with the CSB to identify and implement actions to improve the CSB's ranking on any outcome or performance measure on which it is below the benchmark.

E. Utilization Management

The Department shall work with the CSB, state hospitals and training centers serving it, and private

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providers involved with the public mental health, developmental, and substance use disorder services system to implement regional utilization management procedures and practices.

F. Human Rights

The Department shall operate the statewide human rights system described in the current *Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded, or Operated by the Department of Behavioral Health and Developmental Services*, by monitoring compliance with the human rights requirements in those regulations.

G. Licensing

The Department shall license programs and services that meet the requirements in the current *Rules and Regulations for Licensing Providers by the Department of Behavioral Health and Developmental Services* and conduct licensing reviews in accordance with the provisions of those regulations. The Department shall respond in a timely manner to issues raised by the CSB regarding its efforts to coordinate and monitor services provided by independent providers licensed by the Department.

H. Peer Review Process

The Department shall implement a process in collaboration with volunteer CSB to ensure that at least five percent of community mental health and substance abuse programs receive independent peer reviews annually, per federal requirements and guidelines, to review the quality and appropriateness of services. The Department shall manage this process to ensure that peer reviewers do not monitor their own programs.

I. Electronic Health Record (EHR)

The Department shall implement and maintain an EHR in its central office and state hospitals and training centers that has been fully certified and is listed by the Office of the National Coordinator for Health Information Technology- Authorized Testing and Certification Body to improve the quality and accessibility of services, streamline and reduce duplicate reporting and documentation requirements, obtain reimbursement for services, and exchange data with CSB.

J. Reviews

The Department shall review and take appropriate action on audits submitted by the CSB in accordance with the provisions of this contract and the CSB Administrative Requirements. The Department may conduct a periodic, comprehensive administrative and financial review of the CSB to evaluate the CSB's compliance with requirements in the contract and CSB Administrative Requirements and the CSB's performance. The Department shall present a report of the review to the CSB and monitor the CSB's implementation of any recommendations in the report.

K. Reporting and Data Quality Requirements

In accordance with State Board Policy 1030, the Department shall work with CSB through the VACSB DMC to ensure that current data and reporting requirements are consistent with each other and the current t, the current Data Reporting Mechanism, and the Treatment Episode Data Set (TEDS) and other federal reporting requirements.

1. The Department also shall work with CSB through the DMC in planning and developing any additional reporting or documentation requirements beyond those identified in this contract to ensure

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that the requirements are consistent with the current , current Data Reporting Mechanism, and TEDS and other federal reporting requirements.

2. The Department shall work with the CSB through the DMC to develop and implement any changes in data platforms used, data elements collected, or due dates for all existing reporting mechanisms, Data Reporting Mechanism and stand-alone spreadsheet or other program- specific reporting processes.

L. Data Submission

The Department shall collaborate with CSB through the DMC in the implementation and modification of the current Data Reporting Mechanism, which reports individual characteristic and service data that is required under § 37.2-508 or § 37.2-608 of the Code, the federal Substance Abuse and Mental Health Services Administration, and Part C of Title XIX of the Public Health Services Act - Block Grants, §1943 (a) (3) and § 1971 and § 1949, as amended by Public Law 106-310, to the Department and is defined in the current Data Reporting Mechanism specifications, including the current Business Rules.

1. The Department will receive and use individual characteristic and service data disclosed by the CSB through Data Reporting Mechanism as permitted under 45 CFR§§ 164.506 (c) (1) and (3) and 164.512 (a) (1) of the HIPAA regulations and § 32.1- 127.1:03.D (6) of the Code and shall implement procedures to protect the confidentiality of this information pursuant to § 37.2-504 or § 37.2-605 of the Code and HIPAA.
2. The Department shall follow the user acceptance testing process described in Addendum I Administrative Requirements and Processes and Procedures for new data reporting releases.

M. Data Elements

The Department shall work with CSB through the DMC to standardize data definitions, periodically review existing required data elements to eliminate elements that are no longer needed, minimize the addition of new data elements to minimum necessary ones, review CSB business processes so that information is collected in a systematic manner, and support efficient extraction of required data from CSB electronic health record systems whenever this is possible.

The Department shall work with the CSB through the DMC to develop, implement, maintain, and revise or update a mutually agreed upon electronic exchange mechanism that will import all information related to the support coordination or case management parts of the ISP (parts I-IV) and VIDES about individuals who are receiving DD Waiver services from CSB EHRs into WaMS. If the CSB does not use or is unable to use the data exchange, it shall enter this data directly into WaMS.

N. Streamlining Reporting Requirements

The Department shall work with CSB through the DMC to review existing reporting requirements including the current Data Reporting Mechanism to determine if they are still necessary and, if they are, to streamline and reduce the number of portals through which those reporting requirements are submitted as much as possible; to ensure reporting requirements are consistent with the current Data Reporting Mechanism specifications; and to maximize the interoperability between Department and CSB data bases to support the electronic exchange of information and comprehensive data analysis.

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O. Data Quality

The Department shall provide data quality reports to the CSB on the completeness and validity of its Data Reporting Mechanism data to improve data quality and integrity. The Department may require the CSB executive director to develop and implement a plan of correction to remedy persistent deficiencies in the CSB's Data Reporting Mechanism submissions. Once approved, the Department shall monitor the plan of correction and the CSB's ongoing data quality.

P. Surveys and Additional Data Reporting Requests

The Department shall ensure that all surveys and requests for data have been reviewed for cost effectiveness and developed through a joint Department and CSB process. The Department shall comply with the *Procedures for Approving CSB Surveys, Questionnaires, and Data Collection Instruments and Establishing Reporting Requirements*, reissued by the Commissioner. The Department shall provide advance notification, when possible, to CSB for all surveys and requests for data. All negotiated surveys, new data collection instruments, and data reporting requirements will be communicated, at minimum, to the CSB executive director and chief financial officer.

Q. Communication

1. The Department shall provide technical assistance and written notification to the CSB regarding changes in funding source requirements, such as regulations, policies, procedures, and interpretations, to the extent that those changes are known to the Department.
2. The Department shall resolve, to the extent practicable, inconsistencies in state agency requirements that affect requirements in this contract.
3. The Department shall provide any information requested by the CSB that is related to performance of or compliance with this contract in a timely manner, considering the type, amount, and availability of the information requested.
4. The Department shall issue new or revised policy, procedure, and guidance documents affecting CSB via letters, memoranda or emails from the Commissioner, Deputy Commissioner, or applicable Assistant Commissioner to CSB executive directors and other applicable CSB staff and post these documents in an easily accessible place on its web site within 10 business days of the date on which the documents are issued via letters, memoranda, or emails.

R. Department Comments or Recommendations on CSB Operations or Performance

The Commissioner of the Department may communicate significant issues or concerns about the operations or performance of the CSB to the executive director and CSB board members for their consideration, and the Department agrees to collaborate as appropriate with the executive director and CSB board members as they respond formally to the Department about these issues or concerns.

The executive director and CSB board members shall consider significant issues or concerns raised by the Commissioner of the Department at any time about the operations or performance of the CSB and shall respond formally to the Department, collaborating with it as appropriate, about these issues or concerns.

15. Compliance and Remediation

The Department may utilize a variety of remedies, including requiring the CSB to enter into a performance improvement plan or corrective action plan, delaying payments, and reducing allocations or payments, to

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ensure CSB compliance with this performance contract. Specific remedies, described in Exhibit E of this contract, may be taken if the CSB fails to satisfy the reporting requirements in this contract.

- A.** In accordance with subsection G of § 37.2-508 of the Code, the CSB shall not be eligible to receive state-controlled funds for mental health, developmental, or substance abuse services after September 30 of each year unless:
1. Its performance contract has been approved or renewed by the governing body of each city or county that established it and by the Department.
 2. It provides revenue, cost, and services data and information, and aggregate and individual data and information about individuals receiving services, notwithstanding the provisions of § 37.2-400 or any regulations adopted thereunder, to the Department in the format prescribed by the Department.
 3. It uses standardized cost accounting and financial management practices approved by the Department.
 4. The CSB is in substantial compliance with its performance contract or is making progress to come into substantial compliance through the Department's remediation process. In accordance with subsection E of § 37.2-508, or if a behavioral health authority, subsection E of § 37.2-608, of the Code, the Department may terminate all or a portion of this contract, after unsuccessful use of the remediation process described in Section 14.C.3 below and after affording the CSB, or behavioral health authority, an adequate opportunity to use the appeal process described in Section 14.C.3.f.

B. Remediation Process

The parties shall attempt in good faith to promptly resolve any disputes regarding implementation of this performance contract, controversy or claims arising out of or relating to this performance contract, or CSB noncompliance with the terms of this performance contract identified by the Department during its contract compliance review and performance management efforts.

1. If the Department determines that the informal dispute resolution process is unsuccessful at addressing any CSB noncompliance with this performance contract or any Exhibit, the Department may use the following process to ensure CSB compliance:
 - a. Describe the situation or condition, such as a pattern of failing to achieve a satisfactory level of performance on a significant number of major outcomes or performance measures in the contract, that if unresolved could result in substantial noncompliance.
 - b. Require the CSB to implement a performance improvement plan or corrective action plan with specific actions and timeframes approved by the Department to address the situation or condition; and
 - c. Include the performance measures that will document a satisfactory resolution of the situation or condition. If the CSB does not implement the performance improvement plan (PIP) or corrective action plan (CAP) successfully within the approved timeframes, the Department, as a condition of continuing to fund the CSB, may request changes in the management and operation of the CSB's services linked to those actions and measures to obtain acceptable performance. These changes may include realignment or re-distribution of state-controlled resources or restructuring the staffing or operations of those services. The Department shall review and approve any changes before their implementation. Any changes shall include mechanisms to monitor and evaluate their execution and effectiveness.
2. If the CSB determines the informal dispute resolution process is unsuccessful at addressing any CSB

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performance contract or any Exhibit, the CSB may use the following process:

- a. The dispute must be sent to the Office of Enterprise Management Services (OEMS) email address at performancecontractsupport@dbhds.virginia.gov with a detail description of the dispute.
 - b. The OEMS shall review and respond to the dispute within 15 calendar days of receipt of dispute.
 - c. If the CSB does not agree with the decision by the OEMS, they may request a review by the Department's Deputy Commissioner for Community Services or designee within 7 calendar days of receipt of the OEMS decision.
3. **Remediation After Failure to Substantially Comply:** If the Department determines that the CSB fails to substantially comply with the requirements of this performance contract, the following remediation process shall be used to allow the CSB an opportunity to come into compliance.
- a. The Department shall provide written notification to the CSB's board chairperson, executive director, and governing body of each city or county that established the CSB of the Department's determination that the CSB fails to substantially comply with this performance contract. The written notice shall describe in detail the factors leading to the determination of substantial noncompliance.
 - b. Within 15 calendar days of the CSB's receipt of notice of substantial noncompliance, the CSB shall submit a written notice to the Department's OEMS Director or designee, through the performancecontractsupport@dbhds.virginia.gov email address stating its desire to use the remediation process.
- If the CSB does not submit a notice requesting remediation during the designated timeframe, the Department shall move forward with its intended enforcement action in accordance with § 37.2-508 (withholding or reducing funds, repayment of funds, or termination of all or part of this performance contract) and notify the CSB board chairperson, executive director, and governing body of each city or county that established the CSB.
- c. If the CSB submits a request to remediate, OEMS shall, within 15 days after receipt of the CSB's remediation request, submit the justification for the Department's determination of substantial noncompliance and the CSB's remediation request to the Department's Deputy Commissioner for Community Services for review and approval to move forward with a CAP to address the substantial compliance issues with its contract.
 - d. The OEMS shall work with the Deputy Commissioner for Community Services to develop the CAP that the CSB will implement to address the issue(s) identified in the Department's notice. The CAP shall include specific, measurable, attainable, reasonable, and time-specific actions the CSB must meet. The CAP shall include specific times at which the Department shall provide updates to the CSB and its chairperson regarding the CSB's progress toward coming into substantial compliance.
 - e. If the CSB fails to comply with the CAP, the Department may move forward with its enforcement action due to the CSB's failure to come into substantial compliance and shall notify the CSB board chairperson, executive director, and governing body of each city or county that established the CSB of that decision.
 - f. **Appeal of Enforcement Action:** The CSB may appeal the Department's enforcement action and shall use the appeal process outlined as follows:
 - i. Within 15 days of receipt of the Department's notification in accordance with 14.C.3.e, that it is taking enforcement action, the CSB may provide a written request to use the appeal process. This written notice shall be submitted to the Department's OEMS Director or designee, through the performancecontractsupport@dbhds.virginia.gov email address

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stating its desire to use the appeal process.

If the CSB does not submit a notice requesting an appeal during the designated timeframe, the Department shall move forward with its enforcement action.

- ii. If the CSB submits a request to appeal, the OEMS Director or designee shall, within 15 days after the Department's receipt of the CSB's request to appeal, facilitate the following process:
 - a) Notify the CSB within seven days of receipt of the written notice that a panel will be appointed within 15 days to conduct a panel conference to consider the issues identified in the Department's notice.
 - b) Establish a panel of five (5) disinterested persons that shall be appointed to the panel conference. The panel members shall elect a chairman, and the chairman shall convene the panel.
 - c) Inform each panel member of the nature of the issues identified in the Department's notice. Each panel member shall sign a statement indicating that he has no interest in this matter. Any person with an interest in the underlying issues shall be relieved of panel responsibilities, and another person shall be selected as a panel member.
 - d) Schedule panel conference not more than 15 days after the appointment of the final panel member.
 - e) Contact the parties for a panel conference at a mutually convenient time, date, and place. Confirmation of the time, date, and place of the panel conference will be communicated to all parties at least seven days in advance of the panel conference by the OEMS.
 - f) Handle any multiple appeal notices independently and sequentially so that an initial appeal will not be delayed by a second appeal.
- iii. At the panel conference, the CSB shall present evidence first, followed by the Department. The panel may hear rebuttal evidence after the initial presentations by the CSB and the Department. The panel may question either party to obtain a clear understanding of the facts.
- iv. Subject to provisions of the Freedom of Information Act, the panel shall convene in closed session at the end of the hearing and shall issue written recommended findings of fact within seven days of the hearing. The recommended findings of fact shall be submitted to the Department's Chief Deputy of Community Services and to the Commissioner or their designee(s) for the final decision.

The findings of fact shall be final and conclusive and shall not be set aside by the Commissioner unless they are (a) fraudulent, arbitrary, or capricious; (b) so grossly erroneous as to imply bad faith; (c) in the case of termination of the contract due to failure to perform, the criteria for performance measurement are found to be erroneous, arbitrary, or capricious; or (d) not within the CSB's purview.
- v. The Department shall send the final decision on the CSB's appeal by certified mail to the CSB board chairperson, executive director, and governing body of each city or county that established the CSB no later than 120 days after receipt of the CSB's written notice invoking the appeal process.
- vi. If the CSB's appeal is unsuccessful, the Department may take its intended enforcement

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action, including withholding or reducing funds, requiring repayment of funds, or terminating all or part of the CSB's performance contract as provided in § 37.2-508(C)(6)(c).

- vii. Upon terminating all or a portion of a performance contract pursuant to § 37.2-508(E), the Department, only after consulting with the governing body of each city or county that established the CSB that was a party to the performance contract, may negotiate a performance contract with another community services board, a behavioral health authority, or a private nonprofit or for-profit organization or organizations to obtain services that were the subject of the terminated performance contract in accordance with § 37.2-508(F).
- viii. The CSB may seek judicial review of a final decision to withhold or reducing funds, require repayment of funds, or terminate this contract in the Circuit Court for the City of Richmond within 30 days of receipt of the final decision.

16. Liability

The CSB shall defend or compromise, as appropriate, all claims, suits, actions, or proceedings arising from its performance of this contract. The CSB shall obtain and maintain sufficient liability insurance to cover claims for bodily injury and property damage and suitable administrative or directors' and officers' liability insurance. The CSB may discharge these responsibilities by means of a proper and sufficient self-insurance program operated by the state or a city or county government. The CSB shall provide a copy of any policy or program to the Department upon request. This contract is not intended to and does not create by implication or otherwise any basis for any claim or cause of action by a person or entity not a party to this contract arising out of any claimed violation of any provision of this contract, nor does it create any claim or right on behalf of any person to services or benefits from the CSB or the Department.

17. Severability

Each paragraph and provision of this contract is severable from the entire contract, and the remaining provisions shall nevertheless remain in full force and effect if any provision is declared invalid or unenforceable.

18. Counterparts and Electronic Signatures

Except as may be prohibited by applicable law or regulation, this Agreement and any amendment may be signed in counterparts, by facsimile, PDF, or other electronic means, each of which will be deemed an original and all of which when taken together will constitute one agreement. Facsimile and electronic signatures will be binding for all purposes.

19. Signatures

In witness thereof, the Department and the CSB have caused this performance contract to be executed by the following duly authorized officials.

**VIRGINIA DEPARTMENT OF BEHAVIORAL
HEALTH AND DEVELOPMENTAL SERVICES**

By: _____

Name: Nelson Smith

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Title: Commissioner

Date: _____

[vCSBName]

By: _____

Name: [vBoardChairName]

Title: Chairperson

Date: _____

By: _____

Name: [vEDNAME]

Title: Executive Director

Date: _____

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20. Exhibit L: List of Acronyms			
Acronym	Name	Acronym	Name
ACE	Adverse Childhood Experiences	NCI	National Core Indicators
ACT Community Treatment (ACT) – Effective 7.1.2021	Assertive Community Treatment (ACT) – Effective 7.1.2021		
BAA	Business Associate Agreement (for HIPAA compliance)	NGRI	Not Guilty by Reason of Insanity
CARS	Community Automated Reporting System	OEMS	Office of Management Services
CCS	Community Consumer Submission -sunset effective July 1, 2025	PACT	Program of Assertive Community Treatment– Retired as of 7.1.2021, See Assertive Community Treatment (ACT)
CFR	Code of Federal Regulations	PATH	Projects for Assistance in Transition from Homelessness
CIT	Crisis Intervention Team	PHI	Protected Health Information
CPMT	Community Policy and Management Team (CSA)	PII	Personally Identifiable Information
CQI	Continuous Quality Improvement	PSH	Permanent Supportive Housing
CRC	Community Resource Consultant (DD Waivers)	QSR	Quality Service Reviews
CSA	Children’s Services Act (§ 2.2- 5200 et seq. of the Code)	RCSU	Residential Crisis Stabilization Unit
CSB	Community Services Board	RDAP	Regional Discharge Assistance Program
DAP	Discharge Assistance Program	REACH	Regional Education Assessment Crisis Services Habilitation
DBHDS	Department	RFP	Request for Proposal
DD	Developmental Disabilities	RMG	Regional Management Group
Department	Department of Behavioral Health and Developmental Services	RST	Regional Support Team (DD Waivers)
DMAS	Department of Medical Assistance Services (Medicaid)	RUMCT	Regional Utilization Management and Consultation

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			Team
DOJ	Department of Justice (U.S.)	SABG	Federal Substance Abuse Block Grant
EBL	Extraordinary Barriers to Discharge List	SDA	Same Day Access
EHR	Electronic Health Record	sFTP	Secure File Transfer Protocol
FTE	Full Time Equivalent	SPF	Strategic Prevention Framework
HIPAA	Health Insurance Portability and Accountability Act of 1996	TDO	Temporary Detention Order
ICC	Intensive Care Coordination (CSA)	VACSB	Virginia Association of Community Services Boards
ICF	Intermediate Care Facility	VIDES	Virginia Individual DD Eligibility Survey
IDAPP	Individualized Discharge Assistance Program Plan	WaMS	Waiver Management System (DD Waivers)
LIPOS	Local Inpatient Purchase of Services	SPQM	Service Process Quality Management

6/13/2025
AP375
FUND # - 100

FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 011010 ** Board of Supervisors **

PAGE 1

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Board of Supervisors **										
THE CREWE-BURKEVILLE	Advertising	ADVERTISING	136	5/02/2025		5/09/2025	158		322.50	
THE CREWE-BURKEVILLE	Advertising	ADVERTISING	136	5/02/2025		5/09/2025	158		322.50	
NOTTOWAY PUBLISHING CO.,	Advertising	ADVERTISING	ADMIN 033125	3/31/2025		5/09/2025	156		236.00	
NOTTOWAY PUBLISHING CO.,	Advertising	ADVERTISING	ADMIN 033125	3/31/2025		5/09/2025	156		181.00	
GCR COMPANY	Internet/Data Servic	CUST 8000004974	314294	5/01/2025		5/09/2025	155		1,062.00	*
GCR COMPANY	Internet/Data Servic	CUST 8000004974	314297	5/01/2025		5/09/2025	155		550.00	
VERIZON WIRELESS	Internet/Data Servic	ACCT 842030264-00001	6113232021	5/10/2025		5/22/2025	257965		1,500.00	
									120.03	
TOTAL									2,170.03	*
									3,232.03	

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FUND # - 100

FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 012010 ** County Administration **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** County Administration **										
THE CREWE-BURKEVILLE	Advertising	ADVERTISING	136	5/02/2025		5/09/2025	158		160.00	
THE CREWE-BURKEVILLE	Advertising	ADVERTISING	136	5/02/2025		5/09/2025	158		160.00	
NOTTOWAY PUBLISHING CO.,	Advertising	ADVERTISING	ADMIN 033125	3/31/2025		5/09/2025	156		200.00	
									520.00	*
CARD SERVICES CENTER	Data Processing	ACCT 0221	0221 0525	5/09/2025		5/30/2025	258045		442.74	
CARD SERVICES CENTER	Data Processing	ACCT 0221	0221 0525	5/09/2025		5/30/2025	258045		78.00	
GCR COMPANY	Data Processing	CUST 8000004974	314127	4/30/2025		5/09/2025	155		52.50	
GCR COMPANY	Data Processing	CUST 8000004974	314128	4/30/2025		5/09/2025	155		93.00	
									666.24	*
GCR COMPANY	Telephone	CUST 8000004974	314296	5/01/2025		5/09/2025	155		184.79	
GCR COMPANY	Telephone	CUST 8000004974	314296	5/01/2025		5/09/2025	155		92.40	
GCR COMPANY	Telephone	CUST 8000004974	314296	5/01/2025		5/09/2025	155		46.20	
VERIZON WIRELESS	Telephone	ACCT 842030264-00001	6113232021	5/10/2025		5/22/2025	257965		461.35	
VERIZON WIRELESS	Telephone	ACCT 842030264-00001	6113232021	5/10/2025		5/22/2025	257965		178.58	
VERIZON WIRELESS	Telephone	ACCT 842030264-00001	6113232021	5/10/2025		5/22/2025	257965		49.28	
VERIZON WIRELESS	Telephone	ACCT 842030264-00001	6113232021	5/10/2025		5/22/2025	257965		89.29	
									1,101.89	*
AMAZON CAPITAL SERVICES	Office Supplies	A118IWMQYRJMMT	1TG3-6G4Q-R9PT	4/21/2025		5/09/2025	152		339.15	
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A118IWMQYRJMMT	1WXW-1R7J-W1K1	4/14/2025		5/07/2025	148		55.22	
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A118IWMQYRJMMT	11QQ-XTWD-CMQL	4/11/2025		5/07/2025	148		13.61	
CARD SERVICES CENTER	Office Supplies	ACCT 0221	0221 0525	5/09/2025		5/30/2025	258045		18.58	
									426.56	*
STEVE W. BOWEN	Travel - Convention	REIMBURSEMENT	REIMB 04242025	4/24/2025		5/07/2025	257815		51.65	
									51.65	*
CARD SERVICES CENTER	Discretionary Fund	ACCT 0221	0221 0525	5/09/2025		5/30/2025	258045		15.53	
CARD SERVICES CENTER	Discretionary Fund	ACCT 0221	0221 0525	5/09/2025		5/30/2025	258045		79.89	
CARD SERVICES CENTER	Discretionary Fund	ACCT 0221	0221 0525	5/09/2025		5/30/2025	258045		49.07	
CARD SERVICES CENTER	Discretionary Fund	ACCT 0221	0221 0525	5/09/2025		5/30/2025	258045		36.30	
CLAY'S GARDEN CENTER,	Discretionary Fund	2X FERNS CO ADMIN	CLAYS 04162025	4/16/2025		5/07/2025	257806		68.00	
									248.79	*
ENTERPRISE FLEET MANAGEMEN	Capital Outlay - Veh	CUSTOMER 610720	610720-050325	5/03/2025		5/09/2025	154		3,253.35	
									3,253.35	*
									6,268.48	
						TOTAL				

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TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 012040 ** Legal Services **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Legal Services **										
ELDER, WATKINS, FRIEDMAN & Professional Service GEN COUNSEL/LEGAL SV 9170				5/05/2025		5/15/2025	257909	8,277.50		
								8,277.50	*	
TOTAL								8,277.50		

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AP375
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FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 012090 ** Commissioner of Revenue **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Commissioner of Revenue **										
BUSINESS DATA OF VA, INC.	IT/Data Processing	MILEAGE/CONSULTING	08-074	3/31/2025		5/09/2025	257849		893.75	
BUSINESS DATA OF VA, INC.	IT/Data Processing	VEHICLE ASSESSMENT	08-082	3/31/2025		5/09/2025	257849		6,618.20	
GCR COMPANY	IT/Data Processing	CUST 90097 COR	314131	4/30/2025		5/27/2025	184		20.00	
KEY OFFICE SUPPLY, INC.	IT/Data Processing	COPIER RENTAL	COPIER 0525	5/01/2025		5/09/2025	257859		252.64	
									7,784.59 *	
GCR COMPANY	Telephone	CUST 8000004974	314296	5/01/2025		5/09/2025	155		184.79	
									184.79 *	
KEY OFFICE SUPPLY, INC.	Office Supplies	COR COPIER RENTAL	COPIER 0625	5/19/2025		5/27/2025	258031		252.64	
									252.64 *	
MICHELLE PHILLIPS	Travel - Mileage	MILEAGE REIMBURSE	MILE 0425	4/08/2025		5/09/2025	257863		71.40	
									71.40 *	
UNIVERSITY OF VIRGINIA	Travel - Convention	A-0007202	I-00071093	4/24/2025		5/27/2025	258039		75.00	
COR CENTRAL DISTRICT	Travel - Convention	JUNE 2025 MEET REG	MEET 052025	5/19/2025		5/27/2025	258023		105.00	
									180.00 *	
TOTAL									8,473.42	

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FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 012130 ** Treasurer **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
	** Treasurer **									
GCR COMPANY	Equipment Repairs &	CUST 8000008364	314129	4/30/2025		5/09/2025	155		2,478.00	
GCR COMPANY	Equipment Repairs &	CUST 8000008364	314130	4/30/2025		5/09/2025	155		147.50	
									2,625.50 *	
GCR COMPANY	Telephone	CUST 8000004974	314296	5/01/2025		5/09/2025	155		184.79	
									184.79 *	
KEY OFFICE SUPPLY, INC.	Office Supplies	TREASURER ACCT	596604	4/23/2025		5/07/2025	257811		93.98	
KEY OFFICE SUPPLY, INC.	Office Supplies	TREASURER ACCT	596609	4/23/2025		5/07/2025	257811		7.39	
TAMMIE A. RAIFORD	Office Supplies	REIMBURSEMENT	REIMB 04302025	4/30/2025		5/07/2025	151		6.25	
									107.62 *	
TAMMIE A. RAIFORD	Travel - Mileage	MILEAGE REIMBURSE	REIMB 050125	5/01/2025		5/09/2025	157		551.04	
									551.04 *	
TAMMIE A. RAIFORD	Travel - Convention	REIMBURSEMENT	REIMB 04302025	4/30/2025		5/07/2025	151		251.46	
TAMMIE A. RAIFORD	Travel - Convention	REIMBURSEMENT	REIMB 04302025	4/30/2025		5/07/2025	151		185.00	
TAMMIE A. RAIFORD	Travel - Convention	REIMBURSEMENT	REIMB 04302025	4/30/2025		5/07/2025	151		27.61	
									464.07 *	
DEPARTMENT OF MOTOR VEHICL	DMV Stop Fee	ACCT 546001479017	202512000798	4/30/2025		5/22/2025	257997		5,150.00	
									5,150.00 *	
BAI TREASURERS' USER GROUP	Dues & Membership	YRLY MEMBERSHIP DUES FY2026 DUES		5/01/2025		5/15/2025	257903		350.00	
									350.00 *	
						TOTAL			9,433.02	

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TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 013010 ** Electoral Board **

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>PO#</u>	<u>CHECK DATE</u>	<u>CHECK#</u>	<u>\$\$</u>	<u>PAY</u>	<u>\$\$</u>
	** Electoral Board **									
THE CREWE-BURKEVILLE	Advertising	ADVERTISING	138	5/02/2025		5/30/2025	186		437.00	
NOTTOWAY PUBLISHING CO.,	Advertising	ADVERTISING	REGIS 043025	4/30/2025		5/30/2025	185		870.00	
									1,307.00 *	
						TOTAL			1,307.00	

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TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 013020 ** Registrar **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Registrar **										
JOSEPH FOSTER	Salaries / Part-time	WAGES 02/05-03/26	WAGE 0225	2/28/2025		5/09/2025	257858		1,222.20	
JOSEPH FOSTER	Salaries / Part-time	WAGES	WAGE 051525	5/15/2025		5/30/2025	258050		1,071.00	
DEJAH D. SYKES	Salaries / Part-time	WAGE REIMBURSEMENT	WAGE 051525	5/15/2025		5/30/2025	258046		1,048.95	
DEJAH D. SYKES	Salaries / Part-time	WAGES 03/10-03/24	WAGES 0325	3/10/2025		5/09/2025	257852		352.80	
									3,694.95	*
GCR COMPANY	IT/Data Processing	ACCOUNT 17083	313806	3/31/2025		5/09/2025	155		105.00	
GCR COMPANY	IT/Data Processing	CUST 17083	313807	3/31/2025		5/09/2025	155		105.00	
									210.00	*
RODNEY REYNOLDS	Postage	POSTAGE REIMBURSE	REIMB 051525	5/15/2025		5/30/2025	258053		102.15	
									102.15	*
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 10669	596141	4/04/2025		5/09/2025	257859		140.97	
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCOUNT 10669	596157	4/04/2025		5/09/2025	257859		23.33	
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 10669	596158	4/04/2025		5/09/2025	257859		27.50	
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 10669	596759	4/29/2025		5/30/2025	258051		112.27	
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 10669	596778	4/30/2025		5/30/2025	258051		199.80	
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 10669	597051	5/12/2025		5/30/2025	258051		69.99	
									573.86	*
TOTAL									4,580.96	

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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 021010

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>PO#</u>	<u>CHECK DATE</u>	<u>CHECK#</u>	<u>\$\$</u>	<u>PAY</u>	<u>\$\$</u>
JACOB D. MAY	Jurors & Witnesses	GRAND JURY ALLOWANCE	GJURY 050625.1	5/06/2025		5/15/2025	257921	50.00		
KAITLIN C. KNIGHT	Jurors & Witnesses	GRAND JURY ALLOWANCE	GJURY 050625.2	5/06/2025		5/15/2025	257923	50.00		
ALBERT D. BRATTON, JR.	Jurors & Witnesses	GRAND JURY ALLOWANCE	GJURY 050625.3	5/06/2025		5/15/2025	257918	50.00		
CHRISTINE M. CAMPBELL	Jurors & Witnesses	GRAND JURY ALLOWANCE	GJURY 050625.4	5/06/2025		5/15/2025	257920	50.00		
JUANITA F. SHEFFIELD	Jurors & Witnesses	GRAND JURY ALLOWANCE	GJURY 050625.5	5/06/2025		5/15/2025	257922	50.00		
WINDELL J. CRAWLEY	Jurors & Witnesses	GRAND JURY ALLOWANCE	GJURY 050625.6	5/06/2025		5/15/2025	257924	50.00		
BROOKE M. MOUNTCASEL	Jurors & Witnesses	GRAND JURY ALLOWANCE	GJURY 050625.7	5/06/2025		5/15/2025	257919	50.00		
WILLIAM J. BENKART, IV	Jurors & Witnesses	JURY DUTY	JURY 030725-01	5/09/2025		5/20/2025	257959	50.00		
BRAYDEN S. BENNETT	Jurors & Witnesses	JURY DUTY	JURY 030725-02	5/09/2025		5/20/2025	257937	50.00		
WILBERT R. COLEMAN, JR.	Jurors & Witnesses	JURY DUTY	JURY 030725-03	5/09/2025		5/20/2025	257957	50.00		
MARY EDMONDS	Jurors & Witnesses	JURY DUTY	JURY 030725-04	5/09/2025		5/20/2025	257953	50.00		
KENNETH D. EVANS, JR.	Jurors & Witnesses	JURY DUTY	JURY 030725-05	5/09/2025		5/20/2025	257950	50.00		
BRITTIAN Y M. FARRAR	Jurors & Witnesses	JURY DUTY	JURY 030725-06	5/09/2025		5/20/2025	257940	50.00		
DARRELL L. GARBER	Jurors & Witnesses	JURY DUTY	JURY 030725-07	5/09/2025		5/20/2025	257944	50.00		
MARCUS L. HARRIS	Jurors & Witnesses	JURY DUTY	JURY 030725-08	5/09/2025		5/20/2025	257951	50.00		
WILLIAM D. HENLEY, JR.	Jurors & Witnesses	JURY DUTY	JURY 030725-09	5/09/2025		5/20/2025	257958	50.00		
BRIAN K. KENNER, SR.	Jurors & Witnesses	JURY DUTY	JURY 030725-10	5/09/2025		5/20/2025	257939	50.00		
CHANDRA T. LEWIS	Jurors & Witnesses	JURY DUTY	JURY 030725-11	5/09/2025		5/20/2025	257942	50.00		
IAN M. LEWIS	Jurors & Witnesses	JURY DUTY	JURY 030725-12	5/09/2025		5/20/2025	257948	50.00		
RUTH S. MARTIN	Jurors & Witnesses	JURY DUTY	JURY 030725-13	5/09/2025		5/20/2025	257956	50.00		
RICKY A. MCCONNELL	Jurors & Witnesses	JURY DUTY	JURY 030725-14	5/09/2025		5/20/2025	257955	50.00		
BREE-ANNE V. MILLER	Jurors & Witnesses	JURY DUTY	JURY 030725-15	5/09/2025		5/20/2025	257938	50.00		
FELIPE MOROZUMI VALDEOLIVA	Jurors & Witnesses	JURY DUTY	JURY 030725-16	5/09/2025		5/20/2025	257947	50.00		
DEANDRA M. OLIVER	Jurors & Witnesses	JURY DUTY	JURY 030725-17	5/09/2025		5/20/2025	257945	50.00		
EMILY K. REED	Jurors & Witnesses	JURY DUTY	JURY 030725-18	5/09/2025		5/20/2025	257946	50.00		
MICHAEL E. THOMAS	Jurors & Witnesses	JURY DUTY	JURY 030725-19	5/09/2025		5/20/2025	257954	50.00		
CATHERINE D. WILBORN	Jurors & Witnesses	JURY DUTY	JURY 030725-20	5/09/2025		5/20/2025	257941	50.00		
MARILYN E. WILSON	Jurors & Witnesses	JURY DUTY	JURY 030725-21	5/09/2025		5/20/2025	257952	50.00		
CHRIS A. WRIGHT	Jurors & Witnesses	JURY DUTY	JURY 030725-22	5/09/2025		5/20/2025	257943	50.00		
JOYCE A. YANKEY	Jurors & Witnesses	JURY DUTY	JURY 030725-23	5/09/2025		5/20/2025	257949	50.00		
POWHATAN COUNTY	Office Supplies	RETIREMENT GIFT	JUDGE CELLA	4/25/2025		5/07/2025	257813	1,500.00 *		
								1,000.00		
								1,000.00 *		
								2,500.00		
						TOTAL				

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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 021020 ** General District Court **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** General District Court **										
AT&T	Telephone	ACCT 0305124724001	GDC 05032025	5/03/2025		5/14/2025	257877		98.31	
BRIGHTSPEED	Telephone	ACCT 309832652 GDC	420000174021	4/22/2025		5/07/2025	149		449.16	
									547.47	*
TOTAL									547.47	

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AP375
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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 021050 ** Juvenile Court Service Unit **

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>PO#</u>	<u>CHECK DATE</u>	<u>CHECK#</u>	<u>\$\$</u>	<u>PAY</u>	<u>\$\$</u>
	** Juvenile Court Service Unit **									
KINEX TELECOM	Telephone	ACCT SUB240400009145	INV-25050056721	5/13/2025		5/15/2025	257910		139.29	
KINEX TELECOM	Telephone	ACT SUB240400009145	INV25040054766	4/13/2025		5/09/2025	257860		139.29	
									278.58	*
TREASURER, COMMONWEALTH OF VJCCCA First Offende	VJCCCA FY24 CLOSEOUT	FY24 CLOSE OUT	12/09/2024			5/30/2025	258056		12,750.50	
									12,750.50	*
						TOTAL			13,029.08	

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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 021060 ** Clerk of Circuit Court **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Clerk of Circuit Court **										
TREASURER OF VIRGINIA	SRA Software/Mainten	REDACTION 10/24-3/25	25-135C-RED2	5/01/2025		5/14/2025	257897		159.35	
									159.35	*
JANE BROWN, CLERK	Postage	POSTAGE REIMB CCC	POSTAGE 0525	5/12/2025		5/22/2025	258003		300.00	
									300.00	*
AT&T	Telephone	ACCT 0305121769001	CCC 04242025	4/24/2025		5/14/2025	257901		47.09	
BRIGHTSPEED	Telephone	ACCT 310251481 CCC	440000082366	4/22/2025		5/14/2025	162		241.31	
									288.40	*
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 376 CIRCUIT CRT	596816	5/01/2025		5/22/2025	258006		51.28	
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 376 CIRCUIT CRT	596817	5/01/2025		5/14/2025	257886		40.68	
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 376 CIRCUIT CRT	596953	5/08/2025		5/22/2025	258006		86.99	
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 376 CIRCUIT CRT	597314	5/15/2025		5/22/2025	258006		21.52	
									200.47	*
TOTAL									948.22	

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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 021090 ** Judge of Circuit Court **

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>PO#</u>	<u>CHECK DATE</u>	<u>CHECK#</u>	<u>\$\$</u>	<u>PAY</u>	<u>\$\$</u>
** Judge of Circuit Court **										
BRIGHTSPEED	Telephone	ACCT 309906376 JCC	420000173986	4/22/2025		5/07/2025	149		159.12	
BRIGHTSPEED	Telephone	ACCT 310182110 JCC2	440000082321	4/22/2025		5/07/2025	149		441.59	
									600.71	*
TOTAL									600.71	

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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 022010 ** Commonwealth Attorney **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Commonwealth Attorney **										
DATA CARE	IT/Data Processing	COM ATTY CLOUDBERRY	16156	4/01/2025		5/14/2025	257882		10.00	
DATA CARE	IT/Data Processing	COM ATTY-NET SECURIT	16178	5/01/2025		5/14/2025	257882		245.70	
									255.70	*
GCR COMPANY	Telephone	CUST 8000004974	314296	5/01/2025		5/09/2025	155		277.19	
VERIZON WIRELESS	Telephone	ACCT 642352680-00001	6110262054	4/05/2025		5/14/2025	257899		121.41	
VERIZON WIRELESS	Telephone	ACCT 642352680-00001	6112758549	5/05/2025		5/22/2025	257963		121.41	
									520.01	*
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A118IWMQYRJMMT	1CKT-9KMC-MXRW	4/06/2025		5/14/2025	161		399.00	
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A118IWMQYRJMMT	1DTC-GFYR-491P	4/09/2025		5/14/2025	161		17.98	
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A118IWMQYRJMMT	1KLT-XCG9-X3KL	4/01/2025		5/14/2025	161		487.39	
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A118IWMQYRJMMT	1M3L-Q7M6-HC6K	5/10/2025		5/22/2025	175		158.07	
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A118IWMQYRJMMT	1VN4-4D6K-94DK	5/12/2025		5/22/2025	175		37.40	
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A118IWMQYRJMMT	17FW-KFNW-1JN1	4/21/2025		5/14/2025	161		74.99	
CRYSTAL SPRINGS	Office Supplies	ACCT 985627923466743	23466743 031425	3/14/2025		5/14/2025	163		63.93	
CRYSTAL SPRINGS	Office Supplies	ACCT 985627923466743	23466743 041125	4/11/2025		5/14/2025	163		56.34	
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 80656 COM ATTY	595456	3/07/2025		5/14/2025	257886		159.90	
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 80656 COM ATTY	595460	3/07/2025		5/14/2025	257886		43.38	
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 80656 COM ATTY	596369	4/15/2025		5/14/2025	257886		86.76	
									1,585.14	*
THOMSON REUTERS - WEST	Books & Subscription	ACCT 1000352869	851712032	4/01/2025		5/14/2025	165		29.00	
									29.00	*
TIM GRIFFIN	Travel - Mileage	SPRING INSTITUT CONF	REIMB GRIFF0525	5/01/2025		5/14/2025	257894		313.74	
									313.74	*
TIM GRIFFIN	Travel - Convention	SPRING INSTITUT CONF	REIMB GRIFF0525	5/01/2025		5/14/2025	257894		152.05	
									152.05	*
VACA	Dues & Membership	COM ATTY-ANNUAL DUES	9342	3/15/2025		5/14/2025	257898		1,600.00	
									1,600.00	*
AMAZON CAPITAL SERVICES	Furniture & Fixtures	ACCT A118IWMQYRJMMT	11ND-4F6H-7FHR	4/17/2025		5/14/2025	161		1,101.30	
KEY OFFICE SUPPLY, INC.	Furniture & Fixtures	ACCT 80656 COM ATTY	595885	3/25/2025		5/14/2025	257886		2,332.84	
KEY OFFICE SUPPLY, INC.	Furniture & Fixtures	ACCT 80656 COM ATTY	596369	4/15/2025		5/14/2025	257886		227.63	
									3,661.77	*
DATA CARE	Server	COM ATTY CLOUDBERRY	16172	5/01/2025		5/14/2025	257882		120.00	
									120.00	*
						TOTAL			8,237.41	

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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 022020 ** Comm Atty-DCJS Ceasefire Grant**

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>PO#</u>	<u>CHECK DATE</u>	<u>CHECK#</u>	<u>\$\$</u>	<u>PAY</u>	<u>\$\$</u>
GCR COMPANY	** Comm Atty-DCJS Ceasefire Grant**	Telephone (office) CUST 8000004974	314296	5/01/2025		5/09/2025	155		46.20	
									46.20	*
						TOTAL			46.20	

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AP375
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FROM DATE- 5/01/2025
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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 022030 ** Victim Witness Program **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Victim Witness Program **										
GCR COMPANY	IT/Data Processing	CUST 19477 VICT WITN	314126	4/30/2025		5/15/2025	167		52.50	
									52.50	*
GCR COMPANY	Telephone	CUST 8000004974	314296	5/01/2025		5/09/2025	155		46.20	
									46.20	*
GCR COMPANY	Travel - Mileage	CUST 19477 VICT WITN	314126	4/30/2025		5/15/2025	167		52.50	
GCR COMPANY	Travel - Mileage	CUST 19477 VICT WITN	314126	4/30/2025		5/15/2025	167		52.50	-
LAUREN MEEKINS	Travel - Mileage	CONFERENCE MILEAGE	REIMB 05062025	5/06/2025		5/15/2025	257912		476.00	
									476.00	*
						TOTAL			574.70	

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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 031020 ** Sheriff **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Sheriff **										
BAY DIESEL CORPORATION	Equipment Repairs &	CUST NOTTSHF	1158599-IN	3/24/2025		5/15/2025	257926		486.00	
KUSTOM SIGNALS, INC.	Equipment Repairs &	CUST 12092	619292	4/30/2025		5/15/2025	172		185.60	
KUSTOM SIGNALS, INC.	Equipment Repairs &	CUST 12092	619293	4/30/2025		5/15/2025	172		233.60	
SHAWN STERN COMPUTER SERVI	Equipment Repairs &	ACCT NOTTOWAY001	71738	5/01/2025	60	5/15/2025	257934		511.30	
									1,416.50 *	
AT&T MOBILITY	Telephone	ACCT 287343303456	303456X05082025	4/30/2025		5/15/2025	257925		1,695.30	
									1,695.30 *	
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A1LEL8255BN7Z2	1KLN-TP3D-XN4H	4/17/2025		5/15/2025	169		6.89	
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A1LEL8255BN7Z2	1RC6-D9X4-XXWD	4/21/2025		5/15/2025	169		13.46	
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A1LEL8255BN7Z2	1314-PN73-31M9	4/24/2025		5/15/2025	169		33.31	
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A1LEL8255BN7Z25	141W-4LJH-CGV7	5/06/2025		5/15/2025	169		13.46-	
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 383 SHERIFF	596547	4/22/2025		5/15/2025	257931		359.96	
									400.16 *	
EAST COAST EMERGENCY	Vehicle Repairs & Ma	2025 FORD PI UTILITI	42308	4/29/2025		5/15/2025	171		846.95	
EAST COAST EMERGENCY	Vehicle Repairs & Ma	2025 FORD PI UTILITI	42405	5/06/2025		5/15/2025	171		270.40	
EPES SUPPLY CO.	Vehicle Repairs & Ma	SHER-MOUNT/BAL TIRES	730913	4/23/2025		5/15/2025	257928		144.00	
HUDSON'S CUSTOM EXHAUST &	Vehicle Repairs & Ma	SHER-2023 FORD INSPE	59911	4/25/2025		5/15/2025	257929		20.00	
HUDSON'S CUSTOM EXHAUST &	Vehicle Repairs & Ma	SHER-2023 FORD INSPE	59915	4/29/2025		5/15/2025	257929		20.00	
KENBRIDGE TIRE	Vehicle Repairs & Ma	SHER-2021 FORD EXPLO	11610	5/01/2025		5/15/2025	257930		25.00	
PARKER OIL CO.	Vehicle Repairs & Ma	ACCT 61515F-3 SHER	193558	4/07/2025		5/15/2025	257932		1,655.55	
PARKER OIL CO.	Vehicle Repairs & Ma	ACCT 61515F-3 SHER	201472	4/14/2025		5/15/2025	257932		1,430.69	
PARKER OIL CO.	Vehicle Repairs & Ma	ACCT 61515F-3 SHER	208044	4/21/2025		5/15/2025	257932		1,432.56	
PARKER OIL CO.	Vehicle Repairs & Ma	ACCT 61515F-3 SHER	215071	4/28/2025		5/15/2025	257932		1,479.59	
WOHLFORD'S RADAR	Vehicle Repairs & Ma	NOTT SHERIFF	891988	4/24/2025		5/15/2025	257935		168.00	
WRIGHT AUTO SUPPLY	Vehicle Repairs & Ma	ACCT 2350 SHER	928107	4/04/2025		5/15/2025	257936		25.38	
WRIGHT AUTO SUPPLY	Vehicle Repairs & Ma	ACCT 2350 SHER	928379	4/07/2025		5/15/2025	257936		7.79	
WRIGHT AUTO SUPPLY	Vehicle Repairs & Ma	ACCT 2350 SHER	929875	4/16/2025		5/15/2025	257936		249.66	
WRIGHT AUTO SUPPLY	Vehicle Repairs & Ma	ACCT 2350 SHER	930003	4/17/2025		5/15/2025	257936		12.99	
WRIGHT AUTO SUPPLY	Vehicle Repairs & Ma	ACCT 2350 SHER	930086	4/18/2025		5/15/2025	257936		249.66-	
									7,538.90 *	
AMAZON CAPITAL SERVICES	Police Supplies-Misc	ACCT A1LEL8255BN7Z2	1C1P-Y91T-RM6R	4/23/2025		5/15/2025	169		129.99	
									129.99 *	
AMAZON CAPITAL SERVICES	Uniforms	ACCT A1LEL8255BN7Z2	14LC-DJVJ-YW1K	4/21/2025		5/15/2025	169		29.99	
BENCHMARK COMMUNITY BANK	Uniforms	ACCT 9401-SHERIFF	9401 0525	5/01/2025		5/15/2025	257927		771.00	
READ'S UNIFORMS	Uniforms	ACCT 14148-99	313709-99	4/08/2025		5/15/2025	173		127.74	
READ'S UNIFORMS	Uniforms	ACCT 14148-99	315828-99	4/22/2025		5/15/2025	173		43.00	
									971.73 *	
ROBERT L JONES	Travel - Extradition	INMATE MEALS 043025	REIMB 04302025	4/30/2025		5/15/2025	257933		11.88	
									11.88 *	
BENCHMARK COMMUNITY BANK	Discretionary Fund-I	ACCT 9401-SHERIFF	9401 0525	5/01/2025		5/15/2025	257927		15.15	
BENCHMARK COMMUNITY BANK	Discretionary Fund-I	ACCT 9401-SHERIFF	9401 0525	5/01/2025		5/15/2025	257927		710.88	
									726.03 *	
BENCHMARK COMMUNITY BANK	K-9 Unit	ACCT 9401-SHERIFF	9401 0525	5/01/2025		5/15/2025	257927		203.33	
BENCHMARK COMMUNITY BANK	K-9 Unit	ACCT 9401-SHERIFF	9401 0525	5/01/2025		5/15/2025	257927		72.18	
									275.51 *	
						TOTAL			13,166.00	

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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 031020 ** Sheriff **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
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AP375
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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 031040 ** Central Dispatching **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Central Dispatching **										
BENCHMARK COMMUNITY BANK	Equipment Repairs &	ACCT 9401-SHERIFF	9401 0525	5/01/2025		5/15/2025	257927		137.50	
BENCHMARK COMMUNITY BANK	Equipment Repairs &	ACCT 9401-SHERIFF	9401 0525	5/01/2025		5/15/2025	257927		264.00	
									401.50	*
BRIGHTSPEED	Telephone	ACCT 309483213	405000086605	4/22/2025		5/15/2025	170		1,542.73	*
									1,542.73	*
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A1LEL8255BN7Z2	1KNC-VYXK-4WH3	5/02/2025		5/15/2025	169		16.19	
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A1LEL8255BN7Z2	1MX9-1XQF-1PPM	5/01/2025		5/15/2025	169		161.33	
									177.52	*
TOTAL									2,121.75	

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FROM DATE- 5/01/2025
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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 031050 ** School Resource Officers **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** School Resource Officers **										
EPES SUPPLY CO.		Vehicle Repairs & Ma SHER-MOUNT/BAL TIRES	730890	4/22/2025		5/15/2025	257928		144.00	
WRIGHT AUTO SUPPLY		Vehicle Repairs & Ma ACCT 2350 SHER	929411	4/14/2025		5/15/2025	257936		81.16	
									225.16	*
						TOTAL			225.16	

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AP375
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FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 032010 ** Emergency Services Expenses **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Emergency Services Expenses **										
CARD SERVICES CENTER	Telephone	ACCT 0221	0221 0525	5/09/2025		5/30/2025	258045		.99	
VERIZON WIRELESS	Telephone	ACCT 842030264-00001	6113232021	5/10/2025		5/22/2025	257965		94.29	
GCR COMPANY	Telephone - EOC	CUST 8000004974	314296	5/01/2025		5/09/2025	155		95.28	*
AMAZON CAPITAL SERVICES	Office Supplies	A118IWMQYRJMMT	1T9K-T449-PJ73	4/06/2025		5/09/2025	152		277.18	*
AMAZON CAPITAL SERVICES	Emergency Operations	A118IWMQYRJMMT	1PFN-GRPQ-767P	4/07/2025		5/09/2025	152		84.27	*
AMAZON CAPITAL SERVICES	HAZ-MAT Response Uni	A118IWMQYRJMMT	1J7M-Y6H7-JWQD	4/05/2025		5/09/2025	152		18.42	*
AMAZON CAPITAL SERVICES	HAZ-MAT Response Uni	A118IWMQYRJMMT	14WX-KD11-MJCQ	4/06/2025		5/09/2025	152		551.22	
CARD SERVICES CENTER	Fire & EMS Training/	ACCT 0221	0221 0525	5/09/2025		5/30/2025	258045		239.99	
SIMSUSHARE	Fire & EMS Training/	LICENSES & EXERCISE	21004	4/30/2025		5/09/2025	257869		791.21	*
KNOX COMPANY	Knox Box Upgrade	ACCT 122697	INV-KA-393702	4/08/2025		5/22/2025	258008		298.00	
KNOX COMPANY	Knox Box Upgrade	ACCT 122697	INV-KA-401711	4/30/2025		5/22/2025	258008		2,850.00	
									3,148.00	*
									456.00	
									659.00	
									1,115.00	*
TOTAL									5,529.36	

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AP375
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FROM DATE- 5/01/2025
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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 033010 ** Regional Jail & Detention **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Regional Jail & Detention **										
IRONGATE BOUNDARY MGMT	Piedmont Region Juve	MONITORING	030325 BP0225	3/03/2025		5/09/2025	257857		2,193.75	
IRONGATE BOUNDARY MGMT	Piedmont Region Juve	MONITORING	040425 BP0325	4/04/2025		5/09/2025	257857		2,328.75	
IRONGATE BOUNDARY MGMT	Piedmont Region Juve	MONITORING	120224 BP1124	12/02/2024		5/09/2025	257857		573.75	
PIEDMONT REGIONAL JUVENILE	Piedmont Region Juve	MONITORING	2329	3/04/2025		5/09/2025	257868		5,250.00	
PIEDMONT REGIONAL JUVENILE	Piedmont Region Juve	MONITORING	2339	4/04/2025		5/09/2025	257868		6,750.00	
								17,096.25	*	
TOTAL									17,096.25	

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TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 034010 ** Building Official **

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>PO#</u>	<u>CHECK DATE</u>	<u>CHECK#</u>	<u>\$\$</u>	<u>PAY</u>	<u>\$\$</u>
** Building Official **										
GCR COMPANY	Telephone	CUST 8000004974	314296	5/01/2025		5/09/2025	155		46.20	
VERIZON WIRELESS	Telephone	ACCT 842030264-00001	6113232021	5/10/2025		5/22/2025	257965		89.29	
									135.49	*
CARD SERVICES CENTER	VDHCD 2% Levy on Per	ACCT 0221	0221 0525	5/09/2025		5/30/2025	258045		811.97	*
									811.97	*
CARD SERVICES CENTER	Training	ACCT 0221	0221 0525	5/09/2025		5/30/2025	258045		240.00	*
									240.00	*
TOTAL									1,187.46	

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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 035010 ** Animal Control **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Animal Control **										
NOTTOWAY PUBLISHING CO.,	Advertising	ADVERTISING	ADMIN 033125	3/31/2025		5/09/2025	156		58.00	
NOTTOWAY PUBLISHING CO.,	Advertising	ADVERTISING	ADMIN 033125	3/31/2025		5/09/2025	156		115.00	
									173.00	*
HURT & SONS LLC	Hurt & Sons Contract	CONTRACTOR - SHELTER	SHELTER 050125	5/01/2025		5/07/2025	257773		79,349.57	
									79,349.57	*
SOLEX ARCHITECTURE, INC.	Solex Architecture -	SHELTER ARCHITECT	2162	4/15/2025		5/09/2025	257870		1,266.85	
SOLEX ARCHITECTURE, INC.	Solex Architecture -	PROJECT # 20240029	2185	5/15/2025		5/27/2025	258037		1,050.00	
									2,316.85	*
SOUTHSIDE ELECTRIC COOP	Electricity	ACCT 23043011	23043011 0425	4/25/2025		5/05/2025	257759		237.57	
									237.57	*
BRIGHTSPEED	Telephone	ACCT 471395081 AC	470000130460	4/24/2025		5/07/2025	149		161.52	
VERIZON WIRELESS	Telephone	ACCT 842030264-00001	6113232021	5/10/2025		5/22/2025	257965		98.56	
									260.08	*
AMAZON CAPITAL SERVICES	Dog Food & Supplies	ACCT A118IWMQYRJMMT	19MP-TCVN-MVJR	4/16/2025		5/15/2025	166		49.95	
									49.95	*
RICK'S AUTO SERVICE, INC.	Vehicle Maintenance	ACO-2018 FORD EXPLOR	97273	4/22/2025		5/15/2025	257915		177.32	
									177.32	*
VILLAGE VETERINARY SVC	Vetting	VETTING	85701	4/21/2025		5/09/2025	257876		301.06	
									301.06	*
TOTAL									82,865.40	

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ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 043020 ** General Properties **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** General Properties **										
A & A PLUMBING	Repairs & Maintenanc	REPAIR TO SEWER LINE	956777	5/19/2025		5/27/2025	258021		825.00	
A & A PLUMBING	Repairs & Maintenanc	UNCLOG SEWER LINE	966841	3/25/2025		5/07/2025	257801		150.00	
AMAZON CAPITAL SERVICES	Repairs & Maintenanc	ACCT A118IWMQYRJMMT	11YD-NK1Y-7X6K	5/12/2025		5/15/2025	166		122.20	
AUSTIN'S CONSTRUCTION	Repairs & Maintenanc	SHER-REPAIR TO SEWER	AUSTIN 04122025	4/12/2025		5/14/2025	257878		2,100.00	
BOOKER'S SUPPLY, INC.	Repairs & Maintenanc	NOTT CO MAINTENANCE	334416	5/12/2025		5/15/2025	257904		34.37	
NORTHWEST ACE HARDWARE	Repairs & Maintenanc	CUST 242648	21293	4/23/2025		5/07/2025	257812		107.04	
NORTHWEST ACE HARDWARE	Repairs & Maintenanc	CUST 242648	21494	5/02/2025		5/14/2025	257887		38.68	
PRICE SUPPLY CO., INC.	Repairs & Maintenanc	ACCT NOT100	ORD 2505-C13670	5/14/2025		5/27/2025	258035		615.25	
PRICE SUPPLY CO., INC.	Repairs & Maintenanc	ACCT NOT100	ORD 2505-C13925	5/19/2025		5/27/2025	258035		44.74	
PRICE SUPPLY CO., INC.	Repairs & Maintenanc	ACCT NOT100	ORD 2505-C13926	5/19/2025		5/27/2025	258035		35.52	
VIRGINIA FILTERS AND SUPPL	Repairs & Maintenanc	LRA PARK & OFC	25069	5/14/2025		5/15/2025	257917		81.27	
DAVID REDFORD	Repairs & Maintenanc	REIMBURSEMENT	REIMB 04232025	4/23/2025		5/07/2025	257808		31.74	
									4,185.81	*
BUREAU VERITAS NATIONAL EL	Elevator/Alarm Inspe	CUST 4863956	RI 25008916	4/11/2025		5/07/2025	150		235.00	
OTIS ELEVATOR COMPANY	Elevator/Alarm Inspe	CUST 679113	F10000234256	5/05/2025		5/27/2025	258033		125.00	
									360.00	*
DOMINION ENERGY VIRGINIA	Electricity	ACCT 000130232507	130232507 0425	4/30/2025		5/14/2025	257883		845.58	
DOMINION ENERGY VIRGINIA	Electricity	ACCT 001360257503	1360257503 0425	4/15/2025		5/07/2025	257809		301.56	
DOMINION ENERGY VIRGINIA	Electricity	ACCT 001360257503	1360257503 0525	5/15/2025		5/27/2025	258026		336.76	
DOMINION ENERGY VIRGINIA	Electricity	ACCT 000140195009	140195009 0425	4/30/2025		5/14/2025	257883		872.49	
DOMINION ENERGY VIRGINIA	Electricity	ACCT 002799777400	2799777400 0525	5/15/2025		5/27/2025	258042		88.52	
DOMINION ENERGY VIRGINIA	Electricity	ACCT 000820237501	820237501 0425	4/30/2025		5/14/2025	257883		2,175.77	
									4,620.68	*
AVA HEATING & COOLING	HVAC	GDC-COM ATTY CRTHSE	I-23717-1	5/01/2025		5/14/2025	257880		1,082.41	
									1,082.41	*
TOWN OF CREWE	Water & Sewer	ACCT 007-0003100-1	0070003100 0425	4/21/2025		5/07/2025	257816		21.00	
TOWN OF CREWE	Water & Sewer	ACCT 007-0003100-1	0070003100 0525	5/20/2025		5/27/2025	258038		21.00	
TOWN OF CREWE	Water & Sewer	ACCT 007-0003140-1	0070003140 0425	4/21/2025		5/07/2025	257816		60.59	
TOWN OF CREWE	Water & Sewer	ACCT 007-0003140-1	0070003140 0525	5/20/2025		5/27/2025	258038		69.39	
									171.98	*
CARD SERVICES CENTER	Office Supplies	ACCT 0221	0221 0525	5/09/2025		5/30/2025	258045		7.57	
CARD SERVICES CENTER	Office Supplies	ACCT 0221	0221 0525	5/09/2025		5/30/2025	258045		51.60	
									59.17	*
AMAZON CAPITAL SERVICES	Custodial Supplies	ACCT A118IWMQYRJMMT	11YD-NK1Y-7X6K	5/12/2025		5/15/2025	166		42.42	
DIAMOND PAPER CO., INC.	Custodial Supplies	CUST 101530 MAINT	349118-2	4/24/2025		5/14/2025	164		67.19	
DIAMOND PAPER CO., INC.	Custodial Supplies	CUST 101530	351009	5/22/2025		5/27/2025	183		630.59	
DIAMOND PAPER CO., INC.	Custodial Supplies	CUST 101530	351400	5/22/2025		5/27/2025	183		50.00	
DAVID REDFORD	Custodial Supplies	CUSTODIAL SUPPLIES	REIMB 05152025	5/15/2025		5/15/2025	257908		315.88	
									1,106.08	*
AARON'S MOBILE DETAILING L	Vehicle Repairs & Ma	CLEAN 5 COUNTY CARS	000007	4/22/2025		5/07/2025	257802		240.00	
AUTOMOTIVE EXCELLENCE	Vehicle Repairs & Ma	CREDIT FOR INV 16238	CREDIT 143046	5/21/2025		5/27/2025	258022		17.10	-
AUTOMOTIVE EXCELLENCE	Vehicle Repairs & Ma	2009 FORD VICTORIA	16238	5/21/2025		5/27/2025	258022		1,031.18	
PAYNE'S REPAIR SERVICE	Vehicle Repairs & Ma	2015 JEEP COMPASS	3995	5/22/2025		5/27/2025	258034		1,146.96	
ROGER'S AUTO SERVICE	Vehicle Repairs & Ma	2009 FORD TAG154425L	4290-16	5/13/2025		5/15/2025	257916		71.98	
									2,473.02	*
AMAZON CAPITAL SERVICES	Capital Outlay	ACCT A118IWMQYRJMMT	1XNT-MC6H-DGLT	3/03/2025		5/07/2025	148		110.69	

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CARD SERVICES CENTER	Capital Outlay	ACCT 0221	0221 0525	5/09/2025		5/30/2025	258045	1,702.50		
XTREME SIGNS & GRAPHICS	Capital Outlay		21558	5/13/2025		5/27/2025	258041	1,085.00		
								2,898.19	*	
						TOTAL		16,957.34		

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** Mental Health Services**										
CROSSROADS SERVICES BOARD	Crossroads Community	FY25 4TH QTR MATCH	FY25 4TH QTR	4/18/2025		5/07/2025	257807	18,952.75		
								18,952.75	*	
						TOTAL		18,952.75		

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DEPT # - 053010 ** Dept of Social Services **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Dept of Social Services **										
BENCHMARK COMMUNITY BANK	Professional Service	VISA ACCT 0914 DSS	0194 0525	5/01/2025		5/22/2025	257964		29.99	
CHECK IN SYSTEMS INC	Professional Service	ACCT NOTTOWAYDSS	NOTTOWAYDSS2025	4/29/2025		5/07/2025	257805		449.00	
FULCRUM COUNSELORS, LLC	Professional Service	FAMILY PARTNERSHIP	4285	5/13/2025		5/22/2025	258000		300.00	
FULCRUM COUNSELORS, LLC	Professional Service	FAMILY PARTNERSHIP	4286	5/13/2025		5/22/2025	258000		300.00	
FULCRUM COUNSELORS, LLC	Professional Service	FAMILY PARTNERSHIP	4287	5/13/2025		5/22/2025	258000		300.00	
GRAVITT LAW GROUP PLC	Professional Service	MATTER 2024-00185-M	30734	4/01/2025		5/07/2025	257810		260.00	
GRAVITT LAW GROUP PLC	Professional Service	MATTER 2024-00580-M	30735	4/01/2025		5/07/2025	257810		75.00	
GRAVITT LAW GROUP PLC	Professional Service	MATTER 2025-00203-M	30736	4/01/2025		5/07/2025	257810		1,745.00	
GRAVITT LAW GROUP PLC	Professional Service	MATTER 2025-00241-M	30737	4/01/2025		5/07/2025	257810		225.00	
GRAVITT LAW GROUP PLC	Professional Service	MATTER 2025-00244	30738	4/01/2025		5/07/2025	257810		1,275.00	
GRAVITT LAW GROUP PLC	Professional Service	MATTER 2025-00310-M	30739	4/01/2025		5/07/2025	257810		60.00	
GRAVITT LAW GROUP PLC	Professional Service	MATTER 97-460 DDS	30740	4/01/2025		5/07/2025	257810		45.00	
GRAVITT LAW GROUP PLC	Professional Service	2017-381	31096	5/01/2025		5/30/2025	258047		100.00	
GRAVITT LAW GROUP PLC	Professional Service	2022-01162	31097	5/01/2025		5/30/2025	258047		65.00	
GRAVITT LAW GROUP PLC	Professional Service	2023-00238	31098	5/01/2025		5/30/2025	258047		60.00	
GRAVITT LAW GROUP PLC	Professional Service	2023-01185	31099	5/01/2025		5/30/2025	258047		1,000.00	
GRAVITT LAW GROUP PLC	Professional Service	2024-00185	31100	5/01/2025		5/30/2025	258047		60.00	
GRAVITT LAW GROUP PLC	Professional Service	2024-00580	31101	5/01/2025		5/30/2025	258047		105.00	
GRAVITT LAW GROUP PLC	Professional Service	2025-00203	31102	5/01/2025		5/30/2025	258047		1,155.00	
GRAVITT LAW GROUP PLC	Professional Service	2025-00241	31103	5/01/2025		5/30/2025	258047		110.00	
GRAVITT LAW GROUP PLC	Professional Service	2025-00244 NDSS	31104	5/01/2025		5/30/2025	258047		815.00	
GRAVITT LAW GROUP PLC	Professional Service	2025-00363	31105	5/01/2025		5/30/2025	258047		305.00	
GRAVITT LAW GROUP PLC	Professional Service	2025-00397-M	31106	5/01/2025		5/30/2025	258048		507.50	
PROPIO LANGUAGE SERVICES	Professional Service	ACCT 5399	0053990425	5/05/2025		5/15/2025	168		71.28	
STERICYCLE, INC.	Professional Service	CUST 1000234011	8010574460	4/25/2025		5/07/2025	257814		249.80	
STERICYCLE, INC.	Professional Service	CUSTOMER 1000234011	8010879830	5/25/2025		5/30/2025	258054		249.80	
									9,917.37 *	
CRYSTAL SPRINGS	Equipment Repairs &	ACCT 985248123457043	23457043 050925	5/09/2025		5/22/2025	174		6.99	*
									6.99	*
PITNEY BOWES BANK, INC.	Postage	19105303-DSS POSTAGE	19105303 0525	5/05/2025		5/15/2025	257914		400.00	*
									400.00	*
BRIGHTSPEED	Telecommunications	ACCT 310142004 DSS	440000082256	4/22/2025		5/07/2025	149		275.17	
COMMONWEALTH OF VA	Telecommunications	NOT CO DSS ACCT 6135	T470737	5/01/2025		5/15/2025	257905		606.16	
KINEX TELECOM	Telecommunications	SUB-2212-00006862	INV2505-0056562	5/11/2025		5/22/2025	258007		382.94	
									1,264.27 *	
BENCHMARK COMMUNITY BANK	Office Supplies	VISA ACCT 0914 DSS	0194 0525	5/01/2025		5/22/2025	257964		3.65	
BENCHMARK COMMUNITY BANK	Office Supplies	VISA ACCT 0202 DSS	0202 0525	5/01/2025		5/22/2025	257966		12.00	
BENCHMARK COMMUNITY BANK	Office Supplies	VISA ACCT 0210 DSS	0210 0525	5/01/2025		5/22/2025	257960		11.04	
CRYSTAL SPRINGS	Office Supplies	ACCT 985248123457043	23457043 050925	5/09/2025		5/22/2025	174		67.12	
KEY OFFICE SUPPLY, INC.	Office Supplies	NOTT CO DSS ACCT	596013	3/31/2025		5/07/2025	257811		80.40	
KEY OFFICE SUPPLY, INC.	Office Supplies	NOTT CO DSS ACCT	596014	3/31/2025		5/07/2025	257811		235.90	
KEY OFFICE SUPPLY, INC.	Office Supplies	NOTT CO DSS ACCT	596494	4/18/2025		5/07/2025	257811		329.71	
KEY OFFICE SUPPLY, INC.	Office Supplies	NOTT CO DSS ACCT	596514	4/21/2025		5/07/2025	257811		234.95	
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 905 NOTT CO DSS	597109	5/13/2025		5/22/2025	258006		109.99	
KEY OFFICE SUPPLY, INC.	Office Supplies	ACCT 905 NOTT CO DSS	597110	5/13/2025		5/22/2025	258006		219.91	
									1,304.67 *	

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MELISSA WALLACE	Travel - Mileage	BPRO CONFERENCE	REIMB 04302025	4/30/2025		5/22/2025	257961	136.92		
LAKIETA PAIGE	Travel - Mileage	CONFERENCE-MEALS	REIMB 05022025	5/02/2025		5/15/2025	257911	42.62		
								179.54	*	
MELISSA WALLACE	Travel - Convention	BPRO CONFERENCE	REIMB 04302025	4/30/2025		5/22/2025	257961	86.28		
								86.28	*	
COUNTY OF NOTTOWAY	Rent of Building	MAY RENT FOR DSS	RENT 0525	5/01/2025		5/15/2025	257906	3,126.00		
								3,126.00	*	
						TOTAL		16,285.12		

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ACCOUNTS PAYABLE LIST
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DEPT # - 057070 ** Child Services Act **

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** Child Services Act **										
CROSSROADS SERVICES BOARD	Mandated Services	CLIENT 1018214 DM	010925DM	1/09/2025		5/09/2025	257851		550.00	
CROSSROADS SERVICES BOARD	Mandated Services	CLIENT 1018214 DM	041025DM	4/10/2025		5/09/2025	257851		550.00	
GRAFTON SCHOOL, INC.	Mandated Services	SPEECH THERAPY	WW - 0325	3/01/2025		5/09/2025	257855		7,054.00	
HALLMARK YOUTHCARE	Mandated Services	MONTGOMERY,D.	4581 - 0325	3/01/2025		5/09/2025	257856		3,520.00	
NORTHSTAR ACADEMY INC.	Mandated Services	PUBLIC TUITION	27921	3/31/2025		5/09/2025	257864		4,840.00	
TYLAR BURKE	Mandated Services	FAMILY FOSTER CARE	040125TB	4/01/2025		5/09/2025	257873		836.00	
UNITED METHODIST FAMILY SE	Mandated Services	CASE 00012646	112748-CL-00001	4/08/2025		5/09/2025	257874		4,557.00	
UNITED METHODIST FAMILY SE	Mandated Services	CASE 00012646	112748-CL-00002	4/08/2025		5/09/2025	257874		836.00	
UNITED METHODIST FAMILY SE	Mandated Services	CASE 00012646	112748-CL-00003	4/08/2025		5/09/2025	257874		896.00	
UNITED METHODIST FAMILY SE	Mandated Services	CASE 00010846	112748-CL-00006	4/08/2025		5/09/2025	257874		4,557.00	
UNITED METHODIST FAMILY SE	Mandated Services	CASE 00013853	112748-CL-00007	4/08/2025		5/09/2025	257874		5,284.00	
UNITED METHODIST FAMILY SE	Mandated Services	CASE 00013853	112748-CL-00007	4/08/2025		5/09/2025	257874		.60	
TASKIDS INC/SPIRITOS SCHOO	Mandated Services	SPECIAL EDUCATION	CS-0425	4/01/2025		5/09/2025	257871		12,030.00	
TASKIDS INC/SPIRITOS SCHOO	Mandated Services	SPECIAL EDUCATION	CS-0425	4/01/2025		5/09/2025	257871		12,030.00-	
ELEXIS TRAVIS	Mandated Services	FAMILY FOSTER CARE	040125CJ	4/01/2025		5/09/2025	257853		836.00	
ELEXIS TRAVIS	Mandated Services	FAMILY FOSTER CARE	041025CJ	4/10/2025		5/09/2025	257853		369.58	
									34,686.18	*
AMAZON CAPITAL SERVICES	Office Supplies	A118IWMQYRJMMT	1XCN-GKCR-LT3J	4/15/2025		5/09/2025	152		47.36	
									47.36	*
TOTAL									34,733.54	

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TOWN OF BLACKSTONE	**RECREATION/CULTURE/TRANSPORT**									
	Town Contribution - RECREATION		FY25 REC	5/30/2025		5/30/2025	258055	6,000.00		
								6,000.00	*	
						TOTAL		6,000.00		

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** Library Administration **										
SOUTHERN COPIER SALES &	Equipment Repairs &	TCC CONTRACT	INV013308	4/11/2025		5/07/2025	257770	360.00		
								360.00	*	
SOUTHERN COPIER SALES &	Advertising	TCC CONTRACT COPIER	INV013307	4/11/2025		5/07/2025	257770	57.87		
								57.87	*	
BRIGHTSPEED	Telephone	ACCT 310153917 LIB	440000082339	4/22/2025		5/07/2025	146	74.97		
SHENTEL	Telephone	ACCT 464204 LIB	464204 0525	5/01/2025		5/14/2025	257889	53.93		
SHENTEL	Telephone	ACCT 512845 LIB	512845 0525	5/01/2025		5/14/2025	257889	85.00		
SHENTEL	Telephone	ACCT 512845 LIB	512845 0525	5/01/2025		5/14/2025	257889	85.00-		
SHENTEL	Telephone	ACCT 512845 LIB	512845 0525	5/01/2025		5/14/2025	257889	32.39		
								161.29	*	
SHENTEL	Internet Access / WE	ACCT 464204 LIB	464204 0525	5/01/2025		5/14/2025	257889	80.00		
SHENTEL	Internet Access / WE	ACCT 512845 LIB	512845 0525	5/01/2025		5/14/2025	257889	32.39		
SHENTEL	Internet Access / WE	ACCT 512845 LIB	512845 0525	5/01/2025		5/14/2025	257889	85.00		
SHENTEL	Internet Access / WE	ACCT 512845 LIB	512845 0525	5/01/2025		5/14/2025	257889	32.39-		
								165.00	*	
AMAZON CAPITAL SERVICES	Office Supplies	ACCT A25L27P1Z1TFUJ	1HY6-HD43-KYWG	5/01/2025		5/07/2025	145	110.96		
IPRINT TECHNOLOGIES	Office Supplies	CUST NOTT001	1221550	4/22/2025		5/07/2025	257765	432.00		
JACQUELINE ZATAWESKI	Office Supplies	REIMBURSEENT	REIMB 04172025	4/17/2025		5/07/2025	257766	5.58		
								548.54	*	
RED OWL CLEANING SVC, LLC	Custodial Services	ACCT 700-003 MAY 25	700-003 0525	5/04/2025		5/07/2025	257769	344.00		
								344.00	*	
AMAZON CAPITAL SERVICES	Books & Periodicals	ACCT A25L27P1Z1TFUJ	1HY6-HD43-KYWG	5/01/2025		5/07/2025	145	1,188.99		
CENTER POINT LARGE PRINT	Books & Periodicals	LIBRARY BOOKS	2158595	4/01/2025		5/07/2025	257762	46.74		
CENTER POINT LARGE PRINT	Books & Periodicals	LIBRARY BOOKS	2164347	5/01/2025		5/22/2025	257995	46.74		
CHILDREN'S PLUS INC.	Books & Periodicals	ACCT VANOTT	260230	5/08/2025		5/22/2025	257996	336.17		
JACQUELINE ZATAWESKI	Books & Periodicals	REIMBURSEMENT	REIMB 04282025	4/28/2025		5/07/2025	257766	233.23		
WALLACEBURG BOOKBINDING	Books & Periodicals	CUST 317886	INV013307	4/11/2025		5/07/2025	257771	206.23		
								2,058.10	*	
MIDWEST TAPE, LLC	AV & Electronic Medi	CUST 2000016259	507111078	4/30/2025		5/07/2025	147	183.29		
EDUCATE STATION LLC	AV & Electronic Medi	SUBSCRIPTION RENEW	1500	5/02/2025		5/07/2025	257764	200.00		
								383.29	*	
AMAZON CAPITAL SERVICES	Summer Reading Progr	ACCT A25L27P1Z1TFUJ	1HY6-HD43-KYWG	5/01/2025		5/07/2025	145	32.98		
CAPITAL ONE	Summer Reading Progr	ACCT 635964 LIBRARY	1662177812	4/19/2025		5/07/2025	257761	44.55		
JACQUELINE ZATAWESKI	Summer Reading Progr	REIMBURSEMENT	REIMB 04282025	4/28/2025		5/07/2025	257766	25.48		
								103.01	*	
JACQUELINE ZATAWESKI	Travel	REIMBURSEMENT	REIMB 04282025	4/28/2025		5/07/2025	257766	76.09		
								76.09	*	
BRYON SAPP	Travel-Library Deliv	DELIVERIES FOR MAY	SAPP APRIL 25	4/30/2025		5/07/2025	257760	434.00		
								434.00	*	
JACQUELINE ZATAWESKI	Dues & Membership	REIMBURSEENT	REIMB 04172025	4/17/2025		5/07/2025	257766	210.00		
								210.00	*	
AMAZON CAPITAL SERVICES	Literacy Books & Sup	ACCT A25L27P1Z1TFUJ	1HY6-HD43-KYWG	5/01/2025		5/07/2025	145	64.65		
KATHLEEN OLIVER	Literacy Books & Sup	REIMBURSE BOOK PURCH	REIMB 05202025	5/25/2025		5/22/2025	258005	33.78		
								98.43	*	
DE LAGE LANDEN	Library Equip/Comput	ACCT 785537	590092858	5/01/2025		5/22/2025	176	198.85		
								198.85	*	

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
JESSICA FAAS	Contractual Services	ESOL PREP & INSTRUCT	FAAS 04142025	4/14/2025		5/07/2025	257767		62.50	
JESSICA FAAS	Contractual Services	ESOL PREP & INSTRUCT	FAAS 04212025	4/21/2025		5/07/2025	257767		62.50	
JESSICA FAAS	Contractual Services	ESOL PREP & INSTRUCT	FAAS 04282025	4/28/2025		5/07/2025	257767		62.50	
JESSICA FAAS	Contractual Services	ESOL PREP & INSTRUCT	FAAS 05052025	5/05/2025		5/07/2025	257767		62.50	
JESSICA FAAS	Contractual Services	ESOL PREP & INSTRUCT	FAAS 05132025	5/13/2025		5/22/2025	258004		62.50	
JESSICA FAAS	Contractual Services	ESOL PREP & INSTRUCT	FAAS 05192025	5/19/2025		5/22/2025	258004		62.50	
DEMETRIUS NELSON	Contractual Services	10.5 HRS APRIL 25	40	4/30/2025		5/07/2025	257763		416.00	
YOGA WITH COSIMA, LLC	Contractual Services	YOGA CLASS	54	4/14/2025		5/07/2025	257772		75.00	
YOGA WITH COSIMA, LLC	Contractual Services	YOGA CLASS	55	4/21/2025		5/07/2025	257772		75.00	
YOGA WITH COSIMA, LLC	Contractual Services	YOGA CLASS	56	4/28/2025		5/07/2025	257772		75.00	
YOGA WITH COSIMA, LLC	Contractual Services	YOGA CLASS	57	5/05/2025		5/07/2025	257772		75.00	
									1,091.00	*
MOBILE BEACON	Library Technology B	HOTSPOT YRLY RENEWAL	A-018521-202505	5/03/2025		5/07/2025	257768		120.00	
JACQUELINE ZATAWESKI	Library Technology B	REIMBURSEENT	REIMB 04172025	4/17/2025		5/07/2025	257766		120.00	
									240.00	*
DOLLYWOOD FOUNDATION	Imagination Library	VANOTTOWAY	06252966	6/01/2025		5/22/2025	257999		319.95	
									319.95	*
						TOTAL			6,849.42	

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TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 081010 ** Planning **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
	** Planning **									
THE CREWE-BURKEVILLE	Advertising	ADVERTISING	136	5/02/2025		5/09/2025	158		322.50	
THE CREWE-BURKEVILLE	Advertising	ADVERTISING	136	5/02/2025		5/09/2025	158		322.50	
NOTTOWAY PUBLISHING CO.,	Advertising	ADVERTISING	ADMIN 033125	3/31/2025		5/09/2025	156		362.00	
NOTTOWAY PUBLISHING CO.,	Advertising	ADVERTISING	ADMIN 033125	3/31/2025		5/09/2025	156		314.00	
									1,321.00	*
GCR COMPANY	Telephone	CUST 8000004974	314296	5/01/2025		5/09/2025	155		46.20	
VERIZON WIRELESS	Telephone	ACCT 842030264-00001	6113232021	5/10/2025		5/22/2025	257965		49.28	
									95.48	*
						TOTAL			1,416.48	

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AP375
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TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 081020 ** Zoning Board **

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>PO#</u>	<u>CHECK DATE</u>	<u>CHECK#</u>	<u>\$\$</u>	<u>PAY</u>	<u>\$\$</u>
NOTTOWAY PUBLISHING CO.	** Zoning Board ** Advertising	ADVERTISING	ADMIN 033125	3/31/2025		5/09/2025	156	191.00		
								191.00	*	
						TOTAL		191.00		

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AP375
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TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 081080 ** Economic Development **

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>PO#</u>	<u>CHECK DATE</u>	<u>CHECK#</u>	<u>\$\$</u>	<u>PAY</u>	<u>\$\$</u>
LOOPNET	** Economic Development ** Advertising	ACCT 285009971	122277620-01	5/02/2025		5/09/2025	257861	65.00		
						TOTAL		65.00 *		
								65.00		

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AP375
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TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 083050 ** Cooperative Extension **

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>PO#</u>	<u>CHECK DATE</u>	<u>CHECK#</u>	<u>\$\$</u>	<u>PAY</u>	<u>\$\$</u>
** Cooperative Extension **										
VA TECH BURSAR'S OFFICE	Salaries & Wages	FY2025 3RD QTR	202503	4/09/2025		5/09/2025	257875	6,381.06		
VA TECH BURSAR'S OFFICE	Salaries & Wages	FY2025 3RD QTR	202503	4/09/2025		5/09/2025	257875	6,072.00		
								12,453.06	*	
VA TECH BURSAR'S OFFICE	FICA	FY2025 3RD QTR	202503	4/09/2025		5/09/2025	257875	464.51		
								464.51	*	
VA TECH BURSAR'S OFFICE	VRS	FY2025 3RD QTR	202503	4/09/2025		5/09/2025	257875	2,135.74		
								2,135.74	*	
KINEX TELECOM	Telephone	ACCT SUB230800007938	INV2505-0056439	5/09/2025		5/15/2025	257910	193.49		
								193.49	*	
TOTAL								15,246.80		

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AP375
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FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 094093

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
NOTTOWAY COUNTY PUBLIC SCH	Interfund Transfer	MONTHLY APPROP.	FY 25-08	5/30/2025		5/30/2025	258052	706,331.21		
								706,331.21	*	
						TOTAL		706,331.21		
					FUND TOTAL			1,013,276.24		

6/13/2025
AP375
FUND # - 204

FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 081310 ** Pickett General Property **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Pickett General Property **										
CREWE TRACTOR & FINANCE	Repairs & Maintenanc	CUST NOTTOWAY COUNTY	01-26566	5/15/2025		5/15/2025	257907		765.67	
EPES SUPPLY CO.	Repairs & Maintenanc	LRA TUBE INSTALLED	731320	5/21/2025		5/27/2025	258043		35.00	
NORTHWEST ACE HARDWARE	Repairs & Maintenanc	CUST 242648	21058	4/09/2025		5/09/2025	257865		27.89	
NORTHWEST ACE HARDWARE	Repairs & Maintenanc	ACCT 242648	21062	4/09/2025		5/09/2025	257865		61.99	
NORTHWEST ACE HARDWARE	Repairs & Maintenanc	CUST 242648	21085	4/10/2025		5/09/2025	257866		43.06	
NORTHWEST ACE HARDWARE	Repairs & Maintenanc	CUST 242648 LRA	21537	5/05/2025		5/22/2025	258009		43.16	
NORTHWEST ACE HARDWARE	Repairs & Maintenanc	CUST 242648 LRA	21594	5/07/2025		5/22/2025	258009		36.98	
NORTHWEST ACE HARDWARE	Repairs & Maintenanc	CUST 242648 LRA	21650	5/09/2025		5/22/2025	258009		31.47	
PAYNE'S REPAIR SERVICE	Repairs & Maintenanc	LRA 1900 FORD 4610	3637	5/15/2025		5/15/2025	257913		708.14	
PAYNE'S REPAIR SERVICE	Repairs & Maintenanc	LRA 1900 FORD 2910	3638	5/15/2025		5/15/2025	257913		773.77	
									2,527.13 *	
AVA HEATING & COOLING	Repairs & Maintenanc	LRA-2193 MILITARY RD	I-23643-1	4/17/2025		5/07/2025	257804		4,975.00	
AVA HEATING & COOLING	Repairs & Maintenanc	LRA-2193 MILITARY RD	I-23643-2	4/21/2025		5/07/2025	257804		550.00	
NORTHWEST ACE HARDWARE	Repairs & Maintenanc	CUST 242648	20926	4/02/2025		5/09/2025	257865		2.69	
									5,527.69 *	
SOUTHSIDE ELECTRIC COOP	Electricity	110867004 PICKETT GP	110867004 0425	4/25/2025		5/14/2025	257891		205.33	
SOUTHSIDE ELECTRIC COOP	Electricity	110867007 PICKETT GP	110867007 0425	4/25/2025		5/14/2025	257891		292.55	
SOUTHSIDE ELECTRIC COOP	Electricity	110867008 PICKETT GP	110867008 0425	4/25/2025		5/14/2025	257891		106.15	
SOUTHSIDE ELECTRIC COOP	Electricity	110867029 PICKETT GP	110867029 0425	4/25/2025		5/14/2025	257892		26.63	
SOUTHSIDE ELECTRIC COOP	Electricity	110867038 PICKETT GP	110867038 0425	4/25/2025		5/14/2025	257892		28.58	
									659.24 *	
AVA HEATING & COOLING	Utilities		I-23751-1	5/09/2025		5/22/2025	257994		202.50	
VIRGINIA UTILITY PROTECTIO	Utilities	LRA NCO118	04250355	4/30/2025		5/14/2025	257900		20.70	
									223.20 *	
TOWN OF BLACKSTONE	Water & Sewer	ACCT 6043 PICKETT GP	6043 0525	5/01/2025		5/14/2025	257895		79.37	
TOWN OF BLACKSTONE	Water & Sewer	ACCT 6051 PICKETT GP	6051 0525	5/01/2025		5/14/2025	257895		79.37	
TOWN OF BLACKSTONE	Water & Sewer	ACCT 8362 PICKETT GP	8362 0525	5/01/2025		5/14/2025	257896		79.37	
									238.11 *	
RICK'S AUTO SERVICE, INC.	Repairs & Maintenanc	2004 CROWN VIC LRA	97573	5/22/2025		5/27/2025	258036		366.00	
									366.00 *	
JOHN W. HILL	Travel - Mileage	MILEAGE APRIL 2025	REIMB 05012025	5/01/2025		5/14/2025	257885		241.50	
									241.50 *	
						TOTAL			9,782.87	

6/13/2025
AP375
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FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 081320 ** Pickett Park Lodge **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Pickett Park Lodge **										
AMAZON CAPITAL SERVICES	Facilities Repairs &	ACCT A118IWMQYRJMMT	1NKX-DJCK-LN7D	5/16/2025		5/27/2025	181		31.58	
FERGUSON ENTERPRISES, INC	Facilities Repairs &	CUST 517596 LODGE	8116917	5/13/2025		5/27/2025	258030		42.16	
NORTHWEST ACE HARDWARE	Facilities Repairs &	ACCT 242648	20948	4/03/2025		5/09/2025	257865		4.13	
NORTHWEST ACE HARDWARE	Facilities Repairs &	ACCT 242648	21024	4/08/2025		5/09/2025	257865		20.65	
NORTHWEST ACE HARDWARE	Facilities Repairs &	ACCT 242648	21036	4/08/2025		5/09/2025	257865		35.98	
NORTHWEST ACE HARDWARE	Facilities Repairs &	ACCT 242648	21047	4/09/2025		5/09/2025	257865		11.32	
NORTHWEST ACE HARDWARE	Facilities Repairs &	ACCT 242648	21054	4/09/2025		5/09/2025	257865		5.38	
NORTHWEST ACE HARDWARE	Facilities Repairs &	ACCT 242648	21144	4/15/2025		5/09/2025	257866		5.21	
NORTHWEST ACE HARDWARE	Facilities Repairs &	ACCT 242648	21162	4/15/2025		5/09/2025	257866		10.06	
NORTHWEST ACE HARDWARE	Facilities Repairs &	ACCT 242648	21200	4/17/2025		5/09/2025	257866		30.20	
NORTHWEST ACE HARDWARE	Facilities Repairs &	ACCT 242648	21263	4/22/2025		5/09/2025	257866		13.12	
NORTHWEST ACE HARDWARE	Facilities Repairs &	ACCT 242648	21274	4/22/2025		5/09/2025	257866		13.12	
									222.91	*
SOUTHSIDE ELECTRIC COOP	Electricity	ACCT 110867003 LODGE	110867003 0425	4/25/2025		5/14/2025	257891		513.89	
SOUTHSIDE ELECTRIC COOP	Electricity	ACCT 110867022 LODGE	110867022 0425	4/25/2025		5/14/2025	257891		361.50	
SOUTHSIDE ELECTRIC COOP	Electricity	ACCT 110867024 LODGE	110867024 0425	4/25/2025		5/14/2025	257891		520.74	
SOUTHSIDE ELECTRIC COOP	Electricity	ACCT 110867025 LODGE	110867025 0425	4/25/2025		5/14/2025	257891		674.18	
SOUTHSIDE ELECTRIC COOP	Electricity	ACCT 110867026 LODGE	110867026 0425	4/25/2025		5/14/2025	257891		796.82	
									2,867.13	*
AVA HEATING & COOLING	HVAC - Repair/Replac	LRA BLDGS 408 & 1279	I-23713-1	5/01/2025		5/14/2025	257880		300.00	
									300.00	*
TOWN OF BLACKSTONE	Water & Sewer	ACCT 13693 LODGE	13693 0525	5/01/2025		5/14/2025	257895		193.07	
TOWN OF BLACKSTONE	Water & Sewer	ACCT 13948 LODGE	13948 0525	5/01/2025		5/14/2025	257895		489.19	
TOWN OF BLACKSTONE	Water & Sewer	ACCT 6047 LODGE	6047 0525	5/01/2025		5/14/2025	257895		145.47	
TOWN OF BLACKSTONE	Water & Sewer	ACCT 6048 LODGE	6048 0525	5/01/2025		5/14/2025	257895		166.63	
TOWN OF BLACKSTONE	Water & Sewer	ACCT 6052 LODGE	6052 0525	5/01/2025		5/14/2025	257895		145.47	
									1,139.83	*
BRIGHTSPEED	Telephone/Cable	ACCT 467748170 LODGE	430000062430	4/13/2025		5/07/2025	149		156.07	
BRIGHTSPEED	Telephone/Cable	ACCT 487274771 LODGE	490000137363	4/20/2025		5/14/2025	162		95.99	
DIRECTV	Telephone/Cable	ACCT 032746815 LRA	32746815X250505	5/05/2025		5/22/2025	257998		187.74	
									439.80	*
DIAMOND PAPER CO., INC.	Custodial Supplies	ACCT 101530	349752	4/24/2025		5/09/2025	153		1,063.26	
									1,063.26	*
GABRIEL TORRES	Deposit Refunds	BLDG 408 RM 2 REFUND	REFUND 05122025	5/12/2025		5/22/2025	258001		2,200.00	
									2,200.00	*
						TOTAL			8,232.93	

6/13/2025
AP375
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FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 081330 ** Pickett Officer's Club **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Pickett Officer's Club **										
FARMVILLE WHOLESALE ELECTR	Facilities Repairs & ACCT	2823400	813125	5/16/2025		5/27/2025	258029		155.60	
GEE'S FLOOR CARE LLC	Facilities Repairs & BUFF	FLOOR/WAX OFC	456189	5/08/2025		5/22/2025	258002		200.00	
NORTHWEST ACE HARDWARE	Facilities Repairs & ACCT	242648	21328	4/24/2025		5/09/2025	257866		3.35	
SOUTHSIDE COATINGS, LLC	Facilities Repairs & ROOF	PATCH LRA-OFC	215	5/02/2025		5/14/2025	257890		635.00	
									993.95	*
SOUTHSIDE ELECTRIC COOP	Electricity	ACCT 110867023 OFC	110867023 0425	4/25/2025		5/14/2025	257891		1,070.07	
SOUTHSIDE ELECTRIC COOP	Electricity	ACCT 110867035 OFC	110867035 0425	4/25/2025		5/14/2025	257892		46.32	
									1,116.39	*
TOWN OF BLACKSTONE	Water & Sewer	ACCT 7306 OFC CLUB	7306 0525	5/01/2025		5/14/2025	257896		140.62	
									140.62	*
						TOTAL			2,250.96	

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AP375
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TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 081340 ** Bowling Center **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
	** Bowling Center **									
NORTHWEST ACE HARDWARE	Facilities Repairs &	ACCT 242648	21011	4/07/2025		5/09/2025	257865		24.29	
									24.29	*
SOUTHSIDE ELECTRIC COOP	Electricity	ACCT 23043009	23043009 0525	5/06/2025		5/22/2025	257962		120.30	
									120.30	*
TOWN OF BLACKSTONE	Water & Sewer	ACCT 17147 BOWL ALLY	17147 05012025	5/01/2025		5/14/2025	257895		79.37	
									79.37	*
						TOTAL			223.96	

6/13/2025
AP375
FUND # - 204

FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 081350 ** Small Business Incubator **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Small Business Incubator **										
AVA HEATING & COOLING	Facilities Repairs & LRA BLDGS 408 & 1279	I-23713-1		5/01/2025		5/14/2025	257880		405.00	
NORTHWEST ACE HARDWARE	Facilities Repairs & ACCT 242648	21286		4/23/2025		5/09/2025	257866		71.95	
									476.95	*
SOUTHSIDE ELECTRIC COOP	Electricity	500300002 SBI-PIC PK	500300002 0425	4/25/2025		5/14/2025	257892		362.97	
SOUTHSIDE ELECTRIC COOP	Electricity	ACCT 500300003 SBI	500300003 04252	4/25/2025		5/14/2025	257902		75.61	
									438.58	*
TOWN OF BLACKSTONE	Water & Sewer	ACCT 6710 SBI	6710 0525	5/01/2025		5/14/2025	257895		79.37	
									79.37	*
							TOTAL		994.90	

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AP375
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FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 081360 ** Campground **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Campground **										
UNITED SITE SERVICES OF MA	Facilities - Repairs	ACT-01704433	INV-5296431	4/30/2025		5/09/2025	160		85.00	
NORTHWEST ACE HARDWARE	Facilities - Repairs	ACCT 242648	20925	4/02/2025		5/09/2025	257865		31.10	
									116.10	*
SOUTHSIDE ELECTRIC COOP	Electricity	ACCT 110867020 CAMP	110867020 0425	4/25/2025		5/14/2025	257891		828.71	
SOUTHSIDE ELECTRIC COOP	Electricity	ACCT 110867028 CAMP	110867028 0425	4/25/2025		5/14/2025	257892		611.72	
									1,440.43	*
TOWN OF BLACKSTONE	Water & Sewer	ACCT 7139 CAMPGROUND	7139 0525	5/01/2025		5/14/2025	257896		261.81	
									261.81	*
TOTAL									1,818.34	
FUND TOTAL									23,303.96	

6/13/2025
AP375
FUND # - 212

FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 031040

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>PO#</u>	<u>CHECK DATE</u>	<u>CHECK#</u>	<u>\$\$</u>	<u>PAY</u>	<u>\$\$</u>
BRIGHTSPEED	PSAP Maintenance	ACCT 309870118 E911	420000173818	4/22/2025		5/07/2025	149		931.64	
BRIGHTSPEED	PSAP Maintenance	ACCT 489691985 E911	480000094134	4/23/2025		5/07/2025	149		183.49	
GCR COMPANY	PSAP Maintenance	CUST 8000004974	314295	5/01/2025		5/09/2025	155		546.25	
									1,661.38 *	
CTA CONSULTANTS LLC	Capital Outlay - Rad	RADIO PROJ CONSULT	1031	5/01/2025		5/27/2025	258025		15,000.00	
									15,000.00 *	
AT&T	Wireless Communicati	ACCT 8310011553032	0932650014	4/16/2025		5/07/2025	257803		4,292.34	
									4,292.34 *	
SOUTHSIDE ELECTRIC COOP	Wireless Equipment	ACCT 525666001	525666001 0425	4/11/2025		5/05/2025	257759		34.93	
SOUTHSIDE ELECTRIC COOP	Wireless Equipment	ACCT 525666001	525666001 0525	5/13/2025		5/22/2025	257962		34.68	
									69.61 *	
						TOTAL			21,023.33	
					FUND TOTAL				21,023.33	

6/13/2025
AP375
FUND # - 214

FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 042040 ** Solid Waste Management **

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
** Solid Waste Management **										
AMAZON CAPITAL SERVICES	Equipment Repairs &	ACCT A118IWMQYRJMMT	199C-KYHH-RHNN	4/21/2025		5/14/2025	161		35.65	
CATERPILLAR FINANCIAL SERV	Equipment Repairs &	CONT 001-70100732	36835102	4/17/2025		5/09/2025	257850	4,861.38		
CATERPILLAR FINANCIAL SERV	Equipment Repairs &	CONT 001-70093971	36849020	4/21/2025		5/09/2025	257850	8,114.76		
CATERPILLAR FINANCIAL SERV	Equipment Repairs &	CONT 001-70107905	36909509	5/05/2025		5/09/2025	257850	5,445.59		
CREWE TRACTOR & FINANCE	Equipment Repairs &	CUST NOTT COUNTY LF	01-26860	5/22/2025		5/27/2025	258024	136.98		
ELAM DOZER & DIESEL	Equipment Repairs &	LF 398 MASSEY FERGUS	3856	5/16/2025		5/27/2025	258027	1,580.00		
LLEWELLYN METAL WORKS, INC	Equipment Repairs &	LF-REPAIR COMPACTOR	11857	4/30/2025		5/27/2025	258032	2,711.70		
LLEWELLYN METAL WORKS, INC	Equipment Repairs &	LF-REPAIR ROLLOFF	11858	4/30/2025		5/27/2025	258032	856.00		
TAYLOR-FORBES EQUIPMENT	Equipment Repairs &	COUN04-LF KUBOTA MOW	IN16395	4/30/2025		5/14/2025	257893	151.48		
								23,893.54	*	
TOWN OF BLACKSTONE	Leachate Hauling/Tre	ACCT 3981 LEACHATE	3981 0525	5/01/2025		5/14/2025	257895	4,800.00		
THOMPSON TRUCKING, INC.	Leachate Hauling/Tre	LEACHATE HAULING	154361	4/26/2025		5/09/2025	257872	2,407.51		
THOMPSON TRUCKING, INC.	Leachate Hauling/Tre	LEACHATE HAULING	154433	4/27/2025		5/09/2025	257872	835.94		
THOMPSON TRUCKING, INC.	Leachate Hauling/Tre	LEACHATE HAULING	154434	4/27/2025		5/09/2025	257872	927.50		
THOMPSON TRUCKING, INC.	Leachate Hauling/Tre	LEACHATE HAULING	154536	4/28/2025		5/09/2025	257872	198.75		
								9,169.70	*	
LUCK STONE CORPORATION	Maintenance - Buildi	ACCT 2088	IV-102155074	4/15/2025		5/09/2025	257862	9,231.74		
LUCK STONE CORPORATION	Maintenance - Buildi	ACCOUNT 2088	IV-102156160	4/15/2025		5/09/2025	257862	3,274.34		
NORTHWEST ACE HARDWARE	Maintenance - Buildi	CUST 242648	21168	4/15/2025		5/09/2025	257866	82.65		
								12,588.73	*	
THE CREWE-BURKEVILLE	Advertising	ADVERTISING	136	5/02/2025		5/09/2025	158	280.00		
THE CREWE-BURKEVILLE	Advertising	ADVERTISING	136	5/02/2025		5/09/2025	158	280.00		
THE CREWE-BURKEVILLE	Advertising	ADVERTISING	136	5/02/2025		5/09/2025	158	66.50		
THE CREWE-BURKEVILLE	Advertising	ADVERTISING	136	5/02/2025		5/09/2025	158	57.00		
THE CREWE-BURKEVILLE	Advertising	ADVERTISING	136	5/02/2025		5/09/2025	158	57.00		
NOTTOWAY PUBLISHING CO.,	Advertising	ADVERTISING	ADMIN 033125	3/31/2025		5/09/2025	156	140.00		
NOTTOWAY PUBLISHING CO.,	Advertising	ADVERTISING	ADMIN 033125	3/31/2025		5/09/2025	156	65.00		
								945.50	*	
UNITED SITE SERVICES OF MA	Contracted Svcs-Engi	ACT-01704433	INV-5291144	4/30/2025		5/09/2025	160	170.00		
UNITED SITE SERVICES OF MA	Contracted Svcs-Engi	ACT-01704433	INV-5292388	4/30/2025		5/09/2025	160	85.00		
UNITED SITE SERVICES OF MA	Contracted Svcs-Engi	ACT-01704433	INV-5294656	4/30/2025		5/09/2025	160	85.00		
UNITED SITE SERVICES OF MA	Contracted Svcs-Engi	ACT-01704433	INV-5295106	4/30/2025		5/09/2025	160	85.00		
UNITED SITE SERVICES OF MA	Contracted Svcs-Engi	ACT-01704433	INV-5295354	4/30/2025		5/09/2025	160	85.00		
UNITED SITE SERVICES OF MA	Contracted Svcs-Engi	ACT-01704433	INV-5295866	4/30/2025		5/09/2025	160	85.00		
TRC	Contracted Svcs-Engi	ACCT 2232037090	120732	3/07/2024		5/30/2025	187	2,850.50		
TRC	Contracted Svcs-Engi	ACCT 2232037090	140125	4/10/2025		5/09/2025	159	22,149.50		
								25,595.00	*	
DOMINION ENERGY VIRGINIA	Utilities	ACCT 2799777400	2799777400 0425	4/15/2025		5/14/2025	257883	100.44		
SOUTHSIDE ELECTRIC COOP	Utilities	ACCT 23043011	23043001 0525	5/06/2025		5/22/2025	257962	61.12		
SOUTHSIDE ELECTRIC COOP	Utilities	ACCT 23043002	23043002 0425	4/25/2025		5/05/2025	257759	56.75		
SOUTHSIDE ELECTRIC COOP	Utilities	ACCT 23043004	23043004	4/25/2025		5/05/2025	257759	165.33		
SOUTHSIDE ELECTRIC COOP	Utilities	ACCT 23043005	23043005 0425	4/25/2025		5/05/2025	257759	100.85		
SOUTHSIDE ELECTRIC COOP	Utilities	ACCT 23043006	23043006 0425	4/25/2025		5/05/2025	257759	120.00		
SOUTHSIDE ELECTRIC COOP	Utilities	ACCT 23043007	23043007 0425	4/25/2025		5/05/2025	257759	82.56		
SOUTHSIDE ELECTRIC COOP	Utilities	ACCT 23043008	23043008 0425	4/25/2025		5/05/2025	257759	53.61		
SOUTHSIDE ELECTRIC COOP	Utilities	ACCT 23043012	23043012 042520	4/25/2025		5/05/2025	257759	95.17		
								835.83	*	

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$\$	PAY	\$\$\$
BRIGHTSPEED	Telephone	ACCT 309625559	480000121154	5/13/2025		5/27/2025	182		547.07	
VERIZON WIRELESS	Telephone	ACCT 842030264-00001	6113232021	5/10/2025		5/22/2025	257965		40.01	
									587.08	*
CINTAS CORPORATION #143	Office Supplies	PAYER 14383311 LF	4226459249	4/07/2025		5/14/2025	257881		67.50	
CINTAS CORPORATION #143	Office Supplies	PAYER 14383311 LF	4227280347	4/14/2025		5/14/2025	257881		67.50	
CINTAS CORPORATION #143	Office Supplies	PAYER 14383311 LF	4228010160	4/21/2025		5/14/2025	257881		67.50	
CINTAS CORPORATION #143	Office Supplies	PAYER 14383311 LF	4228673824	4/28/2025		5/14/2025	257881		67.50	
OLIVER J JOHNSON, JR	Office Supplies	REIMBURSEMENT	REIMB 05012025	5/01/2025		5/14/2025	257888		166.99	
									436.99	*
AUTOMOTIVE EXCELLENCE	Vehicle Repairs & Ma	2020 PETERBILT	15467	4/24/2025		5/14/2025	257879		297.53	
AUTOMOTIVE EXCELLENCE	Vehicle Repairs & Ma	2017 KENWORTH	16212	4/04/2025		5/14/2025	257879		152.60	
AUTOMOTIVE EXCELLENCE	Vehicle Repairs & Ma	2020 PETERBILT	16346	4/14/2025		5/14/2025	257879		1,212.64	
AUTOMOTIVE EXCELLENCE	Vehicle Repairs & Ma	2020 PETERBILT	16368	4/24/2025		5/14/2025	257879		2,667.70	
AUTOMOTIVE EXCELLENCE	Vehicle Repairs & Ma	2020 PETERBILT	16423	4/24/2025		5/14/2025	257879		576.10	
AUTOMOTIVE EXCELLENCE	Vehicle Repairs & Ma	2017 KENWORTH	16491	4/30/2025		5/14/2025	257879		152.60	
AUTOMOTIVE EXCELLENCE	Vehicle Repairs & Ma	2014 MACK GRANITE	16541	5/06/2025		5/14/2025	257879		1,546.00	
AUTOMOTIVE EXCELLENCE	Vehicle Repairs & Ma	2017 KENWORTH	16543	5/19/2025		5/27/2025	258022		3,995.81	
EPES SUPPLY CO.	Vehicle Repairs & Ma	LF-265/70R17 ARISUN	730781	4/09/2025		5/14/2025	257884		175.00	
EPES SUPPLY CO.	Vehicle Repairs & Ma	LF-11R24.5 TIRE	730939	4/25/2025		5/14/2025	257884		480.00	
EPES SUPPLY CO.	Vehicle Repairs & Ma	LF-TIRE REPAIR	730940	4/25/2025		5/27/2025	258028		65.00	
JARCK TRUCK & EQUIPMENT RE	Vehicle Repairs & Ma	2019 PETERBILT	3593	3/21/2025		5/30/2025	258049		409.52	
JARCK TRUCK & EQUIPMENT RE	Vehicle Repairs & Ma	2019 PETERBILT	3698	5/12/2025		5/30/2025	258049		3,729.25	
									15,459.75	*
PARKER OIL CO.	Vehicle Fuel	ACCOUNT 61515F-5	200541	4/14/2025		5/09/2025	257867		823.61	
PARKER OIL CO.	Vehicle Fuel	ACCOUNT 61515F-5	208069	4/21/2025		5/09/2025	257867		694.37	
PARKER OIL CO.	Vehicle Fuel	ACCOUNT 61515F-5	215039	4/28/2025		5/09/2025	257867		1,170.71	
PARKER OIL CO.	Vehicle Fuel	ACCOUNT 61515F-5	221955	5/05/2025		5/09/2025	257867		911.28	
									3,599.97	*
CINTAS CORPORATION #143	Uniforms	PAYER 14383311 LF	4226459249	4/07/2025		5/14/2025	257881		249.13	
CINTAS CORPORATION #143	Uniforms	PAYER 14383311 LF	4226459249	4/07/2025		5/14/2025	257881		101.28	-
CINTAS CORPORATION #143	Uniforms	PAYER 14383311 LF	4227280347	4/14/2025		5/14/2025	257881		249.13	
CINTAS CORPORATION #143	Uniforms	PAYER 14383311 LF	4228010160	4/21/2025		5/14/2025	257881		249.13	
CINTAS CORPORATION #143	Uniforms	PAYER 14383311 LF	4228673824	4/28/2025		5/14/2025	257881		249.13	
									895.24	*
EMANUEL TIRE MANAGEMENT	Tire Recycling	TIRE RECYCLING	ETAP_WP2949	4/30/2025		5/09/2025	257854		1,636.20	
									1,636.20	*
						TOTAL			95,643.53	
						FUND TOTAL			95,643.53	

6/13/2025
AP375
FUND # - 280

FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 043200 **General Properties**

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
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	General Properties									
SAM TRAMMELL	Health Department Dr	TREE CUTTING SERVICE	04262025	4/26/2025		5/02/2025	257758	4,995.00		
								4,995.00	*	
						TOTAL		4,995.00		

6/13/2025
AP375
FUND # - 280

FROM DATE- 5/01/2025
TO DATE- 5/31/2025

ACCOUNTS PAYABLE LIST
NOTTOWAY COUNTY
DEPT # - 081500 **Economic Development**

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
Economic Development										
WEST PIEDMONT PLANNING	ARPA - Broadband	CUST NOTT-VATI 2022	INV-1029 NC2022	4/30/2025		5/27/2025	258040	25,864.41		
WEST PIEDMONT PLANNING	ARPA - Broadband	CUST NOTT-VATI 2023	INV-1030 NC2023	4/30/2025		5/27/2025	258044	2,848.24		
								28,712.65	*	
TOTAL								28,712.65		
FUND TOTAL								33,707.65		
TOTAL DUE								1,186,954.71		

Approved at meeting of _____ on _____.

Signed _____
Title _____ Date _____

OFFICE OF
THE BOARD OF SUPERVISORS
NOTTOWAY COUNTY



P. O. BOX 92
344 W. COURTHOUSE ROAD
NOTTOWAY, VIRGINIA 23955
TELEPHONE (434) 645-8696
FAX (434) 645-8667
www.nottoway.org

SUPERVISORS

WILLIAM J. COLLINS, III, CHAIRMAN
DISTRICT 5

DAPHNE V. NORTON, VICE CHAIR
DISTRICT 3

RICHARD H. INGRAM, JR.
DISTRICT 1

JOHN A. ROARK
DISTRICT 2

GEORGE G. TOTH, III
DISTRICT 4

COUNTY ADMINISTRATOR
STEVE W. BOWEN

**PLANNING & ECONOMIC DEVELOPMENT
DIRECTOR AND ZONING ADMINISTRATOR**
GREGG ZODY, AICP

BUILDING OFFICIAL
NICHOLAS BOWLES

EMERGENCY SERVICES COORDINATOR
AUBREY W. "BUDDY" HYDE, JR.

06/13/2025

Attention: Nottoway County Board of Supervisors

Re: Consent Items Clarification

In past Board meetings from June 2024 to current, we have had approval from the Board for various grants and carryover monies however we need to clarify specifically some of those approvals as either a budget adjustment or supplement for auditing purposes to record in our accounting system correctly. The following information has been approved prior and just needs clarification approval for recording in our accounting system:

June 2024 –

- Imagination Library was approved for carry over of \$5,059.82 and needs approval as a budget supplement
- Two SRO grants were approved by the Board in the amount of \$377,851 and needs approval as of budget adjustment
- Carryover was requested by the Sheriff in the amount of \$25,452.37 and needs approval as a budget supplement and a budget transfer

July 2024 –

- A Virginia Rules Grant was approved in the amount of \$5,000 and needs budget adjustment approval
- Carryover was requested by the Sheriff in the amount of \$419.00 from the National Night Out donation line and needs approval as a budget supplement

August 2024 –

- The Library department's funding needed to be increased due to State funding in the amount of \$1,074.00 and was approved by the Board to deduct the money from their discretionary line and needs approval as a budget transfer
- The Byrne/Justice Grant was approved by the Board in the amount of \$47,000 and needs approval as a budget adjustment

May 2024 –

- VA Rules Camp was approved in the amount of \$3,600 by the Board to pull from the discretionary fund and needs approval as a budget transfer

No. 01

COUNTY OF NOTTOWAY, VIRGINIA
Budget Supplement
Year Ending June 30, 2025

Account Number	Account Title	Amount Increase (Decrease)
REVENUES:		
3-100-41040-100	Use of beginning fund balance	5,059.82
TOTAL REVENUES		5,059.82
EXPENDITURES:		
4-100-73010-8007	Imagination Library	5,059.82
TOTAL EXPENDITURES		5,059.82

credit

debit

Authorized by action of the Nottoway Board of Supervisors at their meeting on

PREPARED BY:
DATE:
adj.c.excel

Logan

POSTED BY:
DATE:

June 22, 24

Logan

COUNTY OF NOTTOWAY, VIRGINIA
Budget Adjustment
Year Ending June 30, 2025

Account Number	Account Title	Amount Increase (Decrease)
REVENUES:		
3-100-23020-0030	School Resource Officer Grant	178,851.00
	TOTAL REVENUES	178,851.00
EXPENDITURES:		
4-100-31050-1001	Salaries	151,916.03
4-100-31050-2001	FICA	13,682.11
4-100-31050-2002	VRS - Retirement	11,929.36
4-100-31050-2006	VRS - Group Life Insurance	1,323.50
	TOTAL EXPENDITURES	178,851.00

Authorized by action of the Nottoway Board of Supervisors at their meeting on

June 28, 24

PREPARED BY: _____

POSTED BY: _____

DATE: _____

DATE: _____

adj.c.excel

Carryover requested
by Sheriff

Sheet1

No. 02

COUNTY OF NOTTOWAY, VIRGINIA
Budget Supplement
Year Ending June 30, 2025

Account Number	Account Title	Amount Increase (Decrease)
REVENUES:		
3-100-41040-100	Use of beginning fund balance	23,845.94
	TOTAL REVENUES	23,845.94
EXPENDITURES:		
4-100-31020-1001	Salaries & Wages	6,845.94
4-100-31020-1003	Salaries / Part - Time	17,000.00
	TOTAL EXPENDITURES	23,845.94

Authorized by action of the Nottoway Board of Supervisors at their meeting on

June 22, 24

PREPARED BY:

Logan

POSTED BY:

Logan

DATE:

DATE:

adj.c.excel

VA Rules Grant

Sheet1

No. 02

**COUNTY OF NOTTOWAY, VIRGINIA
Budget Adjustment
Year Ending June 30, 2025**

Account Number	Account Title	Amount Increase (Decrease)
REVENUES:		
3-100-23020-0031	SRO - VA Rules Camp Grant	5,000.00
TOTAL REVENUES		5,000.00
EXPENDITURES:		
4-100-31050-6005	SRO - VA Rules Camp Grant	5,000.00
TOTAL EXPENDITURES		5,000.00

Authorized by action of the Nottoway Board of Supervisors at their meeting on

July 18, 24

PREPARED BY: _____
DATE: _____
adj.c.excel

POSTED BY: _____
DATE: _____

No. 03

COUNTY OF NOTTOWAY, VIRGINIA
Budget Supplement
Year Ending June 30, 2025

Account Number	Account Title	Amount Increase (Decrease)
REVENUES:		
3-100-41040-100	Use of Beginning Fund Balance	419.00
TOTAL REVENUES		419.00
EXPENDITURES:		
4-100-31020-8003	National Night Out Donations	419.00
TOTAL EXPENDITURES		419.00

Authorized by action of the Nottoway Board of Supervisors at their meeting on

July 18, 24

PREPARED BY: _____
DATE: _____
adj.c.excel

POSTED BY: _____
DATE: _____

COUNTY OF NOTTOWAY, VIRGINIA
Budget Adjustment
Year Ending June 30, 2025

Account Number	Account Title	Amount Increase (Decrease)
REVENUES:		
3-100-23020-80	Byrne Justice Asst Grant - LOLE	45,500.00
	TOTAL REVENUES	45,500.00
EXPENDITURES:		
4-100-31020-8005	Byrne Justice Asst Grant - LOLE	45,500.00
	TOTAL EXPENDITURES	45,500.00

Authorized by action of the Nottoway Board of Supervisors at their meeting on

15-Aug-24

PREPARED BY: _____

DATE: _____

adj.c.excel

POSTED BY: _____

DATE: _____

B.T. No. 4

COUNTY OF NOTTOWAY, VIRGINIA
Budget Transfer

2024/2025

DEBITS (+)			CREDITS (-)		
Account Number	Account	Amount	Account Number	Account	Amount
4-100-31050-6005	SRO - VA Rules Camp Grant	3,600.00	4-100-11010-5804	Discretionary Fund	3,600.00
TOTAL DEBITS		3,600.00	TOTAL CREDITS		3,600.00

EXPLANATION

The Board approved for money to be taken from their discretionary fund to put towards the SRO-VA Rule Camp Grant

PREPARED BY: Logan Presley
 POSTED BY: _____
 APPROVED BY: _____
 jv.c.excel

DATE: _____
 DATE: _____
 DATE: _____

THE OFFICE OF THE SHERIFF

*Sheriff Robert L. Jones**NOTTOWAY COUNTY*

(434) 645-9044

P.O. Box 6
266 W. Courthouse Rd.,
Nottoway, VA 23955

FAX (434) 645-1915

May 30, 2025

Steve Bown
County Administrator
P.O. Box 92
Nottoway, VA 23955

Dear Mr. Bowen:

I would like to request that the following monies appropriated by the board be carried over from the Fiscal Year 24-25 to the Fiscal Year 25-26:

- DMV Safety Project Grant, number BPT-2025-55106-25106, salary line item 4-100-31040-1001 with a balance of approximately \$8,702.61 (can provide exact amount on June 9th)
 - This grant project runs October 1st-September 30th each year.
- Sheriff Part-Time vacancy savings, line item 4-100-31020-1003, in the amount of \$9,000
 - This will compensate for the part-time salary request that was reduced from my budget. These funds will pay for our part-time administrative aid that currently works 3-4 days a week.
- Sheriff Full-Time Salary, line item 4-100-31020-1001 in the amount of \$4,429.55
 - These funds will allow my office to provide the SROs with a 1.5% bonus, as they were not included in FY26 budget
- Drug Asset Forfeiture funds, line item 4-100-31020-5807, in the amount of \$1,126.43
 - These funds are required to be carried over yearly until expended.
- State Asset Forfeiture funds, line item 4-100-31020-5808, in the amount of \$480
 - These funds are required to be carried over yearly until expended.
- National Night Out revenue line item 3-100-023020-0100 in the amount of \$699
 - These are donated funds to cover National Night Out expenses.
- Softball Tournament revenue line item 3-100-023020-0110 in the amount of \$109.41
 - These are donated funds used for our Annual Charity Softball Tournament that funds our Shop with a Cop program.
- Contract Buyout line item 3-100-190102-0010 in the amount of \$22,227.02
 - These funds were received from 2 deputy contract buyouts. We would like to retain these funds to allow our office to do the same if the opportunity arises.

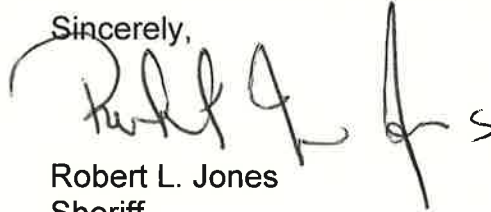
I would also like to request the following purchase orders be carried over to FY26. This is a task that the previous Finance Director, Katy Tomer, handled. After speaking with the current Finance Director, Logan Presley, we both agreed that I would submit the request in writing annually. The purchase orders are as follows:

- PO 35082-\$1,800 ID Networks
 - Used for CAD maintenance
- PO 52-Benchmark (Language Line)
 - Used for law enforcement translator services
 - Current balance ~~\$533.25~~ 493.65
- PO 60-Shawn Stern
 - Used for monthly IT expenses
 - Current balance ~~\$6779.21~~ 2954.06
- PO 79-\$1,009.72 Shawn Stern
 - Used to pay monthly costs for multi-factor authentication required by state police
- PO 80-\$6,600 Shawn Stern
 - Block hours for IT repairs
- PO 81-\$31,500 ID Networks
 - Used for CAD maintenance
- PO 82-\$1,324.44 Carousel
 - Annual maintenance for admin lines
- PO 83-\$18,340.20 Shawn Stern
 - Used for monthly IT expenses & IT repair needs
- PO 84-\$1,025 South East Sales
 - Used for department property & policy manual yearly maintenance
- PO 85-\$4,995.88 Applied Digital Solutions
 - Used for log recorder yearly maintenance
 - Paid 10/16/2024
- PO 86-\$2,324 ID Networks Livescan
 - Used for livescan yearly maintenance
 - Paid 01/23/2025
- PO 87-\$795 PMI
 - Used for evidence yearly maintenance
 - Invoice received to pay 5/12/2025
- PO 88-\$3,106 LeadsOnline
 - Annual cost for PowerPlus investigation system
- PO 90-\$6,996 Shawn Stern
 - License requirements for TotalResponse

- PO 91-\$2,310 Reads Uniforms
 - Purchase of campaign hats, invoice will not be received by the end of FY24/25
- PO 92-\$47,060 Sheehy
 - Purchase of new vehicle, neither vehicle nor invoice will be received by the end of FY24/25

If anything further is needed please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert L. Jones', followed by a stylized flourish or mark.

Robert L. Jones
Sheriff

RLJ/mg

THE OFFICE OF THE SHERIFF

*Sheriff Robert L. Jones**NOTTOWAY COUNTY*

(434) 645-9044

P.O. Box 6
266 W. Courthouse Rd.,
Nottoway, VA 23955

FAX (434) 645-1915

May 15, 2025

Steve Bowen
County Administrator
Nottoway County
P.O. Box 92
Nottoway, VA 23955

Dear Mr. Bowen,

Below is a list of purchase orders issued from previous fiscal years that I am requesting be carried over to our current fiscal year. This task was completed yearly by the previous finance director, Katy Tomer. After speaking with Ms. Presley, we agreed the best way to move forward is for me to submit this request yearly.

1. POs FY23/24:

- a. PO 60-\$14,410 Shawn Stern
 - i. Used for monthly IT expenses
 - ii. Expended-to-date: \$7,630.79
 - iii. Current balance \$6779.21
- b. PO 45-\$1,025 South East Sales
 - i. Used for department property & policy manual yearly maintenance
 - ii. Paid 4/17/2025
- c. PO 46-\$4,850.37 Applied Digital Solutions
 - i. Used for log recorder yearly maintenance
 - ii. Paid 10/16/2024
- d. PO 47-\$2,324 ID Networks Livescan
 - i. Used for livescan yearly maintenance
 - ii. Paid 01/23/2025
- e. PO 48-\$795 PMI
 - i. Used for evidence yearly maintenance
 - ii. Invoice received to pay 5/12/2025
- f. PO 56-\$7,250 Parker Oil
 - i. Used for fuel purchases
 - ii. Paid 8-7-2024 over \$3.58
- g. PO 55-\$46,753.36 Sheehy
 - i. Used for vehicle purchase
 - ii. Paid 10/16/2024

- h. PO 54-\$53,875.38 Axon
 - i. Used for body worn camera yearly maintenance
 - ii. Paid 10/2/2024
 - i. PO 51-\$3,600 Shawn Stern
 - i. Used for dispatch cable maintenance
 - ii. Paid 8/28/2024, over \$138.85
 - j. PO 61-\$5,702.62 Carousel
 - i. 911 upgrade
 - ii. Paid \$2851.31 8-28-2024, 2nd invoice rec. to pay 5/12/2025
 - k. PO 50-\$31,500 ID Networks
 - i. Used for CAD maintenance
 - ii. Paid 3-17-2025
 - l. PO 52-\$651.75 Benchmark (Language Line)
 - i. Used for law enforcement translator services
 - ii. Expended-to-date \$118.50
 - iii. Current balance \$533.25
 - m. PO 57-\$917.95 Shawn Stern
 - i. Used for replacement computer
 - ii. Paid 10/2/2024
 - n. PO 58-\$1,244.64 Shawn Stern
 - i. Used for new CAD computer
 - ii. Paid 11/4/2024, under \$3.00
 - o. PO 53-001-\$904.53 The Gun Shop
 - i. Used for ammunition purchase
 - ii. Paid 7/23/2024
 - p. PO 24-\$5,399 East Coast-Closed
 - i. Used for vehicle equipment
 - ii. Paid 12/11/2024, over \$930.59
2. POs FY22/23:
- a. PO 35082-\$1,800 ID Networks
 - i. Used for CAD maintenance
 - ii. Should have been carried over in FY23/24

If these purchase orders are not carried over it will result in a loss to our current budget in the amount of \$183,003.60, which was not anticipated. Please let me know if you have any questions.

Sincerely,



Michelle Graham
Administrative Operations Manager

No.

COUNTY OF NOTTOWAY, VIRGINIA
Budget Adjustment
Year Ending June 30, 2025

Account Number	Account Title	Amount Increase (Decrease)
REVENUES:		
3-100-189912-10	Sheriff Grant Matches	73,097.00
	TOTAL REVENUES	73,097.00
EXPENDITURES:		
4-212-31040-3005	PSAP Maintenance	73,097.00
	TOTAL EXPENDITURES	73,097.00

Authorized by action of the Nottoway Board of Supervisors at their meeting on

PREPARED BY:

DATE:

adj.c.excel

POSTED BY:

DATE:

J.V. No. _____

COUNTY OF NOTTOWAY, VIRGINIA
Journal Voucher
For Year Ending June 30, 2025

2024/2025

DEBITS			CREDITS		
Account			Account		
0-100-100-1	cash in fund	73097.00	0-204-100-1	cash in fund	73097.00
0-999-300-204	Ira fund cash balance	73097.00	0-999-300-100	general fund cash balance	73097.00
4-204-93000-100	transfer to general fund	73097.00	3-100-51050-204	transfer for Ira fund	73097.00
TOTAL DEBITS		\$219,291.00	TOTAL CREDITS		\$219,291.00

EXPLANATION

to show the transfer of timber sale money from fund 204 to fund 100 to be used for Total Response Grant

PREPARED BY: Logan Presley
 POSTED BY: Logan Presley
 APPROVED BY: _____

DATE: _____
 DATE: _____
 DATE: _____

K-60



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

February 20, 2025

Steve Bowen
County Administrator
344 W. Courthouse Rd.
Crewe, Virginia 23930

RE: 544417-Local Law Enforcement (LOLE) Grant Program

Dear Steve Bowen:

The Virginia Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of government. I am pleased to advise you that we are awarding your locality **\$3,200**, funded through federal grant **2019-MU-BX-0026, 2020-MU-BX-0035, 15PBJA-21-GG-00258-MUMU and 15PBJA-22-GG-00616-MUMU**. Your DCJS grant award number is **547478** for project period **3/1/2025 through 8/30/2025**.

Included with this letter is your Statement of Grant Award/Acceptance (SOGA), Special Conditions, Reporting Requirements, and Projected Due Dates. In addition, there may be "Action Item" related to your grant award called *Encumbrances* that require your immediate attention. If there are any, please submit those documents via the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov>. Additionally, if you cannot access your grant in OGMS, your application may be under negotiation. Please check your email and/or spam for OGMS correspondence and follow up with your DCJS Grant Monitor.

If you have not previously done so, you must register to use this web-based system. The instructions on *Registering for a New Account* and *Submitting Action Item Encumbrances* are posted here www.dcjs.virginia.gov/grants/ogms-training-resources along with other resources and training videos. All registrants will be approved within 3–5 business days.

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to grantsmgmt@dcjs.virginia.gov. If you have questions, contact your DCJS Grant Monitor **Nicole Phelps** at **804-786-1577** or via email at nicole.phelps@dcjs.virginia.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackson H. Miller".
Jackson Miller
Director

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, VA 23219

544417-Local Law Enforcement (LOLE) Grant Program

Subgrantee: Nottoway County
DCJS Grant Number: 547478
Grant Start Date: 3/1/2025
Federal Grant Number: 2019-MU-BX-0026, 2020-MU-BX-0035, 15PBJA-21-GG-00258-MUMU, 15PBJA-22-GG-00616-MUMU
Federal Awardee: BJAG
Federal Catalog Number: 16.738
Federal Start Date: 10/1/2018, 10/01/2019, 10/01/2020, 10/01/2021
Project Description: To strengthen Crime Control.
Federal Funds: **\$3,200**
Total Budget: **\$3,200**

UEI Number: RCVMQW96BYS8
Grant End Date: 8/30/2025
Indirect Cost Rate*: _____%

Project Director	Project Administrator	Finance Officer
Michelle Graham Administrative Operations Manager 266 W. Courthouse Rd. Crewe, Virginia 23930 434-645-1630 mgramham@nottowaysheriff.org	Steve Bowen County Administrator 344 W. Courthouse Rd. Crewe, Virginia 23930 434-645-8696 sbowen@nottoway.org	Tammie Raiford Treasurer 328 W. Courthouse Rd. Crewe, Virginia 23930 434-645-9318 traiford@nottoway.org

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: 
Authorized Official (Project Administrator)

Title: Nottoway County Administrator

Date: 2-21-2025

No. _____

COUNTY OF NOTTOWAY, VIRGINIA
Budget Adjustment
Year Ending June 30, 2025

Account Number	Account Title	Amount Increase (Decrease)
REVENUES:		
3-100-23020-0080	Byrne Justice Asst Grant - LOLE	3,200.00
TOTAL REVENUES		3,200.00
EXPENDITURES:		
4-100-31020-8005	Byrne Justice Asst Grant - LOLE	3,200.00
TOTAL EXPENDITURES		3,200.00

Authorized by action of the Nottoway Board of Supervisors at their meeting on _____

PREPARED BY: _____
 DATE: _____
 adj.c.excel

POSTED BY: _____
 DATE: _____

K-8

Board of Trustees

Jackie Green August
Shelia Harper
Carolyn Leslie
Susan Nash
Verna Rhoades
Becky Sones



Administrative Offices

Crewe Library
414 Tyler Street
Crewe, Virginia 23930
434-538-0495
www.nottlib.org

Wednesday, June 11, 2025

TO: Steve Bowen, County Administrator
Nottoway County Board of Supervisors
PO Box 92
Nottoway, VA 23955

FROM: Jacqueline Zataweski, Director

RE: Carryover of Imagination Library funds

Dear Supervisors:

I'd like to take this opportunity to provide an update regarding the local affiliate of Dolly Parton's Imagination Library. As you know, we began taking registrations in late 2022, and since then, 6441 books have been mailed to Nottoway County children. We've had 151 children "graduate" from the program (reach their fifth birthdays) and we currently have 277 enrolled and receiving free, high-quality books in the mail each month.

The local affiliate has received a total of \$9199.80 in donations from local businesses, non-profit groups and individuals, and we have so far spent \$6247.54, leaving a balance of \$2952.26 in budget line #8007. I would appreciate your cooperation in carrying over into FY26 the remaining donated funds in the amount of \$2952.26 so that we can continue to help build home libraries in Nottoway County.

Please let me know if you have any questions. I greatly appreciate your help with this matter.

Sincerely,

Jacqueline Zataweski

Jacqueline Zataweski, Director
Nottoway County Public Library System

K-9

Building Code Official
Nicholas Bowles

**OFFICE OF
BUILDING DEPARTMENT**



Permit Technicians:
Melissa Mohn
mmohn@nottoway.org

Nottoway County
P.O. Box 92
344 W. Courthouse Rd.
Nottoway, VA 23955
Telephone: 434-645-8696
Fax: 434-645-8667
www.nottoway.org

05/19/2025

Refund Request for Building Permit

Permit number 93-2025
Pine Creek Farms LLC
21668 West Colonial Trail
Burkeville, VA 23922

Rebecca Carr with Pine Creek Farms LLC applied for a building permit on 4/8/2025 for electrical work. At the time of her inspection, she was told that a permit was not required as the work that was being done was agriculturally exempt.

I am requesting a refund for the building permit minus the 2% State levy that is not refundable.

Permit 64.50
2 % 1.29
Total 65.79 Fee paid

Refund amount \$64.50
Mailed to PO Box 335
Crewe, VA 23930

Thank you for your assistance.

Melissa H. Mohn

Building Permit Tech
Nottoway County

Melissa Mohn

From: Rebecca Carr <becca.crewetractor@gmail.com>
Sent: Monday, May 19, 2025 11:25 AM
To: Melissa Mohn
Subject: refund

Melissa,

Please see information below on why I am needing a refund. I was told to email you this information so it can be presented in front of the board on June 26th

Permit # 0000093-2025
Pine Creek Farms
21668 West colonial trail burkeville

I was told that i need to get a permit for new electrical for cow field waters. This was a agriculture project once it was done and paid for inspector came out and said i didnt need to get a permit or get it inspected because it was agricultural.

Payment was for \$ 65.79 - I need a refund for that amount

--

Rebecca Carr

Crewe Tractor & Equipment
Becca.crewetractor@gmail.com
(804)972-2805



Virus-free. www.avast.com

Commonwealth Regional Council

May 2025 Items of Interest

L-1



CRC Rebranding Initiative Underway

The Commonwealth Regional Council is excited to announce the launch of a comprehensive rebranding effort to better reflect our mission and enhance our digital presence. This initiative includes the development of a new seal-style logo and the complete rebuild of our website to ensure modern functionality, improved visibility, and ADA compliance. In tandem, CRC will be transferring ownership of the current domain, VirginiasHeartland.org, to the Virginia's Heartland Regional Economic Development Alliance (VHREDA) and pursuing a new domain that better aligns with CRC's identity. With quotes collected from four different companies and agencies, CRC anticipates launching this effort soon.

Upcoming Funding Opportunities:

- Firehouse Subs Public Safety Foundation
 - Opens July 10, 2025
- FEMA FP&S Grant
 - Closes July 3, 2024
- FEMA SAFER Grant
 - Closes July 3, 2024
- VTC VA280 Marketing Leverage Program
 - September 16 – October 23
- VTC Special Events & Festivals Program
 - July 22 – September 11

Grant Assistance:

- Centre Community Grant:
 - Rice VFD (equipment)
 - Drakes Branch VFD (air tanks, gear)
 - Charlotte Meals on Wheels (food)
 - Crossroads CS (generators)
- Congressional Directed Spending:
 - Town of Blackstone (Raw water line reconstruction)
- Dominion Energy VSPA:
 - Rice VFD (hoses)
 - Keysville VFD (PPV fan)
- SEID Grants:
 - Prince Edward (HIT Park Access Rd)
 - Cumberland (Small Area Plan)
 - Amelia (Planning, Potential River Access Points)
 - Blackstone (Raw Water Line)
- DHR BIRDC:
 - Mary/E Branch (Building Stabilization)

The CRC provides free grant writing services for member localities and local 501(c)(3) non-profits.

Buckingham County Comprehensive Plan Moves Forward

CRC continues to support Buckingham County in updating its Comprehensive Plan. On April 28, CRC staff attended a public hearing with the Planning Commission, which resulted in a formal recommendation for approval to the Board of Supervisors. The recommendation was presented at the May 12 Board meeting, and a public hearing for final approval has now been scheduled for June 9.

Community Engagement Gears Up in Drakes Branch

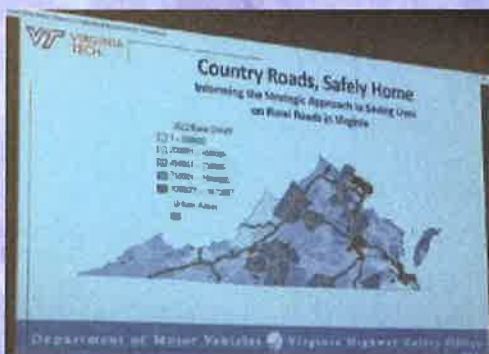
Progress is steady in the Town of Drakes Branch's Comprehensive Plan update. CRC staff facilitated a work session with the Planning Commission on April 30 to refine the project timeline, identify feedback on the current plan, and prepare for the community meeting. Outreach materials have been distributed, and community meeting activities are in development. The first community meeting is being held on May 28 at 7 p.m. in the Drakes Branch Municipal Building. The next work session is planned for June 25 to evaluate input and finalize a survey.

Tobacco Commission Grants Support Regional Projects

CRC has secured key funding through the Virginia Tobacco Region Revitalization Commission for several impactful projects. A regional grant was awarded to support historic designations and catalog vacant buildings in the BOOMS database. Additional funding will assist the ARCH Foundation with a feasibility study for the Mill Building, and help VHREDA enhance regional branding and communications. These grants represent important investments in community revitalization and economic identity across the CRC region.

CRC Participates in the Virginia Highway Safety Summit

CRC Regional Planner, Matt Swartout, represented the organization at the Virginia Highway Safety Summit in Virginia Beach on May 19. Matt focused his attention on the "Rural Roads" sessions, which addressed unique safety challenges and infrastructure solutions for rural communities. His participation ensures that CRC remains engaged in broader state-level conversations about roadway safety and regional transportation planning.



Virginia Association of Counties

Connecting County Governments since 1934



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James City County

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Roanoke County

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Jerry W. Boothe
Floyd County

Secretary-Treasurer
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Accomack County

Immediate Past President
Ann H. Mallek
Albemarle County

Executive Director
Dean A. Lynch, CAE

General Counsel
Phyllis A. Errico, Esq., CAE

VIA ELECTRONIC AND US MAIL

June 2, 2025

The Honorable Kristi Noem
Secretary
U.S. Department of Homeland Security
2707 Martin Luther King Jr. Ave SE
Washington, D.C. 20528

Dear Secretary Noem:

On behalf of the Virginia Association of Counties (VACo), I write to express our concern regarding the Department's recent release of a list identifying certain Virginia counties as so-called "sanctuary jurisdictions." The publication of this list—absent any explanation of the criteria or methodology used to make such designations—has placed counties in the difficult position of seeking clarification after the information had already been broadly circulated.

While we appreciate that the list was removed from the Department's website over the weekend, the initial release has created unnecessary confusion and concern among our localities.

We respectfully urge the Department to adopt a more transparent and collaborative approach in future efforts that impact local jurisdictions. County governments serve on the front lines of public safety, and effective partnerships between local, state, and federal entities are essential to maintaining the well-being of our communities. Actions that undermine these relationships can have far-reaching consequences.

Thank you for your attention to this matter. We welcome the opportunity to work with the Department to promote clear communication and mutual understanding moving forward.

Sincerely,

Dean A. Lynch, CAE
Executive Director

Virginia Association of Counties

cc: Members, Virginia Association of Counties Board of Directors
Virginia County Administrators
Christine Serrano Glassner, White House Office of Intergovernmental Affairs

1207 E. Main St., Suite 300
Richmond, Va. 23219-3627

Phone: 804.788.6652
Fax: 804.788.0083

Email: mail@vaco.org
Website: www.vaco.org

Andrea Kelly

From: Noyes, Andrew (DEQ) <Andrew.R.Noyes@deq.virginia.gov>
Sent: Wednesday, June 18, 2025 3:15 PM
To: Leslie Weddington; areynolds@brunswickco.com; Tracy Gee; nclark@lunenburgva.gov; Steve Bowen; Bill Collins; Doug Stanley; Puckett, Sarah; clerkofalberta@gmail.com; hayesfire103@gmail.com; edwardharris@townofblackstoneva.com; eliseo.a.moreno@outlook.com; don.dugger729@gmail.com; townofbrodnax@gmail.com; gerald.smith224102@gmail.com; Greg Wolven; townofburkeville@gmail.com; dfisher@townofcrewe.com; philmiskovic; S Davis; kg@farmvilleva.com; tonymatthews; kenbridgewtp@centurylink.net; rlynch@lawrencevilleweb.com; kdmartin@lawrencevilleweb.com; Pamplin City; rodneysheilton50@gmail.com; sarah.hamlett.blackwell@gmail.com; rodney.newton; vicwaterworks@victoriava.net; Christin, Jackson; Chad.Neese; Andy Wells; abeaty@bcida.org; qkelly@BCIDA.ORG; Jeff Smith; paul malone; Monica Elder; pandrews@charlottecountyva.gov; Chriss Russell; Scott Simpson; ncs@co.halifax.va.us; jamie.clary@mecklenburgva.com; robert.hendrick@mecklenburgva.com; rpark@boydton.org; Chris Starke; wsamples.sms@gmail.com; arbogastba@ccps.k12.va.us; cctownmanager@gmail.com; chasecitytreasurer; director@clarksvilleva.org; townmanager; drakesbranchmayor@gmail.com; branchdrakes1992@gmail.com; branchdrakes1992@gmail.com; townmanager; townoffice; mayor@townofkeysville.com; wsamples.sms@gmail.com; townoflacrosseva; townoflacrosseva; wsamples.sms@gmail.com; Bailey, Walter; Candland, Matthew; Dennis Barker; cdean@southhillva.org; aelliott@southhillva.org; bfrancisco@hcsa.us; Mark Estes; Christin, Jackson; Chad.Neese; Andy Wells; Mark Estes; Jeff Smith; paul malone
Cc: DEQ Water Supply Planning (DEQ)
Subject: Approval Notice - RPA Reassignment - Brunswick and Charlotte Counties
Attachments: CharlotteCo_Reassignment Approval Notice 06182025.pdf; BrunswickCo_Reassignment Approval Notice 06182025.pdf

Good afternoon,

Please see the attached letters confirming the reassignment of Brunswick County to the Roanoke River 3 Regional Planning Area (RPA) and Charlotte County to the Chowan River 1 Regional Planning Area (RPA).

This email is for awareness and no additional action is required at this time. Please let me know if you have any questions.

Thank you,



Andrew Noyes
 Water Supply Planner, Office of Water Supply
[Virginia Department of Environmental Quality](#)
 1111 E Main St., Suite 1400
 (804) 837-1647



Commonwealth of Virginia

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

www.deq.virginia.gov

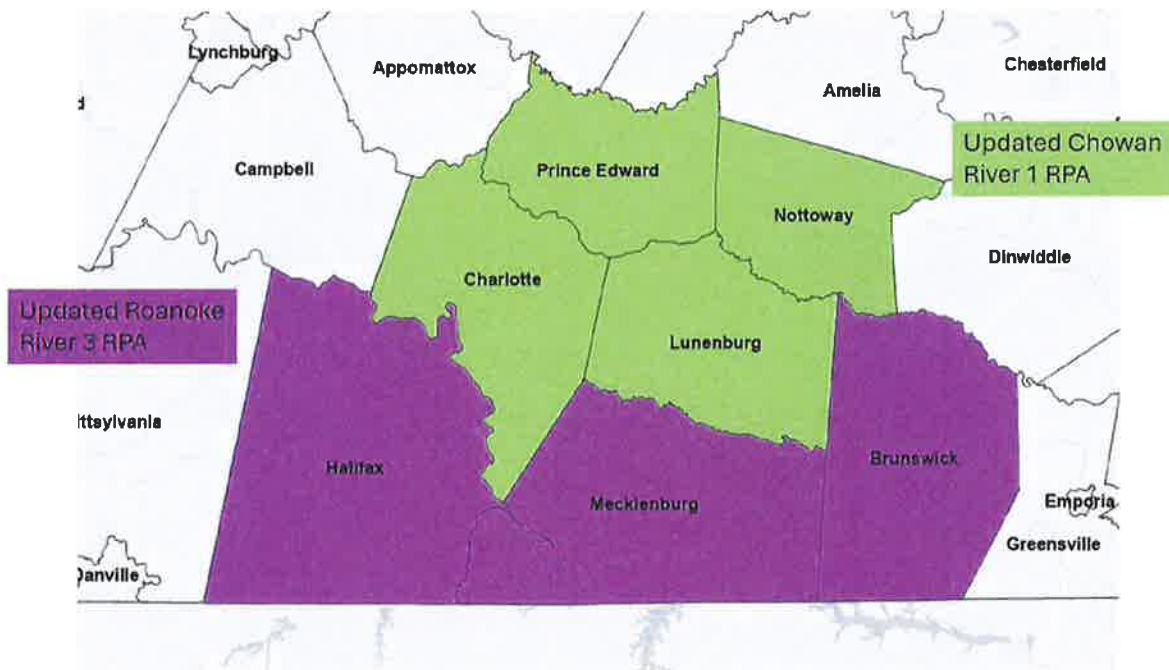
Stefanie K. Taillon
Secretary of Natural and Historic Resources

Michael S. Rolband, PE, PWD, PWS Emeritus
Director

6/18/2025

Dear RPU Representative,

We are writing to inform you that Brunswick County's request to be reassigned to the Roanoke River 3 Regional Planning Area (RPA) has been approved. Per 9 VAC 25-780-45. C, any comments received in relation to the requested reassignment were reviewed and considered by the Department. Please note that this approval is effective on the date this notice is provided. The map below reflects the change in Regional Planning Area boundaries. Updates will also be made to the DEQ [Water Supply Planning Resources](#) and [Meetings](#) webpage to reflect the change.



Sincerely,



Commonwealth of Virginia

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

www.deq.virginia.gov

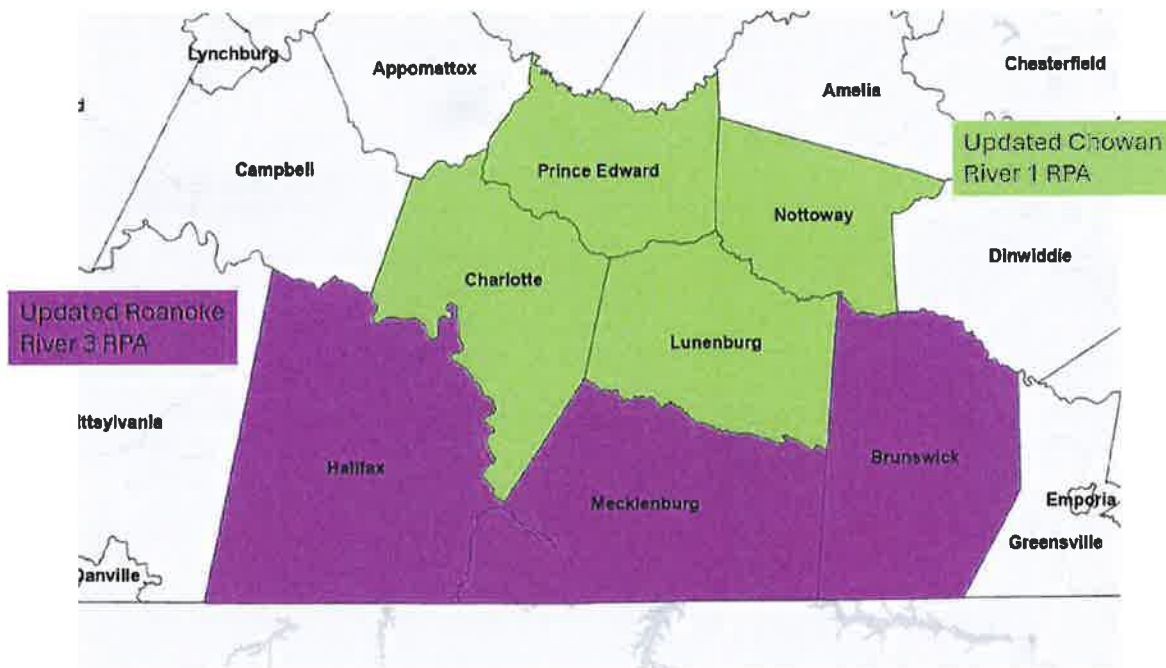
Stefanie K. Taillon
Secretary of Natural and Historic Resources

Michael S. Rolband, PE, PWD, PWS Emeritus
Director

6/18/2025

Dear RPU Representative,

We are writing to inform you that Charlotte County's request to be reassigned to the Chowan River 1 Regional Planning Area (RPA) has been approved. Per 9 VAC 25-780-45. C, any comments received in relation to the requested reassignment were reviewed and considered by the Department. Please note that this approval is effective on the date this notice is provided. The map below reflects the change in Regional Planning Area boundaries. Updates will also be made to the DEQ [Water Supply Planning Resources](#) and [Meetings](#) webpage to reflect the change.



Sincerely,

REVENUE AND POPULATION COMPARISONS 2025 - LUNENBURG AND SURROUNDING LOCALITIES

Locality:	Amelia	Brunswick	Buckingham	Charlotte	Lunenburg	Mecklenburg	Nottoway	Prince Edward
\$0.01 in Real Estate Rate results in expected revenue of:	\$184,300	\$190,700	\$150,000	\$170,000	\$122,900	\$867,500	\$125,000	\$256,500
Resulting in a possible annual collection of:	\$8,178,000	\$9,820,000	\$14,820,000	\$6,350,000	\$4,057,000	\$31,230,000	\$5,975,000	\$10,035,000
Timing of Collection & Assessment:	Calendar Year, once annually	Calendar Year, once annually	Calendar year rate, collect twice annually	Fiscal Year Rate, twice annually	Calendar year rate, collect twice annually	Fiscal Year Rate, twice annually	Calendar Year, once annually	Calendar Year
CY2025 Tax Rates								
Real Estate	\$0.46	\$0.50	\$0.60	\$0.43	\$0.33	\$0.36	\$0.48	\$0.39
Fire Tax on Real Estate							\$0.07	
Personal Property	\$4.35	\$3.75	\$4.05	\$3.46	\$3.80	\$3.30	\$4.12	\$4.50
Business Property (Alt. Rate)	-	-	-	-	-	\$3.36	-	\$0.90
Merchant's Capital	-	-	\$1.00	\$3.20	\$1.20	\$0.72	\$0.00	\$0.70
Machinery & Tools	\$1.50	\$3.40	\$2.90	\$3.00	\$1.80	\$0.66	\$1.35	\$0.42
Mobile Homes/Barns	\$0.46	\$0.50	\$0.60	\$0.62	\$0.33	\$0.36	\$0.48	\$0.39
Aircraft	n/a	\$3.75	\$1.10	\$3.46	\$2.10	\$3.36	\$1.00	\$4.50
Fire/ResQ Personal Property	\$0.50	\$0.01	\$0.60	-	-	\$0.10	\$0.63	\$0.10
Bank Capital	-	-	-	-	-	\$0.80	-	-
BUDGETED SALES TAX	\$1,500,000	\$1,100,000	\$1,060,000	\$1,026,000	\$550,000	\$8,000,000	\$1,675,000	\$4,700,000
Total of RE and Sales Tax:	\$9,678,000	\$10,920,000	\$15,880,000	\$7,376,000	\$4,607,000	\$39,230,000	\$7,650,000	\$14,735,000
Composite Index for Schools:	37.58%	43.79%	33.79%	24.70%	26.14%	38.93%	26.96%	37.76%
School ADM for FY25 per DOE:	1,518	1,302	1,710	1,611	1,510	3,654	1,685	1,724
School RLM for FY25 per DOE:	\$7,198,575	\$8,275,883	\$7,890,723	\$5,352,557	\$5,874,542	\$17,728,776	\$6,033,283	\$8,352,320
Following Info obtained via Census.gov:								
POPULATION (2020 Census)	13,265	15,465	16,824	11,529	11,936	30,319	15,642	21,849
Median Household Income (2023 American Community Survey)	\$66,339	\$52,978	\$59,199	\$48,892	\$54,460	\$51,691	\$62,161	\$55,082
Poverty Rate (2023 ACS)	11.3%	15.3%	13.7%	24.6%	15.9%	17.4%	18.9%	21.6%
Persons over age 65 (2023 ACS)	20.8%	21.9%	20.2%	22.2%	23.0%	26.6%	18.5%	16.7%
Veterans (2023)	10.4%	8.7%	7.6%	6.7%	8.5%	7.9%	7.6%	5.6%

*2023 American Community Survey results are 5-year estimates from the US Census Bureau Data Profile.

You're Invited To

SOUTHSIDE VIRGINIA COMMUNITY COLLEGE'S GED

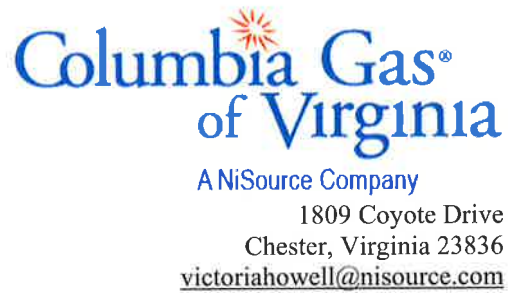
Graduation 2025

109 Campus Drive Alberta
VA 23821

17 July 6PM

RSVP to
courtney.lanyon@southside.edu





Victoria L. Howell
Senior Counsel

May 28, 2025

**VIA ELECTRONIC OR
FIRST CLASS MAIL**

To: Chairmen of Boards of Supervisors
Mayors or City Managers and
Equivalent Officials in Cities, Towns or Counties
Having Alternate Forms of Government

RE: *Application of Columbia Gas of Virginia, Inc., For approval to amend and
extend its SAVE Plan pursuant to Virginia Code § 56-604 and for approval to
implement a 2026 SAVE Rider in accordance with Section 20 of its General
Terms and Conditions, Case No. PUR-2025-00099*

To Whom It May Concern:

Please be advised that Columbia Gas of Virginia, Inc. intends to file an application for approval to amend and extend its SAVE Plan pursuant to Virginia Code § 56-604 and for approval to implement a 2026 SAVE Rider in accordance with Section 20 of its General Terms and Conditions on or about August 15, 2025. A copy of the Notice filed with the Virginia State Corporation Commission regarding this intention is being provided to you as required by Rule 20 VAC 5-205-10 (J) of the Rules Governing Utility Rate Applications and Annual Informational Filings of Investor-Owned Gas Utilities.

Thank you for your attention to this matter.

Sincerely,

/s/ Victoria L. Howell

Victoria L. Howell

Enclosure



A NiSource Company

1809 Coyote Drive
Chester, Virginia 23836
victoriahowell@nsource.com

Victoria L. Howell

Senior Counsel

May 28, 2025

VIA ELECTRONIC FILING

Hon. Bernard Logan, Clerk
State Corporation Commission
c/o Document Control Center
Tyler Building, First Floor
1300 East Main Street
Richmond, Virginia 23219

RE: *Application of Columbia Gas of Virginia, Inc., For approval to amend and extend its SAVE Plan pursuant to Virginia Code § 56-604 and for approval to implement a 2026 SAVE Rider in accordance with Section 20 of its General Terms and Conditions, Case No. PUR-2025-00099*

Dear Mr. Logan:

Please be advised that Columbia Gas of Virginia, Inc. ("Columbia") intends to file an application for approval to amend and extend its SAVE Plan pursuant to Virginia Code § 56-604 and for approval to implement a 2026 SAVE Rider in accordance with Section 20 of its General Terms and Conditions on or about August 15, 2025. This Notice is being provided to the Commission as required by Rule 20 VAC 5-205-10 (A) of the Rules Governing Utility Rate Applications and Annual Informational Filings of Investor-Owned Gas Utilities.

Thank you for your attention to this matter.

Sincerely,

/s/ Victoria L. Howell

Victoria L. Howell

cc: Ms. Kimberly B. Pate
Mr. David Essah
William H. Chambliss, Esq.
C. Meade Browder, Jr., Esq.

Dominion Energy Services, Inc.
Law Department
120 Tredegar Street, Richmond, VA 23219
DominionEnergy.com



May 14, 2025

***Application of Virginia Electric and Power Company,
For approval of a rate adjustment clause
pursuant to § 56-585.1 A 4 of the Code of Virginia
Case No. PUR-2025-00076***

To: Local Government Officials

Pursuant to the State Corporation Commission of Virginia's May 9, 2025, *Order for Notice and Hearing* ("Order"), the Company is providing you a copy of its Application filed on May 1, 2025, as well as the Order. Please take notice of their contents.

An electronic copy of the Company's Application may be obtained by submitting a written request to counsel for the Company, Jontille D. Ray, Esquire, McGuireWoods LLP, 800 East Canal Street, Richmond, Virginia 23219, or jray@mcguirewoods.com.

/s/ Charlotte P. McAfee

Charlotte P. McAfee
Assistant General Counsel

Attachments

COMMONWEALTH OF VIRGINIA

STATE CORPORATION COMMISSION

APPLICATION OF)	
)	
VIRGINIA ELECTRIC AND POWER COMPANY)	
)	Case No. PUR-2025-00076
For approval of a rate adjustment clause pursuant)	
to § 56-585.1 A 4 of the Code of Virginia)	

APPLICATION

Virginia Electric and Power Company (the “Company”), by counsel, pursuant to § 56-585.1 A 4 (“Subsection A 4”) of the Code of Virginia (“Va. Code”) and 20 VAC 5-204-5, 20 VAC 5-204-10, 20 VAC 5-204-60, and 20 VAC 5-204-90 of the Rules Governing Utility Rate Applications and Annual Informational Filings for Investor-Owned Electric Utilities, 20 VAC 5-204-5, *et seq.* (the “Rate Case Rules”), respectfully files its application with the State Corporation Commission of Virginia (the “Commission”) for approval of a revised increment/decrement rate adjustment clause (“RAC”) designated as Rider T1, for an adjustment to the Company’s recovery of costs under Subsection A 4, described in detail below and currently being recovered through a combination of the Subsection A 4 component of base rates and the current Rider T1 (the “Application”).

Approval of this revised Rider T1 will assure the timely and current recovery of the Company’s Subsection A 4 revenue requirement for the rate year September 1, 2025 through August 31, 2026 (“Rate Year”), including (i) costs charged to the Company by PJM Interconnection, L.L.C. (“PJM”) for transmission services provided to the Company by PJM, as determined under applicable rates, terms, and conditions approved by the Federal Energy Regulatory Commission (“FERC”); and (ii) costs charged to the Company by PJM associated

with demand response programs approved by FERC and administered by PJM. In support of its Application, the Company respectfully states the following:

I. GENERAL INFORMATION

1. The Company is a public service corporation organized under the laws of the Commonwealth of Virginia furnishing electric service to the public within its certificated service territory. The Company also supplies electric service to nonjurisdictional customers in Virginia and to the public in portions of North Carolina. The Company is engaged in the business of generating, transmitting, distributing, and selling electric power and energy to the public for compensation. The Company is also a public utility under the Federal Power Act, and certain of its operations are subject to the jurisdiction of the FERC. The Company is an operating subsidiary of Dominion Energy, Inc. The Company's name and address is:

Virginia Electric and Power Company
600 East Canal Street
Richmond, Virginia 23219

2. The addresses and telephone numbers of the attorneys for the Company are:

Charlotte P. McAfee
Annie C. Larson
Dominion Energy Services, Inc.
120 Tredegar Street, RS-2
Richmond, Virginia 23219
(804) 819-3708 (CPM)
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II. BACKGROUND, SUMMARY AND BASIS FOR SUBSECTION A 4 RAC

3. Subsection A 4, adopted during the 2007 Session of the Virginia General Assembly as part of what is now known as the Virginia Electric Utility Regulation Act (the “Act”), provides in relevant part that the following costs incurred by an investor-owned incumbent electric utility,¹ such as the Company, “shall be deemed reasonable and prudent”: “(i) costs for transmission services provided to the utility by the regional transmission entity of which the utility is a member, as determined under applicable rates, terms and conditions approved by the Federal Energy Regulatory Commission” (“A 4(i) Costs”); and “(ii) costs charged to the utility that are associated with demand response programs approved by the Federal Energy Regulatory Commission and administered by the regional transmission entity of which the utility is a member” (“A 4(ii) Costs”). Subsection A 4 provides further that “[u]pon petition of a utility at any time after the expiration or termination of capped rates, but not more than once in any 12-month period, the Commission shall approve a rate adjustment clause under which such costs, including, without limitation, costs for transmission service; charges for new and existing transmission facilities, ...; administrative charges; and ancillary service charges designed to recover transmission costs, shall be recovered on a timely and current basis from customers.” Finally, Subsection A 4 states that “[r]etail rates to recover these costs shall be designed using the appropriate billing determinants in the retail rate schedules.”

¹ The term “incumbent electric utility” is defined to mean “each electric utility in the Commonwealth that, prior to July 1, 1999, supplied electric energy to retail customers located in an exclusive service territory established by the Commission.” Va. Code § 56-576.

4. Effective May 1, 2005, the Company integrated into PJM, a regional transmission entity that has been approved as a regional transmission organization (“RTO”) by FERC, at which time PJM assumed operational control of the Company’s electric transmission facilities, and the Company gained direct access to the PJM capacity and energy markets. Accordingly, PJM is “the regional transmission entity of which the [Company] is a member” for the purposes of Subsection A 4. As an integrated electric utility member of PJM, the Company obtains transmission service from PJM and pays PJM charges for such service at the rates contained in PJM’s Open Access Transmission Tariff (“PJM OATT”) approved by FERC. These charges constitute A 4(i) Costs and include:

A. Network Integration Transmission Service (“NITS”) charges in accordance with the PJM OATT, Attachment H-16, Annual Transmission Charges – Virginia Electric and Power Company, based on PJM rates for calendar years 2024 and 2025;

B. Annual PJM charges under the PJM OATT, Schedule 12, Transmission Enhancement Charges (which are based upon the latest data available through PJM) for net transmission service enhancement charges/credits;

C. PJM administrative charges calculated under the PJM OATT, Schedule 9, Administrative Services; and

D. PJM charges under the PJM OATT, Schedule 1A for Scheduling, System Control, and Dispatch Service ancillary services.²

5. The Company also pays PJM charges for the costs of PJM demand response programs – *i.e.*, the Economic Load Response Program and the Emergency and Pre-Emergency

² The Company currently recovers these costs through its NITS rate and, therefore, does not have a separately stated rate in the PJM tariff for these ancillary services.

Load Response Program – determined in accordance with Section 3.3A of Attachment K of the PJM OATT, the last section of Attachment K (labeled Emergency and Pre-Emergency Load Response Program). Both are demand response programs approved by FERC and administered by PJM and, as such, constitute A 4(ii) Costs. Accordingly, the Company has incurred, and will continue to incur, these A 4(i) Costs and A 4(ii) Costs (collectively, the “Subsection A 4 Costs”), which are deemed by Subsection A 4 to be reasonable and prudent.

6. The Company made its initial filing for Commission approval of a Subsection A 4 RAC, designated Rider T, on March 31, 2009, in Case No. PUE-2009-00018, which the Commission approved with certain modifications on June 29, 2009.³ Since this initial proceeding, the Company has annually petitioned the Commission to update Rider T (re-designated Rider T1 in the 2012 proceeding, Case No. PUE-2012-00052).

7. In last year’s Rider T1 proceeding, Case No. PUR-2024-00071 (“2024 Rider T1 Case”), the Company made its 15th revised Subsection A 4 RAC filing seeking approval of a total revenue requirement of \$1,169,592,808, representing a \$249,440,612 increase in recovery from the projected revenues associated with the then-effective Subsection A 4 component of base rates determined for the 2024-2025 rate year and the then-effective Rider T1. The Company sought approval of a revised increment/decrement Rider T1 in the amount of \$638,238,346, as well as various rate design and tariff revisions. The Commission Staff (“Staff”) supported the Company’s proposed revenue requirement and the amounts to be recovered through the Subsection A 4 component of base rates and Rider T1. The Commission approved a total Subsection A 4 revenue requirement of \$1,169,592,808 for recovery through

³ *Application of Virginia Electric and Power Company For approval of rate adjustment clause pursuant to § 56-585.1 A 4 of the Code of Virginia*, Case No. PUE-2009-00018, Final Order, 2009 S.C.C. Ann. Rept. 422-26 (June 29, 2009).

base rates and the Company's updated Rider T1 for implementation in rates during the 2024-2025 rate year. Additionally, the Commission approved the Company's proposed cost allocation and rate design revisions.⁴

8. Consistent with the methodology approved in the 2024 Rider T1 Case, in order to recover its Subsection A 4 Costs on a timely and current basis from customers, as required by Subsection A 4, the Company seeks Commission approval in this Application of a Subsection A 4 revenue requirement for the Rate Year to be recovered through a combination of base rates and a revised Rider T1 designed to recover the increment/decrement between the revenues produced from the Subsection A 4 component of base rates and the new revenue requirement developed from the Company's Subsection A 4 costs for the Rate Year.

9. For purposes of developing the revenue requirement for consideration in this proceeding, the Company has assumed an effective date of September 1, 2025. The Company proposes Rider T1 be effective for usage during the Rate Year, consistent with the rate year approved in the previous Rider T/T1 cases. The Company forecasts collection of \$560,916,458 through the Subsection A 4 component of base rates and proposes a \$782,419,277 revenue requirement through Rider T1. Thus, the net total Subsection A 4 revenue requirement is \$1,343,335,735.

10. As discussed by Company Witness William J. Caffall, the Company requests for billing purposes, a rate effective date for usage on or after September 1, 2025. However, if the Commission issues an order that is not at least fifteen (15) days prior to this proposed effective date, the Company respectfully requests, for billing purposes, a rate effective date for usage on

⁴ See *Application of Virginia Electric and Power Company For approval of rate adjustment clause pursuant to § 56-585.1 A 4 of the Code of Virginia*, Case No. PUR-2024-00071, Final Order (July 26, 2024).

and after the first day of the month which is at least fifteen (15) days following the date of any Commission order approving Rider T1.

III. DIRECT TESTIMONY AND SUPPORTING EVIDENCE

11. In support of its Application, the Company hereby files the direct testimony of three witnesses.

A. David M. Wilkinson, Manager – Regulation in the Regulatory Accounting Department for the Company, will present the Company’s revenue requirement for recovery of Subsection A 4 Costs for the Rate Year, including the increment/decrement to be recovered through Rider T1; the formula mechanism and protocol for developing this revenue requirement for appropriate recovery of Subsection A 4 Costs; the update of certain Subsection A 4 Costs for known changes during the Update Period of January 1, 2025 through August 31, 2025; and the annual deferral and True-up mechanisms – all to assure timely and current recovery of Subsection A 4 Costs reflected in this revenue requirement, and to ensure that customers will be charged only actual costs incurred, all consistent with the Commission’s previous Rider T/T1 Orders.

B. Michael J. Batta, Senior Strategic Advisor in the FERC Policy Group, will provide an overview and description of PJM and the specific FERC-approved Subsection A 4 Costs reflected in the revenue requirement presented by Mr. Wilkinson.

C. William J. Caffall, Regulatory Analyst III for the Company, will present the Company’s proposed methodology for the design and calculation of retail rates for recovery of such Subsection A 4 Costs, including the Rider T1 rates to be approved in this proceeding, using the appropriate billing determinants as directed by Subsection A 4.

IV. SUPPORTING FILING SCHEDULE 46

12. Rule 60 of the Rate Case Rules, 20 VAC 5-204-60, provides that an application filed pursuant to Subsection A 4 “shall include Schedule 46 as identified and described in 20 VAC 5-204-90, which shall be submitted with the utility’s direct testimony.” Rule 60 additionally requires the filing of Schedules 3, 4, 5, and 8 for those “applications requiring an overall cost of capital.” As there is no cost of capital directly in Rider T1, Schedules 3, 4, 5, and 8 are not required to be filed with this Application.

13. Filing Schedule 46 is divided into three sections:

A. Filing Schedule 46A, sponsored by Company Witness Wilkinson, provides: a schedule of all projected costs by type of cost and year associated with Subsection A 4 Costs for the Rate Year, including the increment/decrement for this proceeding, for which the Company is seeking Commission approval in this proceeding; and the annual revenue requirement by year on a total company and Virginia jurisdictional basis, including all supporting calculations and assumptions.⁵

B. Filing Schedule 46B, sponsored by Company Witness Batta, provides an index to FERC rulings approving the wholesale transmission formula, rate, or cost for which the Company is now seeking recovery approval under Subsection A 4, including the docket/case number(s) of each such ruling.

C. Filing Schedule 46C, sponsored by Company Witness Caffall, provides detailed information relative to the Company’s methodology for allocating the Rider T1 increment/decrement among rate classes, as well as the design of the class rates, and also the annual revenue requirement over the duration of the proposed RAC allocated by

⁵ As Rider T1 is filed on an annual basis with no duration of the RAC, the Company has provided the annual revenue requirement for the next 10 years (2025-2034).

class.

V. COMPLIANCE WITH RATE CASE RULE 10

14. The Company's 2025 Rider T1 Application complies with the requirements contained in Rule 10 of the Rate Case Rules, 20 VAC 5-204-10 ("Rule 10"). In accordance with Rule 10 A, the Company filed with the Commission on February 27, 2025, a notice of intent to file this Application under Subsection A 4, and served copies upon the persons addressed in Rule 10 J (1). A complete copy of this Application has been served upon the Division of Consumer Counsel of the Office of the Attorney General, in conformity with Rule 10 J (3). Also included with and following this Application, pursuant to Rule 10, is a table of contents of this filing, including exhibits and schedules.

WHEREFORE, the Company requests the Commission to: (i) schedule this matter for hearing; (ii) approve the proposed revised Rider T1 for an adjustment to the recovery of Subsection A 4 Costs; and (iii) grant the Company such further relief as may be necessary or appropriate.

Respectfully submitted,

VIRGINIA ELECTRIC AND POWER COMPANY

By: /s/ Jontille D. Ray
Counsel

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Annie C. Larson
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eharris@mcguirewoods.com

Counsel for Virginia Electric and Power Company

May 1, 2025

APPLICATION OF

VIRGINIA ELECTRIC AND POWER COMPANY

CASE NO. PUR-2025-00076

For approval of a rate adjustment clause pursuant to
§ 56-585.1 A 4 of the Code of Virginia

ORDER FOR NOTICE AND HEARING

On May 1, 2025, Virginia Electric and Power Company d/b/a Dominion Energy Virginia (“Dominion” or “Company”), pursuant to § 56-585.1 A 4 (“Subsection A 4”) of the Code of Virginia (“Code”), filed an application (“Application”) with the State Corporation Commission (“Commission”) for approval of a revised increment/decrement rate adjustment clause designated as Rider T1. Pursuant to § 56-585.1 A 7 of the Code, “the Commission’s final order regarding any petition filed pursuant to [Subsection A 4] . . . shall be entered not more than three months . . . after the date of filing of such petition.”

Subsection A 4 deems to be prudent, among other things, the “costs for transmission services provided to the utility by the regional transmission entity of which the utility is a member” and “costs charged to the utility that are associated with demand response programs approved by the Federal Energy Regulatory Commission [(“FERC”)] and administered by the regional transmission entity of which the utility is a member.”

The Company has been a member of PJM Interconnection, L.L.C. (“PJM”), a regional transmission entity that has been approved by FERC as a regional transmission organization, since 2005.¹ Dominion, as an integrated electric utility member of PJM, obtains transmission

¹ Application at 4.

service from PJM and pays PJM charges for such service at the rates contained in PJM's Open Access Transmission Tariff approved by FERC.² The Company states that it also pays PJM charges for costs associated with demand response programs approved by FERC and administered by PJM.³

In this proceeding, Dominion seeks approval of a revenue requirement for the rate year September 1, 2025 through August 31, 2026 ("Rate Year").⁴ This revenue requirement, if approved, would be recovered through a combination of base rates and a revised increment/decrement Rider T1. Rider T1 is designed to recover the increment/decrement between the revenues produced from the Subsection A 4 component of base rates and the new revenue requirement developed from the Company's Subsection A 4 costs for the Rate Year.⁵

The total proposed revenue requirement to be recovered over the Rate Year is \$1,343,335,735, comprising an increment Rider T1 of \$782,419,277, and forecast collections of \$560,916,458 through the transmission component of base rates.⁶ This total revenue requirement represents an increase of \$79,675,299 compared to the revenues projected to be produced during the Rate Year by the combination of the base rate component of Subsection A 4 (the Company's former Rider T) and the Rider T1 rates currently in effect.⁷ Implementation of the proposed

² *Id.*

³ *Id.* at 4-5.

⁴ *Id.* at 1.

⁵ *Id.* at 6.

⁶ *Id.*; Direct Testimony of David M. Wilkinson ("Wilkinson Direct") at 2.

⁷ Wilkinson Direct at 2-3. "Overall, the total revenue requirement in this Application increased by approximately \$173.7 million relative to the revenue requirement approved for recovery by the Commission in the Rider T1 Case [Case No. PUR-2024-00071]." *Id.* at 36-37.

Rider T1 on September 1, 2025 would increase the total monthly bill of a typical residential customer using 1,000 kilowatt-hours per month by \$2.10.⁸

NOW THE COMMISSION, upon consideration of this matter, is of the opinion and finds that this matter should be docketed; that the Company should provide public notice of its Application; a public hearing should be scheduled for the purpose of receiving testimony and evidence on the Application; a procedural schedule should be established to allow interested persons an opportunity to file comments on the Application or to participate in this proceeding as respondents; and the Staff of the Commission (“Staff”) should be directed to investigate the Application and file testimony and exhibits containing its findings and recommendations. Further, we find that a Hearing Examiner should be assigned to conduct all further proceedings in this matter on behalf of the Commission, including filing a final report containing the Hearing Examiner’s findings and recommendations.

To promote administrative efficiency and timely service of filings upon participants, the Commission, among other things, directs the electronic filing of pleadings, unless they contain confidential information, and requires electronic service on parties to this proceeding.

Accordingly, IT IS ORDERED THAT:

(1) This matter is docketed and assigned Case No. PUR-2025-00076.

(2) All pleadings, briefs, or other documents required to be served in this matter shall be submitted electronically to the extent authorized by 5 VAC 5-20-150, *Copies and format*, of the Commission’s Rules of Practice and Procedure (“Rules of Practice”).⁹ Confidential and Extraordinarily Sensitive Information shall not be submitted electronically and should comply

⁸ Direct Testimony of William J. Caffall at 10.

⁹ 5 VAC 5-20-10 *et. seq.*

with 5 VAC 5-20-170, *Confidential information*, of the Rules of Practice. Any person seeking to hand deliver and physically file or submit any pleading or other document shall contact the Clerk's Office Document Control Center at (804) 371-9838 to arrange the delivery.

(3) Pursuant to 5 VAC 5-20-140, *Filing and service*, of the Commission's Rules of Practice, the Commission directs that service on parties and the Staff in this matter shall be accomplished by electronic means. Concerning Confidential or Extraordinarily Sensitive Information, parties and the Staff are instructed to work together to agree upon the manner in which documents containing such information shall be served upon one another, to the extent practicable, in an electronically protected manner, even if such information is unable to be filed in the Office of the Clerk, so that no party or the Staff is impeded from preparing its case.

(4) As provided by § 12.1-31 of the Code and 5 VAC 5-20-120, *Procedure before hearing examiners*, of the Rules of Practice, a Hearing Examiner is appointed to conduct all further proceedings in this matter on behalf of the Commission. A copy of each filing made with the Commission's Clerk's Office in this matter shall also be sent electronically to the Office of the Hearing Examiners.¹⁰

(5) The Commission schedules a telephonic portion of the hearing for the receipt of testimony from public witnesses on the Application, as follows:

- (a) A portion of the hearing for the receipt of testimony from public witnesses on the Application shall be convened telephonically at 10 a.m., on June 17, 2025.
- (b) To promote fairness for all public witnesses, each witness will be allotted a maximum of five minutes to provide testimony.
- (c) On or before June 10, 2025, any person desiring to offer testimony as a public witness shall provide to the Commission: (a) your name, and (b) the telephone number that you wish the Commission to call during the hearing

¹⁰ Such electronic copies shall be sent to: OHEParalegals@scc.virginia.gov.

to receive your testimony. This information may be provided to the Commission: (i) by filling out a form on the Commission's website at scc.virginia.gov/case-information/webcasting; or (ii) by calling (804) 371-9141.

- (d) Beginning at 10 a.m. on June 17, 2025, the assigned Hearing Examiner will telephone sequentially each person who has signed up to testify as provided above.
- (e) This public witness hearing will be webcast at scc.virginia.gov/case-information/webcasting.

(6) The evidentiary portion of the hearing on the Application shall be convened at 10 a.m. on June 17, 2025, or at the conclusion of the public witness portion of the hearing, whichever is later, in the Commission's second floor courtroom located in the Tyler Building, 1300 East Main Street, Richmond, Virginia 23219, to receive testimony and evidence offered by the Company, any respondents, and the Staff.

(7) An electronic copy of the Company's Application may be obtained by submitting a written request to counsel for the Company: Jontille D. Ray, Esquire, McGuireWoods LLP, 800 East Canal Street, Richmond, Virginia 23219, or jray@mcguirewoods.com. Interested persons also may download unofficial copies from the Commission's website: scc.virginia.gov/case-information.

(8) On or before May 30, 2025, the Company shall cause the following notice to be published as display advertising (not classified) on one (1) occasion in newspapers of general circulation throughout the Company's Virginia service territory:

NOTICE TO THE PUBLIC OF AN APPLICATION BY
VIRGINIA ELECTRIC AND POWER COMPANY
D/B/A DOMINION ENERGY VIRGINIA
FOR APPROVAL OF A RATE ADJUSTMENT CLAUSE
PURSUANT TO § 56-585.1 A 4 OF THE CODE OF VIRGINIA
CASE NO. PUR-2025-00076

On May 1, 2025, Virginia Electric and Power Company d/b/a Dominion Energy Virginia (“Dominion” or “Company”), pursuant to § 56-585.1 A 4 (“Subsection A 4”) of the Code of Virginia (“Code”), filed an application (“Application”) with the State Corporation Commission (“Commission”) for approval of a revised increment/decrement rate adjustment clause designated as Rider T1. Pursuant to § 56-585.1 A 7 of the Code, “the Commission’s final order regarding any petition filed pursuant to [Subsection A 4] . . . shall be entered not more than three months . . . after the date of filing of such petition.”

Subsection A 4 deems to be prudent, among other things, the “costs for transmission services provided to the utility by the regional transmission entity of which the utility is a member” and “costs charged to the utility that are associated with demand response programs approved by the Federal Energy Regulatory Commission [(“FERC”)] and administered by the regional transmission entity of which the utility is a member.”

The Company has been a member of PJM Interconnection, L.L.C. (“PJM”), a regional transmission entity that has been approved by FERC as a regional transmission organization, since 2005. Dominion, as an integrated electric utility member of PJM, obtains transmission service from PJM and pays PJM charges for such service at the rates contained in PJM’s Open Access Transmission Tariff approved by FERC. The Company states that it also pays PJM charges for costs associated with demand response programs approved by FERC and administered by PJM.

In this proceeding, Dominion seeks approval of a revenue requirement for the rate year September 1, 2025, through August 31, 2026 (“Rate Year”). This revenue requirement, if approved, would be recovered through a combination of base rates and a revised increment/decrement Rider T1. Rider T1 is designed to recover the increment/decrement between the revenues produced from the Subsection A 4 component of base rates and the new revenue requirement developed from the Company’s Subsection A 4 costs for the Rate Year.

The total proposed revenue requirement to be recovered over the Rate Year is \$1,343,335,735, comprising an increment Rider T1 of \$782,419,277, and forecast collections of \$560,916,458 through the transmission component of base rates. This total revenue requirement represents an increase of \$79,675,299, compared to the revenues projected to be produced during the Rate Year by the combination of the base rate component of Subsection A 4 (the Company’s former Rider T) and

the Rider T1 rates currently in effect. Implementation of the proposed Rider T1 on September 1, 2025, would increase the total monthly bill of a typical residential customer using 1,000 kilowatt-hours per month by \$2.10.

TAKE NOTICE that the Commission may adopt rates that differ from those appearing in the Company's Application and supporting documents and may apportion revenues among customer classes and/or design rates in a manner differing from that shown in the Application and supporting documents.

The Commission entered an Order for Notice and Hearing that, among other things, scheduled public hearings on the Company's Application. On June 17, 2025, at 10 a.m., a Hearing Examiner appointed by the Commission will hold a telephonic hearing for the purpose of receiving the testimony of public witnesses. On or before June 10, 2025, any person desiring to offer testimony as a public witness shall provide to the Commission: (a) your name, and (b) the telephone number that you wish the Commission to call during the hearing to receive your testimony. This information may be provided to the Commission: (i) by filling out a form on the Commission's website at scc.virginia.gov/case-information/webcasting; or (ii) by calling (804) 371-9141. This public witness hearing will be webcast at scc.virginia.gov/case-information/webcasting.

Beginning at 10 a.m. on June 17, 2025, the Hearing Examiner will telephone sequentially each person who has signed up to testify as provided above.

On June 17, 2025 at 10 a.m., or at the conclusion of the public witness portion of the hearing, whichever is later, in the Commission's second floor courtroom located in the Tyler Building, 1300 East Main Street, Richmond, Virginia 23219, a Hearing Examiner appointed by the Commission will convene a hearing to receive testimony and evidence offered by the Company, any respondents, and the Commission Staff.

To promote administrative efficiency and timely service of filings upon participants, the Commission has directed the electronic filing of testimony and pleadings, unless they contain confidential information, and has required electronic service on parties to this proceeding.

An electronic copy of the Company's Application may be obtained by submitting a written request to counsel for the

Company: Jontille D. Ray, Esquire, McGuireWoods LLP, 800 East Canal Street, Richmond, Virginia 23219, or jray@mcguirewoods.com. Interested persons also may download unofficial copies from the Commission's website: scc.virginia.gov/case-information.

On or before June 13, 2025, any interested person may submit comments on the Application electronically by following the instructions on the Commission's website: scc.virginia.gov/case-information/submit-public-comments. Those unable, as a practical matter, to submit comments electronically may file such comments by U.S. mail to the Clerk of the State Corporation Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218-2118. All comments shall refer to Case No. PUR-2025-00076.

On or before June 4, 2025, any person or entity wishing to participate as a respondent in this proceeding may do so by filing a notice of participation with the Clerk of the Commission at scc.virginia.gov/clk/efiling. Those unable, as a practical matter, to file a notice of participation electronically may file such notice by U.S. mail to the Clerk of the Commission at the address listed above. Such notice of participation shall include the email addresses of such parties or their counsel, if available. A copy of the notice of participation as a respondent also must be sent electronically to counsel for the Company, Commission Staff, and any other respondents. Pursuant to 5 VAC 5-20-80 B, *Participation as a respondent*, of the Commission's Rules of Practice and Procedure, 5 VAC 5-20-10 *et seq.* ("Rules of Practice"), any notice of participation shall set forth: (i) a precise statement of the interest of the respondent; (ii) a statement of the specific action sought to the extent then known; and (iii) the factual and legal basis for the action. Any organization, corporation or government body participating as a respondent must be represented by counsel as required by 5 VAC 5-20-30, *Counsel*, of the Rules of Practice. All filings shall refer to Case No. PUR-2025-00076.

On or before June 4, 2025, each respondent may file with the Clerk of the Commission at scc.virginia.gov/clk/efiling any testimony and exhibits by which the respondent expects to establish its case. Any respondent unable, as a practical matter, to file testimony and exhibits electronically may file such by U.S. mail to the Clerk of the Commission at the address listed above. Each witness's testimony shall include a summary not to exceed one page. All testimony and exhibits shall be served electronically

on the Commission Staff, the Company, and all other respondents simultaneous with their filing. In all filings, the respondent shall comply with the Rules of Practice, including 5 VAC 5-20-140, *Filing and service*, and 5 VAC 5-20-240, *Prepared testimony and exhibits*. All filings shall refer to Case No. PUR-2025-00076.

Any documents filed in paper form with the Office of the Clerk of the Commission in this docket may use both sides of the paper. In all other respects, except as modified by the Commission's Order for Notice and Hearing, all filings shall comply fully with the requirements of 5 VAC 5-20-150, *Copies and format*, of the Commission's Rules of Practice.

The Commission's Rules of Practice, the Company's Application, the Commission's Order for Notice and Hearing, and other documents filed in this case may be viewed on the Commission's website at: scc.virginia.gov/case-information.

VIRGINIA ELECTRIC AND POWER COMPANY
D/B/A DOMINION ENERGY VIRGINIA

(9) The Company shall serve each official listed in 20 VAC 5-204-10 J 1, as provided by 20 VAC 5-204-10 J 2.

(10) On or before June 11, 2025, the Company shall file proof of the notice and service required by Ordering Paragraphs (8) and (9), including the name, title, and address of each official served, with the Clerk of the Commission at scc.virginia.gov/clk/efiling.

(11) On or before June 13, 2025, any interested person may submit comments on the Application electronically by following the instructions on the Commission's website: scc.virginia.gov/case-information/submit-public-comments. Those unable, as a practical matter, to submit comments electronically may file such comments by U.S. mail to the Clerk of the State Corporation Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218-2118. All comments shall refer to Case No. PUR-2025-00076.

(12) On or before June 4, 2025, any person or entity wishing to participate as a respondent in this proceeding may do so by filing a notice of participation with the Clerk of the

Commission at scc.virginia.gov/clk/efiling. Those unable, as a practical matter, to file a notice of participation electronically may file such notice by U.S. mail to the Clerk of the Commission at the address listed in Ordering Paragraph (11). Such notice of participation shall include the email addresses of such parties or their counsel, if available. A copy of the notice of participation as a respondent also must be sent electronically to counsel for the Company, Staff, and all other respondents, as directed in Ordering Paragraph (3). Pursuant to 5 VAC 5-20-80 B, *Participation as a respondent*, of the Commission's Rules of Practice, any notice of participation shall set forth: (i) a precise statement of the interest of the respondent; (ii) a statement of the specific action sought to the extent then known; and (iii) the factual and legal basis for the action. Any organization, corporation or government body participating as a respondent must be represented by counsel as required by 5 VAC 5-20-30, *Counsel*, of the Rules of Practice. All filings shall refer to Case No. PUR-2025-00076.

(13) Within three (3) business days of receipt of a notice of participation as a respondent, the Company shall serve upon the respondent a copy of this Order for Notice and Hearing and a copy of the Application, unless these materials have already been provided to the respondent.

(14) On or before June 4, 2025, each respondent may file with the Clerk of the Commission at scc.virginia.gov/clk/efiling any testimony and exhibits by which the respondent expects to establish its case. Any respondent unable, as a practical matter, to file testimony and exhibits electronically may file such by U.S. mail to the Clerk of the Commission at the address listed in Ordering Paragraph (11). Each witness's testimony shall include a summary not to exceed one page. All testimony and exhibits shall be served electronically on the Staff, the Company, and all other respondents simultaneous with their filing, as directed in Ordering

Paragraph (3). In all filings, the respondent shall comply with the Rules of Practice, including 5 VAC 5-20-140, *Filing and service*, and 5 VAC 5-20-240, *Prepared testimony and exhibits*.

All filings shall refer to Case No. PUR-2025-00076.

(15) On or before June 4, 2025, the Staff shall investigate the Application and shall file with the Clerk of the Commission its testimony and exhibits concerning the Application. Each Staff witness's testimony shall include a summary not to exceed one page. The Staff shall serve a copy thereof electronically on counsel to the Company and all respondents.

(16) On or before June 11, 2025, the Company shall file with the Clerk of the Commission any rebuttal testimony and exhibits it expects to offer, and each rebuttal witness's testimony shall include a summary not to exceed one page. The Company shall serve a copy of its rebuttal testimony and exhibits electronically on the Staff and all respondents.

(17) Any documents filed in paper form with the Office of the Clerk of the Commission in this docket may use both sides of the paper. In all other respects, except as modified by this Order for Notice and Hearing, all filings shall comply fully with the requirements of 5 VAC 5-20-150, *Copies and format*, of the Commission's Rules of Practice.

(18) The Commission's Rule of Practice 5 VAC 5-20-260, *Interrogatories to parties or requests for production of documents and things*, shall be modified for this proceeding as follows: responses and objections to written interrogatories and requests for production of documents shall be served within four (4) calendar days after receipt of the same. In addition to the service requirements of 5 VAC 5-20-260, on the day that copies are filed with the Clerk of

the Commission, a copy of the interrogatory or request for production shall be served electronically on the party to whom the interrogatory or request for production is directed or the assigned Staff attorney if the interrogatory or request for production is directed to the Staff.¹¹ Except as modified above, discovery shall be in accordance with Part IV of the Commission's Rules of Practice, 5 VAC 5-20-240 *et seq.*

(19) This matter is continued.

A COPY hereof shall be sent electronically by the Clerk of the Commission to all persons on the official Service List in this matter. The Service List is available from the Clerk of the Commission.

¹¹ The assigned Staff attorney is identified on the Commission's website, scc.virginia.gov/pages/Case-Information, by clicking "Docket Search," then clicking "Search by Case Information," and entering the case number, PUR-2025-00076, in the appropriate box.

L-7b

Dominion Energy Services, Inc.
Law Department
120 Tredegar Street, Richmond, VA 23219
DominionEnergy.com



May 15, 2025

**Application of Virginia Electric and Power Company,
To revise its fuel factor pursuant to Va. Code § 56-249.6
Case No. PUR-2025-00059**

To: Local Government Officials

Pursuant to the State Corporation Commission of Virginia's May 12 2025, *Order Establishing 2025-2026 Fuel Factor Proceeding* ("Order"), the Company is providing you a copy of its Application filed on March 31, 2025, as well as the Order. Please take notice of their contents.

An electronic copy of the Company's full Application, supporting testimony, and schedules may be obtained by submitting a written request to counsel for the Company, Elaine S. Ryan, Esquire, McGuireWoods LLP, Gateway Plaza, 800 East Canal Street, Richmond, Virginia, or eryan@mcguirewoods.com.

/s/ Nicole M. Allaband

Nicole M. Allaband
Senior Counsel

Attachments

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

APPLICATION OF)	
)	
VIRGINIA ELECTRIC AND POWER COMPANY)	Case No. PUR-2025-00059
)	
To revise its fuel factor pursuant to Va. Code)	
§ 56-249.6)	

APPLICATION

Pursuant to § 56-249.6 of the Code of Virginia (“Va. Code”), Virginia Electric and Power Company (“Dominion Energy Virginia” or the “Company”), by counsel, files this application to revise its fuel factor effective July 1, 2025 (the “Application”). In support of its Application, the Company respectfully states the following:

1. Dominion Energy Virginia is a public service corporation organized under the laws of the Commonwealth of Virginia furnishing electric service to the public within its certificated service territory. The Company also supplies electric service to non-jurisdictional customers in Virginia and to the public in portions of North Carolina. The Company’s electric system, consisting of facilities and associated facilities for the generation, transmission, and distribution of electric energy, is interconnected with the electric systems of neighboring utilities and is part of the interconnected network of electric systems serving the continental United States. Because of its operations in Virginia and North Carolina and its interconnections with other electric utilities, the Company engages in interstate commerce. The post office address of the Company is P.O. Box 26666, Richmond, Virginia 23261.

2. The facts supporting this Application are set forth in the accompanying testimony and exhibits of J. Scott Gaskill, William A. Coyle, Andrew T. Snead, Katherine E. Farmer, Dale E. Hinson, Tom A. Brookmire, Richard A. DeJarnette, and Christopher C. Hewett.

3. The testimony and exhibits demonstrate that an increase to the Company's existing fuel factor rate is necessary to provide the Company with the appropriate level of fuel cost recovery pursuant to Va. Code § 56-249.6 over the period beginning July 1, 2025 through June 30, 2026.

4. For the July 1, 2025 through June 30, 2026 fuel year, the Company projects Virginia jurisdictional fuel expenses, including energy-related fuel and capacity-related purchased power expenses, of approximately \$1.958 billion, which combined with a prior period under-recovery of \$204.5 million, results in a total revenue requirement of \$2.1628 billion. The Company's proposed 2025-2026 fuel factor, reflected in Fuel Charge Rider A, consists of both a current period and prior period factor related to its fuel expense, as it has historically. The Company is proposing to include a capacity component that will vary by rate schedule. The Company's proposed Fuel Charge Rider A is shown in Company Witness Hewett's Schedule 1.

5. The Company is requesting in this Application a 2025-2026 fuel factor rate of 3.1664 cents per kilowatt-hour ("¢/kWh") for the period July 1, 2025 through June 30, 2026 for a typical residential customer. For a residential customer using 1,000 kWh per month, the typical bill would increase \$10.92. This represents an increase of 1.0929 ¢/kWh over the total fuel factor currently in effect of 2.0735¢/kWh¹ for a typical residential customer using 1,000 kWh per month. This results in a jurisdictional fuel revenue increase of approximately \$859.5 million when applied to the Company's projected current period kWh sales over the period July 1, 2025 to June 30, 2026.

6. The Company is proposing a change to the Definitional Framework of Fuel for Virginia Electric and Power Company ("Definitional Framework") to allow recovery of future

¹ *Application of Virginia Electric and Power Company, To revise its fuel factor pursuant to § 56-249.6 of the Code of Virginia, Case No. PUR-2024-00078, Order Establishing 2024-2025 Fuel Factor (Jan. 15, 2025).*

purchased capacity expense, a type of purchased power, through the fuel factor instead of base rates. Recovery of capacity expense in the fuel factor is consistent with Va. Code § 56-249.6 C and with the Federal Energy Regulatory Commission's Uniform System of Accounts. Company Witness Gaskill presents a blackline of the Company's proposed change to the Definitional Framework and Company Witness Coyle provides support for this proposal. As Mr. Gaskill explains, this change will support rate stability, rate efficiency, and affordability for customers. Moving capacity expenses to fuel will increase the fuel factor by \$1.98 for the typical residential customer, but also results in a decrease to base rates of \$6.22 beginning on January 1, 2026.

7. Consistent with the Commission's decision in the Company's 2023 fuel factor proceeding, Case No. PUR-2023-00067, the Company's proposed factor reflects the additional revenue remaining, or projected to be remaining, from Schedule MBR customers after funding generation riders and cost-of-service base rates. The Company estimates that, for the prior period July 1, 2024 – June 30, 2025, elevated market prices resulted in additional revenue from MBR Customers, reducing the net deferral balance by approximately \$100 million.² For the forecasted period July 1, 2025 – June 30, 2026, the benefit of MBR Customer revenue is projected to be approximately \$353.1 million, which reduces the current period fuel rate by nearly \$5 per month for the typical residential customer.

8. The Company is filing its 2025-2026 proposed Fuel Factor earlier in the year than it has customarily done to be contemporaneous with the Company's 2025 Biennial Review filing in Case No. PUR-2025-00058.³ The Company recognizes the inter-related nature of these matters and has endeavored to facilitate the Commission's consideration of its 2025-2026

² Includes certain MBR related hedges the Company entered into for the 2024 and 2025 calendar years.

³ *Application of Virginia Electric and Power Company For a 2025 biennial review of the rates, terms and conditions for the provision of generation, distribution and transmission services pursuant to § 56-585.1 A of the Code of Virginia*, Case No. PUR-2025-00058 (filed Mar. 31, 2025).

proposed Fuel Factor before respondents and Commission Staff might desire to address the implications of the Commission's decision in the Company's Biennial Review proceeding.

WHEREFORE, Virginia Electric and Power Company respectfully files the proposed Rider A Fuel Charge as set forth in Witness Hewett's Schedule 1, effective for usage on and after July 1, 2025.

Respectfully submitted,

VIRGINIA ELECTRIC AND POWER COMPANY

By: /s/ Elaine S. Ryan
Counsel

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Counsel for Virginia Electric and Power Company

March 31, 2025

STATE CORPORATION COMMISSION

AT RICHMOND, MAY 12, 2025

*State Corporation Commission
Document Control Center
5/12/2025- 11:57 AM*

APPLICATION OF

VIRGINIA ELECTRIC AND POWER COMPANY

CASE NO. PUR-2025-00059

To revise its fuel factor pursuant to
Va. Code § 56-249.6

ORDER ESTABLISHING 2025-2026 FUEL FACTOR PROCEEDING

On March 31, 2025, Virginia Electric and Power Company (“Company” or “Dominion”) filed with the State Corporation Commission (“Commission”) its application (“Application”) pursuant to § 56-249.6 of the Code of Virginia (“Code”) to revise its fuel factor effective July 1, 2025.¹ The Application describes the Company’s (i) projected jurisdictional fuel expense for the July 1, 2025 through June 30, 2026 fuel year (“Rate Year”), and (ii) projected June 30, 2025 fuel deferral balance. In addition, the Company’s Application proposes a change to the Definitional Framework of Fuel for Virginia Electric and Power Company (“Definitional Framework”) to allow recovery of future purchased capacity expense, a type of purchased power, through the fuel factor instead of base rates.² The Company asserts that these purchased capacity costs have significantly increased in magnitude recently and have been subject to volatility in the underlying capacity auction process.³ As such, the Company believes that

¹ Application at 1. On April 11, 2025, Dominion filed a letter clarifying certain requests in the Application (“Clarifying Letter”).

² Application at 2-3.

³ *Id.*

recovery of these costs through the fuel factor will promote greater cost recovery certainty and stability for customers and less volatility in their rates.⁴

The Company proposes the changes to the Definitional Framework to be effective for capacity expenses incurred beginning on January 1, 2026, “to align with the expected timing of new base rates determined in the biennial review.”⁵ Dominion represents that capacity expenses from January 2026 and beyond would be removed from base rates and included in fuel recovery, avoiding any double-recovery of costs.⁶ Dominion also represents that capacity expenses incurred through December 2025 will continue to be recovered in base rates.⁷

While energy-related fuel costs are allocated on a uniform cents per kilowatt-hour (“¢/kWh”) basis, the Company states that the nature and causation of capacity expenses are related to usage during high-demand days such that capacity expenses should be allocated on a Factor 1 – Average and Excess basis regardless of whether they are recovered through base rates or the fuel factor.⁸ As a result, the Company proposes to include a capacity component that will vary by rate schedule.⁹ The Company proposes to include approximately \$120 million of purchased capacity expense to be incurred from January 1, 2026, through June 30, 2026, in the

⁴ *Id.*

⁵ Direct Testimony of J. Scott Gaskill (“Gaskill Direct”) at 10.

⁶ Gaskill Direct at 10. *See also Application of Virginia Electric and Power Company, For a 2025 biennial review of the rates, terms, and conditions for the provision of generation, distribution and transmission services pursuant to § 56-585.1 A of the Code of Virginia*, Case No. PUR-2025-00058, Doc. Con. Cen. No. 250350121, Application (Mar. 31, 2025) (“2025 Biennial Review”).

⁷ Gaskill Direct at 10.

⁸ *Id.* at 13.

⁹ Application at 2; Direct Testimony of Christopher C. Hewett (“Hewett Direct”) at Schedule 1.

fuel factor to be recovered over the Rate Year.¹⁰ This results in an estimated increase for the typical residential customer using 1,000 kWh per month of \$1.98.¹¹

Dominion's total proposed fuel factor consists of a current period factor ("Current Period Factor") and a prior period factor ("Prior Period Factor").¹² For the Rate Year, the Company projects jurisdictional fuel expenses, including energy-related fuel and capacity-related purchased power expenses, of approximately \$1.958 billion, which results in an energy component of the Current Period Factor rate of 2.6709 ¢/kWh and a capacity component that will vary by rate schedule.¹³ The Prior Period Factor is designed to recover the projected June 30, 2025 fuel under-recovery deferral balance of approximately \$204.5 million.¹⁴ The Company proposes a Prior Period Factor of 0.2971 ¢/kWh.¹⁵ The Company asserts that a large driver of this unrecovered fuel balance was the sustained cold winter weather experienced in January 2025, which resulted in all-time peak demand records for three consecutive days, along with increased gas and power prices.¹⁶ Together, the Company proposes a total fuel factor with an energy component of 2.9680 ¢/kWh and a capacity component that will vary by rate

¹⁰ Clarifying Letter at 2. Under the Company's proposed alternative biennial review position, the \$120 million in capacity expenses that the Company proposes to include in the instant fuel factor Rate Year appears to be a fraction of the \$364 million that would be removed from bases rates for the 2026 rate year. *Id.* at 3. If the Company's proposal to permit prospective recovery of purchased capacity expense through the Company's fuel factor were approved, the remaining \$244 million would appear to be eligible for fuel factor recovery in a successive fuel factor rate year, which would have a corresponding and incremental monthly bill impact.

¹¹ Clarifying Letter at 2.

¹² *Id.* at 2; Gaskill Direct at 2-3.

¹³ Application at 2; Hewett Direct at 7 and Schedule 1.

¹⁴ Application at 2; Gaskill Direct at 3.

¹⁵ Gaskill Direct at 4.

¹⁶ *Id.*

schedule.¹⁷ For a typical residential customer, the resulting fuel factor would be approximately 3.1664 ¢/kWh.¹⁸ For a typical residential customer using 1,000 kWh per month, the total rate increase would be \$10.92 per month, inclusive of the \$1.98 increase related to purchased capacity expense discussed above.¹⁹

Finally, in conjunction with the filing of its Application, the Company filed the Motion of Virginia Electric and Power Company for Entry of a Protective Order (“Motion for Protective Order”) and a proposed protective order for the use of confidential information in this proceeding.

NOW THE COMMISSION, upon consideration of this matter, is of the opinion and finds that this matter should be docketed; the Company should provide public notice of its Application; hearings should be scheduled for the purpose of receiving testimony from public witnesses and evidence on the Application; interested persons should have an opportunity to file comments on the Application or to participate in this proceeding as respondents; and the Staff of the Commission (“Staff”) should be directed to investigate the Application and to file testimony and exhibits containing its findings and recommendations thereon. Further, we find that a Hearing Examiner should be appointed to rule on all discovery matters, including the Company’s Motion for Protective Order, and all *pro hac vice* motions, that arise during the course of this proceeding.

¹⁷ Hewett Direct at Schedule 1.

¹⁸ Application at 2. The Company has proposed separate energy and capacity components of the fuel factor as shown in Schedule 1 to the Direct Testimony of Company witness Hewett.

¹⁹ According to Dominion, if purchased capacity expense remains in base rates, for a residential customer using 1,000 kWh per month, the increase to the monthly bill for the fuel factor would be \$8.95 per month, \$1.98 lower. Clarifying Letter at 3.

Next, the Commission finds that a total fuel factor rate of 2.9680 ¢/kWh, with no capacity component, may be placed into effect on an interim basis for usage on and after July 1, 2025.²⁰ In setting this interim fuel factor rate, we exclude the proposed capacity component of the fuel factor pending our decision in this matter. We find such exclusion appropriate given the significance and complexity of the proposed change. For a typical residential customer using 1,000 kWh per month, this represents an interim increase to the monthly bill of \$8.95.²¹ The fuel factor rate ultimately approved in this proceeding, however, could be higher than the interim fuel factor rate if the Company's proposal to move capacity-related purchased power expenses from base rates to the fuel factor rate is ultimately approved by the Commission.²²

Finally, upon consideration of the Company's decision to file both cases contemporaneously and the filings in this case and the Company's 2025 Biennial Review, to include the interrelatedness of the purchased capacity expense issue itself, we find that, in the interest of judicial economy, the procedural schedules in this docket and Case No. PUR-2025-00058 should be combined for all purposes including discovery, prefiled testimony, and hearing dates – while keeping the dockets separate – as set forth herein.

Accordingly, IT IS ORDERED THAT:

- (1) This matter is docketed and assigned Case No. PUR-2025-00059.
- (2) A total fuel factor of 2.9680 ¢/kWh may, at the Company's election, be placed into effect on an interim basis for usage on and after July 1, 2025.

²⁰ Hewett Direct at Schedule 1.

²¹ Clarifying Letter at 3.

²² *See id.* at 2.

(3) To the extent practicable, for all purposes including discovery, prefiled testimony, and hearing dates, the procedural schedules in this docket and Case No. PUR-2025-00058 shall be combined – while keeping the dockets separate – as set forth in this Order. The Company, however, shall not be required to refile the Application.

(4) As provided by § 12.1-31 of the Code and 5 VAC 5-20-120, *Procedure before hearing examiners*, of the Commission’s Rules of Practice and Procedure (“Rules of Practice”),²³ the Hearing Examiner assigned to Case No. PUR-2025-00058 is also appointed in this case to rule on any discovery matters that arise during the course of this proceeding, including ruling on the Motion for Protective Order and any requests for appearance *pro hac vice*. The Hearing Examiner shall issue a Protective Ruling for Combined Cases to facilitate the handling of confidential information in the combined cases and to permit the development of all issues in the combined proceedings. A copy of any motion related to discovery matters or motions *pro hac vice* filed with the Commission’s Clerk’s Office in this matter shall also be sent electronically to the Office of the Hearing Examiners.²⁴

(5) All pleadings in this matter shall be submitted electronically to the extent authorized by 5 VAC 5-20-150, *Copies and format*, of the Commission’s Rules of Practice. Confidential and Extraordinarily Sensitive Information shall not be submitted electronically and should comply with 5 VAC 5-20-170, *Confidential information*, of the Rules of Practice. Any person seeking to hand deliver and physically file or submit any pleading or other document shall contact the Clerk’s Office Document Control Center at (804) 371-9838 to arrange the delivery.

²³ 5 VAC 5-20-10 *et seq.*

²⁴ Such electronic copies shall be sent to: OHEParalegals@scc.virginia.gov.

(6) Pursuant to 5 VAC 5-20-140, *Filing and service*, of the Rules of Practice, the Commission directs that service on parties and Staff in this matter shall be accomplished by electronic means. Concerning Confidential or Extraordinarily Sensitive Information, parties and Staff are instructed to work together to agree upon the manner in which documents containing such information shall be served upon one another, to the extent practicable, in an electronically protected manner, even if such information is unable to be filed in the Office of the Clerk, so that no party or Staff is impeded from preparing its case.

(7) The Commission schedules a telephonic portion of the hearing for the receipt of testimony from public witnesses on the Application, as follows:

- (a) The portion of the hearing for the receipt of testimony from public witnesses on the Application shall be convened telephonically at the same time as the Company's Biennial Review, at 12 p.m. on September 2, 2025.
- (b) To promote fairness for all public witnesses, each witness will be allotted five minutes to provide testimony.
- (c) On or before August 26, 2025, any person desiring to offer testimony as a public witness shall provide to the Commission: (a) your name, and (b) the telephone number that you wish the Commission to call during the hearing to receive your testimony. This information may be provided to the Commission: (i) by filling out a form on the Commission's website at scc.virginia.gov/case-information/webcasting; or (ii) by calling (804) 371-9141 to register.
- (d) Beginning at 12 p.m. on September 2, 2025, the Commission will telephone sequentially each person who has signed up to testify as provided above.
- (e) This public witness portion of the hearing will be webcast at scc.virginia.gov/case-information/webcasting.

(8) The evidentiary portion of the hearing on the Application shall be convened at the same time as the evidentiary portion of the hearing on the Company's Biennial Review, 12 p.m. on September 2, 2025, or at the conclusion of the public witness portion of the hearing, whichever is later, in the Commission's second floor courtroom located in the Tyler Building,

1300 East Main Street, Richmond, Virginia 23219, to receive testimony and evidence of the Company, any respondents, and Staff.

(9) An electronic copy of the public version of the Company's Application may be obtained by submitting a written request to counsel for the Company: Elaine S. Ryan, Esquire, McGuireWoods LLP, Gateway Plaza, 800 East Cary Street, Richmond, Virginia 23219, or eryan@mcguirewoods.com. Interested persons also may download unofficial copies of the public version of the Application and other documents filed in this case from the Commission's website: scc.virginia.gov/case-information.

(10) On or before May 30, 2025, the Company shall cause the following notice to be published as display advertising (not classified) on one (1) occasion in newspapers of general circulation throughout the Company's service territory within Virginia:

NOTICE TO THE PUBLIC OF
VIRGINIA ELECTRIC AND POWER COMPANY'S
REQUEST TO REVISE ITS FUEL FACTOR
CASE NO. PUR-2025-00059

On March 31, 2025, Virginia Electric and Power Company ("Company" or "Dominion") filed with the State Corporation Commission ("Commission") its application ("Application") pursuant to § 56-249.6 of the Code of Virginia ("Code") to revise its fuel factor effective July 1, 2025. The Application describes the Company's (i) projected jurisdictional fuel expense for the July 1, 2025 through June 30, 2026 fuel year ("Rate Year"), and (ii) projected June 30, 2025 fuel deferral balance. In addition, the Company's Application proposes a change to the Definitional Framework of Fuel for Virginia Electric and Power Company ("Definitional Framework") to allow recovery of future purchase capacity expense, a type of purchased power, through the fuel factor instead of base rates. The Company asserts that these purchased capacity costs have significantly increased in magnitude recently and have been subject to volatility in the underlying capacity auction process. As such, the Company believes that recovery of these costs through the fuel factor will promote greater cost recovery certainty and stability for customers and less volatility in their rates.

The Company proposes the changes to the Definitional Framework to be effective for capacity expenses incurred beginning on January 1, 2026, “to align with the expected timing of new base rates determined in the biennial review.” Dominion represents that capacity expenses from January 2026 and beyond would be removed from base rates and included in fuel recovery, avoiding any double-recovery of costs. Dominion also represents that capacity expenses incurred through December 2025 will continue to be recovered in base rates.

While energy-related fuel costs are allocated on a uniform cents per kilowatt-hour (“¢/kWh”) basis, the Company states that the nature and causation of capacity expenses are related to usage during high-demand days such that capacity expenses should be allocated on a Factor 1 – Average and Excess basis regardless of whether they are recovered through base rates or the fuel factor. As a result, the Company proposes to include a capacity component that will vary by rate schedule. The Company proposes to include approximately \$120 million of purchased capacity expense to be incurred from January 1, 2026, through June 30, 2026, in the fuel factor to be recovered over the Rate Year. This results in an estimated increase for the typical residential customer using 1,000 kWh per month of \$1.98.

Dominion’s total proposed fuel factor consists of a current period factor (“Current Period Factor”) and a prior period factor (“Prior Period Factor”). For the Rate Year, the Company projects jurisdictional fuel expenses, including energy-related fuel and capacity-related purchased power expenses, of approximately \$1.958 billion, which results in an energy component of the Current Period Factor rate of 2.6709 ¢/kWh and a capacity component that will vary by rate schedule. The Prior Period Factor is designed to recover the projected June 30, 2025 fuel under-recovery deferral balance of approximately \$204.5 million. The Company proposes a Prior Period Factor of 0.2971 ¢/kWh. The Company asserts that a large driver of this unrecovered fuel balance was the sustained cold winter weather experienced in January 2025, which resulted in all-time peak demand records for three consecutive days, along with increased gas and power prices. Together, the Company proposes a total fuel factor with an energy component of 2.9680 ¢/kWh and a capacity component that will vary by rate schedule. For a typical residential customer, the resulting fuel factor would be approximately 3.1664 ¢/kWh. For a typical residential customer using 1,000 kWh per month, the total

rate increase would be \$10.92 per month, inclusive of the \$1.98 increase related to purchased capacity expense discussed above.

Interested persons are encouraged to review the Application and supporting documents in full for additional details.

The Commission entered an Order Establishing 2025-2026 Fuel Factor Proceeding in this matter that, among other things, scheduled a public hearing on the Application. The Commission determined that in the interest of judicial economy, the procedural schedules in this docket and Case No. PUR-2025-00058 (Dominion's 2025 biennial review proceeding) shall be combined – while keeping the dockets separate – to the extent practicable.

Pursuant to Code § 56-249.6, the Commission permitted Dominion to implement a fuel factor rate of 2.9680 ¢/kWh, with no capacity component, on an interim basis for usage on and after July 1, 2025. For a typical residential customer using 1,000 kWh per month, this represents an interim increase to the monthly bill of \$8.95.

On September 2, 2025, at 12 p.m., the Commission will hold a telephonic portion of the hearing for the purpose of receiving the testimony of public witnesses. On or before August 26, 2025, any person desiring to offer testimony as a public witness shall provide to the Commission: (a) your name, and (b) the telephone number that you wish the Commission to call during the hearing to receive your testimony. This information may be provided to the Commission: (i) by filling out a form on the Commission's website at scc.virginia.gov/case-information/webcasting; or (ii) by calling (804) 371-9141 to register. This public witness portion of the hearing will be webcast at scc.virginia.gov/case-information/webcasting.

On September 2, 2025, at 12 p.m., or at the conclusion of the public witness portion of the hearing, whichever is later, in the Commission's second floor courtroom located in the Tyler Building, 1300 East Main Street, Richmond, Virginia 23219, the Commission will convene a hearing to receive testimony and evidence related to the Application from Dominion, any respondents, and the Commission's Staff.

To promote administrative efficiency and timely service of filings upon participants, the Commission has directed the electronic filing of testimony and pleadings, unless they contain

confidential information, and has required electronic service on parties to this proceeding.

An electronic copy of the public version of the Company's Application may be obtained by submitting a written request to counsel for the Company: Elaine S. Ryan, Esquire, McGuireWoods LLP, Gateway Plaza, 800 East Cary Street, Richmond, Virginia 23219, or eryan@mcguirewoods.com. Interested persons also may download unofficial copies of the public version of the Application and other documents filed in this case from the Commission's website: scc.virginia.gov/case-information.

On or before August 26, 2025, any interested person may submit comments on the Application electronically by following the instructions on the Commission's website: scc.virginia.gov/case-information/submit-public-comments. Those unable, as a practical matter, to submit comments electronically may file such comments by U.S. mail to the Clerk of the State Corporation Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218-2118. All comments shall refer to Case No. PUR-2025-00059.

On or before June 24, 2025, any person or entity wishing to participate as a respondent in this proceeding may do so by filing a notice of participation at scc.virginia.gov/clk/efiling. Those unable, as a practical matter, to file a notice of participation electronically may file such notice by U.S. mail to the Clerk of the Commission at the address listed above. Such notice of participation shall include the email addresses of such parties or their counsel, if available. The respondent simultaneously shall serve a copy of the notice of participation electronically on counsel to the Company, any other respondents, and Commission Staff. Pursuant to 5 VAC 5-20-80 B, *Participation as a respondent*, of the Commission's Rules of Practice and Procedure, 5 VAC 5-20-10 *et seq.* ("Rules of Practice"), any notice of participation shall set forth: (i) a precise statement of the interest of the respondent; (ii) a statement of the specific action sought to the extent then known; and (iii) the factual and legal basis for the action. Any organization, corporation or government body participating as a respondent must be represented by counsel as required by 5 VAC 5-20-30, *Counsel*, of the Rules of Practice. All filings shall refer to Case No. PUR-2025-00059.

On or before July 16, 2025, each respondent may file with the Clerk of the Commission at scc.virginia.gov/clk/efiling any

testimony and exhibits by which the respondent expects to establish its case. Any respondent unable, as a practical matter, to file testimony and exhibits electronically may file such by U.S. mail to the Clerk of the Commission at the address listed above. Each witness's testimony shall include a summary not to exceed one page. All testimony and exhibits shall be served electronically on the Commission Staff, the Company, and all other respondents simultaneous with their filing. In all filings, respondents shall comply with the Commission's Rules of Practice, except as modified by the Commission's Order Establishing 2025-2026 Fuel Factor Proceeding, including, but not limited to: 5 VAC 5-20-140, *Filing and service*, and 5 VAC 5-20-240, *Prepared testimony and exhibits*. All filings shall refer to Case No. PUR-2025-00059.

Any documents filed in paper form with the Office of the Clerk of the Commission in this docket may use both sides of the paper. In all other respects, except as modified by the Commission's Order Establishing 2025-2026 Fuel Factor Proceeding, all filings shall comply fully with the requirements of 5 VAC 5-20-150, *Copies and format*, of the Commission's Rules of Practice.

The Commission's Rules of Practice, the public version of the Company's Application, the Commission's Order Establishing 2025-2026 Fuel Factor Proceeding, and other documents filed in this case may be viewed at: scc.virginia.gov/case-information.

VIRGINIA ELECTRIC AND POWER COMPANY

(11) The Company shall serve each official listed in 20 VAC 5-204-10 J 1 as provided by 20 VAC 5-204-10 J 2.

(12) On or before June 9, 2025, the Company shall file proof of the notice and service required by Ordering Paragraphs (10) and (11), including the name, title, address, and electronic mail address (if applicable) of each official served, with the Clerk of the Commission at scc.virginia.gov/clk/efiling.

(13) On or before August 26, 2025, any interested person may submit written comments on the Application by following the instructions on the Commission's website: scc.virginia.gov/case-information/submit-public-comments. Those unable, as a practical matter,

to submit comments electronically may file such comments by U.S. mail to the Clerk of the State Corporation Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218-2118. All comments shall refer to Case No. PUR-2025-00059.

(14) On or before June 24, 2025, any person or entity wishing to participate as a respondent in this proceeding may do so by filing a notice of participation with the Clerk of the Commission at scc.virginia.gov/clk/efiling. Those unable, as a practical matter, to file a notice of participation electronically, may file such notice by U.S. mail to the Clerk of the Commission at the address listed in Ordering Paragraph (13). Such notice of participation shall include the email addresses of such parties or their counsel, if available. The respondent simultaneously shall serve a copy of the notice of participation electronically on counsel to the Company, Staff, and all other respondents. Pursuant to 5 VAC 5-20-80 B, *Participation as a respondent*, of the Commission's Rules of Practice, any notice of participation shall set forth: (i) a precise statement of the interest of the respondent; (ii) a statement of the specific action sought to the extent then known; and (iii) the factual and legal basis for the action. Any organization, corporation, or government body participating as a respondent must be represented by counsel as required by 5 VAC 5-20-30, *Counsel*, of the Rules of Practice. All filings shall refer to Case No. PUR-2025-00059.

(15) Within five (5) business days of receipt of a notice of participation as a respondent, the Company shall serve upon the respondent a copy of this Order Establishing 2025-2026 Fuel Factor Proceeding as well as a copy of the public version of the Application and supporting materials filed by the Company with the Commission in this docket, unless these materials already have been provided to the respondent.

(16) On or before July 16, 2025, each respondent may file with the Clerk of the Commission at scc.virginia.gov/clk/efiling any testimony and exhibits by which the respondent expects to establish its case. Any respondent unable, as a practical matter, to file testimony and exhibits electronically may file such notice by U.S. mail to the Clerk of the Commission at the address listed in Ordering Paragraph (13). Each witness's testimony shall include a summary not to exceed one page. A copy of all testimony and exhibits shall be served electronically on the Staff, the Company, and all other respondents simultaneous with their filing. In all filings, respondents shall comply with the Commission's Rules of Practice, except as modified herein, including, but not limited to: 5 VAC 5-20-140, *Filing and service*, and 5 VAC 5-20-240, *Prepared testimony and exhibits*. All filings shall refer to Case No. PUR-2025-00059.

(17) The Staff shall investigate the Application. On or before July 30, 2025, the Staff shall file with the Clerk of the Commission its testimony and exhibits, and each Staff witness's testimony shall include a summary not to exceed one page. A copy thereof shall be served electronically on counsel to Dominion and all respondents. Staff's filing shall refer to Case No. PUR-2025-00059.

(18) On or before August 13, 2025, Dominion shall file with the Clerk of the Commission any rebuttal testimony and exhibits that it expects to offer, and each rebuttal witness's testimony shall include a summary not to exceed one page. The Company's rebuttal shall refer to Case No. PUR-2025-00059. The Company shall serve a copy of its rebuttal testimony and exhibits electronically on the Staff and all respondents.

(19) Any documents filed in paper form with the Office of the Clerk of the Commission in this docket may use both sides of the paper. In all other respects, except as modified herein,

all filings shall comply fully with the requirements of 5 VAC 5-20-150, *Copies and format*, of the Commission's Rules of Practice.

(20) The Commission's Rule of Practice 5 VAC 5-20-260, *Interrogatories to parties or requests for production of documents and things*, shall be modified for this proceeding as follows: responses and objections to written interrogatories and requests for production of documents shall be served within seven (7) calendar days after receipt of the same. In addition to the service requirements of 5 VAC 5-20-260, on the day that copies are filed with the Clerk of the Commission, a copy of the interrogatory or request for production shall be served electronically on the party to whom the interrogatory or request for production is directed or the assigned Staff attorney, if the interrogatory or request for production is directed to the Staff.²⁵ Except as modified above, discovery shall be in accordance with Part IV of the Commission's Rules of Practice, 5 VAC 5-20-240 *et seq.*

(21) This matter is continued.

A COPY hereof shall be sent electronically by the Clerk of the Commission to all persons on the official Service List in this matter. The Service List is available from the Clerk of the Commission.

²⁵ The assigned Staff attorney is identified on the Commission's website: scc.virginia.gov/case-information, by clicking "Docket Search," then clicking "Search by Case Information," and entering the case number, PUR-2025-00059, in the appropriate box.

L-7c

Dominion Energy Services, Inc.
Law Department
120 Tredegar Street, Richmond, VA 23219
DominionEnergy.com



May 27, 2025

**Notice of Virginia Electric and Power Company
d/b/a Dominion Energy Virginia of intent to file applications
pursuant to § 56-585.1 A 6 of the Code of Virginia**

To: Local Government Officials

Pursuant to Rule 10 (20 VAC 5-204-10) of the State Corporation Commission's *Rules Governing Utility Rate Applications and Annual Informational Filings* (20 VAC 5-204-10, *et seq.*), Virginia Electric and Power Company d/b/a Dominion Energy Virginia is providing you a copy of its Notice of Intent to File Application(s) or Petition(s) Pursuant to § 56-585.1 A 6 of the Code of Virginia with the State Corporation Commission of Virginia on or after August 1, 2025.

/s/ Lauren W. Biskie

Lauren W. Biskie
Assistant General Counsel

Attachment

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

NOTICE OF)
)
VIRGINIA ELECTRIC AND POWER COMPANY)
d/b/a DOMINION ENERGY VIRGINIA)
)
Of intent to file applications or petitions pursuant)
to § 56-585.1 A 6 of the Code of Virginia)

NOTICE OF VIRGINIA ELECTRIC AND POWER COMPANY
d/b/a DOMINION ENERGY VIRGINIA OF INTENT TO FILE
APPLICATIONS PURSUANT TO § 56-585.1 A 6
OF THE CODE OF VIRGINIA

Pursuant to 20 VAC 5-204-10 A, Virginia Electric and Power Company d/b/a Dominion Energy Virginia, by counsel, hereby submits its Notice of Intent to File Applications Pursuant to § 56-585.1 A 6 of the Code of Virginia with the State Corporation Commission of Virginia for approval of a rate adjustment clause, designated as follows:

- Rider DIST, on or after August 1, 2025. This application will constitute the annual update to the currently approved Rider DIST, which is approved for use through May 31, 2026, as well as propose to consolidate into Rider DIST the annual update to Rider RBB, which is currently approved for use through April 30, 2026.

VIRGINIA ELECTRIC AND POWER COMPANY
d/b/a DOMINION ENERGY VIRGINIA

By: /s/ Lauren W. Biskie
Assistant General Counsel

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Counsel for Virginia Electric and Power Company

May 27, 2025