**AGENDA**
Spotsylvania County
Board of Supervisors Meeting
Board Room/Richard E Holbert Building

**August 24, 2021**
**6:00 PM**

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**Call to Order**

**Pledge of Allegiance, Invocation**

**Approval of Agenda Including Possible Agenda Additions**

1. Resolution Authorizing the County Administrator to Vote and Otherwise Act on Homeowners' Association or Property Owners' Association Matters in which the County is a Member

**Award Presentations and Special Recognitions**

1. Proclamation for Constitution Week September 17-23, 2021

**Presentation of Consent Agenda**

1. Approval of the Minutes of the August 10, 2021 Board of Supervisors Meeting.
2. Adoption of Volunteer Fire & Rescue Financial Management Policy and Memorandum of Understanding
3. Approval of Contract Modification for Renewal to Samaha Associates, P.C. to Provide Architectural and Engineering Services
4. Capital Projects Budget Adjustments
5. Carryover of Schools' Available State & Federal Grants Funding from FY 2021 to FY 2022
6. Request to Submit an Application for the Virginia Department of Housing and Community Development's 2022 Virginia Telecommunication Initiative Grant and Designation of Authorized Organizational Representatives

**Public Comment on Consent Agenda**

**Vote on Consent Agenda**

**Public Presentations (3 minutes per speaker)**

## Board Reports

## Presentations Reports by Others

1. Rappahannock Electric Cooperative - Presentation
2. State of Broadband Presentation

## Closed Meeting

1. Closed Meeting

## New Business

1. Next Board of Supervisors Meeting is September 14, 2021 at 4:30 p.m.

## Adjournment

The finalized agenda may be found on the County website at www.spotsylvania.va.us under the Board of Supervisors tab on or before the Saturday preceding the meeting date. By order of the Spotsylvania County Board of Supervisors, the Board reserves the right to amend this agenda on the day of the Board meeting. The Board of Supervisors encourages the participation of all County citizens. For those with special needs, please notify the County Administrator's Office of any accommodation required prior to the meeting you wish to attend.

**Spotsylvania County**
**Board of Supervisors Agenda**
**Executive Summary**

| | |
|---|---|
| **Meeting Date:** | August 24, 2021 |
| **Title:** | Resolution Authorizing the County Administrator to Vote and Otherwise Act on Homeowners' Association or Property Owners' Association Matters in which the County is a Member |
| **Agenda Title:** | Resolution Authorizing the County Administrator to Vote and Otherwise Act on Homeowners' Association or Property Owners' Association Matters in which the County is a Member |
| **Recommendation:** | Adopt the resolution which would authorize the County Administrator to act on behalf of the County in matters involving homeowners' associations (HOAs) and property owners' associations (POAs) in which the County is a member except in matters dispensing with real property and except in matters increasing the County's financial obligations related to the HOA or POA. |
| **Summary:** | The County owns real estate which is subject to covenants and restrictions recorded against the property in the land records and the covenants and restrictions sometimes subject the County's properties to a HOA or POA of which the County is a member by virtue of its ownership.<br><br>It is sometimes necessary, or in the County's interest, to vote on matters related to the HOA or POA or to informally support or oppose an initiative related to the HOA or POA. But these matters are typically matters which the Board would not feel the need to fully consider as a Board. The County Administrator and his designees already manage the County's property and related matters on a daily basis without guidance from the Board.<br><br>This resolution would authorize the County Administrator and his designee or designees to vote, and support or oppose informal initiatives, in the |

County's best interest on behalf of the Board in all HOA or POA matters related to the County's property except in any matter which would divest the County of any real property interest which would require a public hearing and a vote of the Board and except in any matter which would increase any financial obligation of the County; however, this authorization shall not prohibit the County Administrator and his designee or designees from bringing any proposed vote in any HOA or POA matter related to the County's property before the Board for the Board's consideration should he or she think the Board should give its attention to a particular matter and further this authorization shall not require the County Administrator to vote on or support or oppose informal initiatives should he or she determine that it is in the County's best interest to not act.

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|---|---|
| **Financial Impact:** | N/A |
| **Staff Contacts:** | Ed Petrovitch, County Administrator<br>Kevin Marshall, Business Development Manager |
| **Legal Counsel:** | Karl R. Holsten, County Attorney |
| **Additional Background/Other Considerations:** | N/A |
| **Consequence of Denial/Inaction:** | The County Administrator will not be able to vote on matters involving HOAs and POAs in which the County is a member, or otherwise support or oppose informal initiatives related to the HOAs and POAs and these matters would need to be brought before the Board each time for consideration. |

**ATTACHMENTS:**

| File Name | Description | Type |
|---|---|---|
| Resolution_-_Vote_HOA_and_POA_County_Properties.pdf | Resolution | Resolution |

***DRAFT***

At a meeting of the Spotsylvania County Board of Supervisors held on _______________, 2021, on a motion by ______________, and passed ____________, the Board adopted the following resolution:

**<u>RESOLUTION NO. 2021 –</u>**

WHEREAS, Spotsylvania County ("County") owns real property which is subject to covenants and restrictions recorded against the property in the land records; and

WHEREAS, the covenants and restrictions sometimes subject the County's property to a homeowners' association ("HOA") or property owners' association ("POA") of which the County is a member; and

WHEREAS, it is sometimes necessary, or in the County's interest, to vote on matters related to the HOA or POA or to informally support or oppose an initiative related to the HOA or POA; and

WHEREAS, the Board of Supervisors of Spotsylvania County ("Board") desires to have these votes attended to and made, and informal initiatives supported or opposed, without the full consideration of the Board; and

WHEREAS, the County Administrator of Spotsylvania County ("County Administrator") and his designees are otherwise authorized to manage the County's real property on a daily basis; and

WHEREAS, the Board desires to formally authorize the County Administrator and his designee or designees to vote on behalf of the County and support or oppose informal initiatives in the County's best interest, in all HOA or POA matters related to the County's property.

NOW, THEREFORE, BE IT RESOLVED, that the County Administrator and his designee or designees are hereby authorized to vote, and support or oppose informal initiatives, in the County's best interest on behalf of the Board in all HOA or POA matters related to the County's property except in any matter which would divest the County of any real property interest which would require a public hearing and a vote of the Board and except in any matter which would increase any financial obligation of the County; however, this authorization shall not prohibit the County Administrator and his designee or designees from bringing any proposed vote in any HOA or POA matter related to the County's property before the Board for the Board's consideration should he or she think the Board should give its attention to a particular matter and further this authorization shall not require the County Administrator to vote on or support or oppose informal initiatives should he or she determine that it is in the County's best interest to not act.

(SEAL) A COPY TESTE: ______________________________

Aimee Mann
Deputy Clerk of the Board of Supervisors

**Spotsylvania County**
**Board of Supervisors Agenda**
**Executive Summary**

| | |
|---|---|
| **Meeting Date:** | August 24, 2021 |
| **Title:** | Proclamation for Constitution Week September 17-23, 2021 |

| | |
|---|---|
| **Type:** | Action |
| **Agenda Title:** | Proclamation for Constitution Week September 17-23, 2021 |
| **Recommendation:** | The recommendation is that the Board of Supervisors approve the proclamation recognizing September 17-23, 2021 to be Constitution Week in Spotsylvania, VA. |
| **Summary:** | The proclamation was submitted by Spotsylvania Chapter National Society Daughters of the American Revolution. The attached proclamation for Constitution Week for September 17 to 23, 2021. |
| **Financial Impact:** | N/A |
| **Staff Contacts:** | Mark L. Cole, Deputy County Administrator |
| **Legal Counsel:** | N/A |
| **Additional Background/Other Considerations:** | N/A |
| **Consequence of Denial/Inaction:** | The proclamation will not be approved. |

**ATTACHMENTS:**

| File Name | Description | Type |
|---|---|---|
| Proclamation_Constitution_Week_2021.docx | Proclamation | Proclamation |

<u>**PROCLAMATION**</u>

## Constitution Week 2021

**WHEREAS,** September 17, 2021, marks the two hundred and thirty-fourth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS,** it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and

**WHEREAS,** it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

**WHEREAS,** public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23, as constitution week; and

**NOW, THEREFORE, BE IT PROCLAIMED** that the Spotsylvania County Board of Supervisors does herby recognize the week of September 17-23, 2021, to be Constitution Week in Spotsylvania, Virginia, and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787, by vigilantly protecting the freedoms guaranteed to us through the guardian of our liberties, remembering that lost rights may never be regained.

(SEAL) A COPY TESTE: ______________________________

Aimee R. Mann
Deputy Clerk to the Board of Supervisors

Submitted by Spotsylvania Chapter National Society Daughters of the American Revolution

**Spotsylvania County**
**Board of Supervisors Agenda**
**Executive Summary**

| | |
|---|---|
| **Meeting Date:** | August 24, 2021 |
| **Title:** | Approval of the Minutes of the August 10, 2021 Board of Supervisors Meeting |

| | |
|---|---|
| **Type:** | Action |
| **Agenda Title:** | Approval of the Minutes of the August 10, 2021 Board of Supervisors Meeting. |
| **Recommendation:** | Approve the Minutes of the August 10, 2021 Board of Supervisors Meeting. |
| **Summary:** | The minutes are attached. |
| **Financial Impact:** | N/A |
| **Staff Contacts:** | Aimee Mann, Deputy Clerk to the Board |
| **Additional Background/Other Considerations:** | N/A |
| **Consequence of Denial/Inaction:** | N/A |

**ATTACHMENTS:**

| File Name | Description | Type |
|---|---|---|
| Min_081021.doc | August 10, 2021 | Minutes |

| | |
|---|---|
| PRESENT: | Deborah H. Frazier, Salem District<br>Barry K. Jett, Livingston District<br>Kevin W. Marshall, Berkeley District<br>Timothy J. McLaughlin, Chancellor District<br>David Ross, Courtland District<br>Gary F. Skinner, Lee Hill District<br>Chris Yakabouski, Battlefield District |
| STAFF PRESENT: | Ed Petrovitch, County Administrator<br>Mark L. Cole, Deputy County Administrator<br>Karl Holsten, County Attorney<br>Aimee R. Mann, Deputy Clerk |

Chairman Marshall called the meeting to order at 4:30 p.m. Supervisor McLaughlin led the Pledge of Allegiance and Supervisor Ross gave the invocation.

**APPROVAL OF AGENDA**

On a motion by Chairman Marshall and passed unanimously, the Board approved the agenda to include removal of the following item:

- Resolution to Support the Increase of Women on Local Boards, Committees and Commissions

VOTE:

| | | |
|---|---|---|
| Ayes | 7 | Frazier, Jett, Marshall, McLaughlin<br>Ross, Skinner, Yakabouski |
| Nays: | 0 | |
| Absent: | 0 | |
| Abstain | 0 | |

**PUBLIC COMMENT ON CONSENT AGENDA**

None

**APPROVAL OF THE CONSENT AGENDA**

The County Administrator read the synopsis as a brief preview of these agenda items for the public.

On a motion by Chairman Marshall and passed unanimously, the Board approved the Consent Agenda as follows:

VOTE:

| | | |
|---|---|---|
| Ayes: | 7 | Frazier, Jett, Marshall, McLaughlin, Ross, Skinner, Yakabouski |
| Nays: | 0 | |
| Absent: | 0 | |
| Abstain: | 0 | |

1. Approval of the Minutes of the July 27, 2021 Board of Supervisors Meeting;
2. Approval of an Additional 0.37 FTE to Convert Part-Time Deputy Clerk I to Full-Time Deputy Clerk II;
3. Approval of Contract to W & H Resources, Inc. dba Priority Elevator for Holbert Building Elevator Number Two Modernization;
4. Approval of Lease Agreement for Additional Space for the Voter Registrar Office for the 2021 Election;
5. Approval of Letter of Support for Sentinel Landscapes Program Application;
6. Authorization for Public Hearing and Adoption of a Resolution for the Grant Application Request for the Federal Fiscal Year (FFY) 2021 Edward Byrne Memorial Justice Assistance Grant Program – Local Solicitation as follows:

VOTE:

| | | |
|---|---|---|
| Ayes: | 7 | Frazier, Jett, Marshall, McLaughlin, Ross, Skinner, Yakabouski |
| Nays: | 0 | |
| Absent: | 0 | |
| Abstain: | 0 | |

**RESOLUTION NO. 2021-100**

**A RESOLUTION AUTHORIZING THE APPLICATION FOR THE FFY 2021 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT – LOCAL SOLICITATION AND DESIGNATION OF AUTHORIZED AGENTS FOR THE APPLICATION**

**WHEREAS,** the Department of Justice offers the Edward Byrne Memorial Justice Assistance Grant – Local Solicitation and allows local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions, and

**WHEREAS,** Spotsylvania County is eligible to receive $26,859 under the FFY 2021 Edward Byrne Memorial Justice Assistance Grant – Local Solicitation, and

**WHEREAS**, the Commonwealth's Attorney's Office would like to utilize $10,000 of these funds to issue a subaward to the Rappahannock Area Community Services Board for mental health evaluations and treatment of eligible participants in their efforts to create a Mental Health Docket.

**WHEREAS,** the Spotsylvania County Sheriff's Office would like to utilize $16,859 of these funds to purchase subscription software to aid in managing their policies and procedures, training records, and accreditation process, and

**WHEREAS,** the County is not required to provide a local match for the grant award; and

**WHEREAS,** the subscription costs will exceed the available grant funds; and

**WHEREAS,** the Sheriff's Office will make up the additional costs through use of their FY 2022 Adopted Budget, asset forfeiture funds, or a combination of these funding sources;

**NOW, THEREFORE BE IT RESOLVED** by the Spotsylvania County Board of Supervisors that Spotsylvania County submit a grant application under the FFY 2021 Edward Byrne Memorial Justice Assistance Grant – Local Solicitation in the amount of $26,859; and

**BE IT FURTHER RESOLVED** by the Spotsylvania County Board of Supervisors, that the authorization to advertise for a Public Hearing on September 14, 2021 is approved; and

**BE IT FURTHER RESOLVED** by the Spotsylvania County Board of Supervisors, that the following individuals are hereby designated as authorized agents any of whom may act in the execution and submission of the grant application: Ed Petrovitch, County Administrator; Mark Cole, Deputy County Administrator; Bonnie Jewell, Assistant County Administrator/Chief Financial Officer; and Annette D'Alessandro, Grants Manager.

7. Resolution for Support for Broadband Grant Application – FiberyLync as follows:

VOTE:

| | | |
|---|---|---|
| Ayes: | 7 | Frazier, Jett, Marshall, McLaughlin, Ross, Skinner, Yakabouski |
| Nays: | 0 | |
| Absent: | 0 | |
| Abstain: | 0 | |

**RESOLUTION NO. 2021-101**

**RESOLUTION OF SUPPORT FOR A REGIONAL FFY 2021 NATIONAL TELECOMMUNICATIONS AND INFROMATION ADMINISTRATION BROADBAND INFRASTRUCTURE PROGRAM GRANT APPLICATION AND DESIGNATION OF AUTHORIZED AGENTS**

**WHEREAS**, the Spotsylvania County Board of Supervisors recognizes the need for quality internet access and its benefits to the families and businesses in Spotsylvania County; and

**WHEREAS**, the Spotsylvania County Broadband Committee is always seeking providers who are willing to provide coverage to underserved areas; and

**WHEREAS**, the Orange County Wireless Authority, dba Fiberlync, is submitting a regional grant application for the U.S. Department of Commerce's National Telecommunications and Information Administration (NTIA) FFY 2021 Broadband Infrastructure Program to provide broadband access to hundreds of premises in rural areas of Spotsylvania County, primarily in the Livingston, Berkley and Chancellor districts; and

**WHEREAS,** the County will provide an in-kind match if the grant is awarded; and

**WHEREAS**, this area in Spotsylvania County is currently unserved by broadband carriers impacting the ability of Spotsylvania County residents to participate in remote work, school, and communication.

**NOW, THEREFORE, BE IT RESOLVED** that the Spotsylvania County Board of Supervisors supports Fiberlync's grant application for the National Telecommunications and Information Administration (NTIA), FFY 2021 Broadband Infrastructure Program in order to provide broadband options for the premises in Spotsylvania County; and

**BE IT FURTHER RESOLVED** by the Spotsylvania County Board of Supervisors that the following individuals are hereby designated as authorized agents any of whom may act in the execution and administration of the grant application: Edward Petrovitch, County Administrator; Mark Cole, Deputy County Administrator; Bonnie Jewell, Assistant County Administrator; Jane Reeve, Chief Information Officer; and Annette B. D'Alessandro, Grants Manager.

## PUBLIC PRESENTATIONS

Susan Biondi submitted comments that were read during public presentations. Greg Baker, Barbara Akens and Carol Duke addressed the Board during public presentations.

## BOARD OF SUPERVISORS REPORTS

During this time, Supervisors reported on items of interest and/or concern within their districts.

## PRESENTATIONS/REPORTS BY OTHERS

VOTE – SUP21-0002 Claiborne Verizon Cell Tower/Gilman Land and Timber LLC (Cellco Partnership)(Berkeley District)

On a motion by Chairman Marshall and passed 5 to 2 with Supervisors Skinner and Yakabouski opposed, the Board adopted the resolution as follows:

VOTE:

| | | |
|---|---|---|
| Ayes: | 5 | Frazier, Jett, Marshall, McLaughlin, Ross |
| Nays: | 2 | Skinner, Yakabouski |
| Absent: | 0 | |
| Abstain: | 0 | |

**RESOLUTION NO. 2021-102**

**Approve with Conditions Special Use Permit SUP21-0002**
**Claiborne Cell Tower**

**WHEREAS**, Gilman Land and Timber LLC (Cellco Partnership) requests a special use permit for a 195-foot monopole communication tower with a 4-foot lightning rod, for a total of 199 feet in height, on an approximately 91.76-acre parcel zoned Rural (RU) District. The property is located on the south side of Guinea Station Road (Route 607) approximately 706 feet east of Flippo Drive (Route 634) and approximately 1,500 feet west of the Caroline County line. The property is addressed as 3800 Guinea Station Road and identified as Tax Parcel 64-A-3. The property is designated as Rural Residential on the Future Land Use Map of the Comprehensive Plan. Berkeley Voting District; and

**WHEREAS**, staff has reviewed the subject application and recommends approval with conditions as stated in the staff report and the executive summary; and

**WHEREAS**, the Spotsylvania County Planning Commission held a public hearing on June 16, 2021 duly advertised in a local newspaper for a period of two weeks, and interested citizens were given an opportunity to be heard; and

**WHEREAS**, the Spotsylvania County Planning Commission recommended approval of the project with conditions with a vote of 6-0; and

**WHEREAS**, the Spotsylvania County Board of Supervisors held a public hearing on July 27, 2021, duly advertised in a local newspaper for a period of two weeks, and interested citizens were given an opportunity to be heard. The Board of Supervisors voted 7-0 to close the public hearing and table the vote until August 10, 2021; and

**WHEREAS,** the Spotsylvania County Board of Supervisors considered the Special Use Permit request in accordance with Sec. 23-4.5.7, Standards of Review, and finds that the application with the recommended conditions satisfies the following standards:

1. That the proposed use is in accord with the comprehensive plan and other official plans adopted by the county;

2. That the proposed use or development of the land will be in harmony with the scale, bulk, coverage, density, and character of the area or neighborhood in which it is located;

3. That the proposed use will not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof;

4. That the proposed use will not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use;

5. That the proposed use will not be detrimental to the public welfare or injurious to property or improvements within the neighborhood;

6. That the proposed use is appropriately located with respect to transportation facilities, water supply, wastewater treatment, fire and police protection, waste disposal, and similar facilities;

7. That the proposed use will not cause undue traffic congestion or create a traffic hazard; and

8. That the proposed use will have no unduly adverse impact on environmental or natural resources.

**WHEREAS**, general welfare and good zoning practice are served by approval of the Special Use Permit application.

**NOW, THEREFORE, BE IT RESOLVED** that the Spotsylvania County Board of Supervisors does hereby approve SUP21-0002 with the conditions listed below:

1. The telecommunications tower and compound shall be developed in conformance with the Generalized Development Plan titled "Verizon, Site Name: Claiborne, 3800 Guinea Station Road Fredericksburg, VA 22408, Spotsylvania County" dated April 11, 2019 and last revised, May 10, 2021.
2. The final site design and operation of the facility must be in compliance with all other standards outlined in Sec. 23-7A.4.1 of the Code, except that Sec. 23-7A.4.1.12 is modified to not require the applicant to post a performance bond and Sec. 23-7A.4.1.10 is inapplicable.
3. If the operation of this site causes any interference to surrounding broadcast television receivers, amateur radio operations, or County radio system operations, the owner, applicant or its successors-in-interest shall investigate the complaint, work with the Spotsylvania County Cable TV and Telecommunications Commission to determine remediation, and correct the problem, if it is found to be the fault of one of the tower vendors, within thirty (30) days of receipt of written notice of the interference complaint to the County.
4. The variable width right of way along Guinea Station Road (Route 607), as identified on the GDP, will be dedicated to the County as part of the site plan review and approval process for the telecommunications facility.

5. The 100-foot vegetation preservation buffer as depicted on sheet Z-2 of the GDP will remain undisturbed and will be allowed to naturally reforest with the exception of the 20-foot wide access road as identified on the GDP.

**BE IT FINALLY RESOLVED** that the Spotsylvania County Board of Supervisors' approval and adoption of any conditions does not relieve the applicant and/or subsequent owners from compliance with the provisions of any applicable Spotsylvania County Ordinances, rules, regulations, or adopted standards. To the extent anything in this Special Use Permit is less restrictive than the County's Ordinances, or its rules, regulations, or adopted standards, the lessened restriction shall be void and the County's Ordinances, or its rules, regulations, or adopted standards shall control and be applicable to the Special Use Permit.

Hub of Hope – Presentation

The Executive Director gave an overview of the program and mission.

Short Term Rentals Presentation of Recommendations

Short-term rentals (STRs) were a topic of a presentation to the Board at their March 9, 2021 meeting. The Board requested staff return with a recommendation on whether a code amendment was appropriate and what items should be considered. This item was revisited with a subsequent presentation at the April 27, 2021 meeting, at which the Board requested a recommendation on the specifics of a potential code amendment to better regulate STRs.

Staff's minimum recommendation were that the Board adopt an STR registry and consider whether or not to levy an annual and/or initial fee for each operator to be on the registry. The fee could be within the County Code, or adopted as part of the fee schedule. Because the registry is effectively a mechanism to aid in the assessment and collection of transient occupancy taxes, staff anticipated this amendment being to Chapter 21, Article VI (Transient Occupancy Tax) of the County Code.

There were 2 basic categories of STRs: owner-occupied and non-owner-occupied. Non-owner-occupied STRs tend to have greater impacts to the surrounding neighborhoods and communities than do owner-occupied STRs. The presence of the owner tends to limit these impacts. Several localities address these with different standards in their codes. Should the Board wish to also pursue adoption of differing standards for these 2 categories, below are some supplemental Staff recommendations:

- Require issuance of a residential use permit for non-owner-occupied STRs.

- Require the operator to submit an affidavit which affirms the following:

1. They will post a placard in the STR that states that maximum building occupancy established on the Certificate of Occupancy for the structure.
2. The septic system (if applicable) is presently able to and will continue to adequately support the planned occupancy.
3. Smoke detectors and carbon monoxide detectors are installed and in operation, and fire extinguishers are readily available.
4. Off-street parking for the STR is provided on a gravel or paved surface.

Should the Board wish to pursue adoption of any additional standards, Staff anticipates an amendment to Article 5 (General Development Standards) of the Zoning Ordinance.

By unanimous consent, the Board direct staff to create a registry for STR by way of affidavit.

Fire Station Company 3 Replacement Update

Staff provided a brief update on the replacement of Fire Station Company 3 which is to be co-located with the existing Arritt Park Facility.

On a motion by Chairman Marshall and passed unanimously, the Board approved Fire Station Company 3 layout option 3C.3.

VOTE:

| | | |
|---|---|---|
| Ayes: | 7 | Frazier, Jett, Marshall, McLaughlin, Ross, Skinner, Yakabouski |
| Nays: | 0 | |
| Absent: | 0 | |
| Abstain: | 0 | |

**CLOSED MEETING**

On a motion by Supervisor Skinner and passed unanimously, the Board adopted a resolution to adjourn into closed meeting as follows:

VOTE:

| | | |
|---|---|---|
| Ayes: | 7 | Frazier, Jett, Marshall, McLaughlin, Ross, Skinner, Yakabouski |
| Nays: | 0 | |
| Absent: | 0 | |
| Abstain: | 0 | |

**RESOLUTION NO. 2021-103**

**To Adjourn into a Closed Meeting**

WHEREAS, the Spotsylvania County Board of Supervisors desires to adjourn into Closed Meeting for 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, discussion of real property in the Lee Hill District; and

WHEREAS, the Spotsylvania County Board of Supervisors desires to adjourn into Closed Meeting for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, specifically, a real estate development company and a recreational and entertainment business; and

WHEREAS, the Spotsylvania County Board of Supervisors desires to adjourn into a Closed Meeting for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, a planning and zoning matter; and

WHEREAS, pursuant to Va. Code Ann. § 2.2-3711(A)(3), (5), and (8), such discussions may occur in Closed Meeting.

NOW, THEREFORE, BE IT RESOLVED that the Spotsylvania County Board of Supervisors does hereby authorize discussion of the aforestated matters.

## RETURN TO OPEN MEETING AND CERTIFICATION

On a roll call vote, the Board returned to open meeting and adopted the following resolution:

VOTE:

| | | |
|---|---|---|
| Ayes: | 7 | Frazier, Jett, Marshall, McLaughlin, Ross, Skinner, Yakabouski |
| Nays: | 0 | |
| Absent: | 0 | |
| Abstain: | 0 | |

**RESOLUTION NO. 2021-104**

**Return to Open Meeting**

WHEREAS, the Spotsylvania 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

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

NOW, THEREFORE, BE IT RESOLVED that the Spotsylvania County Board of Supervisors hereby returns to open meeting and certifies, by roll call vote, that to the best of each member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion to convene into Closed Meeting were heard, discussed or considered in the Closed Meeting.

## PUBLIC PRESENTATIONS

Mo Petway addressed the Board during public presentations.

## PRESENTATIONS/REPORTS BY OTHERS (cont'd)

Determination of Whether R21-0011 'Linwood Estates' is Substantially Different than R18-0010 'Chancellor Ridge' (Chancellor District)

Mr. Robinson and Ms. Pomatto presented.

On a motion by Supervisor McLaughlin and passed 5 to 2 with Supervisors Jett and Yakabouski opposed, the Board determined the "Linwood Estates" application to be substantially different than the "Chancellor Ridge" application based on the significant changes to the project's mitigation to public facilities.

VOTE:

| | | |
|---|---|---|
| Ayes: | 5 | Frazier, Marshall, McLaughlin, Ross, Skinner |
| Nays: | 2 | Jett, Yakabouski |
| Absent: | 0 | |
| Abstain: | 0 | |

## NEW BUSINESS

None

## ADJOURNMENT

On a motion by Chairman Marshall and passed unanimously, the Board adjourned its meeting at 7:30 p.m.

VOTE:

| | | |
|---|---|---|
| Ayes: | 7 | Frazier, Jett, Marshall, McLaughlin, Ross, Skinner, Yakabouski |
| Nays: | 0 | |
| Absent: | 0 | |
| Abstain: | 0 | |

__________________________________
Aimee R. Mann
Deputy Clerk to the Board of Supervisors

**Spotsylvania County**
**Board of Supervisors Agenda**
**Executive Summary**

| | |
|---|---|
| **Meeting Date:** | August 24, 2021 |
| **Title:** | Adoption of Volunteer Fire & Rescue Financial Management Policy and Memorandum of Understanding |
| **Type:** | Action |
| **Agenda Title:** | Adoption of Volunteer Fire & Rescue Financial Management Policy and Memorandum of Understanding |
| **Recommendation:** | Staff recommends that the Board of Supervisors approves the attached Volunteer Fire & Rescue Financial Management Policy and Memorandum of Understanding. |
| **Summary:** | As part of the on-going internal audit program, the Board authorized a Volunteer Fire & Rescue Agency Financial Management Project. In a collaborative effort, the volunteer agencies, auditors, FREM, and Accounting have been engaged in review of existing financial practices and development of a consolidated set of financial management policies that will be applicable to each of the volunteer Fire & Rescue agencies. While the agencies are actively working towards meeting the policies at this time, staff recommends setting the effective date of the policies to January 1, 2022 to allow the agencies time to make the necessary changes to their processes. The Board's adoption of these policies will complete Phase 1 of this internal audit project.<br><br>After an appropriate "burn-in" period on the new policies, auditor testing will occur to ensure adherence to the policies and to understand areas where additional modifications may need to be made. A follow-up report will be made to the Board as part of this Phase 2.<br><br>Additionally, designated Board members, the volunteer agencies, FREM and County Administration have |

developed a Memorandum of Understanding (MOU) to outline expectations of service and cooperation between FREM and the volunteer agencies. The MOU provides the expectation that FREM and the volunteer agencies will continue to work together to provide emergency medical and fire services to County residents and businesses. It also provides an expectation that the volunteer agencies will work together as a part of FREM, adhering to the various policies, procedures, and requirements for such things as staffing, operational response, financial reporting, etc. While it recognizes the primary efforts of the volunteer agencies will be emergency medical and fire response, it provides an option, at the County's discretion, for any volunteer agency to continue serving in an auxiliary role if they are no longer able to continue as an emergency response agency. The document also contains verbiage that specifies the agencies will abide by the expectations contained within it, or may become subject to a withholding of funds provided by the County.

**Staff Contacts:**

Jay Cullinan, Chief of Fire, Rescue & Emergency Management
Beckie Forry, Chief Accounting Officer

**Consequence of Denial/Inaction:**

A standard financial management policy will not be in use by the volunteer agencies. Written documentation of service and support expectations will not exist between the County and the volunteer agencies.

**ATTACHMENTS:**

| File Name | Description | Type |
|---|---|---|
| VFR_Financial_Management_Policy_8.11.21.docx | Volunteer Fire & Rescue Financial Management Policy | Backup Material |
| MEMORANDUM_OF_UNDERSTANDING_08.16.2021.docx | Memorandum of Understanding | Backup Material |

# PREFACE

The citizens of the County of Spotsylvania are protected by a combined volunteer and career fire and emergency services system. Both the County and the volunteer agencies, that operate the combined fire and emergency services system within the County, seek to serve the citizens by providing fire and rescue services in the most effective and efficient manner possible. To that end, all parties involved in this endeavor share a common interest in protecting and using the assets allocated toward that purpose to accomplish the mission of providing the best fire and rescue services for our citizens, whether those resources are derived from taxpayer funding or through private donations. Good internal controls and financial practices are vital to ensuring that the interests and resources of the citizens are safeguarded.

Volunteer agencies receive tax monies and donations from the County's citizens. This *Volunteer Fire & Rescue Financial Management Policy* (the "Policy") was created in an effort to establish more consistent and effective internal controls over the financial practices of the volunteer fire and rescue agencies operating within the County, and to further protect the volunteer and rescue agencies' funds from fraud, waste, embezzlement and inappropriate use.

While internal controls and policy compliance is the responsibility of the volunteer fire and rescue agencies, the County will provide guidance and support on best practices and oversight as necessary. In order to ensure that the Policy continues to be current, and addresses the relevant internal control risks faced by the volunteer agencies, it shall be reviewed, revised (if necessary), and re-adopted at least biennially.

The Policy has been developed following an assessment of current practices and is divided into the following sections. If any agency does not utilize a particular activity (e.g. credit cards, gift cards, or petty cash), those sections of the Policy will be considered not applicable until or unless such time as those activities become part of the agency's normal course of operations.



If any Agency chooses to contract with a licensed firm of Certified Public Accountants, or bookkeeper, to perform administrative accounting and financial reporting functions, such an arrangement shall be construed to satisfy the requirements of certain sections (**marked with "*"**) of the Policy, so long as the Policy is attached as an exhibit to the engagement letter, and the engagement letter includes an agreement on the part of the contractor to adhere to the provisions of the Policy.

# I. RECEIPT OF FUNDS

*RISKS:*

- Funds received may be stolen or lost, or false accusations of theft may be made;
- Funds received may be deposited into the incorrect account(s);
- Donor restrictions placed on the use of funds may be neglected or ignored.

*POLICY:*

All funds, whether cash or check, which the Agency receives must be deposited intact into the appropriate bank account, with no monies removed to make payments or for any other purpose(s). All cash receipts and checks must be deposited into an agency bank or investment account within the earlier of five (5) business days of receipt or when cash receipts and checks received total $500. All cash receipts should be recorded in the Agency accounting system in the same period they were received and secured in a locked safe or filing cabinet until the time of deposit. Communications from donors that establish restrictions on the use of their contributions must be retained to ensure compliance; in the event that a donor has restricted the use of funds in a conversation, written confirmation of the donor's intent must be obtained. The Agency must follow all applicable guidance from the IRS in acknowledging donations.

*PROCEDURES:*

**A. Receipt of Checks***
B. Receipt of Cash
**C. Deposit Slips/Supporting Documents***
D. Fundraising Events
**E. Restricted Donations***
**F. Acknowledgement of Donations***
**G. Prohibited Practices***

A. Receipt of Checks – All checks received shall be endorsed immediately upon receipt in a manner that includes the Agency's name, the appropriate bank account number, and the notation "For Deposit Only" – ideally this will be accomplished through the use of an endorsement stamp. An image of the check shall be captured and shall be accompanied by any supporting documentation that was received with the check, and filed appropriately. Images of checks available through online banking systems or in paper bank statements shall meet this requirement. The following information must be recorded upon the receipt of the check:
   - Date of receipt
   - Payor and Check Number
   - Amount
   - Donor designated purpose, if applicable

B. Receipt of Cash – All cash received (excluding amounts related to fundraising events) shall be counted immediately. The person accepting the cash must provide a written receipt to the payor as follows:
   - The receipt must be from a pre-numbered receipt book that provides for at least two (2) duplicate copies (a three-part receipt book); one (1) duplicate copy shall be provided to the payor and one (1) duplicate copy shall be filed with the deposit slip.
   - The receipt must list, at a minimum, the payor's name, the date the cash was received, the amount of cash received, and the purpose of the cash payment.

The person responsible for the receipt book shall store it in a secured location. There are never to be any pages (other than duplicates) removed from the receipt book.

C. Deposit Slips/Supporting Documents – Deposit slips shall be prepared for each deposit, and shall list the total of all checks and currency included in the deposit. A copy of the deposit slip shall be made; copies of checks and supporting documentation (see Section I.A), as well as the duplicate copies of the pre-numbered receipts (see Section I.B) that support the total amount of currency to be deposited, shall be attached to the copy of the deposit slip and filed.

D. Fundraising Events – To the extent possible, donations made at fundraising events are to be documented and secured.

- For events where funds are collected in the form of "admission fees", pre-numbered tickets shall be distributed to all paying attendees, with each level of admission pricing coordinating with a different color ticket. The first and last ticket number of each type/color of ticket(s) issued during the event shall be documented. Donations received in excess of the "admission fee" shall be logged on a simple worksheet that lists the ticket number, the suggested fee, the actual fee, and the amount paid in excess (for certain events with high attendance levels and/or varying types of activities, this may not always be possible – however, every effort should be made to provide documentation to verify the receipt of funds).
- A minimum of two (2) people shall be assigned to safeguard the transactions into and out of each cash box. Whenever the custody of the cash box changes hands, a count shall be conducted and a receipt shall be written to prove the amount of cash turned over.
- Cash and checks should be kept in a secure cash drawer/box, and shall never be left unattended during the event.
- A separate bank bag may be funded with a small petty cash amount ($100 or less) to cover incidentals that may need to be purchased during a fundraising event (see Section II.A). At the end of the event, the receipts for all items purchased and the remaining cash balance in the bank bag should be reconciled to the starting balance of the bank bag.
- If cash donations are received through a "pass the boot" style collection in which it is impossible to document the identity and amount of the donor(s), the individual accepting the contribution(s) shall prepare a simple cash log listing their name, the date of the donations, total cash received, and shall note on the cash log that no receipts were provided to the donor(s).

E. Restricted Donations – Any donation that is received with a stipulation that it be spent for a particular purpose must be noted as a restricted donation. If the restriction is received in writing (e.g. a letter accompanying a check), a copy of the letter citing the nature and amount of the restriction shall be kept on file. If a restriction is communicated verbally, the Agency must make every attempt to contact the donor and obtain a written copy of the restriction.

Additionally, the Agency shall maintain a spending log to substantiate the proper use of the restricted donation(s) and to determine the balance of restricted funds remaining.

F. Acknowledgment of Donations – Acknowledgement of donations shall be made in accordance with IRS requirements, or any other applicable federal or state law in effect at the time of donation.

G. Prohibited Practices:

- No check shall ever be endorsed as payable to any other individual or organization;
- No cash received shall ever be disbursed for expenses or withheld from a deposit for any reason.

# II. DISBURSEMENT OF FUNDS

*RISKS:*

- Unauthorized expenditure of funds;
- Overpayment or underpayment of invoice amounts;
- Theft and/or other use of Agency funds for personal purposes;
- Failure to properly report to the IRS amounts paid for services;
- Improper recording of transactions.

*POLICY:*

All disbursements of Agency funds will be made by check. All checks issued will be accompanied by appropriate supporting documentation, for which payment will be authorized beforehand. All checks will require two signatures, and must be issued through appropriate accounting software. All cash disbursements should be recorded in the Agency accounting system in the same period they were made. All blank checks and check stock will be kept on Agency premises, or on the premises of the individual responsible for check preparation, in a locked safe or filing cabinet. Void checks will be properly defaced and kept on file. All reporting requirements issued by the IRS related to payments for services will be followed.

*PROCEDURES:*

A. Invoice Authorization
B. Check Signers
**C. Custody of Checks and Check Stock***
**D. Void and Replacement Checks***
**E. Payment for Services***
F. Member Expense Reimbursement
G. Unclaimed Property
**H. Prohibited Practices***

A. Invoice Authorization – The following procedures shall be performed related to all invoices:

- The reviewer shall check all invoices for mathematical accuracy, agreement with a written bid, quote, or contract, conformity to the Agency's budget, and compliance with any other requirements;
- The reviewer shall ensure that all conditions and specifications on a contract or order have been satisfactorily fulfilled, including inventorying items received against packing slip counts;
- If possible, the reviewer should review the proposed account code assigned to the invoice with the appropriate expense or chart of accounts line item number and other information as needed for accounting purposes;
- The reviewer shall approve the invoice (via signature or initials and the date), and by doing so, indicate that the invoice has been reviewed and authorized for payment;
- The reviewer shall be responsible for following up on any discrepancies noted during the review process and for ensuring prompt payment;
- The reviewer shall send approved invoices and all supporting documentation (including any packing slips), within 5 days of invoice receipt, to the Treasurer, bookkeeper, or other responsible individual authorization to pay.

In some cases, expenses may not be invoiced, such as rent or expense reimbursement. When such expenses are due, the reviewer shall:

- Ensure that the expense is correct and appropriate;
- Attach any supporting documentation that is available (e.g. a rent payment schedule showing the dates and amounts of payments due under the contract, expense reimbursement form with original receipts, etc.);
- Write a note authorizing payment of the expense and the amount of the expense, and sign/initial and date the note;

Checks issued for the purpose of obtaining cash in connection with a fundraising event (see Section I.D) should be made payable to an individual other than the preparer. That individual will be responsible for accounting for the cash during the fundraising event, and remitting the remaining funds back to the Agency in accordance with Section I of the Policy.

B. Check Signers – In addition to the primary signer (normally the Treasurer or Bookkeeper), checks shall also be signed by an officer of the Agency other than:

- The individual who prepared them; and
- The individual responsible for account reconciliation(s).

All checks shall be signed by two authorized signers. By signing a check, an authorized signer is affirming that they have performed the following procedures:

- Compared the check to the original invoice or other supporting documentation to ensure that the amount, payee, and date of the check are supported by the invoice or other document(s) attached;
- Ensured that the reviewer has signed/initialed and dated the invoice or other supporting document(s);
- Examined the reasonableness of the check (e.g. a $50,000 check for office supplies would clearly be unreasonable).

C. Custody of Checks and Check Stock – All unused checks and/or check stock shall be stored on Agency premises in a locked safe or filing cabinet, with access limited to officers of the Agency and/or the Treasurer or bookkeeper, or at the principal office of a licensed firm of Certified Public Accountants or bookkeeper contracted to perform administrative accounting and financial reporting functions, if applicable.

D. Void and Replacement Checks – If the Agency needs to void a check, the Treasurer, bookkeeper, or other responsible individual shall deface the check by writing "VOID" in large letters across the check in permanent/indelible ink. The signature block on the check shall be cut out. In the event that a payee loses a check and requests a replacement, the Treasurer, bookkeeper, or other responsible individual shall ensure that the original check has not yet cleared the bank and shall place a stop payment order at the bank. A receipt for the stop payment order shall be attached to the original supporting documentation.

E. Payment for Services – Any payment for services provided by outside vendors, must be monitored for IRS 1099 reporting requirements. The 1099 Form is an Internal Revenue Service (IRS) tax form used to report miscellaneous payments for services (not goods/products) made to non-employee individuals during the calendar year. In general, a 1099 Form should be filed for each outside vendor to whom the Agency has paid at least $600 in rendered services, rents, prizes/awards, and other income payments. The Agency Treasurer, Bookkeeper or other responsible individual, shall maintain copies of all 1099s.

F. Member Expense Reimbursement – Any payment to reimburse a member for expenses must be supported by appropriate documentation that clearly notes the member, payee, purpose, amount, and date of the expenditure. For meals, documentation should also include the names of all persons attending the meal and a description of the business purpose in accordance with IRS regulations. Receipts are required for all reimbursement requests and must be submitted to the Treasurer, bookkeeper, or other responsible individual for approval.

G. Unclaimed Property – Unclaimed property is all tangible or intangible personal property that has remained unspoken for by its owner for an extended period of time. This includes, but is not limited to, savings and checking accounts, wages or commissions, underlying shares, dividends, customer deposits, refund checks, insurance proceeds, safety deposit boxes, etc. In the event that the Agency becomes a holder of Unclaimed Property, it shall report and remit these types of accounts to the Unclaimed Property Division of the Virginia Department of the Treasury in accordance with "*Virginia Disposition of Unclaimed Property Act*", Title 55.1, Chapter 25 of the Code of Virginia, and any other applicable state or federal law.

H. Prohibited Practices:
- No check shall ever be made payable to "Cash" or "Bearer";
- No check shall ever be signed unless fully completed, (must include the date, a valid payee, and the amount);
- No check shall ever be disbursed based on a bank or investment account statement;
- No check shall ever be disbursed where the payee is also an authorized signer;
- No tax-supported funds shall ever be used for the purchase of alcoholic beverages (consistent with OMB Circular A-122, Attachment B, par. 3).

# III. ACCOUNT RECONCILIATION

*RISKS:*

- Bank errors may remain undiscovered, and unreimbursed to the Agency;
- Agency errors may never be detected and corrected;
- Unauthorized disbursements and/or withdrawals may never be detected;
- Potential identity theft or other bank fraud risks may never be discovered.

*POLICY:*

The Treasurer, Bookkeeper, or other responsible individual will regularly monitor the Agency's bank and/or investment account(s), including any related auxiliary organization accounts, and will prepare a written reconciliation of each bank and/or investment account to prove that balances presented on financial reports match the records of the corresponding financial institution. The printed reconciliation(s) and accompanying account statement(s) will be presented to another officer of the Agency for review and approval via signature and date.

*PROCEDURES:*

**A. Preparation of Account Reconciliation***
B. Review and Approval of Account Reconciliation
**C. Verification of Bank Records***
**D. Record Storage***

A. Preparation of Account Reconciliation – The Treasurer, Bookkeeper, or other responsible individual shall collect the appropriate account statement(s) from the financial institution(s) on a monthly basis (some investment account statements are distributed quarterly, and therefore, shall be reconciled accordingly). The balance reflected on the statement(s) shall be compared to the applicable balance(s) per the accounting software. Reconciling items may include:

- Disbursements which have been recorded in the accounting software which are not reflected on the account statement ("Outstanding Checks");
- Deposits which have been recorded in the accounting software which are not reflected on the account statement ("Deposits in Transit");
- Disbursements which appear on the account statement for which there is no corresponding entry in the accounting system (including fees and other charges collected directly by the financial institution);
- Deposits which appear on the account statement for which there is no corresponding entry in the accounting system (including interest and/or dividends credited directly to the account by the financial institution).

All differences due to timing ("Outstanding Checks" and "Deposits in Transit") shall be listed on the account reconciliation. Transactions appropriately reflected on the account statement (interest earnings, fees and/or other charges, etc.) which are missing from the accounting software shall be entered into the accounting software. Once complete, the account reconciliation shall be printed and attached to the account statement and any other supporting documentation, signed by the preparer, and provided to the appropriate officer of the Agency for review and approval.

B. Review and Approval of Account Reconciliation – The appropriate officer of the Agency shall receive the printed account reconciliation(s), the account statement(s), and all other supporting documentation, and shall review to ensure that:

- The balance(s) per bank shown on the reconciliation matches the balance(s) on the account statement(s);
- The balance(s) per the accounting software listed on the account reconciliation is correct;
- The calculations on the account reconciliation are correct and free from error;
- The amounts of all adjusting items listed on the account reconciliation appear to be correct and accurate.
- There are no outstanding checks or other adjusting items older than 120 days.

Once the approving officer is satisfied that the account reconciliation is accurately presented, it shall be approved by signing and dating the reconciliation, and returning all documents to the preparer to be filed.

C. Verification of Bank Records – During the process of preparing the account reconciliation(s), the preparer shall also verify bank records as follows:

- Review cancelled checks for correct signature and number of signatures;
- Review cancelled checks (or images) to ensure that the name of the payee, the amount of the check, and the date of the check agree with the records in the accounting software;
- Review all outstanding checks and follow up on items older than 90 days.

D. Record Storage – All financial records shall be stored on the Agency's premises, or at the principal office of a licensed firm of Certified Public Accountants or bookkeeper contracted to perform administrative accounting and financial reporting functions, if applicable. Records should be kept for a period of at least 3 years.

# IV. CREDIT CARDS AND OTHER CARDS

*RISKS:*

- Undocumented or unauthorized purchases may be made without the opportunity for prior review or approval;
- Identity theft or fraudulent charges may occur with the Agency credit card, either by a member or by an unknown third party;
- Interest charges or late fees may be unnecessarily incurred;
- Unauthorized cash withdrawals or unprotected purchases may occur;
- Gift cards could be lost or stolen.

*POLICY:*

The Agency may obtain one or more credit cards if needed, and will assign cards directly to specific responsible individuals. All cardholders will sign a "Cardholder Agreement" prior to being issued a card. The authorized cardholder will only use the Agency credit card for official business of the Agency. The Agency will not use debit cards for any reason. The Agency will keep and reconcile an inventory of any gift cards purchased and distributed.

*PROCEDURES:*

A. Card Issuance
B. Advance Approval
C. Credit Card Purchases
**D. Gift Cards***
E. Prohibited Purchases

A. Card Issuance – Agency credit cards shall be issued in the name of the Agency as well as in the name of the individual to whom the card is issued. All cardholders shall sign a cardholder agreement prior to being issued a credit card by the Agency. At a minimum, the cardholder agreement shall stipulate that the cardholder has read and understood the Policy, agrees to abide by the Policy in the use of the Agency credit card, agrees that the Agency credit card will not be used to circumvent the Procurement Section or any other section of the Policy, and agrees to become personally liable for any unauthorized purchases on the Agency credit card. The issuance of agency credit cards shall be evaluated at least annually, or whenever there are changes in personnel. Card issuance should be limited to the Chief and President of each Agency.

B. Advance Approval – The President of the Agency shall, whenever practical, be given the opportunity to provide approval for the use of the Agency credit card prior to its use. Such approval shall be written, and shall describe the requested purchase and the estimated or actual cost.

C. Credit Card Purchases – The cardholder shall retain the original receipt(s) from each credit card purchase. Upon making a credit card purchase, the cardholder shall notify the Treasurer, bookkeeper, or other responsible individual of the purchase, and shall include in the notification the following information:

- The date of purchase;
- The vendor with whom the transaction was made;
- For meals, the names of all persons attending the meal and a description of the business purpose in accordance with IRS regulations;
- The amount of each credit card purchase.

The Treasurer, bookkeeper, or other responsible individual shall utilize this information to monitor future cash requirements, as well as potential extraneous use of the Agency credit card(s).

Within ten (10) business days after the purchase, the cardholder shall prepare, sign, and date a Summary form listing the cardholder name, total amount of purchase, description and/or purpose of purchase. This form, the original receipt(s), as well as evidence of advance approval (if applicable), shall be remitted to the Treasurer, bookkeeper, or other responsible individual for future payment of the credit card statement. In cases where a receipt is missing or otherwise unavailable, the cardholder must provide a signed missing receipt form (see Appendix) stating that all purchases made were necessary to the operation of the entity, and that no personal items or alcohol were included in the purchase.

The Treasurer, bookkeeper, or other responsible individual shall reconcile the credit card statement to all expense documentation received, and shall pay the credit card bill prior to the due date in order to avoid unnecessary interest charges and late fees.

D. <u>Gift Cards</u> – If the Agency purchases gift cards, the Treasurer, bookkeeper, or other responsible individual shall keep an inventory of all gift cards that includes the following information:
   - The name of the vendor issuing the gift card;
   - The face value of the gift card;
   - The serial number of the gift card;
   - The date of purchase;
   - The recipient of the gift card;
   - The date the gift card was given to the recipient;
   - The reason for giving the gift card.

   The Agency shall keep all gift cards in a locked safe or filing cabinet, and shall reconcile the gift card inventory log to the undistributed gift cards on a monthly basis.

E. <u>Prohibited Purchases:</u>
   - Personal purchases;
   - Cash advances or loans;
   - Payroll advances;
   - Invoice payments on behalf of volunteers in the form of a hardship or other temporary loan;
   - Purchases for other organizations (outside of Spotsylvania County public safety);
   - Purchases which circumvent the Disbursement of Funds Section or the Procurement Section of the Policy.

# V. PROCUREMENT

*RISKS:*

- Unauthorized or irresponsible purchases may be made without the opportunity for prior review;
- Purchases may be made in a manner which lacks transparency and raises suspicions about the legitimacy of an expenditure of public/donated funds;
- False accusations of favoritism or discrimination in the purchasing process may be made.

*POLICY:*

The Agency will follow sound procurement practices that require increased scrutiny for larger purchases, will ensure that legitimate business is conducted with responsible and responsive providers of goods or services, and will seek to utilize allocated resources in the most effective and efficient way possible. The Agency will exercise caution when considering the purchase of goods or services from a vendor with whom a member or a member's relative is affiliated, and will not give preferential treatment to any vendor on the basis of their affiliation with a member of the Agency or for any other reason prohibited by law.

*PROCEDURES:*

A. Competitive Bidding
B. Sole Source Purchases
C. Emergency Purchases
D. Receipt of Goods or Services
E. Conflict of Interest
F. Prohibited Practices

A. Competitive Bidding – The Agency shall engage in a competitive bidding process that is appropriate for the amount of funds to be expended, based upon the following chart:

| **Purchase Amount** | **Procurement Method** |
|---|---|
| $0 - $5,000 | One (1) verbal or written price quote.[1] |
| $5,000 - $24,999 | Minimum documentation of three (3) verbal or written quotes. [1] |
| $25,000 or more | Minimum documentation of four (4) written quotes. |

[1]At least two (2) written quotes are required if a competing vendor is, or is related to, a member.

A prospective vendor who has submitted a quote that conforms to the specifications communicated by the Agency in all material respects shall be deemed "responsive". A prospective vendor who possesses the capability and capacity to fully satisfy and perform the requirements set forth by the Agency shall be deemed "responsible".

The provision of goods or services shall be awarded to the lowest quote of a responsive and responsible bidder. The primary consideration for vendor selection should be the value provided to the Agency (lowest price), a vendor's quote may be disqualified if there is sufficient documented prior history of poor quality of products or services provided to an Agency.

Continued purchases of similar items from a vendor within a year of receiving the vendor's quote are permissible.

The Agency may ride eligible contracts of other jurisdictions which have been competitively bid. The Agency may also utilize County Fleet Maintenance without engaging in a competitive bid process. Purchases made under either of these means shall be documented with a memo provided to the Treasurer or Bookkeeper for record keeping.

B. Sole Source Purchases – If the Agency believes that a product or service is available from only one practicable source, a quote from that source shall be provided and supplemented with a written justification that provides factual data to justify the purchase. Factual data must include the following:
   - A determination as to why a particular product or service is the only product or service that will meet the Agency's needs;
   - Documentation/memorandum from the vendor on the vendor's official letterhead to support that there is only one source practically available which can provide the product or service; and
   - Documentation that the price is determined fair and reasonable.
   - Sole source purchases should be provided to the County's Procurement Manager for review prior to purchase.

C. Emergency Purchases – If the Agency must make an immediate purchase that is required in order to protect personal safety, life, or property, and which therefore, cannot follow normal purchasing procedures, it may be deemed to be an "emergency purchase", and shall be accompanied by a written justification prepared and signed by an officer of the Agency (other than the party making the purchase).

D. Receipt of Goods or Services – The Agency shall ensure that goods received and/or services provided are in accordance with the specifications and requirements set forth during the bidding process. Goods must be delivered to a valid address of the Agency and should be accompanied by a packing slip. A signed packing slip should shall be provided to the Agency Treasurer or Bookkeeper for purposes of matching with the vendor invoice.

E. Conflict of Interest – The Agency is generally discouraged from contracting with related parties (e.g. an Agency member or a relative of an Agency member). However, whenever purchasing goods or services from a vendor with whom a member, or a member's relative, is affiliated, the Agency shall obtain at least two (2) written quotes, one of which shall be from a vendor with whom the Agency has no related-party affiliation. All members must adhere to the requirements of the State and Local Government Conflict of Interests Act

F. Prohibited Practices:
   - No purchase shall ever be intentionally split into smaller lots in order to circumvent bidding requirements;
   - No provision of goods or services shall ever be awarded to a vendor based upon preferential treatment or unlawful discrimination.
   - No Agency member shall be a participant on a selection committee or in any way be responsible for awarding a contract to a vendor with which he/she has a related-party affiliation.

# VI. FINANCIAL REPORTING AND OVERSIGHT

*RISKS:*

- Adverse financial conditions at the Agency may go undetected and uncorrected;
- Financial records and reports may be misstated or incomplete and therefore, lack the appropriate level of accountability and transparency due to donors and taxpayers;
- Internal control risks may be undetected and/or uncorrected, and could expose the Agency to a higher risk of waste, fraud, or abuse;
- Proposed corrective actions may not be appropriate to address control weaknesses that are detected.

*POLICY:*

The Agency will produce regular (at least quarterly) financial reports. Annually, the Agency will provide audited financial reports and a completed and signed copy of IRS Form 990 to the County's Office of Accounting & Procurement. The Agency will take appropriate corrective action on any findings resulting from the annual financial statement audit; failure to effectively implement corrective action plans resulting in repeated internal control findings will result in follow-up internal reviews to be conducted by the County. The Agency will be subject to internal review procedures or to any other procedures requested by the County's Board of Supervisors (BOS). In addition, continued failure to follow corrective actions shall be reported to the BOS and may result in the withholding of County funds to the Agency.

*PROCEDURES:*

A. **Financial Reporting***
B. Annual Audit and Preparation of IRS Form 990
C. Internal Reviews and Other Procedures

A. Financial Reporting – The Agency shall produce unaudited financial reports on at least a quarterly basis.

B. Annual Audit and Preparation of IRS Form 990 – The Agency shall be subject to an annual financial statement audit by a licensed firm of Certified Public Accountants. Should the agency elect to use a County contracted audit firm, including all predetermined terms and conditions, the County will fund the cost of the financial statement audit.

The agency shall annually prepare and file, or have prepared and filed, IRS Form 990 at the Agency's expense. The Agency may elect to use a County contracted audit firm to prepare their IRS Form 990 with the understanding that payment of all related fees will be the responsibility of the Agency.

While varying circumstances at each Agency may warrant and/or require a GAAP-basis financial statement audit, for purposes of compliance with this Policy, a cash-basis financial statement audit shall be deemed sufficient. The Agency shall annually remit copies of the audited financial statements, including any associated management letters, and a completed and signed copy of IRS Form 990 to the County's Office of Accounting & Procurement within thirty (30) days of receipt or no later than eight months following the end of the fiscal year, whichever comes first. The Agency shall take corrective action on any findings resulting from the financial statement audit, and shall communicate to the County's Office of Accounting & Procurement the nature, timing, and responsibility of those corrective actions.

C. Internal Reviews and Other Procedures – The Agency shall be subject to internal review procedures conducted by the County upon failure to effectively implement corrective action plans resulting in repeated internal control findings, or at any other time as requested by the BOS. During the internal review procedures, the Agency shall fully cooperate and provide all requested documents and information, and shall answer all inquiries in an expeditious manner. The Agency shall be provided a written report from the County detailing any internal control findings. The Agency shall respond to the written report within thirty (30) days by communicating to the County's Office of Accounting & Procurement the nature, timing, and responsibility of the corrective actions planned to alleviate the internal control finding(s). In addition, continued failure to follow corrective actions, shall be reported to the BOS and may result in the withholding of County funds to the Agency.

# VII PETTY CASH

*RISKS:*

- Unauthorized expenditure of funds;
- Theft and/or other use of Agency funds for personal purposes;
- Improper recording of transactions.

*POLICY:*

The Agency will properly safeguard all petty cash funds. The Agency will establish a fixed amount of such fund and designate a custodian. All expenditures must be documented and supporting documentation contained with the petty cash funds. A petty cash reconciliation will be prepared when replenishing the fund or at a minimum annually.

*PROCEDURES:*

A. Establish a Petty Cash Fund
B. Safeguard the Cash
C. Document Expenditures and Replenish Funds
D. Evaluate the Need for Petty Cash Annually
E. Prohibited Uses

A. Establish a Petty Cash Fund – The Agency should evaluate their business needs and limit the petty cash fund to the lowest amount that will meet those needs. The determination of the petty cash amount should be documented and a custodian must be designated (i.e. treasurer or bookkeeper). Both determinations should be approved by an appropriate authority other than the custodian.

B. Safeguard the Cash – The Agency must keep all petty cash funds in a secure area such as a locked drawer or small safe. Only the custodian should have access to this area. When petty cash funds are used outside the Agency, such as a change fund for a fundraising event, the funds should be secured in a bank bag when not in use and reconciled and secured at the end of the event.

C. Document Expenditures and Replenish Funds – The Agency custodian is responsible for maintaining the following:
   - When advancing to an individual the custodian must document
     - The amount of the advance
     - The date
     - The purpose
     - The recipient
     - The recipient's signature
   - A log of expenses.
   - Receipts or other documentation for each transaction.
   - Replenishing the account by submitting the reconciled log and supporting documentation for approval. Replenishment with submission of receipts must be done at least quarterly and include:
     - Date of transaction
     - Account code
     - Amount

- Signature of the custodian
- Signature of the approver

D. Evaluate the Need for Petty Cash Annually – The Agency should examine at least annually whether the petty cash fund is still necessary to meet business needs. Inactive funds, petty cash with no activity for an entire year, should be terminated.

E. Prohibited Uses – Petty cash funds may not be used for the following:
- Cashing of personal checks or providing personal loans.
- Purchases which are required to be reported in a specific manner such as, but not limited to, travel expenses and business meals.
- To circumvent cash disbursement and procurement procedures detailed within this policy.

# XIII. VENDOR AUTHORIZATION, SET UP, & MODIFICATION

*RISKS:*

- Creation and payment to false or inappropriate vendors
- Undocumented or unauthorized changes to vendor information
- Inaccurate Vendor Master File

*POLICY:*

The Agency will ensure the accuracy and validity of all vendors. The individual responsible for approving a new vendor should be separate from the individual who requests the vendor or processes vendor payments. After a vendor is selected and entered, an appropriate authority should review and approve the entry before any payments are made. All vendor changes should be documented, reviewed, and approved by an appropriate authority. Annually the approved vendor listing should be reviewed.

*PROCEDURES:*

A. Vendor Setup
B. Vendor Modifications
C. Vendor Maintenance

A. Vendor Setup – The Agency should document whenever a vendor is to be added to the approved vendor listing. An appropriate authority, other than the individual requesting or processing vendor payments, should review the new vendor information such as Company website, BBB search results, State Corporation Commission, etc. to determine if the vendor is appropriate and does not create a Conflict of Interest. This review and approval should be completed prior to vendor set up and all documentation should be provided to and retained by the treasurer or bookkeeper. If the vendor creates a Conflict of Interest, the documentation should include the Conflict of Interest and the determination on why the vendor is the most reasonable selection.

B. Vendor Modifications - All vendor modifications should be documented, changes to addresses and vendor payment information should be verified with the vendor or through another reliable source such as Company website, BBB search results, State Corporation Commission, etc. Changes to addresses and vendor payment information should be reviewed and approved by an appropriate authority, other than the individual requesting or providing the payment.

C. Vendor Maintenance – The approved vendor listing should be reviewed annually by the treasurer or bookkeeper to ensure all vendors are appropriate and remove any vendors that are no longer utilized or are no longer in business.

MEMORANDUM OF UNDERSTANDING (MOU)

**I.** **PARTIES TO THE AGREEMENT:** This Memorandum of Understanding ("MOU") is entered into by the County of Spotsylvania, Virginia, hereinafter called "County", through its Department of Fire, Rescue, and Emergency Management, hereinafter called "FREM" and the volunteer fire and rescue agencies that exist within it, being the Spotsylvania Volunteer Fire Department, and the Spotsylvania Volunteer Rescue Squad hereinafter called the "Volunteer Agencies."

**II.** **WHEREAS**, FREM desires to enter into an agreement with the Volunteer Agencies to continue providing emergency medical and fire services and;

**III.** **WHEREAS**, the Volunteer Agencies desire to perform such services;

**IV.** **THEREFORE**, in consideration of their respective undertakings, FREM and the Volunteer Agencies hereby covenant and agree to the following terms.

**V.** **PERIOD OF AGREEMENT:** This agreement will be effective immediately upon execution of this document by FREM and the Volunteer Agencies, or until deemed necessary for termination or modification by the County's Board of Supervisors. This agreement will be reviewed every five (5) years after its execution.

**VI.** **PURPOSE:** Both FREM and the Volunteer Agencies are intending to continue working together to provide emergency medical and fire services to the residents of Spotsylvania, but are outlining the manner in which that collaboration will work through this MOU and its supporting documentation.

**VII.** **SCOPE OF SERVICES:** The Volunteer Agencies, as part of FREM, must provide qualified and eligible volunteer staffing in order to provide emergency medical and/or fire services, as emergency response agencies (Volunteer Fire Companies and Volunteer Rescue Squads, as defined in the Spotsylvania County Code); as such, the Volunteer Agencies must comply with all federal, state and local laws and regulations; must abide by and comply with current and future departmental policy, rules and regulations, operational procedures, manuals, and orders and directives, as provided by the Chief of FREM; must comply with requirements to provide staffing schedules, complete incident reports, complete and submit required financial reports, and submit member activity data within established deadlines; must provide recommendations and weigh-in on the development and modification of such requirements through representation and participation in regularly scheduled and special called meetings, such as the Senior Agency Leadership Group meetings.

In addition to providing emergency medical and fire services as emergency response agencies, Volunteer Agencies may also participate in auxiliary or support functions; such as providing on-scene support to emergency personnel, or through community fire and life safety programs within Spotsylvania County, as approved by the Chief of FREM. These auxiliary or support functions will be secondary to the primary responsibility of providing emergency medical and fire services.

**VIII. TERMS AND CONDITIONS:** The County will provide funds in an amount it chooses, to subsidize the efficient operation of the Volunteer Agencies, through the allocated funds of the FREM budget, so long as the Volunteer Agencies comply with the requirements outlined in the scope of services of this MOU. Should a Volunteer Agency not comply with those requirements, funds may be withheld from the Agency in question.

Additionally, should a Volunteer Agency cease to be able to provide emergency medical and fire services, the County may cease to recognize that Agency as an emergency response agency in Spotsylvania County. In such an event, the County, at its discretion may continue to allow that Agency to serve through auxiliary or support functions, but the County may cease to provide funds to subsidize the operation, separate from a FREM program.

The Volunteer Agencies shall adopt, participate, and comply with any Volunteer Financial Management Policy put in place by the County. Should a Volunteer Agency fail to adopt, participate, or comply with any Volunteer Financial Management Policy, funds may be withheld from that individual Agency.

____________________________________________ _______________
Chief, Spotsylvania Fire, Rescue, and Emergency Management Date

____________________________________________ _______________

____________________________________________ _______________
Chief, Spotsylvania Volunteer Fire Department Date

____________________________________________ _______________
President, Spotsylvania Volunteer Fire Department Date

____________________________________________ _______________
Chief, Spotsylvania Volunteer Rescue Squad Date

___________________________________________________ ________________

President, Spotsylvania Volunteer Rescue Squad Date

**Spotsylvania County**
**Board of Supervisors Agenda**
**Executive Summary**

| | |
|---|---|
| **Meeting Date:** | August 24, 2021 |
| **Title:** | Approval of Contract Modification for Renewal to Samaha Associates, P.C. to Provide Architectural and Engineering Services |
| **Type:** | Action |
| **Agenda Title:** | Approval of Contract Modification for Renewal to Samaha Associates, P.C. to Provide Architectural and Engineering Services |
| **Recommendation:** | Approve contract modification #1 for renewal with Samaha Associates, P.C., to provide architectural and engineering services on an as needed basis and for design of multiple Capital Improvement Plan (CIP) projects. The contract modification has been reviewed and approved as to form by the County Attorney's Office. |
| **Summary:** | The initial contract with Samaha Associates, P.C. was approved by the Board of Supervisors on September 22, 2020. This is the first year renewal and may be renewed for three (3) additional one (1) year terms at the option of the County. |
| **Financial Impact:** | Adequate funding is budgeted and appropriated for architectural and engineering services within specific capital improvement plan projects. |
| **Staff Contacts:** | Josh Knight, Division Director of Public Works; Toni Vaughan, Procurement Division Administrator |
| **Legal Counsel:** | Will Moore, Senior Assistant County Attorney |
| **Additional Background/Other Considerations:** | County departments utilize task order based agreements for professional architectural and engineering services routinely throughout the year. Task order based agreements allow for increased efficiencies in terms of time and value to the tax payer. Procurement policy is followed in all task order based agreements and task orders valued at $100,000 and greater are presented to the Board of Supervisors for |

| | |
|---|---|
| | approval. |
| **Consequence of Denial/Inaction:** | Projects are significantly delayed without task order based agreements. Without task order based agreements each task currently done under a task order based agreement would be required to be treated as a separate agreement requiring an independent RFP/IFB review process by the department issuing the RFP/IFB, the County Attorney's office and the Procurement Department. |

**ATTACHMENTS:**

| File Name | Description | Type |
|---|---|---|
| Modification_#1_AE_Services_-_Samaha_Associates_-_for_BOS.pdf | Contract Modification #1 - Samaha | Contract |

MODIFICATION #1
TO
SPOTSYLVANIA COUNTY CONTRACT AGREEMENT
FOR PROFESSIONAL SERVICES
Contract #20-07-TV-01

THIS MODIFICATION #1 TO SPOTSYLVANIA COUNTY CONTRACT AGREEMENT FOR PROFESSIONAL SERVICES is made as of _______ _____, 2021 by and between BOARD OF SUPERVISORS OF SPOTSYLVANIA COUNTY, a political subdivision of the Commonwealth of Virginia, ("COUNTY"); and SAMAHA ASSOCIATES, P.C., a Virginia Professional Corporation, in good standing and duly licensed to transact business in Virginia, ("CONSULTANT").

WITNESSETH:

WHEREAS, the COUNTY and the CONSULTANT entered into an Agreement titled "SPOTSYLVANIA COUNTY CONTRACT AGREEMENT FOR PROFESSIONAL SERVICES Contract #20-07-TV-01", ("AGREEMENT") dated September 23, 2020, to obtain professional architectural and engineering services for Spotsylvania County as the ***PRIMARY CONSULTANT***; and

WHEREAS, the COUNTY requires a continuation of these services for an additional one (1) year contract term, as is permitted under Article 2, subdivision 2.3., of the AGREEMENT; and

WHEREAS, the COUNTY and the CONSULTANT have determined that it is to their mutual benefit to modify the AGREEMENT further by entering into this "Modification #1 to Spotsylvania County Contract Agreement for Professional Services Contract #20-07-TV-01".

NOW, THEREFORE, the COUNTY and the CONSULTANT in consideration of the mutual promises herein contained, and intending to be legally bound, do hereby modify terms and conditions of the AGREEMENT as follows:

A. ARTICLE 2, THE WORK AND AGREEMENT TERM LIMITS, subdivision 2.3., is hereby deleted in its entirety and replaced as follows:

2.3. This Agreement shall have a term from September 1, 2021 through August 31, 2022 and may be renewable for three (3) additional one (1) year terms at the option of Spotsylvania

County. Any adjustment to pricing for future years will be equal to or less than the unadjusted percent change of the previous twelve (12) months from December of the prior year to December of the current year as indicated in Table 1 of the Consumer Price Index for all Urban Consumers (CPI-U): U.S. city average, commodity and service group, services less energy services category, as published by the Bureau of Labor Statistics, U.S. Department of Labor. Should this index be superseded, the COUNTY reserves the right to select another appropriate index.

B. ARTICLE 4, CONTRACT PRICE AND TERMS OF PAYMENT, subdivision 4.2., is hereby deleted in its entirety and replaced as follows:

4.2. The COUNTY agrees to pay fees as delineated in the Samaha Associates, P.C. 2021 Team Rates included in the email from F. Thomas Lee to Toni Vaughan, dated July 30, 2021.

Except as hereby modified, the AGREEMENT remains unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties by agreement hereto have caused Modification #1 to Spotsylvania County Contract Agreement for Professional Services Contract #20-07-TV-01 to be duly executed by their duly authorized officials, made as of the date first written above, and effective September 1, 2021.

SPOTSYLVANIA COUNTY, VIRGINIA

By:________________________
EDWARD PETROVITCH Dated
COUNTY ADMINISTRATOR

SAMAHA ASSOCIATES, P.C.

By: 8/13/2021
F. THOMAS LEE Dated
PRESIDENT

Approved as to form:

8-13-21
COUNTY ATTORNEY Dated

**Spotsylvania County**
**Board of Supervisors Agenda**
**Executive Summary**

| | |
|---|---|
| **Meeting Date:** | August 24, 2021 |
| **Title:** | Capital Projects Budget Adjustments |

| | |
|---|---|
| **Type:** | Action |
| **Agenda Title:** | Capital Projects Budget Adjustments |
| **Recommendation:** | Staff recommends that the Board of Supervisors approves the budget adjustments listed below and the appropriations attached. |

**Summary:**

Staff is requesting that transfers and appropriations be approved as follows:

*General Capital Projects*
Adjustments to general capital projects are requested as follows:

- The Parking & Drainage Repairs projects at several Parks & Recreation locations is now complete and the $24,343 remaining balance can be shifted to the Capital Projects Fund balance.

*Utilities Capital Projects*
Adjustments to Utilities capital projects are requested as follows:

- After it was determined that it would not be to the County's advantage to finance the Massaponax Wastewater Treatment Plant project through the State's Clean Water Revolving Loan Fund Program, Budget staff worked with Utilities staff to identify where existing funding could be shifted from completed and/or delayed projects to keep the Massaponax project moving forward. As such, numerous adjustments to Utilities capital projects are requested and net to a $0 change in the overall Utilities Capital Projects Fund budget and appropriation.

- Additionally, the Hairfield Drive Extensions project is now complete and the $98,134 project balance is requested to be returned to the Utilities Capital Projects Fund balance.

| | |
|---|---|
| **Committee/Commission Summary:** | Finance Committee |
| **Review Date:** | August 19, 2021 |
| **Status:** | Approved |
| **Financial Impact:** | Please see the attached budget amendment. |
| **Staff Contacts:** | Bonnie Jewell, Assistant County Administrator/Chief Financial Officer<br>Barbara Verhaalen, Budget Analyst |
| **Consequence of Denial/Inaction:** | Budgeted project expenditures, funding sources, and appropriations will be out of line with current project cost and funding expectations. |

**ATTACHMENTS:**

| File Name | Description | Type |
|---|---|---|
| Capital_Projects_Adjustments_-_Budget_Adjustments.pdf | Budget Adjustment | Budget Amendment |
| Capital_Projects_Adjustments_-_Appropriation.doc | Appropriation | Appropriation |

# Capital Projects Budget Adjustments

## CAPITAL PROJECTS FUND

| Project # | Project Description | Account | Account Description | Adjustment |
|---|---|---|---|---|
| **Revenue** | | | | |
| | Use of Fund Balance | 310-0000-341.05-01 | Use of Fund Balance | -$24,343 |
| **CAPITAL PROJECTS FUND REVENUE TOTAL** | | | | **-$24,343** |

| Project # | Project Description | Account | Account Description | Adjustment |
|---|---|---|---|---|
| **Expenditures** | | | | |
| PR1803 | Parking & Drainage Repairs | 310-9150-802.89-03 | Construction | -$24,343 |
| **CAPITAL PROJECTS FUND EXPENDITURES TOTAL** | | | | **-$24,343** |

## UTILITES CAPITAL PROJECTS FUND

| Project # | Project Description | Account | Account Description | Adjustment |
|---|---|---|---|---|
| **Revenue** | | | | |
| | Use of Fund Balance | 510-0000-341.05-01 | Use of Fund Balance | -$98,134 |
| **UTILITIES CAPITAL PROJECTS FUND REVENUE TOTAL** | | | | **-$98,134** |

| Project # | Project Description | Account | Account Description | Adjustment |
|---|---|---|---|---|
| **Expenditures** | | | | |
| GN1901 | Facility Asset Management - Utilities | 520-9190-802.89-03 | Construction | -$200,000 |
| WT1503 | Calhoun/Kilarney Waterline Connection | 520-9170-802.89-03 | Construction | -$262,615 |
| WT1806 | 24th Street Waterline Extension | 520-9170-802.89-03 | Construction | -$50,385 |
| SR2001 | Old Greenwich Phase 5 | 520-9180-802.89-03 | Construction | -$600,000 |
| SR1902 | 24th Street Sewerline Extension | 520-9180-802.89-02 | Design | -$11,590 |
| WT1118 | Lake Bottom Waterline | 520-9170-802.89-03 | Construction | $750,000 |
| WT1201 | Brock Road 16" Waterline Extension | 520-9170-802.89-03 | Construction | $200,000 |
| WT1403 | Water Meter Replacement Program | 520-9170-802.80-01 | Machinery & Equipment | $135,000 |
| SR1702 | Courthouse Regional Pump Station 28 Cost Share | 520-9180-802.89-03 | Construction | $15,000 |
| SR2005 | Grantwood Acres Interceptor | 520-9180-802.89-03 | Construction | $8,000 |
| WT2006 | Fawn Lake Tank & Booster Station | 520-9170-802.89-02 | Design | -$300,000 |
| WT2006 | Fawn Lake Tank & Booster Station | 520-9170-802.89-03 | Construction | -$570,868 |
| WT2205 | Brock Tank/Booster Station Waterline (new project) | 520-9170-802.89-02 | Design | $870,868 |
| GN1105 | Telemetry/SCADA | 520-9190-805.80-01 | Machinery & Equipment | -$300,000 |
| GN1301 | CMMS & Asset Management | 520-9190-802.39-10 | Software Applications | -$100,000 |
| WT1805 | Rt. 1 Waterline Replacement | 520-9170-802.89-03 | Construction | -$1,500,000 |
| SR1802 | Thornburg WWTP Upgrade | 520-9180-802.89-03 | Construction | -$3,000,000 |
| SR2002 | Deep Run Pump Station Rehab | 520-9180-805.89-03 | Construction | -$2,000,000 |
| SR2003 | FMC to Massaponax WWTP Conveyence | 520-9180-802.89-03 | Construction | -$3,500,000 |
| SR1804 | Massaponax WWTP Expansion | 520-9190-802.89-03 | Construction | $8,116,590 |
| SR1804 | Massaponax WWTP Expansion | 520-9190-805.89-03 | Construction | $2,300,000 |
| SR1807 | Hairfield Drive Extensions | 520-9180-802.89-02 | Design | -$53,643 |
| SR1807 | Hairfield Drive Extensions | 520-9180-802.89-03 | Construction | -$44,491 |
| **UTILITIES CAPITAL PROJECTS FUND EXPENDITURES TOTAL** | | | | **-$98,134** |

## Capital Projects Budget Adjustments

**Recommendations:**

**Budget** _X__ recommended _____ not-recommended

Explanation if not recommended:

**County Admin:** _X___ recommended ____ not-recommended

Explanation if not recommended:

**Finance Committee:** _X__ recommended ___not-recommended

Explanation if not recommended:

**SPOTSYLVANIA COUNTY**
**Board of Supervisors**

## FISCAL YEAR 2022 APPROPRIATION

**Board of Supervisors** **August 24, 2021**

**BE IT RESOLVED** by the Board of Supervisors of the County of Spotsylvania, Virginia, that the following appropriation be, and the same hereby are, made for the fiscal year beginning July 1, 2021, from the funds and for the functions or purposes indicated.

To close out and reallocate funding on certain capital projects, to be expended only by order of the Board of Supervisors as follows:

**CAPITAL PROJECTS FUND:** ($24,343)
**UTILITIES CAPITAL PROJECTS FUND:** ($98,134)

**Spotsylvania County**
**Board of Supervisors Agenda**
**Executive Summary**

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| | |
|---|---|
| **Meeting Date:** | August 24, 2021 |
| **Title:** | Carryover of Schools' Available State & Federal Grants Funding from FY 2021 to FY 2022 |

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| | |
|---|---|
| **Type:** | Action |
| **Agenda Title:** | Carryover of Schools' Available State & Federal Grants Funding from FY 2021 to FY 2022 |
| **Recommendation:** | Staff recommends that the attached budget amendment and appropriation be approved. |
| **Summary:** | At the beginning of the budget process for each fiscal year, Schools' staff estimates grant funds to be received for the year based on prior years' data and the information from grantors at the time. During the year, Schools' Finance staff monitors changes that impact grant budgets. At the end of any given fiscal year, some grants may have carryover due to unspent budget authority from one year to the next. Budget authority to spend grant carryover must be approved each year by the School Board and appropriated by the Board of Supervisors ahead of being spent. These State and Federal funds are restricted for purposes of the grant and can be used only per the approved grant requirements.<br><br>The total FY 2021 grant carryover budget and appropriation request is $4,496,489, approximately three-quarters of which is CARES funding. A breakdown of the funding by grant type/purpose is included as an attachment. |
| **Committee/Commission Summary:** | Finance Committee |
| **Review Date:** | August 19, 2021 |
| **Status:** | Approved |
| **Financial Impact:** | Please see the attached budget adjustment and grants listing. $4.5 million in remaining Federal and State grants funding is requested for carryover from FY |

| | |
|---|---|
| | 2021 to FY 2022. |
| **Staff Contacts:** | Bonnie Jewell, Assistant County Administrator/Chief Financial Officer<br>Prashant Shrestha, Schools' Chief Business Official |
| **Consequence of Denial/Inaction:** | If denied, the School Board will not be able to spend this $4.5 million in State and Federal grant funding. |

**ATTACHMENTS:**

| File Name | Description | Type |
|---|---|---|
| Schools__Grant_Carryover_-_Budget_Adjustment.pdf | Budget Amendment | Budget Amendment |
| Schools__Grant_Carryover_-_Appropriation.doc | Appropriation | Appropriation |
| FY21_Revised_Grant_Carryover_to_FY22_Back_Up_8_17_21.pdf | Grants Listing | Backup Material |

# FY 2022 Budget Amendment Request Form

**Date:** August 9, 2021

**Department:** Schools

**Contact person:** Prashant Shrestha **Phone #:** 834-2500 x1228

**Explanation of need for budget amendment:** At the beginning of the budget process for each fiscal year, Schools' staff estimates grant funds to be received for the year based on prior years' data and the information from grantors at the time. During the year, Schools' Finance staff monitors changes that impact grant budgets. At the end of any given fiscal year, some grants may have carryover due to unspent budget authority from one year to the next. Budget authority to spend grant carryover must be approved each year by the School Board and appropriated by the Board of Supervisors ahead of being spent. These State and Federal funds are restricted for purposes of the grant and can be used only per the approved grant requirements.

The total FY 2021 grant carryover budget and appropriation request is $4,496,489, approximately three-quarters of which is CARES funding. A breakdown of the funding by grant type/purpose is included as an attachment.

***Reminder:*** **Agenda item summary must be attached if BOS approval is required.**

| | Revenue Accounts Adjusted | Amount | |
|---|---|---|---|
| **Acct #** | 210-0000-324.02-03 – State Funds | $ | 14,443 |
| **Acct #** | 210-0000-333.02-10 – Federal Funds | $ | 2,099,671 |
| **Acct #** | 210-0000-333.06-10 – Federal Funds (ESSER II) | $ | 2,382,375 |
| | **Total Revenue Adjustment** | $ | **4,496,489** |

| | Expenditure Accounts Adjusted | Amount | |
|---|---|---|---|
| **Acct #** | 210-6100-452.61-01 – Instruction | $ | 2,307,152 |
| **Acct #** | 210-6100-452.61-02 – Administration & Health | $ | 889,549 |
| **Acct #** | 210-6100-452.61-03 – Transportation | $ | 121,831 |
| **Acct #** | 210-6100-452.61-04 – Maintenance | $ | 322,861 |
| **Acct #** | 210-6100-452.61-09 – Technology | $ | 855,096 |
| | **Total Expenditure Adjustment** | $ | **4,496,489** |

Note: If amendment is between expenditure accounts only, net impact must be zero.

| Position FTE Change | | |
|---|---|---|
| **Position Title** | **Existing FTE** | **Adjusted FTE** |
| | | |
| | | |

Transfer requests must be signed by the requestor(s). In the case of transfers between departments or capital projects, the transfer request must be signed by the director of each affected department, or by the project manager of each affected capital project. A typed signature will be accepted.

Prashant Shrestha, Schools
Name, Department

Name, Department

**Recommendations**

**Budget**: __X__recommended ______ not-recommended
**Explanation if not recommended:**
________________________________________________________________________________________________
________________________________________________________________________________________________
**County Admin:** __X__recommended ______ not-recommended
**Explanation if not recommended:**
________________________________________________________________________________________________
________________________________________________________________________________________________
**Finance Committee:** _X__ recommended ____not-recommended
**Explanation if not recommended:**
________________________________________________________________________________________________
________________________________________________________________________________________________

# Spotsylvania County
# Board of Supervisors

## FISCAL YEAR 2022 APPROPRIATION

**BOARD OF SUPERVISORS** **August 24, 2021**

**BE IT RESOLVED** by the Board of Supervisors of the County of Spotsylvania, Virginia, that the following appropriations be, and the same hereby are, made for the fiscal year beginning July 1, 2021, from the funds and for the functions or purposes indicated.

For carryover and appropriation of the FY 2021 unexpended grant funding for Schools' operations, to be expended only by order of the Board of Supervisors as follows:

**SCHOOL OPERATING FUND:** $4,496,489

# Requested Grant Carryover (FY21 to FY22)

| Breakdown By Grant/Fund | FY21 End of Year Unspent Amount | FY22 Adopted Estimated Carryover Amount | Requested Carryover from FY21 to FY22 (A-B) | Funding Source |
|---|---|---|---|---|
| | A | B | C | |
| Regional Governors School | $ 14,443 | $ - | $ 14,443 | State |
| Fund 1000 Total | $ 14,443 | $ - | $ 14,443 | |
| Title I Part D - Neglected or Delinquent - SOP (Carryover - AY19) | $ 2,188 | $ 1,093 | $ 1,095 | Federal |
| Fund 2000 Total | $ 2,188 | $ 1,093 | $ 1,095 | |
| Project Hope Grant - Mckinney Vento (Carryover - AY21) | $ 17,591 | $ 6,000 | $ 11,591 | State |
| CARES Act - ESSER I AY-20 | $ 664,701 | $ - | $ 664,701 | Federal |
| CARES Act - GEER -ESSER Special Education Services & Supports AY-20 | $ 5,354 | $ - | $ 5,354 | Federal |
| CARES Act - GEER - ESSER Instructional Delivery Supports AY20 | $ 24,868 | $ - | $ 24,868 | Federal |
| CARES Act - GEER - ESSER Technology Wi-Fi & MiFi AY20 | $ 187,835 | $ - | $ 187,835 | Federal |
| CARES Act - GEER - ESSER - Cleaning Supplies | $ 28,908 | $ - | $ 28,908 | Federal |
| CARES Act - GEER - ESSER - Facilities Upgrade | $ 32,500 | $ - | $ 32,500 | Federal |
| CARES Act - ESSER II AY20 | $ 2,382,375 | $ - | $ 2,382,375 | Federal |
| Head Start - Carryover - AY20 (Non-OMEGA REIMBURSEMENT) | $ 29,956 | $ 14,100 | $ 15,856 | Federal |
| Head Start - COVID-19 (Carryover - AY20) | $ 362 | $ - | $ 362 | Federal |
| Head Start - CRRSA/ARP (Carryover - AY20) | $ 133,306 | $ - | $ 133,306 | Federal |
| IDEA Part B Section 611 - Special Education (Carryover AY20) | $ 735,627 | $ 38,616 | $ 697,011 | Federal |
| IDEA Part B Section 619 - Special Education Preschool (Carryover - AY20) | $ 2,165 | $ - | $ 2,165 | Federal |
| Title II Part A - Supporting Effective Instruction (Carryover - AY20) | $ 167,135 | $ 90,128 | $ 77,007 | Federal |
| Title II Part A - Supporting Effective Instruction (Carryover - AY19) | $ 149,464 | $ 63,475 | $ 85,989 | Federal |
| Title II Part A - Supporting Effective Instruction (Carryover - AY18) | $ 3,512 | $ - | $ 3,512 | Federal |
| Title IV - Student Support & Academic Enrichment (Title II Part A) Carryover - AY20 | $ 219,354 | $ 188,284 | $ 31,070 | Federal |
| Title IV - Student Support & Academic Enrichment (Title II Part A) Carryover - AY18 | $ 26,283 | $ - | $ 26,283 | Federal |
| Title III Part A - Language Acquisition State Grant (Carryover - AY20) | $ 103,431 | $ 92,728 | $ 10,703 | Federal |

| Breakdown By Grant/Fund | FY21 End of Year Unspent Amount | FY22 Adopted Estimated Carryover Amount | Requested Carryover from FY21 to FY22 (A-B) | Funding Source |
|---|---|---|---|---|
| | A | B | C | |
| Title III Part A - Language Acquisition State Grant (Carryover - AY19) | $ 95,194 | $ 35,638 | $ 59,556 | Federal |
| Fund 5000 Total | $ 5,009,920 | $ 528,969 | $ 4,480,951 | |
| Grand Total | $ 5,026,552 | $ 530,062 | $ 4,496,489 | |

| LEGEND | A - The actual unspent amount remaining in each grant at the end of FY21. |
|---|---|
| | B - Estimated carryover from FY21 included in the FY22 Adopted budget. |
| | C - The difference between the actual unspent FY21 amount and the estimated carryover included in the FY22 Adopted budget. |

**Spotsylvania County**
**Board of Supervisors Agenda**
**Executive Summary**

| | |
|---|---|
| **Meeting Date:** | August 24, 2021 |
| **Title:** | Request to Submit an Application for the Virginia Department of Housing and Community Development's 2022 Virginia Telecommunication Initiative Grant and Designation of Authorized Organizational Representatives |
| **Agenda Title:** | Request to Submit an Application for the Virginia Department of Housing and Community Development's 2022 Virginia Telecommunication Initiative Grant and Designation of Authorized Organizational Representatives |
| **Recommendation:** | **S**taff recommends that the Board of Supervisors approve the Department of Information Service's request to apply for the Virginia Department of Housing and Community Development's 2022 Virginia Telecommunication Initiative grant in partnership with To Be Updated to provide last-mile broadband service to a designated unserved area in Spotsylvania County and adopt the attached resolution. |
| | The Virginia Department of Housing and Community Development (DHCD) will be awarding up to $49,725,000 in state funds as part of its Virginia Telecommunications Initiative (VATI) to eligible applicants to provide last-mile broadband services, including middle-mile networks, equipment, or other investments required to deliver last-mile service to unserved areas of the Commonwealth. The goal of this program is to create strong, competitive communities throughout the Commonwealth by preparing those communities to build, utilize, and capitalize on telecommunications infrastructure. Telecommunication infrastructure is essential to modern economic and community development, and there are still areas in the County that do not have broadband internet access. The objective of the VATI program is to provide financial assistance to supplement construction costs by private sector |

broadband service providers, in partnership with local units of government, to extend service to areas that presently are unserved. Unserved areas are defined as having broadband services below 25 Megabits per second (Mbps) download and 3 Megabits (Mbps) upload. Areas lacking 10 Mbps download and 1 Mbps upload speeds will be given significant priority in application scoring. Areas with service by satellite providers are not considered served under VATI definitions.

For a wireline project, a proposed project area is considered eligible if 10% or fewer of serviceable units have access to service with no special construction costs from any provider as of the date of the application. For a wireless project, a proposed project area is considered eligible if 25% or fewer of serviceable units have access to service with no special construction costs from any provider as of the date of the application. Passings with Received Signal Strength Indicator (RSSI), which is a measurement of how well a device can hear a signal from an access point or router, below -90 dbm are not eligible to be included in a VATI application.

Applicants are strongly encouraged to include passings in application areas that have special construction costs for low to moderate income residents, as these locations will become increasingly more difficult to connect outside of the VATI application process. These passings include properties where the location has an extended setback from the public right-of-way beyond the maximum distance between a network access point and the home or business allowed by the co-applicant.

**Summary:**

VATI funding shall not exceed 80% of the total project cost; however, those projects that bring greater match to the application are more likely to receive higher evaluation scores. The private co-applicant must contribute a cash match to the total project cost. If the private co-applicant match is below 10% of total project cost, applicants must provide financial details demonstrating appropriate private investment in relation to the density and scope of the project. Local government expenditures incurred after June 17, 2020 related to the proposed project and that meet VATI criteria are eligible to be included in the application as match funds. Demonstrated local government support through contribution of American Rescue Plan – Local Fiscal Recovery Funds is strongly encouraged and will be considered match funds.

As part of the application process, all applicants were required to issue a VATI Notice of Application detailing their intent to apply by July 27, 2021. Spotsylvania County submitted this non-binding required notification on July 27, 2021. Those applicants that are interested in applying for this round of funding can be found at https://www.dhcd.virginia.gov/vati. The purpose of this notification is to allow other internet service providers the ability to discuss any contested project area(s) with the applicant before submitting a challenge to DHCD as project areas can often be re-scoped to remove any potential broadband service overlap.

The Department of Information Services is currently considering submitting up to three VATI grant applications. Discussions with prospective co-applicants regarding proposed project areas and associated budgets are on-going. Once finalized, this Executive Summary will be updated with project specifics for each proposed VATI application. The proposed projects that are currently being considered include a regional application in which the Orange County Broadband Authority would be the lead applicant, a wireline project, and a wireless project.

Grant applications are due to DHCD by September 14, 2021. DHCD anticipates grant award announcements will be issued in late December 2021. If awarded funds, projects must be completed within 18 months from contract execution between the applicant and DHCD. No-cost extensions may be allowed on a case-by-case basis. After the grant award period expires, there will be no on-going costs for Spotsylvania County.

| | |
|---|---|
| **Committee/Commission Summary:** | Other |
| **Review Date:** | August 19, 2021 |
| **Financial Impact:** | None at this time as this is a request to submit a grant application. If awarded, the acceptance and appropriation of the award will be presented to the County Attorney and Finance Committee for their respective recommendations before being presented to the Board of Supervisors for their action. |
| **Staff Contacts:** | Jane Reeve, Information Services<br>Annette D'Alessandro, Office of Budget and Grants |

| | |
|---|---|
| **Additional Background/Other Considerations:** | The state's recent allocation of American Rescue Plan – State Fiscal Recovery Funds for broadband purposes may be eventually subawarded through the VATI program. If so, DHCD will reserve the right to determine the source of funds through which awards are made. Non state general funds awarded through the VATI program will also be subject to the rules of the funding source. |
| **Consequence of Denial/Inaction:** | Failure to apply for this grant opportunity will mean that both Spotsylvania County and To Be Updated with Co-Applicant Information will lose the opportunity to receive state funding, and potentially American Rescue Plan – State Recovery Funds, that will be awarded through the FY 2022 VATI solicitation that will aid in the construction of last-mile broadband service to an unserved area in the County. |

**ATTACHMENTS:**

| File Name | Description | Type |
|---|---|---|
| FY22_VATI_Application_-_Resolution.docx | Resolution | Resolution |

DRAFT

At a meeting of the Spotsylvania County Board of Supervisors held on August 24, 2021 on a motion by ________ and passed _______ to _______, the Board adopted the following resolution:

**RESOLUTION NO. 2021-**

**Resolution in Support of an Application for the Virginia Department of Housing and Community Development's 2022 Virginia Telecommunication Initiative Grant and Designation of Authorized Organizational Representatives**

**WHEREAS,** Spotsylvania County wishes to extend internet service to areas of the County that presently are unserved by any broadband provider; and

**WHEREAS,** Spotsylvania County recognizes that broadband availability promotes sustainability, opportunities, and growth for its citizens and community; and

**WHEREAS,** the Virginia Department of Housing and Community Development is currently accepting grant applications from units of local governments with a private sector broadband provider as a co-applicant for the FY 2022 Virginia Telecommunications Initiative (VATI) grant; and

**WHEREAS,** the purpose of the VATI grant is to provide financial assistance to supplement construction costs by private broadband service providers to extend service to areas in the Commonwealth that presently are unserved by any broadband provider; and

**WHEREAS,** To Be Updated with Co-applicant, wishes to build, utilize, and capitalize on To Be Updated with wireline or wireless, telecommunications infrastructure for the to Be Updated with Project Area in Spotsylvania County; and

**WHEREAS,** Spotsylvania County and its private-sector partner are required to provide a minimum of 20% of the total project costs as a local match; and

**WHEREAS,** To Be Updated with Co-applicant, Inc. will provide the local cash match of $To Be Updated; and

**WHEREAS**, Spotsylvania County will provide To Be Updated with County's Match Contribution.

**NOW, THEREFORE, BE IT RESOLVED** by the Spotsylvania County Board of Supervisors, that the FY 2022 VATI grant application, in partnership with To Be Updated with Co-applicant, is approved; and

**BE IT FURTHER RESOLVED** by the Spotsylvania County Board of Supervisors that the following individuals are hereby designated as authorized agents any of whom may act in the execution and administration of the grant application: Edward Petrovitch, County Administrator; Mark Cole, Deputy County Administrator; Bonnie Jewell, Assistant County Administrator; Jane Reeve, Chief Information Officer; and Annette D'Alessandro, Grants Manager.

(SEAL) A COPY TESTE: ________________________________

Aimee R. Mann
Deputy Clerk to the Board of Supervisors

**Spotsylvania County**
**Board of Supervisors Agenda**
**Executive Summary**

| | |
|---|---|
| **Meeting Date:** | August 24, 2021 |
| **Title:** | Rappahannock Electric Cooperative - Presentation |

| | |
|---|---|
| **Agenda Title:** | Rappahannock Electric Cooperative - Presentation |
| **Recommendation:** | Information Only. |
| **Summary:** | CEO, John Hewa of Rappahannock Electric Cooperative will present to the Board of Supervisors.<br><br>The presentation is attached. |
| **Financial Impact:** | n/a |
| **Staff Contacts:** | Ed Petrovitch, County Administrator |
| **Legal Counsel:** | n/a |
| **Additional Background/Other Considerations:** | n/a |

**ATTACHMENTS:**

| File Name | Description | Type |
|---|---|---|
| REC_Presentation_082421.pdf | Presentation | Presentation |

# We are REC

**Caring – Respect – Integrity – Service**

Meeting the Needs of a Growing and Diverse Membership

**John D. Hewa**
President & CEO

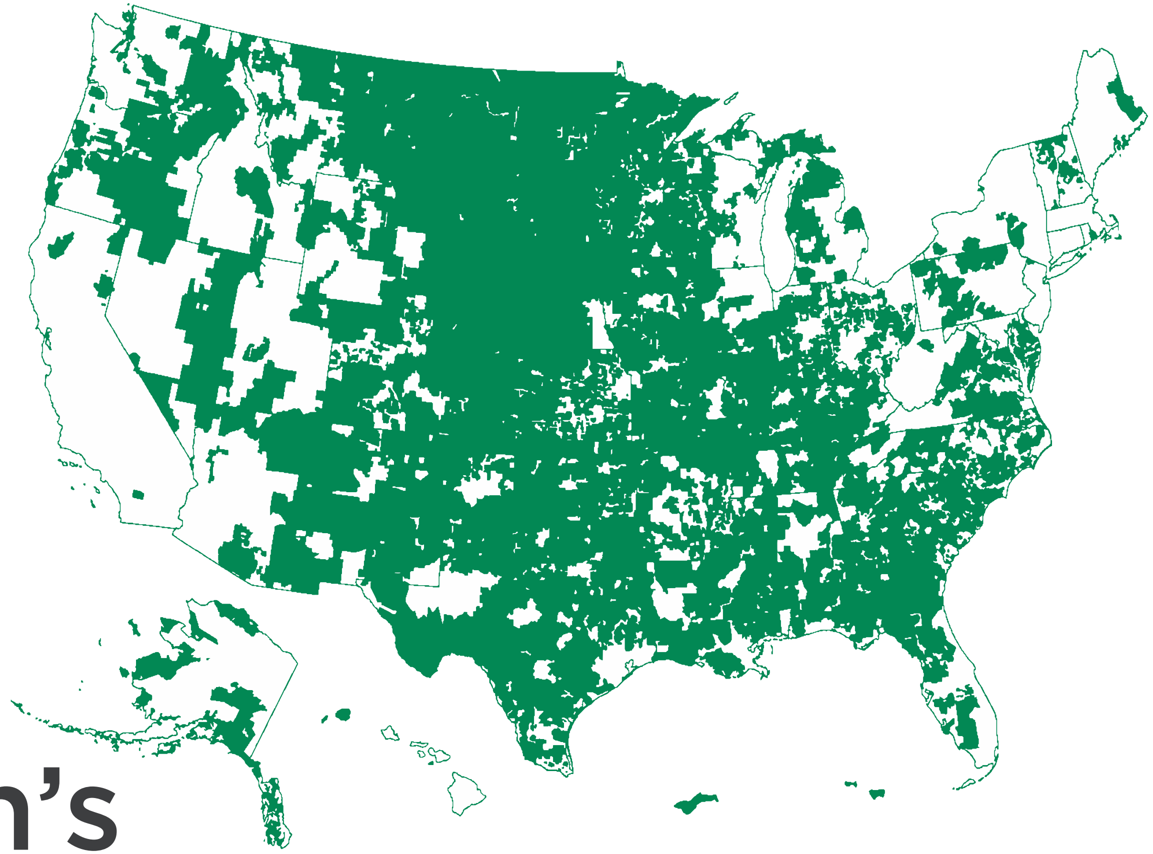
Rappahannock Electric Cooperative
August 2021

833 distribution and 62 generation & transmission cooperatives

**Power**

# 56%

**of the nation's landmass.**



Own and maintain **42%** (2.6 million miles) of U.S. electric distribution lines.

Serve **88%** of U.S. counties

Generate **5%** of total U.S. electricity

Own **$183 billion** in assets

Sell **13%** of all U.S. electricity

Power more than **19 million** businesses, homes, schools & farms


# REC QUICK FACTS

22 Counties

4,000 sq. mi. Territory

170,000 Services

17,000 Miles of Line

10 Accounts per Mile

$460M Revenue

430 Employees

# REC & SPOTSYLVANIA COUNTY

26,364 Meters

2,095 Total Line Miles

Spotsylvania Regional Medical Center

Germanna Community College

Spotsylvania School Board

County of Spotsylvania

VRE Spotsylvania Station

Dominion Raceway


Pre-COVID photo

# SPOTSYLVANIA REGION

**Stability**

**Prosperity**

**Growth**


# STRONG TEAM

Pre-COVID photo

# Caring Service

**Electricity is an Essential Service**

Working to Assist Member-Owners

# CARING & COMMUNITY IMPACT

- 27,000+ enrolled in **The Power of Change**
- Awarded **donations, sponsorships** & **grants**
- **Scholarships & Youth Tour**
- **Dozens of events** year-round




Pre-COVID photo

# GOOD GOVERNANCE

www.myrec.coop

**Pre-COVID photo**


9

# RELIABILITY AND RESPONSIVENESS


## Major Work-Plan Projects

- 1st electric cooperative in Virginia to construct and operate large-scale battery storage facility located in Spotsylvania County:
    - Generates 2 MW for 4 hours
    - Benefit: Member cost-savings, back-up power solution
- **New Summit substation** to meet energy demands in the area
- **New Distribution Stepdown Point (DSP) and rebuilding circuits** in Courthouse area due to growth
- Continue to **build and rebuild our distribution circuits as needed** in order to provide a reliable and efficient electrical system

# REC’S COVID-19 RESPONSE

**Adaptive** Operations

**Flexible** Payment Arrangements

**$23 Million*** Capital Credits Retirements

2021 **Rate Reduction**

**$4.8M** CARES Dollars Awarded

*Combined 2020 and 2021 retirements



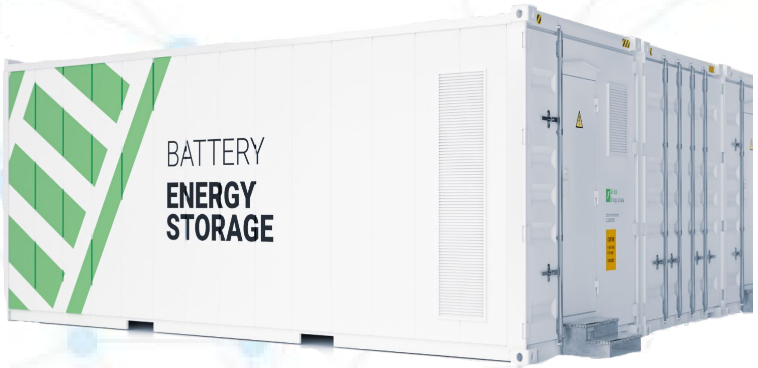



# INDUSTRY TRENDS

## Distributed Energy

## EV Charging


## Energy Storage

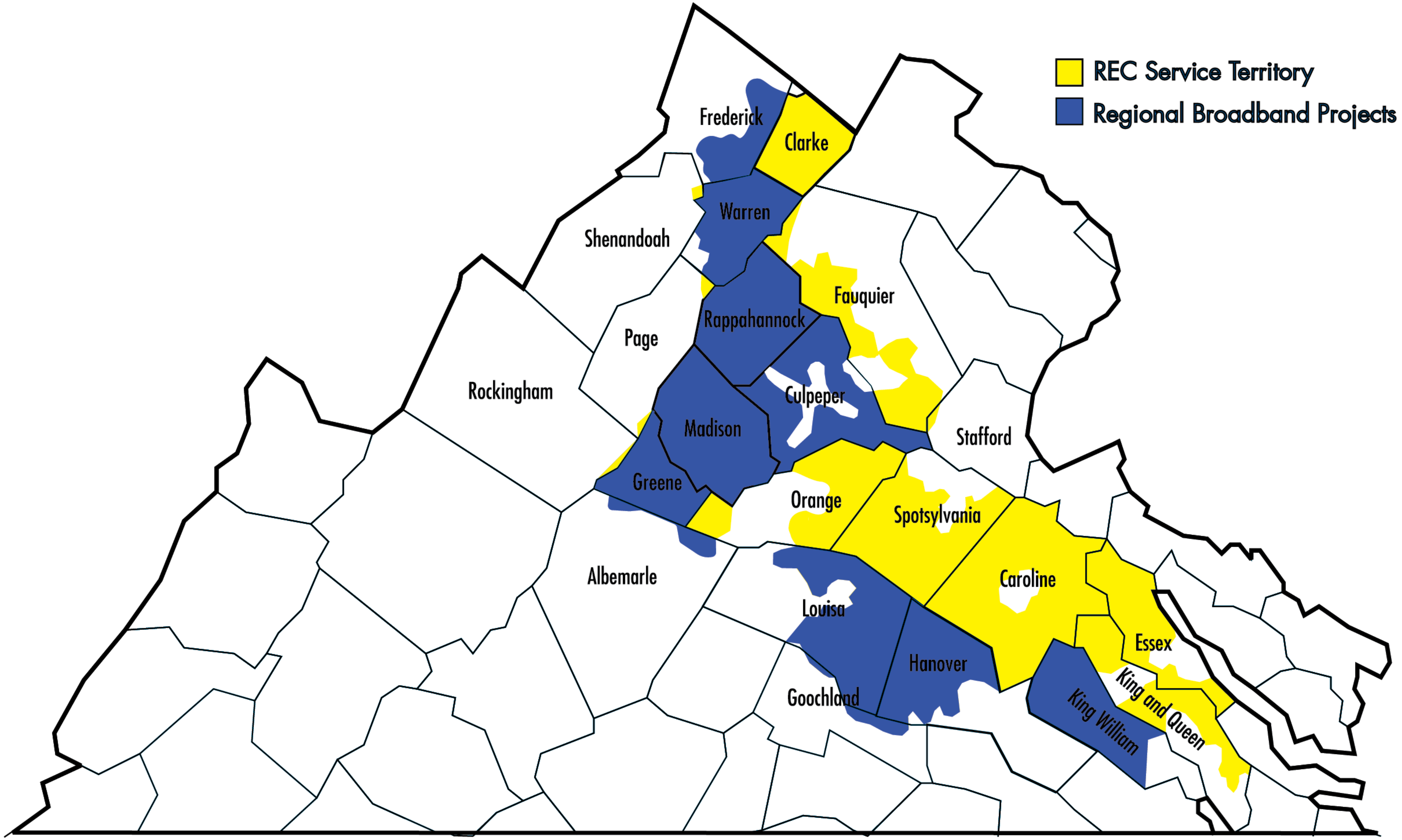


# BRIDGING THE DIGITAL DIVIDE

- **820 Mile Fiber Utility Network - Underway**
  - Board approved, **$30 million investment**
  - Grid modernization, disaster recovery, cyber & physical security, and data analytics

- **Broadband Partnership Opportunities**
  - ISP and locality partnerships
  - Pole & Tower Attachments
  - Middle-mile Fiber Leasing
  - Joint Funding Opportunities

# BRIDGING THE DIGITAL DIVIDE



# Member Satisfaction Results

## J.D. Power

2020 Residential Satisfaction

**17th**

in the U.S.
Top Quartile Performance

## ACSI

American Customer Satisfaction Index

**84**

Top Quartile Performance

REC Careers Connect

**"I like working with an organization that stands firmly on its core values of service, caring, integrity and respect. REC always improves on ways to put member-owners first to provide outstanding service and reliability."**

**-Rodney Latney**
**First Class Lineman**

- Dedicated workforce
- Career Opportunities
- We Hire Local
- InternConnect
- Vets Power Us
- myrec.coop/careers

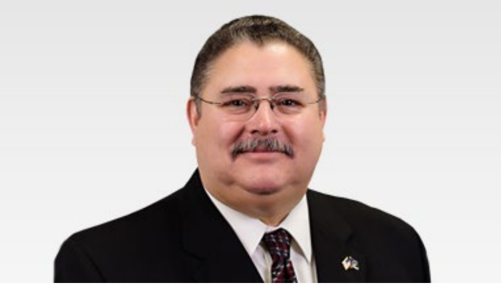
# LOCAL CONTACTS

## Randy Thomas
**Treasurer**
**REC Board of Directors**
**Region II**

## John D. Hewa
**President and CEO**
jhewa@myrec.coop

## Whitney Watts
**Assistant Secretary to the Board/Executive Assistant**
wwatts@myrec.coop

## Marc Ponton
**Director –**
**Broadband and Fiber Services**
mponton@myrec.coop



## Maxie Rozell
**Managing Director –**
**Regional Operations**
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## Ann Lewis
**Director of Member Services & Community Relations**
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## Casey Hollins
**Managing-Director –**
**Communications & Public Relations**
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## Felicia Ainsa
**Director of**
**Economic Development**
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#WE
ARE
REC

800-552-3904 | WWW.MYREC.COOP

**Spotsylvania County**
**Board of Supervisors Agenda**
**Executive Summary**

| | |
|---|---|
| **Meeting Date:** | August 24, 2021 |
| **Title:** | State of Broadband Presentation |

| | |
|---|---|
| **Type:** | No Action (Information Only), Power Point Presentation |
| **Agenda Title:** | State of Broadband Presentation |
| **Recommendation:** | Information Only. |
| **Summary:** | The presentation is forth coming. |
| **Financial Impact:** | n/a |
| **Staff Contacts:** | Jane Reeve, CEO of Information Services |
| **Additional Background/Other Considerations:** | n/a |
| **Consequence of Denial/Inaction:** | n/a |

**ATTACHMENTS:**

| File Name | Description | Type |
|---|---|---|
| No Attachments Available | | |

**Spotsylvania County**
**Board of Supervisors Agenda**
**Executive Summary**

| | |
|---|---|
| **Meeting Date:** | August 24, 2021 |
| **Title:** | Closed Meeting |

| | |
|---|---|
| **Type:** | Action, Resolution, Closed Meeting |
| **Agenda Title:** | Closed Meeting |
| **Recommendation:** | Adopt the Closed Meeting Resolution prior to adjourning into Closed Meeting. |
| **Legal Counsel:** | Karl R. Holsten, County Attorney |

**ATTACHMENTS:**

| File Name | Description | Type |
|---|---|---|
| No Attachments Available | | |