

County Office and Department Reports



CENTER FOR
TECH AND
CIVIC LIFE

September 28, 2020

Lunenburg County, Virginia
County Administrator
11413 Courthouse Rd.
Lunenburg, VA 23952

Dear Tracy Gee,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Lunenburg County, the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award a grant to support the work of Lunenburg County ("Grantee").

The following is a description of the grant:

AMOUNT OF GRANT: \$9,860.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Lunenburg County in 2020 ("Purpose").

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement ("Grant Agreement") and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction ("Applicable Laws"). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.
3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Poll worker recruitment funds, hazard pay, and/or training expenses and Temporary staffing. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the Local Electoral Board ("the Election Department") or fail to appropriate or provide previously budgeted funds to the Election Department for the

- term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
 10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.

Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at grants@techandcivicliflife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana M. Johnson

Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

GRANTEE

By: *Oracumbee*

CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG

Tracy Gee

From: Donna Dagner [donnadagner@gmail.com]
Sent: Monday, September 28, 2020 10:37 PM
To: Tracy Gee
Subject: CTCL Grant - Approved :-) :-) URGENT!!!!1

Hi Tracy:

We were **approved** for the CTCL grant of \$9860. In the grant application, the request was to offer our Officers of Election Hazardous Pay, and the costs to cover the 3 training classes.

I have been very aggressive in recruiting 27 new Officers of Election. Many of our previous OE are older than 65, have underlying health issues, or just plain uncomfortable being around strangers for 15 hours that day.

Many of the neighboring counties have applied & received this grant to give Officers of Election a hazardous bonus. The Registrar of Nottoway announced in the Courier Record last week, that her workers were getting an additional \$125 Bonus.

We are going to give our Officers an additional \$100 for Hazardous Bonus. We currently have 80 officers working on that day.

Our 27 new Officers have 3 training sessions to prepare. The State Board offers an online training; we have scheduled a group face to face training on Mon. Oct 19.

On Oct. 26th, ALL Officers will register with their choice of one of the sessions 2:00- 5:00, 6:00 - 9:00. They are registering now with their choice.

All training will be provided at TPCC and we will be practicing social distancing and mandatory wearing of masks.

This grant will cover the hazardous pay, and all training costs associated with the training.

We just need you to complete the Grant Disbursement Form and the review and sign the jurisdiction grant agreement.

Thanks for all you do!
Donna J Dagner,
Lunenburg Electoral Board Chair

Landfill Liaison Report
September 30, 2020
September 2020 Report

Meridian Waste Landfill:

1. Stella Trucking company has taken over the contract to haul Petersburg trash from Meridian's transfer station to the Lunenburg landfill.
2. Baker Construction has filled in the rills on the slopes of the old landfill to prep the landfill for closure.
3. Baker Construction has brought in a company to seed and straw the old landfill slopes to finish the closure process.
4. Baker is digging out the wetlands area as they prepare for the construction of a new cell.

Citizen Complaints:

1. Normal complaints.

Comments:

1. n/a

Convenience Sites:

1. Heavy and bulky trash continues to fill sites during the week and every weekend. These sites continue to have the cans full and trash covering the surrounding areas.

Citizen Complaints:

1. The normal complaints continue.

Comments:

1. Plans are being prepared to address these issues moving forward.

BOARD OF SUPERVISORS

Charles R. Slayton, CHAIRMAN
Election District 4

Frank W. Bacon, VICE-CHAIRMAN
Election District 3

T. Wayne Hoover
Election District 1

Mike Hankins
Election District 2

Edward Pennington
Election District 5

Alvester L. Edmonds
Election District 6

Robert G. Zava
Election District 7



Lunenburg County Administration
11413 Courthouse Road
Lunenburg, VA 23952

Tracy M. Gee
County Administrator

Telephone: (434) 696-2142
Facsimile: (434) 696-1798

Animal Control Report to the Board of Supervisors

Date: October 1, 2020

The following activities were conducted by Animal Control during the month of September 2020

<u>6</u> Stray Cat(s) Picked Up	\$ <u>15.⁰⁰</u>	Surrender Fees
<u>25</u> Stray Dog(s) Picked Up	\$ <u>180.⁰⁰</u>	Impoundment Fees
<u> </u> Injured or Ill Cat(s)	\$ <u>45.⁰⁰</u>	Adoption Fees
<u>1</u> Injured or Ill Dog(s)		
<u>18</u> Cat Calls Dispatched	\$ <u>240.⁰⁰</u>	Total Fees Collected

36 Dog Calls Dispatched
 Cats, Surrendered by Owner
4 Dogs, Surrendered by Owner
1 Cat Bite
1 Dog Bite
1 Cat(s) Euthanized
 Dog(s) Euthanized
12 Cat Trap(s) Set
2 Dog Trap(s) Set
 Summons Issued
 Animal(s) Released to ACO
 Expired at Shelter and/or DOA
115 Telephone Calls for Animal Issues
6 Check License
1 Lost Cat(s) – Incoming Calls
5 Lost Dog(s) – Incoming Calls
 Cat(s) Returned to Owner
8 Dog(s) Returned to Owner
 Quarantine
2 Adoption—Dogs
1 Adoption—Cats

16 Dog(s) Transferred to SPCA
2 Cat(s) Transferred to SPCA
1 Wildlife Calls
8 cats Transferred to Richmond Animal League
1 Dog Transferred to Richmond Animal League

36 Total Number of Animals Handled

D. Ray Elliott ACO
D. Ray Elliott
Animal Control Officer



**Lunenburg County Sheriff's Office
Report To The Board Of Supervisors
September 2020**



Jury Summons Served	9
Subpoenas Served	50
Summons Served	36
Levies Executed	0
Other Civil Process	60
Traffic Citations	22
Protective Orders	25
Arrests	5
Inmates Transported	2
Mental Patients	5
Extraditions	0
Circuit Court Days	5
General Court Days	5
J&DR Court Days	4

Expense Report

Dues	\$1,095.00
Postage	\$0.00
Office Supplies	\$1,323.58
Telephone	\$330.54
Police Supplies	\$0.00
Vehicle Maintenance & Repairs	\$40.00
Fuel (August)	\$1,766.47
Gallons of Fuel Use	1158

A. Marshall / Arthur Townsend Jr
Arthur Townsend, Jr.
Sheriff, Lunenburg County

10/1/2020
Date

Landfill Report September 30, 2020

New Fiscal Year-

July 2020 County Trash 840.79 tons- average 32.33 tons daily
Non-county Trash 26,092.82 tons- average 1,003.57 tons daily
Non-deplete Trash 0 tons
Recycling 1.15 tons
Number of trucks 63 average per day

August 2020 County Trash 609.40 tons- average 27.7 tons daily
Non-county Trash 25,484.36 tons- average 1,158.38 tons daily
Non-deplete Trash 0 tons
Recycling 4.66 tons
Number of trucks 67.8 average per day

September 2020 County Trash 585.15 tons- average 27.8 tons daily
Non-county Trash 23,033.82 tons- average 1,046.99 tons daily
Non-deplete Trash 0 tons
Recycling 2.35 tons and 20.75 tons of concrete
Number of trucks 67.7 average per day

PAYMENTS

2nd Quarter payment 2020
Received July 29, 2020

Non-county Host fee
\$ 89,497.13

Liaison fee
\$ 16,249.98

Total
\$ 105,747.11

Landfill Report September 30, 2020

Host Fee Year

January 2020 County Trash 560.61 tons- average 24.37 tons daily
 Non-county Trash 18,338.51 tons- average 705.33 tons daily
 Non-deplete Trash 0 tons
 Recycling 7.21 tons
 Number of trucks 54.2 average per day

February 2020 County Trash 471.94 tons- average 23.59 tons daily
 Non-county Trash 17,196.09 tons- average 687.84 tons daily
 Non-deplete Trash 0 tons
 Recycling 5.73 tons
 Number of trucks 51.03 average per day

March 2020 County Trash 584.95 tons- average 26.59 tons daily
 Non-county Trash 20,863.87 tons- average 802.46 tons daily
 Non-deplete Trash 0 tons
 Recycling 1.97 tons
 Number of trucks 60.02 average per day

April 2020 County Trash 661.69 tons- average 30.08 tons daily
 Non-county Trash 18,538.70 tons- average 772.44 tons daily
 Non-deplete Trash 0 tons
 Recycling 8.18 tons
 Number of trucks 60.80 average per day


May 2020 County Trash 586.56 tons- average 29.33 tons daily
 Non-county Trash 18,537.89 tons- average 842.63 tons daily
 Non-deplete Trash 0 tons
 Recycling 1.64 tons
 Number of trucks 62.85 average per day


June 2020 County Trash 897.64 tons- average 37.4 tons daily
 Non-county Trash 23,614.91 tons- average 944.60 tons daily
 Non-deplete Trash 0 tons
 Recycling 1.87 tons
 Number of trucks 62.85 average per day


PAYMENTS	Non-county Host fee	Liaison fee	Total
January 2020 Payment Received February 27,2020	\$ 20,905.89	\$ 4,583.33	\$ 25,489.22
February 2020 Payment Received March 25, 2020	\$ 19,603.55 Also received outstanding balance--January Liaison Fee of \$833.33	\$ 5,416.66	\$ 20,020.21
March 2020 Payment Received April 24, 2020	\$ 22,406.80 *Payment short \$1,378.02 by my calculation-have contacted Meridian (Received outstanding amount 5/8/2020)	\$ 5,416.66	\$ 27,823.46

*Payments will be made quarterly starting in April

Radio System Evaluation
CTA Consultants, Cheryl Giggetts




 Lunenburg County, Virginia
Public Safety Radio System
Evaluation/Assessment
October 8, 2020



1

Accomplishments

- Initialization Meeting
- Site Surveys
- Personal Interviews
- Ranking of Attributes
- Coverage Analysis
- Alternatives Analysis
- Cost Benefits Analysis
- FCC Licensing Support
- Grant Support
- Draft Report
- Final Report



2

Assessment – Personal Interviews

- ⌘ Kenbridge Fire Department
- ⌘ Kenbridge Police Department
- ⌘ Lunenburg Animal Control
- ⌘ Lunenburg County Dispatch Center
- ⌘ Lunenburg Emergency Management
- ⌘ Lunenburg County Public Schools
- ⌘ Meherrin Fire and Rescue
- ⌘ Lunenburg County Sheriff
- ⌘ Victoria Fire and Rescue
- ⌘ Victoria Police Department
- ⌘ Victoria Public Works



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Assessment – Current Radio Systems

- ⌘ UHF Analog Conventional System
 - Kenbridge Fire Department
 - Kenbridge Police Department
 - Meherrin Fire/Rescue Department
 - Lunenburg County Animal Control
 - Lunenburg County Dispatch Center
 - Lunenburg Emergency Management
 - Victoria Fire and Rescue
 - Victoria Police Department
 - Victoria Public Works
- ⌘ VHF Motorola Analog Conventional System
 - Lunenburg County Public Schools

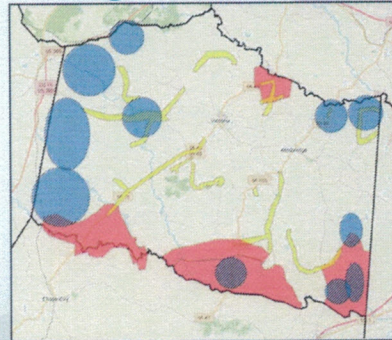


4

Assessment – Current User Concerns

- ❧ Lack of System Coverage
 - Mobile – outdoor
 - Portable - indoor
 - Pager dead spots
 - In-Building
- ❧ Channel Capacity
- ❧ Lack of tactical channels
- ❧ Operability and Interoperability
- ❧ Delays and Interference
- ❧ Aging Equipment

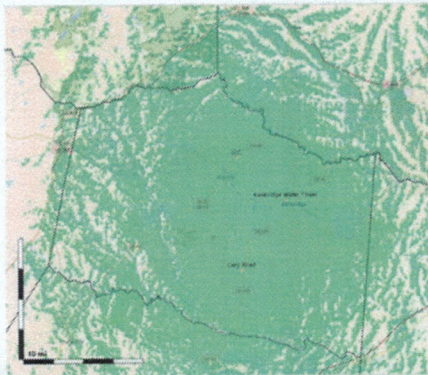
Coverage Problem Areas



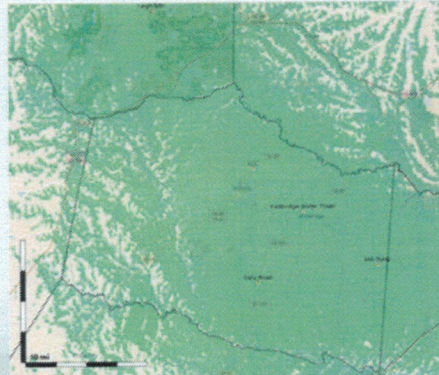
5

Analysis - Coverage

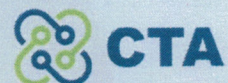
- ❧ Existing Portable Outdoor Coverage



Lunenburg County Sheriff's Office



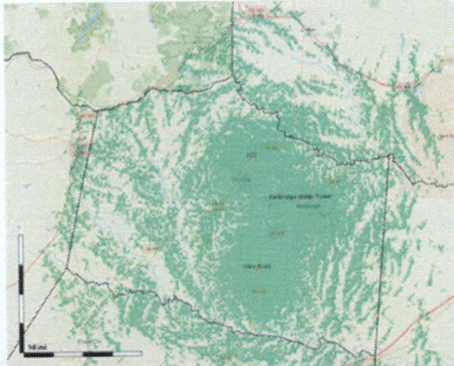
Lunenburg County Fire/EMS



6

Analysis - Coverage

Existing Portable Light Building Coverage



Lunenburg County Sheriff's Office



Lunenburg County Fire/EMS



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Analysis - Interoperability

Interoperability Critical

- Within Lunenburg County
- Between Agencies inside the County
- State Agencies
 - ▷ VDOT
 - ▷ Virginia State Police (VSP)
- Towns within Lunenburg County
 - ▷ Kenbridge
 - ▷ Victoria
- Between Fire/EMS Agencies of surrounding Counties:
 - ▷ Prince Edward, Charlotte, Nottoway, Mecklenburg, Brunswick

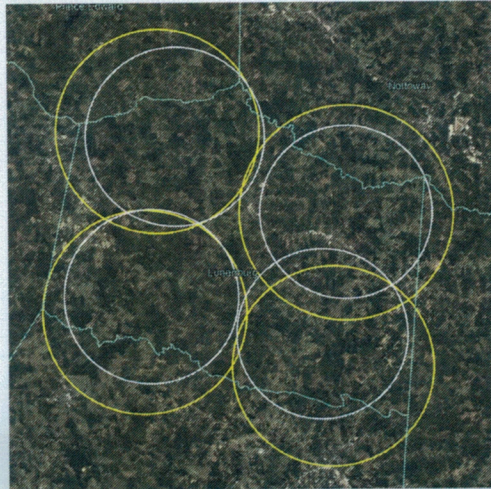


8

Alternatives - Coverage

- 📶 Lunenburg County:
 - 95% portable outdoor coverage
 - 4 sites UHF
 - 4 sites 700/800 MHz

Yellow Circles – UHF
White Circles – 700/800 MHz



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Interoperability Requirements

Agencies	Lunenburg Sheriff's Office	Lunenburg County Dispatch	Kenbridge Police Department	Victoria Police Department	Kenbridge Fire Department	Meherrin Fire and Rescue	Victoria Fire and Rescue	Lunenburg Animal Control	Lunenburg County Public Schools	Prince Edward County	Nottoway County	Brunswick County	Mecklenburg County	Charlotte County	VDOT
Lunenburg Sheriff's Office	X	X	X	X	X	X	X	X	X				X		N
Lunenburg County Dispatch	X	X	X	X	X	X	X	X	X	N	N	N	N	N	X
Kenbridge Police Department	X	X	X	X	X	X	X	X	X						N
Victoria Police Department	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N
Kenbridge Fire Department		X	X	X	X	X	X	X	X	X	X	X	X		X
Meherrin Fire and Rescue	X	X			X	X	X			X	X			X	
Victoria Fire and Rescue	X	X	X	X	X	X	X	X	X	N	N	N	N	N	N
Lunenburg Animal Control	X	X	X	X			X	X							X
Lunenburg County Public Schools	X	X	X	X	X		X	X	X						
Prince Edward County		N		X	X	X	N			X	X				
Nottoway County			N	X	X	X	N			X	X				
Brunswick County			N		X	X	N				X	X			
Mecklenburg County	X	N		X	X		N						X		
Charlotte County			N	X		X	N							X	
VDOT	N	X	N	N	X		N	X							X

- 📶 X – Talk to Frequency
- 📶 x – Talk to Infrequently
- 📶 N – Need to Talk but unable



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Radio System Alternatives

- ❁ UHF MOTOTRBO (DMR) Countywide Radio System
- ❁ UHF P25 Phase 1 Conventional Simulcast Countywide Radio System
- ❁ UHF P25 Phase 2 Trunked Simulcast Countywide Radio System
- ❁ 700/800 MHz P25 Phase 1 Conventional Simulcast Countywide Radio System
- ❁ 700/800 MHz P25 Phase 2 Trunked Simulcast Countywide Radio System
- ❁ Joining a Neighboring Jurisdiction's UHF MOTOTRBO (DMR) Radio System
- ❁ Joining a Neighboring Jurisdiction's UHF P25 Phase 1 Conventional Simulcast Radio System



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Alternatives Summary

	UHF MOTOTRBO (DMR)	UHF P25 Phase 1 Conventional Simulcast	UHF P25 Phase 2 Trunked Simulcast	700/800 MHz P25 Phase 1 Conventional Simulcast	700/800 MHz P25 Phase 2 Trunked Simulcast	Joining Neighboring UHF MOTOTRBO (DMR)	Joining Neighboring UHF P25 Phase 1 Conventional Simulcast
System Functionality/ System Reliability	Not Public Safety Grade	Public Safety P25	Public Safety P25	Public Safety P25	Public Safety P25	Not Public Safety Grade	Public Safety P25
Coverage / Sites	4	4	4	4	4	4	4
Capacity / Channels	12	6	4	6	4	9	12
Interoperability	Seamless: Mecklenburg Gateways / Manual Patch: Brunswick, Charlotte, Prince Edward, Nottaway	Seamless: Brunswick, Charlotte, Prince Edward Gateways / Manual Patch: Mecklenburg, Nottaway	Gateways / Manual Patch: Brunswick, Charlotte, Mecklenburg, Nottaway, Prince Edward	Gateways / Manual Patch: Brunswick, Charlotte, Mecklenburg, Nottaway, Prince Edward	Gateways / Manual Patch: Brunswick, Charlotte, Mecklenburg, Nottaway, Prince Edward	Seamless: Mecklenburg Gateways / Manual Patch: Brunswick, Charlotte, Prince Edward, Nottaway	Seamless: Brunswick, Charlotte, Prince Edward Gateways / Manual Patch: Mecklenburg, Nottaway
Costs	\$5.1 - \$5.5 M	\$5.1 - \$5.5 M	\$6.6 - \$7.0 M	\$6.3 - \$6.7 M	\$7.7 - \$8.2 M	\$5.1 - \$5.3 M	\$5.4 - \$5.8 M
Alternatives Ranking Score	422.3	519.3	518.3	502.0	505.0	422.3	487.3



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Recommended Alternative

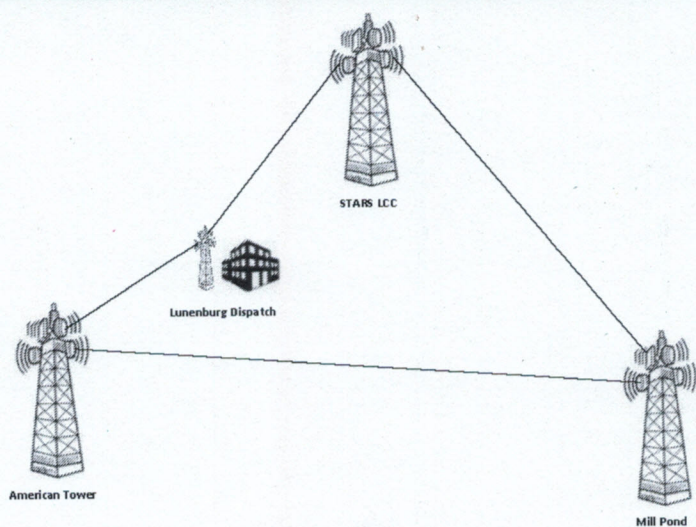
***In CTA's opinion,
a UHF P25 Phase 1 Conventional Simulcast Radio System
is the BEST FIT for Lunenburg County.***

Upgrading the existing systems within Lunenburg County will provide the needed public safety grade coverage, capacity, and interoperability for all current public safety and non-public safety radio users within the County for the next 15+ years.



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Conceptual Design - Architecture



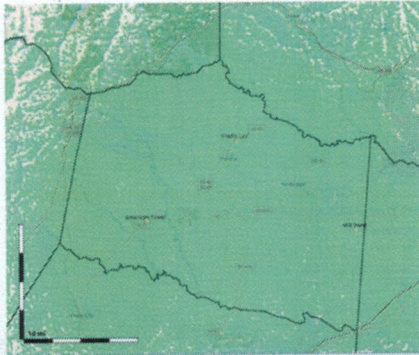
- 3 radio sites
- Dispatch Center
- 6 channels
- P25 Phase 1
- Simulcast
- Conventional
- UHF



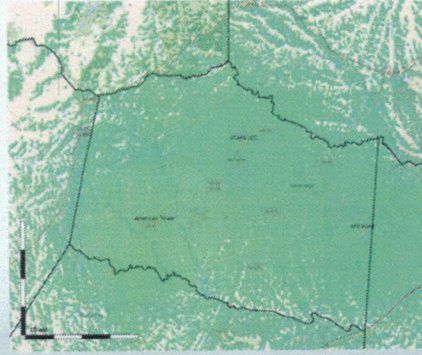
14

Conceptual Design - Coverage

☞ Coverage Balanced for Talk-out and Talk-in



Portable Outdoor



Portable Light Building



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Conceptual Design – Cost Estimate

☞ Lunenburg County - UHF P25 Conventional Simulcast Radio System

Cost Elements	List Estimate	Negotiated Estimate	Competitive Estimate	Multi-Vendor Estimate
RADIO INFRASTRUCTURE	\$ 1,199,200	\$ 1,199,200	\$ 1,199,200	\$ 779,500
COMMUNICATIONS CENTER	\$ 316,500	\$ 316,500	\$ 316,500	\$ 269,000
MICROWAVE SYSTEM	\$ 433,300	\$ 433,300	\$ 433,300	\$ 390,000
PHYSICAL FACILITIES	\$ 929,300	\$ 929,300	\$ 929,300	\$ 743,400
SUBSCRIBERS	\$ 1,479,700	\$ 1,139,400	\$ 1,065,400	\$ 991,400
PAGING SYSTEM	\$ 47,300	\$ 47,300	\$ 47,300	\$ 35,500
VENDOR SERVICES	\$ 585,100	\$ 585,100	\$ 585,100	\$ 577,600
DISCOUNT	\$ -	\$ (718,600)	\$ (1,257,600)	\$ (937,700)
SPARES - SUBSCRIBERS	\$ 26,500	\$ 20,400	\$ 19,100	\$ 13,700
SPARES - FIXED NETWORK	\$ 82,500	\$ 82,500	\$ 82,500	\$ 53,600
CONSULTING	\$ 225,000	\$ 225,000	\$ 225,000	\$ 450,000
CONTINGENCY (5%)	\$ 255,000	\$ 201,700	\$ 171,000	\$ 145,800
RADIO SYSTEM TOTAL	\$ 5,579,400	\$ 4,461,100	\$ 3,816,100	\$ 3,511,800
MAINTENANCE (After 1 year warranty)	\$ 141,600	\$ 141,600	\$ 141,600	\$ 106,200



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Recommendations

☞ UHF P25 Phase 1 Conventional Simulcast Radio System

- **Simplified communications** – removing the dispatch communications relay barriers and differences in equipment and capabilities from agency to agency.
- **The ability to communicate as needed** – within the guidelines of organizational structure, users can push to talk with those they need to. Equipment is no longer a barrier, and with cooperative agreements, political boundaries are less of a barrier. The tools are in place for true interoperable communications
- **Consistently dependable systems** – uniform design, deployment, operation, and maintenance of the systems mean that robust equipment has been designed for the task, placed where it is needed, and users can depend on reliable service every day.

Now is the time for Lunenburg County to upgrade your public safety communications.



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Recommendations

☞ Go Forward Plan of Action

- Review and approve the upgraded conceptual design
- Adopt P25 technology as the interoperability standard for Lunenburg
- Prepare a set of functional specifications for Request for Proposal
- Continue development of a frequency plan to ensure sufficient spectrum
- Implement a digital microwave network
- Replace subscriber radios, should be P25 capable
- Accept the VDEM Grant for continued planning
- CTA can provide Implementation oversight through final Acceptance of Lunenburg County's radio system



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Next Steps

☞ Specifications / Procurement

- Funding in place
- Consultant Support
- Release the Request for Proposals
- Establish Procurement team
- Establish RFP/Proposal Review Team
- Consultant completes Functional Specification
- Procurement Team review/approve/release RFP



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Thank you for sharing your time with us.



CTA Consultants, LLC
800-878-1436

cta@cta-c.com
www.cta-c.com



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VACo Annual Meeting - Voting Credentials

VACo 2020 Annual Meeting
Voting Credentials Form

Form may be returned by mail, fax (804-788-0083) or email [vrussell@vaco.org](mailto:vRussell@vaco.org)

Voting Delegate:
(Supervisor)

Name _____

Title _____

Locality _____

Alternate Delegate:
(Supervisor)

Name _____

Title _____

Locality _____

Certified by:
(Clerk of the Board)

Name _____

Title _____

Locality _____

VACo 2020 Annual Meeting
Proxy Statement

_____ County authorizes the following person to cast its vote at the 2020 Annual Meeting of the Virginia Association of Counties on November 11, 2020.

_____, a non-elected official of this county.

-OR-

_____ a supervisor from _____ County.

This authorization is:

Uninstructed. The proxy may use his/her discretion to cast _____ County's votes on any issue to come before the annual meeting.

Instructed. The proxy is limited in how he/she may cast _____ County's votes. The issues on which he/she may cast those votes and how he/she should vote are:
(List issues and instructions on the back of this form)

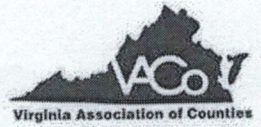
Certified by: Name _____

Title _____

Locality _____

Virginia Association of Counties

Connecting County Governments since 1934



President

Stephen W. Bowen
Nottoway County

President-Elect

Jeffrey C. McKay
Fairfax County

First Vice President

Meg Bohmke
Stafford County

Second Vice President

Jason D. Bellows
Lancaster County

Secretary-Treasurer

Donald L. Hart, Jr.
Accomack County

Immediate Past President

Sherrin C. Alsop
King and Queen County

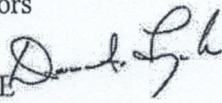
Executive Director

Dean A. Lynch, CAE

General Counsel

Phyllis A. Errico, Esq., CAE

TO: Chairs, County Board of Supervisors
County Administrators

FROM: Dean A. Lynch, CAE 
Executive Director

SUBJECT: Voting Credentials for the 2020 VACO Annual Business Meeting

DATE: September 15, 2020

The 2020 Annual Business Meeting of the Virginia Association of Counties will be held on Tuesday, November 11, at 10:00 a.m. on a WebEx virtual platform.

Article VI, VACO Bylaws, states that each county shall designate a representative of its board of supervisors to cast its vote(s) at the Annual Business Meeting.

However, if a member of the board of supervisors cannot be present for this meeting, the Association's Bylaws allow a county to designate a non-elected official from your county or a member of a board of supervisors from another county to cast a proxy vote(s) for your county.

For your county to be certified to vote at the Annual Business Meeting, a completed Voting Credentials Form or a Proxy Statement must be submitted to VACO by November 1, 2020.

We look forward to your participation at the virtual VACO Annual Conference November 9 – 11, 2020.

1207 E. Main St., Suite 300
Richmond, Va. 23219-3627

Phone: 804.788.6652
Fax: 804.788.0083

Email: mail@vaco.org
Website: www.vaco.org

COVID-19: CARES Funds

A. TOWNSEND, JR.
SHERIFF



DJ PENLAND
MAJOR

RECEIVED
SEP 23 2020

BY: _____

Lunenburg County Sheriff's Office

160 Courthouse Square
Lunenburg, VA 23952
Ph: (434) 696-4452
Fax: (434) 696-2531

September 23, 2020

Office of the County Administrator
Attn: Tracy Gee
11413 Courthouse Road
Lunenburg VA 23952

RE: COVID-19 Expense

Dear Tracy & The Board of Supervisors:

I am writing to you to request to purchase of 911 equipment utilizing COVID-19 funds. The Dispatch Center currently in use does not have the ability to close for deep cleaning or in the case of an emergency. We have recently seen with staff becoming ill the how dire the situation could be should the dispatch center need to be evacuated for an illness. Having a back-up call center would be vital to providing emergency services to the residents of Lunenburg County in the case of an emergency.

Rodney Newton with Victoria Fire and Rescue has been consulted and have agreed to hosting the emergency call center at the Victoria Fire and Rescue Building. The location is ideal as it is centrally located and has necessary generator back-up if needed.

The cost of this project has been estimated not to exceed \$24,478.26. The cost of the Vesta 9-1-1 all in one bundle will cost \$14,478.26 through Carousel Industries, our Call Handling Equipment vendor. This will allow 911 calls to be answered remotely.

Robert Williams of DataCare has been contacted about the remaining equipment needed to set up a Virtual Private Network between the Sheriff's Office and the Victoria Fire and Rescue building. Other equipment needed to be provided for this project will include two new computers with multiple monitor support for the Computer Aided Dispatch System and VCIN. Also needed is the equipment to transfer administrative phone calls from the Sheriff's Office to Victoria Fire and Rescue Building. Rob Williams has quoted all equipment and labor expenses at \$10,000.

Thank you for your consideration in these matters.

Sincerely,

A handwritten signature in blue ink that reads "Donald R. Penland, Jr." with a stylized flourish at the end.

Donald R. Penland, Jr., Major
Lunenburg County Sheriff's Office

Planning Update

BOARD OF SUPERVISORS

Charles R. Slayton, CHAIRMAN
Election District 4

Frank W. Bacon, VICE-CHAIRMAN
Election District 3

T. Wayne Hoover
Election District 1

Mike Hankins
Election District 2

Edward Pennington
Election District 5

Alvester L. Edmonds
Election District 6

Robert G. Zava
Election District 7



Lunenburg County Administration
11413 Courthouse Road
Lunenburg, VA 23952

Tracy M. Gee
County Administrator

Telephone: (434) 696-2142
Facsimile: (434) 696-1798

MEMO

TO: Lunenburg County Board of Supervisors
Tracy Gee, County Administrator

SUBJECT: September -October 2020 Report

FROM: Glenn Millican
DATE: October 8, 2020

Monthly Activities Include:

- Virginia Economic Zone Reporting
- Planning Commission meeting
- Bid document development for old middle school
- Development of business registration documents and zoning maps
- Review of subdivision plans
- Citizen contact for development of adult care facility
- Meeting with Dominion Power regarding self developed solar plant
- Citizen contact regarding development questions -onsite review
- Developing standard criteria for reviewing Section 15.2 2232 -Conditional Use Permit applications
- Currently have six solar installation projects being researched by engineering firms for feasibility or application submittal
- Administration of Planning Commission agenda cases

ADMINISTRATOR'S UPDATE

-- **As necessary**

Board of Supervisors October Meeting – 10/8/20

County Administrator's Monthly Report

Events in September:

- September 1 – Prof. Dev. Leadership Academy - Mgr. meeting w/ W. Hoover
- September 1 – weekly Team Meeting
- September 2 - Piedmont VDH weekly conf. call - COVID-19 statistics/school
- September 3 – VA's Growth Alliance virtual meeting
- September 3 - meet w/ Glenn re: internet
- September 4 - VA's Crossroads virtual meeting
- September 4 - phone conf. w/ Lindy Fimon re: VCE and ants
- September 7 - Labor Day - office closed (I worked to submit the CARES quarterly report)
- September 8 - Community Impact Grant progress call
- September 9 - conf. call re: STI Equipment
- September 9 - Red Brick Solar meeting
- September 9 - Landfill Committee meeting
- September 10 – VPSA Bond call w/ Davenport
- September 10 - CARES Committee meeting
- September 10 - Board of Supervisors meeting
- September 11 - submit Killen property docs to Hawthorne & Hawthorne, PC
- September 11 - Airport Commission meeting
- September 14-16 - Mary Earhart - financial audit fieldwork
- September 15 - Worked from home due to no childcare
- September 16 - Juvenile Detention virtual meeting
- September 16 - met w/ CRIEHT sign installers
- September 17 - Health Equity Program kick-off call
- September 21 - Take photos of STI Equipment
- September 21 - Tracy - kids dental appointments STO 3 hours
- September 22 – weekly Team meeting
- September 22 - VACo Region 4 virtual meeting
- September 22 - DSS Advisory Board meeting
- September 23 - SOVA Upskilling virtual meeting
- September 23 - Piedmont VDH conf. call
- September 23 - Dominion Energy Solar meeting
- September 28 - Work w/ B. Malsbury on CSA end-of-year reporting
- September 29 - Oct 1 - RFCA Audit final fieldwork
- September 29 - Juvenile Detention virtual meeting
- September 30 - meet with Carl Ashworth and Jimmie Crowder - re: sites and manning

Administration

- The annual Virginia Association of Counties (VACo) conference is now completely virtual. You will need to select a voting delegate for the conference. I am registered.
- Met with Supervisor Hoover on my progress for the Professional Development Leadership Academy. While not on my monthly report, I do my coursework (at home) all week, then a breakout group call Thurs at 2:30p, and cohort call on Fridays at 11a. It is about 6-7 hours per week of work and I will finish the first week of November.
- I instituted weekly TEAM meetings in the Admin office due to the complexity of tasks we are juggling, to keep us all on the same page, and assist others where needed.
- Participated in VACo's Region 4 virtual meeting to discuss issues and areas of need for the region and Lunenburg.

- We will conduct phone interviews for the PT Emergency position(s) 10/6/20.
- Had a phone call w/ Lindy Fimon to discuss fire ants and VCE operations.
- Went to Rotary Club of Lunenburg meeting and consensus is that there is not enough members or interest to continue.

Airport

- Held outdoor Airport Commission to introduce Larry Way, Lunenburg Airport Manager.
- Mr. Way continues his weekly report to keep us updated on the Airport.
- We received notice that No Limits Skydiving will no longer operate from the Lunenburg County Airport in order to reduce their expenses due to losses from COVID-19. We had seen a decline in traffic in recent years and they have not been at the Airport since May. Their lease also ended in May and we will work with them to transfer electric service. Larry Way has a couple leads on people interested in renting the hangar and will bring me info as he has it.

Budget & Finance-

- Mary Earhart and associates were here 3 days to perform finance fieldwork. RFCA was here 3 more days to perform audit fieldwork.
- I worked on the soft close for the year with Dawn Buchanan (Deputy Treasurer).
- Participated in the VA Public School Authority bond application call.

Building Official and Building & Grounds -

- Word's Construction is continuing work on the Clerk's Office.
- Jamie Tuck lined up the generator for the Health Dept. and is also lining up the generators for Administration and Treasurer.
- The roof at the Sheriff's Office is not leaking right now! ****crossing fingers****
- Jack & Sons working on the roof units and a split repair at courts building.

Community/Economic Development/Planning -

- Glenn and I met to discuss his plans concerning county-wide internet initiatives and I gave him some contacts to start his research.
- Participated virtually in VA's Growth Alliance meeting.
- Participated virtually in VA's Crossroads meeting for tourism and the completion of CRIEHT.
- Participated in conference call with Rural Solar Development Coalition, Glenn and Buck stayed on the full call, I had to attend another meeting.
- Red Brick Solar met w/ Glenn, Buck, Frank Rennie, and me to discuss their project.
- Met w/ contractors to see the installation of the Civil Rights in Education Heritage Trail sign at the "Lunenburg High School" location on K-V Road and The Peoples Community Center. I will work with local alumni to set up a time for unveiling and dedication.
- Glenn and I met with Dominion Energy regarding solar facilities.
- Held conference call w/ interested party regarding STI Equipment. Frank Rennie gave them cost recovery amounts for Lunenburg and the Tobacco Commission. I met Lee Smyth and took photos for our files.
- Participated in Microsoft SOVA Upskilling call.
- Participated in Community Impact Grant phone call and will be filing for the reimbursement.
- Talked with the Tobacco Commission regarding the Coast 2 Coast Trucking grant repayment.
- Presenting information to the Tobacco Commission regarding CBL & Shell Building grants.

COVID-19 Updates -

- *CARES Act Funds* - I submitted the first quarterly financial report for CARES funds on Labor Day, 9/7. I will submit the second report on 10/5.

- The first round of Small Business Grants went out in September. We have not had much time to work with the applications for the second round, but we will utilize our PT Emergency help to get these done in a timely fashion.
- First Lunenburg COVID-19 case was April 6th, the total VDH count as of 10/5/20 is one hundred twenty-three (123), not considering recoveries. I no longer have an accurate count on recoveries. We have had 7 hospitalizations and 3 deaths.
- We are still awaiting a second price on partitions for jurors, the bench, the attorneys, both courtrooms to allow for up to 50 potential jurors to be in place at one time. Nicole met with a Lynchburg contractor who provided some temporary options for the courtroom, but the Judge did not approve.
- I am participating (as I can) in a district-wide weekly call with VDH and School reps to discuss progress in vaccine availability and information for school-age cases.
- Rodney and I participated in a call from the Governor's Task Force through the Health Equity Program for at-risk residents. This will be a task for the PT Emergency position.

Emergency Management & Public Safety -

- Submitted special condition paperwork to DCJS for School Resource Officer and the requirements are much more stringent.
- The Sheriff's Office lost four deputies this month: two to VA State Police and two to Kenbridge Police Department.

Piedmont Regional Jail Authority and Juvenile Detention Center Board -

- I was not able to make it to the Jail Board meeting due to the audit fieldwork and other meetings, but I am told that the Jail is requesting funds for deep cleaning and replacing some items unable to be cleaned properly due to age and wear. I have not seen a request.
- Participated in electronic Juvenile Detention Center meeting and discussed that their population is very low, meaning that they do not have much revenue and may need financial assistance if this persists.

Schools

- Received a letter from the School Board that the superintendents will no longer be appearing before the Board of Supervisors. I put a copy in your monthly mail.

Social Services and Children's Services -

- I worked with CSA Program Coordinator Bridgette Malsbury to balance and submit the end of year reports for June 2020.
- Held an electronic DSS Advisory Board meeting, including new member, Elyssa Long.
- Set up a meeting with the Unit Supervisors and Dotty to go over statistical data from the State.

Solid Waste -

- I worked with the Schools to utilize the CHS parking lot for a Recycling Day on Saturday, October 10th. Please join us this Saturday from 9a-1p!
- Landfill Committee met to discuss the CH Site, Beaver Creek sites, manned site hours and a future site location.
- Met with Carl and Jimmie to discuss manning of sites, recycling, and the closing of Beaver Creek sites.
- Jamie and I met with Jeff Robinson to make plans for the CH Site.
- Delivered the signed docs for sale of property to J. Killen, we received the funds and deposited in the Solid Waste Fund 137.