



BOARD OF  
SUPERVISORS

THOMAS D. HARVEY  
North District

ERNIE Q. REED  
Central District

JESSE N. RUTHERFORD  
East District

ROBERT G. BARTON, JR.  
South District

J. DAVID PARR  
West District

STEPHEN A. CARTER  
County Administrator

GRACE MAWYER  
Administrative Assistant/  
Deputy Clerk

CANDICE W. MCGARRY  
Director of Finance and  
Human Resources

**AGENDA**  
**NELSON COUNTY BOARD OF SUPERVISORS**  
**OCTOBER 13, 2020**  
**THE REGULAR MEETING CONVENES AT 2:00 P.M. IN THE**  
**GENERAL DISTRICT COURTROOM AT THE COURTHOUSE IN LOVINGSTON**

**I. CALL TO ORDER**

- A. Moment of Silence
- B. Pledge of Allegiance

**II. PUBLIC COMMENTS**

**III. CONSENT AGENDA**

- A. Resolution – **R2020-37** Minutes for Approval
- B. Resolution – **R2020-38** Budget Amendment
- C. Proclamation – **P2020-01** October is Domestic Violence Awareness Month

**IV. PRESENTATIONS**

- A. VDOT Report

**V. NEW & UNFINISHED BUSINESS**

- A. Authorization to Sign GAC Agreement with NCSA (**R2020-39**)
- B. Nelson County Animal Control Firearms Policy Approval (**R2020-40**)
- C. Authorization for Public Hearing – Proposed Dogs Running at Large Ordinance (**R2020-41**)
- D. Department of Social Services CARES Act Funding Request
- E. Nelson Community Wellness Alliance Updated CARES Act Funding Request
- F. Change in November Regular BOS Meeting Date (**R2020-42**)

**VI. REPORTS, APPOINTMENTS, DIRECTIVES AND CORRESPONDENCE**

- A. Reports
  - 1. Report on Broadcasting and Virtual Meetings
  - 2. County Administrator's Report
  - 3. Board Reports
- B. Appointments
- C. Correspondence
- D. Directives

**VII. OTHER BUSINESS (AS PRESENTED)**

**VIII. ADJOURN AND CONTINUE – EVENING SESSION AT 7 PM**

**EVENING SESSION  
7:00 P.M – NELSON COUNTY COURTHOUSE**

**I. CALL TO ORDER**

**II. PUBLIC COMMENTS**

**III. PUBLIC HEARINGS**

**A. Rezoning #2020-01 – R-1 to A-1**

Consideration of a Rezoning application requesting County approval to rezone from R-1 to A-1. The subject property is located at Tax Map Parcel #6-A-45 on Avon Rd. The subject property is owned by Daniel & Terri Tatarka.

**B. Special Use Permit #2020-04 – Extended Stay Campground**

Consideration of a Special Use Permit application requesting County approval to allow an extended stay campground use for a single travel trailer. The subject property is located at Tax Map Parcel #13-A-77 on Taylor Creek Rd. The subject property is owned by Jackie Whalen.

**C. Special Use Permit #2020-05 – Retail Store**

Consideration of a Special Use Permit application requesting County approval to allow a retail store on property zoned M-1. The subject properties are located at Tax Map Parcels #45-A-33 on Davis Creek Ln. The subject property is owned by Kerry Williams.

**IV. OTHER BUSINESS (AS PRESENTED)**

**V. ADJOURNMENT**



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**RESOLUTION R2020-37  
NELSON COUNTY BOARD OF SUPERVISORS  
APPROVAL OF MINUTES  
(September 8, 2020)**

**RESOLVED**, by the Nelson County Board of Supervisors that the minutes of said Board meeting conducted on **September 8, 2020** be and hereby are approved and authorized for entry into the official record of the Board of Supervisors meetings.

Approved: October 13, 2020

Attest: \_\_\_\_\_, Clerk  
Nelson County Board of Supervisors

September 8, 2020

**Virginia:**

AT A REGULAR MEETING of the Nelson County Board of Supervisors at 2:00 p.m. in the General District Courtroom located on the third floor of the Nelson County Courthouse, in Lovingston Virginia.

Present: Jesse N. Rutherford, East District Supervisor  
Thomas D. Harvey, North District Supervisor – Chair  
Ernie Q. Reed, Central District Supervisor – Vice Chair  
J. David Parr, West District Supervisor  
Robert G. “Skip” Barton, South District Supervisor  
Stephen A. Carter, County Administrator  
Grace Mawyer, Administrative Assistant/Deputy Clerk  
Candice W. McGarry, Director of Finance and Human Resources  
Robert Brown, VDOT Residency Administrator

Absent: None

**I. CALL TO ORDER**

Mr. Harvey called the meeting to order at 2:00 pm, with all Supervisors present to establish a quorum.

- A. Moment of Silence
- B. Pledge of Allegiance – Mr. Parr led the Pledge of Allegiance

**II. PUBLIC COMMENTS**

1. Wisteria Johnson, Shipman VA

Ms. Johnson spoke of the statue in front of the Courthouse and noted that recent occurrences show that this is a sensitive and fragile subject. She recommended that the Board of Supervisors form a group of Nelsonians to work this whole process through. She noted that the Board does not have all of the answers and suggested that if the statue does come down, they could put a stone copy of the U.S. Constitution in its place.

2. Linda Crowe, Amherst VA

Ms. Crowe noted she has lived in Nelson County for 24 years. She spoke of white privilege and how that is too gentle of a phrase for racism. She stated that symbols matter and asked the Board to remove the statue from public property until such time that the African American community can determine its fate.

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3. Marcia McDuffie, Jefferson Madison Regional Library Board Representative

Ms. McDuffie thanked the Board and County Administration for the wonderful expansion and renovation at the library. She advised that the Grow Nelson Library fundraising committee has exceeded their half million-dollar goal and now has \$522,000 in that account. She noted that this committee has provided 20 brand new computers to the library, added various media into circulation, and helped provide better Wifi connections so that the signal extends out into the parking lot. She added that a community member has donated a vehicle to be a book mobile. Ms. McDuffie then invited the Board to tour the renovated library after the meeting.

4. Marian Pearce, Faber VA

Ms. Pearce spoke of the statue on the Courthouse lawn and stated that there is a need for cultural evolution here. She advised it is time for a change, adding that what the statue represents is not a piece of history we want to honor. She suggested having some type of forum about the subject.

5. Marilyn Mars, Faber VA

Ms. Mars spoke of the statue on the Courthouse lawn, noting her agreeance with what several other speakers have said. She stated the cultural time for this sculpture is gone, and it should not be the piece that represents the county. She suggested finding a place for it in a cemetery or somewhere where the memories can be remembered. She noted that if it makes her black neighbors uncomfortable to pass by the statue, it makes her uncomfortable as well. Ms. Mars added that she likes the idea of forming a committee about the subject as well as the idea of replacing the statue with the U.S. Constitution or some other sculpture.

6. Eleanor Amidon, Afton VA

Ms. Amidon spoke of systemic racism and police corruption in other areas, adding that the Black Lives Matter movement is demanding something of our times. She stated that seeing this statue could be hurtful, demeaning, or intimidating and implored the Board to remove it.

7. Larry Stopper, Afton VA

Mr. Stopper noted that the statue is an anachronism and needs to go. He stated that it does not belong on the Courthouse lawn and reiterated that it needs to go.

8. Louie Andrew, Nellysford VA

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Mr. Andrew noted that schools were integrated in 1965 in Nelson County and argued that the reason of constructing the Civil War monument was to remind people that they were not equal. He urged the Board to take down this symbol.

9. Reverend James Rose, Wingina VA

Reverend Rose stated that the Civil War statue stands on government property, which is property of the taxpayers of Nelson County. He asked that the statue be removed. He noted it was erected during segregation, one hundred years after the Civil War. He added that the Board of Supervisors at the time helped pay for it, which put them in support of slavery and segregation. He urged that we need to move forward together, come together, and end racism. He prayed that the Board would find it in their hearts to remove the statue, adding that black people don't need a reminder of the past. Reverend Rose then referenced what is happening to black people in the country today and asked the Board what side of history they want to be on.

10. Rosemarie Harper, Afton VA

Ms. Harper agreed with what Reverend Rose said, adding that black lives matter and black feelings matter. She asked the Board to take down the statue.

### **III. CONSENT AGENDA**

Mr. Rutherford referred to Resolution R2020-35 and thanked staff for their hard efforts in working with this.

Mr. Reed then noted that the Board had received a request for CARES Act funding from Reverend Sandidge for the Nelson Heritage Center and pointed out that it was not included in the August 11<sup>th</sup> meeting minutes. He asked that the letters be included. Mr. Harvey noted that the letters were received and distributed to the Board after the Board packets went out, and this has not been done in the past.

Mr. Rutherford moved to approve the Consent Agenda and Mr. Parr seconded the motion. Mr. Reed asked to amend the motion to include the addition of the Nelson Heritage Center letters to the minutes. Mr. Rutherford withdrew his motion, and Mr. Parr withdrew his second.

Mr. Reed moved to approve the Consent Agenda with the addition of the letters from Reverend Sandidge concerning the Nelson Heritage Center to the minutes. Mr. Barton seconded the motion. It was suggested that a separate motion be made to amend the minutes. Mr. Reed withdrew his motion and Mr. Barton withdrew his second.

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Mr. Reed then moved to amend the minutes to include the letter requests from Reverend Sandidge concerning the Nelson Heritage Center and Mr. Barton seconded the motion. There being no further discussion, Supervisors voted (4-1) by roll call vote to approve the motion with Mr. Harvey voting No. Mr. Parr suggested that the Board discuss changes such as this prior to the meeting in the future.

Mr. Rutherford moved to approve the Consent Agenda with the changes and Mr. Parr seconded the motion. There being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion and the following resolutions were adopted:

A. Resolution – **R2020-34** Minutes for Approval

**RESOLUTION R2020-34**  
**NELSON COUNTY BOARD OF SUPERVISORS**  
**APPROVAL OF MINUTES**  
**(August 11, 2020)**

**RESOLVED**, by the Nelson County Board of Supervisors that the minutes of said Board meeting conducted on **August 11, 2020** be and hereby are approved and authorized for entry into the official record of the Board of Supervisors meetings.

B. Resolution – **R2020-35** Approval of DHCD-CDBG Grant Pre-Contract Documents

**RESOLUTION R2020-35**  
**NELSON COUNTY BOARD OF SUPERVISORS**  
**RESOLUTION APPROVING DHCD-CDBG PRE-CONTRACT GRANT DOCUMENTS**  
**FOR LOVINGSTON BUSINESS DISTRICT REVITALIZATION GRANT #18-PG-10**

**RESOLVED**, by the Nelson County Board of Supervisors, that the following DHCD- CDBG pre-contract grant documents are hereby approved for the Lovingson Business District Revitalization Grant #18-PG-10:

1. Local Business & Employment Plan;
2. Non-Discrimination Policy;
3. Residential Anti-Displacement & Relocation Assistance Plan
4. Fair Housing Certification;

- 5. Section 504 Access Policy; and
- 6. Section 504 Grievance Procedure

**NELSON COUNTY, VIRGINIA: GRANT#18-PG-10**  
**SECTION 3 LOCAL BUSINESS AND EMPLOYMENT PLAN**

- 1. The County of Nelson designates as its Section 3 County Business and Employment Project Area the boundaries of Nelson County.
- 2. The County of Nelson, its contractors, and designated third parties shall in utilizing Community Development Block Grant (CDBG) funds utilize businesses and lower income residents of the County in carrying out all activities, to the greatest extent feasible.
- 3. In awarding contracts for construction, non-construction, materials, and supplies the County of Nelson, its contractors, and designated third parties shall take the following steps to utilize businesses which are located in or owned in substantial part by persons residing in the County:
  - a) The County of Nelson shall identify the contracts required to conduct the CDBG activities.
  - b) The County of Nelson shall identify through various and appropriate sources including:

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the business concerns within Nelson County which are likely to provide construction contracts, non-construction contracts, materials, and services which will be utilized in the activities funded through the CDBG.
  - c) The identified contractors and suppliers shall be included on bid lists used to obtain bids, quotes or proposals for work or procurement contracts which utilize CDBG funds.
  - d) To the greatest extent feasible the identified business and any other project area business concerns shall be utilized in activities which are funded with CDBG funds.
- 4. The County of Nelson and its contractors and subcontractors shall take the following steps to encourage the hiring of lower income persons residing in the County:

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- a) The County of Nelson in consultation with its contractors (including design professionals) shall ascertain the types and number of positions for both trainees and employees which are likely to be used to conduct CDBG activities.
- b) The County of Nelson shall advertise through the following sources

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the availability of such positions with the information on how to apply.

- c) The County of Nelson, its contractors, and subcontractors shall be required to maintain a record of inquiries and applications by project area residents who respond to advertisements, and shall maintain a record of the status of such inquires and applications.
  - d) To the greatest extent feasible, the County of Nelson, its contractors, and subcontractors shall hire lower income project area residents in filling training and employment positions necessary for implementing activities funded by the Community Development Block Grant (CDBG).
5. In order to document compliance with the above affirmative actions and Section 3 of the Housing and Community Development Act of 1974, the County of Nelson shall keep, and obtain from its contractors and subcontractors, *Registers of Contractors, Subcontractors and Suppliers* and *Registers of Assigned Employees* for all activities funded by the CDBG. Such listings shall be completed and shall be verified by site visits and employee interviews, crosschecking of payroll reports and invoices, and through audits if necessary.

Duly adopted at the regular meeting of the Nelson County Board of Supervisors on September 8, 2020.

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# NELSON COUNTY, VIRGINIA: GRANT#18-PG-10 NON-DISCRIMINATION POLICY

The County of Nelson or any employee thereof will not discriminate against an employee or applicant for employment because of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, or disability. Administrative and personnel officials will take affirmative action to insure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

Duly adopted at the regular meeting of the Nelson County Board of Supervisors on September 8, 2020.

NELSON COUNTY, VIRGINIA: GRANT #18-PG-10

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN  
CERTIFICATION

The County of Nelson will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate income dwelling unit as a direct result of activities assisted with funds provided under the *Housing and Community Development Act of 1974*, as amended. All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the County of Nelson will make public and advise the state that it is undertaking such an activity and will submit to the state, in writing, information that identifies:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy; and

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7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low- and moderate-income households in the jurisdiction.

The County of Nelson will provide relocation assistance to each low/moderate – income household displace by the demolition of housing or by the direct result of assisted activities. Such assistance shall be that provided under Section 104 (d) of the *Housing and Community Development Act of 1974*, as amended, or the *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, as amended.

The County of Nelson’s FY 2021 project includes the following activities:

The proposed planning grant project will be focused on revitalization of a targeted area in the Village of Lovingson including the completion of all related grant requirements from the State funded agency.

The activities as planned will not cause any displacement from or conversion of occupiable structures. As planned, the project calls for the use of existing right-of-way or easements to be purchased or the acquisition of tracts of land that do not contain housing. The County of Nelson will work with the grant management staff, engineers, project area residents, and the Department of Housing and Community Development to insure that any changes in project activities do not cause any displacement from or conversion of occupiable structures.

In all cases, an occupiable structure will be defined as a dwelling that meets local building codes or a dwelling that can be rehabilitated to meet code for \$25,000 or less.

NELSON COUNTY, VIRGINIA: GRANT #18-PG-10  
FAIR HOUSING CERTIFICATION

**Fair Housing Certification**

Compliance with Title VIII of the Civil Rights Act of 1968

**Whereas**, the County of Nelson has been offered and intends to accept federal funds authorized under the Housing and Community Development Act of 1974, as amended, and;

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**Whereas**, recipients of funding under the Act are required to take action to affirmatively further fair housing;

**Therefore**, the County of Nelson agrees to take at least one action to affirmatively further fair housing each grant year, during the life of its project funded with Community Development Block Grant funds. The action taken will be selected from a list provided by the Virginia Department of Housing and Community Development.

## **PUBLIC NOTICE**

### **DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT HANDICAPPED REGULATIONS**

This notice is published pursuant to the requirements of 24 CFR Part 8, Nondiscrimination Based on Handicap in Federally Assisted Programs and Activities of the Department of Housing and Urban Development, as published in the Federal Register on June 2, 1988. 24 CFR Part 8 prohibits discrimination against qualified individuals because of their handicapped status.

The County of Nelson advises the public, employees, and job applicants that it does not discriminate on the basis of handicapped status in admission or treatment or employment in, its programs and activities.

The County of Nelson has designated the following as the contact to coordinate efforts to comply with this requirement.

Such inquiries should be addressed to:

Mr. Stephen A. Carter, County Administrator

P.O. Box 336, Lovingson, VA 22949 P:

(434) 263-7000

F: (434) 263-7004

9:00 a.m. - 5:00 p.m.

Duly adopted at the regular meeting of the Nelson County Board of Supervisors on September 8, 2020.

Nelson County, Virginia: Grant #18-PG-10  
Section 504 Grievance Procedure

## Grievance Procedure

The County of Nelson has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Department of Housing and Urban Development's (HUD) (24 CFR 8.53(b) implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794). Section 504 states, in part, that "no otherwise qualified handicapped individual . . . shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. . . ."

Complaints should be addressed to: Candy McGarry, Director of Finance and Human Resources, Nelson County, P.O. Box 336, Lovingson VA 22949, 434-263-7000 (phone), 434-263-6817 (TDD), who has been designated to coordinate Section 504 compliance efforts.

1. A complaint should be filed in writing or verbally contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within **sixty (60) days** after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by Candy McGarry, Director of Finance and Human Resources. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under 24 CFR 8.53(b), the County of Nelson need not process complaints from applicants for employment or from applicants for admission to housing.

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4. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Candy McGarry, Director of Finance and Human Resources and a copy forwarded to the complainant no later than **ninety (90) days** after its filing.
5. The Section 504 coordinator shall maintain the files and records of the County of Nelson relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within **thirty (30) days** to Candy McGarry, Director of Finance and Human Resources.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that the County of Nelson complies with Section 504 and the HUD regulations.

Duly adopted at the regular meeting of the Nelson County Board of Supervisors on September 8, 2020.

#### **IV. PRESENTATIONS**

##### **A. TJPDC Legislative Update (D. Blount)**

Mr. David Blount of the Thomas Jefferson Planning District Commission addressed the Board. He expressed thanks to Nelson County for the opportunity to work on the Nelson Cares Small Business Assistance Program and noted that the Nelson Cares website has gone live today.

Mr. Blount advised that the General Assembly went into Special Session three weeks ago, and budget talks are moving slowly. He stated that they may work out a full budget but may also pull out a few things and do a smaller budget like they did with the elections earlier this session. They will have another budget proposed in mid-December that will be addressed starting in January. He noted that regarding the budget, the General Assembly is not inclined to dip into reserves, and there is possible

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focusing of dollars on education, health and mental health, and criminal justice reforms. There is pressure to put money toward housing, broadband, and child care. He advised some of this would have to be state general funds, but some could tap into the \$1.3 billion in unallocated federal Coronavirus Relief Funding that the state has from the CARES Act.

Mr. Blount noted that pertaining to the Legislative Program, the top three priority items are:

- 1) Live up to your obligation to adequately **fund the programs that localities implement** for the state--that means not giving us unfunded or underfunded mandates.
- 2) Fund **public education**—dollars to catch up where have been lagging for so long, and meet new demands on schools, teachers and students in this much different learning environment that we are in.
- 3) Put big money into **broadband infrastructure**, the necessity of which now has a big exclamation point on it as we face new demands regarding telework, distance learning and telemedicine (VATI requests for FY21 are over twice the amount being proposed, and about 3 times as large as what was approved in the March budget).

Mr. Blount advised that he will come back for the November meeting for approval of the legislative priorities.

#### B. VDOT Report

Mr. Robert Brown of VDOT gave the following report:

Mr. Brown noted that they finished mowing the four-lane highways last week. Regarding the rural rustic program, all projects have been completed that were started last year, including Jack's Hill Road, Aerial Drive, and Rhue Hollow Road. Projects that are starting up include Shields Gap Road, Bottoms Lane, and High Peak Lane. He advised that he is not sure if they will all get paved this year, but they are on the list. He then noted that Cedar Creek Road is the next project in the Six-Year Plan, and it is another one-mile section. He asked the Board to consider revising that to make it the entire road, as two sections are done already.

Mr. Brown noted that they completed the safety project on Gulleysville Road and did surface treatment to help with erosion.

Supervisors then discussed the following VDOT issues:

Mr. Parr:

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Mr. Parr asked if they will be revising the Six Year Plan. Mr. Brown noted that it is not being revised this year, and they will plan to do a revision next year. He added that they will keep operating off of the existing Six Year Plan, as they still have projects to do, including Cedar Creek Road, Wilson Hill Road, and a couple others.

Mr. Reed:

Mr. Reed thanked Mr. Brown and VDOT for the work on Gulleysville Lane.

Mr. Rutherford:

Mr. Rutherford referred to the intersection of 639 and 617, noting there is a pipe that goes underneath and floods a lot. He asked for a study to be done on that pipe.

Mr. Rutherford referred to Route 655, Arrington Road, and noted that there are issues with curve signs not being up at that bend. He suggested that there should be more curve warning signs there. Mr. Brown noted that some of those signs are faded, adding they can put up some new ones.

Mr. Barton:

Mr. Barton thanked Mr. Brown for the work done in Gladstone. He then referred to the curve on Route 655 at Ruckers Run and a recent accident that occurred there. Mr. Brown noted that he did not see where a lack of signage contributed to that accident, adding that there are curve warning signs and a maximum safe speed of 25 miles per hour.

Mr. Harvey:

Mr. Harvey had no VDOT issues to discuss.

Mr. Brown then noted that they have been working on Saint James Church Road. They have done some widening and also re-aligned the ditches, and the paving contractor should be there next week.

Mr. Rutherford asked if there are any impacts or pay shortages affecting VDOT as a result of the budget shortfall that the State is experiencing. Mr. Brown stated not that he knows of.

## **V. NEW & UNFINISHED BUSINESS**

### **A. Faber Volunteer Fire Department Loan Request**

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It was noted that Faber Volunteer Fire Department is requesting a \$25,000 loan through the Nelson County Emergency Services Loan Fund, and the purpose of the funding is to assist them with the purchase of a new Rescue Pumper.

Mr. Harvey noted that the Emergency Services Council has endorsed Faber's application, adding this is very standard.

Mr. Parr then moved to approve Faber Volunteer Fire Department's application for the interest-free loan and Mr. Rutherford seconded the motion. There being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion.

Mr. Harvey noted that he would like to put a hold on this program and set up a truck committee. He added that truck prices have jumped, and they need to get a handle on that.

Mr. Parr advised that the EMS Council discussed the need for guidelines, and a truck committee could discuss the needs and wants of departments as they come up. It was suggested that the Board of Supervisors set up a budget for each type of truck. He noted that the EMS Council had full support for this committee.

## **VI. REPORTS, APPOINTMENTS, DIRECTIVES AND CORRESPONDENCE**

### **A. Reports**

#### **1. County Administrator's Report**

**A. Covid-19 (Coronavirus):** The "Nelson County Infectious Disease Preparedness and Response Plan" has been completed to provide for compliance with state regulatory requirements. Training of applicable staff is now being scheduled. Finance and HR staff have completed and submitted to the state Department of Accounts the County's initial report on Coronavirus Relief Funds. Local government reports are submitted to DOA which will in turn submit the Commonwealth's CRF reports to the federal Department of Treasury. Finance and HR staff have also developed documents for administrative use related to the federal Families First Coronavirus Relief Act (FFCRA). The work denoted herein will be ongoing through the end of 2020.

Mr. Harvey asked if County Staff are still working from home. Mr. Carter noted that a few departments including Building Inspections, Information Systems, and Recreation are still working from home and rotating coming in to the office, however, most everybody is back on a full-time basis. Mr. Harvey stated that he believes it is time for everyone to come back to work.

**B. BR Tunnel Project:** Completion of the Phase 3 Project, which completes the overall Tunnel Project, is pending a final change order to provide for surface treatment with an aggregate mix of specified areas of the western trail to address trail erosion resulting from heavy rainfall. Related to the surface treatment of the trail,

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additional ditching and, possibly, culvert installation(s) will also be included in the pending CO, which is expected to be submitted by 9-4 and not later than 9-8.

Of equal importance, the project's ribbon cutting ceremony is scheduled for September 23<sup>rd</sup> and will be held at Veritas Wintery. Gov. Northam and Secretary of Transportation Valentine have committed to attend the ceremony. Invitations to the event, which is being facilitated by County staff, will be sent the week of 9-7.

**C. Nelson Memorial Library Project:** The project was not completed as reported on 8-11 but is scheduled for final inspection and acceptance, including certificate of occupancy and AE certification, on 9-4. In discussions with JMRL Executive Director (David Plunkett) and NML Librarian (Susan Huffman), NML will reopen to the public on a limited, appointment only basis, prior to the end of September (a date has not been confirmed at present). **It is scheduled for the Board to tour the completed NML on 9-8 following the afternoon session.**

It was noted that there is still a punch list for the Library Project. Also, Mr. Harvey suggested inviting Larry Saunders to the tour.

**D. Piney River Water System – GAC Project:** The project is completed (see attached letter) and has been verified by the VA Department of Health (Office of Drinking Water – Lexington). System start up occurred on 8-31-20. Testing of the system for Total Organic Compounds (TOCs), which the system is designed to address, has been delayed due to heavy rainfall, but is expected to commence the week of 9-7 and continue on recurring basis thereafter. The project is the result of a VDH issued Consent Order to address system exceedances of the organic constituent trihalomethanes (TTHM).

**E. Tye River Water System:** The project is in process with initial civil, electrical and E&S work in process. The project is scheduled for completion on 10-15-20.

**F. Lovingson Revitalization:** The project team, including staff of TJPDC, LPDA (project consultant) and VA-DHCD, met by Zoom virtual meeting on 8-27. The project's status is on schedule (e.g. completion of Preliminary Engineering Report and Economic Restructuring Plan) to be completed by the contract date with DHCD (9-30-20). Once the planning grant project is final a decision will be necessary on submitting a Construction Improvement Grant application to DHCD in March 2021.

**G. 2022 General Reassessment:** The Request for Proposals for the 2022 Gen. Reassessment was advertised on 8-6, posted to the County's website and sent to two prospective firms. Proposals are due by 2 p.m. on September 4<sup>th</sup>.

Mr. Carter noted that four responses were received, and a committee will interview the firms.

## 2. Board Reports

Mr. Barton:

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Mr. Barton provided an update on the Department of Social Services, noting a priority for them is foster care. He stated there is no easy solution. Mr. Harvey noted it is expensive and unfair to kids, adding it is not right to take kids out of one school system and put them in another.

Mr. Rutherford:

Mr. Rutherford provided an update regarding the Thomas Jefferson Planning District Commission. He noted that they are having conversations about the regional effects of COVID-19. He advised that there is an affordable housing conference coming up, and it will be done virtually. He added that affordable housing is getting more difficult to find as a result of the virus.

Mr. Reed:

Mr. Reed noted that the Planning Commission is starting to revisit the subject of amending the Comprehensive Plan.

Mr. Parr:

Mr. Parr noted that the K-9 Running at Large committee has had their first meeting, and it went well. He advised that he will have more information to share about this subject during the October meeting.

Mr. Harvey:

Mr. Harvey had no report.

B. Appointments

Ms. Mawyer reviewed the following table:

<b>(1) New Vacancies/Expiring Seats &amp; New Applicants :</b>					
<b>Board/Commission</b>	<b>Term Expiring</b>	<b>Term &amp; Limit Y/N</b>	<b>Incumbent</b>	<b>Re-appointment</b>	<b>Applicant (Order of Pref.)</b>
Economic Development Authority	6/30/2023	4 Years/ No limit	Mark B. Robinette	N - resigned	Robert A. Doyle Robin Bledsoe
<b>(2) Existing Vacancies:</b>					
<b>Board/Commission</b>	<b>Terms Expired</b>				
Agricultural & Forestal District Advisory Committee	5/13/2020	4 Years/ 3 term limit	Bill Halverson (T2)	N - resigned	None
	5/13/2019	4 Years/ 3 term limit	Chapin Wilson, Jr. (T3)	N - resigned	None
			Staff Member Pam Campbell-Comm. Of Rev. Robert G. "Skip" Barton-BOS		
JABA Council on Aging	12/31/2019	2 Years/ No limit	Cindy Westley	N	None

Ms. Mawyer noted two applications have been received for the vacancy on the Economic Development Authority, and the two applicants are Mr. Robert Doyle and Ms. Robin Bledsoe. By consensus, the Board decided to wait on making this decision and take more time to look over the applications.

C. Correspondence

1. Nelson Community Wellness Alliance Request

It was noted that this is a request for \$35,000 from the Nelson Community Wellness Alliance to develop a community resource phone line for Nelson County, allowing those impacted by COVID-19 or facing other barriers for service to have access to a “Community Connection Expert” who would connect callers to specific resources closest to their area including mental health providers, food banks, and childcare.

Mr. Reed noted that he has additional information pertaining to this subject. He stated that the IRS did send an approval letter notifying that the Wellness Alliance is now a 501(c)(3), making it a nonprofit organization. He added that he would like to see this position funded, as it speaks to the needs of the community.

Mr. Harvey noted concern that this would be an employee funded by grants. Mr. Reed advised that a subsequent funding request is being put together.

Mr. Barton stated that he sees this program as beneficial. Mr. Rutherford asked Mr. Reed to further explain the request. Mr. Reed noted that this “Community Connection Expert” would coordinate with

September 8, 2020

many departments and would be involved with the whole realm of mental health issues. He stated this speaks directly to Social Services.

Mr. Carter noted concern that the funding would have to be expended by December 30<sup>th</sup>, as that is the deadline for CARES Act funds. He stated that the Community Connection Expert would essentially be paid almost \$10,000 per month for the next three and a half months.

Mr. Parr noted that he supports the work of the Alliance but is hesitant to use CARES Act funding to create a new position for just four months. He reiterated that it would be \$30,000 for a part-time person to work from now until the end of December.

Mr. Barton asked if Staff could talk to the Alliance and see how else the Board could make this work.

Mr. Carter noted that there is approximately \$97,000 of CARES Act money remaining, and Staff is continuing to see costs coming in, including those from the regional jail covering hazardous pay.

Mr. Reed noted that the Health Department as a resource is significant and important, but it is a small piece. He agreed with Mr. Barton and suggested asking the Wellness Alliance for additional information or proposals.

By consensus, the subject was tabled. Staff was directed to contact the Nelson Community Wellness Alliance to obtain an alternate proposal. Mr. Harvey suggested having a virtual meeting to discuss this subject, if the Alliance came back with an alternate proposal soon.

## 2. Montebello Volunteer Fire Department Request

It was noted that this was a request for the purchase of a new tanker truck under the 80/20 program, and the purchase would be made to replace antiquated firefighting equipment currently used.

Mr. Parr noted that Montebello Volunteer Fire Department (MVFD) has sent updated pricing, and the total cost of the truck would be \$399,330.26. The first payment installment will be allocated for the chassis, quoted at \$128,456.26, which will be invoiced to MVFD sometime in December of 2020. Mr. Parr stated that MVFD has asked if the County can work with them on the chassis payment. He added that the build would likely not need to start until January of 2021.

Mr. Carter noted that the current budget does not include funding for this truck.

Following further discussion, Mr. Parr moved to approve the purchase of a new fire truck for Montebello Volunteer Fire Department in the amount of \$399,330.26, of which \$128,456.26 comes

September 8, 2020

from the General Fund Contingency for the chassis. Mr. Rutherford seconded the motion. Mr. Parr then withdrew the motion and Mr. Rutherford withdrew his second.

Mr. Parr then moved to approve the purchase of the chassis in the amount of \$128,456.26 and Mr. Rutherford seconded the motion. It was noted that no additional money would be available until July of 2021. There being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion.

**D. Directives**

Mr. Rutherford noted that he would like to discuss the virtual setting of meetings, adding that a lot of people are not able to participate right now. He suggested figuring out the opportunity for people to participate from outside. Mr. Parr agreed, adding that they would need to make sure they have good sound quality. Mr. Rutherford suggested that staff troubleshoot this with other staff. Mr. Reed agreed and asked the IT department to make some proposals for this. Mr. Rutherford noted that Greene and Albemarle Counties livestream their meetings, and they are archived immediately. He suggested that County Staff confer with the Thomas Jefferson Planning District Commission about the possibility of conducting Zoom meetings.

**VII. OTHER BUSINESS (AS PRESENTED)**

Mr. Reed noted that he would like to discuss the Civil War statue during the evening meeting.

**VIII. ADJOURN AND CONTINUE – EVENING SESSION AT 7 PM**

At 4:11 PM, Mr. Rutherford moved to adjourn and reconvene at 7:00 PM and Mr. Parr seconded the motion. There being no further discussion, Supervisors voted unanimously by voice vote to approve the motion and the meeting adjourned.

**EVENING SESSION  
7:00 P.M. – NELSON COUNTY COURTHOUSE**

**I. CALL TO ORDER**

Mr. Harvey called the meeting to order at 7:00 PM with all Supervisors present to establish a quorum.

**II. PUBLIC COMMENTS**

1. Carlton Ballowe, Faber VA

Mr. Ballowe spoke of the controversy regarding the Civil War statue in front of the Courthouse. He stated that he cannot believe that there is a sudden sense of urgency that it needs to come down, adding that there are much bigger things to concern ourselves about right now, such as COVID-19. He asked why we should dredge up something to be contentious about. He trusts that the Board will not be herded into doing something rash that is responsive to the mob but not responsive to the citizens of Nelson County as a whole.

2. Thomas Nelson, Roseland VA

Mr. Nelson arrived to the meeting after public comments had finished, and Mr. Harvey allowed him to speak after the Public Hearing.

Mr. Nelson stated that the statue represents a generic soldier, adding that he does not support it being removed. He noted that he does a lot of research and genealogy in Nelson County, and if people were concerned about this subject, they would take care of slave cemeteries. He believes this statue needs to be well protected and preserved. He noted that he hopes the Board will continue their support of preserving history, and he urged everyone to keep the peace in this county.

**III. PUBLIC HEARING**

**A. Resolution R2020-36 Fiscal Year 2020-2021 Budget Amendment**

Ms. McGarry presented the following slides:

# Board of Supervisors Public Hearing September 8, 2020

## Proposed Amendment of FY21 Adopted Budget

### Why Is a Public Hearing Necessary to Amend the FY21 Budget?

Pursuant to §15.2-2507 of the Code of Virginia, 1950 as amended, a public hearing must be held to receive public input on a proposed budget amendment that exceeds one percent (1%) of the total expenditures shown in the currently adopted budget.

- Total expenditures shown in currently adopted budget (all funds less transfers from General Fund to other funds): \$52,524,158
- 1% = \$525,241
- Proposed amendment as advertised: \$2,269,495

§15.2-2507 of the Code of Virginia  
Also Requires:

- Publication of a Public Hearing Notice once in a newspaper having general circulation in that locality at least seven (7) days prior to the meeting date.
  - ✓ Notice was published in the August 27, 2020 edition of the Nelson County Times and on the County's website in 3 locations, exceeding the required notice period.

§15.2-2507 of the Code of Virginia  
Also States:

- Notice shall state the governing body's intent to amend the budget and include a brief synopsis of the proposed budget amendment.
  - ✓ Notice contained this intent.
  - ✓ Notice contained a detailed description of the proposed amendment.
- The Board of Supervisors may adopt such an amendment at the advertised meeting, after first providing a public hearing during such meeting on the proposed budget amendments.

Advertised FY21 General Fund Budget Amendment of \$2,269,495 Includes:

- **\$1,302,585 in new CARES ACT Funding**
  
- **\$884,344 in Grant Funds:**
  - \$30,000 CDBG grant for Lovington Revitalization Planning Grant project
  - \$75,000 PSAP grant for CAD project
  - \$506,628 in VDOT/FHWA TAP grant for Blue Ridge Tunnel project
  - \$178,195 in DCR grant for Blue Ridge Tunnel project received in FY20
  - \$10,000 in VTC grant for Wander Love marketing campaign
  - \$50,000 in PSAP grant for Text to 911 implementation
  - \$4,400 in US Forest Cooperative grant for Sheriff's Dept.
  - \$30,121 in State's share (44%) of School Resource Officer grant of \$68,519

Advertised FY21 General Fund Budget Amendment of \$2,269,495 Includes:

- **\$82,566 in FY20 Budgeted Funds Not Expended Needing Re-appropriation for Use in FY21:**
  - \$4,145 for IT Department planimetrics (GIS Parcel Update)
  - \$73,421 in Sturt Park FY20 balance
  - \$5,000 in Afton Overlook FY20 balance

Advertised FY21 School Fund Budget Amendment of \$500,000 Includes:

- **\$500,000 in CARES Act Funds Approved for Distribution to the School Division from the General Fund:**
  - \$400,000 in Technology Department for Distance Learning Equipment
  - \$100,000 in Technology Department for Distance Learning Monthly Service

*(Note: These funds must be transferred within the General Fund and also appropriated within the School Fund.)*

Revision to Advertised FY21 Proposed Budget Amendment:

- Removal of the appropriation of \$73,421 in FY20 Sturt Park Balance included in error. These funds have already been appropriated in the FY21 budget.  
**-Change: (\$73,421)**
- School Division revision to Technology split between Equipment and Monthly Service.  
**-No change in total amount**  
(Equipment:\$425,000 & Monthly Service \$75,000)
- **Revised total proposed appropriation for General Fund: \$2,196,074**

## Proposed FY21 Budget Amendment Also Includes General Fund Transfers:

*(Note: Transfers do not increase the budget bottom line)*

- **General Fund Transfers of \$538,398:**
- A transfer of the local share **\$38,398** (56%) of the School Resource Officer Grant (\$68,519) from the School Resource Officer Reserve line.
- A transfer of **\$500,000** in Board approved CARES Act funds for the School Division from the CARES Act budget line to the Transfer to School Operations line.

*(Note: These funds must be transferred within the General Fund and also appropriated within the School Fund.)*

## Proposed FY21 Amended Budget Totals:

- **Amended** total expenditures shown in currently adopted budget (all funds less transfers from General Fund to other funds): **\$54,220,232**
  - \$52,524,158 + \$2,196,074 Proposed Amendment - \$500,000 transfer to School Fund.
- **Amended** total expenditures shown in currently adopted General Fund Budget: **\$40,643,546**
  - \$38,447,472 + \$2,196,074 Proposed Amendment.
- **Amended** total expenditures shown in currently adopted School Fund Budget: **\$27,762,803**
  - \$27,262,803 + \$500,000 Proposed Amendment.

## Next Steps:

- Board of Supervisors conducts Public Hearing on Proposed General Fund and School Fund Appropriations.
- Board of Supervisors considers public input and may approve the FY21 Budget Amendment by adopting the Proposed FY21 Budget Amendment Resolution (R2020-36) with proposed revisions.

The Board had no questions for Ms. McGarry, and Mr. Harvey opened the public hearing.

There were no persons wishing to be recognized, and the public hearing was closed.

Mr. Rutherford then moved to approve **Resolution R2020-36 Fiscal Year 2020-2021 Budget Amendment** as presented by Staff and Mr. Parr seconded the motion. Mr. Harvey noted that the County was very fortunate to receive the CARES Act money, which is going to some very good causes. There being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion and the following resolution was adopted:

**RESOLUTION R2020-36  
NELSON COUNTY BOARD OF SUPERVISORS  
AMENDMENT OF FISCAL YEAR 2020-2021 BUDGET  
NELSON COUNTY, VA  
September 8, 2020**

**I. Appropriation of Funds (General Fund)**

<u>Amount</u>	<u>Revenue Account (-)</u>	<u>Expenditure Account (+)</u>
\$1,302,585.00	3-100-003303-0040	4-100-091030-5610
\$ 30,000.00	3-100-002404-0031	4-100-091050-7011
\$ 75,000.00	3-100-002404-0046	4-100-091050-7165
\$ 506,628.00	3-100-002404-0040	4-100-091030-5665
\$ 178,195.00	3-100-009999-0001	4-100-091030-5665
\$ 10,000.00	3-100-002404-0060	4-100-081020-7060
\$ 50,000.00	3-100-002404-0046	4-100-091050-7170
\$ 4,400.00	3-100-001901-0030	4-100-031020-1003
\$ 30,121.00	3-100-002404-0035	4-100-031020-7038
\$ 4,145.00	3-100-009999-0001	4-100-012180-3170
<u>\$ 5,000.00</u>	3-100-009999-0001	4-100-091030-5695
<b>\$2,196,074.00</b>		

**II. Transfer of Funds (General Fund)**

<u>Amount</u>	<u>Credit Account (-)</u>	<u>Debit Account (+)</u>
\$ 38,398.00	4-100-999000-9910	4-100-031020-7038
<u>\$ 500,000.00</u>	4-100-091030-5610	4-100-093100-9203
<b>\$ 538,398.00</b>		

**III. Appropriation of Funds (School Fund)**

<u>Amount</u>	<u>Revenue Account (-)</u>	<u>Expenditure Account (+)</u>
\$425,000.00	3-205-004105-00001	4-205-068000-6810
<u>\$ 75,000.00</u>	3-205-004105-00001	4-205-068000-6860
<b>\$500,000.00</b>		

**IV. OTHER BUSINESS (AS PRESENTED)**

Mr. Reed noted that he has heard from a lot of people about the statue in front of the Courthouse. He stated that this is not about us, but rather about our community. He would like to see a process by which the citizens and public would have opportunities to consider the best action to be taken. He added that a public hearing about the subject would give opinions but not provide any resolve.

Mr. Barton noted that he has received many phone calls from both sides of this issue. He urged that people should talk about it for a while so they can learn what others think about it, and then we can start to talk together about it.

September 8, 2020

Mr. Harvey stated that a lot of people showed up from one side today, adding that they likely were solicited. He advised there are definitely two sides to this and added that the majority of comments he has received have been against moving the statue. He advised that he does not think the Board should be in a rush on this, and he does not want to see a public hearing on this right now, adding that will cause a battle or separation of the county. He suggested selecting a small blended committee to work on this, and he would like to spend time resolving this, no matter which way they decide to go. He noted that he would guarantee that 99% of the people who walk up to the front of the building do not know anything about the statue, and it is no longer the entrance to get in the Courthouse. He added that there is no way to bring anything together when there are two sides to a controversy, urging that we need to listen to both sides. Mr. Harvey reiterated the suggestion of setting up a committee. He stated it should not be a big committee, and they could find some people who are in the middle rather than adamantly on one side of the issue. He added that each Board member could select at least one person from their district and they could also have a few members at large. He suggested the Board have some names for potential members in the October meeting.

Mr. Reed noted that the committee should decide on how to proceed, not what to do. Mr. Barton stated that there is nothing wrong with compromise.

It was noted that the Board will discuss the committee further during the October meeting.

#### **V. ADJOURNMENT**

The Board noted that they would have a special called meeting possibly via Zoom to further discuss an alternate proposal from the Nelson Community Wellness Alliance, should they send one. At 7:29 PM, Mr. Parr moved to adjourn and Mr. Rutherford seconded the motion. There being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion and the meeting adjourned.



BOARD OF SUPERVISORS

THOMAS D. HARVEY  
North District

ERNIE Q. REED  
Central District

JESSE N. RUTHERFORD  
East District

ROBERT G. BARTON, JR.  
South District

J. DAVID PARR  
West District

STEPHEN A. CARTER  
County Administrator

GRACE MAWYER  
Administrative Assistant/  
Deputy Clerk

CANDICE W. MCGARRY  
Director of Finance and  
Human Resources

**RESOLUTION R2020-38  
NELSON COUNTY BOARD OF SUPERVISORS  
AMENDMENT OF FISCAL YEAR 2020-2021 BUDGET  
NELSON COUNTY, VA  
October 13, 2020**

**I. Appropriation of Funds (General Fund)**

<u>Amount</u>	<u>Revenue Account (-)</u>	<u>Expenditure Account (+)</u>
\$ 517.50	3-100-009999-0001	4-100-021040-3025
\$ 10,416.37	3-100-009999-0001	4-100-092010-9201
\$ 20,081.46	3-100-009999-0001	4-100-022010-5419
\$ 171.00	3-100-002404-0006	4-100-022010-5419
\$ 84,592.55	3-100-009999-0001	4-100-031020-5419
\$ 2,907.67	3-100-002404-0001	4-100-031020-5419
\$ 8,158.50	3-100-001899-0002	4-100-013010-7041
\$ 42,686.32	3-100-002404-0046	4-100-092010-9201
<b>\$ 169,531.37</b>		

**II. Transfer of Funds (General Fund Contingency)**

<u>Amount</u>	<u>Credit Account (-)</u>	<u>Debit Account (+)</u>
\$ 128,456.26	4-100-999000-9901	4-100-091050-7085
<b>\$ 128,456.26</b>		

Adopted: October 13, 2020

Attest: \_\_\_\_\_, Clerk  
Nelson County Board of Supervisors

## EXPLANATION OF BUDGET AMENDMENT – October 13, 2020

- I. Appropriations are the addition of unbudgeted funds received or held by the County for use within the current fiscal year budget and increase the budget bottom line. Per State Code §15.2-2507 Amendment of Budget, supplemental appropriations are limited to 1% at one time of the total expenditures shown on the current adopted Budget without conducting a public hearing. For October 2020, that limit is \$542,202.**

### **Appropriation of Funds (General Fund)**

The General Fund Appropriation reflects an appropriation request of **(1) \$517.50**, these are VJCCA funds received in FY20 that were unexpended and are to be returned to the State, **(2) \$10,416.37** in Victim Witness Grant Funds received in FY20 that were unexpended and are to be returned the State **(3) \$20,081.46** in Commonwealth Attorney's Office Asset Forfeiture funds balance from FY20, **(4) \$171.00** in FY21 Commonwealth Attorney's Office Asset Forfeiture funds received in October **(5) \$84,592.55** in Sheriff's Department Asset Forfeiture funds balance from FY20, **(6) \$2,907.67** in FY21 Sheriff's Department Asset Forfeiture funds received in August, September, and October **(7) \$8,158.50** in COVID-19 Grant funds to be received by the Registrar's Office from a local Non-Profit Agency; there is no local match required, **(8) \$42,686.32** in Virginia Department of Emergency Management PSAP Text to 911 Grant Funds received in FY21 as a duplicate payment to be refunded to the State.  
**Total: \$169,531.37**

- II. Transfers represent funds that are already appropriated in the budget but are moved from one line item to another. Transfers do not affect the bottom line of the budget.**

### **Transfer of Funds (General Fund Contingency)**

This General Fund Transfer is a request of **(1) \$128,456.26** from the General Fund Recurring Contingency to pay for the Montebello Volunteer Fire & EMS new Tanker Truck chassis as approved by the Board on September 8, 2020. This payment is expected to be made in December. **Total: \$128,456.26.** Following this transfer, the Recurring Contingency will have a balance of **\$361,495.74**



COMMONWEALTH OF VIRGINIA

Valerie P. Boykin  
Director

Department of Juvenile Justice

September 30, 2020

Jennifer Blodgett, VJCCCA Plan Contact  
Probation Supervisor  
PO Box 67  
Lovingsston, VA 22949

Dear Ms. Blodgett:

The VJCCCA FY20 end of the year financial certification form for your locality has been received and the expenditure report has been reviewed. According to the report, Nelson County expended \$10,048.50 of its total approved budget of \$10,566.00. The breakdown of funds expended is as follows:

Required Maintenance of Effort:	\$ 202.00	State Funds Provided to the Locality:	\$10,364.00
State Funds Expended:	\$ 9,846.50		- \$ 9,846.50
Additional Local Funds:	\$ 0.00		
	-----		-----
TOTAL EXPENDITURES:	\$10,048.50	OWED TO THE STATE:	\$ 517.50

State funds in the amount of \$10,364.00 were provided to the locality. **Because the state funds were not expended, we request that the balance of \$517.50 be returned to the state by November 1, 2020.** Please make your check payable to Treasurer, Commonwealth of Virginia and mail it to:

Department of Juvenile Justice  
c/o Petty Cash Cashier  
PO Box 1110  
Richmond, VA 23218-1110

Additional funds for FY21 may not be released to your locality until the FY20 unexpended funds are returned. We thank you for the prompt report and all that your locality does for its youth and families before the Court Service Unit.

Sincerely,

Beth Mohler Stinnett  
Statewide Program Manager

- cc: Stephanie Meehan, CSU Director
- Candy McGarry, Finance Director
- Stephen A. Carter, County Administrator
- Stephanie Garrlson, Central Region Program Manager
- Lesley C. Hull, Regional VJCCCA Coordinator

**Virginia Department of Juvenile Justice  
Community Programs Reporting  
FY2020 VJCCA Expenditures for  
VJCCA-Nelson County**

**Crisis Intervention And Sheltercare**

Program ID	Program Name	State Expenses	Local Expenses	Other Expenses	Total Expenses	Total SU	Total Admits
125-040190-00	Shelter Care	\$8,233.00	\$202.00	-	\$6,435.00	39	2
<b>Total Budget: \$6,952.00</b>		<b>Difference: \$517.00</b>		<b>Totals: \$6,233.00</b>		<b>39</b>	<b>2</b>
Estimated SU: 48		Estimated Cost Per SU: \$144.83		Actual Cost Per SU: \$165.00			

**Outreach Detention/Electronic Monitoring**

Program ID	Program Name	State Expenses	Local Expenses	Other Expenses	Total Expenses	Total SU	Total Admits
125-050190-03	Outreach/Em - Elite Watch	\$3,613.50	-	-	\$3,613.50	221	5
<b>Total Budget: \$3,614.00</b>		<b>Difference: \$0.50</b>		<b>Totals: \$3,613.50</b>		<b>221</b>	<b>5</b>
Estimated SU: 120		Estimated Cost Per SU: \$30.12		Actual Cost Per SU: \$16.35			

<b>Total Expenses for VJCCA-Nelson County:</b>	<b>\$9,846.50</b>	<b>\$202.00</b>	<b>-</b>	<b>\$10,048.50</b>	<b>260</b>	<b>7</b>
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<b>Total Budget for VJCCA-Nelson County:</b>	<b>\$10,566.00</b>
<b>Difference:</b>	<b>\$517.50</b>
<b>Maintenance Of Effort:</b>	<b>\$202.00</b>
<b>State Allocation:</b>	<b>\$10,364.00</b>
<b>Met MOE?</b>	<b>Yes</b>
<b>Return to State:</b>	<b>\$517.50</b>

**From:** [andrew.wooldridge@dcjs.virginia.gov](mailto:andrew.wooldridge@dcjs.virginia.gov)  
**To:** [Candy McGarry](mailto:Candy.McGarry)  
**Cc:** [Beth Cunningham](mailto:Beth.Cunningham); [christeen.smith@dcjs.virginia.gov](mailto:christeen.smith@dcjs.virginia.gov); [Andrew.Wooldridge@dcjs.virginia.gov](mailto:Andrew.Wooldridge@dcjs.virginia.gov)  
**Subject:** RE: Grant No: 20-W9563VW18  
**Date:** Thursday, September 10, 2020 11:32:10 AM

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Sep 10, 2020

Ms. Candy McGarry

Finance Director

Nelson County

P. O. Box 336

Lovington, VA 22949

RE: Grant No: 20-W9563VW18

Dear Ms. McGarry:

The Department of Criminal Justice Services' records indicate that we have recieved a final financial report for the above grant. GMIS records indicate that \$7812.31 in federal funds and \$2604.06 in special funds disbursed to you by DCJS were not expended. These funds will need to be returned to:

DCJS, 1100 Bank St., 12th Floor, Attn Finance Section, Richmond VA 23219 with a check made payable to "Treasurer of Virginia". Note the grant number on the check or correspondence.

As this grant ended 6/30/20, your prompt assistance with this matter is needed. If you should require further information regarding this request, please contact Andrew Wooldridge at [andrew.wooldridge@dcjs.virginia.gov](mailto:andrew.wooldridge@dcjs.virginia.gov) or (804) 225-1863.

Sincerely,

Albert Stokes

Manager, Grants Management/Division of Finance and Administration



**Annual Certification Report and Sharing Agreement**

**This Report must be submitted by October 31, 2020 For Fiscal Year 2020 ending on June 30, 2020**

<b>Name of Agency:</b>	Nelson County Commonwealth's Attorney		
<b>Contact Person:</b>	Daniel L. Rutherford	<b>Email:</b>	drutherford@nelsoncounty.org
<b>Mailing Address:</b>	P. O. Box 447	Lovingsston	VA 22949
	<i>(Street)</i>	<i>(City)</i>	<i>(Zip Code)</i>
<b>Phone #:</b>	434-263-7010	<b>Federal ID #:</b>	54-6001441
		<b>Fax #:</b>	434-263-7013

**Summary of Asset Forfeiture Fund Activity**

	<b>Funds</b>
1. Beginning Asset Forfeiture Fund Balance <i>Must agree to prior FY Annual Report's Ending Balance in line 10</i>	1 <u>\$24,939.07</u>
2. State Asset Forfeiture Funds Received from DCJS	2 <u>\$2,318.42</u>
3. State Asset Forfeiture Funds Received from DCJS as the Fiscal agent for a Task Force	3 <u>\$0.00</u>
4. Other Income (Transfers from other agencies) <i>Attach Itemized List</i>	4 <u>\$0.00</u>
5. Other Income (Auction Proceeds, Forfeiture Proceeds under \$500.00, etc.) <i>Attach Itemized List</i>	5 <u>\$0.00</u>
6. Interest Income Accrued <i>Attach documentation</i>	6 <u>\$0.00</u>
7. Adjustment to Income that was not reported on prior fiscal year Certification Report <i>Attach explanation</i>	7 <u>\$0.00</u>
8. Total Asset Forfeiture Funds (total of lines 1-7) THIS ROW AUTO CALCULATES BY FORMULA	8 <u>\$27,257.49</u>
9. State Forfeiture Funds Spent (totals line L) DO NOT POPULATE - THIS ROW AUTO CALCULATES BY FORMULA	9 <u>\$7,176.03</u>
10. Asset Forfeiture Fund Balance. (This amount must be in agreement with the balance of the City/County Treasurer's accounts.) This row auto calculates by formula.	10 <u>\$20,081.46</u>

**Summary of Monies Spent: Keep invoices for your records and for audit purposes; do not send to DCJS.**

a. Total spent on salaries (for details, see instructions) <i>Attach Itemized List</i>	a. <u>\$4,639.78</u>
b. Total spent on informants and "buy money" <i>Attach Itemized List</i>	b. <u>\$0.00</u>
c. Total spent on travel and training <i>Attach Itemized List</i>	c. <u>\$0.00</u>
d. Total spent on communications and computers <i>Attach Itemized List</i>	d. <u>\$2,536.25</u>
e. Total spent on firearms and weapons <i>Attach Itemized List</i>	e. <u>\$0.00</u>
f. Total spent on body armor and protective gear <i>Attach Itemized List</i>	f. <u>\$0.00</u>
g. Total spent on electronic surveillance equipment <i>Attach Itemized List</i>	g. <u>\$0.00</u>
h. Total spent on buildings and improvements <i>Attach Itemized List</i>	h. <u>\$0.00</u>
i. Total spent on other law enforcement expenses <i>Attach Itemized List</i>	i. <u>\$0.00</u>
j. Total transfers to other law enforcement agencies <i>Attach List of of Recipients</i>	j. <u>\$0.00</u>
k. Adjustment to Monies Spent that was not reported on the prior fiscal year Annual Certification Report <i>Attach Memo</i>	k. <u>\$0.00</u>
l. Total of Monies Spent (totals equal line a-k) DO NOT POPULATE - THIS ROW AUTO CALCULATES BY FORMULA	l. <u>\$7,176.03</u>

**Supplemental Information**

1. Total forfeited amounts sent to the State Literary Fund	1 <u>\$0.00</u>
2. Total forfeited amounts received from the Federal Equitable Sharing Program <i>See instructions for details</i>	2 <u>\$0.00</u>

**Certification**

*The undersigned certifies that the information on this report is an accurate account of funds received and spent by the law enforcement agency during this reporting period. The undersigned certifies that all monies received have been deposited and accounted for consistent with applicable state laws, FASP regulations, and court orders, and that all property transferred and all proceeds have been used to promote law enforcement and have not supplanted existing funds.*

Daniel L. Rutherford	8/26/20	Stephen A. Carter	
<b>Name (Print or Type Above)</b>	<b>Date</b>	<b>Name (Print or Type Above)</b>	<b>Date</b>
<i>Law Enforcement Agency Head</i>		<i>Governing Body Head-Title</i>	8/18/2020
<i>[Signature]</i>		<i>[Signature]</i>	
<b>Signature</b>		<b>Signature</b>	
Angela F. Hicks	8/18/20		
<b>Name (Print or Type Above)</b>	<b>Date</b>	<b>Optional Name (Print or Type Above)</b>	<b>Date</b>
<i>City or County Treasurer</i>		<b>Title</b>	
<i>[Signature]</i>			
<b>Signature</b>		<b>Signature</b>	

Summary of Monies Spent

Salaries

K. Andrew Sneathern (7/1/19 – 7/31/19) (Special Assistant Commonwealth's Attorney)	\$1,849.50
Ben Belilies (10/1/19 – 10/31/19) (Special Assistant Commonwealth's Attorney)	2,790.28

Total spent on communications and computers

Purchase laptops, printer and docketing stations	<u>2,536.25</u>
Total	\$7,176.03



**Annual Certification Report and Sharing Agreement**

**This Report must be submitted by October 31, 2020 For Fiscal Year 2020 ending on June 30, 2020**

<b>Name of Agency:</b>	NELSON COUNTY SHERIFF'S OFFICE		
<b>Contact Person:</b>	JEREMY TABLER	<b>Email:</b>	JTABLER@NELSONCOUNTY.ORG
<b>Mailing Address:</b>	P.O. BOX 36	LOVINGSTON	VA 22949
	<i>(Street)</i>	<i>(City)</i>	<i>(Zip Code)</i>
<b>Phone #:</b>	434-263-7066	<b>Federal ID #:</b>	54-6001441
		<b>Fax #:</b>	434-263-7056

**Summary of Asset Forfeiture Fund Activity**

	<b>Funds</b>
1. Beginning Asset Forfeiture Fund Balance <i>Must agree to prior FY Annual Report's Ending Balance in line 10</i>	1 \$109,739.43
2. State Asset Forfeiture Funds Received from DCJS	2 \$32,928.18
3. State Asset Forfeiture Funds Received from DCJS as the Fiscal agent for a Task Force	3 \$0.00
4. Other Income (TASK FORCES ONLY-Transfers from other agencies) <i>Attach Itemized List</i>	4 \$0.00
5. Other Income (Auction Proceeds, Forfeiture Proceeds under \$500.00, etc.) <i>Attach Itemized List</i>	5 \$567.75
6. Interest Income Accrued <i>Attach documentation</i>	6 \$0.00
7. Adjustment to Income that was not reported on prior fiscal year Certification Report <i>Attach explanation</i>	7 \$0.00
8. Total Asset Forfeiture Funds (total of lines 1-7) THIS ROW AUTO CALCULATES BY FORMULA	8 \$143,235.36
9. State Forfeiture Funds Spent (totals line L) DO NOT POPULATE - THIS ROW AUTO CALCULATES BY FORMULA	9 \$58,642.81
10. Asset Forfeiture Fund Balance. (This amount must be in agreement with the balance of the City/County Treasurer's accounts.) This row auto calculates by formula.	10 \$84,592.55

**Summary of Monies Spent: Keep invoices for your records and for audit purposes; do not send to DCJS.**

a. Total spent on salaries (for details, see instructions) <i>Attach Itemized List</i>	a. \$0.00
b. Total spent on informants and "buy money" <i>Attach Itemized List</i>	b. \$0.00
c. Total spent on travel and training <i>Attach Itemized List</i>	c. \$0.00
d. Total spent on communications and computers <i>Attach Itemized List</i>	d. \$0.00
e. Total spent on firearms and weapons <i>Attach Itemized List</i>	e. \$0.00
f. Total spent on body armor and protective gear <i>Attach Itemized List</i>	f. \$0.00
g. Total spent on electronic surveillance equipment <i>Attach Itemized List</i>	g. \$0.00
h. Total spent on buildings and improvements <i>Attach Itemized List</i>	h. \$1,604.76
i. Total spent on other law enforcement expenses <i>Attach Itemized List</i>	i. \$56,770.65
j. Total transfers to other law enforcement agencies <i>Attach List of of Recipients</i>	j. \$267.40
k. Adjustment to Monies Spent that was not reported on the prior fiscal year Annual Certification Report <i>Attach Memo</i>	k. \$0.00
l. Total of Monies Spent (totals equal line a-k) DO NOT POPULATE - THIS ROW AUTO CALCULATES BY FORMULA	l. \$58,642.81

**Supplemental Information**

1. Total forfeited amounts sent to the State Literary Fund	1 \$0.00
2. Total forfeited amounts received from the Federal Equitable Sharing Program <i>See instructions for changes</i>	2 \$0.00

**Certification**

The undersigned certifies that the information on this report is an accurate account of funds received and spent by the law enforcement agency during this reporting period. The undersigned certifies that all monies received have been deposited and accounted for consistent with applicable state laws, FASP regulations, and court orders, and that all property transferred and all proceeds have been used to promote law enforcement and have not supplanted existing funds.

David W. Hill	8/31/2020	Stephen A. Carter	
<i>Name (Print or Type Above)</i>	<i>Date</i>	<i>Name (Print or Type Above)</i>	<i>Date</i>
Law Enforcement Agency Head		Governing Body Head-Title	08-31-2020
<i>Signature</i>		<i>Signature</i>	
Angela F. Hicks	9/25/20		
<i>Name (Print or Type Above)</i>	<i>Date</i>	<i>Name (Print or Type Above)</i>	<i>Date</i>
City or County Treasurer		Additional Chief Financial Officer Title	
<i>Signature</i>		<i>Signature</i>	

**2020 Annual Certification Report and Sharing Agreement**  
**Itemized list of assets required for Annual Certification Report and Sharing Agreement FY2020**

**Summary of Asset Forfeiture Fund Activity**

**5. Other Income (Auction Proceeds, Forfeiture Proceeds under \$500.00, etc.)**

Case Number	Name on Case	Asset Description	Amount Rec'd	Source (agency from which the funds were received)
20-FS23602/2019-013142	XXXXXXXXXX	\$430	\$322.50	Order of Forfeiture (Case number CL 19-386)
20-FS25903/2019-010343	XXXXXXXXXX	\$327	\$245.25	Order of Forfeiture (Case number CL 19-299)
<b>TOTAL</b>			<b>\$567.75</b>	

**Summary of Monies Spent:**

**h. Total spent on buildings and improvements**

Date	Amount	Description
8/14/2019	\$497.43	Evidence room door upgrade
12/10/2019	\$692.31	Evidence room door upgrade
12/10/2019	\$14.13	Electric bill for Mobile Command Center shore power
12/10/2019	\$298.00	Evidence room door upgrade
2/11/2020	\$18.69	Electric bill for Mobile Command Center shore power
3/10/2020	\$9.12	Electric bill for Mobile Command Center shore power
4/14/2020	\$10.65	Electric bill for Mobile Command Center shore power
4/30/2020	\$13.22	Electric bill for Mobile Command Center shore power
5/28/2020	\$13.83	Electric bill for Mobile Command Center shore power
6/29/2020	\$37.38	Electric bill for Mobile Command Center shore power
<b>6/30/2020</b>	<b>\$1,604.76</b>	<b>Total amount spent on buildings and improvements</b>

**i. Total spent on other law enforcement expenses**

Date	Amount	Description
7/10/2019	\$44.00	Weapon locking kit
7/10/2019	\$1,124.60	Narcotics K-9 vehicle emergency equipment
7/10/2019	\$3,430.00	Narcotics K-9 vehicle equipment
7/10/2019	\$1,181.50	Narcotics K-9 vehicle equipment
8/14/2019	\$1,070.00	Police body camera system
8/14/2019	\$5,050.00	Police vehicle in-car camera system

8/14/2019	\$4,500.00	Narcotics detecting K-9
8/14/2020	\$672.97	In-Kind vehicle (MCC) upgrade
9/11/2019	\$856.64	In-Kind vehicle (MCC) upgrade labor fees
9/11/2019	\$76.98	In-Kind vehicle (MCC) maintenance
9/11/2019	\$14.48	In-Kind vehicle (MCC) equipment
9/11/2019	\$312.98	Narcotics K-9 equipment
9/11/2019	\$3,005.97	Narcotics K-9 vehicle equipment
10/9/2019	\$40.00	Seized vehicle auciton fee
10/9/2019	\$205.00	Seized vehicle auciton fee
10/9/2019	\$60.00	Seized vehicle auciton fee
10/9/2019	\$1,192.00	In-kind vehicle (Civil Process) emergency equipment install
10/9/2019	\$1,598.00	Body worn camera system
10/23/2019	\$2,320.00	Extradition fee paid to USMS for Peter Porter extradition
1/14/2020	\$1,653.99	Emergency vehicle equipment
1/14/2020	\$850.00	In-Kind vehicle (MCC) vehicle markings
2/11/2020	\$5,596.11	In-Kind vehicle (MCC) equipment install
3/10/2020	\$19,733.10	Narcotics investigator vehicle purchase
4/14/2020	\$744.94	Emergency vehicle equipment
5/13/2020	\$219.00	Narcotics investigator vehicle upgrade
5/13/2020	\$1,218.39	Narcotics investigator vehicle equipment install
<b>6/30/2020</b>	<b>\$56,770.65</b>	<b>Total amount spent on other law enforcement expenses</b>

j. Total transfers to other law enforcement agencies

<i>Date</i>	<i>Amount</i>	<i>Description</i>
10/9/2019	\$66.85	1% asset share for Skyline Task force member SPD (17-FS32013/2016-016410)
10/9/2019	\$66.85	1% asset share for Skyline Task force member WPD (17-FS32013/2016-016410)
10/9/2019	\$66.85	1% asset share for Skyline Task force member ACSO (17-FS32013/2016-016410)
10/9/2019	\$66.85	1% asset share for Skyline Task force member VSP (17-FS32013/2016-016410)
<b>6/30/2020</b>	<b>\$267.40</b>	<b>Total transfers to other law enforcement agencies</b>

*Department of Criminal Justice Services  
1100 Bank Street - 12th Floor  
Richmond, VA 23219*



*Asset Forfeiture Proceeds*

*Disbursements for:* 8/14/2020 through 8/14/2020

<i>Date to Finance</i>	<i>DCJS Seizure No</i>	<i>Asset Description</i>	<i>Value</i>	<i>Disbursal Amt</i>	<i>Voucher No</i>
<i>County of Nelson</i>					
<i>Nelson County Sheriff's Office</i>					
8/14/2020	18-FS15124	\$2,577.00 U.S. Currency	\$2,577.00	\$412.32	14174
				<b><i>Subtotal:</i></b>	<b>\$412.32</b>
				<b><i>Total:</i></b>	<b>\$412.32</b>

*Department of Criminal Justice Services  
1100 Bank Street - 12th Floor  
Richmond, VA 23219*



*Asset Forfeiture Proceeds*

*Disbursements for:* 9/1/2020 through 9/2/2020

<i>Date to Finance</i>	<i>DCJS Seizure No</i>	<i>Asset Description</i>	<i>Value</i>	<i>Disbursal Amt</i>	<i>Voucher No</i>
<i>County of Nelson</i>					
<i>Nelson County Sheriff's Office</i>					
9/1/2020	19-FS14005	U.S. Currency	\$3,193.00	\$510.88	14285
			<i>Subtotal:</i>	<b>\$510.88</b>	
			<i>Total:</i>	<b>\$510.88</b>	

**Department of Criminal Justice Services**  
**1100 Bank Street - 12th Floor**  
**Richmond, VA 23219**



**Asset Forfeiture Proceeds**

**Disbursements for:** 10/5/2020 through 10/5/2020

<i>Date to Finance</i>	<i>DCJS Seizure No</i>	<i>Asset Description</i>	<i>Value</i>	<i>Disbursal Amt</i>	<i>Voucher No</i>
<b>County of Nelson</b>					
<i>Nelson County Commonwealth's Attorney</i>					
10/5/2020	19-FS06405	U.S. Currency	\$1,900.00	\$171.00	14547
			<b>Subtotal:</b>	<b>\$171.00</b>	
<i>Nelson County Sheriff's Office</i>					
10/5/2020	18-FS15123	\$15,905.00 U.S. Currency	\$15,905.00	\$1,984.80	14546
				Expenses: \$3500.00 Return to defendant.	
			<b>Subtotal:</b>	<b>\$1,984.80</b>	
			<b>Total:</b>	<b>\$2,155.80</b>	



CENTER FOR  
TECH AND  
CIVIC LIFE

September 25, 2020

Nelson County, Virginia

General Registrar

PO Box 292

Lovingsston, VA 22949

Dear Jacqueline Britt,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Nelson 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 Nelson County (“Grantee”).

The following is a description of the grant:

**AMOUNT OF GRANT:** \$8,158.50 USD

**PURPOSE:** The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Nelson 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: Temporary staffing, Vote-by-mail/Absentee voting equipment or supplies, and Election administration equipment. 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 General Registrar ("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.

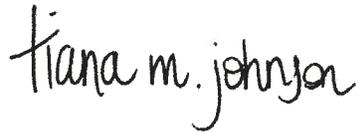
Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized



representative of Grantee sign below, and return a scanned copy of this letter to us by email at [grants@techandcivicliflife.org](mailto:grants@techandcivicliflife.org).

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

Sincerely,



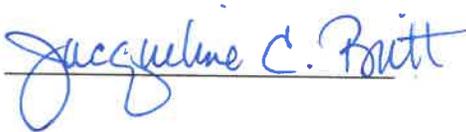
Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

GRANTEE

By:



Title: Director of Elections/General Registrar

Date: September 29, 2020



**From:** [Nicholson, Lisa](#)  
**To:** [Candy McGarry](#)  
**Cc:** [Susan Rorrer](#); [Gobble, Michael](#)  
**Subject:** Re: FW: Both PSAP Grant Funds Received  
**Date:** Tuesday, October 6, 2020 11:02:54 AM

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Yes, there was a duplicate payment made in the amount of \$42,686.32.

Thanks,

On Tue, Oct 6, 2020 at 10:38 AM Candy McGarry <[CMcGarry@nelsoncounty.org](mailto:CMcGarry@nelsoncounty.org)> wrote:

Hi Lisa,

Just for clarification and documentation purposes, you are confirming that we did in fact receive two PSAP grant payments in error and are being asked to refund one of them for \$42,686.32 in your email below - I just want to have you confirm that for our records. We will issue the refund in our A/P run next week and I'll let you know when it is in the mail as requested. Thank you so much!

Best,

Candy



**From:** Nicholson, Lisa [mailto:[lisa.nicholson@vdem.virginia.gov](mailto:lisa.nicholson@vdem.virginia.gov)]  
**Sent:** Tuesday, October 6, 2020 10:28 AM  
**To:** Candy McGarry <[CMcGarry@nelsoncounty.org](mailto:CMcGarry@nelsoncounty.org)>  
**Cc:** Susan Rorrer <[SRorrer@nelsoncounty.org](mailto:SRorrer@nelsoncounty.org)>; Gobble, Michael <[michael.gobble@vdem.virginia.gov](mailto:michael.gobble@vdem.virginia.gov)>  
**Subject:** Fwd: FW: Both PSAP Grant Funds Received

Hi, Candy:

VDEM Finance has advised to send a check payable to the following address, with "Return of Duplicate Payment to NGS - 911 Services Board" in the memo field. Also, please send me an email when it has been sent so that I can alert Finance to be on the lookout for it.

Virginia Department of Emergency Management

ATTN: Accounts Payable

9711 Farrar Court, Suite 200

North Chesterfield, VA 23236

Thanks,

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**From:** Candy McGarry <[CMcGarry@nelsoncounty.org](mailto:CMcGarry@nelsoncounty.org)>  
**Sent:** Friday, October 02, 2020 9:12 AM  
**To:** Susan Rorrer <[SRorrer@nelsoncounty.org](mailto:SRorrer@nelsoncounty.org)>  
**Subject:** Both PSAP Grant Funds Received

Susan,

Angi advised me that she was receiving the deposits below which I believe are the PSAP CAD Grant funds and the PSAP Text to 911 Grant funds. I noted that the second and third deposits below appeared to be the same thing but she said they were 2 separate deposits; so we'll see. Just wanted to let you know the funds have come in. Thanks!

We're getting \$160372.64 from the Dept of Emergency Mgmt. Three separate amounts as follows:

    "Nelson Co- FY19-082120" \$75000

    "Nelson Co-FY20-082120" \$42686.32

    "Nelson County-FY20\_082" \$42686.32



BOARD OF  
SUPERVISORS

THOMAS D. HARVEY  
North District

ERNIE Q. REED  
Central District

JESSE N. RUTHERFORD  
East District

ROBERT G. BARTON, JR.  
South District

J. DAVID PARR  
West District

STEPHEN A. CARTER  
County Administrator

GRACE MAWYER  
Administrative Assistant/  
Deputy Clerk

CANDICE W. MCGARRY  
Director of Finance and  
Human Resources

**PROCLAMATION P2020-01  
NELSON COUNTY BOARD OF SUPERVISORS  
OCTOBER IS DOMESTIC VIOLENCE AWARENESS MONTH**

**WHEREAS**, the problems of domestic violence are not confined to any group or groups of people but cross all economic, racial and societal barriers, and are supported by societal indifference; and

**WHEREAS**, the crime of domestic violence violates an individual's privacy, dignity, security, and humanity, due to systematic use of physical, emotional, sexual, psychological and economic control and/or abuse, with the impact of this crime being wide-ranging; and

**WHEREAS**, no one person, organization, agency or community can eliminate domestic violence on their own—we must work together to educate our entire population about what can be done to prevent such violence, support victims/survivors and their families, and increase support for agencies providing services to those community members; and

**WHEREAS**, the Shelter for Help in Emergency and the Nelson County Domestic Violence Task Force have led the way in the County of Nelson in addressing domestic violence by providing services to victims/survivors and their families, offering support and information, and empowering survivors to chart their own course for healing; and

**WHEREAS**, the Shelter for Help in Emergency commemorates its 41<sup>st</sup> year of providing unparalleled services to women, children and men who have been victimized by domestic violence; and

**WHEREAS**, the Nelson County Domestic Violence Task Force currently provides victim advocates and a support group for those seeking relief from domestic violence in Nelson County;

**NOW THEREFORE, BE IT RESOLVED**, in recognition of the important work being done by the Shelter for Help in Emergency and the Nelson County Domestic Violence Task Force, the Nelson County Board of Supervisors do hereby proclaim the month of October 2020 as DOMESTIC VIOLENCE AWARENESS MONTH, and urge all citizens to actively participate in the scheduled activities and programs sponsored by these organizations, and to work toward the elimination of personal and institutional violence against women, children and men.

Adopted: October 13, 2020

Attest: \_\_\_\_\_, Clerk  
Nelson County Board of Supervisors



BOARD OF  
SUPERVISORS

THOMAS D. HARVEY  
North District

ERNIE Q. REED  
Central District

JESSE N. RUTHERFORD  
East District

ROBERT G. BARTON, JR.  
South District

J. DAVID PARR  
West District

STEPHEN A. CARTER  
County Administrator

GRACE MAWYER  
Administrative Assistant/  
Deputy Clerk

CANDICE W. MCGARRY  
Director of Finance and  
Human Resources

**RESOLUTION R2020-39**  
**NELSON COUNTY BOARD OF SUPERVISORS**  
**AUTHORIZATION TO SIGN GAC AGREEMENT WITH NCSA**

**RESOLVED**, by the Nelson County Board of Supervisors that the County Administrator be and hereby is authorized to execute on behalf of said Board (the “GAC Agreement” with the Nelson County Service Authority to provide for the operation and maintenance of a Granular Activated Carbon System within NCSA’s Black Creek facility.

This agreement shall renew annually unless either party gives the other thirty days’ written notice of its intent not to renew.

Approved: October 13, 2020

Attest: \_\_\_\_\_, Clerk  
Nelson County Board of Supervisors

## AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the County of Nelson, Virginia (the “County”) and the Nelson County Service Authority (“NCSA”).

1. Introduction. The County has completed the installation of a Granular Activated Carbon System (the “System”) within the NCSA’s Black Creek facility to treat the filtered water supplied by the Black Creek facility to the County’s Piney River Water System.

2. Operation and Maintenance. NCSA agrees to operate and maintain the System. Operational expenses including sampling and replacement of the system’ media and repair and replacement of GAC equipment will be billed monthly to the County.

3. Expenses. The expense of operation and maintenance incurred by the NCSA shall be the responsibility of the County. NCSA will render a monthly statement to the County for such operational and maintenance expenses incurred. The County will remit payment to NCSA not later than forty-five (45) days following receipt of invoices from NCSA.

4. Term. This Agreement shall renew annually unless either party gives the other thirty days’ written notice of its intent not to renew.

5. Amendment. This Agreement may need to be modified or amended in the future as necessary based on compliance with the Virginia Department of Health, Office of Drinking water regulations.

6. Successors. This Agreement shall be binding upon the parties, their heirs, successors, and assigns.

7. Entire Agreement. This Agreement contains the entire agreement of the parties concerning the System and there are no other promises or conditions in any other agreement whether oral or written.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above-written.

[Signatures on following page]

County of Nelson, Virginia

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

Its \_\_\_\_\_

Nelson County Service Authority

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

Its \_\_\_\_\_



**BOARD OF SUPERVISORS**

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North District

ERNIE Q. REED  
Central District

JESSE N. RUTHERFORD  
East District

ROBERT G. BARTON, JR.  
South District

J. DAVID PARR  
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STEPHEN A. CARTER  
County Administrator

GRACE MAWYER  
Administrative Assistant/  
Deputy Clerk

CANDICE W. MCGARRY  
Director of Finance and  
Human Resources

**RESOLUTION R2020-40  
NELSON COUNTY BOARD OF SUPERVISORS  
APPROVAL OF NELSON COUNTY ANIMAL CONTROL FIREARMS POLICY**

**WHEREAS**, the Nelson County Board of Supervisors voted during its meeting conducted on June 18, 2020 to authorize Animal Control Officers to carry firearms; and

**WHEREAS**, a Standard Operating Procedure has been created to provide Animal Control Officers (ACOs) with guidelines regarding the carrying and use of defensive weapons by ACOs.

**NOW THEREFORE BE IT RESOLVED**, that the Nelson County Board of Supervisors does hereby approve the Nelson County Animal Control Standard Operating Procedure for Firearms Use and Training as presented and attached hereto.

Approved: October 13, 2020

Attest: \_\_\_\_\_, Clerk  
Nelson County Board of Supervisors



**NELSON COUNTY ANIMAL CONTROL  
STANDARD OPERATING PROCEDURE  
SUBJECT: FIREARMS USE AND TRAINING  
JULY 2020**

**1. PURPOSE:**

The purpose of this policy is to provide Animal Control Officers (ACOs) with guidelines regarding the safe and proper use of firearms, as well as maintenance, safety and qualification requirements related to department issued firearms. To also establish the basic guidelines regarding the carrying and use of defensive weapons by ACOs.

**2. DEFINITIONS:**

**Authorized Firearm:** Firearm authorized or assigned to the ACO by the department.

**Deadly Force:** The discharge of a firearm which is meant to cause death to a person or animal.

**Emergency:** Any situation where an ACO faces circumstances under which he/she or a member of the public faces death or serious bodily harm from a person or an animal.

**DEPARTMENT:** Department of Animal Control

**FIREARM:** Any weapon from which a projectile is forcibly ejected by an explosive.

**3. POLICY:**

It is the policy of this department that ACOs adhere to the requirements established herein in order to ensure the safe handling and proper use of authorized firearms.

**4. PROCEDURE:**

By the very nature of their sworn obligations to protect the public and enforce state and local law, ACOs may be required to discharge their firearm in the performance of their official duties.

**A. FIREARMS-GENERAL**

1. Authorized firearms assigned to ACOs are only to be used for the following:
  - a. Emergency situations as defined by this policy.
2. Discharging the firearm from a vehicle is prohibited, except under the most serious circumstances such as immediate protection of life (person or animal). The safety of assisting officers, residents, passers-by and bystanders is of paramount importance.
3. Deadly force shall only be used as a last resort, as defined and referenced in the Department's SOP.

**B. AUTHORIZED FIREARMS AND AMMUNITION**

The department issued sidearm shall be the standard authorized firearm. Authorized Ammunition includes training ball and hollow points

**1. SIDEARM**

- a. The sidearm shall be carried at all times when the ACO is on duty or in uniform, unless otherwise approved by supervisor.
- b. While on duty and responding to calls the sidearm will be carried in the department issued holster.
- c. If the ACO needs to unholster and secure the sidearm while on duty for security purposes, it shall be secured in a approved lock box.
- d. When off duty and not in use, the sidearm will be secured in a safe or lock box inside the ACOs home.
  1. The sidearm will be placed in a secure area where other adults or children cannot access it.
  2. The ACO is prohibited from storing the sidearm in his /her vehicle while at home.
  3. While off-duty, the ACO may open carry or conceal carry their authorized sidearm accompanied with proper credentials and badge.

**2. AUTHORIZED AMMUNITION**

ACOs shall carry, at a minimum, enough handgun ammunition to fill three (3) magazines and one round for chambering.

**C. FIREARMS SAFETY**

1. ACOs shall report to their supervisor any use of drugs or medication that could impair their judgement in using a firearm safely.
2. All authorized firearms shall be carried in a safe and secure manner, as authorized by this department.
3. ACOs shall not store or leave a firearm in any place within the reach or easy access of unauthorized persons.
4. Removal and display of firearms from their secure device for reasons other than authorized purposes, such as cleaning, training, qualifications, inspection and tactical use etc., is prohibited. Any and all unholstering of a firearm in the line of duty must be reported

to the Animal Control Supervisor verbally and in a written report by the end of the incident shift.

5. ACOs shall exercise extreme caution at all times in handling and displaying any weapon.
6. Firearms, whether loaded or unloaded, shall be pointed in a safe direction at all times until ready to shoot.
7. Any use of a firearm must be justified and in accordance with this policy.

**D. CARE OF FIREARMS**

1. Firearms are to be properly cleaned after each use and at least once a month.
2. Firearms shall be stored in a clean, dry area.
3. ACOs are to report any malfunction or damage of a firearm immediately to their supervisor.
4. Firearms and ammunition are subject to unannounced inspections to ensure are in operational compliance with the standards set forth by this policy.

**E. FIREARM QUALIFICATION AND CERTIFICATION**

ACOs must successfully complete the Nelson County Sheriff's firearms qualification course. The ACO must maintain such qualification on an annual basis.

1. Certificates of qualification will be maintained in each ACOs personnel file.

**F. TO MAINTAIN FIREARMS PROFICIENCY**

ACOs may practice with their assigned firearm under the following conditions:

- a. Authorization for use of the assigned firearm for practice must be approved, in advance, by AC Supervisor.
- b. Practice must take place at a range approved by the AC Supervisor.

**G. REPORTING PROCEDURE**

1. When an ACO discharges their firearm for any reason during the performance of their duties, he/she shall notify the Sheriff's Office on the number of shots fired and location.
2. The ACO must submit a firearm discharge form to his/her Supervisor by the end of the incident shift.

**H. REPORTS OR MISUSE**

1. Any reports of negligent and/or intentional misuse of a firearm will be reviewed by the AC Supervisor and County Administrator to determine the extent to which the matter will be investigated, if deemed appropriate.
2. While under investigation or pending action, the ACO will lose possession of and authorization to use department firearm.

3. Any finding of negligence or misuse may result in disciplinary action, up to and including termination.

## **USE OF FIREARM IN THE LINE OF DUTY**

### **PURPOSE**

To establish policy and procedures governing the use of firearms by Animal Control Officers (ACOs) employed by the County of Nelson.

### **SUMMARY**

Performance of the ACO function raises the possibility that at some given time and under circumstances of necessity officers may be called upon to utilize their firearm to defend themselves or members of the public in the performance of their duties. This policy is to provide officers with the guidance necessary to prevent the inappropriate use of firearms. Officers shall not unreasonably or unnecessarily endanger themselves or the public when applying this policy. In the event that a threat is perceived, imminent or escalating, the Nelson County Sheriff's Office (NCSO) should be immediately contacted for assistance. Nelson County ACOs are not sworn law enforcement officers. Animal Control Officers responding to calls for service where there is a known threat should be accompanied by an NCSO deputy.

### **DISCHARGE OF FIREARM**

Whenever an officer discharges a firearm, other than in training, a written log of the incident shall be submitted to his/her supervisor prior to the end of his/her shift. In addition, any officer discharging a firearm in the course of his/her duties shall immediately notify dispatch. A thorough report must be completed for any discharge of a firearm. The reports shall contain all circumstances surrounding the incident, e.g., time of day, weather, witnesses, verbal warnings provided, etc. and shall be provided to the Animal Control Supervisor within 48 hours of discharge.

***A firearm should only be deployed as a last resort, based on a reasonable belief that the life of the Officer or a member of the public is facing the threat of imminent serious bodily injury or death.***

#### **Suspect's Level of Resistance**

#### **ACO's Response**

Verbal

Verbal

Soft Hands Techniques

Passive

Compliance Techniques

Active

Chemical Agents

Taser

Aggressive

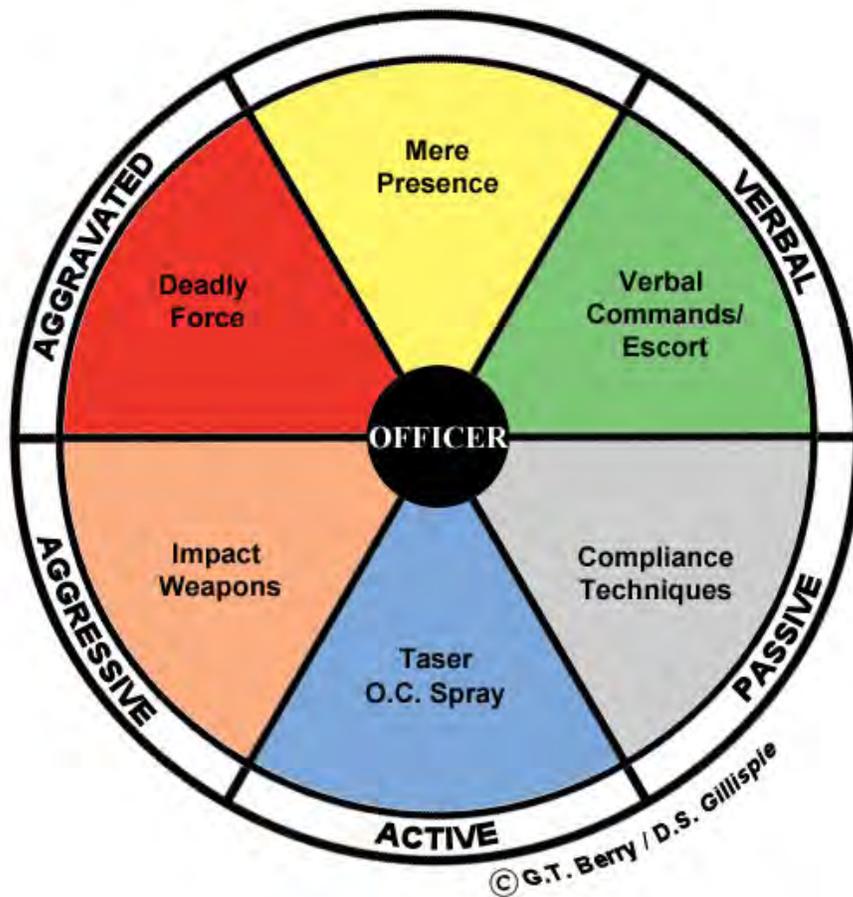
Impact Weapons

Aggravated

Deadly Force

### USE OF FORCE MATRIX

Suspect Resistance Levels	ACOs Responses ACOs must always take into consideration the totality of circumstances (pg. #4, K)							
	Mere Presence	Verbal Commands	Escort	Compliance Techniques	Taser	O.C. Spray	Impact Weapons	Deadly Force
Verbal	X	X	X					
Passive	X	X	X	X				
Active	X	X	X	X	X	X		
Aggressive	X	X	X	X	X	X	X	
Aggravated	X	X	X	X	X	X	X	X



**MEDICAL ASSISTANCE**

Any time an Officer discharges a firearm or uses an expandable baton on a human, medical assistance shall be immediately summoned/provided to any person who is injured, alleges injury or requests medical assistance.

**UNINTENTIONAL DISCHARGE OF FIREARMS**

The unintentional discharge of an issued firearm which does not result in the death or injury of any person or destruction of personal property, including companion

animals and livestock, shall be investigated by the Animal Control Supervisor. Photograph(s) shall be taken of any damage resulting from the discharge and a comprehensive report will be written by the Officer.

The unintentional discharge of an issued firearm which DOES result in the death or injury of any person or destruction of personal property, including companion animals and livestock, shall be investigated by Nelson County Sheriff's Office.

### **INVESTIGATION OF THE USE OF FIREARMS**

The procedures below should apply to all situations in which:

- a. An Officer uses his or her firearm against a person
- b. Where death or injury to any person results from an Officer discharging a firearm;  
or,
- c. When a Departmental firearm is discharged by any person with the intention of striking another person.
  1. **Notification-** The Officer shall immediately notify Dispatch and the Animal Control Supervisor, who shall request the NCSO respond immediately and conduct an investigation.
  2. **Investigative Responsibility-** Nelson County Sheriff's Office will take responsibility of the investigation of the incidents described at the outset of this section and coordinate the investigation accordingly. Under applicable sections of the code of Virginia, the NCSO is responsible for ensuring that the criminal investigation is documented.
  3. **Removal from Active Duty-** Any officer whose use of a defensive weapon results in the wounding or death of any person shall be removed from active duty and placed on administrative leave by Animal Control Supervisor in conjunction with the County Administrator.
  4. **Involved Weapons/Equipment-** The ACOs weapon, holster, gun belt, baton, or other equipment used in the alleged incident will be taken into custody by the first NCSO deputy on the scene. **Weapons involved will not be opened or tampered with in any manner,** except to render the weapon safe for handling by lowering hammer, de-cocking, and/or engaging any safety mechanism.  
**ACOs are NOT certified law enforcement.** It is important that ACOs remember their limits and boundaries while performing their job. It shall be the duty of each officer to request a NCSO deputy to assist on calls for service where there are known threats present. A firearm should only be used as a last resort for personal protection and ACOs are prohibited from using firearms for the following:

**Dispatching Wildlife**

ACOs are prohibited from dispatching injured or sick wildlife. ACOs should immediately notify DGIF for assistance. In cases where humans or companion animals have been exposed to wildlife, ACOs should follow VDH protocols and NCAC policy. ACOs may dispatch dangerous wildlife only when a delay awaiting assistance would endanger the ACO, other persons, or domesticated animals.

**Euthanizing Injured/Sick Companion Animals/Livestock**

ACOs are prohibited from euthanizing injured or sick companion animals/Livestock. ACOs shall seek immediate vet care for injured animals. A licensed Vet will determine if euthanasia is the appropriate course of action and the Vet will perform the procedure.



**NELSON COUNTY ANIMAL CONTROL  
FIREARM DISCHARGE FORM**

Date of Use \_\_\_\_\_ Activity \_\_\_\_\_

Location \_\_\_\_\_

Reason for Use \_\_\_\_\_

Number of Shots Fired \_\_\_\_\_ Dispatch Notified: Yes \_\_\_ No \_\_\_

Responding Deputy \_\_\_\_\_ Witness \_\_\_\_\_

Time of Discharge \_\_\_\_\_ CAD # \_\_\_\_\_

Type of Animal \_\_\_\_\_ Breed \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_ Color \_\_\_\_\_

Disposition of Animal: Wounded \_\_\_\_\_ Captured \_\_\_\_\_ Expired \_\_\_\_\_

Additional Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Animal Control Officer: \_\_\_\_\_ Date: \_\_\_\_\_

ACO Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

\*ACO shall attach copy of Firearm Discharge Form to CAD report.



## NELSON COUNTY ANIMAL CONTROL

### ACKNOWLEDGEMENT OF USE OF FORCE/FIREARMS POLICY

I acknowledge that I have read and reviewed the policies regarding the use of defensive weapons. I understand that failure to abide by this Use of Force/Firearms Policy can result in disciplinary action to include termination and criminal prosecution.

Signature \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_



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**RESOLUTION R2020-41  
NELSON COUNTY BOARD OF SUPERVISORS  
AUTHORIZATION FOR PUBLIC HEARING  
AMENDMENT OF THE CODE OF NELSON COUNTY, VIRGINIA  
CHAPTER 3, ANIMALS, ARTICLE 2 DOGS AND CATS  
DOGS RUNNING AT LARGE**

**BE IT RESOLVED**, that pursuant to §15.2-1427 of the Code of Virginia 1950 as amended, the County Administrator is hereby authorized to advertise a public hearing to be held on November \_\_\_\_, 2020 at 7:00 PM in the General District Courtroom in the Courthouse in Lovingston, Virginia. The purpose of the public hearing is to receive public input on an Ordinance proposed for passage to amend Chapter 3, Animals, Article 2 Dogs and Cats to incorporate provisions pertaining to the prohibition of dogs running at large.

Approved: October 13, 2020

Attest: \_\_\_\_\_, Clerk  
Nelson County Board of Supervisors

# Dogs Running At Large

An owner shall not allow his/her dog to run at large in the County, subject to the following:

*A: When a dog is deemed to run at large.*

1. For the purposes of this section, a dog is deemed to "run at large" while roaming or running off the property of its owner or custodian and is not under its owner's or custodian's immediate control. Under "immediate control" shall mean (i) secured by leash or lead, or (ii) under control of a responsible person and obedient to that person's commands, or (iii) within the real property limits of its owner or other person consenting to its presence.

2. "Off the property of its owner or custodian" includes, but is not limited to, an easement burdening the property of the dog's owner or custodian, or other person consenting to the dog's presence, for a public right-of-way, public road, public sidewalk, or public trail.

*B: When a dog is not considered to be running at large.*

A dog is not considered to "run at large" in the following circumstances:

1. *Dogs Used for Hunting.* Dogs used for hunting are exempted from the prohibitions of this ordinance and shall not be deemed to be running at large provided any such dog is wearing a collar with a tag showing the name, address and telephone number of the owner of the dog..
2. *Field trials or training.* During field trials or formal obedience, agility, or similar training periods when the dog is accompanied by its owner or custodian.
3. *Fenced dog park or exercise area.* When the dog is in a securely fenced, specifically designated dog park or dog exercise area established by the County or another governmental entity, a homeowner's association, or a community organization, where the fencing is designed to prevent a dog from escaping.
4. *Service dog; when leashing is not required.* When the dog is a service animal whose handler, because of a disability, is unable to use a harness, leash, or other tether, or the use of such a device would interfere with the service dog's safe and effective performance of work or tasks, provided that the service dog is otherwise under the handler's control through voice control, signals, or other effective means.
5. *Public service training.* During search and rescue and similar public service training when the dog is accompanied by its owner or custodian, or by a qualified handler, provided the owner, custodian, or handler has the express permission of the owner or occupant of the property on which the dogs are being trained.
6. *Farm dogs.* When the dog is a working farm dog that is either guarding or herding cows, fowl, goats, sheep, swine, or other domestic animals normally raised on a farm.

*C: When a dog is reported to be running at large.*

1. Except as provided in subsection 2 below, upon receipt of a complaint, the Animal Control Officer shall investigate and, if satisfied of the truth of the complaint, issue a warning, in writing,

to the owner or custodian of the dog that any future violation shall result in the imposition of a \$150.00 civil penalty. Any person summoned or issued a ticket for a violation may make an appearance in person or in writing by mail to the treasurer prior to the date fixed for trial in court. Any person so appearing may enter a waiver of trial, admit liability, and pay the civil penalty of \$150.00. Imposition of civil penalties shall not preclude an action for injunctive, declaratory, or other equitable relief. A second and subsequent violation shall be a Class 1 misdemeanor.

2. The owner or custodian of a dog found running at large in a pack shall be subject to a civil penalty of \$100.00 per dog so found.

3. Proceedings pursuant to this section may only be initiated by an Animal Control Officer or other law enforcement officer.

*D: Seizure, Impoundment and disposition.*

Any dog observed or captured while unlawfully running at large may be seized, impounded and disposed of by an Animal Control Officer or other law enforcement officer pursuant to Virginia Code §3.2-6546..

(Va. Code §§ 3.2-6538, 3.2-6543, and 3.2-6546)

Date: 8-19-20

From: Angela Rose  
Nelson County Department of Social Services

To: Steve Carter, County Administrator

Subject: Request for Allocation of CARES funds

Dear Mr. Carter:

This letter serves to formally make request for a total of \$5000 in funding from the CARES ACT program. The funds will be used for emergency support and assistance of utility bills to assist clients during Covid-19 and also for purchase and reimbursement of supplies needed to protect our employees and customers. We feel that supplies would range in the amount of \$2,500 and emergency support would also range in the amount of \$2,500 to total \$5000. Please advise if you need any additional information.

Thanking you in advance for your consideration.

Yours truly,  
Angela A. Rose  
Director



September 23, 2020

**2020 Board of Directors**

Angela Rose  
*Nelson County Dept. of Social Services*

David Hill  
*Nelson County Sheriff*

Francee Laverty  
*Region Ten Community Services Board*

Jason Braunstein  
*Community Representative*

Stephanie Martin  
*Blue Ridge Medical Center*

**Member Organizations**

Blue Ridge Medical Center

Narcotics Anonymous

Nelson County Board of Supervisors

Nelson County Commonwealth's Attorney's Office

Nelson County Dept. of Social Services

Nelson County Parks and Recreation

Nelson County Public Schools

Nelson County Sheriff's Office

Nelson Faith Alliance

Region Ten Community Services Board

The Well of Nelson

To Whom It May Concern,

The Nelson Community Wellness Alliance would like to request \$11,255 to develop a community resource phone line for Nelson County. Unlike other referral lines available in the area, the Alliance's resource line would allow those impacted by COVID-19 or facing other barriers for service to have access to a "Community Connection Expert" who would connect callers to specific resources closest to their area including mental health providers, food banks, and childcare. After the initial referral, the Community Connection Expert would conduct follow-up calls and check-ins to ensure that the caller was able to secure the help needed.

Working in partnership with the Thomas Jefferson Health District Covid-20 resource line and the Charlottesville Mental Health Coalition, to develop training and recruit volunteers. Volunteers to serve as "Community Connection Experts" and will be required to complete an 8-hour training. This training will include: Active listening & Emotional Support, Crisis Management, Legal/Ethical Issues, Community Resources, Cultural Diversity / Awareness, Addiction 10, and Trauma Informed Care. Volunteers will also be given the opportunity to become certified as a Community Health Worker.

Adding a community resource line will enhance the Alliance's ability to provide care coordination, outreach and education. It will also reduce incidents of service duplication while increasing access to behavioral health treatment and recovery supports for a population otherwise unable to access these services. By partnering with Alliance members and key community stakeholders, we will enhance our ability to provide a centralized, coordinated response to the mental health needs of Nelson County due to COVID-19 and address barriers related to systemic racism.

**Alliance Leadership:**

Since the first "Community Conversation on Substance Abuse" meeting in 2018, the Alliance prioritized including all sectors of the community in our decision-making process. Using the Strategic Prevention Framework ensures sustainability and cultural competence is at the heart of everything we do. Aside from working toward representation of the 12 community sectors, we strive to have the diversity of our community represented in our membership. While input is collected from the larger Alliance membership, it is our Board of Directors (BOD) who sets strategic direction and approves work plans. The BOD includes 3 women and 2 men, 3 of whom identify as people of color. These individuals represent organizations working with the most vulnerable populations – BRMC, RTCSB, Nelson County Social Services, and the Nelson County Sheriff's Office. In addition, our current community representative has great knowledge of the recovery community and services available in and around Nelson County. The members of our BOD are all experts in their fields who have shown a strong commitment to the Alliance and the community we serve.

**UPDATED - Program Costs:**

SALARY AND WAGES: Program Coordinator \$4,800 (.5 FT, oversees program development and daily operations for the referral line. \$20 hour x 20 hours a week)

FRINGE BENEFITS \$355: FICA (7.4% after FICA limits)

MARKETING/PROMOTION \$6,000 developing of marketing materials for volunteer recruitment and referral line (mailers, digital marketing, printing of flyers/cards, etc),

VOLUNTEER TRAINING \$420: Zoom subscription for workshops (\$40 per month x 3 months), purchase of incentive items (\$20 x 10 volunteers), printing of volunteer manuals (\$10 x 10 volunteers)

TOTAL PROGRAM COST \$11,255

**UPDATED- Other Funding:**

The Alliance has recently been awarded a \$200,000 grant that will cover costs associated with hotline software and insurance coverage.

The Alliance has also applied for \$50,000 in funding with the Charlottesville Area Community Foundation to support the development of the referral line. If funded the funds would allow us to hire a full time Program Coordinator for the referral line and increase resources available to recruit and train volunteers, and allow for greater promotion of the resource line within the community. We will receive notification of funding in October of 2020.

**Program Evaluation:** We will know the referral program is successful when the majority of caller's report:

- They feel the referral program is a reliable, committed, and trustworthy information & referral source in Nelson County.
- Feeling valued and are treated with the highest levels of respect, regardless of their level of need, race, sexual orientation, gender identity, lived experience, or medical needs.
- The referral line made it easy for them to connect with and access the help they needed.

Impact: The impact of the program will be evaluated through 3 core measures:

- The number of volunteers trained (at least 10 in the first year)
- The number of calls/requests received (goal of 240 over 12 months)
- The number of referrals made (80% of calls received result in a referral)

**Non-Profit Status:**

The Alliance has been in existence since 2018, with Blue Ridge Medical Center serving as our Fiscal Sponsor. As of September 2020 the Alliance has been recognized as a 501C3 tax exempt organization by the Internal Revenue Service.

<b><u>CARES Act Contingency</u></b>	<b><u>\$ 114,906.00</u></b>
ACO Mobile Data Terminal Overage	\$ 161.00
Desktop Computer Replacement Overage	\$ 426.00
Skid Steer Overage	\$ 1,112.00
September ACRJ Hazard Pay Overage	\$ 2,667.96
<b>Balance As of 9/30/20</b>	<b>\$ 110,539.04</b>



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**RESOLUTION R2020-42  
NELSON COUNTY BOARD OF SUPERVISORS  
RESCHEDULING OF NOVEMBER 2020 REGULAR MEETING**

**WHEREAS**, the Nelson County Board of Supervisors hereby establishes that an alternate date for the Board's regular monthly meeting on November 10, 2020 is necessary due to the attendance of some members of said governing body at the annual conference of the Virginia Association of Counties through November 11, 2020;

**NOW THEREFORE BE IT RESOLVED**, by the Nelson County Board of Supervisors pursuant to §15.2-1416 (Regular meetings) of the Code of Virginia that the regular meeting of the Board on **Tuesday, November 10, 2020** be and hereby is rescheduled to \_\_\_\_\_, **November** \_\_\_\_, **2020**.

Approved: October 13, 2020

Attest: \_\_\_\_\_, Clerk  
Nelson County Board of Supervisors

## County of Nelson Information Systems

October 7, 2020

To: Steve Carter  
From: Susan Rorrer  
Re: Board of Supervisors Streaming and Virtual Meeting Options

### Considerations:

- Is the Board looking for a temporary or long-term solution?
- How important is the audio and video quality of what is being viewed?
- Will the Board need to be able to participate virtually?
- Will the public need to be able to participate virtually?
- Will the County be required to maintain a copy of the meeting audio and video?

### Video Streaming Options:

- 1) **Audio and video streaming on the internet using a laptop and webcam**
  - Requires laptop and webcam
  - Static view of Board members and podium (may require relocation of podium)
  - Option to stream on YouTube or Facebook
  - Estimated cost: \$1,200 (one time)
  - Example: Search Amherst County Board of Supervisors on YouTube.com
- 2) **Audio and video streaming on the internet using a laptop and HD camera and boom microphone**
  - Requires laptop and HD camera
  - Option for panned views of Board members and podium (will require a camera operator)
  - Option to stream on YouTube or Facebook
  - Estimated cost: \$3,100 (one time)
  - Example: Similar to Amherst County Board of Supervisors but with higher quality audio and video
- 3) **Audio and video streaming on the internet using a webcasting device and HD camera**
  - Requires webcasting device
  - Option for panned views of Board members and podium (will require a camera operator)
  - Option to stream on YouTube or Facebook
  - Estimated cost: \$2,750 (one time)
  - Example: Similar to Amherst County Board of Supervisors but with higher quality audio and video
- 4) **Contract with a private firm to provide onsite audio and video services for meetings**
  - Contractor would provide all required equipment and services
  - Estimated cost: TBD
- 5) **Audio and video streaming on the internet using a video system provided by a multimedia communications service (Swagit Productions, LLC – see attached information)**

- Requires purchase and installation of fixed camera equipment (up to 3 cameras)
- Panned views of Board members and podium (will require a camera operator or camera can be operated remotely by Swagit staff)
- Streamed by Swagit and accessed from County Website
- Estimated cost: \$12,000 - \$42,000 + annual fees of \$8,400 - \$12,600 (Annual fees higher if NCBA and Planning Commission Meetings are included)
- Example: <https://warrencountyva.new.swagit.com/videos/86824>
- All meeting video is archived by Swagit and available for review at any time
- Meeting can be transcribed for an additional fee.
- Same services are provided for virtual meetings
- Virginia localities using Swagit: Norfolk City Public Schools, Chesterfield County Public Schools, City of Winchester, Alexandria City Public Schools, York County, City of Newport News, Town of Front Royal, Warren County, Henrico County, Town of Purcellville, Town of Hamilton, Accomack County, Middleburg, Portsmouth City Schools

### **Virtual Board of Supervisors Meeting options:**

**1) Zoom**

The County has a subscription to Zoom (\$149.00 annually) that can be used to accomplish virtual BOS meetings or to allow the public to participate. Additional participant capacity is available for \$40 per month.

**2) Other subscription services such as Go-To-Meeting, Google Hangouts and Microsoft Teams**

### **Public Participation (public comments) options:**

**1) Zoom**

**2) Submit written comments prior to meeting to be read during the public comment section**

**3) In person**

### **What some other localities are doing:**

#### **Stafford**

- Went back to in-person meetings in July – limited number of people in the board chambers.
- Continue to televise on our County channel and stream.
- Accept written public comments and they are read aloud during the meeting.

#### **Mathews County**

- The majority of BCAS are meeting in person and some are streaming to zoom to allow remote participation for those who are adverse to attending in person or whose agencies are disallowing travel.
- Board of Supervisors meeting is streaming audio and video through zoom, Facebook live and the meeting portal on our website using Civic Clerk.
- No real-time public questions – our board allows two public comment sessions for those physically present at the meeting and also written comments submitted prior to noon on the day of the meeting. The written comments are read aloud at the meeting by the County Attorney.

### **Blacksburg**

- Meeting in person with limited staff and public participation.
- Streaming audio and video for formal Council and Planning Commission meetings (do not stream work sessions) – using Granicus to stream and archive.
- Public is welcome, with COVID-19 protocols, to offer public comment.
- We are not doing real time public comment via telecommunications. Submitted comments via email or voice mail are read during the meeting. Same process above applies to Planning Commission

### **King William County**

- BOS is Hybrid using Zoom – those that attend in person follow the social distancing guidelines marked on the benches.
- Real time public comments – yes. Using the Chat feature in Zoom they can request to speak but only during public comment section of the BOS meetings

### **Lynchburg**

- They continue to be In-person although they just extended an ordinance for another four months to have them virtual if needed.
- Using Granicus and Facebook along with TV broadcast to stream meetings.
- Are taking real-time public questions – they pre-scheduled call-ins for certain topics.
- Other boards and commissions are being streamed too

### **Ashland AND Goochland**

- Meetings are in person but are also streaming audio and video
- Not taking real time public comments/questions, other than in person
- Other boards and commissions are being streamed

### **Warrenton**

- Town Council are meeting in person and live streaming audio and video.
- Do accept real time public comments.
- Because so few people attend, we have social distancing, mask wearing and good cooperation from citizens.
- PC and ARB are meeting in person and also live streaming.

### **Alexandria**

- Virtual meetings – we just setup Chambers for hybrid. Streaming video with closed captioning for ADA compliance – TV, Zoom, Granicus, Microsoft Teams
- Council closed sessions use MS Teams and we display on Zoom “Council is in closed session” using a PowerPoint slide with a nice graphic
- Are taking real time public comments virtually via Zoom, We have a speakers form in HTML that staff accesses via a SharePoint link, City Clerk places people in numerical order, Mayor calls on the signed up speaker.
- We are using Zoom to meet, Planning and Zoning is like Council – TV, Granicus, and Zoom

### **Danville**

- Back to normal, meeting in person (6’ apart with plexiglass in between) live streaming, allowing residents (6’ apart)

**Christiansburg**

- Almost completely in person. Rarely includes zoom participation.
- Not taking real time public comments other than in person. Other methods are not real-time such as voicemail, email, mail, online form.
- Planning meetings are being streamed as well

**King George**

- We are meeting in-person and online using Go-To-Meeting, for the BOS and Planning Comm. We've been streaming for a couple years, now.
- We take Public Comments through GTM and broadcast through our Crestron A/V system.
- Almost all of our other Boards use the same thing, there are a few that use Google Suite - Hangouts (Econ. Dev. Auth., Tourism Advisory Comm. and Wetlands Board)

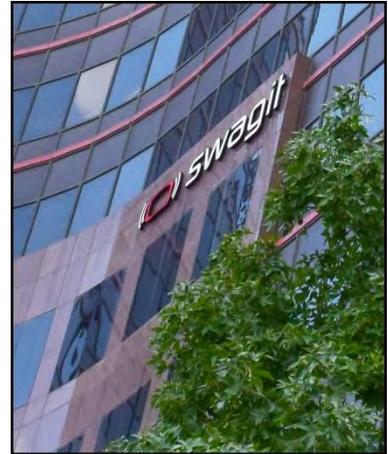
# EXECUTIVE SUMMARY

## Company History and Information

**Swagit Productions, LLC**, founded in 2003, is a privately held company headquartered in Dallas, Texas. Swagit is a progressive company that is pioneering the broadband multimedia communication service industry by providing clients a **hands-free** approach to always being connected to end-users' information needs. In combining Swagit's EASE™ and Avior™ HD solutions, clients are offered the most comprehensive **hands-free** experience possible.

Swagit specializes in providing streaming media solutions to cities, counties, states, school districts, and health providers. In addition, Swagit is a complete video production entity, providing services such as post-production, studio and recording booth sessions.

Swagit began with a mission to supply clients an affordable solution to stream their own content in an overpriced, complicated, hands-on video industry. From its beginnings as a company specializing in turnaround streams for cities, counties, states and school districts, Swagit has grown significantly and provides an open API which allows for integrations with all major Agenda/Document Management and Voting Solutions. This lets our clients choose the best Agenda/Voting Solution for their unique needs.



With Swagit's EASE™ streaming video solution, clients are able to stream their public content live and on-demand through the jurisdiction's website. HTML5 compatibility makes getting to the content even easier and more convenient as viewers are able to access all of the video content via their computers, smart phones or tablets. Archived meetings are indexed and broken up into clips by agenda item for a superior end-user experience.

Avior™ HD is Swagit's hands-free broadcast solution: a complete package of 3+ HD cameras, professional video switching equipment, and associated components that allows either Swagit's video department to remotely control the cameras or on-site camera control by government staff. When bundled with Swagit's hands-free EASE™ video streaming system, Avior™ HD can offer a full end-to-end hands-free broadcast solution that requires no client staff involvement for operation of cameras and streaming of an event or meeting.

***The Swagit network stretches across North America, ensuring fast connect times from the closest point-of-presence (POP) to an end-user's location. Swagit's network is fully redundant, giving clients peace of mind and keeping with the Swagit motto, "Always Connected."***

## Points of Difference

- Swagit's EASE™ solution is completely **hands-free** and requires no staff time or resources
- Sound Search™ allows residents to search for the spoken word in a meeting which is synced to video
- Swagit's open API allows integrations with agenda management solutions
- Swagit is the only government streaming provider that has developed its own content delivery network, ensuring quick and reliable connections for your constituents
- Unlimited storage for Specialty Content and Meetings
- Swagit's unique **hands-free** solutions typically qualify as a sole-source purchase, allowing for quick deployments

## **OVERVIEW OF PROPOSED SOLUTION**

### **EASE™ Hands-Free Streaming**

Swagit's **Extensible Automated Streaming Engine (EASE™)** solution meets all current and future needs for government without creating additional work for staff. EASE™ is a hands-free tool that eliminates the need for client staff members to index, edit, or time-stamp their video content. Each EASE™ package includes on-demand archiving, a 24/7 live stream via internet and PEG, streaming to mobile devices, and up to 120 hours of additional generic specialty content each year. If live streaming is not applicable, clients can upload media via FTP.

### **Avior™ HD Broadcast System**

Swagit's **Avior™ HD Broadcast System** is a complete package of high-definition PTZ (Pan, Tilt, and Zoom) cameras, professional video-switching equipment, and associated components, that enables any client to fully outsource the operation and production of a multi-camera broadcast for public meetings. Avior™ also offers video graphics/titles overlay and Real Time Captioning support.

### **EASE™ HD/SDI Premium Captioning Encoder with SDI CC Encoding Unit**

Swagit's **EASE™ HD/SDI Premium Captioning Encoder** is a high definition and/or standard definition (HD-SDI) encoding unit for video plus captioning. The package includes:

- Web-based multi-encoder management and closed captioning support
- Web Based caption GUI
- EASE™ HD-SDI Remote Video Indexing Kit (includes Scheduler)
- HD/SD Encoding/Transcoding Software - server or cloud deployable encoding/transcoding software
- HD/SD Baseband or IP Encode/Transcode single-channel license (enables encoding/transcoding of 1 HD/SD channel)
- SDI CC Encoding Unit (to provide audio captions over IP, for real-time captioning service)

### **Closed Captioning**

**Live Automated Transcribing** is intelligent assisted real-time speech-to-text automation for captioning. Swagit's **Caption Sync** service works in conjunction with Live Automated Captioning; Swagit cleans up existing transcripts and synchronizes them with meeting video for on-demand viewing.

### **Social Media eXstream**

**Social Media eXstream** connects meetings and events with live social platforms such as Facebook Live and YouTube Live. Jurisdictions can instantly live-stream local events to followers and engage with viewers in real time with Swagit's Social Media eXstream Package.

### **Sound Search™**

**Sound Search™** is an innovative product which improves the search for specific content in archived videos. A positive search hit for a spoken word or phrase will take the viewer to the exact location that it was spoken within a meeting video.

***Note: Some features listed in this document may be system options or may require equipment not included in the provided pricing proposal.***

# SERVICE DESCRIPTIONS

## **EASE™ Streaming Appliance**

### Video Capture, Encoding, and Streaming

The Extensible Automated Streaming Engine (EASE™) is a software framework consisting of foundation and extension modules that work together to automate many otherwise manually intensive tasks. This completely hands-off solution meets the current and future needs of your entity without creating any additional work for your clerks or webmasters.

#### ▪ **Video Capture and Encoding**

EASE™ Streaming Appliance records content according to your broadcast schedule and transfers the recorded audio/video to the Swagit Content Network via a secure Virtual Private Network (VPN) connection, making it available for live and/or on-demand streaming.

#### ▪ **Indexing and Cross Linking**

Using your published meeting agendas as a guide, Swagit's Managed Service Division (SMSD) indexes the meetings without any work from the city. SMSD will annotate your content by adding jump-to points with specific item headings, giving users the greatest flexibility to find the specific content they need. With these jump-to points, users can step through video by searching for or clicking specific items.

#### ▪ **Agenda Management Integration**

If meeting packets or other related information is available online, SMSD will link them directly to the video player for easy access.

*Swagit's EASE™ solution integrates with all major Document/Agenda Management solutions.*

#### ▪ **Archiving**

Client audio/video can be stored securely on the Swagit Content Network indefinitely. Fault tolerance and high availability is assured through replication of audio/video content to multiple, geographically redundant, Storage Area Networks (SAN). Our packages offer unlimited storage.

#### ▪ **Presentation**

By navigating through the video library, users can view a list of meetings chronologically and once in a selected meeting you can unleash the power of the jump-to markers to search for specific points within individual audio/video clips.

#### ▪ **Delivery**

In order to deliver on-demand content to end users in a format that is compatible with their computer's operating system, Swagit can deliver content in all major streaming video formats: Flash, Windows Media, QuickTime, Real, and HTML5. Swagit is proud to support Flash as its default format, which has proven itself as the format of choice from such vendors as YouTube, Google Video, ABC and NBC/Universal. With HTML5 streaming, Swagit provides content to mobile devices including iPhones, iPads and Android devices.

■ **Monitoring**

Swagit is monitoring all aspects of the Swagit Content Network to ensure its health and availability. This monitoring extends to cover remote Swagit EASE™ streaming appliances that are deployed on client premises. In the rare event of trouble our engineers are promptly notified so that they may dispatch a swift response in accordance with our support procedures.

■ **Statistics**

Swagit collates log files from our streaming servers monthly and processes them with the industry recognized Google Analytics. Google Analytics generates reports ranging from high-level, executive overviews to in depth quality of service statistics. These reports help to highlight growth trends and identify popular content.

■ **Support**

Beyond our proactive monitoring and response, Swagit offers ongoing, 24/7 technical support for any issues our clients may encounter. While our choice of quality hardware vendors and a thorough pre-installation testing phase go a long way toward ensuring trouble-free operation of our EASE™ streaming appliances, we do recognize that occasionally unforeseen issues arise. In the event that our engineers detect a fault, they will work to diagnose the issue. If necessary, next business day replacement of parts will be completed. Swagit offers continual software updates and feature enhancements to our services and products for the life of your managed services contract.



## **Avior™ Hands-Free Broadcast System**

### HD Video Capture, Encoding, Broadcast, and Streaming System

Built on years of industry experience and developed to address the growing transparency needs of government, Swagit's Avior™ HD Broadcast System is a complete package of HD PTZ (Pan, Tilt, and Zoom) cameras, professional video-switching equipment, and associated components, that enable any client to fully outsource the operation and production of a multi-camera broadcast for public meetings.

Avior™ HD cameras are installed by Swagit personnel in one or multiple positions within a meeting room. As a meeting is being recorded, Swagit's video department controls the Avior™ system from their Dallas, Texas headquarters — switching between cameras (for views of the podium, presentation slides, and dais), while also directing and controlling those cameras through selective panning, close-ups, and wide shots. The Avior™ HD broadcast-quality robotic cameras are able to tilt and pan through wide angles of motion and can zoom through large ranges.



Avior™ enables detailed direct camera positioning (pan, tilt, zoom, focus, and more), preset-positions, and video settings (white balance, backlight, brightness) for the robotic cameras. Additionally, Avior™ communicates with the switcher to allow direct operation of the 'wipe' function from the camera control GUI. With this powerful package you or Swagit can control all your cameras individually and switch video sources on a video switcher locally or remotely. Avior™ is an invaluable integration of camera-control with switcher operations for use with live production setups like city chambers, churches, meeting rooms, and more.

Avior™ includes 3+ robotic (computer-controllable pan/tilt/zoom) cameras. These popular robotic cameras have excellent video quality and performance, with the ability for panning through wide angles of motion, tilting through large ranges with superb optical zoom, and dual video output of Y/C and composite. They also support both RS232 and RS422 (long distance over 1000 meters) control signals. In addition, the cameras can be mounted either "up" or "hanging upside down" for your convenience (they have built-in reversal of the picture and left/right/up/down motion controls).

Avior™ HD is a remotely operated one-of-a-kind hands-free transparency suite that will save your jurisdiction time and money. When bundled with Swagit's hands-free EASE™ video streaming system, Avior™ can offer a full end-to-end hands-free broadcast solution that requires no client staff involvement for operation of cameras and/or streaming of an event or meeting.

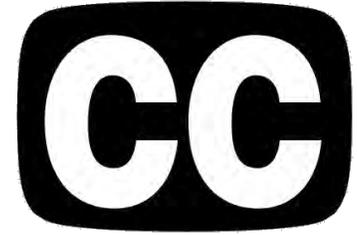
- Fully automated
- 3+ HD camera solution
- Hands-free broadcast system
- Video graphics/titles overlay
- Free software updates
- Can be used locally when/if applicable
- Typically Integrates with existing A/V equipment
- Small footprint — equipment is self-contained on its own rack

# Avior™ Broadcast System Diagram



## Captioning for Compliance

### Streaming Video Enhancement



Captioning for streaming media is the method of displaying a text version overlay for the spoken words within a video. It helps viewers who may be deaf or who have reduced hearing.

Federal agencies, contractors and employers should be acutely aware that their live streaming and broadcast events must now be captioned for accessibility, as mandated by recent updates to Section 508 of the Rehabilitation Act, plus changes to state laws that now require accessibility for federally-funded organizations such as colleges, universities, and research facilities. Even when Section 508 doesn't apply, many non-federal websites and their video content must still be accessible under other laws such as Section 504 of the Rehabilitation Act of 1973.

Swagit can help meet your accessibility obligations with captioning for live streaming and broadcast events. Whether for your one-off events or longer-term fixed placements, Swagit can provide hands-free support with compliant turnkey live video services.

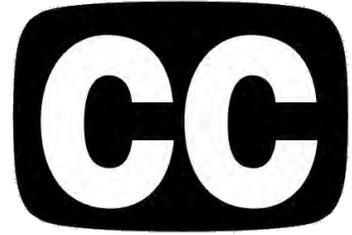
## FEATURES

- ▶ Meets FCC mandated ADA requirements for closed captioning
- ▶ Hands-free captioning service
- ▶ Live and/or on-demand
- ▶ Multiple captioning options
- ▶ Visible on mobile devices
- ▶ Captioning for TV broadcast
- ▶ Captioning of archival video
- ▶ Dedicated staff to exceed expectations



## **Captioning Services**

Streaming Video Enhancement



### **Real-Time (Live) Captioning**

Swagit can provide real-time captioning for live programming, as well as sync those captions for on-demand usage after the event has come to its completion. Captioning through Swagit can be distributed to both TV and the Web simultaneously, if needed.

- **CaptionLive**

Human Assisted Real-time Transcription (HART); captions are created as an event takes place, utilizing a live transcriber. (Specific captioning appliance required for this service.)

### **Post-Event (On Demand) Captioning**

- **CaptionPM**

Human assisted post-meeting captioning for video on demand, completed and aligned with event video within 4 business days of broadcast.

### **Additional Captioning Services**

- **Speech-to-Text Document**

A basic text file created from spoken words in a meeting audio; does not include non-audio information such as speaker identification or graphic presentations. It is not a word-for-word legal transcript.

- **SwagitSync**

Swagit synchronizes your 3rd-party live captioning transcript with event video for on-demand viewing; completed within 4 business days of broadcast.

*Captioning rates are calculated in full hours only, and are based on total length of meeting or event, which includes breaks, closed sessions, and other non-captioned events during that length of time.*

*Swagit meets FCC mandated ADA requirements for closed captioning.*

*Specific captioning appliance may be required for these packages and services.*

## Sound Search™

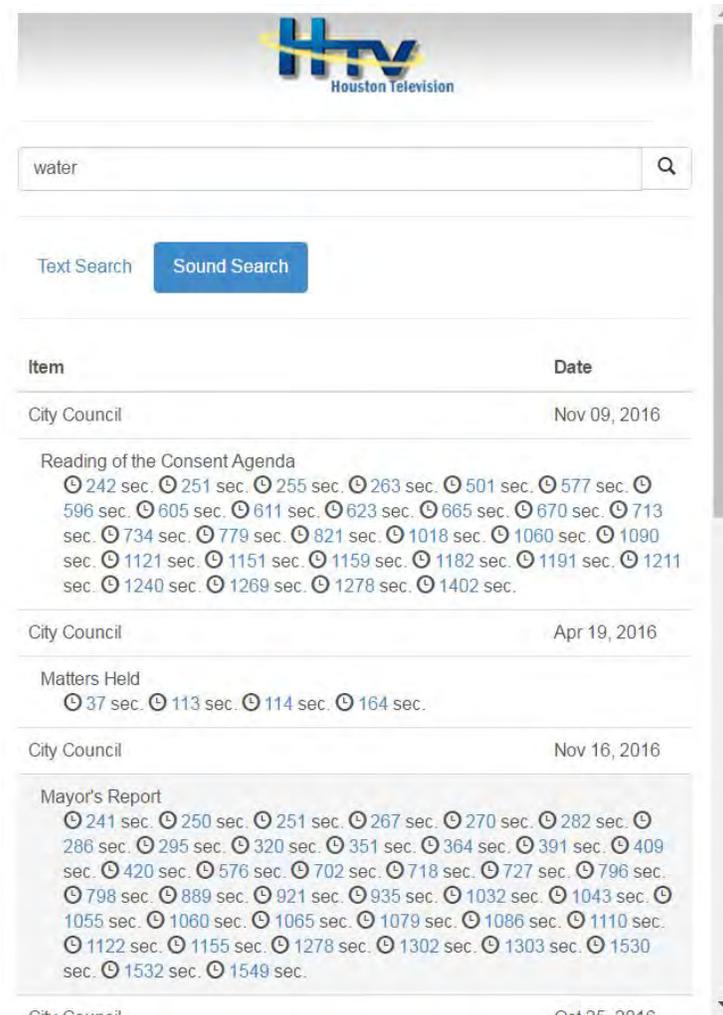
### On-Demand Streaming Video Search Enhancement

Swagit’s innovative Sound Search™ dramatically improves the search for specific content in archived videos. A positive search hit for a specific spoken word will take the viewer to the exact location within any meeting that the word or phrase was spoken.

Sound Search™ results are displayed by the date and second mark, and provide a direct “jump-to” link for each instance a searched word or phrase was spoken during meetings. When a search result is selected, the audio/video clip will begin playing several seconds prior to the search result, giving greater context to the result.

Swagit’s focus is on emerging technology and pioneering features like Sound Search™ that enable increased resident engagement.

- ▶ Search results are date- and second-marked
- ▶ Direct “jump-to” link by spoken word
- ▶ Increased resident engagement



## **Social Media eXstream**

### Social Live Video Streaming

Instantly stream live your jurisdiction's local events to followers and engage with viewers in real time with Swagit's Social Media eXstream Package. Live streaming is the future growth of social media and has become a part of culture that government can easily use to reach more residents online. Users can watch live broadcasts, whether on a PC or mobile device, in a matter of seconds. Social Media eXstream connects your meetings and events with live social platforms such as Facebook Live and YouTube Live.

- ▶ Live multi-destination streaming
- ▶ Multi-bitrates
- ▶ Affordable and simple
- ▶ Additional resident accessibility to meetings and events
- ▶ Expanded reach and audience growth
- ▶ Increased distribution channels

Streaming to social media live platforms can immediately expand your audience and increase distribution channels. For example, Facebook engages your viewers by sending a notification alert to your followers before the stream begins. Residents can then easily connect, interact and follow your event in real time.



PSA Example: Veterans Day

## **Implementation & Training**

Once Swagit receives two signed original agreements, you'll hear from Swagit's team of deployment experts. We'll also send you a welcome packet, requesting basic information we'll need to complete your installation (such as your meeting schedule, contact info, IP information, and graphics for your video library/video player).

### **Phase 1 - Hardware Provisioning/Development**

- ▶ Hardware ordered (out of stock items may impact delivery)
- ▶ Hardware assembled by Swagit engineers
- ▶ Operating system installed and configured per installation
- ▶ Swagit EASE™ streaming appliance software installed
- ▶ System burn-in testing conducted under fail-test load
- ▶ Hardware sign-off by Swagit
- ▶ Welcome packet information (meeting schedule, IP info, etc.) returned to Swagit

### **Phase 2 – Web Element Design**

- ▶ Video library and player designed by Swagit in consultation with Client
- ▶ Linking instructions provided to Client Webmaster/IT
- ▶ Design sign-off by Client

### **Phase 3 – Deployment/Implementation**

- ▶ Assembled hardware shipped
- ▶ Remote configuration and testing of audio/video feed quality by Swagit
- ▶ Confirmation of correct video library linking and integration with Client's website
- ▶ Installation sign-off by Swagit

### **Phase 4 - Acceptance Testing**

- ▶ Dry run of meeting capture, indexing and encoding process using next available meeting rebroadcast, alternate content or live meeting
- ▶ Final signoff by Client and fulfillment of purchase order

### **Deliverables**

- ▶ Installation checklist
- ▶ Configuration, testing and installation of Swagit EASE™ streaming appliance
- ▶ Secure FTP account for pre-edited digital content
- ▶ Customized video library
- ▶ Customized video player
- ▶ Monthly usage statistics

If your service package includes client-controlled indexing, Swagit will provide remote training to teach your staff how to index meeting videos as well as how to include links to attachments. No additional training is necessary; Swagit's traditional services are hands-free.

## REFERENCES

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**City of Austin, Texas**

301 W. 2nd., Austin TX 78701

Live Site: <http://www.austintexas.gov/page/atxn-video-archive>

**City of Miami Beach, Florida**

1700 Convention Center Dr., Miami Beach FL 33139

Live Site: <http://web.miamibeachfl.gov/mbtv77/>

**Sandoval County, New Mexico**

711 Camino Del Pueblo, Bernalillo NM 87004

Live Site: <http://www.sandovalcountynm.gov/commission/sandoval-county-meeting-videos/>

**Brea, California**

1 Civic Center Circle, Brea CA 92821

Live Site: <http://www.ci.brea.ca.us/812/Government-Access-Channel>

**City of Elliot Lake, Ontario**

45 Hillside Drive North, Elliot Lake ON P5A 1X5

Live Site: <http://www.cityofelliotlake.com/en/cityhall/CouncilWebcasts.asp>

## ATTACHMENTS

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- Sole Source Letter for Consideration Upon Request
- Swagit Solutions can also be purchased on both state and national contracts (i.e. TIPS, DIR, U.S. Communities Contract)

## COST SUMMARY

### Optional Broadcast Solution (Avior includes a 2D Encoder)

Item & Description	Quantity	Up-Front Cost
<b>Avior™ HD - Three (3) camera setup as a standard (allows for remote operation by Swagit staff, see corresponding monthly package below)</b>	1	\$37,605.00
<b>Installation for Avior</b>	1	\$4,450.00
<b>Total One Time Cost:</b>		<b>\$42,055.00</b>

### Yearly Managed Service Package- Swagit manages cameras and time-stamps the meetings for client

Item & Description	Rate	Quantity	Yearly Cost
<b>EASE™ Hands-Free Service – 15</b> <ul style="list-style-type: none"> <li>Up to 15 indexed meetings per year</li> <li>Up to 120 hours of specialty video content per year</li> <li>24/7 Live Stream</li> </ul>	\$ 1,050.00	12 mos	\$ 12,600.00
<b>Avior™ Hands-Free Production – 15</b> <ul style="list-style-type: none"> <li>Up to 15 remotely switched meetings per year with lower third character generation</li> </ul>			
<b>Total Annual Service:</b>			<b>\$ 12,600.00</b>

### Package Overages

Item & Description	Cost
Additional EASE™ Hands-Free Indexed Meetings	\$ 175.00 / meeting
Additional AVIOR™ Hands-Free Remote Switched Meetings	\$ 175.00 / meeting

### Optional Add-Ons

Item & Description	Cost
PEG PSAs (Includes up to 50 Custom PSAs per year with voice-overs)	\$ 295.00 / month
<b>Sound Search™</b> <ul style="list-style-type: none"> <li>Speech-to-Text Document *† (Unedited Transcript)</li> <li>Searchable and Navigable</li> </ul>	\$250.00 /month
<b>Social Media eXstream</b>	\$300.00/month

### Optional Single Camera Setup (Includes Streaming Appliance)

Item & Description	Quantity	Up-Front Cost
<b>Client Controlled Camera &amp; Install – One-Camera Setup</b> <ul style="list-style-type: none"> <li>Includes EASE™ T Streaming Appliance (Single HDMI Input)</li> </ul>	1	\$11,790.00
<b>Total One Time Cost:</b>		<b>\$11,790.00</b>

### Avior One-2 Camera Setup (includes PIP, 2 Video Sources and 1 Presentation input)

Item & Description	Quantity		
<b>Client Controlled HD Bolin Series PTZ Camera:</b> <ul style="list-style-type: none"> <li>Remote control included for camera movement and/or shot presets</li> <li>Limited one (1) year warranty</li> </ul>	2		
Camera Power Connectors	2		
Custom Visca Controller Cables	3		
Presentation Converter/Scaler	1		
Osprey Base System	1		
BM Studio HD Live Production Switcher with Mount	1		
Avior Controller Unit	1		
Pyle and APC Power Units	1		
Cables, Connectors, Converters, 2U Rack and Hardware necessary for installation	1		
Labor required for install	1		
<b>One Time Cost:</b>			<b>\$ 18,740.00</b>

### Yearly Managed Service Package

Item & Description	Rate	Quantity	Yearly Cost
<b>EASE™ Hands-Free Service – 15</b> <ul style="list-style-type: none"> <li>Up to 15 indexed meetings per year</li> <li>Up to 120 hours of specialty video content per year</li> <li>24/7 Live Stream</li> </ul>	\$ 695.00	12 mos	\$ 8,340.00
<b>Client Controlled Indexing 50</b> <ul style="list-style-type: none"> <li>Up to 50 client- indexed meetings per year</li> <li>Up to 120 hours of specialty video content per year</li> <li>24/7 Live Stream</li> </ul>	\$495.00	12 mos	\$5,940.00

### One-Time Captioning Appliances Cost (required for real-time captioning)

Item & Description	Quantity	Up-Front Cost
<b>CaptionPrime Streaming Appliance</b> <ul style="list-style-type: none"> <li>● CEA-608/708 compatibility with all known caption encoders</li> <li>● Captions embedded in the H.264 SEI for superior synchronization and compatibility with 3rd party destinations and devices-</li> </ul> <i>ONLY Required if needing realtime captioning (if purchasing Avior, only need the software)</i>	1	\$16,490.00
<b>Advanced Caption Encoder/Decoder- Human Transcribing</b> <i>ONLY Required if needing realtime captioning</i>	1	\$9,090.00
<b>EASE™ or CaptionPrime Setup and Deployment</b>	1	\$1,280.00

### Captioning Service Plans

Item & Description	Monthly Rate	Quantity	Yearly Cost
<b>CaptionLive* - (requires CaptionPrime/Advanced Encoder/Decoder)</b> <ul style="list-style-type: none"> <li>● Up to 15 meetings per year</li> <li>● Real Time w/Human</li> <li>● Searchable Captions/Transcript</li> </ul>	\$ 581.25	12 months	\$6,975
<b>CaptionLive Basic* (requires CaptionPrime/Standard Encoder/Decoder)</b> <ul style="list-style-type: none"> <li>● Up to 15 meetings per year</li> <li>● Automated Only</li> <li>● Additional equipment and software 'may' be needed</li> <li>● This is the package with quality midlow 90% range</li> </ul>	\$225.00	12 months	\$2,700
<b>CaptionLive Premium (Automation with PM)* (requires CaptionPrime/Standard Encoder/Decoder)</b> <ul style="list-style-type: none"> <li>● Up to 15 meetings per year</li> <li>● Searchable Captions/Transcript</li> <li>● Automated Only</li> <li>● Includes human post meeting spell check/clean up</li> </ul>	\$412.50	12 months	\$4,950
<b>CaptionPM - (does not require CaptionPrime/Encoder/Decoder)</b> <ul style="list-style-type: none"> <li>● Up to 15 meetings per year</li> <li>● Includes Post Meeting Transcript with human cleanup</li> <li>● Post Meeting Captions for VOD</li> <li>● 4-day turnaround time</li> </ul>	\$356.25	12 months	\$4,275

### Optional Extended Warranty

Item & Description	Number of Years	Unit Rate	Extended Cost
<b>Extended Warranty Plan for EASE Appliances, CaptionPrime Appliances, Caption Encoders *</b> <ul style="list-style-type: none"> <li>● Per additional year, up to two additional years (appliances come with 3-year manufacture warranty, so this would give the encoders up to 5 years total or 2 additional years beyond the included 3 year of manufacture warranty.</li> </ul>	2	TBD	TBD
<b>Annual Support for Avior Upgrades, EASE Appliances, CaptionPrime Appliances, Caption Encoders, GoMobile and Uverse Encoders, Playback365 Support &amp; Annual Maintenance</b> <ul style="list-style-type: none"> <li>● Support renewal is optional but recommended</li> <li>● Includes support and any software upgrade as long as you are covered under the support contract</li> </ul>	2	TBD	TBD

\* Price and hardware model are subject to change after 60 days without prior notice.

8 October, 2020

To: Board of Supervisors  
From: S. Carter  
Re: Report for October 13, 2020 Board Meeting

**A. Covid-19 (Coronavirus):** The “Nelson County Infectious Disease Preparedness and Response Plan” has been completed to provide for compliance with state regulatory requirements. Training of County staff is in process and will be completed prior to the end of October, 2020. County staff also continue to monitor the status of the coronavirus in Nelson County. Additionally, all County staff have resumed regular at work schedules with the exception of staff who meet Families First Coronavirus Relief Act (FFCRA) criteria, which expires at the end of 2020 (e.g. impacted by the virus, in-office and teleworking due to child care).

**B. Coronavirus Aid, Relief and Economic Security (CARES) Act:** County Finance and HR staff completed and submitted (the week of 10-5-20) to the state Department of Accounts the County’s current reports on use of locally received CARES Act funding (see Finance & HR monthly report). Governor Northam announced on 10-8 the allocation of \$220 million in state CARES Act funding to support VA’s public schools. \$175 per pupil will be allocated to school divisions. For Nelson County this amount is \$264,215.00 (which reflects an enrollment of 1,509.8 students). Additionally, Gov. Northam also announced on 10-7-20 the allocation of \$30 million of state CARES Act funding to support the deployment of broadband. The state’s application guidance for the broadband funding was issued on 10-8. Applications must be received from local governments, which can partner with private entities. County staff are in process with CVSI-Firefly for the submittal of a grant application (applications, if necessary). While a date for submittal of the County’s application has not been currently established, every effort will be made to complete and submit the County’s application(s) as immediately as possible as the funding is available as applications are received and processed for approval.

**C. Land and Water Conservation Program:** County staff are in process with development of an application to the VA Department of Conservation and Recreation to obtain grant funding for the purchase of land for public outdoor recreation. The grant program has \$8.0 million in funding, requires a 50% match and has a minimum project cost of \$500,000. Applications are due by 5 p.m. on 12-15-20.

**D. VACO Virtual Conference (November 9 -11):** Registration for this year’s “virtual” conference is due by 10-30-20. Staff will facilitate the registration for Board members. The 10-13 agenda includes consideration of an alternate meeting date in November to enable the Board and staff to participate in the conference.

**E. BR Tunnel Project (Phas3 – Western Trail & Parking Lot):** Change Order #18 is in process for approval and completion. The work encompassed by CO#18 includes additional drainage ditching and culvert installation and surface treatment of specified sections of the western trail. This work will provide for enhance structural stability of the western trail. Fielder’s Choice Enterprises has estimated the work will be completed by 11-20-20. Thereafter, a final CO#19 will be issued to provide for project closeout with FCE. County, FCE and Woolpert staff will then work to finalize the project with VDOT.

**F. Nelson Memorial Library Project:** The project is completed.

**G. Piney River Water System – GAC Project:** The project is completed. An agreement for operation and maintenance of the GAC system with NCSA is an agenda item for 10-13-20.

**H. Tye River Water System:** The project has been delayed due to the delay in delivery of the equipment building, which has been attributed to the Covid-19 Virus. The building is scheduled for delivery on 10-16-20 after which the project will be positioned to proceed with overall completion.

**I. Lovington Revitalization:** The CDBG funded planning grant project is complete as of 9-30-20. An ensuing step is a decision on a Community Improvement Grant to VA-DHCD in March 2021 or 2022.

**J. VDOT – Smart Scale Program:** The County in partnership with TJPDC submitted three Smart Scale project applications to VDOT by the August 17th deadline. The projects include: Rt. 29 & Oak Ridge Road, Intersection of Rt. 6 & Rt. 151 (Martins Store) and Rt. 151 and Tanbark Lane (Afton). Project priorities and funding allocations will be completed and submitted by VDOT staff to the Commonwealth Transportation Board in January, 2021 and the CTB from January to June 2021 works to incorporate approved projects into the 21-27 Six Year Improvement Plan (Primary Roads) (June 2021).

**K. 2022 General Reassessment:** Four assessor firms responded to the County's Request for Proposals (RFP). Two firms were interviewed virtually via Zoom. The County's selection committee (P. Campbell, J. Rutherford, C. McGarry, G. Mayer and S. Carter) unanimously ranked Wampler-Eanes Appraisal Group, LTD. (which completed the 2014 and 2018 general reassessments) as the top ranked firm. County Administration is now in process with contracting with W-E. The contract amount will be \$305,000.00.

Staff reports are included in the 10-13 Board agenda. Thank you.

<b>(1) New Vacancies/Expiring Seats &amp; New Applicants :</b>					
<b>Board/Commission</b>	<b>Term Expiring</b>	<b>Term &amp; Limit Y/N</b>	<b>Incumbent</b>	<b>Re-appointment</b>	<b>Applicant (Order of Pref.)</b>
Economic Development Authority	6/30/2023	4 Years/ No limit	Mark B. Robinette	N - resigned	Robert A. Doyle Robin Bledsoe
JABA Advisory Council on Aging	12/31/2019	2 Years/ No limit	Cindy Westley	N	Robert Alpers
<b>(2) Existing Vacancies:</b>					
<b>Board/Commission</b>	<b>Terms Expired</b>				
Agricultural & Forestal District Advisory Committee	5/13/2020	4 Years/ 3 term limit	Bill Halverson (T2)	N - resigned	None
	5/13/2019	4 Years/ 3 term limit	Chapin Wilson, Jr. (T3)	N - resigned	None
			Staff Member		
			Pam Campbell-Comm. Of Rev.		
			Robert G. "Skip" Barton-BOS		

### NELSON COUNTY BOARDS AND COMMISSIONS APPLICATION FORM

Subject: Appointments - Statement of Interest Form

Completing this form is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions and Committees appointed by the Board of Supervisors. All appointments remain at the discretion of the Board of Supervisors.

Please complete and mail this form to:

Nelson County Board of Supervisors  
Attention: Stephen A. Carter, Clerk of Board  
Post Office Box 336  
Lovington, VA 22949

or fax to (434) 263-7004

Date 7-9-20

Mr. \_\_\_\_\_ Mrs. X Ms. \_\_\_\_\_

Name: Robin B. Bledsoe

List a maximum of three (3) Boards on which you are interested in serving.

1. Planning Commission
2. Economic Development Authority
3. \_\_\_\_\_

Home Address: Robin B. Bledsoe

12828 Crabtree Falls Hwy, Tyro, VA 22976

Occupation: Contractor Employed by: B+D Capacity Builders, LLC

Home Phone No.: 540-377-2150 Business Phone No.: 757-903-9103

Fax No.: \_\_\_\_\_ E-Mail Address: rbledsoe@bdcapacitybuilders.org

Do you live in Nelson County? Yes  No

Are you currently a member of a County Board, Commission, Committee or Authority? Yes  No

If yes, list the Board(s):

\_\_\_\_\_  
\_\_\_\_\_

What talent(s) and/or experience can you bring to the Board(s)?

I was a Planning Commissioner for James City County for six years and on the EDA for three years

What do you feel you can contribute to the Board(s) and to the community that may not be evident from information already on this form?

I hope - feel my previous understanding and efforts on both the Planning Commission and EDA would - will be an advantage

Please use this space for any additional information you would like to provide:

My husband and I recently purchased our home in Tyra and I love the area I want to be as involved as possible in my new community

A resume or separate sheet with additional information may be included.

**ATTENDANCE REQUIREMENTS**

Section 2-153, Absences, Chapter 2, Administration, Article V. Appointments for Boards and Commissions of the Nelson County Code, an appointee of the Board of Supervisors who either (a) fails, during a calendar year, to attend seventy-five percent of the regular meetings of the board or commission of which he/she is a member, or (b) is absent for three consecutive regular meetings, shall be deemed to have tendered his/her resignation from such position. The Board of Supervisors may accept such resignation by appointing another person to fill the position.

In light of the above, will you be able to attend at least 75% of the regular meetings of the boards to which you may be appointed?

Yes  No

# ROBIN BARRET BLEDSOE

5315 Center Street, Williamsburg, VA 23188  
757-903-9103 | Rbledsoe@bdcapacitybuilders.org | www.bdcapacitybuilders.org

## PROGRAM LEADERSHIP & SUSTAINABILITY

### EXPERIENCE & ACCOMPLISHMENTS

#### President | 2008 - Present

B & D Capacity Builders LLC, Williamsburg, VA

I utilize my proven Executive Director experience to provide long-term performance based management services, with the ultimate goal of guiding program efforts to become financially and administratively stronger and highly competitive; recommend solutions, up to and/or including reorganization and restructuring of staff, facility capabilities and funding portfolios.

#### SELECTED ACCOMPLISHMENTS AS PRESIDENT OF B&D CAPACITY BUILDERS, LLC

- 2018 Project Director, Leading team of industry professionals to Milan, Italy for study of internationally recognized business model for possible implementation in the State of Virginia. The project includes a weeklong International Workshop, networking with International leaders and businesses.
- 2017 Director, Prepared a comprehensive GAP Analysis and Needs Assessment for Richmond-based for profit youth and family services organization preparing for accreditation. Coordinated information gathering from six business units, drafted missing policies and procedures for Corporate Policy and Procedure Manual to include policy ownership, legislative and regulatory updates for Medicaid, Human Rights, Virginia Department of Behavioral Health Services and CARF Section One.
- 2013 to Present Founder, Hiking For Virginia Fallen Heroes a healthy living initiative that recognizes Virginia fallen military through hiking state and national park trails throughout Virginia. During 2013-2014 I hiked 200 trails in memory of 210 fallen military heroes. The initiative gathered over 11,000 Facebook followers during 2013-2014 resulting in Gold Star families, active duty military, Veterans and Veteran based organizations hiking the trails. I wrote and published the book "Trail Magic" a retelling of the one year journey.
- 2012-2014 Served as President & CEO of Richmond healthcare corporation's newly established foundation. Established 501 c 4 status by preparing tax exempt forms in conjunction with corporate attorneys, developed organization infrastructure, to include securing facility design and site search, developing marketing materials, overseeing website design, created program management manuals providing guidance to corporate management and finance staff to boost internal transparency and productivity, ultimately positioning the transfer of foundation management to corporate owned substance abuse treatment center for optimal success.
- 2012 In conjunction with Board of Directors, performed an organizational audit for underperforming youth substance abuse program, creating an action plan with a two-phased approach addressing the need for improvement of business operations specifically funding diversification, clarifying program mission, outlined steps to re-establish community trust and support, created performance based job descriptions for staff leadership, ultimately leading to a new leadership team.
- 2010-2012 Served as Executive Director for underperforming animal shelter serving three localities; provided direction for agency reorganization, supervised staff of 22 to include administrators, development and marketing personnel, and animal care technicians. Oversaw recruitment, training and recognition of 100 volunteers, managed agency budget and

assets totaling over \$2.5 million and a 12,000 square foot facility on 5 acres of land. In addition, I worked to rebuild public trust through community outreach, implemented data collection process allowing for accurate reporting as required per the Code of Virginia. Coordinated planned giving program yielding in excess of \$1 million, created performance based job descriptions, implemented successful social media marketing plan, recommended and secured funding for building renovations, all while working closely with Board of Directors to meet their goals and expectations.

- **2008-2010** Served as Executive Director for small community botanical garden, charged with creating a strategy that would lead to water installation, public education programs about green roofs, water conservation, Virginia native plants and the insects needed to support those plants. In conjunction with the Board, created a plan for financial sustainability to include opening venue for special events and educational programs. Worked with a dedicated volunteer base of master naturalist and gardeners.

### **Executive Director | 2006 - 2008**

**Avalon: A Center for Women & Children, Williamsburg, VA**

Successfully directed turn-around efforts and revitalized underperforming agency that houses victims of domestic violence. Using fiscal moderation, managed \$1M agency budget, a staff of 15 to include administrators, therapists, social workers, shelter manager and transitional housing manager. Through funding diversification, enhanced program sustainability, renewed agency credibility with private and government funders, and created public/private partnerships to strengthen sustainability of service programs and finances.

#### **SELECTED ACCOMPLISHMENTS AS EXECUTIVE DIRECTOR OF AVALON, A CENTER FOR WOMEN & CHILDREN**

- Reorganized operational structure to improve finances and staff productivity, and improved working relationships between Board of Directors, community partners, and agency staff and management.
- Secured increases from all funding sources, including government, corporate/private sector, and foundation contributors; generated 33% increase in overall agency funding.
- Developed and Implemented workforce development called "The Empowerment Walk", partnering with businesses and the Williamsburg Health Foundation to help homeless women prepare for jobs.
- Oversaw 8,000 square foot facility to include one homeless shelter and four transitional housing apartments housed on 6 acres of land.
- Selected for the Grant Review Panel for Victims of Crime Act Funding.

### **Executive Director | 1999 - 2006**

**Colonial Court Appointed Special Advocate, Williamsburg, VA**

Led staff of four who recruited and trained local volunteers to advocate in Family Court for child victims of abuse and neglect. Effectively managed \$200K budget, handled all business operations, fundraising, special events, and resource development. Created recognition programs for a core group of 50 volunteers. Served as agency spokesperson, represented organization as a member of the Virginia CASA State Board of Directors.

#### **SELECTED ACCOMPLISHMENTS AS EXECUTIVE DIRECTOR OF COURT APPOINTED SPECIAL ADVOCATES**

- Implemented a fundraising/capacity-building effort that generated \$300K for purchase of office space.
- Program achievements recognized by receiving the "Healthcare Heroes Award" as nonprofit of the year by Williamsburg Health Foundation.
- Increased funding by 28% by diversifying funding portfolio and engaging in public/private partnerships.

- Appointed to Governors Advisory Board on Child Abuse & Neglect by Governors Kaine and McDonnell

### ADDITIONAL EXPERIENCE

**Economic Development Authority, Chair, James City County, 2017 to 2020:** The JCC EDA's function is to pursue and comply with the goals and objectives set forth in the Comprehensive Plan and to advise the Board of Supervisors of any application made by an agent or representative of a prospective facility requesting the JCC EDA to issue bonds.

**Planning Commissioner, Jamestown District, Chair, Vice Chair | 2012 to 2018:** Review James City County land use applications and make recommendations to the Board of Supervisors, responsible for meeting with citizens and implementing their community vision as part of creating the James City County Comprehensive Plan, review and make recommendations to the Board of Supervisors pertinent to the County Capital Improvement Project process, and research and make recommendations to the Board of Supervisors specific to troublesome zoning ordinances.

**Program Director | CASA, Newport News, VA | 1997 - 2000:** Recruited, trained, supervised staff and volunteers; guided case management to ensure quality advocacy for children, and served as agency spokesperson.

**Executive Director | CASA, Leavenworth, KS | 1993 - 1996:** Established satellite office for agency in underserved area; secured funding through grants, recruited and trained child-advocate volunteers, served as agency spokesperson, and created home style visitation program, CASA for Kids Room.

### AWARDS/RECOGNITIONS

- Awarded House Joint Resolution 264 from Virginia Commonwealth General Assembly, 2014 in recognition of Hiking For Virginia Fallen Heroes initiative.
- Awarded James City County Board of Supervisor's "Chairman's Award," 2013, in recognition of Hiking For Virginia Fallen Heroes initiative.
- Awarded "Commonwealth Leadership Award," Business & Professional Women Association, 2007, in recognition of creating the "Empowerment Walk" program for homeless women.

### EDUCATION/CERTIFICATIONS

**Bachelor of Arts, Political Science | University of Washington**  
**Masters Certification in Applied Project Management, Villanova University**  
**Certified Planning Commissioner, Citizens Planning Education Association of Virginia**  
**Graduate, Virginia Industrial Development Institute**  
**Graduate, Leadership Historic Triangle**  
**Graduate, Stanford Nonprofit Management Institute**  
**Graduate, Executive Leadership Institute 1 & 2, Indiana School of Philanthropy**

### BOARDS/AFFILIATIONS

**Greater Williamsburg Partnership, 2017 to Present**  
**Workforce Housing Taskforce 2017 to Present**  
**Village Bank Advisory Board, 2017 to Present**  
**Virginia Small Business Environmental Compliance Advisory Board, 2016 to Present**  
**Member, Middleburg Bank Regional Advisory Board, 2012 to 2017**  
**Historic Triangle Regional Issues Committee, 2013 - 2015**

**Chair, Rotary International Foundation, Rotary Club of Williamsburg, 2008 - 2015**  
**Campaign Nonprofit Division Chair, United Way of Greater Williamsburg, 2009 - 2011**  
**Grant Review Panel, Virginia State Victims of Crime (VOCA), 2009 - 2011**  
**Governor's Advisory Board on Child Abuse & Neglect 2002-2008**

## Grace Mawyer

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**From:** Steve Carter  
**Sent:** Friday, July 31, 2020 10:53 AM  
**To:** Grace Mawyer  
**Cc:** Maureen A Kelley  
**Subject:** Fw: Robert Doyle  
**Attachments:** Doyle ResumeR\_02-07-2020.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Grace,

FYI.

SAC

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**From:** Robert Doyle <robertdoyle9832@gmail.com>  
**Sent:** Friday, July 31, 2020 10:51 AM  
**To:** Maureen A Kelley; Steve Carter  
**Subject:** Robert Doyle

Mr. Carter,

Please accept my application to serve as a member of the Nelson County Economic Development Authority. I am a native Nelsonian and recently retired as a Chief Petty Officer after 22 years in the Navy as an Senior Avionics Technician. My background in business and experience with workforce/business development and technology would make me a good fit for such a role. Nelson County is a very special place and I am looking forward to helping to make Nelson County a better place to live and work.

Please find my resume attached.

Respectfully,  
Robert Doyle

*Robert A. Doyle*

**Robert A. Doyle, PMP**

23755 S. Courtney Ln Claremore, OK 74019  
(214) 226-0821 – [robertdoyle9832@gmail.com](mailto:robertdoyle9832@gmail.com)

**PROFILE**

Accomplished results-driven professional with established track record of leading multi-year, multi-million-dollar programs. Proven leader with the ability to motivate teams, capitalize on individual strengths and develop achievable goals necessary to achieve overall program/project success.

**Core competencies include:**

- Program/Portfolio Management
- Business Development
- Subcontract Management
- Multimillion Dollar P&L Management
- Quality Assurance and Oversight
- Continuous Process Improvement

**PROFESSIONAL EXPERIENCE**

**L3Harris, Maritime Power Systems, Tulsa, OK  
Manager, Program Management**

**Nov 2018 - Present**

- *Interim Engineering Manager* 3/19-10/19 led team of 20 engineers due to resignation of Engineering Manager. Requested by executive leadership till appropriate replacement was identified.
- Responsible to leadership for P/L of Business Units 32 active programs.
- Managing PMO team of 27 consisting of: PM's, Project Engineers, Business Analysts, Program Finance, Aftermarket Sales, and Contracts.
- Oversee Proposal Development for Business Unit.

**LMI Aerospace, Tulsa, Ok  
Program Manager**

**Jan 2018 - Nov 2018**

- Simultaneously managed and executed 3 projects with large Original Equip. Manufacturer.
- Maintained project plans, status tracking, and communications for all stakeholders including project teams, sponsors, and leadership team
- Created and negotiated contracts, pricing proposals, and managed Subcontractor performance.

**STUDENT - Alternative Teaching Certification**

**Aug 2017 - Dec 2017**

Admitted to McLennan Community College's Alternative Teacher Certification program Aug 15, 2017  
Texas Probationary Generalist Certificate 4-8, 12/2017.

- Texas Core subjects 4-8 content test passed. 11/17
- Completed Pedagogy and Professional responsibilities EC-12. 12/17

**HAECO Cabin Solutions, Greensboro, NC  
Director of Program Management**

**Jul 2015 - Aug 2017**

- Spearheaded the development of the first-ever Program Management Office; defined project management processes, including areas such as scope, budget, integrated schedule, risks, etc.
- Oversight of multiple programs/program managers for FAA certification efforts ranging from interior reconfiguration, interior monuments, and seats. Resulting in applicable STC, PMA, and TSO certifications.
- Multimillion-dollar P&L management responsibility for companies 30+ projects with multiple national, and international customers.

**Air Comm Corporation, Addison TX  
Director of Program Management**

**Feb 2014-Apr 2015**

- Managed a team of 60+ consisting of: Project Managers, Project Engineers, Quality Assurance to include Corporate Quality Manager, and Business Analysts across two business units.
- Identified PMO current state and conducted a process and project management maturity gap analysis to identify opportunities during the creation of the PMO.
- Conceived, authored and implemented formal processes/procedures for program management and proposal development functions, bringing company in line with current DoD /industry standards.

**Wyle Aerospace, Dallas TX**

**Feb 2012-Feb 2014**

**Remote Site Manager/Program Manager: Aircraft Modification and Systems Integration**

- Led modification, maintenance and advanced systems integration of major communication suite upgrade for 20 U.S. Navy aircraft.
- Remote site manager responsible for P/L and onsite team leadership.
- Contract execution: cost, schedule, performance, including subcontractor oversight.
- Nominated for Wyle Corporate Leadership Award.

**L-3 Communications, Platform Integrations Division, Waco TX**

**Jul 2010-Feb 2012**

**Program Manager: Advanced Systems Development**

- Managed Integrated Product Team (IPT) of 100+ personnel with overall responsibility for multiple aircraft modification programs including:
  - Littoral Surveillance Radar System (LSRS)
  - Sustainment, Modification and Installation Program (SMIP)
  - Avionics upgrades
- Developed project plans and responsible for project profit and loss.

**Raytheon, Space and Airborne Systems, Dallas, TX**

**Jan 2009-Jul 2010**

**Project Manager: Littoral Surveillance Radar System (LSRS) Modified Aircraft**

- Project manager for multiple aircraft modification program.
- Developed modification/maintenance plans to meet program contractual requirements.
- Responsible for all technicians to include scheduling, planning and supervision of all the activities within the maintenance department

**U.S. Navy**

**1987-2009**

Senior Aviation Electronics Technician with over 20 years of experience in the maintenance, repair and operation of highly complex electronic/mechanical equipment. Technically diverse background including project leadership, quality assurance, training, test and evaluation.

- **Integrated Test Team Lead:** Led a team of specialized Navy and civilian personnel in the operational testing, evaluation and implementation of C4ISR systems on the Littoral Surveillance Radar System
- **Project Leader:** Directed multi-disciplined Tiger Team responsible for the research, development and implementation of programmatic changes to digital data recording systems. Increasing mission effectiveness from 60% to 98% resulting in a cost avoidance of more than \$720K per month. Ensuring an ACAT-1 program reached acquisition milestones.
- **Quality Assurance Manager** Directed quality department responsible for the inspection and compliance with the Naval Aviation Maintenance Program, responsible for the day to day maintenance of 6 aircraft, while overseeing 27 quality assurance programs.

*Robert A. Doyle*

**EDUCATION**

Masters of Program Management, DeVry University, Keller Graduate School of Management, Irving TX

Bachelor of Science-Technical Management, DeVry University Irving, TX

**BUSINESS RELATED CERTIFICATIONS**

Project Management Professional (PMP)

**PROFESSIONAL AFFILIATIONS**

Program Management Institute, PMI

NELSON COUNTY ECONOMIC DEVELOPMENT AUTHORITY

NAME, ADDRESS & PHONE

TERM

Mark B. Robinette  
P.O. Box 135  
Roseland, VA 22967  
434-277-9251 (H)

July 1, 2019 -June 30, 2023  
(First Appointed 2-14-12)  
*\*Resigned 7/27/2020*

John Bruguiera  
1339 Stoney Creek West  
Nellysford VA 22958  
434-277-5516 (W)  
540-456-6778 (H)  
[John@DickieBros.com](mailto:John@DickieBros.com)

July 1, 2019 -June 30, 2023

R. Carlton Ballowe  
19218 Thomas Nelson Hwy  
Faber, VA 22938  
434-263-6285 (H)  
434-996-7796 (W)  
[catbalu1@aol.com](mailto:catbalu1@aol.com)

July 1, 2020 –June 30, 2024  
(First Appointed 3-12-13)

Deborah L. Brown  
23 Windy Acres Drive  
Afton, VA 22920  
434-981-2832 (C)  
[dbrown@alliedconcrete.com](mailto:dbrown@alliedconcrete.com)

July 1, 2020 –June 30, 2024  
(First Appointed 4-10-18)

Kim Bryant  
5990 Wheelers Cove Rd.  
Shipman, VA 22971  
434-263-5099  
[Kim@virginiachestnuts.com](mailto:Kim@virginiachestnuts.com)

July 1, 2017 – June 30, 2021  
*(Unexpired term)*

Natt A. Hall, Jr.  
462 Horseshoe Mountain Rd.  
Roseland, VA 22967  
434-361-1780  
[natthall69@gmail.com](mailto:natthall69@gmail.com)

July 1, 2018 – June 30, 2022

J. Alphonso Taylor  
288 Village Rd.  
Shipman, VA 22971  
434-263-5894 (H)  
434-263-6195 (W)  
[alphonsotaylor04@gmail.com](mailto:alphonsotaylor04@gmail.com)

July 1, 2018 – June 30, 2022

Authority:                    **Established pursuant to the Code of Virginia §15.2-4903 et seq.**

Membership:                Consists of seven (7) County Resident members

Term:                         4 years, July – June (Staggered) with **no term limits.**

Summary of Duties:        To administer the provisions of Virginia State Code §15.2-4905

Meetings:                    Meets on the 1<sup>st</sup> Thursday of each month. Members are compensated \$75 per meeting plus mileage.

NELSON COUNTY BOARDS AND COMMISSIONS APPLICATION FORM

Subject: Appointments - Statement of Interest Form

Completing this form is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions and Committees appointed by the Board of Supervisors. All appointments remain at the discretion of the Board of Supervisors.

Please complete and mail this form to:

Nelson County Board of Supervisors  
Attention: Stephen A. Carter, Clerk of Board  
Post Office Box 336  
Lovington, VA 22949

or fax to (434) 263-7004

RECEIVED

SEP 21 2020

COUNTY ADMINISTRATOR'S  
OFFICE

Date SEPT. 17, 2020

Mr.  Mrs.  Ms.

Name: ROBERT ALPERS

List a maximum of three (3) Boards on which you are interested in serving.

- 1. JABA ADVISORY COUNCIL
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Home Address: 168 LAKELAND LANE  
FABER, VA 22938

Occupation: RETIRED Employed by: \_\_\_\_\_

Home Phone No.: 252-558-3974 Business Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-Mail Address: rcalpers@gmail.com

Do you live in Nelson County? Yes  No

Are you currently a member of a County Board, Commission, Committee or Authority? Yes  No

If yes, list the Board(s):

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What talent(s) and/or experience can you bring to the Board(s)?

I AM CURRENTLY CHAIR OF MISSIONS AT ROCKFISH PRESBYTERIAN CHURCH, NELLYSFORD, VA. IN THAT ROLE I HAVE DEALINGS WITH JABA, MACAA, PREDMONT HABERAT FOR HUMANITY, NELSON FOOD PANTRY, NELSON NEIGHBORS, UNITY IN COMMUNITY, AND OTHER LOCAL OUTREACHES. THESE

What do you feel you can contribute to the Board(s) and to the community that may not be evident from information already on this form?

GIVE ME CONTACT & CONTACTS IN AREAS OF NEED IN OUR COUNTY.

Please use this space for any additional information you would like to provide:

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A resume or separate sheet with additional information may be included.

#### ATTENDANCE REQUIREMENTS

Section 2-153, Absences, Chapter 2, Administration, Article V. Appointments for Boards and Commissions of the Nelson County Code, an appointee of the Board of Supervisors who either (a) fails, during a calendar year, to attend seventy-five percent of the regular meetings of the board or commission of which he/she is a member, or (b) is absent for three consecutive regular meetings, shall be deemed to have tendered his/her resignation from such position. The Board of Supervisors may accept such resignation by appointing another person to fill the position.

In light of the above, will you be able to attend at least 75% of the regular meetings of the boards to which you may be appointed?

Yes  No

JEFFERSON AREA BOARD FOR AGING ADVISORY COUNCIL

2 Members

Term

Cindy Westley  
585 Rockfish Orchard Drive  
Afton, VA 2290  
H (540) 456-8699  
W (434) 924-9344  
[c.westley585@gmail.com](mailto:c.westley585@gmail.com)

January 1, 2018-December 31, 2019

Mary S. Cunningham  
171 Joshua Lane  
Afton, VA 22920  
H (540) 456-8316  
C (434) 882-1587  
[mscsherpa@gmail.com](mailto:mscsherpa@gmail.com)

January 1, 2019-December 31, 2020  
(Appointed July 12, 2016)

Term(s) of Office: 2 years: January 1st to December 31<sup>st</sup>

Summary of Duties: Responsible for developing a comprehensive and coordinated system for services for all persons 60 and over. Acts as an advocate for seniors' interests and as a resource for agencies, organizations and individuals. Provides information referral/tracking service and transportation to improve links between older persons and existing service.

Meetings: Meets the first Thursday of each month at Noon at JABA 674 Hillsdale Drive, Charlottesville. Members serve on a volunteer basis. Contact: Marta Keene CEO. [mkeene@jabacares.org](mailto:mkeene@jabacares.org), ph 434-817-5238

**LEGAL NOTICE  
NOTICE OF PUBLIC HEARING  
NELSON COUNTY BOARD OF SUPERVISORS**

In accordance with Volume 3A, Title 15.2, Counties, Cities and Towns, of the Code of Virginia, 1950, as amended, and pursuant to §15.2-1427, §15.2-2204, §15.2-2285, §15.2-2310, and §15.2-4307, the Nelson County Board of Supervisors hereby gives notice that a Public Hearing will start at **7:00 p.m., Tuesday, October 13, 2020** in the **General District Courtroom** on the third floor of the Nelson County Courthouse located at 84 Courthouse Square, Lovingston, to receive public input for the following:

**Public Hearing(s):**

1. **Rezoning #2020-01 – R-1 to A-1**

Consideration of a Rezoning application requesting County approval to rezone from R-1 to A-1. The subject property is located at Tax Map Parcel #6-A-45 on Avon Rd. The subject property is owned by Daniel & Terri Tatarka.

2. **Special Use Permit #2020-04 – Extended Stay Campground**

Consideration of a Special Use Permit application requesting County approval to allow an extended stay campground use for a single travel trailer. The subject property is located at Tax Map Parcel #13-A-77 on Taylor Creek Rd. The subject property is owned by Jackie Whalen.

3. **Special Use Permit #2020-05 – Retail Store**

Consideration of a Special Use Permit application requesting County approval to allow a retail store on property zoned M-1. The subject properties are located at Tax Map Parcels #45-A-33 on Davis Creek Ln. The subject property is owned by Kerry Williams.

Copies of the above files are available for review in the Dept. of Planning & Zoning office, 80 Front Street, Lovingston, Virginia, or the Office of the County Administrator 84 Courthouse Square Monday through Friday, 9:00 a.m. to 5:00 p.m. For more information, call the Dept. of Planning & Zoning, (434) 263-7090, or toll free at 888-662-9400, selections 4 and 1 or the County Administrator's Office at (434) 263-7000. EOE.

BY AUTHORITY OF NELSON COUNTY BOARD OF SUPERVISORS

Nelson County  
Board of Supervisors

To: Board of Supervisors

From: Dylan M. Bishop, Director of Planning & Zoning *DMB*

Date: October 13, 2020

Re: Rezoning #2020-01 – R-1 to A-1 – Dan & Terri Tatarka – 279 Avon Road, Afton

---

**BACKGROUND:** This is a request to rezone property from Residential, R-1 to Agricultural, A-1 to allow a farm brewery use.

Public Hearings Scheduled: P/C – July 22, 2020 and August 26, 2020; Board – October 13

Location / Election District: 279 Avon Road / North District

Tax Map Number(s) / Total acreage: 6-A-45 / 2.29 acres +/- total

Applicant Contact Information: Dan & Terri Tatarka, 279 Avon Road, Afton, VA 22920, 434-270-0404

Comments: Currently the property is home to Wild Man Dan Bed and Breakfast, with a small-scale brewery operation that is only open to guests of the BNB, as well as a small-scale wholesale bakery operation. Additional meeting space above the current structure is currently being constructed to accommodate guests of the BNB, and potentially utilized for the farm brewery operation. The applicants are proposing the rezoning from R-1 to A-1 to allow the conversion of the current brewery operation to a farm brewery use that is open to the public. According to the applicants, approximately an acre of this property is used for agricultural crop production. Although this property is adjoined by R-1 zoning, the A-1 zoning district is also consistent with the zoning on other parcels in the vicinity.

A public hearing was held at the Planning Commission meeting on July 22. After this hearing, additional and revised proffers were submitted by the applicants for review, requiring a second public hearing before the PC on August 26. Following this public hearing, the Planning Commission voted (3-1) to recommend approval of this application, contingent upon the County Attorney's review and acceptance of the submitted proffers. No substantial changes were made or requested, and the County Attorney indicated that the proffers are acceptable. A draft copy of the proffers is submitted with this report.

**DISCUSSION:**

Land Use / Floodplain: This area is residential and agricultural in nature. Zoning in the vicinity is R-1 and A-1, with one parcel zoned B-1. There are no 100-year floodplains on this property.

Access / Traffic / Parking: Property is accessed from Avon Road between Rockfish Valley Highway (Route 151) and Tanbark Drive. According to a letter provided by VDOT, the use will require a VDOT commercial entrance. The applicants and their engineer have a concept developed that has been preliminarily approved by VDOT, providing for a one-way-in / one-way-out design. Parking is sufficient to support the proposed uses.

Utilities: The property is currently served by private well and septic. Comments provided by the Health Department indicate that the previous owners had a repair drainfield installed in the area denoted "Additional Parking" on the plat. This area will not be utilized for additional parking.

Proffers / Conditions: Proffers submitted by the applicant are attached with this report.

The Planning Commission may accept and recommend, and the Board of Supervisors may accept or impose, reasonable conditions upon the approval of the rezoning request. The criteria for conditions associated with rezoning are below:

- (a) The rezoning itself must give rise to the need for conditions.
- (b) All conditions shall have a reasonable relation to the rezoning.
- (c) No condition shall include a cash contribution to the County.
- (d) No condition shall include a mandatory dedication of real or personal property for open space, parks, schools, fire stations or other public facilities except those provided for by law.
- (e) No condition shall include payment for or construction of off-site improvements except those otherwise provided for by law.
- (f) All conditions shall relate to the physical development or physical operation of the property.
- (g) All conditions shall be in conformity with the County's comprehensive plan.
- (h) No condition shall be used for the purpose of discrimination in housing.

Comprehensive Plan: This property is located in an area designated rural residential in the Comprehensive Plan, "which would allow low density residential and compatible non-residential uses in rural areas where agriculture is not the predominant use. Clustering of residents further protects rural areas."

**RECOMMENDATION:** The approval of requests should be based on one or more of the following factors:

1. Good Zoning Practice
2. Public Necessity
3. General Welfare
4. Convenience

Attachments:  
Proffers  
Application  
Narrative  
Plat / Site Plan  
Zoning Map  
Public Comments  
Agency Comments  
Home Occupation Permits

**Draft Proffers for Proposed Rezoning 2020-01 – Dan & Terri Tatarka – 279 Avon Road – R-1 to A-1**

Proffered Uses in A-1 (only these uses permitted by-right):

4-1-1 Single-family detached dwellings

4-1-5 Agriculture (farm animals limited to 10 chickens and 3 goats)

4-1-8 Home occupations, class A and class B

4-1-10 Off-street parking as required by this ordinance

4-1-11 Public utilities... etc.

4-1-12 Accessory uses

4-1-13 through 4-1-17 all deal with by-right signage

4-1-19 Yard sale

4-1-25 Farm winery

4-1-27 Temporary placement and occupancy of a travel trailer not to exceed ten (10) consecutive days

4-1-29 Farm brewery, limited

4-1-30 Bed and breakfast, class A

4-1-31 Bed and breakfast, class B

4-1-32 Vacation house

4-1-33 Agritourism activity

4-1-34 Social temporary event, provided that there are no more than 12 such events in a calendar year and that the event complies with the county noise ordinance

4-1-a Uses permitted by Special Use Permit only

Additional Proffers:

For farm brewery operation, 7 barrels shall be the maximum system size, and shall be contained to existing structures on the property



# PERMIT APPLICATION:

## Nelson County Department of Planning & Zoning

TO THE ZONING ADMINISTRATOR: Rezoning # 2020-01  
application type application number

**1. The undersigned hereby petitions the Planning Commission and/or Board of Supervisors for approval of the following (check appropriate box):**

- Rezoning from R-1 to A-1
- Subdivision – Preliminary
- Subdivision – Final
- Major Site Plan
- Minor Site Plan
- Conditional Rezoning from \_\_\_\_\_ to \_\_\_\_\_
- Site Plan – Preliminary (optional)
- Site Plan – Final
- Special Use Permit
- Other: \_\_\_\_\_

- Pursuant to Article 16, Section \_\_\_\_\_ of the Nelson County Zoning Ordinance.
- Pursuant to Section \_\_\_\_\_, Subsection \_\_\_\_\_ of the Nelson County Subdivision Ordinance.

Reason(s) for request: WE WOULD LIKE TO HAVE THE ECONOMIC ADVANTAGE OF USING AGRICULTURAL RESOURCES TO IMPROVE, CONSERVE AND MAINTAIN THE PROPERTY THAT CONSISTS OF AN 1870'S FARMHOUSE AND OLD BARN WHICH IS RECOGNIZED BY MANY IN THE COMMUNITY AS A LAND MARK.  
 (Please use reverse or attach additional sheet if more space is needed.)

**2. Applicant(s) and Property Owner(s):**

(Please provide names of applicants and property owners and indicate applicable title; if applicant is not the property owner, please show relationship, i.e. lessee, contract purchaser, etc.)

Applicant  Property Owner Name: DANIEL TATARKA  
 Mailing Address: 279 AVON RD., AFTON, VA 22920  
 Telephone # 434-270-0704 E-mail Address: DAN@TATARKA.ME  
 Relationship (if applicable): \_\_\_\_\_

Applicant  Property Owner Name: TERRI TATARKA  
 Mailing Address: SAME  
 Telephone # SAME E-mail Address: TERRI@TATARKA.ME  
 Relationship (if applicable): SPOUSE

(Please attach additional sheet if more space is needed for applicant(s) / property owner(s) info.)

**3. Location and Characteristics of Subject Property:**

a. Address of property (specific location, route numbers, street names, voting district, etc.):

279 AVON RD., AFTON, VA 22920

b. Official tax map number: 6-A-45

c. Acreage of property: 2.293

d. Present use: BED & BREAKFAST, BREWERY

e. Present zoning classification: R-1

f. Zoning classification of surrounding properties: A-1, R-1,

**4. Names of Adjacent Property Owners:** EVAN & TERRI TATARKA

**5. Affidavit:** The undersigned applicant(s) and/or property owner(s) certifies that this application and the foregoing answers, statements, and other information herewith submitted are, in all respects, true and correct to the best of their knowledge and belief. Also, the applicant(s) and/or property owner(s) gives permission for members of the Planning Commission, Board of Supervisors, and County Staff to visit and view the subject property.

Signature: [Signature] Printed Name: DANIEL TATARKA

Signature: [Signature] Printed Name: TERRI TATARKA

*(Please attach additional sheet if more space is needed for applicant(s) / property owner(s) signatures.)*

**6. Additional information:** *(Please attach separate sheet for additional details, explanations, etc.)*

**7. Please note:** In the event of cancellation or postponement at your request after the initial newspaper advertisement for this application, an additional fee will apply for re-advertisement (determined by the actual cost of the ad). This fee will not apply in cases of Planning Commission or Board of Supervisors deferment.

..... **TO BE COMPLETED BY PLANNING & ZONING STAFF** .....

- o Completed application and fee (\$ 300 ) received on 6/22/2020
- o Hearing Notice published on 7/9/20, 7/16/20 and 8/13/20, 8/20/20
- o Planning Commission action: Date of Meeting / Hearing: 7/22/20 and 8/26/20  
Recommendation: Recommend approval (3-1)
- o Board of Supervisors action: Date of Hearing: 10/13/20 Date of Decision: \_\_\_\_\_  
Action: \_\_\_\_\_

Good morning,

Thank you for your email. We have answered your questions and provided information to the best of our ability. We thank you and the board for rezoning consideration and ask that you please keep us informed and allow us to address concerns.

- The current brewery operation is not open to the public - are your plans to open a farm brewery with the agricultural zoning designation? If so, describe the process.
  - o Yes, we would like to open a farm brewery
  - o We are currently building out the second floor of our brew barn for bnb meeting space, and thought that it might serve a multipurpose if we were open for limited hours.
  - o We have areas for parking including a field on the property and have contacted with the church (Rodes United Methodist) for possible parking across the street. We have worked with them previously on small gathering events that the BNB hosted.
  - o We have discussed the process with ABC and once zoning is approved, we will resubmit for limited brewery license as directed by the ABC.
  - o Our planned hours would be Mon, Thur, Fri 3-7pm, Sat-Sun Noon-7pm
- Can you describe the current and/or proposed agricultural operation(s) on the property?
  - o Currently, Hops, wheat, apples, blackberries, blueberries, strawberries, rhubarb, vegetables, spices, and herbs. Currently over an acre.
- If you are planning any additions or improvements, please describe those as well.
  - o We are currently building additional meeting space which could be utilized for brewery guests.
- A description of the current uses (BNB, brewery, bakery, etc) and how they function would also be helpful. Capacity, hours, parking, etc.
  - o BNB: 5 rooms (10 people), open weekends only (Friday-Monday)
  - o Brewery: Distribution sales and private events-1/2-barrel brew system
  - o Bakery: A new venture for wholesale, small scale-we applied for this right when we were closed due to Covid19. We just recently were notified that we were approved. We plan the bakery operation (Tuesday-Wed-Thurs only). This will not affect traffic to the property.
  - o Parking: Currently we have a gravel/ blacktop area that is 95 x 40ft and another grassy area 123 x 20 ft. We have a large lower field that can be converted for additional parking.
  - o Comment: Due to the current Covid-19 environment we have lost revenue at the B&B and brewery. We have been following all state requests and guidelines and are struggling to remain afloat without revenue. Changing to a farm brewery and open to the public limited hours allows us a small revenue stream that may support the much slower to recover BNB. It allows us to use agricultural products from our property in our product. It allows us some flexibility in advertising. It provides tax incentives and access to additional funding options.
  - o This property has a long history of community and public access from feed and seed store, market, business entities, and school. Agricultural properties are next door and across the street.
  - o We've been a community member for 5 years and feel we bring real value to the county.
- The plat for the property is attached
- Let us know when and how to submit the public hearing fee

Best Regards,

Dan Tatarka  
Tatarka Enterprises Inc.  
279 Avon Rd.  
Afton, VA 22920

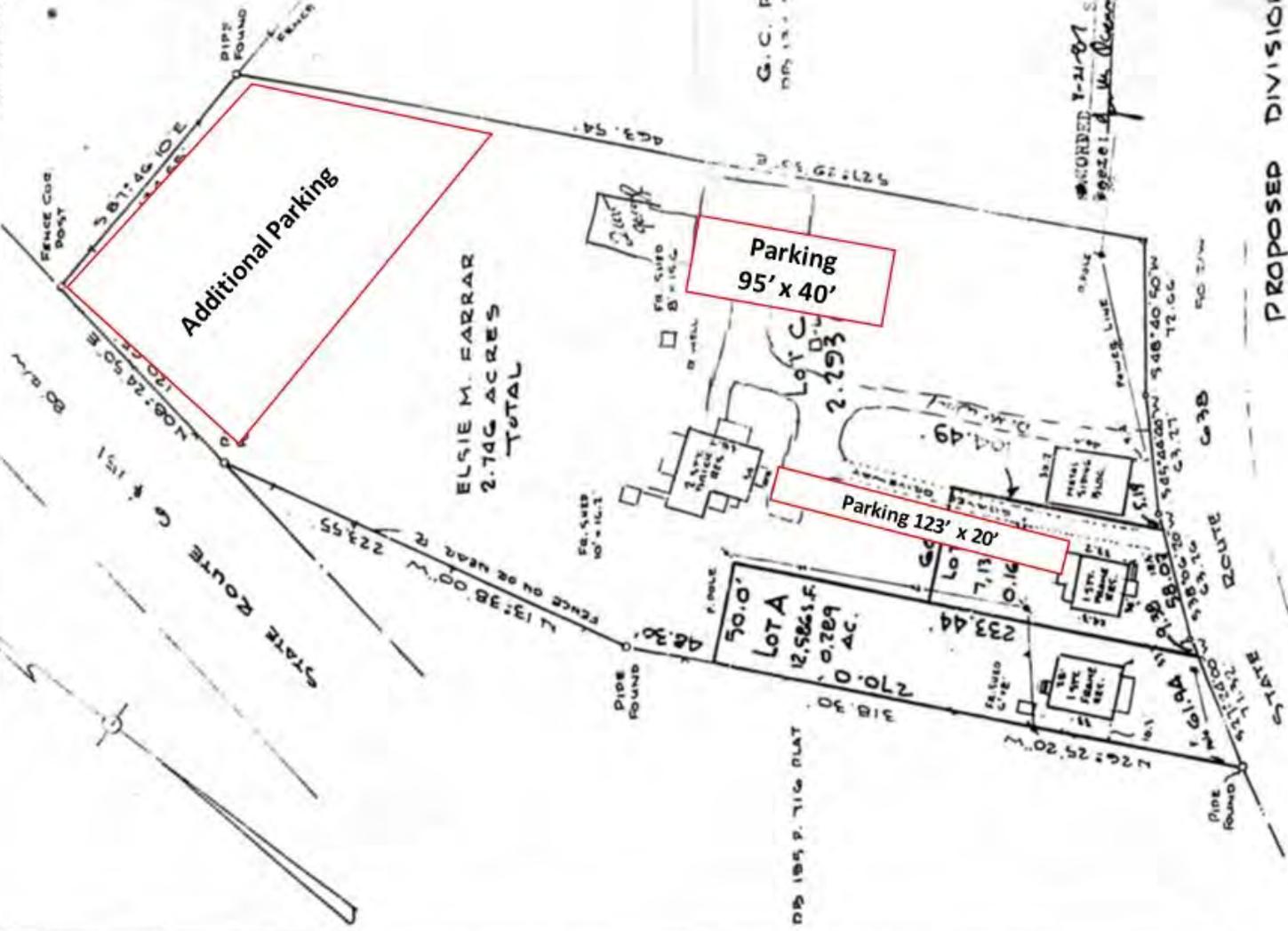
1-252 B

THIS CERTIFIES THAT ON JUNE 22, 1967, I SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THE TITLE LINES AND IMPROVEMENTS ARE AS SHOWN HEREON

*Wm. Morris Foster*

THIS PROPERTY IS NOT IN A FLOOD DESIGNATED 100 YEAR FLOOD AREA

APPROVED: *Lenny Mosyena*  
SUBDIVISION AGENT



G. C. FARRAR  
DB 13. 7. 7. PLAT

RECORDED 7-21-67  
Page 1 of 11  
*Wm. Morris Foster*

PROPOSED DIVISION

PLAT SHOWING PHYSICAL SURVEY OF  
2.746 ACRES - ELSIE M. FARRAR  
PROPERTY SITUATED ON S.R. G38  
AND STATE ROUTE 6 & 151 IN THE  
ROCKFISH MAGIS, DISTRICT OF  
NELSON COUNTY, VIRGINIA

SCALE: 1" = 50'

JUNE 22, 1967

W. MORRIS FOSTER  
LAND SURVEYOR





DRINK  
Sunlight

DRINK  
**Coca-Cola**

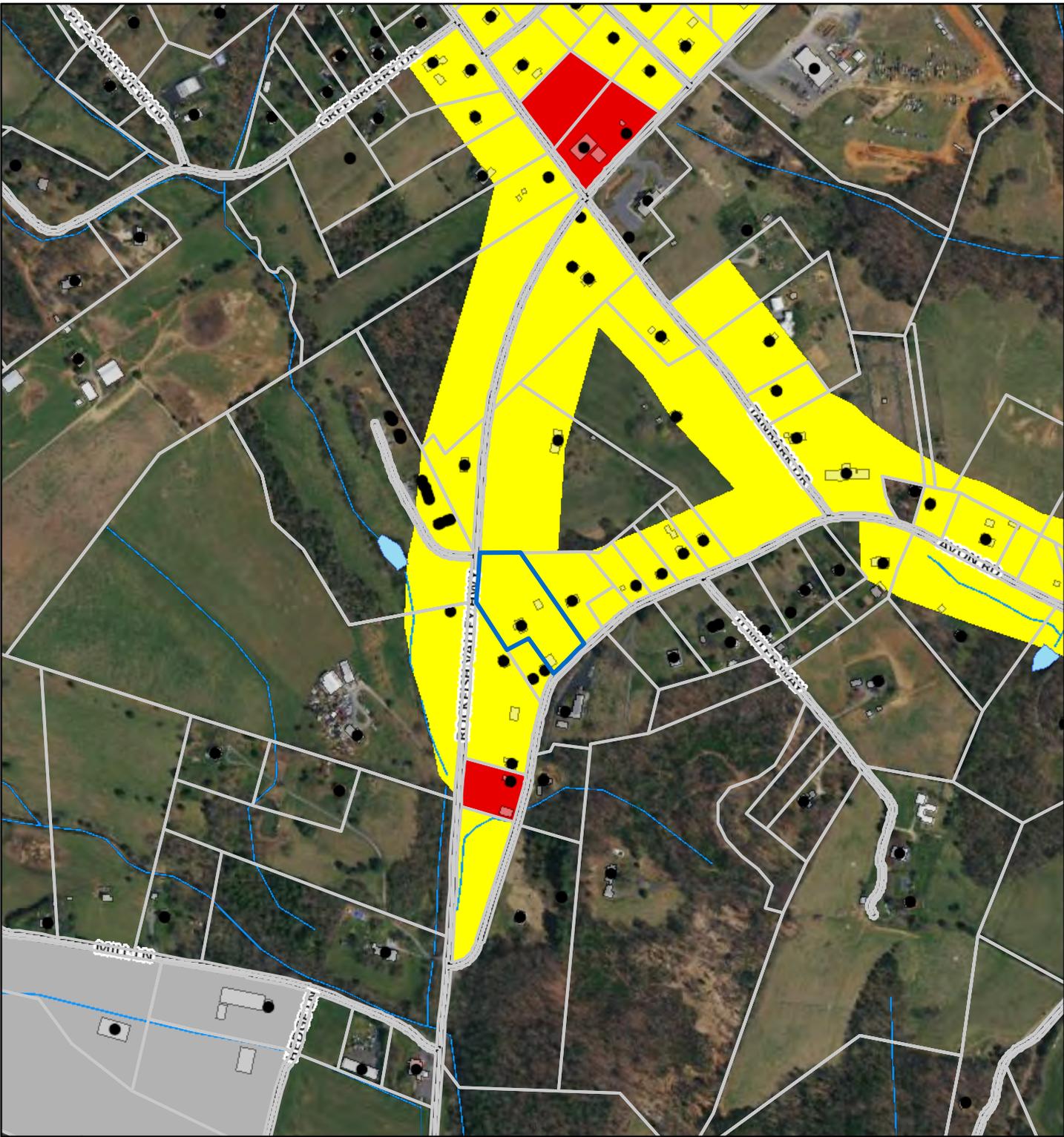
IN BOTTLES

O.F. FARRAR  
GENERAL  
MERCHANDISE  
SPRAY  
MATERIALS  
FERTILIZERS

THE FAIR  
BEAUTY SHOP  
2004 GL. 6-2423

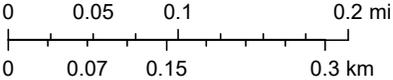
WildManDan  
SUNSHINE BE & BREAKFAST  
wfdan.com

ENTER  
←



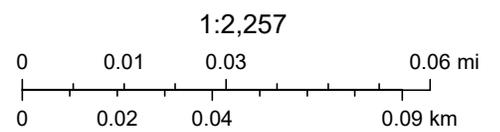
July 15, 2020

1:9,028





July 15, 2020



Coy W. Anderson  
1123 Fox Hollow Road  
Afton, Virginia 22920  
(540) 456-6579

Dylan M .Bishop  
Department of Planning and Zoning  
PO Box 558  
Lovingston, VA 22949

Re: Rezoning of #2020-01 from R-1 to A-1

Dear Mr. Bishop:

As an adjacent property owner to the above mentioned property, I have concerns over the proposed change in the zoning. This property is located on a narrow secondary road with limited road frontage. There is no turning lane, and both entering and exiting traffic would have very poor visibility due to the location of the driveway near a bend in the road. Their neighbors have small children which makes the risk of additional traffic very disturbing. If the Tatarka's are allowed to operate a brewery on this property there is much concern for the noise level and safety of its customers and neighbors.

I hope you will take these issues into consideration as you decide on the rezoning request.

Sincerely,



Coy W Anderson

Cc: Tommy Harvey

**From:** Kay Pfaltz <kaypfaltz11@gmail.com>  
**Sent:** Monday, August 03, 2020 6:00 PM  
**To:** Dylan Bishop <dbishop@nelsoncounty.org>  
**Subject:** Wild Man Dan's

Dear Mr. Bishop,

I'm writing on behalf of Terri and Dan of Wild Man Dan's to express how valuable I find their enterprise is to our magical community. When our restaurant was open and serving diners in house, Terri would regularly send us several couples each week. Likewise, when visitors to the area were seeking places to stay, we could in good conscience recommend Terri and Dan's (having visited and seen the beautiful rooms and attention to detail.) Out of this grew a mutual relationship built on hospitality and respect, and one that sought to enhance our customers' experiences. I think they are a tremendous asset to our community, and we at Basics are grateful to have them. Would that everyone in the world had the generosity and kindness of spirit of Terri and Dan.

Kay Pfaltz, founder and co-owner Basic Necessities, Nellysford, VA

[Kay@Kaypfaltz.com](mailto:Kay@Kaypfaltz.com)  
<http://www.Kaypfaltz.com>  
<http://www.Beyondordinarytravel.com>  
<http://www.Basicnecessities.us>

"The greatness of a nation and its moral progress can be judged by the way its animals are treated."

--Gandhi

Henry F. Wilson, Jr.  
277 Stone Orchard Drive  
Nellysford, VA 22958

August 4, 2020

RE: Tatarka application for R1 to A1 zoning  
Board Meeting Date on Aug 26, 2020

Planning Commission Board of Zoning Appeals  
c/o Dylan M. Bishop  
PO Box 558, 80 Front Street  
Lovingsston, VA 22949  
[dbishop@nelsoncounty.org](mailto:dbishop@nelsoncounty.org)

Dear Mr. Bishop,

As a resident and property owner of Nelson County and Rockfish Valley, we support the zoning request of WildManDan Beercentric Bed & Breakfast and Brewery for their expanded business. I feel Nelson County is privileged that Dan and Terri choose Nelson County not only for their business, but also for their residence. As residents, they are valued members of our community contributing to its growth and prosperity. The success of their business is important as it expands the County's tax base, providing for the continued operation and improvement of County facilities and schools. Having worked in municipal government in Virginia for over 30 years, prior to retiring to Nelson County, I understand the importance of strong successful business in providing necessary revenue, in support of all county residents. I ask that you approve their request.

Sincerely,



Henry F. Wilson, Jr.

“WildManDan Beercentric Bed & Breakfast” is one of the best B&B’s that we have been to. Dan and Terri Tatarka made us feel at home the first time we stayed there about 5 years ago. They had not been open very long at that time. We have stayed there a number of times since then. We feel like and are treated like family every time we visit. Both Dan and Terri are actively involved during everyone’s stay at their B&B. They always direct their guests to businesses and entertainment that is happening in the local area. This provides significant support and revenue to the local economy.

Their contributions to the community is undeniable through the guests that stay at their B&B, as well as their support to the local farms, and various businesses in the local area with the purchase of products used to run their B&B and brewery. Not to mention the taxes, et cetera, paid to the county on an annual basis to simply run their businesses.

During our first several visits to their B&B, Dan was still working in fiber optics manufacturing with a dream of retiring to pursue his passion of creating a fine tasting beer that people could enjoy while visiting the B&B and his small brewery. Dan and Terri purchased the property with two combined dreams. Terri loves to create farm to table meals for her guests staying at the B&B. She enjoys explaining to her guests where she acquires the fresh ingredients within the local community, which she uses to create the meals. Dan loves to create unique beers in his small brewery which people staying at the B&B can enjoy during their stay. Dan only brews 10 gallons at a time, with no desire to significantly increase production.

In summary, it would be wrong and a shame to deny the zoning change needed preventing Dan and Terri from pursuing their dreams since they provide significant, wholesome contributions to the local community. Denial of their zoning request is simply a denial of a small business to succeed in your county which is, in our opinion, disgraceful at the very least.

Carrie & Don Harper

**Dylan Bishop**

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**From:** Kimberly Mayo <kmayo18@ymail.com>  
**Sent:** Wednesday, July 15, 2020 11:41 AM  
**To:** Emily Hjulstrom; Dylan Bishop  
**Subject:** Rezoning #2020-01-R1 toA1 -7:30pm

I am emailing you for my father, Coy W Anderson, who owns the property next door. Please make sure the septic system will accommodate this venture, as we have had numerous issues with this before. It was previously approved only for a bedroom residence and the other building for an office.

Thank you in advance for letting us know all Health department issues been investigated/approved.

Sincerely,

Kim Anderson Mayo



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
4219 CAMPBELL AVENUE  
LYNCHBURG, VIRGINIA 24601-4801

Stephen C. Brich, P. E.  
COMMISSIONER

July 1, 2020

DELIVERED VIA EMAIL ON JULY 1, 2020

Mrs. Dylan M. Bishop, CZA, CFM  
Director of Planning & Zoning  
Nelson County Department of Planning & Zoning  
P.O. Box 558  
Lovingston, VA 22949

RE: Rezoning Request 2020-01 Tatarka (TM#6-A-45)

Dear Dylan;

We have reviewed the Rezoning Request 2020-01 by Daniel Tatarka for the proposed uses that include a Farm Brewery, BNB, Meeting Spaces, and Bakery at 279 Avon Road, Avon, Va. TM# 6-A-45.

Such use will require a commercial entrance, designed satisfying VDOT's commercial entrance requirements by a Virginia licensed Professional Engineer or appropriately certified Virginia Land Surveyor and constructed under a VDOT Land Use Permit.

Based on the limited information submitted with the request for rezoning, VDOT recommends the following analyses be prepared as part of this rezoning request to determine if this location can satisfy the requirements for a commercial entrance, what conditions may be placed on it, and if improvements to the roadway system at the owner's expense are required. This information is not only useful to Nelson County and VDOT, but will assist the owner in determining the feasibility, scope and cost of this project.

- Provide combined daily and peak hour trip generation of the existing, proposed and future traffic generators sharing the commercial entrance.
- Provide turn lane evaluations for proposed and future development sharing the commercial entrance, with a phasing plan for future construction.
- Provide measured sight distances (SSDS & ISD).
- Provide access management spacing.
- Provide geometric designs based on proposed and future development.
- Determine any sight distance easements and additional right-of-way as necessary to accommodate proposed and future designs.

Please notify me if you have any questions or if I may be of further assistance.

Sincerely,

Jeffery B. Kessler, PE  
Area Land Use Engineer  
[JefferyB.Kessler@VDOT.Virginia.gov](mailto:JefferyB.Kessler@VDOT.Virginia.gov)  
(434) 856-8293

Dylan Bishop

---

**From:** Eick, Thomas <tom.eick@vdh.virginia.gov>  
**Sent:** Monday, July 06, 2020 4:16 PM  
**To:** Dylan Bishop  
**Subject:** Re: July Public Hearings

Hi Dylan,

Thanks for sending those review materials. I have no comment on the tower proposal. It sounds like the Powell building in Faber has an existing private well and septic system. If BI would need a review of the septic system for building permit purposes an OSE would need to do that since this is commercial. Ditto for the Common Grounds SUP request.

The Johnston travel trailer SUP request looks like there is a designated area for a drainfield adjacent to the proposed location for the trailer. If existing well and septic are not present, the owner would need to secure a permit to construct those through the private sector, since this would not be a primary place of residence.

Lastly, the Tatarka zoning change request mentions additional parking in a large field area. The former owners of this property used this area for the location of their repair drainfield. Further research would be needed to determine what, if any, part of the field area is suitable for parking.

Tom

On Thu, Jul 2, 2020 at 10:51 AM Dylan Bishop <[dbishop@nelsoncounty.org](mailto:dbishop@nelsoncounty.org)> wrote:

No worries! I attached the pdf versions to this email just in case. Let me know you got them. Thank you! Hope you have been doing well – have a great July 4<sup>th</sup> weekend!

Dylan

## Dylan Bishop

---

**From:** Dropbox <no-reply@dropbox.com>  
**Sent:** Wednesday, July 01, 2020 12:01 PM  
**To:** Dylan Bishop  
**Subject:** Charles Miller commented on "Rezoning 2020-01 Tatarka.pdf"



Charles Miller added 1 new comment on [Rezoning 2020-01 Tatarka.pdf](#)



**Charles Miller** July 1

Building Inspections has no comments on the rezoning approval



Date received:

**Zoning Approval: #** 2020-11

*to be completed by Planning & Zoning staff*

80 Front Street – PO Box 558 - Lovington, VA 22949 (434) 263-7090 [Phone] ▪ (434) 263-7086 [Fax]

PARCEL INFORMATION	
Address / Location:	279 Avon Rd. Afton, VA 22920
Property Owner:	Dan & Terri Tatarka
Description:	Wholesale bakery – home occupation

YOUR CONTACT INFORMATION			
Name: Terri Tatarka			
Address: 279 Avon Rd		City/State/Zip: Afton, VA 22920	
Home/Work Phone: 434-270-0404	Cell: 540-798-8829	Fax:	
Email: terri@tatarka.me			

Signature: Terri Tatarka

Digitally signed by Terri Tatarka  
Date: 2020.04.22 19:47:53  
-04'00'

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

TO BE FILLED BY COUNTY STAFF

Acres: ~2.3

Zoning District: R-1

Floodplain on Property:

Yes  No

Structure in Floodplain:

Yes  No

Minimum Required Setbacks:

Front:

Rear:

N/A

Side:

(minimum of left + right setbacks)

Right:

Left:

Accessory: 15' from all property lines and behind front yard setback line

CONDITIONS:

Per Section 5-1-3, home occupations (class A) are permitted in the R-1 District. "Preparation of food products for sale" for which there shall be no display is permitted. All other local, state, federal requirements shall be met.

All other applicable local, state, and federal regulations shall be complied with.

ZONING APPROVAL:

5/6/20

Date

Dylan M. Bishop

Director of Planning & Zoning



**Nelson County Department of Planning & Zoning**

80 Front Street, Lovingson, VA 22949 | P.O. Box 558 (mail) | 434-263-7090 (office) | 434-263-7086 (fax)

**HOME OCCUPATION APPLICATION**

Date: November 24, 2016

Owner: Daniel Tatarka

Applicant: Tatarka Enterprises, Inc. DBA WildManDan

Applicant

Address: 279 Avon Rd. Afton, VA 22920

Phone: (434) 270-0404

Tax Map Parcel: 6-A-45

Acres: 2.29

Zoning District(s): Residential (R-1)

Description of Proposed Home Occupation: *(please see page 2 for instructions)*

A. Number of Employees: Zero (0). This operation will solely be operated by the owners/ family.

B. Description of Products: Craft beer

C. Description of Services: Craft Beer. Available only to guests staying at the Bed and Breakfast

D. General Description of Production beer to sell processes: A small 10 gallon brewing system will be used in an existing metal building on site. Some renovations will be made to the building as required to meet Federal, State and Local regulations to operate a brewery.

E. Method of product Sales: Being exclusive to the B&B guests no additional traffic will be generated.

F. Location, type, and signage: The operation will be utilizing an existing building and there will be no additional signage than the existing B&B.

[ County use only ]

CONDITIONS:

APPROVAL:

J. G. M. All  
Director of Planning & Zoning

12/1/2016  
Date

## Stormy Hopkins

---

**From:** dan tatarka <dan@tatarka.me>  
**Sent:** Tuesday, November 29, 2016 4:37 PM  
**To:** Tim Padalino  
**Cc:** Terri Tatarka; Stormy Hopkins  
**Subject:** Re: WildManDan - NelsonCo\_Home-Occupation-Application\_03-2016.pdf

Hi Tim,

First of all I want to thank you for your quick reply. to answer your questions:

- The proposed brewing operation will involve no retail sales to members of the public (please confirm that all sales strictly limited to guests / transient lodgers)

That is correct. Only our guests will be able to purchase the beer made on the property. We realize that in the future if we want to expand beyond this we will need to look for a suitable commercial solution.

- The proposed Class A home occupation will comply with applicable signage restrictions in the Residential R-1 District (note: I see that Description F notes "no additional signage" in conjunction with the brewing operation)

Yes, we understand the restriction on the signage and do not plan to add another sign. We currently have one for the B&B and it will remain as is.

- Class A home occupations are defined...meaning there can be no outside storage of brewing materials or other outside display of the brewing operation, per this definition (Zoning Ordinance Article 2)

Yes, we understand and given that we have 2 utility buildings (garage and barn) we more than adequate space to store all supplies inside these structures.

- Your reference to building renovation may be subject to Building Code requirements, administered through the Nelson County Building Inspections office. I am sharing your application and this correspondence with that Department (Mr. David Thompson, Building Official) to help ensure that appropriate steps are taken, as may be applicable.

We appreciate that effort because it will help us to move forward with our plans. Our intention has always been to discuss our plans with all regulatory authorities so we can get the guidance needed to minimize waste of our efforts and resources before we begin.

Thank you again.

Best regards,

## Tim Padalino

---

**From:** Tim Padalino  
**Sent:** Monday, November 28, 2016 10:32 AM  
**To:** 'dan tatarka'; Terri Tatarka  
**Cc:** Stormy Hopkins  
**Subject:** RE: WildManDan - NelsonCo\_Home-Occupation-Application\_03-2016.pdf

Hello Dan and Terri,

Thank you for submitting this paperwork in conjunction with your proposed pico-brewery.

I have a question about the description you provided. In order to accurately determine if this use is permissible as part of your ongoing "Class A home occupation" (pursuant to Zoning Ordinance Article 5-1-3), you will need to clarify / confirm in writing the following details:

- The proposed brewing operation will involve no retail sales to members of the public (please confirm that all sales strictly limited to guests / transient lodgers)
- The proposed Class A home occupation will comply with applicable signage restrictions in the Residential R-1 District (note: I see that Description F notes "no additional signage" in conjunction with the brewing operation)

Please also consider the following:

- Class A home occupations are defined as follows: "An occupation carried on by the occupant of a dwelling as a secondary use in connection with which there is no display, and not more than one (1) person is employed, other than members of the family residing on the premises, such as the tailoring of garments, the preparation of food products for sale, and similar activities, beauty parlors, professional offices such as medical, dental, legal, engineering, and architectural offices conducted within a dwelling or accessory building by the occupant." The emphasis I wish to make is "no display" - meaning there can be no outside storage of brewing materials or other outside display of the brewing operation, per this definition (Zoning Ordinance Article 2).
- Your reference to building renovation may be subject to Building Code requirements, administered through the Nelson County Building Inspections office. I am sharing your application and this correspondence with that Department (Mr. David Thompson, Building Official) to help ensure that appropriate steps are taken, as may be applicable.

Thanks in advance for clarifying / confirming the above; and I'll wait for your response before taking any further action on the application.

Thanks again!

Tim Padalino  
[434]-263-7090

-----Original Message-----

**From:** dan tatarka [mailto:dan@tatarka.me]  
**Sent:** Thursday, November 24, 2016 11:55 AM  
**To:** Tim Padalino  
**Cc:** Terri Tatarka  
**Subject:** WildManDan - NelsonCo\_Home-Occupation-Application\_03-2016.pdf

Nelson County  
Board of Supervisors

To: Board of Supervisors

From: Dylan M. Bishop, Director of Planning & Zoning *DMB*

Date: October 13, 2020

Re: SUP #2020-04 – Extended Stay Campground – 6787 Taylor Creek Rd.

---

**BACKGROUND:** This is a request for a special use permit to allow extended stay camping for one site on property zoned A-1 Agricultural.

*Public Hearings Scheduled:* P/C – August 26, 2020; Board – October 13, 2020

*Location / Election District:* 6787 Taylor Creek Road / North District

*Tax Map Number(s) / Total acreage:* 13-A-77 / 16.4 acre parcel

*Applicant Contact Information:* Jacqueline M. Whalen, 7056 Taylor Creek Road, Afton, VA 22920, 434-882-2456

*Comments:* This property is zoned A-1 Agricultural, and currently contains one dwelling, accessory structures, and horses. According to the applicant, there was a second dwelling on the site that burned down in 2008. The applicant is requesting to utilize this site for the purpose of renting it out to transient lodgers for up to 6 months at a time. These lodgers would provide their own travel trailer and connect to existing utilities.

There is currently a travel trailer on the property in the proposed location. This tenant contacted our office to confirm that the current zoning allows this type of use, which ultimately manifested this application. The owner has indicated that she believed the previous homesite to be perpetually “grandfathered” to allow transient rental accommodations. In fact, the homesite would have been grandfathered only for the 2-year period following its destruction, and only for a new permanent dwelling. By charging a fee to utilize the site for transient lodging is by definition, a campground. The owner is currently in legal proceedings to remove the current tenant from the property.

At their meeting on August 26, the Planning Commission recommended approval (4-0) of this application, with the condition that the extended stay campground be limited to one site as shown on the plat.

**DISCUSSION:**

*Land Use / Floodplain:* This area is agricultural and residential in nature. There are no flood plains on the property.

*Access and Traffic:* The property is accessed by a private entrance from Taylor Creek Road. VDOT has indicated that the current entrance is adequate to support the proposed use.

*Utilities:* The property is currently served by private water and septic systems.

*Conditions:* The Planning Commission may recommend, and the Board of Supervisors may impose, reasonable conditions upon the approval of the special use permit. Staff recommends the condition of limiting the extended stay campground to one site as shown on the submitted plat.

*Comprehensive Plan:* This property is in an area designated as Rural and Farming on the current Future Land Use Plan.

**RECOMMENDATION:** The approval of special use permits should be based on the following factors:

1. The use shall not tend to change the character and established pattern of development of the area or community in which it proposed to locate.
2. The use shall be in harmony with the uses permitted by right in the zoning district and shall not affect adversely the use of neighboring property.
3. The proposed use shall be adequately served by essential public or private water and sewer facilities.
4. The proposed use shall not result in the destruction, loss or damage or any feature determined to be of significant ecological, scenic or historical importance

Attachments:  
Application  
Plat  
Comments



# PERMIT APPLICATION:

## Nelson County Department of Planning & Zoning

TO THE ZONING ADMINISTRATOR: Special Use # 2020-04  
application type application number

1. The undersigned hereby petitions the Planning Commission and/or Board of Supervisors for approval of the following (check appropriate box):

- Special Use Permit
- Rezoning from \_\_\_\_\_ to \_\_\_\_\_
- Conditional Rezoning from \_\_\_\_\_ to \_\_\_\_\_
- Other: \_\_\_\_\_
- Subdivision
- Site Plan – Minor
- Site Plan – Major

Reason(s) for request:

6787 Taylor Creek Road has been a Rental since 1989. In March of 2008 tenants burned the 100 yr old house down. Has been rented since with updated housing, Well, Septic, & Electric is all in place & has been since acquired in 1989

(Please use reverse or attach additional sheet if more space is needed.)

2. Applicant(s) and Property Owner(s):

(Please provide names of applicants and property owners and indicate applicable title; if applicant is not the property owner, please show relationship, i.e. lessee, contract purchaser, etc.)

Applicant  Property Owner Name: Jacqueline M Whalen  
 Mailing Address: 7056 Taylor Creek Rd Afton, Va 22928  
 Telephone #: 434 882 2456 Email Address: 1050 park avenue@gmail.com  
 Relationship (if applicable): \_\_\_\_\_

Applicant  Property Owner Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Relationship (if applicable): \_\_\_\_\_

(Please attach additional sheet if more space is needed for applicant(s) / property owner(s) info.)

**3. Location and Characteristics of Subject Property:**

a. Address of Property (specific location, route numbers, street names, voting district, etc.):

6787 Taylor Creek Road

b. Official tax map number: 13 A 77

c. Acreage of property: 16.40

d. Present use: Residential - Ag - Horses

e. Present zoning classification: Agricultural

f. Zoning classification of surrounding properties: Agricultural, lawn adjoining property

**4. Affidavit:** The undersigned applicant(s) and/or property owner(s) certifies that this application and the foregoing answers, statements, and other information herewith submitted are, in all respects, true and correct to the best of their knowledge and belief. Also, the applicant(s) and/or property owner(s) gives permission for members of the Planning Commission, Board of Supervisors, and County Staff to visit and view the subject property.

Signature: *Jaqueline M. Whalen*

Printed Name: *Jaqueline M. Whalen*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*(Please attach additional sheet if more space is needed for applicant(s) / property owner(s) signatures.)*

**5. Additional information:** *(Please attach separate sheet for additional details, explanations, etc.)*

**6. Please note:** In the event of cancellation or postponement at your request after the initial newspaper advertisement for this application, an additional fee will apply for re-advertisement (determined by the actual cost of the ad). This fee will not apply in cases of Planning Commission or Board of Supervisors deferment.

**TO BE COMPLETED BY PLANNING & ZONING STAFF**

Pursuant to Article 4, Section 1-10a of the Nelson County Zoning Ordinance.  
Pursuant to Section \_\_\_\_\_, Subsection \_\_\_\_\_ of the Nelson County Subdivision Ordinance.

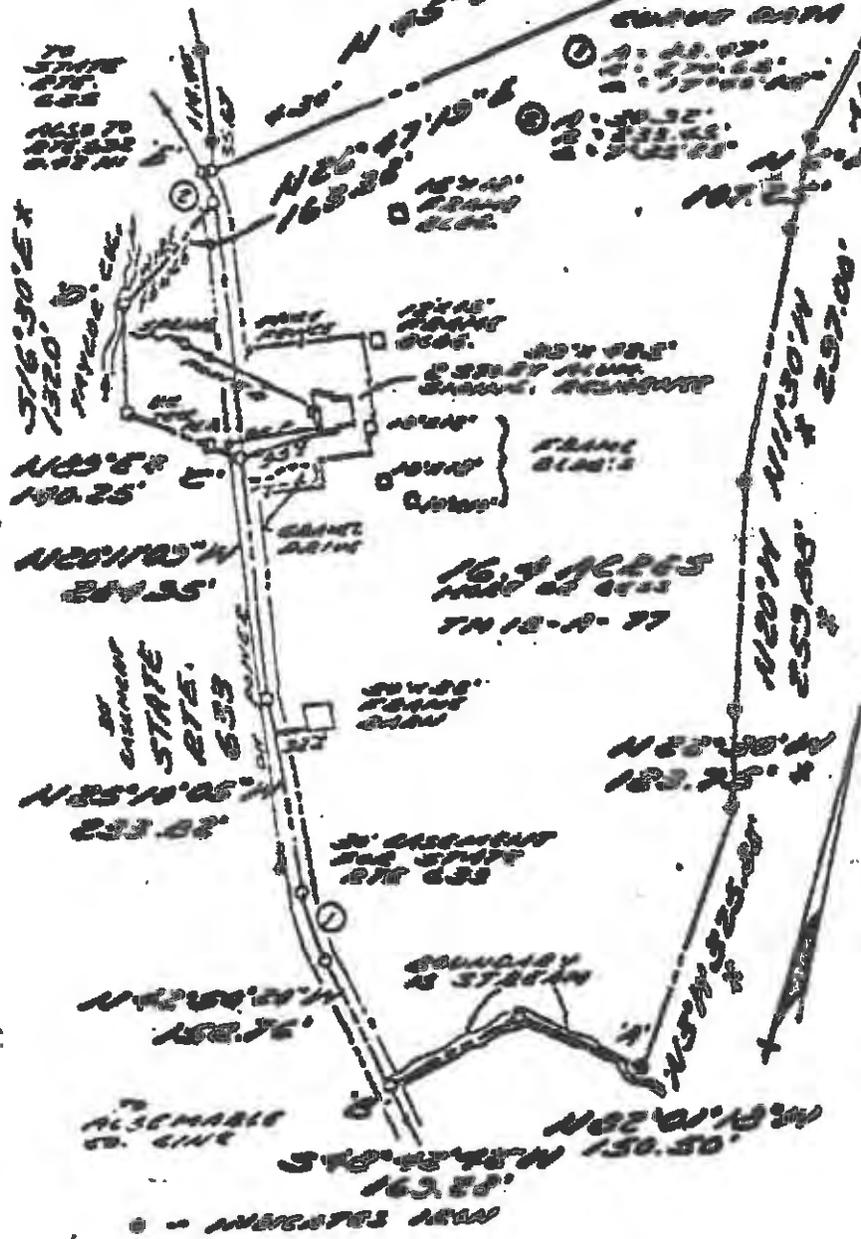
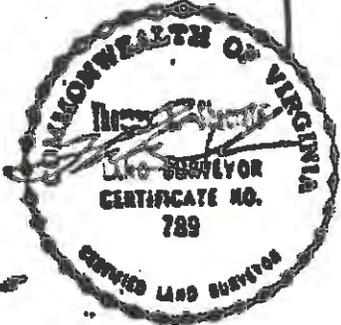
- o Completed application and fee (\$ 200 ) received on 7/24/20
- o Hearing Notice published on 8/13/20 and 8/20/20
- o Planning Commission action; Date of Meeting / Hearing: 8/26/20  
Recommendation: Recommend approval (4-0)
- o Board of Supervisors action: Date of Hearing: 10/13/20 Date of Decision: \_\_\_\_\_  
Action: \_\_\_\_\_

**Nelson County Planning & Zoning Department**

*(Mailing Address)* P.O. Box 558, Lovingson, Virginia 22949 | *(Physical Address)* 80 Front Street, Lovingson, Virginia 22949  
*(Telephone Number)* 434 263-7090 or Toll Free 888 662-9400, selections 4 & 1 | *(Fax Number)* 434 263-7086  
<http://www.nelsoncounty-va.gov/departments/planning-zoning/>

NOTES AND BOUNDS FROM PLAT 183 AS 52  
 NOTES AND BOUNDS FROM PLAT 183 AS 1874 & 1875 AS 50  
 LINES N. 25° E. AND S. 25° W. BY NY 1900 CIVIL SURVEY  
 THIS PLAT IS A RE-SURVEY OF THE ABOVE AREA AND EAST 1/2 OF THE WEST 1/2 OF SECTION 22 T. 12 N. R. 22 E. S. 33

*own the adjoining prop*



To all parties interested in title to premises surveyed, this is to certify that on April 30, 1984, I surveyed the property shown on this plat and that the physical improvements are located as shown.

The improvements stand strictly within the property boundaries and there are no encroachments or visible easements except as shown.

This is the same property as recorded in the Clerk's Office of the Circuit Court of the County of Nelson, Virginia in Deed Book 115, Page 530 said reference being that of a deed in the chain of title to Jackson.

This Property is not within a Flood Hazard Zone.

Private Septic Tank w/ Drain Field, Spring for Water, Power & Telephone Service to Residence.

PHYSICAL SURVEY & COMPOSITE PLAT  
 WILLIAM B. & NANCY M. JACKSON LAND  
 FOR  
 TANYA M. YOUNG  
 ROCKFORD DIST., NELSON CO., VIRGINIA

July 21, 2020

To the Members of the  
Nelson County Planning Commission  
Nelson County Board of Supervisors

Dear Members,

In 1978 I became a Property Owner - Tax Payer for my first property I purchased at 7056 Taylor Creek Road Afton.

In 1989 I purchased the adjoining property at 6787 Taylor Creek Road. This property came with a very old Historic 100 year home that belonged to the original Land Grant Family, the Toms -Kent original Homeplace. The land was put into agricultural use and the home was rented out.

In 2008 after totally refurbishing the house and renting it out to a local family it was burned to the ground. My heart was broken but decided not to rebuild at that time as losing this beautiful homeplace I did not want to ever go thru this again. I was told that because the foundation was there with well, septic and electric in place I could put unattached housing on the property. To me this was a good decision as I could continue to offer affordable housing in Afton. I proceeded to rent to essential personnel, travelling nurses, doctors, the young with Tiny Houses.

Moving forward to 2020 I am now a Single 70 year old woman who has survived cancer and radiation and live on a fixed income .I need this property as income so I can continue to pay my taxes, maintenance and living expenses.

This property adjoins my Main Farm so the last thing I would want to do is subdivide and develop the land. It is important for me that my beautiful land stays whole and I can continue to use the site for affordable housing and or use the site for employee housing as I need help on my farm.

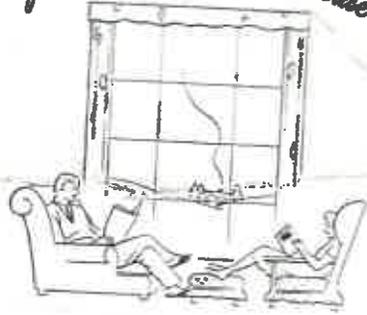
I would like to bring the land into compliance with whatever zoning is required so that I can continue to use the land as it has always been used, agriculture and rental.

Thank you for your consideration in this very serious matter for me.

Augustine M. W. Lakin

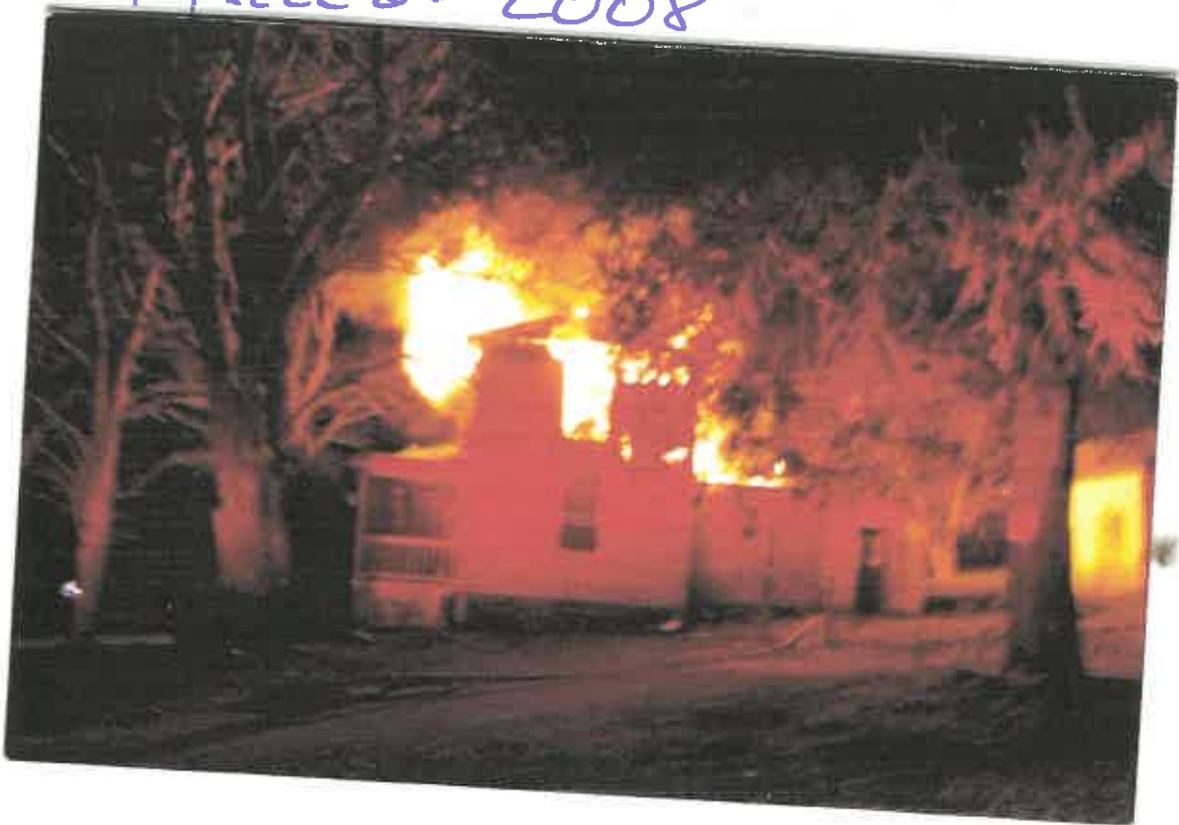


*Season's Greetings  
from our house to your house*

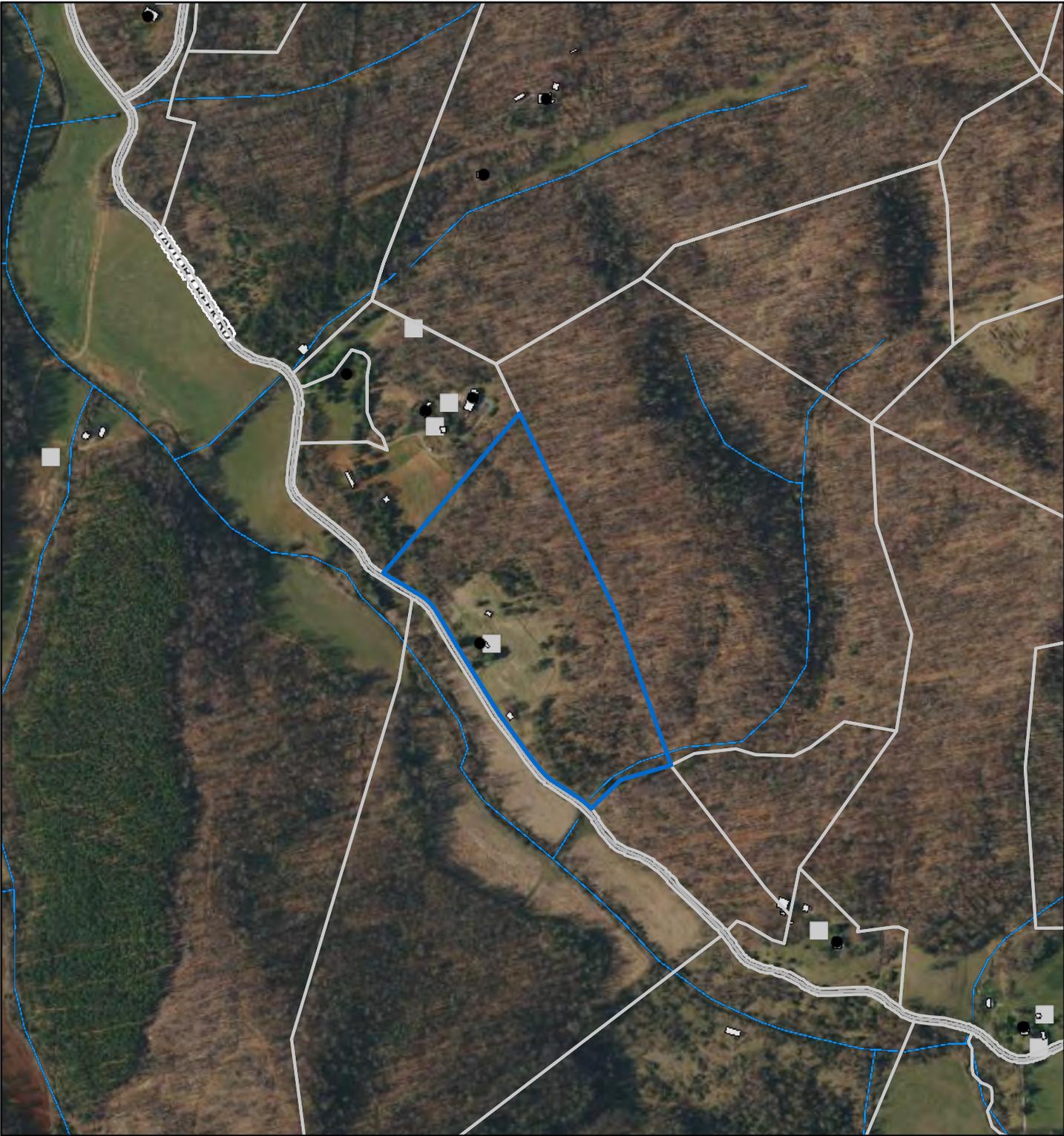


*Marilyn + Sidney Kent*

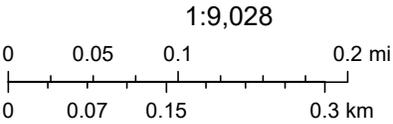
*Tenants boomed the house down in  
March of 2008*







September 29, 2020



**July 20, 2020**

**To the members of the  
NELSON COUNTY PLANNING COMMISSION  
NELSON COUNTY BOARD OF SUPERVISORS**

**Dear Members .**

**This is to express our support of the Special Use Permit request by Jacqueline Whalen for her property located on Taylor Creek Road designated Tax Map 13 - A- Parcel 77.**

**This property originally had a frame dwelling which Ms. Whalen rented to others until it was destroyed by a house fire . The property has a well , septic drain field , electricity service and existing entrance.**

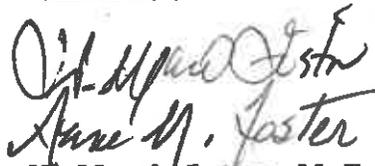
**In recent years Ms. Whalen has rented this site for recreational vehicles , mini-homes , etc. This use has now been determined to be non-conforming to the Nelson County Zoning Ordinance .**

**There may have been some , but we personally have not heard any complaints of that use by the other Taylor Creek residents.**

**By the present Zoning Ordinance this property could be divided into five (5 ) parcels with the potential for mobile homes to be located on each parcel . We feel that the present use of the property with a Special Use Permit would be far less obtrusive.**

**Again , we offer our support of her request.**

**Sincerely .**

A handwritten signature in cursive script, appearing to read "Anne M. Foster".

**W. Morris & Anne M. Foster  
6211 Taylor Creek Road  
Afton . Va. 22920**

**TO: NELSON COUNTY PLANNING COMMISSION AND  
NELSON COUNTY BOARD OF SUPERVISORS**

**FROM; LARRY TOMS AND VICKIE BATTEN**

**DATE: AUGUST 20, 2020**

**SUBJECT: SPECIAL USE PERMIT APPLICATION #2020-04 BY  
JACQUELINE WHALEN**

**As adjoining landowners of Jacqueline Whalen, we would like to take this opportunity to express our thoughts as to her special use permit application to allow an extended stay campground use for a single travel trailer on property located at Tax Map Parcel 13-A-77 aka 6787 Taylor Creek Road, Afton, Virginia.**

**We are of the understanding that this application is for one travel trailer and does not cover any possible future additional trailer(s). With this in mind, we have no objection to the permit being granted but with a few provisions that we respectfully request be included in the permit, if granted. They are as follows:**

- 1. That the permit allow only one (1) travel trailer on the property and in the location specified in the application.**
- 2. That the trailer be restricted to the location requested in the application and cannot be moved to another part of the property at a later date.**

**These provisions in the permit would eliminate possible misinterpretations in future as to the number and location of travel trailers.**

**Thank you for your consideration of these provisions.**

*Larry W. Toms*  
*Vickie Batten*

**3211 Village Drive**

**Waynesboro, VA 22980**

## Dylan Bishop

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**From:** Kessler, Jeffery <jefferyb.kessler@vdot.virginia.gov>  
**Sent:** Tuesday, August 18, 2020 5:18 PM  
**To:** Dylan Bishop  
**Cc:** Emily Hjulstrom  
**Subject:** Nelson County SUP#2020-04 Whalen - Rte. 633 (Taylor Creek Road) TM# 13-A-77

Dylan,

We do not have any requirements or comments pertaining to the requested single camp site use under this special use permit application. The existing entrance is satisfactory.

Please let me know if I may be of further assistance.

Sincerely,  
Jeff

Jeffery B. Kessler, P.E.

Area Land Use Engineer

[JefferyB.Kessler@VDOT.Virginia.gov](mailto:JefferyB.Kessler@VDOT.Virginia.gov)

(434) 856-8293

Nelson County  
Board of Supervisors

To: Board of Supervisors

From: Dylan M. Bishop, Director of Planning & Zoning *DMB*

Date: October 13, 2020

Re: SUP #2020-05 – Retail Store in M-1 District – 60 Davis Creek Lane

---

**BACKGROUND:** This is a request for a special use permit to allow a retail store use on property zoned M-1 Industrial.

*Public Hearings Scheduled:* P/C – August 26, 2020; Board – October 13, 2020

*Location / Election District:* 60 Davis Creek Lane / East District

*Tax Map Number(s) / Total acreage:* 45-A-33 / 0.94 +/- acre parcel

*Applicant Contact Information:* Kerry W. Thornton, 4295 Tye River Road, Amherst, VA 24521, 434-987-7910

*Comments:* This property is zoned M-1 Industrial, and contains an existing structure that is over 6,000 square feet. The applicant is requesting to utilize approximately 2,700 square feet of this structure for retail sales of items that are not manufactured on site.

At their meeting on August 26, the Planning Commission voted (4-0) to recommend approval of this application to the Board of Supervisors, with the condition that the retail use be limited to the approximately 2,700 square foot area as shown on the drawing, and VDOT approval.

**DISCUSSION:**

*Land Use / Floodplain:* This area is agricultural and residential in nature. There are no flood plains on the property.

*Access and Traffic:* The property is accessed by an entrance from Davis Creek Lane. A VDOT land use permit will be required to modify and upgrade the existing entrance to a low volume commercial entrance.

*Utilities:* The property is currently served by existing utilities.

*Conditions:* The Planning Commission may recommend, and the Board of Supervisors may impose, reasonable conditions upon the approval of the special use permit.

*Comprehensive Plan:* This property is in an area designated as Rural and Farming on the current Future Land Use Plan.

**RECOMMENDATION:** The approval of special use permits should be based on the following factors:

1. The use shall not tend to change the character and established pattern of development of the area or community in which it proposed to locate.
2. The use shall be in harmony with the uses permitted by right in the zoning district and shall not affect adversely the use of neighboring property.
3. The proposed use shall be adequately served by essential public or private water and sewer facilities.
4. The proposed use shall not result in the destruction, loss or damage or any feature determined to be of significant ecological, scenic or historical importance

Attachments:

Application

Drawing

Zoning

Google Map Image

VDOT Comments



# PERMIT APPLICATION:

## Nelson County Department of Planning & Zoning

TO THE ZONING ADMINISTRATOR: Special use permit # 2020-05  
application type application number

1. The undersigned hereby petitions the Planning Commission and/or Board of Supervisors for approval of the following (check appropriate box):

- Special Use Permit
- Rezoning from \_\_\_\_\_ to \_\_\_\_\_
- Conditional Rezoning from \_\_\_\_\_ to \_\_\_\_\_
- Other: \_\_\_\_\_
- Subdivision
- Site Plan – Minor
- Site Plan – Major

Reason(s) for request:

Need special use permit for retail store.  
property is zoned Industrial Commercial

*(Please use reverse or attach additional sheet if more space is needed.)*

2. Applicant(s) and Property Owner(s):

*(Please provide names of applicants and property owners and indicate applicable title; if applicant is not the property owner, please show relationship, i.e. lessee, contract purchaser, etc.)*

Applicant  Property Owner Name: Kerry Williams Thornton

Mailing Address: 4295 Tye River Road Amherst VA 24521

Telephone #: 434-987-7910 Email Address: Kclean9824@gmail.com

Relationship (if applicable): \_\_\_\_\_

Applicant  Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Relationship (if applicable): \_\_\_\_\_

*(Please attach additional sheet if more space is needed for applicant(s) / property owner(s) info.)*

**3. Location and Characteristics of Subject Property:**

a. Address of Property (specific location, route numbers, street names, voting district, etc.):

60 Davis Creek Lovingsston

b. Official tax map number: # 45-A-33

c. Acreage of property: 1 Acre

d. Present use: Not in use classified 95 Light Industrial Commercial

e. Present zoning classification: M1

f. Zoning classification of surrounding properties: ? not sure

**4. Affidavit:** The undersigned applicant(s) and/or property owner(s) certifies that this application and the foregoing answers, statements, and other information herewith submitted are, in all respects, true and correct to the best of their knowledge and belief. Also, the applicant(s) and/or property owner(s) gives permission for members of the Planning Commission, Board of Supervisors, and County Staff to visit and view the subject property.

Signature: *[Handwritten Signature]*

Printed Name: Kerry Williams Thomson

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*(Please attach additional sheet if more space is needed for applicant(s) / property owner(s) signatures.)*

**5. Additional information:** *(Please attach separate sheet for additional details, explanations, etc.)*

**6. Please note:** In the event of cancellation or postponement at your request after the initial newspaper advertisement for this application, an additional fee will apply for re-advertisement (determined by the actual cost of the ad). This fee will not apply in cases of Planning Commission or Board of Supervisors deferment.

-----TO BE COMPLETED BY PLANNING & ZONING STAFF-----

Pursuant to Article 18, Section 3-7 of the Nelson County Zoning Ordinance.  
Pursuant to Section \_\_\_\_\_, Subsection \_\_\_\_\_ of the Nelson County Subdivision Ordinance.

- o Completed application and fee (\$ 200 ) received on 7/27/20 DMB
- o Hearing Notice published on 8/13/20 and 8/20/20
- o Planning Commission action: Date of Meeting / Hearing: 8/26/20  
Recommendation: Recommend approval (4-0)
- o Board of Supervisors action: Date of Hearing: 10/13/20 Date of Decision: \_\_\_\_\_  
Action: \_\_\_\_\_

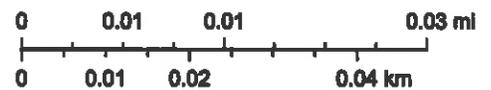
**Nelson County Planning & Zoning Department**

*(Mailing Address)* P.O. Box 558, Lovingsston, Virginia 22949 | *(Physical Address)* 80 Front Street, Lovingsston, Virginia 22949  
*(Telephone Number)* 434 263-7090 or Toll Free 888 662-9400, selections 4 & 1 | *(Fax Number)* 434 263-7086  
<http://www.nelsoncounty-va.gov/departments/planning-zoning/>



July 28, 2020

1:1,129

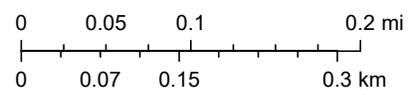


- ① Retail ~ 2700 square feet
- ② Personal / Office
- ③ Warehouse / Porch
- ④ Parking



August 14, 2020

1:9,028





29

Google

29

Davis Creek Ln

Davis Creek Ln

Davis Creek Ln

Thomas Nelson Hwy

Th

**Dylan Bishop**

---

**From:** Kessler, Jeffery <jefferyb.kessler@vdot.virginia.gov>  
**Sent:** Tuesday, August 18, 2020 11:28 AM  
**To:** Dylan Bishop  
**Cc:** Emily Hjulstrom  
**Subject:** Nelson County SUP #2020-05 Thornton\_Route 623 (Davis Creek) TM# 45-A-33

Dylan,

This property is currently served by a private entrance on Route 623 (Davis Creek Road). This existing entrance will require upgrading to low volume commercial entrance standards consisting of a paved surface with a minimum 25 foot radii and a 24 foot entrance throat. Both the driveway modifications and reclassification of the entrance will require a VDOT land use permit.

Please notify me if I may be of further assistance.

Sincerely,

Jeff

Jeffery B. Kessler, P.E.

Area Land Use Engineer

[JefferyB.Kessler@VDOT.Virginia.gov](mailto:JefferyB.Kessler@VDOT.Virginia.gov)

(434) 856-8293