

BOARD OF SUPERVISORS

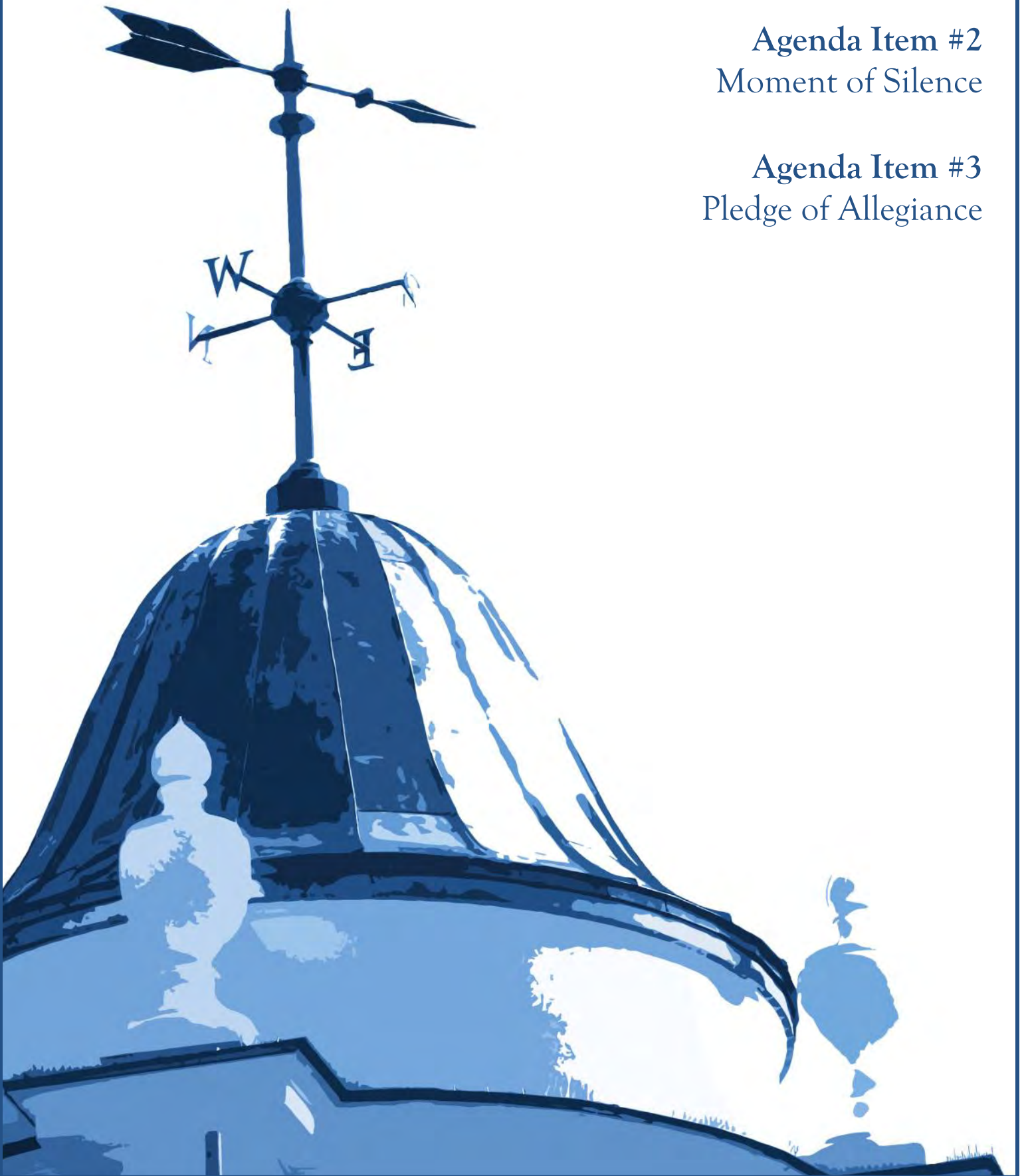


September 28, 2020 Agenda

Agenda Item #1
Call to Order & Welcome

Agenda Item #2
Moment of Silence

Agenda Item #3
Pledge of Allegiance



Agenda Item #4
Approval of Agenda





JOINT MEETING AGENDA
BEDFORD COUNTY BOARD OF SUPERVISORS
AND BEDFORD COUNTY BROADBAND AUTHORITY
ADMINISTRATION BUILDING
SEPTEMBER 28, 2020

7:00 P.M. JOINT REGULAR MEETING

- (1) Call to Order & Welcome**
- (2) Moment of Silence**
- (3) Pledge of Allegiance**
- (4) Approval of Agenda**
- (5) Citizen Comments**
- (6) Consent Agenda**
 - a. Consideration of a resolution authorizing the advertisement of a Request for Proposals for On-Call Architectural and Engineering Services. *(Resolution #R 092820-01)*
 - b. Consideration of a resolution authorizing a work order for preliminary engineering services to close the Bedford County Landfill. *(Resolution #R 092820-02)*
 - c. Consideration of a resolution authorizing the submission, acceptance and appropriation of a FY 2021-2022 PSAP Education Grant. *(Resolution #R 092820-03)*
 - d. Consideration of a resolution authorizing the submission, acceptance, and appropriation of a Virginia Tourism Corporation (VTC) Recovery Marketing Leverage Grant. *(Resolution #R 092820-04)*
 - e. Consideration of a resolution from VDOT adding Highland Oaks Drive to the Secondary System of State Highways. *(Resolution #R 092820-10)*
 - f. Consideration of a resolution authorizing the advertisement of an Invitation to Bid for Improvements to the Board of Supervisors meeting room. *(Resolution #R 092820-12)*

(7) **Approval of Minutes** – *to follow under separate cover*

(8) **Public Hearings & Presentations**

a. **Public Hearing** - Consideration of an ordinance to modify proffered conditions associated with the Bellevue Terrace Subdivision Rezoning Application. *(Ordinance #O 092820-06)*

- *Staff presentation by Community Development Director Jordan Mitchell*

b. **Public Hearing** - Consideration of a resolution to approve a Special Use Permit for the construction of a 3-story, 82,000 square foot life care facility associated with parking on 3.8 acres of a 6.91 acre parcel of property identified A Tax Map #116-A-17. *(Resolution #R 092820-07)*

- *Staff presentation by Planner Mark Jordan*

c. **Public Hearing** - Consideration of an ordinance vacating Islamorada Court in Sunset Cay Subdivision, Section One. *(Ordinance #O 092820-11)*

- *Staff presentation by County Attorney Patrick Skelley*

(9) **Action & Discussion Items**

a. Consideration of a resolution dissolving the Broadband Advisory Committee. *(Resolution #R 092820-08)*

- *Staff Presentation by County Administrator Robert Hiss*

b. Consideration of a resolution re-appropriating Fiscal Year 2020 funds. *(Resolution #R 092820-09)*

- *Staff Presentation by Finance Director Ashley Anderson*

c. Consideration of a resolution authorizing application submission, acceptance, and appropriation of the Next Gen 911 Grant Partnership with Virginia Information Technologies Agency (VITA). *(Resolution #R 092820-13)*

- *Staff Presentation by Interim Communications Manager Christine Giglio*

d. Consideration of a resolution authorizing a contract with Olsen Group, Ltd., to revise the County's Emergency Operations Plan and Develop a Continuity of Operations Plan. *(Resolution #R 092820-13)*

- *Staff Presentation by Fire & Rescue Chief Jack Jones, Jr.*

(10) **Board Committee Reports** – *none*

(11) **Board Comments**

(12) **Board Appointments**

a. Consideration of a request to appoint Rhonnie Smith to represent District 1 on the Economic Development Authority.

(13) **County Attorney Report**

a. **Closed Session pursuant to Section 2.2-3711 (A) (7)**, Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or

probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter (specifically, pertaining to the New London Airport); **and, Section 2.2-3711 (A) (8)**, Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter (specifically, pertaining to the County Landfill).

(14) County Administrator Report

(15) Board Information

- a. County Treasurer's Report for FY2020
- b. Social Services Board meeting minutes from February, April, May, June and July 2020 *(Sent under separate cover due to file size as an Addendum to the agenda packet)*
- c. Bedford Public Library System Board of Trustees meeting minutes from June and July 2020
- d. Bedford Communications Monthly Report for August 2020
- e. Bedford Regional Water Authority Board of Directors meeting minutes from July and August 2020

(16) Board Calendar and Reminders

- October 13 – Annual Joint Meeting with EDA *(Tuesday)* beginning at 5:00 pm
- October 26 – Regular meeting at 7:00 pm
- November 9 – Worksession beginning at 5:00 pm
- November 23 – Regular meeting at 7:00 pm
- December 14 – Worksession from 5:00 – 6:30 pm; Regular meeting at 7:00 pm

Adjourn

Agenda Item #5
Citizen Comments



Agenda Item #6
Consent Agenda





BEDFORD COUNTY BOARD OF SUPERVISORS

Agenda Item Summary

MEETING DATE: 9/28/2020

AGENDA ITEM #6a

RESOLUTION #R 092820-01

Work Session Regular Meeting

Consent Public Hearing Action Closed Session Information

ITEM TITLE: Consideration of a Request to Advertise an RFP for On Call Architecture & Engineering Services

RECOMMENDATION

Authorize the advertisement of a Request for Proposals (RFP) for on call architecture and engineering services.

SUMMARY

The County requires periodic assistance from architecture and engineering firms on a regular basis. This assistance often requires the development of detailed drawings and studies for items such as: architectural design, civil, mechanical, electrical, plumbing, structural, and various other specialties.

These on call services are critical for the timely response to needs at County facilities. The RFP is for an initial two year contract term with the option to renew for four additional two-year terms. Based on the submittals received, it is the intent of the RFP to award potentially award multiple contracts.

PRIOR ACTIONS

Previous contract expires October 25, 2020.

FISCAL IMPACT

Various A&E fees are budgeted within the operating or capital improvement budgets for each project.

CONTACTS

Sheldon Cash, Director of Public Works

ATTACHMENTS

Resolution

REVIEWED BY

Fiscal Management County Attorney County Administrator



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 28th day of September 2020, beginning at 7:00 pm.:

MEMBERS:

John Sharp, Chairman
 Charla Bansley, Vice-Chairman
 Mickey Johnson
 Edgar Tuck
 Tommy W. Scott
 Bob Davis
 Tammy Parker

VOTE:

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

**A RESOLUTION AUTHORIZING THE ADVERTISEMENT OF A REQUEST FOR PROPOSALS
 FOR ON CALL ARCHITECTURAL & ENGINEERING SERVICES**

WHEREAS, the County's existing contract for on-call Architectural & Engineering services will soon expire; and

WHEREAS, it is necessary to have readily accessible architects and engineers to assist with the maintenance and improvements of County facilities; and

WHEREAS, an RFP has been developed to solicit proposals from architecture and engineering firms for new on-call contracts; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Bedford County Board of Supervisors does hereby authorize the County Administrator to advertise an RFP for on call Architectural & Engineering Services.



BEDFORD COUNTY BOARD OF SUPERVISORS

Agenda Item Summary

MEETING DATE: 9/28/2020

AGENDA ITEM #6b

RESOLUTION #R 092820-02

Work Session Regular Meeting

Consent Public Hearing Action Closed Session Information

ITEM TITLE: Consideration of a Work Order Authorizing Preliminary Engineering Services for Landfill Closure

RECOMMENDATION

Authorize a work order with Draper Aden Associates, under the County's existing contract for engineering services, to provide preliminary engineering services necessary for landfill closure.

SUMMARY

At the July 13, 2020 Work Session the Board directed staff to prepare for landfill closure. Landfill closure activities are required to begin immediately after a landfill ends waste disposal operations. Draper Aden Associates has provided a scope of services for required preliminary engineering services which includes (a) topographic survey of landfill-related infrastructure, (b) geotechnical services to evaluate possible usage of onsite soils for the landfill cap, (c) preparing a preliminary design of the stormwater management system, (d) evaluating feasibility of onsite and offsite soils and cap design options, and (e) meeting with the Virginia Department of Environmental Quality to discuss project permitting requirements.

The preliminary engineering phase will require a minimum of 6 months to complete. Upon completion, conclusions and recommendations will be presented to the Board of Supervisors for consideration before proceeding to future project phases including engineering design, permitting, contractor procurement, and construction.

In comparative landfill closure projects, closure has cost \$300,000 - \$350,000 per acre so the 25-acre Bedford County closure could cost in the \$7.5 to \$8.8 million range assuming these per acre estimates. However, there are multiple variables such as availability of acceptable onsite soil, cap design, landfill gas management, stormwater challenges, contractor availability, and weather that will impact the ultimate cost. The Board should be aware that we are only in the preliminary stages of closure design and therefore a final dollar amount is unknown until design is complete and bids obtained.

PRIOR ACTIONS

Staff were directed to prepare for landfill closure at the July 13, 2020 Work Session.

FISCAL IMPACT

The fee for preliminary engineering services necessary for landfill closure is \$108,850. Funds are available within the Solid Waste Closure Fund for this expense.

CONTACTS

Sheldon Cash, Director of Public Works

ATTACHMENTS

Resolution

REVIEWED BY

Fiscal Management County Attorney County Administrator



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 28th day of September 2020, beginning at 7:00 pm.:

MEMBERS:

John Sharp, Chairman
 Charla Bansley, Vice-Chairman
 Mickey Johnson
 Edgar Tuck
 Tommy W. Scott
 Bob Davis
 Tammy Parker

VOTE:

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

**A RESOLUTION AUTHORIZING A WORK ORDER FOR
 PRELIMINARY ENGINEERING SERVICES TO CLOSE THE BEDFORD COUNTY LANDFILL**

WHEREAS, the Bedford County landfill has limited remaining constructed capacity, and an extended timeframe is required to permit and construct additional capacity; and

WHEREAS, improvements are being completed to the transfer building and related operations to provide sustainable solid waste management services through offsite transfer and disposal; and

WHEREAS, a financial evaluation indicates the offsite transfer and disposal has lower long-term costs than onsite landfill disposal; and

WHEREAS, the County's engineering firm, Draper Aden Associates, has provided a scope of services and cost estimate for preliminary engineering services necessary for landfill closure; and

WHEREAS, the cost for Draper Aden Associates to provide topographic and geotechnical services, evaluate project soils and cap options, prepare a preliminary design, and discuss permitting requirements with the Virginia Department of Environmental Quality is estimated to be \$108,850; and

WHEREAS, the preliminary engineering design and project evaluation will be presented for Board review before proceeding to engineering design, permitting, contractor procurement, and construction; and

WHEREAS, funds are available within the Solid Waste Closure Fund; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Bedford County Board of Supervisors does hereby authorize the County Administrator to execute a work order with Draper Aden Associates to provide preliminary engineering services necessary for landfill closure.



BEDFORD COUNTY BOARD OF SUPERVISORS

Agenda Item Summary

MEETING DATE: 9/28/2020

AGENDA ITEM #6c

RESOLUTION #R 092820-03

Work Session Regular Meeting

Consent Public Hearing Action Closed Session Information

ITEM TITLE: Application, Acceptance, and Appropriation of FY 2021-2022 PSAP Education Program grant

RECOMMENDATION

Approval of resolution

SUMMARY

The Bedford Communications Center submitted a FY22 PSAP Education grant application to the Virginia Information Technologies Agency. The application deadline is September 30, 2020. Staff will withdraw the application if the Board does not approve.

If awarded, the grant will provide \$3,000 to fund lodging and registration for 9-1-1 and GIS education training opportunities. The grant does not require a local match. Grants are typically awarded in late January and funds are available the following July.

Staff is requesting that the Board authorize the submission of the grant. Staff is also requesting, if awarded, that the grant be accepted and funds appropriated to FY22.

PRIOR ACTIONS

None

FISCAL IMPACT

None

CONTACTS

Christine Giglio, Interim E-911 Manager

ATTACHMENTS

Resolution

REVIEWED BY

Ashley Anderson, Director of Finance

Robert Hiss, County Administrator



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 28th day of September 2020, beginning at 7:00 pm.:

MEMBERS:

John Sharp, Chair
 Charla Bansley, Vice-Chair
 Mickey Johnson
 Edgar Tuck
 Tommy W. Scott
 Bob Davis
 Tammy Parker

VOTE:

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

**A RESOLUTION
 AUTHORIZING THE SUBMISSION, ACCEPTANCE, AND APPROPRIATION
 OF A FY 2021-2022 PSAP EDUCATION GRANT**

WHEREAS, the E-911 Manager has applied for a FY 2021-2022 \$3,000 PSAP Education grant;
 and

WHEREAS, if awarded, this grant would cover 9-1-1 and GIS training opportunities; and

WHEREAS, there is no local match required for this grant.

NOW, THEREFORE, BE IT RESOLVED, by the Bedford County Board of Supervisors, that the Board does hereby authorize submission of the FY 2021-2022 PSAP Education grant. If awarded, the Board authorizes acceptance and appropriation of the grant.



BEDFORD COUNTY BOARD OF SUPERVISORS

Agenda Item Summary

MEETING DATE: 9/28/2020

AGENDA ITEM #6d

RESOLUTION #R 092820-04

Work Session Regular Meeting

Consent Public Hearing Action Closed Session Information

ITEM TITLE: Virginia Tourism Corporation Recovery Marketing Leverage Grant

RECOMMENDATION

Approval of Resolution

SUMMARY

The Virginia Tourism Corporation (VTC) has announced a grant opportunity of up to \$20,000 under the Recovery Marketing Leverage Program as a first step to re-entry into the marketplace to spur economic activity and travel across the Commonwealth as business slowly reopens.

The name of the Marketing Plan is “Destination Bedford – Top Adventure Town” and the campaign will run Spring-Fall 2021. Bedford County Parks & Recreation/Bedford Trails/Bedford Disc Golf, along with the Smith Mountain Lake Regional Chamber of Commerce and Tourism, are serving as primary partners and will help with promoting the campaign. We will be heavily featuring the five county parks along with other outdoor assets around Bedford County during this campaign. There will also be a strong focus on attracting families to vacation in Bedford County while partaking in our outdoor recreation amenities.

There is no local cash match required. The VTC Recovery Marketing Leverage Grant Application was due on September 17, 2020. Staff will withdraw the application if the Board does not approve. If funds are awarded, staff is requesting acceptance and appropriation of the grant.

PRIOR ACTIONS

None

FISCAL IMPACT

None

CONTACTS

Ashley Anderson, Director of Finance

Michelle Crumpacker, Administrative Manager - Department of Tourism

ATTACHMENTS

Resolution

REVIEWED BY

Fiscal Management County Attorney County Administrator



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 28th day of September 2020, beginning at 7:00 pm.:

MEMBERS:

John Sharp, Chairman
 Charla Bansley, Vice-Chairman
 Mickey Johnson
 Edgar Tuck
 Tommy Scott
 Bob Davis
 Tammy Parker

VOTE:

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

A RESOLUTION

**SUBMISSION, ACCEPTANCE AND APPROPRIATION OF A VIRGINIA TOURISM CORPORATION (VTC)
 RECOVERY MARKETING LEVERAGE GRANT**

WHEREAS, the Virginia Tourism Corporation (VTC) has announced a grant opportunity of up to \$20,000 under the Recovery Marketing Leverage Program; and

WHEREAS, the Recovery Marketing Leverage Grant is designed as a first step to re-entry into the marketplace to spur economic activity and travel across the Commonwealth to tourism and hospitality industries in Virginia that have been heavily impacted by the novel coronavirus pandemic; and

WHEREAS, the grant application was submitted on September 17, 2020 to meet the required deadline; and

WHEREAS, there is no local match required by Bedford County.

NOW, THEREFORE, BE IT RESOLVED, by the Bedford County Board of Supervisors, that the Board does hereby authorize submission of a VTC Recovery Marketing Leverage Grant application. If the grant is awarded, the Board authorizes acceptance and appropriation of the awarded funds.



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 28th day of September 2020 beginning at 7:00 p.m.

MEMBERS:

John Sharp, Chairman
 Charla Bansley, Vice-Chairman
 Mickey Johnson
 Edgar Tuck
 Tommy Scott
 Bob Davis
 Tammy Parker

VOTE:

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

WHEREAS, there was recorded in the Circuit Court of Bedford County, Virginia, in Plat Book 49 at Page 388, a plat showing road right of way for the Highland Oaks Subdivision, which plat depicts the street described herein; and

WHEREAS, the Residency Administrator for the Virginia Department of Transportation has advised the Board of Supervisors for Bedford County that the hereinafter street meets the requirements for acceptance established by the Virginia Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED, by the Bedford County Board of Supervisors that the Board does hereby request that the street shown on the attached VDOT Form AM-4.3 be added to the secondary system of state highways, pursuant to Section 33.2-705 of the Code of Virginia.

BE IT FURTHER RESOLVED, this Board guarantees a free and unrestricted right of way, as described, and necessary easements for cuts, fills, and drainage; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Residency Administrator for the Virginia Department of Transportation.

In Bedford County

37001482

by Resolution of the governing body adopted September 28, 2020

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

A Copy Testee Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision: Highland Oaks

Addition - New subdivision street §33.2-705

Route Number	Street Name	From Termini	To Termini	Length	Number Of Lanes	Recordation Reference	Row Width
1230	Highland Oaks Drive	Route 660, Old Farm Road	Cul-de-Sac	0.38	2	PB 49 PG 388	25



BEDFORD COUNTY BOARD OF SUPERVISORS

Agenda Item Summary

MEETING DATE: 9/28/2020

AGENDA ITEM #6f

RESOLUTION #R 092820-12

Work Session Regular Meeting

Consent Public Hearing Action Closed Session Information

ITEM TITLE: Consideration of a Request to Advertise an Invitation to Bid for Improvements to the Board of Supervisors Meeting Room

RECOMMENDATION

Authorize the advertisement of an Invitation to Bid for Improvements to the Board of Supervisors Meeting Room.

SUMMARY

As discussed at the Board's September 14, 2020 work session, staff has been working with Master Engineers & Architectural Partners to design various improvements to the Board of Supervisors meeting room. These improvements include: room re-design to better facilitate live streams, new audio/visual equipment, improved accessibility, and improved precautions for virus spread. As discussed, staff is scheduled to return to the Board on October 26th with an action item for contract award. As requested, Staff will have costs for both a relocated dais and leaving the dais in the current location at this meeting. A proposed layout illustrating the relocation of the dais to the East wall of the room is attached.

PRIOR ACTIONS

Discussion at September 14, 2020 work session.

FISCAL IMPACT

Estimated \$300,000 to \$330,000. Actual amount will be known once bids are obtained. It is anticipated that CARES Act funds will address the majority of this project.

CONTACTS

Sheldon Cash, Director of Public Works

ATTACHMENTS

Resolution

Floor Plan Layout - Dais Relocated to East Wall

REVIEWED BY

Fiscal Management County Attorney County Administrator



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 28th day of September 2020, beginning at 7:00 pm.:

MEMBERS:

John Sharp, Chairman
 Charla Bansley, Vice-Chairman
 Mickey Johnson
 Edgar Tuck
 Tommy W. Scott
 Bob Davis
 Tammy Parker

VOTE:

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

A RESOLUTION AUTHORIZING THE ADVERTISEMENT OF AN INVITATION TO BID FOR IMPROVEMENTS TO THE BOARD OF SUPERVISORS MEETING ROOM

WHEREAS, the Board of Supervisors existing meeting room is largely unchanged from the original 1991 construction; and

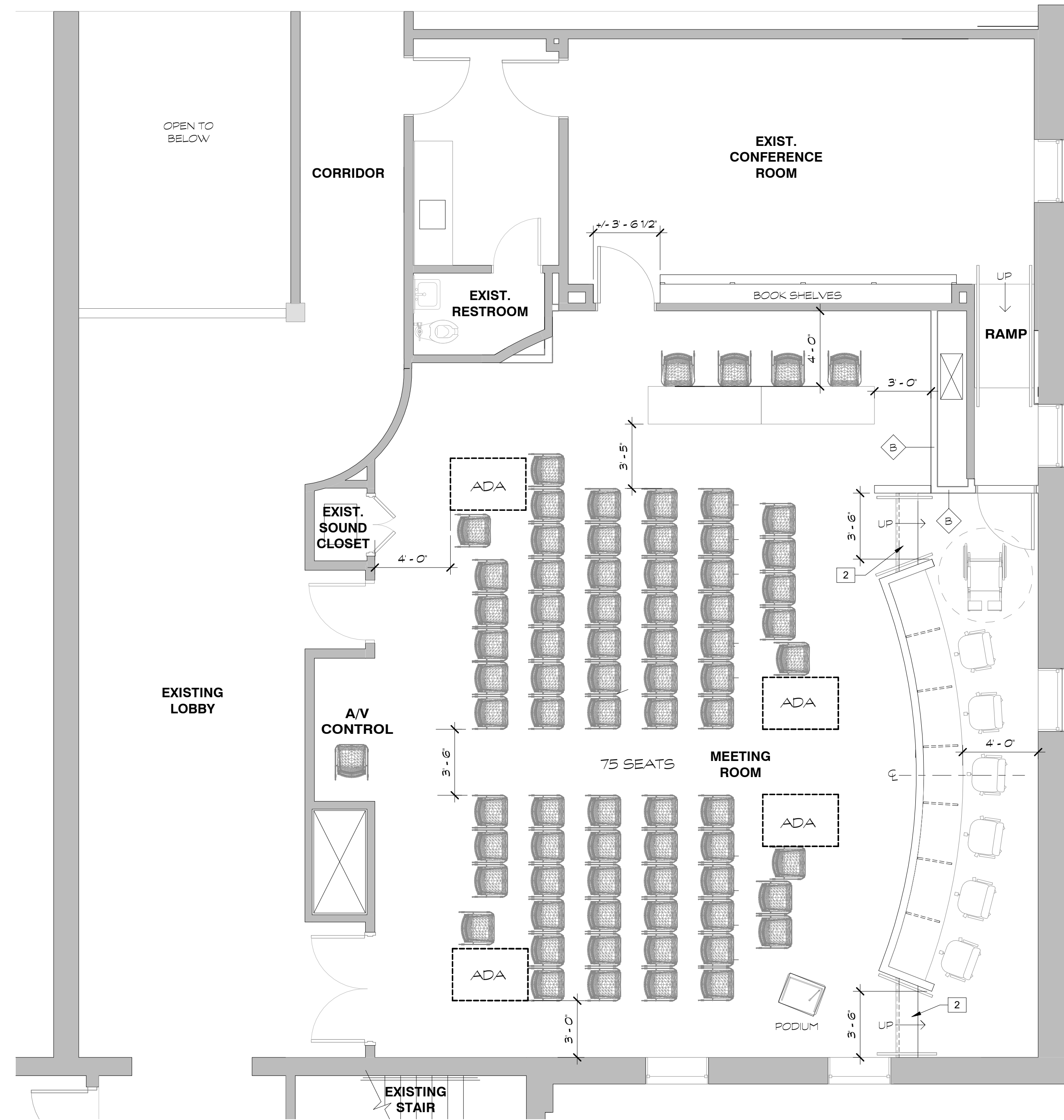
WHEREAS, improvements are necessary to facilitate live streams and video recordings of meetings; and

WHEREAS, improvements are further necessary to improve audio & visual and handicap room accessibility; and

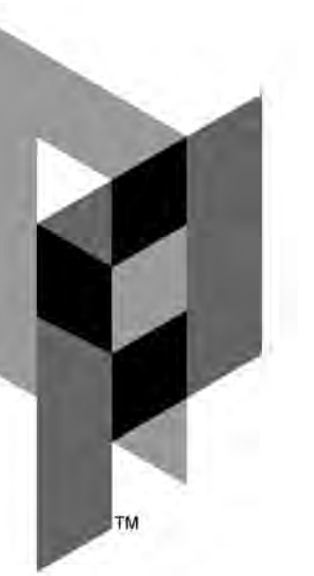
WHEREAS, CARES Act funding is available to support a portion of the project costs as the improvements aid in accessing/recording public meetings and increases social distancing among meeting attendees; and

WHEREAS, an Invitation to Bid has been developed to solicit bids for improvements to the room; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Bedford County Board of Supervisors does hereby authorize the County Administrator to advertise an Invitation to Bid for improvements to the Bedford County Board of Supervisors meeting room.




1 LIFE SAFETY PLAN
 1/4" = 1'-0"



ARCHITECTURAL PARTNERS

10 9th Street
 Lynchburg, Virginia 24504
 p: 434-846-8456
 f: 434-846-4534
 www.architecturalpartners.com

PROGRESS PRINT.
 NOT FOR CONSTRUCTION

XXXX-XX-XX

MASTER ENGINEERS & DESIGNERS

904 Lakeside Drive, Lynchburg, VA 24501
 434-846-1350 Fax: 434-846-1351



RENOVATION TO
BOARD OF SUPERVISOR'S MEETING ROOM
 BEDFORD COUNTY COURTHOUSE ANNEX
 BEDFORD, VIRGINIA

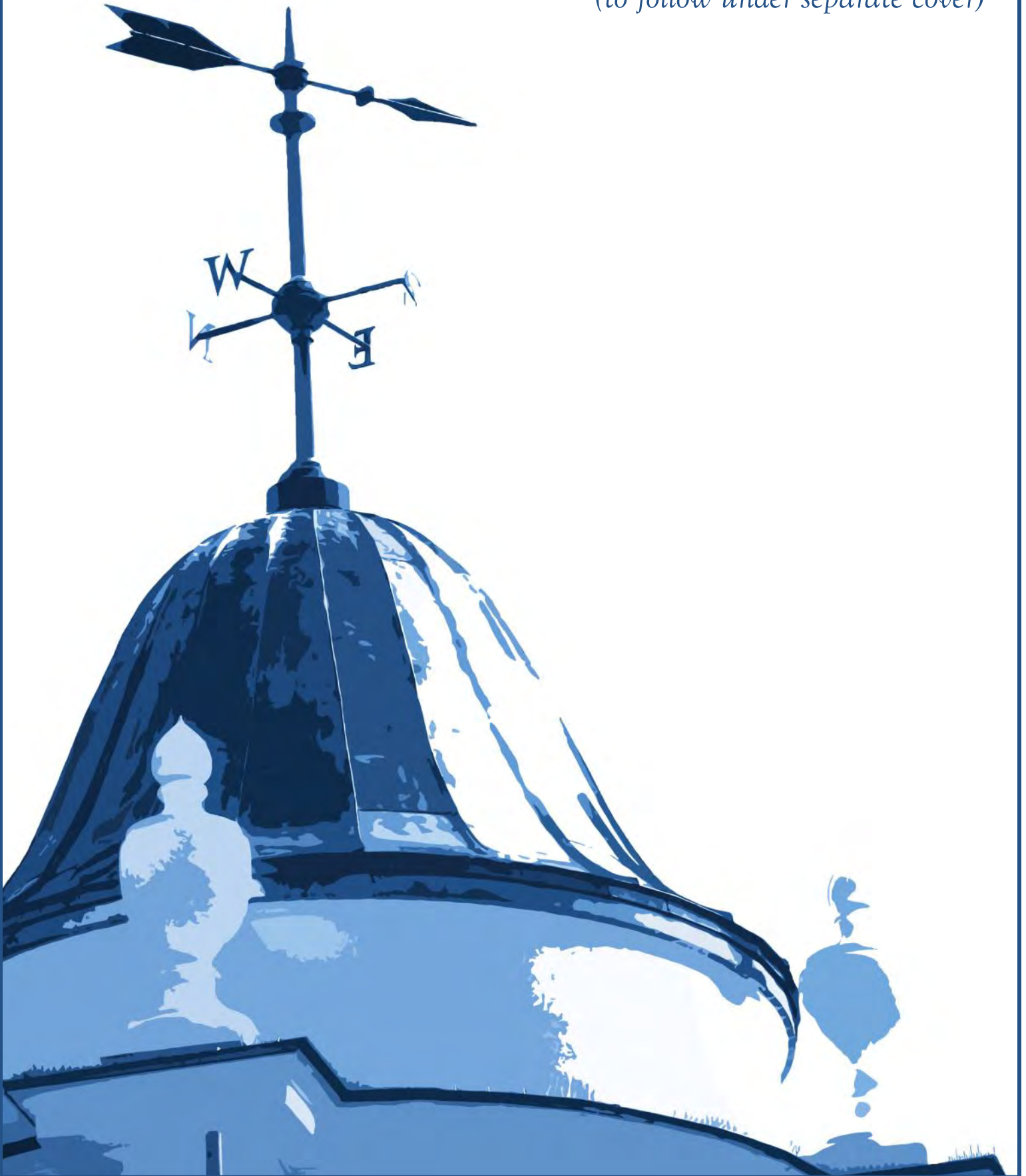
LIFE SAFETY PLAN &
 LIFE SAFETY DATA

DATE ISSUED: 2020-09-18
 SCALE: 1/4" = 1'-0"
 JOB. NO. 20161
 DESIGNED: JJV
 DRAWN: WDV, DFE
 CHECKED: JJV
 APPROVED: Approver

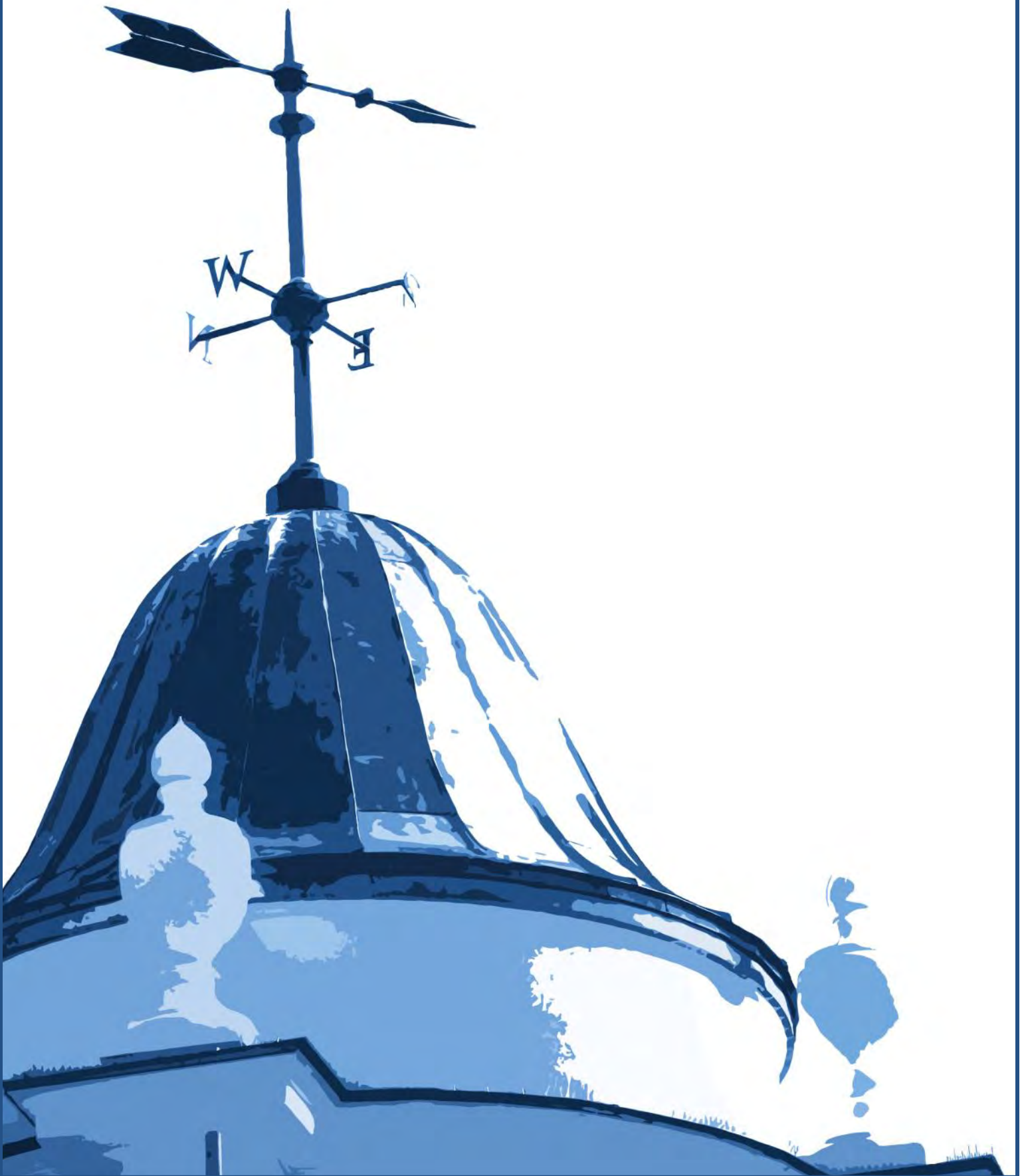
DRAWING NO.
LS1.1

REVISION

Agenda Item #7
Approval of Minutes
(to follow under separate cover)



Agenda Item #8
Public Hearings and Presentations





BEDFORD COUNTY BOARD OF SUPERVISORS

Agenda Item Summary

MEETING DATE: 9/28/2020

AGENDA ITEM #8a

Ordinance #O 092820-06

Work Session Regular Meeting

Consent Public Hearing Action Closed Session Information

ITEM TITLE: Rezoning Application #RZ050002 - Proffer Amendment for Bellevue Terrace Subdivision

RECOMMENDATION

The Board of Supervisors to approve of the proffer amendment as recommended by the Planning Commission.

SUMMARY

Russ Orrison, on behalf of Constantine Rosko, is requesting to modify the accepted proffers of rezoning application #RZ050002 (Bellevue Terrace Subdivision) associated with Tax Map numbers 114-A-82, 114-11-1, 114-11-2, 114-11-3, 114-11-4, 114-11-5, 114-11-6, 114-11-7, 114-11-8, 114-11-9, 114-11-10, 114-11-11 and 114-11-12. The proffer modification (new proffer #9) only applies to Tax Map Number 114-A-82 ("Any development of Tax Map Number 114-A-82 shall be in compliance with the regulations of the AV district, except that development shall be limited to the residential uses only as permitted therein. Tax Map Number 114-A-82 shall not be subject to any other proffer associated with rezoning application #RZ050002."). The subject property is zoned AV (Agricultural Village Center District) with CO (Corridor Overlay District) and located in Election District #7.

PRIOR ACTIONS

The Planning Commission held a public hearing on July 21, 2020 where citizens spoke against the application citing concerns about the property being developed with uses that were not residential. In order to address the citizen concerns, the applicant was amenable to submitting a revised proffer that would prohibit the property from being used for anything other than a residential use. Staff requested that the Planning Commission table a decision on the matter in order to give staff the opportunity to review the revised proffer to ensure that it met the standards of Section 30-15 of the Zoning Ordinance. The Planning Commission tabled a decision on the application by a vote of 6-0.

On August 18, 2020, the Planning Commission reviewed the revised proffer amendment submitted by the applicant. By a vote of 6-0, the Planning Commission recommended acceptance of the revised proffer amendment (Proffer #9) to the Board of Supervisors.

FISCAL IMPACT

n/a

CONTACTS

Jordan Mitchell

ATTACHMENTS

RZ050002 PC Packet 7/21/2020

RZ050002 PC Packet 8/18/2020

RZ050002 BOS Ordinance

REVIEWED BY

Patrick Skelley, County Attorney

Robert Hiss, County Administrator



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 28th day of September 2020, beginning at 7:00 pm.:

MEMBERS:

John Sharp, Chair
 Charla Bansley, Vice-Chair
 Mickey Johnson
 Edgar Tuck
 Tommy W. Scott
 Bob Davis
 Tammy Parker

VOTE:

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

**AN ORDINANCE
 TO AMEND AND READOPT THE BEDFORD COUNTY ZONING
 ORDINANCE BY MODIFYING PROFFERED CONDITIONS FOR REZONING APPLICATION #RZ050002
 FOR TAX MAP NUMBERS 114-A-82, 114-11-1, 114-11-2, 114-11-3, 114-11-4, 114-11-5, 114-11-6, 114-11-7, 114-11-8, 114-11-9, 114-11-10, 114-11-11 and 114-11-12.**

WHEREAS, Russ Orrison, on behalf of Constantine Rosko, has submitted application to modify proffered conditions associated with the Bellevue Terrace Subdivision and Rezoning; and

WHEREAS, the existing proffered conditions were approved with rezoning application #RZ050002 on February 14, 2005, which rezoned the subject properties to AV (Agricultural Village Center District); and

WHEREAS, the application requests to amend proffered conditions by adding a new proffer (Number 9) that would only apply to Tax Map Number 114-A-82 as follows:

Proffer #9: “Any development of Tax Map Number 114-A-82 shall be in compliance with the regulations of the AV district, except that development shall be limited to the residential uses only as permitted therein. Tax Map Number 114-A-82 shall not be subject to any other proffer associated with rezoning application #RZ050002.; and

WHEREAS, all existing proffered conditions (Proffers #1 through #8) will remain in effect for the remaining lots in the Bellevue Terrace Subdivision; and

WHEREAS, the application has been submitted pursuant to Section 30-14 of the Zoning Ordinance; and

WHEREAS, the Board of Supervisors has carefully considered the public record, the public testimony, and the recommendation of the Planning Commission and determined that the requested amendment meets the goals and objectives of the Comprehensive Plan and the purposes of the Zoning Ordinance; and


WHEREAS, the Board finds that the public necessity, convenience, general welfare, and good zoning practice requires adoption of an ordinance to amend the proffered conditions of the subject property; and

NOW, THEREFORE, BE IT ORDAINED, by the Bedford County Board of Supervisors on this the 28th day of September, 2020, that the Bedford County Zoning Ordinance be and it hereby is amended and readopted by amending the proffered conditions as presented for the Bellevue Terrace Subdivision (Rezoning Application #RZ050002).

NOW, THEREFORE, BE IT FURTHER ORDAINED, that should any portion or provision of this ordinance be held by any court to be unconstitutional or invalid, that decision shall not affect the validity of the ordinance as a whole, or any part of the ordinance other than the part held to be unconstitutional or invalid.

MEMORANDUM

TO: Planning Commission

FROM: Jordan Mitchell, Interim Director of Community Development 

DATE: July 7, 2020

SUBJECT: **Rezoning Application #RZ050002: Proffer Modification Request**

SYNOPSIS

Russell H. Orrison, on behalf of Constantine Rosko, is requesting a proffer modification associated with Rezoning Application #RZ050002 for Tax Map Number 114-A-82. The applicant is requesting the removal of all proffers associated with Rezoning Application #RZ050002 for Tax Map Number 114-A-82. The property is zoned AV (Agricultural Village Center District) and located in Election District #7.

BACKGROUND

Property Owner

The property owner is Constantine Rosko, 48 Old Trail Road, Watermill, New York 11976.

Applicant/Authorized Agent/Engineer

The applicant/authorized agent/engineer for the property owner is Russell H. Orrison, PE, Perkins and Orrison Inc., 17 W. Nelson Street, Lexington, Virginia 24450.

Location

Tax Map number 114-A-82 is located on Forest Road (Route 221) Adjoining address to the subject parcel is 10235 Forest Road (adjoins to the east).

Proposed Change

The applicant is requesting a proffer modification associated with Rezoning Application #RZ050002 for Tax Map Number 114-A-82. This request is for all proffers associated with the approved rezoning are removed from the property. The property is currently subject to eight (8) proffers that guided the development of the properties associated with Rezoning Application #RZ050002. The applicant is not proposing to amend the zoning designation of the property with this request.

ANALYSIS

Zoning/Land Use Compatibility

The subject parcel is zoned AV and currently undeveloped. Properties in the surrounding area (1,500-foot radius) are zoned AV (Agricultural Village Center District) to the north, west and south, and AR (Agricultural/Residential District) to the east. The uses of neighboring properties are a mix of agricultural, residential, commercial (The Trivium Estate & Conference Center), or remain undeveloped.

Zoning Ordinance

In accordance with Section 30-15-4 (see attachments) of the zoning ordinance, any request to amend conditions that were voluntarily proffered and accepted by the Board of Supervisors shall be considered an amendment to the zoning ordinance and shall be reviewed pursuant to the provisions contained in Section 30-14.

Comprehensive Plan

The Bedford County 2030 Comprehensive Plan contains goals and objectives that relate to this request (with current proffers in place):

Housing:

A variety of safe, sanitary and affordable housing for all County residents

- 4.1 A variety of dwelling units in all price ranges that are compatible with and sensitive to the environment
- 4.5 Well-planned and designed residential neighborhoods in areas equipped to provide essential public services

Land Use:

An Orderly, efficient, and compatible growth and land use pattern that is sensitive to the natural environment.

- 9.1 Future Development directed to areas already or proposed to be served with adequate public facilities that is compatible with and sensitive to the natural environment

The Future Land Use map identifies the subject parcels as "Mixed Use" with the surrounding area (within a 500 foot radius) to the north, west and south also designated as "Mixed Use" and "Residential" to the east. The 2030 Comprehensive Plan Land Use designation defines "Mixed Use" and "Residential" designations as:

Mixed Use

Areas with a mixture of residential, commercial, light industrial and civic uses located along major transportation corridors. Intention of these areas is to provide convenient services for neighborhoods and prevent strip development and multiple access points along major and secondary transportation corridors.

Residential

Residential areas located in close proximity to urban services and roads capable of handling higher traffic volumes. These are areas for single-family detached and attached units and apartments/condominiums. Small-scale neighborhood and/or lifestyle commercial (such as small convenience markets and marinas) is allowed where appropriate in this zone. Clustering of housing units is supported in this district.

Voluntary Proffers

The applicant has not submitted new voluntary proffers for review with this modification request. However, the subdivision has eight (8) voluntary proffers that were approved with the rezoning. The original proffers are attached.

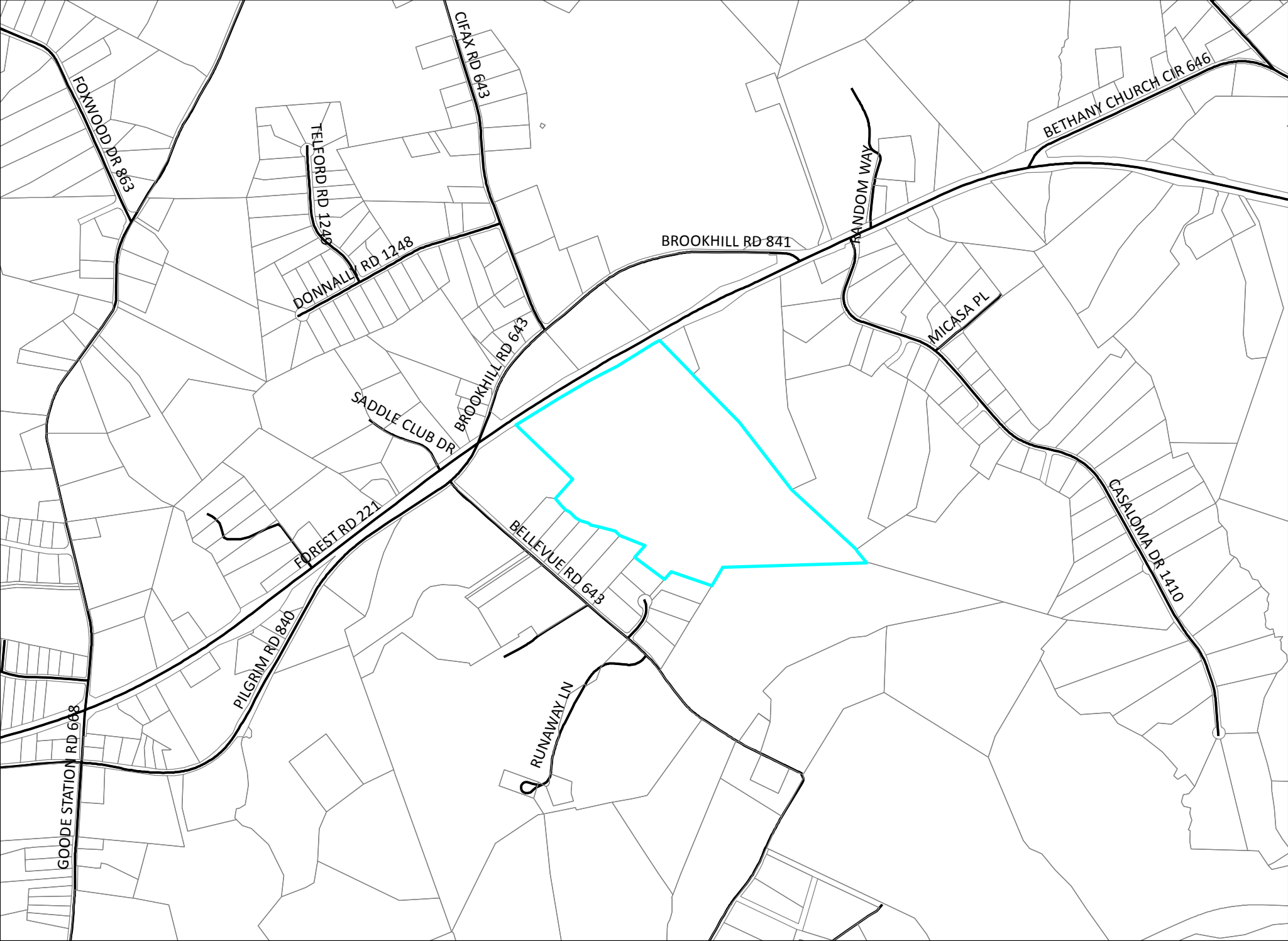
Proffer Modification Impacts

The applicant has stated in the modification request that the property owner desires to leave the AV zoning of the property in place and “instead of the development being guided by conditions placed as a result of our proffers during the re-zoning, that the development (or not) of it be guided in the usual manner by the Bedford County Zoning Ordinance”. Should the proffer amend be approved, the property would have the option of being developed with any use that is permissible in the AV zoning district and Corridor Overlay district. Currently, the property is limited to residential use (“Dwelling, Single Family Detached”) only. The subject parcel is also located in the Bellevue Rural Historic District that is registered with the Virginia Department of Historic Resources (#009-5296).

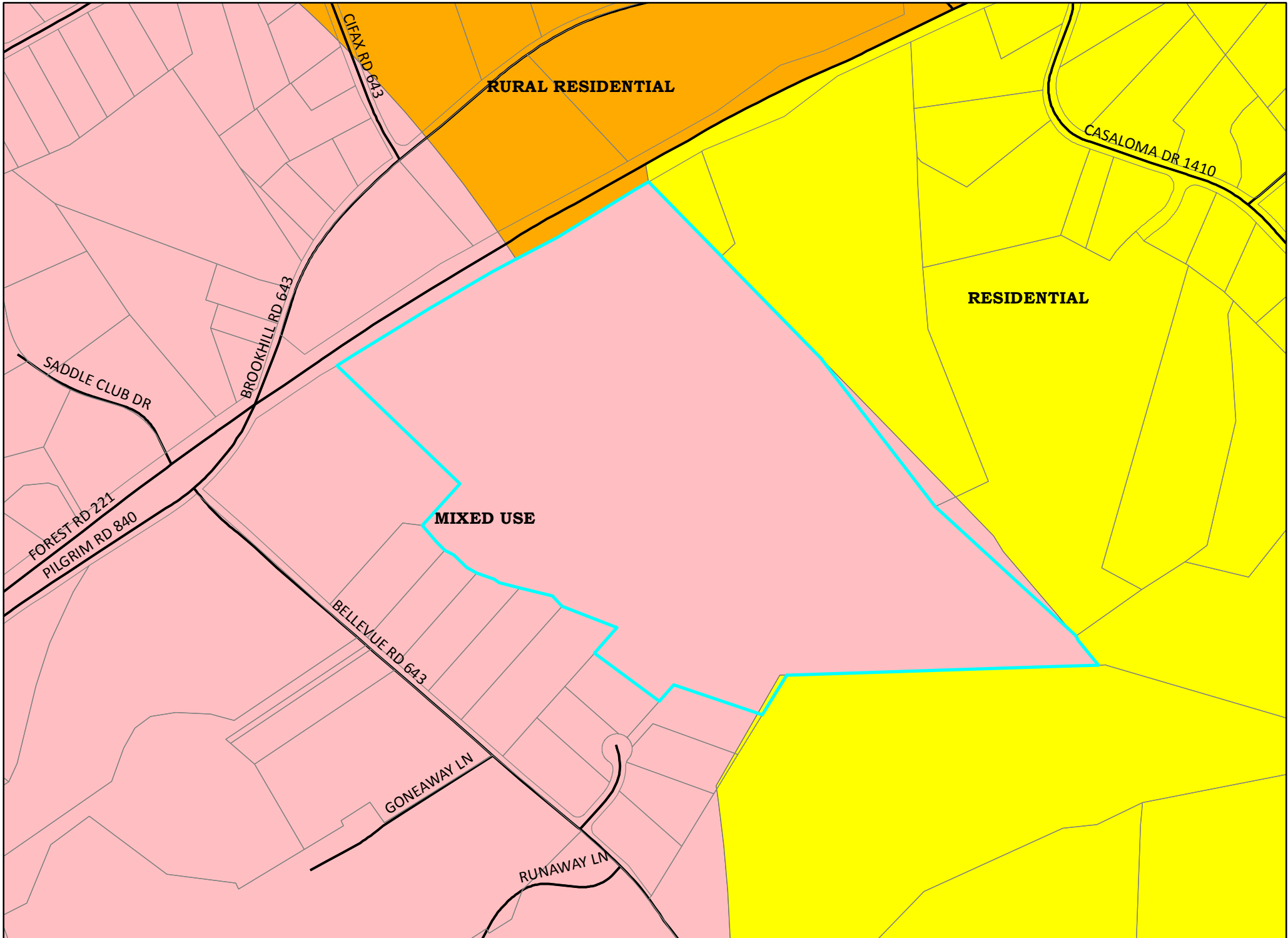
Attachments

1. Location Map
2. Zoning Map
3. Future Land Use Map
4. Aerial Photograph (2018) from GIS
5. Approved Proffers for Rezoning Application # RZ050002 (Ordinance signed February 14, 2005)
6. Letter from Applicant with Proffer Modification Request
7. Section 30-15-4 Amendments and Variation of Conditions
8. Section 30-14 Amendments to Ordinance
9. Section 30-36 Agricultural Village Center (AV) District
10. Section 30-77 Corridor Overlay (CO) District
11. Section 30-79-2 Permitted Use Table (AV District Column Highlighted)
12. Bellevue Historic District (#009-5296)

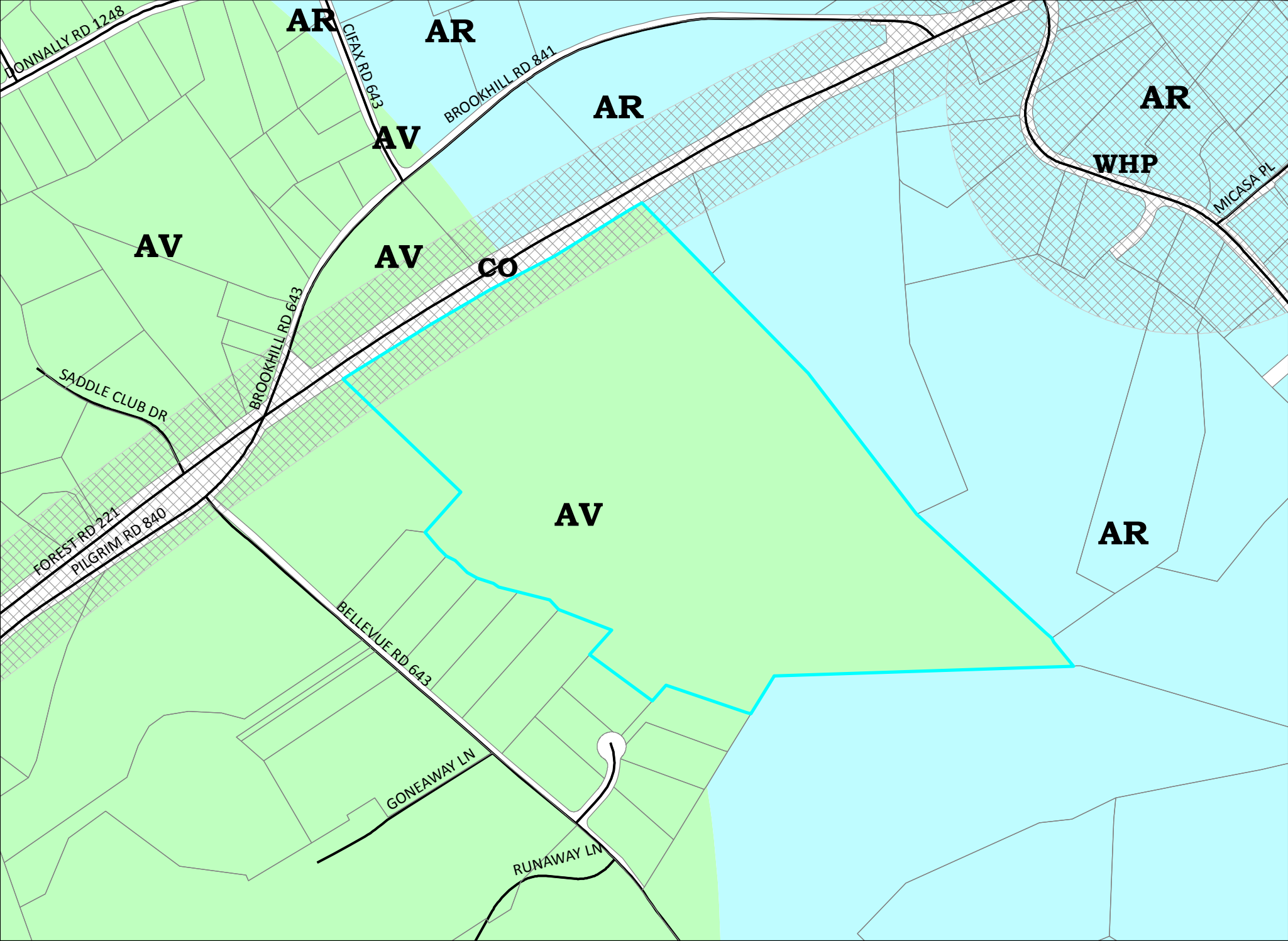
Location Map



Future Land Use Map



Zoning Map w/ Overlay



Aerial Photograph (VGIN 2018)



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia, held at the Bedford County Administration Building on the 14th day of February 2005, beginning at 7:30 p.m.

Philip Thompson, Director of Planning, appeared before the Board and stated that on December 13, 2004, the Board of Supervisors held a public hearing on a rezoning application proposed by Constantine Rosko. The rezoning application requests to change the zoning designation of approximately 48.3 acres from AR, Agricultural/ Residential, to AV, Agricultural Village Center, to allow the construction of a 42-lot subdivision. The applicant already has approval of a preliminary subdivision plan for 53 lots for this property. The public hearing consisted of: a staff presentation outlining the staff report; a presentation by the applicant; public comments and testimony; and an opportunity for the applicant to address any comments made during the public hearing.

After the public hearing, the Board of Supervisors postponed action on the application until its January 24, 2005 meeting. On January 24, 2005, the Board discussed the proposed rezoning application and postponed action until its February 14, 2005 meeting.

**AN ORDINANCE TO AMEND AND READOPT THE BEDFORD COUNTY
ZONING ORDINANCE BY CHANGING THE ZONING DISTRICT DESIGNATION
OF A PORTION OF PROPERTY IDENTIFIED AS TM#114-A-82 FROM AR,
AGRICULTURAL/RESIDENTIAL, TO AV, AGRICULTURAL VILLAGE CENTER**

BE IT HEREBY ORDAINED, that the Bedford County Zoning Ordinance is hereby amended and readopted by changing the zoning district designation of a portion of property identified as TM#114-A-82 from AR, Agricultural/Residential, to AV, Agricultural Village Center, with the following proffered conditions:

1. The property will be developed in substantial conformance with the submitted rezoning plan, revision dated 11-15-04, as prepared by Perkins & Orrison, Inc.
2. Uses for the proposed lots shall be limited to single family residential dwellings and residential accessory uses/structures.
3. No home shall be permitted to be constructed on any lot that contains less than 3,000 square feet of finished living space for a two story house, or 2,500 feet for a one story house.
4. Architectural standards for all homes and accessory structures are to be primarily brick or stone, with Hardi Plank or similar cement fiber siding product covering less than half of the building exterior. Architectural grade shingles or better roof material must be used. There shall be no exposed concrete CMU foundations. Homes shall be of a generally traditional appearance, in keeping with other finer homes in the area.
5. Along the Bellevue Road lots, the developer agrees to dedicate public right-of-way extending 25' from the centerline.
6. The project will be developed in two phases: the first being the 12 lots along Bellevue Road, and the second being lots accessed off of Route 221 (not including the Trivium house).

7. A right turn lane and taper will be constructed on Route 221 at the proposed entrance.
8. Along the southern and eastern boundaries of the rezoned lots, a 50-foot buffer will remain undisturbed. If disturbance is required, then a double row of evergreen trees, 12' on center, 6' tall at planting, shall be installed along or near the property line for the entire length of the disturbed area.

Severability

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

Effective Date

This ordinance is effective upon adoption.

After reviewing the public testimony, the public record, the Planning Commission's recommendation, the goals and objectives of the County's Comprehensive Plan and Section 30-3 of the Zoning Ordinance, Supervisor Bashore made a motion to amend and readopt the Bedford County Zoning Ordinance by changing the zoning district designation of a portion of property identified as TM# 114-A-82 from AR, Agricultural/Residential, to AV, Agricultural Village Center, with proffers, as indicated on the attached ordinance.

Voting yes: Mr. Cheek, Dr. Bashore, Mr. Pollard, Mr. Neudorfer and Mr. Arrington

Voting no: None

Absent: Mr. Lowry, Mr. Wheeler

Adopted Unanimously.

A Copy-Teste:


Kathleen D. Guzi
Interim County Administrator

Lexington

Russ Orrison, PE, LS
 Pierson Hotchkiss, LS
 Gavin Worley, PE

**Lynchburg**

Norm Walton, PE
 Aaron Dooley, LS

June 17, 2020

Mr. Jordan Mitchell
 Bedford County Planning
 122 East Main Street, Suite G-03
 Bedford, VA 24523

RE: Proffer Modification for Trivium Oaks

Dear Mr. Mitchell,

Please accept this letter as our request for a re-zoning of TM#114-A-82, said re-zoning consisting only of a modification of proffers. This letter also serves as the narrative for the re-zoning, and you will find herewith our application, and a signed and notarized Owners Authority Letter providing for my agency in this matter.

This property was re-zoned in February of 2005 from a split zone of AR and AV to be completely AV with conditions. Following the development of lots on Bellevue Road, the subject parcel under consideration here is 72.67 acres zoned AV Conditional. The rezoning was undertaken to provide for a subdivision of estate sized lots on public streets with private well and septic systems, and the conditions included specific architectural standards to ensure that the homes would be of premium quality and price (attached). The crash of 2008 severely altered real estate trends, and there has been little interest in pursuing the subdivision contemplated by the conditions of the re-zoning. The owner of the property has no interest in developing it, and the property is for sale and has been for years.

We are therefore seeking to leave the property zoned exactly as it is, and instead of the development being guided by the conditions placed as a result of our proffers during the re-zoning, that the development (or not) of it be guided in the usual manner by the Bedford County Zoning Ordinance. Simply put we are asking that the conditions be removed.

Please let us know if you need anything further from us to proceed with this process. Thank you for your help.

Sincerely,

Russell H. Orrison, PE, LS
 Perkins & Orrison Inc

\\ns2\Smp1 Documents\2020\20186 Jordan Mitchell ltr 2020-06-17.doc

17 W. Nelson Street
 Lexington, Virginia 24450

540-464-9001 Fax: 540-464-5009

317 Brook Park Place
 Forest, Virginia 24551

434-525-5985 Fax: 434-525-5986

Email: pno@perkins-orrison.com

Sec. 30-15-4. Amendments and variations of conditions.

- (a) Any request by an applicant to amend conditions that were voluntarily proffered and accepted by the board of supervisors shall be considered an amendment to the zoning ordinance, and shall be reviewed pursuant to the provisions contained in section 30-14
- (b) There shall be no amendment or variation of conditions created pursuant to the provisions of this ordinance until after a public hearing by the planning commission and board of supervisors advertised pursuant to the provisions of Code of Virginia, § 15.2-2204, as amended. The cost of all public advertisements shall be the responsibility of the applicant.

(Ord. No. O120913-10, 12-9-2013)

Sec. 30-14. - Amendments to ordinance.

- (a) The board of supervisors may amend, supplement or change the zoning regulations, district boundaries or classification of property whenever the public necessity, convenience, general welfare, or good zoning practice requires. The initiation of this process shall be as follows:
 - (1) Any zoning text amendment shall be initiated by resolution of the board of supervisors or motion of the planning commission. Any county officer or other person may request that the board of supervisors or the commission initiate a zoning text amendment. The board of supervisors shall consider citizen initiated zoning text amendments at the first regular meeting of the board during the months of May and October each year or at such other specified intervals of the year as may be established by resolution of the board. Such amendment proposals must be filed in writing with the zoning administrator no less than thirty (30) days prior to the specified meeting date. Upon favorable consideration of such text amendment, the board shall initiate the amendment by resolution as set out herein.
 - (2) Any proposed zoning map amendment shall be initiated by: (i) resolution of the board of supervisors; (ii) motion of the planning commission; or (iii) by application of owner, contract purchaser with the owner's written consent, or the owner's agent thereof, of the property which is the subject of the proposed zoning map amendment. Any application submitted shall be in writing and submitted to the zoning administrator using the application form approved for such purpose.
- (b) The zoning administrator shall establish and maintain the amendment application materials. These application materials shall, at a minimum, include any information the zoning administrator deems necessary for the planning commission and board of supervisors to evaluate adequately the amendment request. A concept plan shall accompany all map amendment requests. A concept plan shall include at a minimum what is required of site development plans in article V.
- (c) If any amendment application is withdrawn at the written request of the applicant to the zoning administrator subsequent to the planning commission's recommendation on the application, or if the board of supervisors denies any amendment application submitted for its review, the county shall not consider substantially the same application for the same property within one (1) year of the application's withdrawal or the board of supervisors' action. The zoning administrator shall have the authority to determine whether new applications submitted within this one-year period are substantially the same. In making any such determination the zoning administrator shall have the authority to consider any items pertaining to the proposed use or development of the site such as, but not limited to, the uses proposed, densities, access, building locations, and overall site design.
- (d) An amendment application may be put on hold upon written request of the applicant and agreement by the planning commission or the board of supervisors. This hold shall not exceed six (6) months. This request shall state reasons for said extension. The applicant shall make a written request to the zoning administrator to reactivate the amendment application. Should the application not be reactivated, it shall be considered withdrawn and subject to the requirements of subsection (c) above. Any remaining fees would be due at said time.

(Ord. No. O120913-10, 12-9-2013)

Sec. 30-14-1. Planning commission study and action.

- (a) All proposed amendments to the zoning ordinance shall be referred by the board of supervisors to the planning commission for study and recommendation. The planning commission shall study proposals to determine:
 - (1) The need and justification for the change.
 - (2) When pertaining to a change in the district classification of property, the effect of the change, if any, on the property, surrounding property, and on public services and facilities. In addition, the planning commission shall consider the appropriateness of the property for the proposed change as related to the purposes set forth at the beginning of each district classification.
 - (3) The relationship of the proposed amendment to the purposes of the general planning program of the county, with appropriate consideration as to whether the change will further the purposes of this ordinance and the general welfare of the entire community.
 - (4) Whether the proposed amendment conforms to the general guidelines and policies contained in the county comprehensive plan.
- (b) Prior to making any recommendation to the board of supervisors on a proposed amendment to the zoning ordinance, the planning commission shall advertise and hold a public hearing in accordance with the provisions of Section 15.2-2204 of the Code of Virginia, as amended. The cost of all public advertisements shall be the responsibility of the applicant. This hearing may be held jointly with the board of supervisors.
- (c) The planning commission shall review the proposed amendment and report its findings and recommendations to the board of supervisors along with any appropriate explanatory materials within ninety (90) days from the first meeting of the planning commission after the proposed zoning ordinance amendment is referred to the planning commission. Failure of the planning commission to report to the board of supervisors within ninety (90) days shall be deemed a recommendation of approval. If the planning commission does not report within ninety (90) days, the board of supervisors may act on the amendment without the recommendation of the planning commission. In its initiating resolution to the planning commission, the board of supervisors retains the right to reduce the planning commission's time to report its finding and recommendation to the board of supervisors to sixty (60) days from the first meeting of the planning commission after the proposed zoning ordinance amendment is referred to the planning commission.
- (d) Any recommendation of the planning commission shall be deemed advisory, and shall not be binding on the board of supervisors.

(Ord. No. O120913-10, 12-9-2013)

Sec. 30-14-2. Board of supervisors study and action.

- (a) Before enacting any proposed amendment to the zoning ordinance, the board of supervisors shall hold a public hearing as required by Code of Virginia, § 15.2-2204, as amended. The cost of all public advertisements shall be the responsibility of the applicant. After holding this hearing, the board of supervisors may make appropriate changes to the proposed amendment; provided however that no land may be zoned to a more intensive use classification than was contained in the public notice without an additional public notice as required by Code of Virginia, § 15.2-2204. Amendment to the zoning ordinance shall be by ordinance of the board of supervisors. The board of supervisors shall take action on the proposed amendment within twelve (12) months from the date of application, unless the applicant agrees to a longer period of time or withdraws the amendment application.
- (b) The clerk of the board of supervisors shall transmit to the zoning administrator official notice of any board of supervisors' action modifying the zoning ordinance. The zoning administrator shall thereafter have the responsibility to make any necessary and appropriate changes to the zoning ordinance text or map.

(Ord. No. O120913-10, 12-9-2013)

Sec. 30-14-3. Posting of property.

- (a) Notwithstanding any advertising requirements imposed by Code of Virginia, § 15.2-2204, as amended, any proposed map amendment, special use permit, variance, or any other type of review as elsewhere specified in this ordinance shall have public notice signs posted on the subject property by the county.
- (b) Signs shall be posted on the subject property at least fourteen (14) days prior to the planning commission's public hearing and shall remain posted until the board of supervisors has acted on the application or the application has been withdrawn.
- (c) There shall be at least one sign posted along each public right-of-way abutting the property. For properties that lack any public right-of-way, the location and number of signs shall be determined by the zoning administrator.
- (d) Each sign shall state that the subject property is subject to a public hearing and explain how to obtain additional information about the public hearing. All signs erected must be posted within ten (10) feet of the adjacent right-of-way, and must be clearly visible from same.

(Ord. No. O120913-10, 12-9-2013)

Sec. 30-14-4. Posting of property; exemptions.

The following exemption shall apply to the provisions of section 30-14-3:

- (1) The posting of property shall not be required for any action initiated by a resolution of the board of supervisors, if the action encompasses more than twenty-six (26) parcels of land.

(Ord. No. O120913-10, 12-9-2013)

Sec. 30-36. - AV Village center district.

Sec. 30-36-1. Purpose.

The purpose of the AV, Village center district is to establish areas which will serve as the focal point for cultural and commercial activity of the rural service areas of the county. The density recommended for these areas is intended to average between one (1) and three (3) units per acre. Small country stores, family restaurants, and similar small service and personal service businesses, in addition to public and institutional buildings such as schools, post offices, and places of religious assembly, are commonly found at these crossroads locations. The AV district brings a sense of community to the surrounding rural areas, with an emphasis on providing the essential goods and services to rural residents, but are not intended as employment destinations for urban residents. New development should therefore be carefully considered for its compatibility with the surrounding development and the purpose and intent of the AV district. Any expansion of these areas should be contiguous to existing Village Center areas to avoid leap-frog commercial development. Similarly additional development may warrant additional public services, such as community sewer and water systems.

Sec. 30-36-2. Permitted uses.

Permitted uses shall be as listed in section 30-79.

Sec. 30-36-3. Site development regulations.

General standards. For additional, modified, or more stringent standards for specific uses, see article IV, Use and Design Standards.

(a) *Minimum lot requirements:*

- (1) Lots served by private well and sewage disposal system;
 - a. Area: One (1) acre (forty-three thousand five hundred sixty (43,560) square feet).
 - b. Frontage: One hundred (100) feet on a publicly owned and maintained street.
- (2) Lots served by either public sewer or water, or both:
 - a. Area: Twenty thousand (20,000) square feet.
 - b. Frontage: Seventy-five (75) feet on a publicly owned and maintained street.

(b) *Minimum setback requirements:*

- (1) Front yard:
 - a. Principal structures: Thirty-five (35) feet.
 - b. Accessory structures: Thirty-five (35) feet or behind the front building line, whichever distance is less.
- (2) Side yard:
 - a. Principal structures: Ten (10) feet.
 - b. Accessory structures: Ten (10) feet when between front and rear building lines and three (3) feet when behind the rear building line and ten (10) feet when in front of the front building line.
- (3) Rear yard:
 - a. Principal structures: Twenty-five (25) feet.
 - b. Accessory structures: Three (3) feet.
- (4) Where a lot fronts on more than one (1) street, front yard setbacks shall apply to all streets.

(c) *Maximum height of structures:*

All structures: Thirty-five (35) feet.

(Ord. of 2-26-2001, App. A; Ord No. O-071116-09, 7-11-2016, pt. I)

Sec. 30-77. - CO Corridor overlay district.

Sec. 30-77-1. Purpose.

In recognition of these visually or otherwise sensitive areas, this district has been established in order to regulate development along particular (transportation) corridors in close proximity to the resource or viewshed. Of particular concern along these corridors are continued visibility and landscaping.

(Ord. of 6-10-2013, pt. VI; Ord. No. O021014-05, pt. II, 2-10-2014)

Sec. 30-77-2. Creation of overlay.

- (a) The requirements of this section shall be considered an overlay to the underlying zoning district designations as shown on the official zoning map. As overlay regulations, this section shall be supplemental to the underlying zoning district requirements contained in article III of this ordinance. In the instances where the specific requirements of this section and those in articles III and V are different the most restrictive regulation shall apply.
- (b) The corridor overlay district shall be located along the following routes, in both directions, in their entirety within the jurisdiction of Bedford County. The boundary of the district shall consist of a line two hundred (200) feet from the edge of the right-of-way, on both sides of the road, and running parallel to that right-of-way. The entire area within these lines shall constitute the corridor overlay district.

Routes comprising the corridor overlay district:

Route 24	Route 221
Route 43	Route 460
Route 122	Route 501

(Ord. of 6-10-2013, pt. VI)

Sec. 30-77-3. Existing structure and land uses.

- (a) The provisions of this article shall apply only to structures constructed and land uses established or modified after the effective enactment date of this ordinance.

(Ord. of 6-10-2013, pt. VI)

Sec. 30-77-4. Permitted uses.

- (a) The uses permitted in the corridor overlay district shall be the same as those permitted in the underlying zoning district except as prohibited below.
- (b) Forestry operations shall be permitted subject to the following provisions:
 - (1) The property must be located in an AP or AR zoning district;

- (2) The property must be enrolled in the county's land use assessment program;
 - (3) All brush, lops, and other residential debris within two hundred (200) feet of the corridor right-of-way shall be eliminated; and
 - (4) All "clear-cut" areas shall be: replanted with trees during an accepted planting season; replanted through natural regeneration; or reseeded, for agricultural purposes at a rate equal to or greater than the county's typical seeding requirements found in the erosion and sediment control ordinance, within one hundred twenty (120) days of the cessation of the timbering activities.
- (c) Detached single family residential structures and applicable accessory uses and structures are permitted where the underlying zoning district is C-2 along US 460 corridor, east of Magnolia Drive and west of Wheatland Road; and along the US 460 corridor between Quarterwood Road and Carter Hollow Road; and along US 24 corridor between Drewrys Hill Road and St. Clair's Lane.

(Ord. of 6-10-2013, pt. VI; Ord. No. O-052615-03, Pt. I, 5-26-2015)

Sec. 30-77-5. Prohibited uses.

- (a) The following use types and uses shall be prohibited within the corridor overlay district:
 - (1) Type III industries.
 - (2) Scrap and salvage services.
 - (3) Utility services, major.
 - (4) Wireless communications facilities (except for colocations and mini-cells).

(Ord. of 6-10-2013, pt. VI)

Sec. 30-77-6. Site development regulations.

- (a) *Parking:*
 - (1) It should be recognized that the requirements of this section are in addition to the off-street parking, stacking and loading requirements of section 30-91-1, and the most restrictive regulation shall apply.
 - (2) All uses except single-family residential, with greater than ten (10) parking spaces:
 - a. Natural islands, for the placement of trees, shrubs, flowers, or mulch beds, shall be required, in the parking area. Each island shall contain a minimum area of fifty (50) square feet.
 - b. The required area of natural islands shall be calculated by multiplying the number of spaces by ten (10). For example, a parking area with a total of twenty (20) spaces would be required to have natural islands with a total area of at least two hundred (200) square feet; a parking area with forty (40) spaces would be required to have natural islands with a total of at least four hundred (400) square feet, etc.
 - c. Any parking area adjacent to any street shall have a Type A landscaping between the street and parking area.

(Ord. of 2-26-2001, App. A; Ord. of 7-8-2002; Ord. of 6-10-2013, pt. VI; Ord. No. O021014-05, pt. II, 2-10-2014)

Sec. 30-79. - Permitted uses by district.

Sec. 30-79-1. Purpose.

The purpose of this table is to show the uses permitted in each of the zoning districts. Specific requirements for districts and uses are found in article III and article IV herein.

Sec. 30-79-2. Permitted use table.

Permitted uses by district shall be as shown in the following table where:

"R" Indicates a use by right

"S" Indicates a special use

"**" Indicates more stringent standards as specified in article IV

USES	AP	AR	AV	R-1	R-2	R-3	R-4	PRD	RMH	C-1	C-2	NC	PCD	I-1	I-2	PID	EP
Agriculture	R	R	R														R
Agritourism	R	R	R														
Commercial Feedlots	R*	R*													S*		
Farm Employee Housing	R*	R*															
Farmers Market	R	R	R	R*	R*			R*		R*	R*	R	R*	R*		R*	R*
Forestry Operations	R*	R*															
Livestock Market	S*	S*	S*								S*						
Sawmill	S	S															
Sewage Sludge Storage	S																
Stable, Commercial	R*	R*	R*	S*				S*				R*	S*			S*	R*
Stable, Private	R*	R*	R*	R*	R*			S*					S*			S*	

USES	AP	AR	AV	R-1	R-2	R-3	R-4	PRD	RMH	C-1	C-2	NC	PCD	I-1	I-2	PID	EP
Wayside Stand	R*	R*	R*							R*	R*	R*	R*				
Accessory Apartment	R*	R*	R*	R*	R*	R*	R*	R*		R*	R*		S*			S*	
Domestic Chickens				R*	R*	R*	R*	R*									
Home Beauty/Barber Salon	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*		R*			R*	
Home Occupation, Type I				R*	R*	R*	R*	R*	R*	R*	R*		R*			R*	
Home Occupation, Type II	R*	R*	R*														
Kennel, Private	R*	R*	R*	R*	R*			R*					R*			R*	
Manufactured Home	R*	R*	R*	R*	R*				R*								
Manufactured Home, Class A	R*	R*	R*	R*	R*	R*	R*	R*	R*				R*			R*	
Manufactured Home, Accessory	R*	R*	R*														
Manufactured Home, Emergency	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*
Manufactured Home Park								S*	R*				S*			S*	
Multifamily			S*		S*	R*	R*	R*		R*			S*			S*	

USES	AP	AR	AV	R-1	R-2	R-3	R-4	PRD	RMH	C-1	C-2	NC	PCD	I-1	I-2	PID	EP
Dwelling																	
Residential Human Care Facility	R	R	R	R	R	R	R	R									
Single-Family Dwelling, Attached			R*	R*	R*	R*	R*	R*					R*			R*	
Single-Family Dwelling, Detached	R	R	R	R	R	R	R	R					R			R	
Single-Family Dwelling, Detached (Zero Lot Line Option)				R*	R*	R*	R*	R*					R*			R*	
Temporary Family Health Care Structure	R*	R*	R*	R*	R*	R*	R*	R*					R*			R*	
Townhouse			S*		S*	R*	R*	R*					S*			S*	
Two-Family Dwelling (Duplex)			R*		R*	R*	R*	R*		R*	R*		R*			R*	
Administrative Services	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Animal Shelter	S*	S*	S*								S*	S*	S*	S*	S*	S*	
Camps	S*	S*	S*														R*
Cemetery	S*	S*	S*	S*	S*	S*	S*			S*	S*		S*			S*	
Civic Clubs			R*					R*		R*	R*	R*	R*			R*	

USES	AP	AR	AV	R-1	R-2	R-3	R-4	PRD	RMH	C-1	C-2	NC	PCD	I-1	I-2	PID	EP
Community Dock	S*	S*		S*	S*			S*					S*				
Community Recreation	R*	R*	R*	R*	R*	R*	R*	R*	R*			R*	R*			R*	
Correctional Facilities	S																
Crisis Center	R	R	R	R	R	R	R	R		R	R	R	R			R	
Cultural Services	S	S	R	S	S	S	S	S		R	R	R	R	R	R	R	R
Day Care Center	S*	S*	R*	S*	S*	S*	S*	R*		R*	R*	R*	R*	R*	R*	R*	R*
Educational Facilities, College/University			R*					R*		R*	R*	R*	R*			R*	
Educational Facilities, Primary/Secondary	S*	S*	R*	S*	S*	S*	S*	R*		R*	R*	R*	R*	R*	R*	R*	R*
Family Day Care Home	R*	R*	R*	R*	R*	R*	R*	R*		R*	R*	R*	R*	R*	R*	R*	R*
Guidance Services			R							R	R	R	R			R	
Halfway House			S								S		S			S	
Home for Adults		S	S					S		S	S	S	S			S	
Life Care Facility			S					S		S	S		S			S	
Nursing Home			S					S		S	S		S			S	
Park and Ride Facility	R*	R*	R*	R*	R*	R*	R*	R*		R*	R*	R*	R*	R*	R*	R*	R*

USES	AP	AR	AV	R-1	R-2	R-3	R-4	PRD	RMH	C-1	C-2	NC	PCD	I-1	I-2	PID	EP
Post Office	R	R	R	R	R	R	R	R		R	R	R	R	R	R	R	R
Public Assembly	S		S					S		S	R	S	S			S	R
Public Maintenance and Service Facility	R	R	R	R	R	R	R	R		R	R	R	R	R	R	R	R*
Public Parks and Recreational Areas	R*	R*	R*	R*	R*	R*	R*	R*		R*	R*	R*	R*	R*	R*	R*	R*
Religious Assembly	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	S*	S*	S*	R*
Safety Services, Private	S*	S*	R*	S*	S*	S*	S*	R*		R*	R*	R*	S*	R*	R*	S*	R*
Safety Services, Public	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*
Utility Services, Major	S*	S*	S*	S*	S*	S*	S*	S*		S*	S*	S*	S*	R*	R*	S*	
Utility Services, Minor	R	R	R	R	R	R	R	R		R	R	R	R	R	R	R	R
Clinic	S*	S*	S*					R*		R*	R*	R*	R*			R*	
Financial Institutions			R*					R*		R*	R*	R*	R*	R*	R*	R*	R*
General Office			R*					R*		R*	R*	R*	R*	R*	R*	R*	R*
Laboratories			S					S		S	R	S	S	R	R	R	
Medical Office	S*	S*	R*					R*		R*	R*	R*	R*	R*	R*	R*	

USES	AP	AR	AV	R-1	R-2	R-3	R-4	PRD	RMH	C-1	C-2	NC	PCD	I-1	I-2	PID	EP
Adult Entertainment											S*						
Agricultural Services	R*	R*	R*					S*			R*	S*	R*		R*	R*	
Antique Shops		S*	R*					R*			R*		R*			R*	R*
Auction House	R	R	R								R		R				
Automobile Dealership											R*		R*			R*	
Automobile Graveyard															S		
Automobile Parts/Supply, Retail			S*								R*	S*	R*			R*	
Automobile Repair Services, Major											S*	S*	S*	R*	R*	S*	
Automobile Repair Services, Minor			S*								R*		R*	R*	R*	R*	R*
Automobile Rental/Leasing			S								R		R			R	S
Bed and Breakfast	R*	R*	R*	S*	S*	S*	S*	S*		S*	R*	S*	S*			S*	
Boarding House			S		S	R	R	S			R		S			S	
Business or Trade Schools			R					R		R	R		R	R	R	R	
Business Support Services			R					R		R	R		R	R	R	R	R*
Campgrounds	S*	S*	S*					S*			S*		S*			S*	R*

USES	AP	AR	AV	R-1	R-2	R-3	R-4	PRD	RMH	C-1	C-2	NC	PCD	I-1	I-2	PID	EP
Carwash			S*					S*			R*	R*	R*			S*	
Commercial Indoor Amusement			S					S			R	S	R	S	S	R	R
Commercial Indoor Entertainment			S					S			R	S	R	R	R	R	R
Commercial Indoor Sports and Recreation			S					S		S	R	S	S	S	S	S	R
Commercial Outdoor Entertainment			S					S			R		S	S	S	S	R
Commercial Outdoor Sports and Recreation			S					S		S	S		S	S	S	S	R
Communications Services			S							R	R		R	R	R	R	R
Conference Center	S*	S*	R*							R*	R*						
Construction Sales and Services			S*								R*	S*	R*	R*	R*	R*	
Consumer Repair Services			R					R			R	R	R	R	R	R	
Convenience Store			S*					R*			R*	R*	R*	R*	R*	R*	R*
Dance Hall			S					S			S		S			S	
Equipment Sales and Rental			S*								S*		S*		R*	R*	S*

USES	AP	AR	AV	R-1	R-2	R-3	R-4	PRD	RMH	C-1	C-2	NC	PCD	I-1	I-2	PID	EP
Flea Market	S		R								R			R	R		
Food Truck			R*					R*		R*	R*	R*	R*	R*	R*	R*	R*
Funeral Service			R					R		R	R		R			R	
Garden Center	R*	R*	R*								R*	S*	R*	R*	R*	R*	
Gasoline Station			S*					R*			R*	S*	S*	R*	R*	S*	R*
General Store	R*	R*															
General Store with Fuel Sales	S	S															
Golf Course	S*	S*			S*	S*	S*	R*					R*			R*	R*
Hospital			R					R			R		R			R	
Hotel/Motel/ Motor Lodge			R					R			R		R	R	R	R	R
Hotel/Motel/ Motor Lodge, Extended Stay			R					R			R		R	R	R	R	R
Kennel, Commercial	R*	S*	S*					S*			R*	S*	R*	R*	R*	R*	
Landscaping and Lawn Care Services			S*								R*	S*	R*	R*	R*	R*	
Laundry											R		R	R	R	R	
Manufactured Home Sales			S*								R*		S*	R*	R*	R*	
Marina		S						S		S	S		R				R

USES	AP	AR	AV	R-1	R-2	R-3	R-4	PRD	RMH	C-1	C-2	NC	PCD	I-1	I-2	PID	EP
Meeting Hall	S*	S*	R*	S*	S*			S*		R*	R*		R*				
Microbrewery											R		R	R	R	R	
Mini-warehouse											R*		R*	R*	R*	R*	
Pawn Shop											R	S	R	R	R	R	
Personal Improvement Services			R					R		R	R		R	R	R	R	
Personal Services			R					R		R	R	R	R	R	R	R	
Recreational Vehicle Sales and Services			S*								R*		R*	R*	R*	R*	
Restaurant, Drive-in and Fast-Food			S*					R*		S*	R*	S*	R*	R*	R*	R*	R*
Restaurant, Family			R*					R*			R*	R*	R*			R*	R*
Restaurant, General			R*					R*			R*		R*			R*	R
Retail Sales			R					R		S	R	R	R	R	R	R	R*
Studio, Fine Arts			R					R		R	R	R	R	R	R	R	R
Surplus Sales											R		S	R	R	S	
Tattoo Parlor											R		R				
Truck Stop			S*								S*		S*	S*	S*	S*	
Veterinary Hospital/Clinic	R	R	R					R		R	R	R	R	R	R	R	

USES	AP	AR	AV	R-1	R-2	R-3	R-4	PRD	RMH	C-1	C-2	NC	PCD	I-1	I-2	PID	EP
Asphalt Plant															S*	S*	
Composting	R*	R*												R*	R*	R*	
Construction Yards	S*		S*								R*	R*	R*	R*	R*	R*	
Custom Manufacturing	R*	S*	R*					S*		R*	R*	S*	R*	R*	R*	R*	
Industry, Type I			R					S			S		S	R	R	R	
Industry, Type II														S	R	S	
Industry, Type III															S	S	
Landfill, Sanitary	S													S	S	S	
Meat Packing and Related Industries															S	S	
Railroad Facilities															R	R	
Recycling Centers and Stations	S*	S*	S*								S*	S*	S*	S*	R*	S*	
Resource Extraction	S*	S*												S*	S*	S*	
Scrap and Salvage Yards															S*	S*	

USES	AP	AR	AV	R-1	R-2	R-3	R-4	PRD	RMH	C-1	C-2	NC	PCD	I-1	I-2	PID	EP	
Transfer Stations	S*	S*	S*	S*	S*	S*	S*	S*	S*	S*	S*	S*	S*	S*	S*	S*		
Transportation Terminal			S								S		S	R	R	S		
Truck Terminal														R	R	R		
Warehouse and Distribution													R	R	R	R		
Winery	S*	S*	S*										R*	R*	R*	R*		
Amateur Radio Tower	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	
Archery Range, outdoor	R*	R*	R*															
Aviation Facilities, General													S	S	S	S		
Aviation Facilities, Private	S*	S*	S*					S*					S*	S*	S*	S*		
Broadcasting Tower, Radio			S*							S*	S*			S*	S*			
Outdoor Gatherings	R*	R*	R*	R*	R*	R*	R*	R*		R*	R*	R*	R*	R*	R*	R*		
Parking Facility			S*					S*		R*	R*		R*	R*	R*	R*		
Shooting Range, Outdoor	S*	S*												S*				
Transportation																	R*	

USES	AP	AR	AV	R-1	R-2	R-3	R-4	PRD	RMH	C-1	C-2	NC	PCD	I-1	I-2	PID	EP
Terminal																	
Wind Energy System, Small	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*
Wireless Communication Facility, Class 1	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*
Wireless Communication Facility, Class 2	R*	R*	R*	S*	S*	S*	S*	S*	S*	R*	R*	R*	R*	R*	R*	R*	
Wireless Communication Facility, Class 3	R*	R*	R*							S*	S*	S*	S*	S*	S*	S*	S*
Wireless Communication Facility, Class 4	R*	R*	R*							S*	S*	S*	S*	S*	S*	S*	S*

(Ord. of 7-9-2001; Ord. of 2-26-2001, App. A; Ord. of 2-11-2002; Ord. of 3-7-2005; Ord. No. O-0307-64, 3-26-2007; Ord. No. O-0707-169, 7-23-2007; Ord. No. O-0508-111(R), 5-27-2008; Ord. No. O-0508-112(R), 5-27-2008; Ord. No. O-1108-241, 11-12-2008; Ord. No. O-1108-242, 11-12-2008; Ord. No. O-0211-32(R), 2-28-2011; Ord. No. O-0911-139, 9-26-2011; Ord. No. O-0312-28, 5-26-2012; Ord. No. O-0213-024, pt. II, 2-25-2013; Ord. No. O-0413-042, pts. I—VII, 4-22-2013; Ord. of 6-10-2013, pts. III, V; Ord. No. O0713-087, pt. III, 7-22-2013; Ord. No. O-120814-02, pt. II, 12-8-2014; Ord. No. O-051115-05, pt. I, 5-11-2015; Ord. No. O-071315-08, pt. II, 7-13-2015; Ord. No. O-032816-03, pt. I, 3-28-2016; Ord. No. O-061316-09, 6-13-2016; Ord. No. O-032717-05, pt. II, 3/27/2017; Ord. No. O07231808, pt. II, 7-23-2018; Ord. No. O042219-04, pt. V, 4-22-2019)



Virginia Department of Historic Resources

[DHR Home \(https://www.dhr.virginia.gov/\)](https://www.dhr.virginia.gov/) > [Historic Registers \(https://www.dhr.virginia.gov/historic-registers/\)](https://www.dhr.virginia.gov/historic-registers/) > [Bedford County \(https://www.dhr.virginia.gov/historic-registers/bedford-county/\)](https://www.dhr.virginia.gov/historic-registers/bedford-county/)

009-5296 Bellevue Rural Historic District



(https://www.dhr.virginia.gov/wp-content/uploads/2018/04/009-5296_BellevueHD_2005_GlennMary_color_VLR_online.jpg)

*Click on image to enlarge.

For additional information, read the [Nomination Form PDF \(https://www.dhr.virginia.gov/VLR_to_transfer/PDFNoms/009-5296_BellevueRuralHD_2005_final_nomination.pdf\)](https://www.dhr.virginia.gov/VLR_to_transfer/PDFNoms/009-5296_BellevueRuralHD_2005_final_nomination.pdf)

VLR Listing Date 10/14/2005

NRHP Listing Date 11/30/2005

NPS property number 05001345

The Bellevue Rural Historic District is named for the district's original 1,200-acre estate and historic two-story brick home (listed individually in the National Register in 1990). [Bellevue \(https://www.dhr.virginia.gov/historic-registers/009-0003/\)](https://www.dhr.virginia.gov/historic-registers/009-0003/) later housed Bellevue

School between 1866 and 1909, a renowned private academy for boys started by James P. Holcombe, a member of the Confederate Congress and of Jefferson Davis's cabinet. The academy provided classical learning and catered to the students of well-to-do families from all over the nation, especially the South. In addition to Bellevue, the district contains a former school for the resident children of [Brook Hill Farm](#) (<https://www.dhr.virginia.gov/historic-registers/009-0318/>) circa 1904 (listed individually in the National Register in 1997). Brook Hill is one of the district's well-preserved farms that are typically linked together by open fields and a narrow, tree-lined road. Collectively the farms in the district reflect the agricultural history of the region. Also contained within the district are Trivium, a crossroads' tavern that dates to 1832; Glen Mary Farm, established 1939; many outbuildings—including a blacksmith shop, icehouse, smokehouse, and a log-building—and houses featuring a variety of architectural styles including Federal, Victorian, Georgian, and Craftsman-Bungalow, all within a one-mile radius.

Abbreviations:

VLR: Virginia Landmarks Register

NPS: National Park Service

NRHP: National Register of Historic Places

NHL: National Historic Landmark

Updated November 8, 2018

[\(https://www.dhr.virginia.gov/\)](https://www.dhr.virginia.gov/)

Virginia Department of Historic Resources

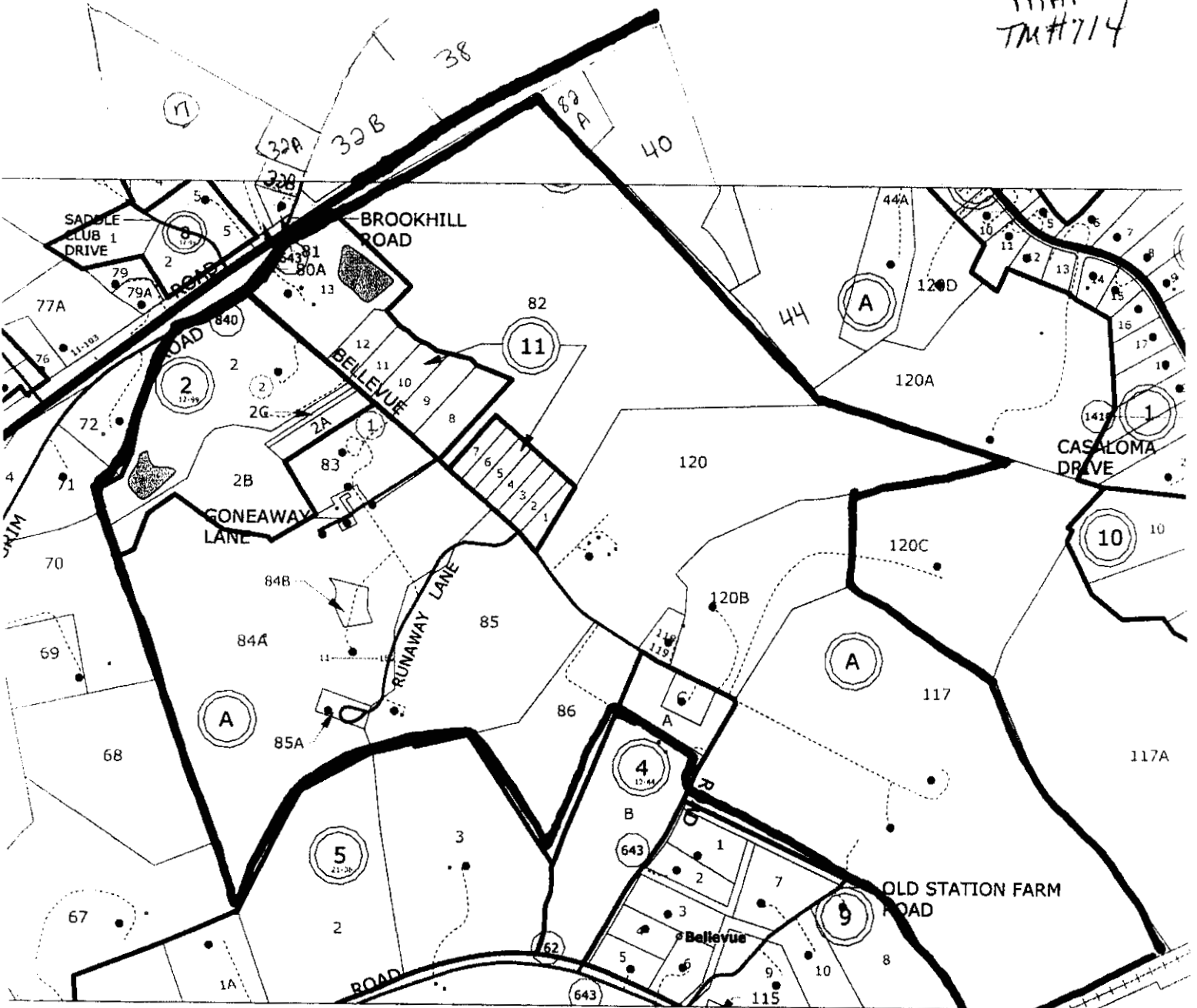
2801 Kensington Avenue, Richmond, VA 23221

Phone: (804) 482-6446

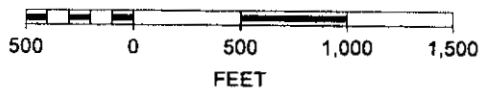
Monday - Friday 8 a.m. - 5 p.m.

BELLEVUE RD

MAP
TM#714



SCALE 1 : 10,980



114A - 113



Bellevue Rural
Historic District
Boundary Lines

DHR#
009-5296

JUNE 2005



Virginia Department of Historic Resources

[DHR - Virginia Department of Historic Resources \(https://www.dhr.virginia.gov\)](https://www.dhr.virginia.gov) > Historic Registers

Historic Registers

DHR administers two programs designed to recognize Virginia's historic resources and to encourage their continued preservation: the Virginia Landmarks Register and the National Register of Historic Places.

The Virginia Landmarks Register (VLR):

- Was created in 1965 by the General Assembly in the Code of Virginia;
- Is the Commonwealth's official list of places of historic, architectural, archaeological and/or cultural significance;
- Is managed by staff of the Department of Historic Resources on behalf of the Virginia Board of Historic Resources;
- Is designed to educate the public about the significance of listed places;
- Has the same criteria and nomination process as the National Register of Historic Places.

The National Register of Historic Places

- Was established in 1966 by the National Historic Preservation Act;
- Is the official list of structures, sites, objects, and districts that embody the historical and cultural foundations of the United States;
- Includes places of local, state, and national significance;
- Is managed by the Department of Historic Resources in partnership with the National Park Service for properties in Virginia.

Permission of a majority of private property owners is required for an individually nominated property or a historic district to be listed in the VLR or the National Register. Both types of listing are treated the same under state and federal laws and regulations.

What Does Listing a Property or Historic District in the VLR or National Register Mean?

Listing in the Registers:

- Is strictly honorary;
- Officially recognizes the historic significance of a place, building, site, or area;
- Encourages but does not require preservation of the property or historic district;
- Offers limited protections to properties from potentially harmful federally- or state-funded activities;
- May qualify owners for voluntary state and federal rehabilitation tax credit programs and DHR's easement program

Listing in the Registers Does *Not* —

- Prevent an owner from renovating or demolishing buildings;
- Require an owner to restore or renovate property;
- Restrict an owner's use of the property;
- Increase property values or taxes;
- Regulate local governments or require creation of a local historic preservation program
 - Local governments have the authority to create historic preservation ordinances and historic district overlays; these and other such efforts are *locally controlled*, do not involve DHR, and are *not* part of the Register process.

A Property that can be Nominated for Listing in the Registers should:

- Have achieved historical significance at least 50 years prior to today and/or is of exceptional importance; and
- Is associated with at least one of the following:
 - An important event or historic trend;

- A significant person whose specific contributions to history can be identified and documented;
 - An important architectural or engineering design; or it represents the work of a master; or it is a distinguishable entity although its components may lack individual distinction;
 - Has the potential to answer important research questions about human history (most commonly these properties are archaeological sites); and
- Retain physical integrity through retention of historic materials, appearance, design, and other physical features.

Learn More:



(https://www.dhr.virginia.gov/wp-content/uploads/2018/04/Greenwood-Afton_RHD_redhouse.jpg)

Typifying a vernacular architectural style common to Virginia, this house was located in the Afton-Greenwood Rural Historic District (Nelson and Albemarle Cos.). It was demolished after the district was listed in the registers.

The process for having your property evaluated for Register eligibility is explained at [Preliminary Evaluation and Nomination Process \(https://www.dhr.virginia.gov/historic-register/preliminary-evaluation-and-nomination-processes/\)](https://www.dhr.virginia.gov/historic-register/preliminary-evaluation-and-nomination-processes/). If you have additional questions, contact your nearest [regional office \(https://www.dhr.virginia.gov/about-dhr/regional-preservation-offices/\)](https://www.dhr.virginia.gov/about-dhr/regional-preservation-offices/).

Completed nominations that will be considered at the next quarterly meeting of the Virginia Board of Historic Resources and the Virginia State Review Board are posted at [Board Activities \(https://www.dhr.virginia.gov/boards/\)](https://www.dhr.virginia.gov/boards/).

For more information about the Registers, refer to the [Frequently Asked Questions \(https://www.dhr.virginia.gov/historic-register/historic-registers-frequently-asked-questions/\)](https://www.dhr.virginia.gov/historic-register/historic-registers-frequently-asked-questions/).

Updated July 22, 2019

[\(https://www.dhr.virginia.gov/\)](https://www.dhr.virginia.gov/)

Virginia Department of Historic Resources

2801 Kensington Avenue, Richmond, VA 23221

Phone: (804) 482-6446

Monday - Friday 8 a.m. - 5 p.m.



COUNTY OF BEDFORD, VIRGINIA

COUNTY ADMINISTRATION BUILDING
122 EAST MAIN STREET, SUITE G-03
BEDFORD, VIRGINIA 24523

8a

DEPARTMENT OF COMMUNITY DEVELOPMENT DIVISION OF PLANNING

TO: Planning Commission
Patrick Skelley, County Attorney

FROM: Jordan Mitchell, Planner 

DATE: August 11, 2020

SUBJECT: Rezoning Application #RZ050002 - Revised Proffer Amendment

The Planning Commission (“Commission”) held a public hearing for a proffer amendment to rezoning application #RZ050002 (Constantine Rosko) at their regularly scheduled meeting on July 21, 2020. After closing the public hearing and discussing the proffer amendment, the applicant’s representative requested to offer a revised proffer that would limit the use of the property to residential uses only. Prior to the Commission taking action on the request, staff requested a signed revised proffer amendment from the property owner to ensure compliance with Section 30-15 of the Zoning Ordinance. The Commission tabled a decision on the application by a vote of 6-0.

The applicant has provided the following revised proffer amendment request (see attachment) to rezoning application #RZ050002:

- 9) Any development of Tax Map Number 114-A-82 shall be in compliance with the regulations of the AV district, except that development shall be limited to the residential uses only as permitted therein. Tax Map Number 114-A-82 shall not be subject to any other proffer associated with rezoning application #RZ050002.

Staff has reviewed the revised proffer and found it acceptable and compliant with the requirements of Section 30-15 of the Zoning Ordinance. This proffer would be added to the existing list of proffers (see attachment) for rezoning application #RZ050002 if approval of the revised proffer is recommended for acceptance by the Commission.

Staff looks forward to discussing the revised proffer amendment with the Commission on August 18, 2020. If you have any questions or concerns prior to your regular meeting, please contact me at (540) 586-7616 or jmitchell@bedfordcountyva.gov.

Attachments

- Revised Proffer Statement (Signed)
- RZ050002 Signed Ordinance (Proffers listed)

Lexington

Russ Orrison, PE, LS
Pierson Hotchkiss, LS
Gavin Worley, PE



Lynchburg

Norm Walton, PE
Aaron Dooley, LS

August 3, 2020

Mr. Jordan Mitchell
Bedford County Planning
122 East Main Street, Suite G-03
Bedford, VA 24523

Re: Proffer amendment for TM#114-A-82; Rosko Property

Dear Mr. Mitchell,

Please be advised that regarding the proposed proffer amendment for TM# 114-A-82 currently before the Planning Commission, I wish to voluntarily make the following proffer:

Any development of Tax Map Number 114-A-82 shall be in compliance with the regulations of the AV District, except that development shall be limited to the residential uses only as permitted therein. Tax Map Number 114-A-82 shall not be subject to any other proffer associated with rezoning application #RZ050002.


 Signature _____ 8/6/20
 date

Constantine Rosko
 Printed Name

\\ns2\Smp1 Documents\2020\20186 Rosko proffer 2020-08-03.doc

At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia, held at the Bedford County Administration Building on the 14th day of February 2005, beginning at 7:30 p.m.

Philip Thompson, Director of Planning, appeared before the Board and stated that on December 13, 2004, the Board of Supervisors held a public hearing on a rezoning application proposed by Constantine Rosko. The rezoning application requests to change the zoning designation of approximately 48.3 acres from AR, Agricultural/ Residential, to AV, Agricultural Village Center, to allow the construction of a 42-lot subdivision. The applicant already has approval of a preliminary subdivision plan for 53 lots for this property. The public hearing consisted of: a staff presentation outlining the staff report; a presentation by the applicant; public comments and testimony; and an opportunity for the applicant to address any comments made during the public hearing.

After the public hearing, the Board of Supervisors postponed action on the application until its January 24, 2005 meeting. On January 24, 2005, the Board discussed the proposed rezoning application and postponed action until its February 14, 2005 meeting.

**AN ORDINANCE TO AMEND AND READOPT THE BEDFORD COUNTY
ZONING ORDINANCE BY CHANGING THE ZONING DISTRICT DESIGNATION
OF A PORTION OF PROPERTY IDENTIFIED AS TM#114-A-82 FROM AR,
AGRICULTURAL/RESIDENTIAL, TO AV, AGRICULTURAL VILLAGE CENTER**

BE IT HEREBY ORDAINED, that the Bedford County Zoning Ordinance is hereby amended and readopted by changing the zoning district designation of a portion of property identified as TM#114-A-82 from AR, Agricultural/Residential, to AV, Agricultural Village Center, with the following proffered conditions:

1. The property will be developed in substantial conformance with the submitted rezoning plan, revision dated 11-15-04, as prepared by Perkins & Orrison, Inc.
2. Uses for the proposed lots shall be limited to single family residential dwellings and residential accessory uses/structures.
3. No home shall be permitted to be constructed on any lot that contains less than 3,000 square feet of finished living space for a two story house, or 2,500 feet for a one story house.
4. Architectural standards for all homes and accessory structures are to be primarily brick or stone, with Hardi Plank or similar cement fiber siding product covering less than half of the building exterior. Architectural grade shingles or better roof material must be used. There shall be no exposed concrete CMU foundations. Homes shall be of a generally traditional appearance, in keeping with other finer homes in the area.
5. Along the Bellevue Road lots, the developer agrees to dedicate public right-of-way extending 25' from the centerline.
6. The project will be developed in two phases: the first being the 12 lots along Bellevue Road, and the second being lots accessed off of Route 221 (not including the Trivium house).

7. A right turn lane and taper will be constructed on Route 221 at the proposed entrance.
8. Along the southern and eastern boundaries of the rezoned lots, a 50-foot buffer will remain undisturbed. If disturbance is required, then a double row of evergreen trees, 12' on center, 6' tall at planting, shall be installed along or near the property line for the entire length of the disturbed area.

Severability

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

Effective Date

This ordinance is effective upon adoption.

After reviewing the public testimony, the public record, the Planning Commission's recommendation, the goals and objectives of the County's Comprehensive Plan and Section 30-3 of the Zoning Ordinance, Supervisor Bashore made a motion to amend and readopt the Bedford County Zoning Ordinance by changing the zoning district designation of a portion of property identified as TM# 114-A-82 from AR, Agricultural/Residential, to AV, Agricultural Village Center, with proffers, as indicated on the attached ordinance.

Voting yes: Mr. Cheek, Dr. Bashore, Mr. Pollard, Mr. Neudorfer and Mr. Arrington

Voting no: None

Absent: Mr. Lowry, Mr. Wheeler

Adopted Unanimously.

A Copy-Teste:


Kathleen D. Guzi
Interim County Administrator



BEDFORD COUNTY BOARD OF SUPERVISORS

Agenda Item Summary

MEETING DATE: 9/28/2020

AGENDA ITEM #8c

RESOLUTION #R 092820-07

Work Session Regular Meeting

Consent Public Hearing Action Closed Session Information

ITEM TITLE: Special Use Permit #SU20-0006 - Runk and Pratt

RECOMMENDATION

The Board of Supervisors approve Special Use Permit application #SU20-0006 (with conditions) as recommended by the Planning Commission.

SUMMARY

Brian Runk with Runk and Pratt is requesting a special use permit for Tax Map Number 116-A-17 for the construction of a 3-story 82,000 sq. ft. Life Care Facility with associated parking on 3.8 acres of a 6.91 acre parcel of property. There are no required Article IV Use and Design Standards for a Life Care Facility.

PRIOR ACTIONS

The Planning Commission held a public hearing for Special Use Permit application #SU20-0006 on July 21, 2020. The Planning Commission made a recommendation of approval by a vote of 6-0 with the following staff recommended conditions:

1. The site will be in substantial conformance with the Concept Plan, dated May 13, 2020, prepared by Hurt and Proffitt, Inc.
2. Any proposed lighting associated with the "Life care facility" use shall be directed downward and away from adjoining properties.

FISCAL IMPACT

N/A

CONTACTS

Mark E. Jordan, Planner

ATTACHMENTS

SU20-0006 PC Packet

SU20-0006 BOS Resolution

REVIEWED BY

Patrick Skelley, County Attorney

Jordan Mitchell, Interim Director



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 28th day of September 2020, beginning at 7:00 pm.:

MEMBERS:

John Sharp, Chair
 Charla Bansley, Vice-Chair
 Mickey Johnson
 Edgar Tuck
 Tommy W. Scott
 Bob Davis
 Tammy Parker

VOTE:

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

A RESOLUTION

TO APPROVE A SPECIAL USE PERMIT

FOR THE CONSTRUCTION OF A 3-STORY 82,000 SQ. FT. LIFE CARE FACILITY WITH ASSOCIATED PARKING ON 3.8 ACRES OF A 6.91 ACRE PARCEL OF PROPERTY IDENTIFIED AS TAX MAP #116-A-17.

WHEREAS, Runk and Pratt has submitted Special Use Permit application #SU20-0006 for the construction of a 3-story 82,000 sq. ft. Life Care Facility with associated parking on 3.8 acres of a 6.91 acre parcel of property; and

WHEREAS, The application has been submitted pursuant to Section 30-79-2 of the Zoning Ordinance, which allows a “Life Care Facility” use in the PCD (Planned Commercial Development) after a Special Use Permit has been approved in accordance with Section 30-19 of the Zoning Ordinance; and

WHEREAS, the Board of Supervisors has carefully considered the public record, the public testimony, and the recommendations of the Planning Commission; and

WHEREAS, the Board of Supervisors finds that the requested special use meets the goals and objectives of the Comprehensive Plan and the purposes of the Zoning Ordinance for the issuance of a Special Use Permit; and

NOW, THEREFORE, BE IT RESOLVED, by the Bedford County Board of Supervisors that the Board does hereby approve of a Special Use Permit pursuant to application #SU20-0006 with the following conditions:

1. The site will be in substantial conformance with the Concept Plan, dated May 13, 2020, prepared by Hurt and Proffitt, Inc.
2. Any proposed lighting associated with the “life care facility” use shall be directed downward and away from adjoining properties.

MEMORANDUM

TO: Planning Commission

FROM: Mark E, Jordan, CZO, Planner *MEJ*

DATE: July 8, 2020

SUBJECT: **Special Use Permit #SU20-0006: Life Care Facility – Runk and Pratt**

SYNOPSIS

Brian Runk with Runk and Pratt is requesting a special use permit for Tax Map Number 116-A-17 for the construction of a 3-story 82,000 sq. ft. Life Care Facility with associated parking on 3.8 acres of a 6.91 acre parcel of property. The property is located in Election District #4.

BACKGROUND

Applicant/Owner

The applicant is Brian Runk, Runk and Pratt, 5106 Waterlick Road, Forest, Virginia 24551. The property owner of the subject parcel is J&B Properties, 3914 Old Forest Road, Lynchburg, Virginia 24501.

Engineer

The Engineer for the applicant is Scott Beasley, P.E., Hurt and Profitt, Inc., 2524 Langhorne Road, Lynchburg, Virginia 24501.

Location

Tax Map Number 116-A-17 is located across Route 221 (Forest Road) from the Ashwood Manor Townhomes and the Forest Middle School (addressed as 100 Ashwood Drive). According to the concept plan and County records, the property is 6.91 acres in size.

Proposed Change

The applicant has requested a special use permit for the purpose of constructing a 3-story 82,000 sq. ft. Assisted Living Facility (“Life Care Facility) on Tax Map Number 116-A-17.

ANALYSIS

Zoning/Land Use Compatibility

The property (Tax Map #116-A-17) is zoned PCD (Planned Commercial Development district) w/CO (Corridor Overlay District) and is undeveloped and vacant. The properties directly across Forest Road contain the Ashwood Manor Townhomes; zoned PID (Planned Industrial Development district) w/CO, and the Forest Middle School, zoned AR (Agricultural Residential district) w/CO). The remaining adjacent properties along Route 221 are vacant properties, along with a Car Wash, and are also zoned PCD w/CO. The uses of neighboring properties include the

Food Lion Shopping Center, zoned PCD w/CO, and a vacant 24.29 acre parcel to the immediate rear of the subject property, which is also zoned PCD w/CO.

Generally, a “Life care facility” use may be compatible with the PCD zoning district and surrounding area given that a special use permit is required to establish the use in the zoning district. Additionally, conditions can be placed on a special use permit to mitigate adverse impacts to aid the proposed use’s compatibility with the surrounding area.

Zoning Ordinance

The proposed use is classified as a “Life care facility” which is permitted in the PCD zoning district with the approval of a special use permit. The use is defined in Article II (Definitions) of the Bedford County Zoning Ordinance, as follows:

Life care facility – A residential facility primarily for the continuing care of the elderly, providing for transitional housing progressing from independent living in various dwelling units, with or without kitchen facilities, and culminating in nursing home-type care where all related uses are located on the same lot. Such facility may include other services integral to the personal and therapeutic care of the residents.

There are no required Article IV Use and Design Standards in the Zoning Ordinance for a “Life care facility” use.

Comprehensive Plan

The 2025 Bedford County Comprehensive Plan contains goals, objectives, and strategies that relate to the special use request:

Community Character, Design and Aesthetics

A Preservation of the scenic beauty, pastoral character, and historic resources of the County

- 3.6 Planned residential and commercial development that is compatible with adjacent and surrounding neighborhoods.

Housing

A Variety of safe, sanitary and affordable housing for all County residents

- 4.1 A variety of dwelling units in all price ranges
- 4.3 Housing development that provides a safe, sanitary and desirable places to live

Land Use

An orderly, efficient, and compatible growth and land use pattern that is sensitive to the natural environment

- 9.1 Future development directed to areas already or proposed to be served with adequate public facilities that is compatible with and sensitive to the natural environment

The proposed development is planned in an area that has public water and sewer available to the property. The surrounding area around the site has various different types of uses (townhouses, educational facility, car wash, religious assembly) as well as other commercial uses.

Project Impacts

This project has been reviewed by County agencies and the following information reflects their comments:

Environmental

Erosion and sediment control measures and stormwater management regulations will apply to the development of the site. A stormwater permit will be required if 1 acre or more will be disturbed. A land disturbing permit (LDP) will be needed if 10,000 square feet or greater is disturbed and/or within 200 feet of a body of water.

Transportation

According to VDOT's 2016 traffic data, the AADT (average annual daily traffic) from Centerville Road (Route 671) to Perrowville Road (Route 663), 9.23 miles in length is **25,000 vehicles**. VDOT has reviewed the request and has determined that upon site plan submittal, a detailed TIA (Traffic Impact Analysis) that addresses operating conditions and safety will be required, along with an analysis of the existing entrance.

Utilities

The property is served by public water and sewer from the Bedford Regional Water Authority.

Public Facilities

Forest Middle School and Jefferson Forest High School are both located in close proximity to the subject property. There are no anticipated impacts from the proposed use, the residents of the facility are predominately senior citizens (65 years of age and older), and would not have school age children.

Aesthetic/Visual

The development will be visible to all adjoining properties and to those traveling along Forest Road. However, nearby uses of property are similar as far as visibility or have higher density commercial uses.

CONDITIONS

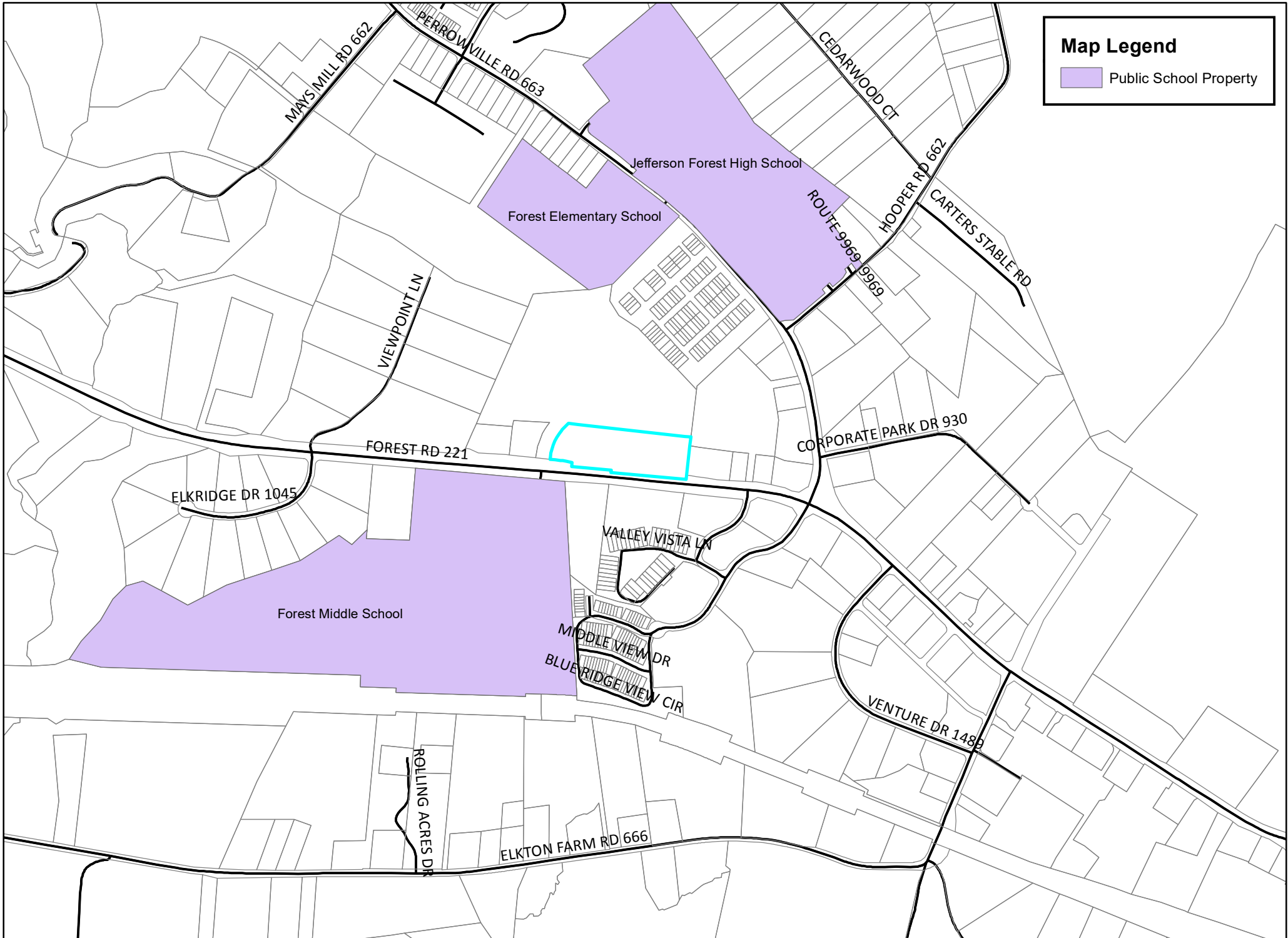
In accordance with Section 30-19-3 (C) of the Zoning Ordinance, the Planning Commission may recommend any conditions necessary to mitigate any impacts. The following conditions are recommended by staff:

1. The site will be in substantial conformance with the Concept Plan, dated May 13, 2020, prepared by Hurt and Proffitt, Inc.
2. Any proposed lighting associated with the “Life care facility” use shall be directed downward and away from adjoining properties.

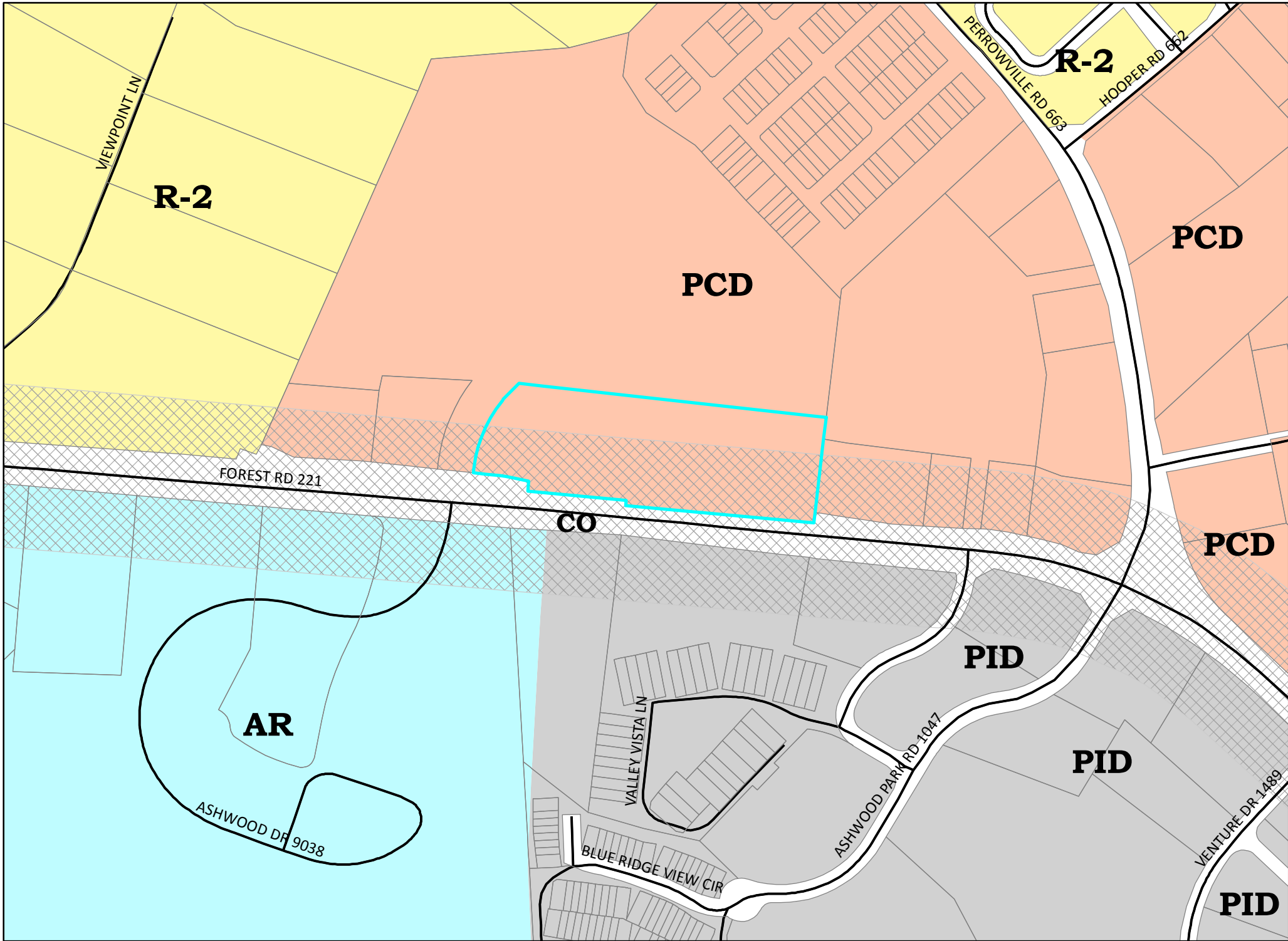
ATTACHMENTS

1. Location Map
2. Zoning Map
3. Future Land Use Map
4. Aerial Photograph (2018)
5. Special Use Permit Application
6. Concept Plan
7. Section 30-57, PCD (Planned Commercial Development district)
8. Section 30-77, CO (Corridor Overlay district)

Location Map



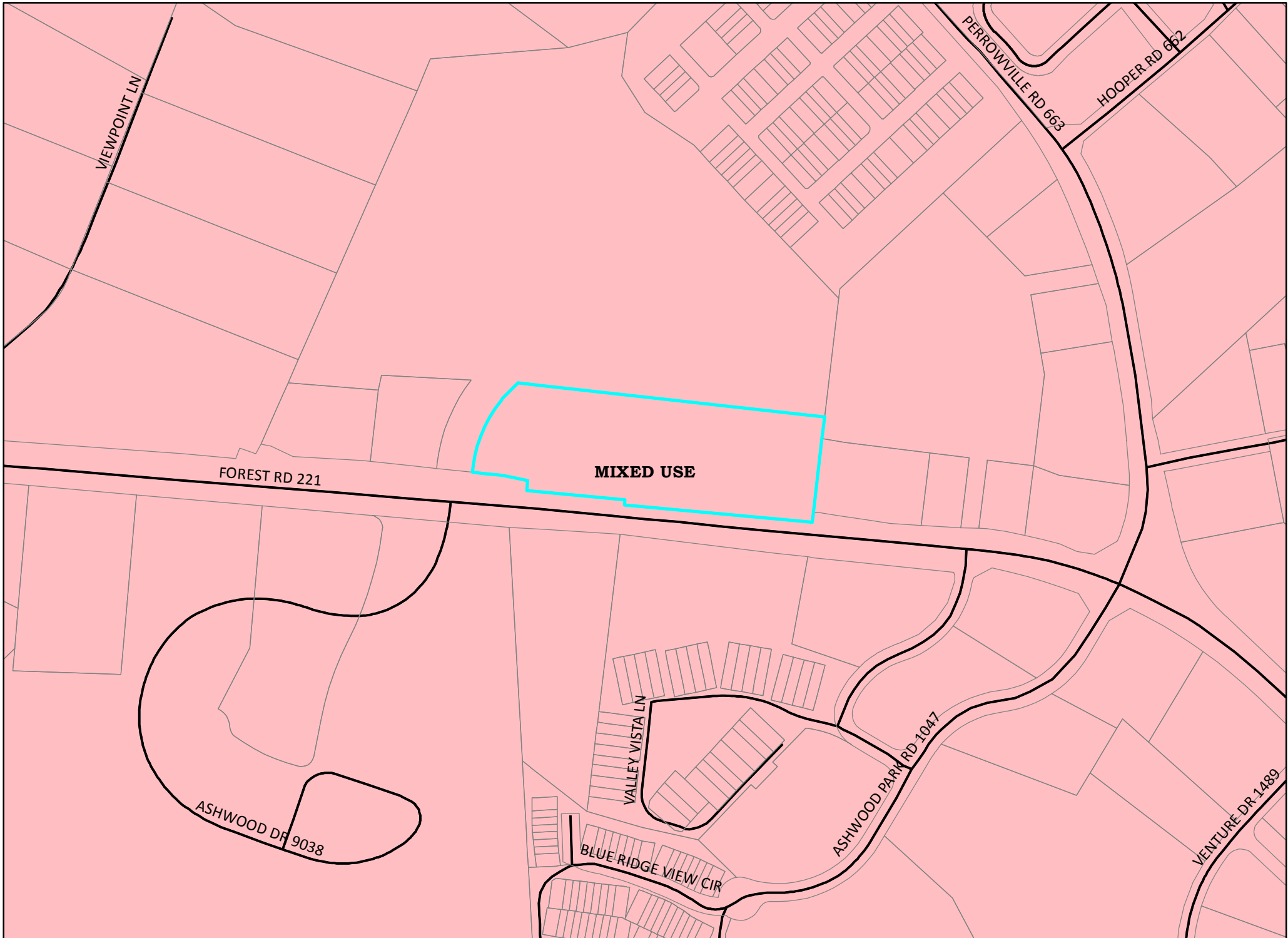
Zoning Map (with Overlay)



Aerial Photograph (VGIN 2018)



Future Land Use Map





Bedford County
 Department of Community Development
 Division of Planning
 122 E. Main Street, Suite G-03
 Bedford, VA 24523
 (540) 586-7616 • Fax (540) 586-2059
 www.bedfordcountyva.gov/planning

For staff use only

Date received:

Received by:

Fee Paid: \$

PC Date:

Application No.:

BOS Date:

Project No.:

Special Use Permit Application

GENERAL INFORMATION:

Section 30-19: Special uses are established in recognition that in addition to uses permitted by right, certain uses may, depending upon their scale, design, location, and conditions imposed by the Board of Supervisors be compatible with existing and future uses in a district. A special use permit application may be initiated by:

- 1) Resolution of the Board of Supervisors;
- 2) Motion of the Planning Commission;
- 3) Petition of the owner, contract purchaser with the owner's written consent, or the owner's agent of the property for which a special use permit is requested.

APPLICATION PROCEDURE:

- **Consultation with Planning Staff:** You are required to meet with a planner to discuss feasibility of request prior to submission.
- **Planning Commission:** The Planning Commission will hold an advertised public hearing and review the application in order to make and forward an advisory recommendation to the Board of Supervisors.
- **Board of Supervisors:** The Board of Supervisors will hold a public hearing and review the application in order to make a decision on the request. In granting the special use permit, the Board of Supervisors may attach any conditions necessary to insure that the proposal meets the specific and general standards for the proposed use.

Please make sure the following items are included BEFORE submitting:

- Application Fee:** \$300.00 (checks made payable to Bedford County). Applicant is also responsible for the costs of all public notifications including sign posting, mailings and legal advertisements.
- Concept Plan:** A concept plan prepared by a professional engineer, architect or surveyor must be submitted with the application in both hard copy and digital (.pdf format) versions. The plan shall include at a minimum what is required of a site development plan in Article V of the Zoning Ordinance and address any potential land use or design issues arising from the request. It is the responsibility of the applicant to demonstrate that the proposed use will be in harmony with the zoning district and surrounding area. If the proposed development is to be constructed in phases, all phases shall be shown at the time of the original application.



Bedford County

Special Use Permit Application

Please print in blue or black ink or typewrite. If not applicable, write N/A.

APPLICANT INFORMATION

Note: If applicant is not the property owner, an owner's authority letter must be submitted with application.

Applicant Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Property Owner Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Authorized Agent/Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Engineer: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

PROJECT INFORMATION

Location/Address of Property (directions from Bedford County Administration Building): _____

Tax Map Number(s): _____

Magisterial District: _____ **Election District:** _____

Size of Parcel(s): In acres _____ In sq. ft. _____

Amount of area to be utilized _____

Does the parcel meet the minimum requirements contained in the Article IV use and design standards for the use? () Yes () No

Current Zoning: _____ **Current Land Use:** _____

Proposed Land Use (from Permitted Use Table, Sec. 30-79-2): _____

Please describe the proposed project or purpose of the request. _____

JUSTIFICATION FOR SPECIAL USE PERMIT

The Planning Commission will study the special use request to determine the need and justification for the change in terms of public health, safety and general welfare. Please answer the following questions as thoroughly as possible. Attach additional paper if necessary.

Please explain how the request furthers the purposes of the Zoning Ordinance (Section 30-3) as well as the purpose found at the beginning of the applicable zoning district classification in the Zoning Ordinance.

Please explain how the project conforms to the general guidelines and policies contained in the Bedford County Comprehensive Plan.

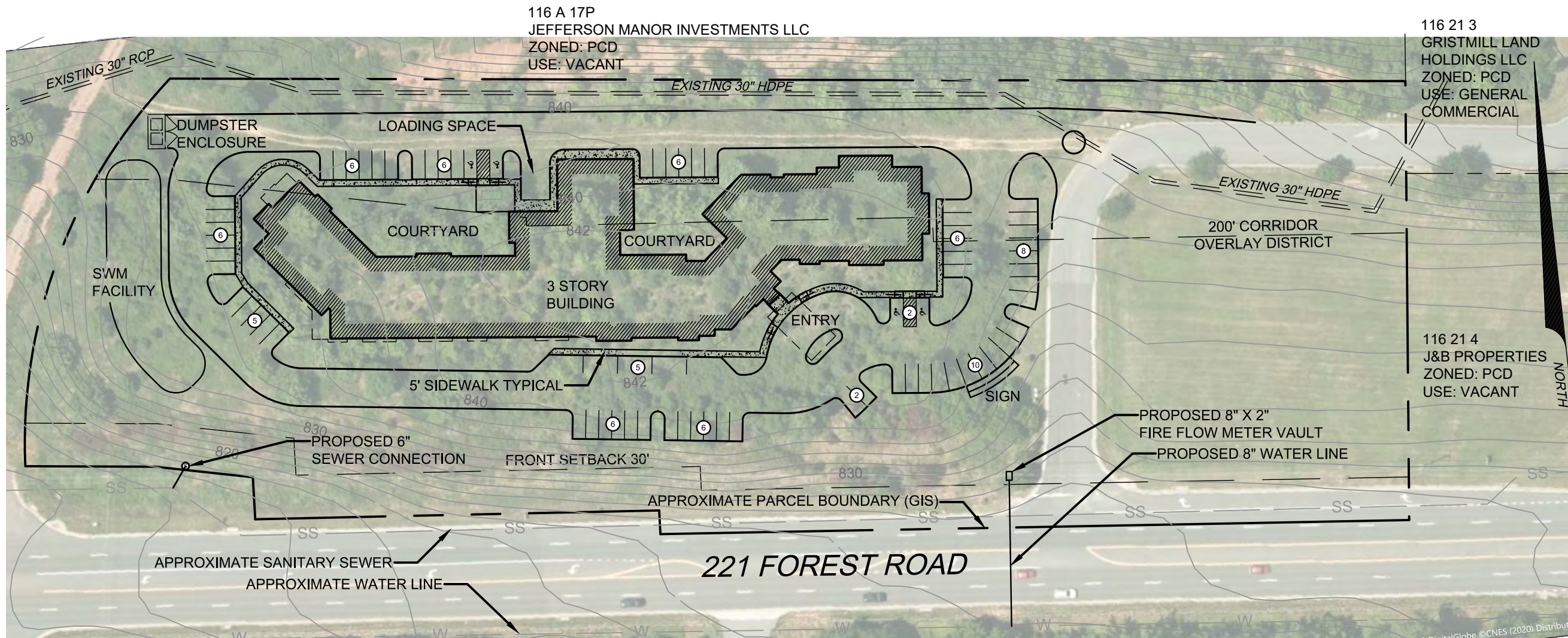
Please describe the impact(s) of the request on the property itself, the adjoining properties, and the surrounding area as well as the impacts on public services and facilities, including water/sewer, roads, schools, parks/recreation and fire/rescue.

CERTIFICATION

I hereby certify that this application is complete and accurate to the best of my knowledge, and I authorize County representatives entry onto the property for purposes of reviewing this request.

Owner/Agent Signature: _____ **Date:** _____

Print Name: _____



HURT & PROFFITT
INSPIRED / RESPONSIVE / TRUSTED

2524 LANGHORNE ROAD
LYNCHBURG VA 24501
434.847.7796 | HANDP.COM

ENGINEERING • SURVEYING • LAND DEVELOPMENT • ENVIRONMENTAL
GEOTECHNICAL • CONSTRUCTION TESTING & INSPECTION • CULTURAL RESOURCES

PRELIMINARY SITE PLAN
FOR
RUNK & PRATT AT 221
BEDFORD COUNTY, VIRGINIA

PROJECT NARRATIVE
THIS PROJECT IS TO DEVELOP A 3 STORY 82,000SF SENIOR LIVING FACILITY. CURRENT USE VACANT.

ZONING
TAX MAP # 116 A 17 (11604200 RPC.) 6.91 ac. (GIS)
PCD - PLANNED COMMERCIAL DEVELOPMENT DISTRICT
CORRIDOR OVERLAY DISTRICT

WATER AND SEWER
1) THIS SITE WILL BE SERVED WITH PUBLIC WATER AND SEWER BY THE BEDFORD REGIONAL WATER AUTHORITY (BRWA).
2) A GREASE TRAP WILL BE PROVIDED FOR THIS FACILITY.
3) SEWER CAPACITY AT THE DOWNSTREAM SEWER PUMP STATION HAS BEEN RESERVED BY THE OWNER.
4) PRELIMINARY CALCULATIONS INDICATE AN 8" X 2" METER IS REQUIRED.

STORMWATER MANAGEMENT
STORMWATER MANAGEMENT WILL BE ACCOMPLISHED USING A DETENTION POND AND NUTRIENT CREDIT PURCHASE.

PROPERTY SETBACKS (PCD)
FRONT 30' MIN.
SIDE N/A
REAR N/A

PARKING SCHEDULE (HOME FOR ADULTS)
REQUIRED: 1 SPACE PER 3 PERSONS OF RESIDENTIAL CAPACITY, PLUS 1 SPACE FOR EACH EMPLOYEE ON MAJOR SHIFT.
PROPOSED FACILITY: 100 BEDS /3 = 34 SPACES FOR RESIDENCE.
20 MAJOR SHIFT EMPLOYEES x1 = 20 SPACES.
TOTAL REQUIRED = 54 SPACES
PROPOSED = 74 PARKING SPACES INCLUDING 4 HANDICAP ACCESSIBLE SPACES.

BUILDING COVERAGE
MAXIMUM = 50%
PROPOSED = 15%

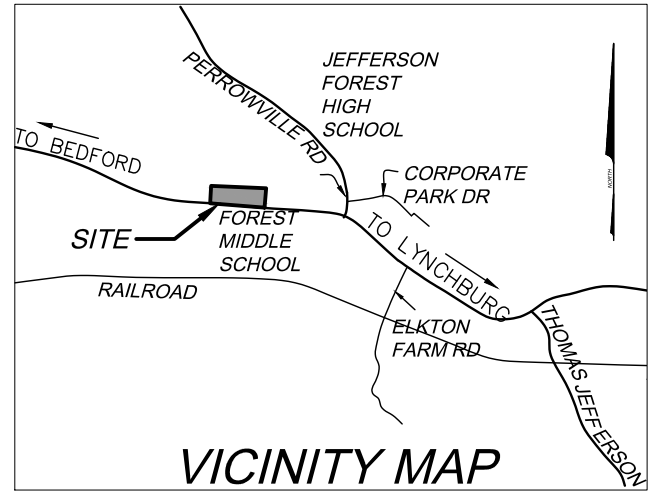
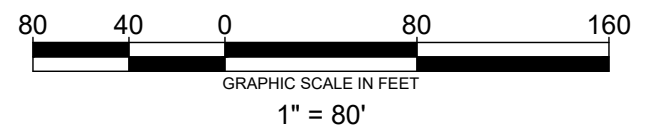
LOT COVERAGE
MAXIMUM = 90%
PROPOSED = 40%

CONTACT INFORMATION
OWNER/APPLICANT:
RUNK & PRATT
5106 WATERLICK ROAD
FOREST, VA
CONTACT: BRIAN RUNK

ENGINEER:
HURT & PROFFITT
2524 LANGHORNE ROAD,
LYNCHBURG VA 24501
(434) 847-7796
CONTACT: SCOTT BEASLEY
sbeasley@handp.com

SITE LEGEND

	CURB
	ACCESSIBLE RAMP
	SIDEWALK
	PROPERTY LINE (GIS)
	YARD SETBACK
	PARKING SPACES



NOTE: PROPERTY BASE INFORMATION TAKEN FROM THE BEDFORD COUNTY GIS. TOPOGRAPHY FROM VGIN DATA SOURCE.

PROJECT NO.	20200422
LAT.	37.37139
LONG.	-79.30718
DATE:	05/13/2020
DRAWN BY:	ELC
CHECKED BY:	PSB

SHEET NO.
1 OF 1

Sec. 30-55. - Reserved.

Sec. 30-56. - INT Interchange district (reserved).

Sec. 30-57. - PCD Planned commercial development district.

Sec. 30-57-1. Purpose.

The intent of the planned commercial development (PCD) district is to promote the efficient use of commercial land by allowing a wide range of land uses of various densities and flexible application of development controls. The goals may be accomplished while also protecting surrounding property, the natural features, and scenic beauty of the land.

The planned commercial development district is provided in recognition that many commercial, office and residential establishments seek to develop within unified areas, usually under single ownership or control. Because these concentrations of retail, service, and office establishments are generally stable and offer unified internal arrangement and development, potentially detrimental design effects can be recognized and addressed during the review of the development. For these reasons, the provisions for the PCD allow greater development latitude. Districts should be proposed and planned for areas that provide for adequate development and expansion space, controlled access points, landscaped parking areas, and public utilities. Development of the PCD will take place in general accordance with an approved master plan, which may allow for clustering of uses and densities in various areas of the site.

Planned commercial development districts should be a visual asset to the community. Buildings within the district are to be architecturally similar in style and the relationship among individual establishments should be harmonious. The site should be well landscaped and parking and loading areas are to be screened.

Sec. 30-57-2. Permitted uses.

Permitted uses shall be as listed in section 30-79. However, no use shall be permitted except in conformity with the uses specifically included in the final master plan as approved pursuant to section 30-57-6. Residential uses shall be limited to no more than 30% of the total acreage contained within the parcel proposed as a planned commercial development.

(Ord. of 6-14-1999, #28)

Sec. 30-57-3. Site development regulations.

- (a) Each planned commercial development shall be subject to the following site development standards:
- (1) Minimum acreage required to create a new planned commercial district or a planned commercial development within an existing planned commercial district shall be five (5) acres or contiguous land or land which is adjacent to an existing planned commercial development.
 - (2) Minimum lot sizes for allowable uses in this district shall be as shown for the same use in article IV. Townhouses and two-family dwellings shall comply with the requirements as set forth for an R-2 zoning district in article IV. Multifamily dwellings shall comply with the requirements as set forth for an AV zoning district in article IV. Single-family dwellings shall comply with the site development regulations as set forth for an R-2 zoning district in article III.
 - (3) Minimum front setbacks: All structures proposed to front on existing public streets external to the PCD shall be located a minimum of thirty (30) feet from the existing public right-of-way.
 - (4) Lots within the PCD district shall comply with the buffer yard requirements of section 30-92-4 of this ordinance and the minimum standards as set forth below.
 - (5) Lot coverage:
 - a. Lots served by a private well and sewage disposal system:

1. Area: One and one-half (1.5) acres (sixty-five thousand three hundred forty (65,340) square feet).
2. Frontage: One hundred (100) feet on a publicly owned and maintained street.
- b. Lots served by either public water or sewer, or both:
 1. Area: Twenty thousand (20,000) square feet.
 2. Frontage: Seventy-five (75) feet on a publicly owned and maintained street.
- c. Maximum lot coverage shall be determined through the preliminary development plan process but in no case shall exceed seventy-five (75) percent.
- (6) Public streets in the PCD district shall be built in accordance with VDOT and Bedford County standards. In reviewing the PCD preliminary master plan, the planning commission may recommend, and the board of supervisors may approve, one (1) or more private streets within the proposed district. Private street standards, specifications and a proposed maintenance agreement shall be submitted with the preliminary master plan.
- (7) The applicant may propose a reduction to the number of parking spaces required by this ordinance for each use type, if justified. This proposal will be reviewed with consideration given to potential future uses of the site, parking demand and expansion potential.
- (8) Maximum height of structures: Forty-five (45) feet. Structures may exceed the height limitation provided a special use permit is approved in accordance with section 30-19
- (9) Utilities shall be placed underground.
- (10) Arrangement of areas:
 - a. The location and arrangement of structures, parking, access drives, outdoor lighting, signs and other uses and developments within the PCD, in addition to achieving these development standards, shall be accomplished in accordance with an approved final master plan to assure compatibility with the existing and future land use in the vicinity.
 - b. Areas designed for future expansion or not intended for immediate improvement or development shall be specified as reserve areas on the preliminary development plan. The future use and the limitations on future use of such area shall be specified, or else such areas shall not be included as part of the PCD application. Reserve areas included in the PCD shall be landscaped or otherwise maintained in a neat and orderly manner.
- (11) In order to promote safe ingress and egress for the development, the minimum separation distance between entrances to the public right-of-way shall be three hundred (300) feet. Additional access between adjoining lots, such as frontage roads and shared parking lots, are strongly encouraged.
- (12) Fire prevention systems and hydrants: The placement of fire hydrants or other fire prevention systems shall be reviewed by the local fire marshal to insure compliance with the standards set forth by the National Fire Protection Association, or NFPA.

(Ord. of 9-8-2003; Ord. of 9-13-2004)

Sec. 30-57-4. Site development recommendations.

- (a) The planned commercial development district should be designed and developed to be a visual asset to Bedford County. Since the relationship of the development and community and the prospects for economic success of the project have much to do with the physical character of the development, these following factors shall be considered in reviewing a planned commercial district application:
 - (1) The principal entrance into the PCD district should be sufficiently landscaped to comply with the purposes of this district. In addition, the first one hundred (100) linear feet of street, leading

through this principal entrance into the PCD, should have a landscaped median of sufficient width and planting density to meet the purposes of this district.

- (2) Parking within the PCD should be located to the side or rear of the principal structures on the lot, wherever feasible. During review, consideration will be given to topographical constraints, innovative site design, buffering and landscaping factors.

Sec. 30-57-5. Relationship to existing development regulations.

All zoning regulations shall apply to the development of the PCD district, unless modified by the board of supervisors in the approval of the final master plan.

Sec. 30-57-6. Application process.

- (a) (1) The time frames outlined in section 30-57 are the maximum time frames mandated by the Code of Virginia. Bedford County will make every reasonable effort to complete the application process within a shorter time frame.
- (2) In areas presently designated PCD, planned commercial development district, no amendment to this ordinance or rezoning is required to develop a planned commercial development and the planned commercial development plan may be approved administratively as the site development plan, provided the other requirements of this section are met.
- (3) Where planned commercial developments are proposed in areas not zoned accordingly, an amendment to this ordinance or a rezoning is required and the provisions of the subsection shall apply.
- (b) Prior to submitting a formal application for review and approval under these provisions, the applicant and county staff shall meet to discuss the requirements of section 30-57. The purpose of the meeting is to obtain a mutual understanding of the application requirements and process. The applicant is encouraged to submit information on the scope and nature of the proposal to allow staff to become familiar with the proposal in advance of the meeting.
- (c) Any application to rezone land to the PCD designation, shall constitute an amendment to the zoning ordinance pursuant to section 30-14. The written and graphic information submitted by the applicant as part of the application process shall constitute proffers pursuant to section 30-15 of this ordinance. Once the board of supervisors has approved the final master plan, all accepted proffers shall constitute conditions pursuant to section 30-15
- (d) To initiate an amendment, the applicant shall complete a rezoning application. This information shall be accompanied by graphic and written information, which shall constitute a preliminary master plan. All information submitted shall be of sufficient clarity and scale to clearly and accurately identify the location, nature, and character of the proposed district. At a minimum the information shall include:
 - (1) A legal description and plat showing the site boundaries, and existing street lines, lot lines, and easements.
 - (2) Existing zoning, land use and ownership of each parcel proposed for the district.
 - (3) A general statement of planning objectives to be achieved by the PCD district, including a description of the character of the proposed development, the existing and proposed ownership of the site, the market for which the development is oriented, and objectives towards any specific human-made and natural characteristics located on the site.
 - (4) A description and analysis of existing site conditions, including information on topography, historic resources, natural water courses, floodplains, unique natural features, tree cover areas, known archeological resources, etc.
 - (5) The proposed conceptual location and number of structures within each land use of the proposed development.
 - (6) The gross square footage for each use type proposed in the PCD.

- (7) The proposed size, location and use of other portions of the tract, including landscaping and parking.
 - (8) A traffic circulation plan, including the location of access drives, parking and loading facilities, pedestrian walks, and the relationship to existing and proposed external streets and traffic patterns. General information on the trip generation, ownership, maintenance and proposed construction standards for these facilities should be included. A traffic impact analysis may be required by the zoning administrator.
 - (9) If a reduction to the number of parking spaces is requested, a justification for this request shall be submitted. Based on adequate justification, the planning commission may recommend, and the board may approve such a reduction.
 - (10) Reserved.
 - (11) The proposed schedule of site development. At a minimum, the schedule should include an approximate commencement date for construction and a proposed build-out period.
 - (12) Generalized statements pertaining to architectural design principles and guidelines shall be submitted in sufficient detail to provide information on building designs, orientations, styles, lighting plans, signage plans, landscaping, etc.
 - (13) Signage in the proposed PCD shall be in accordance with article V.
- (e) The completed rezoning application and supporting preliminary master plan materials shall be submitted to the planning commission for review and analysis. The planning commission shall review this information and make a report of its findings to the board of supervisors. The planning commission shall as part of its review hold a public hearing pursuant to Code of Virginia, § 15.2-2204, as amended. The proposed district shall be posted with signs indicating the date and time of the planning commission public hearing.
 - (f) The planning commission shall make a report of its findings to the board of supervisors within ninety (90) days of the receipt of the materials, unless the applicant requests, or agrees to an extension of this time frame. The planning commission's report shall recommend approval, approval with modifications, or disapproval of the preliminary master plan. Failure of the planning commission to make a report of its findings to the board of supervisors within this period shall constitute a planning commission recommendation of approval.
 - (g) If the planning commission recommends denial of the preliminary master plan, or approval with modification, the applicant shall, if requested, have sixty (60) days to make any modifications. If the applicant desires to make any modifications to the preliminary master plan, the board of supervisor's review and action shall be delayed until such changes are made and submitted for review.
 - (h) The board of supervisors shall review the preliminary master plan, and after holding a public hearing act to approve or deny the plan within ninety (90) days. Approval of the preliminary master plan shall constitute acceptance of the plan's provisions and concepts as proffers pursuant to section 30-15 of this ordinance. The plan approved by the board of supervisors shall constitute the final master plan for the PCD. Once approved by the board of supervisors, the zoning administrator shall authorize the revisions to the official zoning map to indicate the establishment of the PCD district.

Sec. 30-57-7. Revisions to final master plan.

- (a) Major revisions to the final master plan shall be reviewed and approved following the procedures and requirements of section 30-57-6. Major revisions include, but are not limited to changes such as:
 - (1) Any significant increase in the density of the development;
 - (2) Substantial change in circulation or access;
 - (3) Substantial change in grading or utility provisions;
 - (4) Substantial changes in the mixture of land uses;
 - (5) Substantial change in architectural or site design features of the development;

- (6) Any other change that the zoning administrator finds is a major divergence from the approved final master plan.
- (b) All other changes in the final master plan shall be considered minor amendments. The zoning administrator, upon receipt of a written request of the owner, may approve such minor amendments.
 - (1) If the zoning administrator fails to act on a request for a minor amendment to the master plan within fifteen (15) calendar days, it shall be considered approved.
 - (2) A request which is disapproved by the zoning administrator shall be considered a major amendment and shall be subject to the approval process outlined above for such amendments.

Sec. 30-57-8. Approval of preliminary and final site development plans.

- (a) Following the approval of the final master plan, the applicant or authorized agent, shall be required to submit preliminary and final site development plans for approval. Final site development plans for any phase or component of the PCD that involves the construction of structures or facilities, shall be approved prior to the issuance of a building and zoning permit, and the commencement of construction.
- (b) It is the intent of this section that subdivision review under the subdivision regulations be carried out simultaneously with the review of a PCD under section 30-52-8. The plans required under this section shall be submitted in a form which will satisfy the requirements of the subdivision regulations, as determined by the zoning administrator.
- (c) Preliminary and final site development plans submitted for review shall be in compliance with the final master plan approved by the board of supervisors. Bedford County Department of Planning shall review and approve or disapprove any final site development plan within sixty (60) days of its submittal.
- (d) No planned commercial development district shall be approved and no work shall be authorized on construction until all property included in the final master plan is in common ownership.

Sec. 30-57-9. Failure to begin development.

Unless an extension is granted by the zoning administrator, failure of the applicant to submit a preliminary site development plan for at least one (1) portion of the planned commercial development district within twenty-four (24) months of the approval of the final master plan, shall constitute an application on the part of applicant to rezone the PCD to the district designations in effect prior to the approval of the final master plan.

Sec. 30-57-10. Control following approval of final development plans.

The zoning administrator shall periodically inspect the site and review all building permits issued for the development to ensure compliance with the submitted development schedule.

(Ord. of 2-26-2001, App. A; Ord. of 7-8-2002)

Secs. 30-58—30-60. - Reserved.

Sec. 30-61. - I-1 Low-intensity industrial district.

Sec. 30-61-1. Purpose.

The purpose of the I-1, Industrial district is to provide areas within the urban service area which are suitable for less intensive industrial activities. I-1 areas are primarily designated based on the suitability of the land in terms of slope and freedom from flooding, as well as the availability of adequate sewer and water capacity, access to arterial road network, and proximity to rail and airport facilities or the interstate highway system. Distributing these areas throughout the county in a planned manner to create employment centers within close proximity to residential growth areas and reduce heavy traffic generation of industrial uses is encouraged. Since land with suitable characteristics for less intensive industrial

- (5) Automobile repair services, minor.
- (6) Automobile repair services, major.
- (7) Scrap and salvage services.
- (8) Resource extraction.
- (9) Underground storage of any chemical or petroleum products for commercial or industrial purposes. This prohibition shall not pertain to the continuation or replacement of such uses in existence at the time of adoption of these provisions.
- (10) Land application of industrial wastes.
- (11) The outdoor, uncovered stockpiling of road salt or other deicing chemicals, as a principal use of the property, shall be prohibited.

(Ord. of 2-26-2001, App. A)

Sec. 30-77. - CO Corridor overlay district.

Sec. 30-77-1. Purpose.

In recognition of these visually or otherwise sensitive areas, this district has been established in order to regulate development along particular (transportation) corridors in close proximity to the resource or viewshed. Of particular concern along these corridors are continued visibility and landscaping.

(Ord. of 6-10-2013, pt. VI; Ord. No. O021014-05, pt. II, 2-10-2014)

Sec. 30-77-2. Creation of overlay.

- (a) The requirements of this section shall be considered an overlay to the underlying zoning district designations as shown on the official zoning map. As overlay regulations, this section shall be supplemental to the underlying zoning district requirements contained in article III of this ordinance. In the instances where the specific requirements of this section and those in articles III and V are different the most restrictive regulation shall apply.
- (b) The corridor overlay district shall be located along the following routes, in both directions, in their entirety within the jurisdiction of Bedford County. The boundary of the district shall consist of a line two hundred (200) feet from the edge of the right-of-way, on both sides of the road, and running parallel to that right-of-way. The entire area within these lines shall constitute the corridor overlay district.

Routes comprising the corridor overlay district:

Route 24	Route 221
Route 43	Route 460
Route 122	Route 501

(Ord. of 6-10-2013, pt. VI)

Sec. 30-77-3. Existing structure and land uses.

- (a) The provisions of this article shall apply only to structures constructed and land uses established or modified after the effective enactment date of this ordinance.

(Ord. of 6-10-2013, pt. VI)

Sec. 30-77-4. Permitted uses.

- (a) The uses permitted in the corridor overlay district shall be the same as those permitted in the underlying zoning district except as prohibited below.
- (b) Forestry operations shall be permitted subject to the following provisions:
 - (1) The property must be located in an AP or AR zoning district;
 - (2) The property must be enrolled in the county's land use assessment program;
 - (3) All brush, laps, and other residential debris within two hundred (200) feet of the corridor right-of-way shall be eliminated; and
 - (4) All "clear-cut" areas shall be: replanted with trees during an accepted planting season; replanted through natural regeneration; or reseeded, for agricultural purposes at a rate equal to or greater than the county's typical seeding requirements found in the erosion and sediment control ordinance, within one hundred twenty (120) days of the cessation of the timbering activities.
- (c) Detached single family residential structures and applicable accessory uses and structures are permitted where the underlying zoning district is C-2 along US 460 corridor, east of Magnolia Drive and west of Wheatland Road; and along the US 460 corridor between Quarterwood Road and Carter Hollow Road; and along US 24 corridor between Drewrys Hill Road and St. Clair's Lane.

(Ord. of 6-10-2013, pt. VI; Ord. No. O-052615-03, Pt. I, 5-26-2015)

Sec. 30-77-5. Prohibited uses.

- (a) The following use types and uses shall be prohibited within the corridor overlay district:
 - (1) Type III industries.
 - (2) Scrap and salvage services.
 - (3) Utility services, major.
 - (4) Wireless communications facilities (except for colocations and mini-cells).

(Ord. of 6-10-2013, pt. VI)

Sec. 30-77-6. Site development regulations.

- (a) *Parking:*
 - (1) It should be recognized that the requirements of this section are in addition to the off-street parking, stacking and loading requirements of section 30-91-1, and the most restrictive regulation shall apply.
 - (2) All uses except single-family residential, with greater than ten (10) parking spaces:
 - a. Natural islands, for the placement of trees, shrubs, flowers, or mulch beds, shall be required, in the parking area. Each island shall contain a minimum area of fifty (50) square feet.
 - b. The required area of natural islands shall be calculated by multiplying the number of spaces by ten (10). For example, a parking area with a total of twenty (20) spaces would be required to have natural islands with a total area of at least two hundred (200) square feet; a parking area with forty (40) spaces would be required to have natural islands with a total of at least four hundred (400) square feet, etc.
 - c. Any parking area adjacent to any street shall have a Type A landscaping between the street and parking area.



BEDFORD COUNTY BOARD OF SUPERVISORS

Agenda Item Summary

MEETING DATE: 9/28/2020

AGENDA ITEM #8c

Ordinance #O 092820-11

Work Session Regular Meeting

Consent Public Hearing Action Closed Session Information

ITEM TITLE: Vacation of Islamorada Court in Sunset Cay Subdivision Section One

RECOMMENDATION

Approve Ordinance

SUMMARY

Attached is a Petition filed by lot owners on Islamorada Court requesting that the Board of Supervisors vacate that certain plat of record in the Bedford County Clerk's Office in Plat Book 51, at Pages 225-228. The vacation is for the purpose of renaming Islamorada Court to Eagle Crest Lane. The only change in the plat vacation is the change of the road name and nothing else on the plat is being amended. Should the Board desire to vacate the plat in so far as the name of the road, attached to this memo is an ordinance which will accomplish the requested plat vacation.

PRIOR ACTIONS

None

FISCAL IMPACT

None

CONTACTS

Patrick J. Skelley II

ATTACHMENTS

Petition and Ordinance

REVIEWED BY

Fiscal Management County Attorney County Administrator



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 28th day of September 2020, beginning at 7:00 pm.:

MEMBERS:

John Sharp, Chairman
 Charla Bansley, Vice-Chairwoman
 Mickey Johnson
 Edgar Tuck
 Tommy Scott
 Bob Davis
 Tammy Parker

VOTE:

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

ORDINANCE

An Ordinance vacating Islamorada Court in Sunset Cay Subdivision, Section One.

AN ORDINANCE to vacate that certain road by the name of Islamorada Court as shown on that certain plat of survey entitled “Boundary and Re-Subdivision Survey for Smith Mountain Lake Partners, LLC Showing the Parent Tract Boundary of Section 1 Sunset Cay”, of record in in Plat Book 51, Pages 225-228, pursuant to Section 15.2-2272 of the Code of Virginia of 1950, as amended.

WHEREAS, the aforesaid subdivision creates a road noted on the aforesaid plat as Islamorada Court; and

WHEREAS, lot owners on Islamorada Court desire to change the name of the road from Islamorada Court to Eagle Crest Lane; and

WHEREAS, the lot owners are not requesting any additional modifications to the aforesaid plat.

BE IT ORDAINED, by the Board of Supervisors for the County of Bedford, Virginia that pursuant to the Petition of Southeast Property Holdings, LLC, Robert Stouffer and Nancy

Stouffer, after giving required notice pursuant to Section 15.2-2204 of the Code of Virginia of 1950, as amended, that the road Islamorada Court in Sunset Cay Subdivision, Section One be and it is hereby vacated and that the new name of the aforesaid road is Eagle Crest Lane.

Be it further ORDAINED that a certified copy of this Ordinance of Vacation be recorded in the Clerk's Office for the Circuit Court of Bedford County, Virginia and indexed in the names of the lot owners, namely: Southeast Property Holdings, LLC and Robert and Nancy Stouffer.

TO: THE BEDFORD COUNTY BOARD OF SUPERVISORS**RE: SOUTHEAST PROPERTY HOLDINGS, LLC and
ROBERT STOUFFER AND NANCY STOUFFER, Petitioners,
pursuant to Section 15.2-2272 of the Code of Virginia of 1950, as amended****PETITION**

Comes now Southeast Property Holdings, LLC, Robert Stouffer and Nancy Stouffer upon their petition that the below-described plat be vacated to the provisions of Section 15.2-2272 of the Code of Virginia of 1950, as amended and in support of said petition says as follows:

1. That there is of record in the Clerk's Office for the Circuit Court of Bedford County in Plat Book 51, Pages 225-228, a plat of subdivision entitled "Boundary and Re-Subdivision Survey for Smith Mountain Lake Partners, LLC Showing the Parent Tract Boundary of Section 1 Sunset Cay".
2. That the aforesaid subdivision creates a road noted on the plat as Islamorada Court.
3. That your Petitioners desire to change the name of the road from Islamorada Court to Eagle Crest Lane.
4. That your Petitioners are not requesting any additional modifications to the aforesaid plat.
5. That a copy of this petition, the proposed ordinance of vacation and the notice of the date and time of the public hearing to consider the vacation of the aforesaid road has been mailed to all of the lot owners on Islamorada Court.
6. That your Petitioners would further represent that the advertisement of a public hearing on the aforesaid vacation has been published in the Bedford Bulletin, being a paper having general circulation in the County of Bedford as required by Section 15.2-2204 of the Code of Virginia of 1950, as amended. That all of the lot owners on Islamorada Court requested the change as noted on the attached Petition.

WHEREFORE, your Petitioners would request that the aforesaid plat be vacated in so far as the name of the road "Islamorada Court" and that the new name of the road shall be "Eagle Crest Lane".

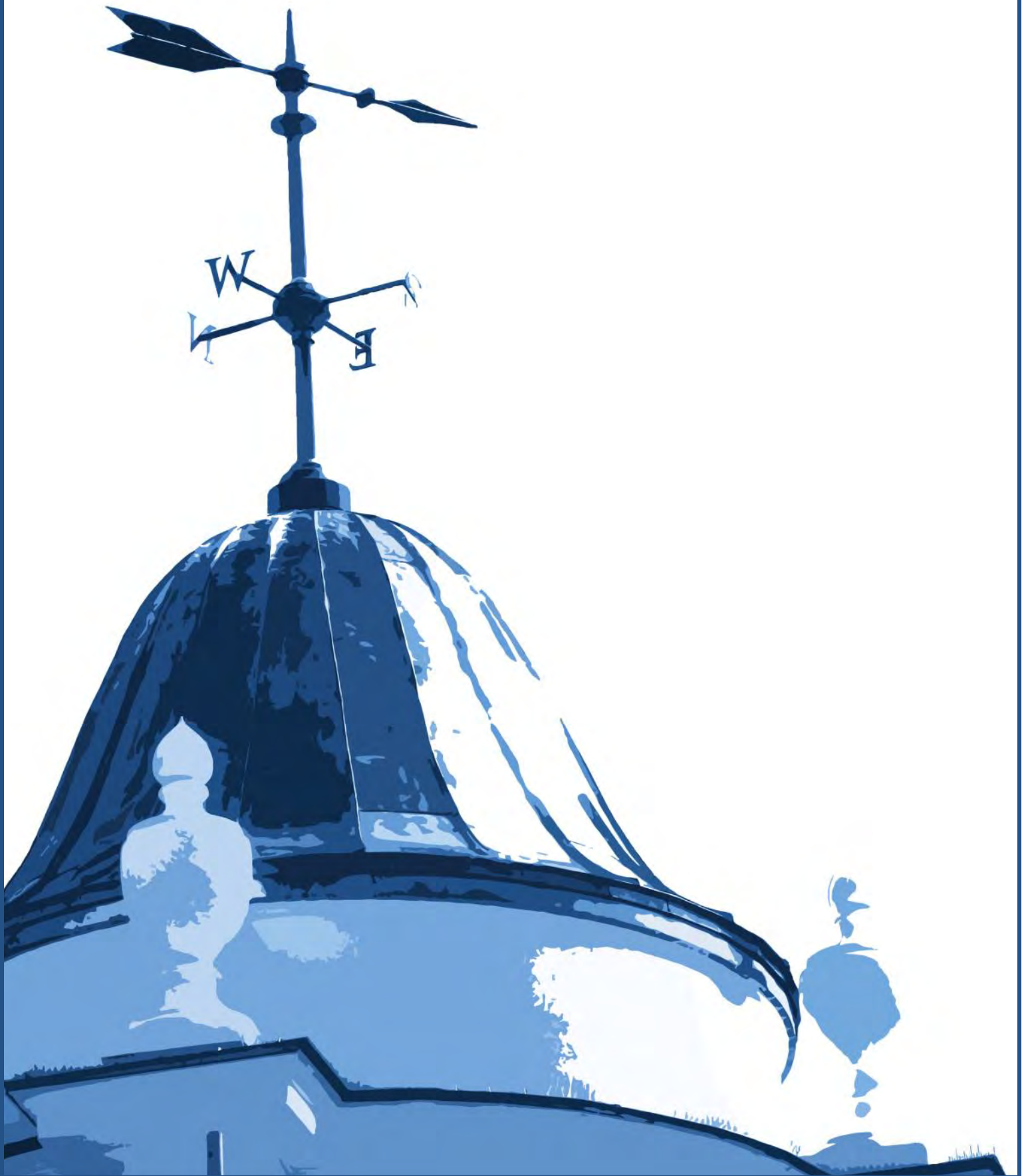
PETITIONERS

Southeast Property Holdings, LLC

Robert Stouffer

Nancy Stouffer

Agenda Item #9
Action and Discussion Items





BEDFORD COUNTY BOARD OF SUPERVISORS

Agenda Item Summary

MEETING DATE: 9/28/2020

AGENDA ITEM #9a

RESOLUTION #R 092820-08

Work Session Regular Meeting

Consent Public Hearing Action Closed Session Information

ITEM TITLE: Dissolution of the Broadband Advisory Committee

RECOMMENDATION

Approve resolution to dissolve the broadband advisory committee.

SUMMARY

The Broadband Advisory Committee was established to provide technical expertise to the Broadband Authority related to future broadband development in the County. For many years, the Broadband Advisory Committee has diligently met to study and plan for the current fixed wireless broadband project. Their service to advance this effort is greatly appreciated.

There are about three regular, active members of the Advisory Committee routinely attending meetings and the Committee is generally not providing unbiased, objective advisory services for county staff and the Broadband Authority. Considering the financial and legal ramifications with the current fixed wireless project with Blue Ridge Towers, it is necessary for the Broadband Authority to become the primary body politic supervising the conclusion of this effort and planning for future broadband infrastructure. Having two different bodies supervising and reviewing both current and future broadband development is not necessary and creates duplicative efforts.

PRIOR ACTIONS

July 2009 - Broadband Authority created by the Board of Supervisors and shortly thereafter, the Broadband Advisory Committee was created by the Broadband Authority.

FISCAL IMPACT

n/a

CONTACTS

Robert Hiss

ATTACHMENTS

n/a

REVIEWED BY

Robert Hiss, County Administrator

Patrick Skelley, County Attorney



At a joint meeting of the Bedford County Board of Supervisors and the Bedford County Broadband Authority held at the Bedford County Administration Building on the 28th day of September 2020, beginning at 7:00 pm.:

MEMBERS:

John Sharp, Chair
 Charla Bansley, Vice-Chair
 Mickey Johnson
 Edgar Tuck
 Tommy W. Scott
 Bob Davis
Tammy Parker

VOTE:

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

**A RESOLUTION
 TO DISSOLVE THE BROADBAND ADVISORY COMMITTEE**

WHEREAS, in 2009, the Broadband Authority was established to govern broadband development in Bedford County; and

WHEREAS, a Broadband Advisory Committee was appointed to provide technical advice to the Broadband Authority regarding the development of broadband infrastructure in Bedford County; and

WHEREAS, having two separate political bodies supervising the same purpose is not duplicative, and

WHEREAS, the Broadband Authority can fulfill the role to manage current and future broadband projects consistent with its legislative powers; and

WHEREAS, the Board of Supervisors is appreciative of the service of the Advisory Committee members over the years and are grateful for their work to support broadband infrastructure for Bedford County citizens.

NOW, THEREFORE, BE IT RESOLVED, by the Bedford County Broadband Authority, that the Broadband Advisory Committee is dissolved effective upon the approval of this resolution.



BEDFORD COUNTY BOARD OF SUPERVISORS

Agenda Item Summary

MEETING DATE: 9/28/2020

AGENDA ITEM #9b

RESOLUTION #R 092820-09

Work Session Regular Meeting

Consent Public Hearing Action Closed Session Information

ITEM TITLE: Fiscal Year 2019-2020 Reappropriations

RECOMMENDATION

Approve staff recommendations for reappropriation

SUMMARY

Attached for your consideration is a resolution to authorize the reappropriation of Fiscal Year 2019-2020 funds into Fiscal Year 2020-2021. The Board's adopted reappropriation policy is also attached for reference.

Constitutional Officers, Directors, and Department Heads submitted reappropriation requests totaling \$445,947 for the General Fund. Staff has reviewed each request and indicated (1) whether the request meets the definition of reappropriation per policy, and (2) if reappropriation is recommended. Staff recommendations for approval total \$423,170.

PRIOR ACTIONS

None

FISCAL IMPACT

Reappropriate \$423,170 of Fiscal Year 2019-2020 funds to the Fiscal Year 2020-2021 budget.

CONTACTS

Ashley Anderson, Director of Finance

ATTACHMENTS

Reappropriation policy

Summary of reappropriation requests and recommendations

Resolution

REVIEWED BY

Robert Hiss, County Administrator



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 28th day of September 2020, beginning at 7:00 pm.:

MEMBERS:

VOTE:

- John Sharp, Chair
- Charla Bansley, Vice-Chair
- Mickey Johnson
- Edgar Tuck
- Tommy W. Scott
- Bob Davis
- Tammy Parker

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

**A RESOLUTION
RE-APPROPRIATING FISCAL YEAR 2020 FUNDS**

WHEREAS, the Bedford County Board of Supervisors annually receives and review requests for re-appropriation of year-end funds; and

WHEREAS the Fiscal Year 2020 recommendations total \$423,170, or 0.38% of the total adopted General Fund budget.

NOW, THEREFORE, BE IT RESOLVED, by the Bedford County Board of Supervisors, that the Board does hereby re-appropriate funds as follows:

Department	Recommended
County Administration	\$ 25,000
Commissioner of the Revenue	18,000
Finance	3,300
Human Resources	2,500
Electoral Board	24,557
Sheriff's Office	31,583
Building Official	3,500
Animal Control	8,350
Communications	17,000
General Properties	23,967
CIP-Evidence Relocation	255,000
Tourism	8,663
Natural Resources	1,750
Total Reappropriation of Funds	\$ 423,170

COUNTY OF BEDFORD, VIRGINIA
REAPPROPRIATING FUNDS FROM THE PREVIOUS FISCAL YEAR POLICY
Adopted June 26, 2000

This policy allows for the reappropriation of funds for certain goods or services which had been previously approved in the existing budget but due to time constraints, delay in receipt, etc, these goods or services were not acquired during the existing fiscal year. In July of each year following the close of the fiscal year, each department or agency head may submit requests for reappropriation of funds to the Department of Fiscal Management for consideration. The Department of Fiscal Management would prepare a listing of all eligible requests based on the criteria set forth in this policy and submit the listing to County Administration. County Administration shall review all requests and recommend the reappropriation of funds to the Board of Supervisors in August of each year.



Bedford County Reappropriation Requests

Department - 1210 – County Administration

Request 1 – Agenda and Meeting Management Program

\$25,000

There are many struggles and workflow inefficiencies in the current, manual process to produce and manage board agendas. Many localities have sought the use of virtual platforms to facilitate, publish, and archive agendas and minutes (i.e. Granicus, Swagit, Board Docs, CivicPlus, iCloud, Provox, etc). Bedford County Public Schools currently uses Board Docs.

A good agenda management system will reduce related tasks by nearly 50%, integrate with the website, standardize the agenda workflow process, include a minute maker, have post meeting archiving tools, increase public transparency, include meeting management tools, and have legally up-to-date accessibility benefits. A successful program will also integrate with cameras, live streaming, room configuration, etc. for broadcasting purposes. These systems are subscription-based services, so the cost covers both ongoing service and training.

Fiscal year 2018-2019 funds were reappropriated to Fiscal year 2019-2020 to cover the cost of implementing such a platform; however, due to staff turnover and COVID-19, staff was unable to initiate this project until Summer 2020. A Request for Proposals was issued and two finalists have been identified. Staff anticipates seeking contract approval in October 2020.

This request meets the definition of a reappropriation under the Board’s adopted policy. Appropriations were available at June 30, 2020 in County Administration department to fund the request.

Recommendation:

Staff recommends approval.

Department - 1231 – Commissioner of the Revenue
Request 1 – Proval Upgrade

\$18,000

Proval is the Commissioner’s property appraisal software. It is critical to the property valuation and billing process. This upgrade is required in order to maintain software stability, as well as implement new usage features and allow for integration with the new Munis tax software.

This request meets the definition of a reappropriation under the Board’s adopted policy. Appropriations were available at June 30, 2020 in the Commissioner of Revenue department to fund the request.

Recommendation:

Staff recommends approval.

Department - 1245 – Finance
Request 1 – Cost Allocation Plan Services

\$3,300

Maximus provides preparation services for the County’s required annual cost allocation plan. Due to staff turnover, ongoing implementation of new software, and COVID-19 the plan was not able to be completed until August 2020.

This request meets the definition of a reappropriation under the Board’s adopted policy. Appropriations were available at June 30, 2020 in the Finance department to fund the request.

Recommendation:

Staff recommends approval.

Department - 1255 – Human Resources
Request 1 – Employee Picnic

\$2,500

Due to COVID-19, the annual employee picnic that occurs each Spring was cancelled. If health guidelines permit, a similar function will be held in the Fall. The requested funds cover the cost of catering and other expenditures associated with the event.

This request meets the definition of a reappropriation under the Board’s adopted policy. Appropriations were available at June 30, 2020 in the Human Resources department to fund the request.

Recommendation:

Staff recommends approval.

Department - 1310 – Electoral Board
Request 1 – Primary Election

\$24,557

The State rescheduled the June 9, 2020 Primary election to June 23, 2020 due to COVID-19. As a result, expenditures for training and travel and election worker fees could not be submitted for payment until July 2020.

This request meets the definition of a reappropriation under the Board's adopted policy. Appropriations were available at June 30, 2020 in the Electoral Board department to fund the request.

Recommendation:

Staff recommends approval.

Department - 3120 – Sheriff's Office
Request 1 – GREAT

\$3,700

Donated funds were unexpended at year-end. The Sheriff's office is requesting reappropriation of the unexpended balance.

This request meets the definition of a reappropriation under the Board's adopted policy. Appropriations were available at June 30, 2020 in the Sheriff's Office department to fund the request.

Recommendation:

Staff recommends approval.

Department - 3120 – Sheriff's Office
Request 2 – MDT with Docking Station

\$2,659

In March 2020, Dell sent the Sheriff's Office an MDT with a docking station on a "try and buy" basis. The Sheriff's Office was allowed 90 days to try the device before making a final decision on purchase. Staff made the decision to purchase the MDT and docking station in June, but the invoice to pay for the purchase was not received until July 14, 2020.

This request meets the definition of a reappropriation under the Board's adopted policy. Appropriations were available at June 30, 2020 in the Sheriff's Office department to fund the request.

Recommendation:

Staff recommends approval.

Department - 3120 – Sheriff’s Office
Request 3 – Project Lifesaver

\$3,688

Project Lifesaver wrist bands are ordered on an as-needed basis. The need in the community continues to grow and the Sheriff’s Office is no longer asking for donations for this project. In the past month, staff have signed up at least one citizen per week.

This request does not meet the definition of a reappropriation under the Board’s adopted policy. Appropriations were available at June 30, 2020 in the Sheriff’s Office department to fund the request.

Recommendation:

Staff does not recommend approval. The current fiscal year budget can absorb this cost.

Department - 3120 – Sheriff’s Office
Request 4 – Riot Helmets and Gas Masks

\$10,371

The Lynchburg Police Department requested assistance from the Bedford County Sheriff’s Office in June related to the riots taking place in the City of Lynchburg. The Sheriff’s Office responded to this request, but only members of the tactical team had helmets and gas masks; this made the situation more difficult for the deputies that were not on the tactical team. If any other deputies had been called to respond, the City would not have had enough equipment to distribute to all deputies. The Sheriff noted that all Lynchburg Police Department officers are issued a helmet with a shield and a gas mask.

Riot helmets and gas masks were ordered for all County deputies in June; however, due to the increase in riots throughout the country, these items were on backorder. A fifty percent down payment was required when the order was submitted. The remaining balance due upon receipt of the helmets and masks is \$10,371.

This request does not meet the definition of a reappropriation under the Board’s adopted policy. Appropriations were available at June 30, 2020 in the Sheriff’s Office department to fund the request.

Recommendation:

Staff recommends approval since the purchase as initiated prior to June 30, 2020 and the outstanding balance of the purchase cannot be absorbed in the current fiscal year budget.

Department - 3120 – Sheriff’s Office
Request 5 – Laptops and printer

\$7,653

Five (5) laptops and a printer were purchased on June 15, 2020, but only a partial order was received prior to June. The remaining items were received in July 2020, along with the invoice for the full order.

This request meets the definition of a reappropriation under the Board's adopted policy. Appropriations were available at June 30, 2020 in the Sheriff's Office department to fund the request.

Recommendation:

Staff recommends approval.

Department - 3120 – Sheriff's Office
Request 6 – K-9 Handler Training

\$7,200

One of the Sheriff's Office K-9 handlers is in the final stages of applying to the Virginia State Police lateral academy. His K-9, Max, is only a few years old and the best option is to train a new handler to partner with Max. The required training lasts 6 – 8 weeks, with the best available option located in Pennsylvania. Training begins in September 2020 and costs \$6,000 plus the cost of meals. Total cost of meals during the training period is estimated at \$1,200.

This request does not meet the definition of a reappropriation under the Board's adopted policy. Appropriations were available at June 30, 2020 in the Sheriff's Office department to fund the request.

Recommendation:

Staff recommends approval as this is a necessary, unforeseen expenditure that the current fiscal year budget cannot absorb.

Department - 3120 – Sheriff's Office
Request 7 – K-9 Portable Kennel

\$1,200

One of the Sheriff's Office K-9 handlers is in the final stages of applying to the Virginia State Police lateral academy. His K-9, Max, is only a few years old and the best option is to train a new handler to partner with Max. The new handler will require a dog kennel to house Max during off-duty hours. In the past, concrete pads have been poured for these structures; however, going forward, the Sheriff's Office would like to build a portable structure that could be moved from one property to another in the event that a K-9 needs to be transferred to another handler. To purchase a structure of this nature costs approximately \$1,800; however, the Sheriff's Office is proposing that staff will buy the necessary materials and build the structure themselves, which should reduce the cost to approximately \$1,200.

This request does not meet the definition of a reappropriation under the Board's adopted policy. Appropriations were available at June 30, 2020 in the Sheriff's Office department to fund the request.

Recommendation:

Staff does not recommend approval. The current fiscal year budget can absorb this projected cost.

**Department - 3410 – Building Official
Request 1 – Continuing Education**

\$3,500

All building inspectors are required by Uniform Statewide Building Code to complete continuing education to maintain their certification. Most of these credits are available through the Department of Housing and Community Development and Virginia Building and Code Officials Association conferences, but these were cancelled in 2020 due to COVID-19. Staff may need to take more courses than usual in the current fiscal year in order to obtain the required number of continuing education credits.

This request meets the definition of a reappropriation under the Board's adopted policy. Appropriations were available at June 30, 2020 in the Building Official department to fund the request.

Recommendation:

Staff recommends approval.

**Department - 3511 – Animal Control
Request 1 – Equipment and Supplies**

\$8,350

The Animal Control Sergeant ordered various supplies and equipment prior to June 30, 2020, but the invoices were not received in time to pay prior to July 1, 2020.

This request meets the definition of a reappropriation under the Board's adopted policy. Appropriations were available at June 30, 2020 in the Animal Control department to fund the request.

Recommendation:

Staff recommends approval.

**Department - 3560 – Communications
Request 1 – Emergency Medical Dispatch (EMD) Software**

\$17,000

Funds totaling \$31,500 for the implementation of a new computer aided dispatch (CAD) and records management system (RMS) software were reappropriated from Fiscal Year 2018-2019 to Fiscal Year 2019-2020. The County is currently in the process of implementing the new software and needs to reappropriate \$17,000 to complete this project.

This request meets the definition of a reappropriation under the Board's adopted policy. Appropriations were available at June 30, 2020 in the Communications department to fund the request.

Recommendation:

Staff recommends approval.

Department – 4320 – General Properties**Department – 3120 – Sheriff’s Office****Request 1 – Relocate Evidence to Turning Point Road Cottage****\$255,000**

Due to deteriorating conditions in the mobile unit housing the Sheriff’s Office Evidence division, an immediate relocation to a Turning Point Road cottage is needed. The current mobile unit has constant roof leaks, pipes freeze in the Winter, and there is a lack of insulation resulting in uncomfortable working conditions. One of the most critical needs is appropriate evidence storage that complies with accreditation requirements.

Repurposing a cottage at Turning Point Road would provide a long-term solution to the current problem. The upgrades necessary to facilitate this relocation include: HVAC filtration, security alarm and door upgrades, enclosing the front porch, installing a chemical sprinkler system, and installing bars over the windows for additional security.

This request does not meet the definition of a reappropriation under the Board’s adopted policy. Appropriations were available at June 30, 2020 in the Sheriff’s Office department to fund the request.

Recommendation:

Staff recommends approval since this is a critical need that has presented itself outside of the normal CIP budget process.

Department - 4320 – General Properties**Request 2 – Generator Installation****\$23,967**

Due to the unexpected need to move the Sheriff’s Office Evidence division out of the mobile unit quickly, we need to install a back up generator at the proposed new location. The federal government donated two generators to the County that need to be installed before they begin to deteriorate due to a lack of use. One of these generators can be used at the new Evidence location. The second generator can be located at the Central Garage to enhance their emergency operations capabilities. By installing both generators at the same time, the County can realize some economies of scale and, thereby, reduce the overall installation costs.

This request does not meet the definition of a reappropriation under the Board’s adopted policy; Appropriations were available at June 30, 2020 in the General Properties department to fund the request.

Recommendation:

Staff recommends approval since the generator needed for Evidence is critical to completing the unexpected relocation. Installation of the second available generator at the same time will save the County money in the long run.

Department - 8171 – Tourism**Request 1 – Welcome Center Entrance Sign & Landscaping****\$8,663**

In May 2019, the Welcome Center entrance sign was struck by a vehicle. An insurance claim was filed with the person's insurance company and payment was received in September 2019 for the damages to the sign and the landscaping around it. The area was partially cleaned up, but due to winter weather and holidays, a new sign was not installed, and landscaping was not completed. Staff planned to move forward with these items in Spring but were not able to do so prior to June 30, 2020 due to COVID-19.

This request meets the definition of a reappropriation under the Board's adopted policy. Appropriations were available at June 30, 2020 in the Tourism department to fund the request.

Recommendation:

Staff recommends approval.

Department - 8220 – Natural Resources**Request 1 – Continuing Education****\$1,750**

Continuing education credits are necessary to maintain certifications for erosion and sediment control, stormwater management, and floodplain management. The credit hours required for recertification remain unchanged despite conference and/or classes being cancelled due to COVID-19. As a result, it may be necessary for staff to attend more conferences and/or classes than usual once they become available.

This request meets the definition of a reappropriation under the Board's adopted policy. Appropriations were available at June 30, 2020 in the Natural Resources department to fund the request.

Recommendation:

Staff recommends approval.



BEDFORD COUNTY BOARD OF SUPERVISORS

Agenda Item Summary

MEETING DATE: 9/28/2020

AGENDA ITEM #9c

RESOLUTION #R 092820-12

Work Session Regular Meeting

Consent Public Hearing Action Closed Session Information

ITEM TITLE: Next Gen 911 Migration Partnership with VITA

RECOMMENDATION

Apply, accept, and appropriate the Next Gen 911 migration grant in partnership with the Virginia Information Technologies Agency

SUMMARY

The Commonwealth has been discussing and planning for next generation 9-1-1 (NG9-1-1) for nearly a decade. With significant advances of the technology, capabilities and functionality of an NG network, now is the time to move from planning to implementation. To move this effort forward, the Commonwealth is investing heavily in local NG911 systems. AT&T is offering their Next Generation ESInet solution throughout Virginia as a solution that will facilitate a transition from legacy 9-1-1 networks to networks capable of supporting the growing demands of a mobile society.

Through this partnership with VITA, features and enhancements include upgraded call handling equipment, text to 911 capability, improved voice logging and recording, increased data analytics, and other improvements to security, redundancy, call routing, and interface with GIS. Bedford County's partnership consists of \$541,605.85 worth of upgrades and equipment being provided to our E911 center by VITA.

The legacy to NG911 migration is a state required mandate for all Public Safety Answering Points in Virginia to complete this by January 2022.

It is anticipated that the deployment window for Bedford County is January - June 2021.

PRIOR ACTIONS

Staff submitted the funding partnership form for approval by VITA on September 16, 2020. Pending the VITA Board's approval and the Board of Supervisors approval, staff will fully execute the partnership agreement.

FISCAL IMPACT

The monthly recurring cost for the AT&T solution is \$10,390.99 which is set for the ten-year term based on the Fairfax County contract with AT&T. The current monthly recurring cost for the legacy E9-1-1 solution is

approximately \$4,638.50. The estimated monthly increase to Bedford County after deployment is approximately \$5,752.49. This increase will be covered by the Commonwealth for a period of 24 months after deployment is complete. At the end of this period, the entire cost will be the responsibility of the County.

CONTACTS

Christine Giglio - Interim E911 Director

ATTACHMENTS

VITA - NG 911 Migration Proposal

REVIEWED BY

Robert Hiss, County Administrator



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 28th day of September 2020, beginning at 7:00 pm.:

MEMBERS:

John Sharp, Chair
 Charla Bansley, Vice-Chair
 Mickey Johnson
 Edgar Tuck
 Tommy W. Scott
 Bob Davis
 Tammy Parker

VOTE:

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

A RESOLUTION

**AUTHORIZING APPLICATION SUBMISSION, ACCEPTANCE, AND APPROPRIATION OF THE NEXT GEN
 911 GRANT PARTNERSHIP WITH VIRGINIA INFORMATION TECHNOLOGIES AGENCY (VITA)**

WHEREAS, the Commonwealth has been discussing and planning for next generation 9-1-1 (NG911) for nearly a decade, and

WHEREAS, the legacy system to NG911 migration is a state required mandate for all Public Safety Answering Points in Virginia to complete this by January 2022, and

WHEREAS, consistent with other counties in Virginia, Bedford County plans use AT&T's Next Generation ESInet solution; and

WHEREAS, the partnership with VITA consists of \$541,605.85 worth of upgrades and equipment; and

WHEREAS, it is anticipated that the deployment window for Bedford County is January - June 2021.

NOW, THEREFORE, BE IT RESOLVED, by the Bedford County Board of Supervisors, that the Board does hereby authorize submission of NG 911 grant proposal to VITA. If awarded, the Board authorizes acceptance and appropriation of the grant partnership.

Virginia Information Technologies Agency



Commonwealth of Virginia Next Generation 9-1-1

Proposal Acceptance Letter (PAL)



August 29, 2019

www.vita.virginia.gov

Purpose

The Proposal Acceptance Letter (PAL) functions as the funding request for the NG9-1-1 Migration Program. Primary PSAPs and secondary PSAPs currently served by a selective router pair are eligible to submit a PAL and request funding from the 9-1-1 Services Board (the “Board”). The PAL confirms a PSAP’s acceptance of the information contained in their NG9-1-1 Migration Proposal (MP) and signals their intent to deploy NG9-1-1. The PAL should be submitted to the electronic mailbox for the PSAP Grant Program - psapgrants@vita.virginia.gov.

The funding cycle for the NG9-1-1 Migration Program starts on July 1, 2018 and remains open throughout the NG9-1-1 deployment period. The 9-1-1 Services Board will review funding requests received no later than 45 calendar days in advance of each regularly scheduled meeting. A Grant ID and email receipt notification will be sent to the e-mail address listed on the PAL.

The funding amount requested in the PAL should not exceed the recurring and non-recurring cost estimates contained in the MP. After reviewing a PSAP’s MP and PAL, the Board will approve funding for specific equipment and services. Contingency funding will be available should the final cost be slightly higher so long as the original scope of the effort does not change. Similarly, if the final cost is lower, the budget will be adjusted lower. This additional funding cannot be shifted to another part of the project. Also, if a PSAP’s award needs to be revised for a material change after it has been approved by the Board, ISP staff will prepare a decision brief to obtain any additional funding.

When the Board approves a PSAP’s funding request, the PSAP will be expected to execute a contract vehicle with a NG9-1-1 solutions provider within three months of the award date. If a PSAP needs additional time to execute this contract, the PSAP will need to request an extension from the Board. The PSAP will also be expected to complete all identified NG9-1-1 ready implementation steps within three months of the scheduled deployment date. Funding for approved equipment and services may not be immediately available to a PSAP. ISP staff will provide a spending plan, specific to a PSAP’s deployment schedule, that details in which year of the deployment period funding will be available to the PSAP.

Local Project Manager (Contact)

PSAP/HOST PSAP NAME: Bedford County Department of E-911 Communications

CONTACT TITLE: CAD Administrator

CONTACT FIRST NAME: Christine

CONTACT LAST NAME: Giglio

ADDRESS 1: 1345 Falling Creek Road

ADDRESS 2: [Click here to enter text](#)

CITY: Bedford

ZIP CODE: 24523

CONTACT EMAIL: cgiglio@bedfordcountyva.gov

CONTACT PHONE NUMBER: 540-587-0716

CONTACT MOBILE NUMBER: 540-816-0060

CONTACT FAX NUMBER: 540-586-7668

Financial Information

Amount Requested: \$ \$541,605.85

Date of Completed Migration Proposal: November 1, 2018

Procurement Vehicle: Fairfax County AT&T Contract

PSAP preference for Board payment on behalf of PSAP for incurred eligible NG9-1-1 expenses:

Yes

No

Virginia Information Technologies Agency



Commonwealth of Virginia Next Generation 9-1-1

Bedford County PSAP/GIS Specific NG9-1-1 Migration Proposal



November 1, 2018

www.vita.virginia.gov

Executive Summary

This migration proposal is being prepared for the **Bedford County PSAP** based on the Fairfax County contract with **AT&T**. **Jeff Johnson** shall be the primary contact.

The Commonwealth has been discussing and planning for next generation 9-1-1 (NG9-1-1) for nearly a decade. With significant advances of the technology, capabilities and functionality of an NG network, now is the time to move from planning to implementation. The question is not if the Commonwealth should deploy NG9-1-1, but rather, how should the Commonwealth deploy NG9-1-1. There is no option for not deploying it. Since 9-1-1 is a local service, it is up to each locality to determine how they will move forward with NG9-1-1 deployment. To aid that decision, the 9-1-1 Services Board (the Board) adopted the Virginia NG9-1-1 Deployment Plan in January 2018. That plan proposed the methodology and process to guide the 9-1-1 Services Board and Commonwealth as a whole, through this deployment. Fortunately, localities in the Commonwealth are able to leverage a project in Northern Virginia for both lessons learned and a procurement vehicle that will make the process significantly easier. Though the Board is recommending the Fairfax County contract with AT&T for NG9-1-1 services since it was awarded through a competitive process, each locality will need to determine the most appropriate path. The Board and VITA are positioned to provide assistance, and to assure a seamless, unified network.

Regardless of the locality's decision, all stakeholders in the 9-1-1 ecosystem must work together on deployment. A primary goal of NG9-1-1 is to ensure calls and information received in one locality can be transferred to any surrounding locality even if it is to another state. Accomplishing that will require continual coordination, communications and cooperation among the stakeholders throughout the deployment process. The cost of failure is too high. Each stakeholder in the 9-1-1 ecosystem must work together and ensure a smooth transition to NG9-1-1.

A Migration Proposal is being developed for each locality (or groups of localities if served by a consolidated public safety answering point or PSAP) to provide information about the AT&T solution, prerequisite work needed within the PSAP and the expected costs and funding provided by the Board. The goal of this document is to provide each PSAP/locality with all of the information needed to evaluate the AT&T solution and determine whether it will meet the local needs. No locality should feel obligated to accept this proposal as they may use an appropriate procurement process for these services. This is simply to provide more information about services that are already available through an existing contract.

The Commonwealth's goal is to have all PSAPs fully deployed with the National Emergency Number Association (NENA) i3 standard. This standard states that all 9-1-1 calls are delivered to the PSAP on IP circuits with associated caller location data. If the equipment or GIS data in the PSAP is not capable of supporting the NENA i3 standard, interim solutions are available. These solutions allow calls to be delivered to the PSAP as IP, but then be converted back to analog for interface with the PSAP's systems. This interim solution established the PSAP's connection to the ESInet and will serve as the initial migration to NG9-1-1. After system and/or GIS data upgrades are complete the PSAP will be able to reach a full i3, NG9-1-1 environment. While AT&T will conduct a more exhaustive assessment after the PSAP executes a participation agreement, the review ISP performed for this proposal indicates that the **Bedford County PSAP** will need to upgrade their current Vesta 911 software to version 7.2, or have in place an i3 functional CHE that has been approved on the AT&T ESInet™ to be able to implement the full NENA i3 standard without the need for any interim or transitional steps. Some work on their GIS data will be required, but it should not impact the deployment schedule.

Solution Overview

AT&T is offering their Next Generation ESInet solution throughout Virginia as a solution that will facilitate a transition from legacy 9-1-1 networks to networks capable of supporting the growing demands of a mobile society. AT&T's solution supports key NENA i3 capabilities today, while forming the basis of a true NG9-1-1 platform that will support multimedia emergency services as standards are solidified in the industry.

The AT&T ESInet™ solution is a combination of a world class IP network and the NG9-1-1 components. Their ESInet solution (delivered as a service) comes complete with a full suite of advanced features, management services and tools to help ensure they provide the best possible service to each PSAP and ultimately the citizens they serve.

The AT&T ESInet™ solution provides the public safety community with an i3 architecture built from the ground up. AT&T's commitment to the NENA i3 standard is based on years of contributions to NENA standards committees and understanding the evolving needs and requirements of the Public Safety community. The AT&T solution is not just "i3 like," or "i3 aligned." As elements of the i3 standard continue to be ratified, updated and enhanced—AT&T will continue its commitment to i3. The AT&T ESInet™ services will provide Virginia everything needed to deliver the critical foundational components of an industry standard i3 solution delivered over the world's most advanced IP network.

AT&T ESInet™ Included Features

- Initial build-out with expandable capacity
- Nationally distributed, geographically diverse and redundant service architecture
- Pre-deployed ESInet Call Processing Centers in AT&T datacenters across US
- Aggregation Centers (AGC) in AT&T Central Offices across the US to easily augment growth capacity
- Initial call processing capacity more than twice current US E9-1-1 call volumes
- NENA i3 compliant
- High availability design (99.999% availability)
- 6 core redundant architecture
- Redundant ALI database
- Interoperable with neighboring PSAPs
- Defense in depth security
- Text to 911 – National TCC Provider
- IPV6 capable
- Reporting Suite
- Full lifecycle management
- End to end management and monitoring
- Fully resourced team to install and support
- Full Business Continuity/Disaster Recovery organization
- Dedicated Program / Service Manager

The proposed solution provides a secure IP-based network with no single point of failure. With no single point of failure, the solution includes six ESInet data centers located at AT&T facilities throughout the country. The ESInet will provide the core for a robust emergency services IP network that assures call delivery. The AT&T solution enables call delivery into a legacy PSAP environment, an IP-enabled 9-1-1 PSAP, or to peer ESInets. AT&T and West Corporation have deep security and support provisions in

place. AT&T has demonstrated experience in cybersecurity. All of this is backed by AT&T's 24/7/365 Resolution Center, AT&T Labs, AT&T's world class project management and service delivery organizations.

Additional information about the AT&T solutions and the contract with Fairfax County can be found at: <https://www.fairfaxcounty.gov/cregister/ContractDetails.aspx?contractNumber=4400007825>

PSAP Call Handling Systems and Applications

Each PSAP system and application that interfaces with the 9-1-1 call must be assessed to determine if it will be compatible with NG9-1-1. This section of the migration proposal identifies each major system, assesses its readiness and outlines any upgrades that must or could be implemented with NG9-1-1.

Call Handling Equipment

Obviously, the PSAP's call handling equipment (CHE) is the primary system that interfaces with the 9-1-1 network. As such, it is likely the one that will require the deepest assessment and potential upgrades to operate with the NG9-1-1 network. CHE that is non-vendor supported (NVS) (or will become NVS during the transition period) or cannot be upgraded to be NG9-1-1 capable will be identified for replacement, but will be subject to the funding limits currently in place for the PSAP grant program (\$150,000 individual or \$200,000 shared services). This may also apply to technology refreshes of hardware due to becoming NVS or operating systems becoming end-of-support. The current CHE in the PSAP has been identified as:

- CHE manufacturer: **Motorola**
- CHE model: **VESTA 911**
- CHE version number (clients): **6.1**
- CHE version number (server): **6.1**
- CHE maintenance provider (channel): **Carousel Industries**
- CHE Geodiversity: **No**
- Number of positions: **7**
- SIP capable: **Yes**

This CHE will require an upgrade to Vesta 7.2 to implement the full i3 interface. This upgrade will require the purchase of two firewalls to connect to the ESInet. However, if the PSAP deploys text to 9-1-1 with the direct IP solution prior to NG9-1-1 migration, these firewalls will already have been purchased and can be used for both purposes.

The PSAP indicates the planned replacement of their CHE in **March 2022**. This is after their planned NG9-1-1 migration. Any new CHE will need to be tested and i3 functional on the AT&T ESInet.

Text to 9-1-1

Text to 9-1-1 can be deployed web-based on a separate computer or integrated with the CHE. While the former is typically at no cost, the latter tends to have a cost associated with it. Though text to 9-1-1 will be a base feature of NG9-1-1, the passage of Senate Bill 418 in the 2018 General Assembly requires all PSAPs to implement text to 9-1-1 by July 1, 2020. The PSAP has not yet deployed text to 9-1-1. Since their deployment for NG9-1-1 is scheduled just after the new deadline for text to 9-1-1 deployment, they will need to consider how to deploy before the deadline. The web-based service may be an option until the direct IP service integrated with their CHE can be deployed with NG9-1-1. The cost to implement this will be covered by the Board.

Computer-Aided Dispatch

A computer-aided dispatch (CAD) system usually receives 9-1-1 location information (ALI) through an interface with the CHE. As a result, the change to NG9-1-1 should not have an impact on a CAD system. However, an assessment is made to determine if that is the case and if any options are available from the CAD vendor that could improve operations after NG9-1-1 is deployed. Any required upgrades would be funded through the Board, but any options to improve operations would be at the PSAP's expense. Additionally, as a reminder, CAD system replacement is no longer funded through the PSAP grant program so PSAPs need to plan for its replacement locally. The current CAD system has been identified as follows:

- CAD vendor: **TriTech**
- CAD software version: **Vision CAD 3.7.6**
- CAD interfaces: **Yes**
- Method of data transfer: **Serial over RJ45**

This CAD system has been determined to not require any upgrade or modification with the deployment of NG9-1-1.

Mapping Display System

Similar to a CAD system, a mapping display system usually receives 9-1-1 location information (ALI) through an interface with the CHE or is part of the CHE or CAD. As a result, the change to NG9-1-1 should not have an impact on a mapping display system. However, an assessment is made to determine if that is the case and if any options are available from the mapping vendor that could improve operations after NG9-1-1 is deployed. The current mapping display system has been identified as follows:

- Dispatch Mapping Vendor: **GeoComm**
- Dispatch Mapping Software Version: **GeoLynx Server 8.18.1**
- Method of data transfer: **Serial over RJ45**

This mapping display system has been determined to not require any upgrade or modification with the deployment of NG9-1-1.

Voice Logging and Recording

Typically, the audio recorded by a voice logging recorder is generated by the CHE. Though not a best practice, it is possible to record audio directly from the incoming 9-1-1 trunks so an assessment must be performed to ensure that audio from 9-1-1 calls will still be recorded after the deployment of NG9-1-1. The current logging system has been identified as follows:

- Logging Recorder Vendor: **Exacom**
- Logging Recorder Model: **Hindsight**
- Logging Recorder Software Version: **10.1.0.4**
- Audio Origination Point: **Both positions and trunks**

It is important to note that with an IP connection, audio is not present on the circuit until the CHE responds with an answer code. This is usually not until it is answered by a call taker, though it could be earlier if an audio message is played for the caller (which technically requires the CHE to answer the call to play the message). This voice logging recorder system has been determined to not require any upgrade or modification with the deployment of NG9-1-1.

Data Analytics

Though the ECaTS data analytics application is provided to all PSAPs by the 9-1-1 Services Board, some PSAPs still use a second application, native to the CHE, for data analytics in the PSAP. While the Board will directly fund the upgrade to ECaTS to handle NG9-1-1, the local data analytics application may also need to be upgraded. The current data analytics application has been identified as follows:

- Primary Data Analytics System: **ECaTS**
- Data Analytics Vendor: **ECaTS**

All required upgrades to ECaTS will be handled through the statewide contract at no cost to the PSAP.

Outcall Notification Systems

The PSAP currently does not have an outcall notification system. If one is implemented, AT&T will provide quarterly subscriber data for use in this system at no cost. It is important to note that this data's use is limited to the outcall notification system and cannot be used for other purposes.

Other Systems or Applications

No other systems, that interface with the 9-1-1 call flow have been identified that will impact the PSAP's readiness for NG9-1-1.

Rack Space

The AT&T solution requires four units (4U) of rack space in the PSAP equipment/computer room for networking equipment. The rack must also have available electrical connections and be properly grounded. The PSAP has confirmed that this space is currently available.

Coordination with Open Grants

The PSAP does not currently have any open grants.

GIS Data Preparation

GIS Data Sources

Currently, the **Bedford County GIS** maintains all of the GIS data for the PSAP and will be the source for all GIS data required for NG9-1-1 geospatial routing; however, other departments within the locality may contribute data or manage various processes. It is the responsibility of **Bedford County GIS** to aggregate the GIS data required for the PSAP and NG9-1-1.

Locality GIS Data Readiness

Geospatial data drives the routing of NG9-1-1 calls. It is imperative that road centerline and address point data layers are highly accurate and well maintained. In 2016, VITA conducted an analysis of these data against the existing automatic location identification (ALI) database and master street address guide (MSAG) to help determine readiness and provided a report to each PSAP of the results. This analysis has been repeated making adjustment to the logic to ensure it matches the methodology used by AT&T in their analysis. The goal is to have 98% of all addresses in the current ALI database geocode against the locality's road centerline data layer. Once the 98% threshold recommended by NENA is met, the PSAP is ready to deploy NG9-1-1. Since matching to the address point is more accurate, VITA is recommending the additional goal of matching 98% of ALI database addresses when geocoded against the address point data layer. If either of these goals is not achieved, then GIS data work must be completed to meet or exceed these goals. While financial support from the PSAP grant program may be available to fund this work, localities with GIS programs will be encouraged to make the necessary corrections in house if resources and time before deployment permits.

These are preliminary results based on expected data criteria of AT&T, and will be retested directly by AT&T after the execution of the participation agreement. This analysis provides the PSAP and their GIS support with an estimate of the extent of potential errors and helps identify the issues that need to be resolved. ISP staff including a GIS analyst and/or regional coordinator will begin working with the GIS data maintenance provider (internal or external) to identify and correct the GIS data or ALI data and achieve a higher match rate and thus more accurate geospatial routing.

Though there are other types of errors that may exist in the GIS data used by the PSAP (such as parity or cartography errors), these do not usually impact the routing of a 9-1-1 call. As a result, as part of this effort, only corrections that impact routing the 9-1-1 call will be required. PSAPs, in coordination with their GIS support, are encouraged to look more broadly at their data and work to improve its overall quality as well.

The 2018 MSAG/ALI/GIS analysis for the PSAP determined the current match rate to be as follows:

- Road Centerline (RCL) – **99.2%**
- Address Point – **99.0%**

Bedford County currently meets both goals. If they would like to increase their match rate, one area with the RCL data is differences in street names between the ALI and GIS data. Correcting the street names so they match would increase the match rate for RCL to **99.4%**. The analysis also determined that no more than ten addresses were responsible for many of the address point discrepancies. Resolving no more than ten addresses will increase the result to **99.4%**. During July 2018, VITA will send each PSAP and/or GIS manager a report detailing this analysis, and identifying the specific ALI records that could not be matched to the RCL or address point data. To resolve these ALI address discrepancies, there are potentially four actions that will need to take place:

1. **Add a record to the GIS** – When the ALI database has correct addresses that have not been added to the GIS data, the addition of data needs to occur. This may entail adding a road segment to the RCL or a point to the address points.
2. **Change attribution in the GIS** – When an ALI record has a correct address but the RCL or address point attribution is incorrect the discrepancy in the GIS data must be resolved. A common issue is a difference with the street name or street type between the ALI and the GIS data. Often, this issue can be corrected using a batch script process. VITA staff can assist.
3. **Change attribution in the ALI database** – When the RCL or address point has the correct address but the ALI record is incorrect, the discrepancy in the ALI database may need to be resolved. Again, this is often caused by differences in the street name or street type between the records. If necessary, AT&T can make batch changes as they load the ALI database into the ESInet.
4. **Determine that the discrepancy is not an error** – There are often ALI records associated with telephone numbers that can never actually dial 9-1-1. They could be pilot numbers for a multi-line telephone system, foreign exchanges or shell records for wireless calls. While many of those records were filtered out of the analysis, some may still be within the data. These ALI records need to be identified and removed from the match rate calculation. VITA staff will assist with this process.

In addition to the requirement for ALI address matches, there are five GIS data reviews that AT&T conducts on the GIS data to ensure there are no errors that would cause issues or uncertainty when routing a 9-1-1 call. As an example, duplicate GIS data could cause a search for an address to result in two or more matches. Since certainty of a location is important, checks are performed to ensure no

duplicate data exist. The following is a list of the additional analyses performed and the number of records that were found to be in error that will need to be corrected:

- Road centerline has duplicate address ranges - **0**
- Road centerline has right or left side overlapping address range - **5**
- Road centerline has street name attributes not meeting Virginia, USPS, & NENA standard - **18**
- Address point is duplicate, has no street name, or no address number - **0**
- Address point street name and road centerline street name mismatch - **0**

All of these errors will be also included in the analysis delivered to the PSAP and GIS Manager in July 2018. This includes geospatial data identifying each specific error that can be viewed in ArcMap. Utilizing this information will assist in error identification and correction.

Regardless of how they are resolved, **Bedford County GIS** will need to resolve these issues through internal resources, at least three months prior to the targeted deployment date

PSAP Boundary

This is a GIS polygon data layer that defines the area of responsibility for each PSAP. The PSAP boundary must be agreed to by all adjoining PSAPs, thus its development must be a regional effort. VITA ISP will support the regional development and maintenance of a statewide PSAP boundary. This PSAP boundary layer is essential to routing 9-1-1 calls based on caller location by either civic address or coordinate location. This layer must not have gaps or overlaps to ensure correct call routing. VITA will develop a best practice to guide each PSAP through this process, which can also be facilitated by the VITA ISP regional coordinator.

Authoritative GIS Data Source Boundary

This polygon layer defines the area of authoritative GIS data sources, with no unintentional gaps or overlaps. The boundary must be agreed to by all adjoining data provisioning providers. Edge-matching conformance is ensuring that one and only one entity is responsible for maintaining each piece of GIS data within a PSAP. Within a PSAP boundary, there may be multiple sources for authoritative GIS data as a combination of cities and counties. The GIS sources within the PSAP need a common and agreed-upon understanding for the maintenance of each feature and the provisioning boundary of responsibility. Making sure there is agreement of that point and ensuring each locality is only providing data where they are the authoritative GIS data source are the purpose of this assessment. External edge-matching conformance addresses boundaries between neighboring PSAPs to ensure that there are no overlaps or gaps in the maintenance of GIS data. Geometric features need to meet at the agreed upon boundary.

MSAG transition/confirmation

In order to accommodate originating service providers (OSP) that are not fully i3 capable, AT&T will maintain a master street address guide (MSAG) as part of the NG9-1-1 solution. While the existing MSAG can be used and maintained, generating a new MSAG from local GIS data is a better solution since existing GIS data is generally of superior quality than the MSAG. To use GIS data to generate the MSAG, an emergency service number (ESN) data layer must exist or be created. The PSAP has **15 ESNs** for their area of responsibility. **Bedford County GIS** has an ESN boundary layer depicting this area so they will utilize a GIS generated MSAG with the migration to NG9-1-1.

Ultimately, ESN and community name need to be attribute fields in the address points and road centerlines layers to support call routing until the OSP can transition to i3. If these attributes are not part of a locality's existing maintenance workflow or GIS database, they can be created by building a separate polygon layer and transferring these values to the centerline segments (commonly referred to

as a spatial join). The spatial join method can be implemented as part of the workflow for preparing to transfer GIS data to AT&T to ensure these fields are accurately populated.

GIS Ingest Readiness

Localities may choose to implement AT&T's tools and workflows for ongoing maintenance of GIS data, or may choose to continue using internal workflows or third-party support services. As GIS data is updated, regardless of the tool set or service provider, the GIS datasets must be provided to the spatial interface (SI). The SI provisions the updated GIS data to drive location validation and call routing functions in the ESInet.

Localities choosing to adopt or transition to the AT&T toolset will have a defined workflow for providing updated GIS data. Localities wishing to use existing tools, acquire third-party tools, or rely on a service provider will need to ensure the workflows are in place to accept and resolve discrepancy calls (formalized requests to update GIS datasets), and periodically transfer updated GIS datasets to the AT&T spatial interface. This section will establish the path and milestones for completing this work.

Data maintenance Workflow/Procedures

The quality of GIS data diminishes over time unless it is properly maintained. It is important that localities document GIS data maintenance workflows and validations to ensure synchronization across GIS layers. This can include periodically ensuring conformance of edge matching of GIS data at shared boundaries. VITA has confirmed that the GIS organizations supporting the PSAP have appropriate internal data maintenance procedures/discrepancy management workflows.

Call Routing

The ultimate goal for all PSAPs is to use geospatial (i3) routing for all 9-1-1 calls. This solution uses all the NENA i3 standards for delivering voice and data directly into the PSAP's CHE. 9-1-1 call routing is based on the PSAP-provided GIS data. The ESInet router hands off the call to the PSAP networking equipment (router or firewall). The PSAP's CHE must be able to receive the voice call via SIP. Location data delivered via SIP using PIDF-LO, and would perform all the i3 protocols such as LoST and HELD.

If the PSAP's CHE is not NG9-1-1 capable or the geospatial data is not ready for deployment, a PSAP can still connect to the ESInet with an interim solution for call delivery. This will allow the PSAP to migrate on schedule, and they can implement geospatial (i3) routing when the GIS data is suitable for this use and the CHE is i3 capable.

The two interim solutions are as follows:

Legacy PSAP Gateway - This solution allows the PSAP to be connected to the ESInet through a network gateway. In this call delivery configuration, the call is routed with the legacy MSAG and ALI data, however this is done over the IP network. Once the call reaches the gateway, the voice data is converted to analog and processed over an analog voice circuit to the PSAP's CHE. This does not require any upgrade to the CHE and as mentioned uses a legacy ALI lookup. The ALI lookup would use a standard serial connection (in this case to the legacy PSAP gateway placed in the PSAP) to retrieve location information.

Transitional SIP - This solution uses an IP (SIP) connection to get the voice call directly into the PSAP's CHE. The ESInet router passes the call to the PSAP networking equipment (router or firewall). The PSAP's CHE must be capable of receiving the voice call via SIP. The CHE would still use a legacy ALI lookup. The ALI lookup would use the standard serial connection (in this case to

the ESInet routers) to retrieve location information. MSAG and ALI are still used to conduct the routing.

Again, the ultimate goal for all PSAPs is to geospatially route all 9-1-1 calls. If the geospatial data meets the accuracy goals, a PSAP should be able to deploy NG9-1-1 with geospatial routing. If for some reason, this cannot be accomplished, interim solutions are available to allow the PSAP to deploy on schedule, and they can convert to geospatial routing later.

Based on an assessment of the CHE and GIS data, geospatial routing can be implemented initially with NG9-1-1 and no interim solution will be necessary. While some GIS data correction must take place, the PSAP is committed to correcting those issues well in advance of the required milestone and to maintain that data through the transition period.

Call Transfers

During the transition to NG9-1-1, the AT&T ESInet will be interconnected with all selective routers from Verizon and CenturyLink to ensure that calls received by PSAPs that have deployed NG9-1-1 can be transferred to PSAPs on the legacy E9-1-1 network and vice versa. No ability to transfer calls will be lost during the transition when neighboring PSAPs may be on different networks.

Post deployment, all Virginia PSAPs should be on an ESInet and should be able to transfer calls among PSAPs with accompanying location data. Even if more than one ESInet is deployed from different solution providers, the goal is that they are interconnected and calls can be transferred between them.

Network

The NG9-1-1 solution offered by AT&T is a service; therefore, the network is provided as part of that service. However, there are several issues impacting the network that may be outside of this service that must be considered. The configuration of the PSAP's connection to the network will be based on the legacy E9-1-1 network information as follows:

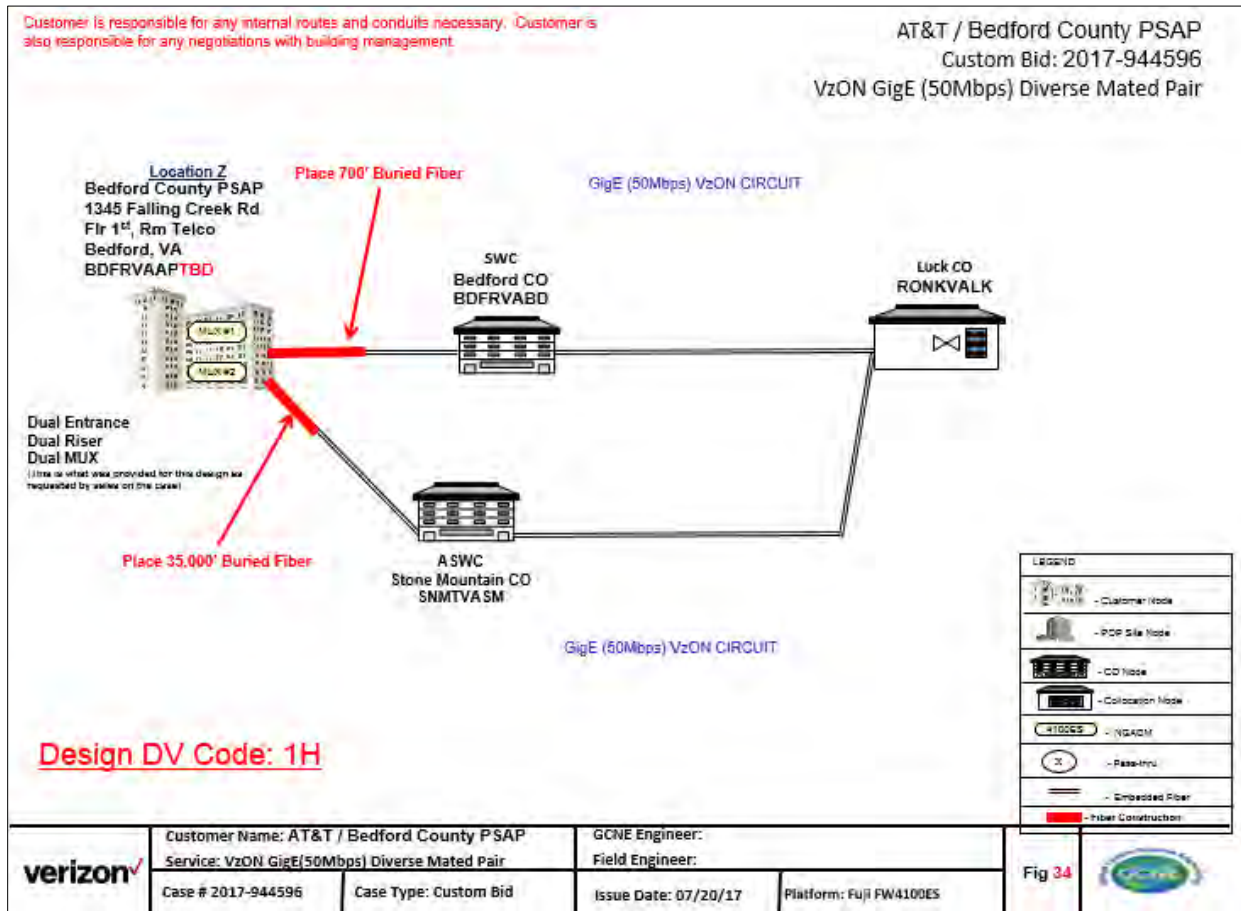
- Legacy E9-1-1 service provider: **Verizon**
- ALI database provider: **Verizon**
- Selective router pair(s): **Staunton/Salem (Danville/Lynchburg)**
- Trunk counts (all): **25**
 - Wireline: **8**
 - Wireless: **4**
 - SIP: **0**
 - Administrative: **13**

The NG9-1-1 network will be designed to support the same number of concurrent 9-1-1 calls as can be supported on the legacy network (wireline and wireless trunks). The PSAP can designate what happens to calls that exceed this number. This setting is determined in the PSAP CHE, but the options will be discussed with AT&T during system configuration. The options include providing the caller with a fast busy signal, routing the call to another PSAP, or overflowing the call to another line. As a best practice, VITA ISP recommends routing the call to a fast busy signal or rerouting calls to another PSAP.

Redundancy and Diversity

In order to provide 99.999% availability of the NG9-1-1 service, each PSAP must have diverse and redundant IP connections to the ESInet. Having redundant connectivity means having two connections, but they could be co-located or follow the same path. Having diversity means that those redundant connections follow different paths that never touch from origin to destination. To achieve the 99.999%

availability, diverse connectivity is planned for all PSAPs. There is a chance the diversity is simply not available to all PSAPs. AT&T has conducted a diversity study for each PSAP and the results for the current location of the **Bedford County** PSAP are as follows:



The total cost for this diverse connectivity is **\$362,260.49**, which will be provided by the Board as part of the PSAP's funding submission. The timing of the implementation of the diverse connectivity may not be completed until after initial NG9-1-1 deployment.

Disaster Recovery

Though the NG9-1-1 solution is designed to provide 99.999% availability, disaster recovery plans still need to be in place for instances when the network becomes unavailable or the PSAP is otherwise inoperable (evacuation, structural damage, etc.). Broadly, when the PSAP must be abandoned, there are two approaches to disaster recovery, a) having a backup PSAP within the locality or b) partnering with a neighboring PSAP to take the calls. Additionally, if only the network is impacted and the PSAP is still operable, 9-1-1 calls can be forwarded to a 10-digit telephone number in the same PSAP. Location data is lost, but that call can still be answered and processed.

Currently, the PSAP has a disaster recovery plan that states if the PSAP must be evacuated for any reason or should just the network be unavailable and the PSAP can still be occupied, calls are rerouted to **VoIP phones within the county**.

Based on the current disaster recovery plan, no additional steps must be taken in order for this plan to continue to be viable with NG9-1-1. The PSAP need only inform AT&T of their disaster recovery plan during the detailed planning after the participation agreement is signed. AT&T will then build those routes in the configuration files both for during the transition and post-migration to NG9-1-1.

While support will be available to maintain the current disaster recovery capability for the PSAP, it is important to note that there are aspects of disaster recovery that are beyond the scope of this migration proposal. As an example, while the NG9-1-1 network can be configured to route calls to a neighboring PSAP in the event of a PSAP evacuation, getting the 9-1-1 call to another PSAP to be answered is only part of the dispatching process. The call for service then needs to be sent to first responders through a radio channel or mobile data. Assuming that capability already exists, nothing about the deployment of NG9-1-1 should impact that. In cases where disaster recovery does not exist currently, this migration proposal only deals with getting the 9-1-1 call routed to another PSAP (backup or neighboring) and does not address radio or CAD interoperability needed to effect the dispatch of first responders. VITA ISP can assist with that process, but outside of NG9-1-1 deployment. Additionally, VITA ISP can assist with the exercising of disaster recovery plans, which should be done at least once a year to make sure they are fully functional when needed.

Secondary PSAP

There are no secondary PSAP(s) identified within the service area of the primary PSAP.

Network Security

AT&T employs a defense-in-depth security strategy to protect sensitive information. Security mechanisms are deployed throughout the service in addition to the multi-layered security provided by the network itself, in order to provide seamless and effective security. AT&T's world-class experience in both IP and Telephony Security provides the following key security elements.

- Availability of the VoIP Service: Stop denial or deterioration of service functionality
- Integrity of the VoIP environment: Prevent system functions or data from being corrupted
- Confidentiality and Data Privacy in VoIP: Keep information secure and private

The AT&T IP/MPLS Converged Network deploys the same attention to state-of-the-art security measures as have been provided on traditional PSTN networks:

- AT&T Security Policy and Requirements (ASPR) and AT&T OneProcess provide the security foundation.
- AT&T Internet Protect helps protect against worm/virus attacks and offers DoS (denial of service) protection.
- A 24x7 Security Network Operations Center (SNOC).
- AT&T MPLS Voice Aware Network provides security and QoS.
- AT&T Global Fraud Management System protects AT&T VoIP against fraud.
- AT&T hub-and-spoke MPLS VoIP VPN for customer access helps to provide security and QoS for AT&T.

In the AT&T MPLS network, customer services are provisioned on specific interfaces of an MPLS VPN by using known IP addresses. This approach enables AT&T to authenticate users and traffic. Rather than supporting signaling or voice encryption, AT&T relies on the MPLS security and secured IP tunnels to provide confidentiality for signaling and voice.

The data privacy and data integrity of an MPLS VPN is not dependent on encryption or address space-based access controls. AT&T protects the core network against compromise by:

- Hardening the routers and turning off unnecessary services.
- Implementing TACACS+ authentication, authorization and accounting for router access/commands.

- Automated provisioning of router configuration driven from ordering systems, to minimize human error, complimented by daily discord reports and investigation.
- 24/7 monitoring and DoS mitigation tools.
- Route dampening and/or limiting total number of routers learned to protect routing stability.
- Firewalls, IDS, token based authentication, encrypted remote access for network and service management systems/work centers.

The AT&T security culture assures that these architectural protections are enforced by audits, employee awareness training, penetration testing and enforcement of architectural principles and policy.

In addition, AT&T MPLS VPN service is a transport only service, with the data integrity and data privacy protection as described above. AT&T monitors the core network for traffic anomalies and shared resource consumption thresholds to protect the core network and assure that traffic storms do not impact the performance of other customers. AT&T network management and service management systems are hardened, require authentication and authorization control, and are instrumented with intrusion detection to assure that they are not compromised, and cannot serve as a vector to attack the network or customers.

Schedule for Deployment

A clear and accurate schedule is essential to ensure cost effective and coordinated deployment throughout the Commonwealth. For that reason, this section identifies all milestones that must be met in order to successfully deploy. To manage costs, a six-month deployment window has been established for each selective router pair regardless of whether the PSAPs choose the AT&T or another NG9-1-1 solution. The following chart identifies the deployment periods for each selective router pair:

Selective Routers	9-1-1 Service Provider	Population	Time Period
Fairfax/Alexandria	Verizon	2,494,184	January 2019 – June 2019
High St Portsmouth/Jefferson	Verizon	1,662,247	July 2019 – December 2019
Stuart/Chester	Verizon	1,660,182	January 2020 – June 2020
Charlottesville/Farmville	CenturyLink	403,369	July 2020 – December 2020
Fredericksburg/Winchester	Verizon	343,031	July 2020 – December 2020
Danville/Lynchburg Church St	Verizon	320,247	July 2020 – December 2020
Staunton/Salem	Verizon	453,065	January 2021 – June 2021
Shenandoah County ECC	Shentel	43,175	January 2021 – June 2021
Covington	Ntelos	21,556	January 2021 – June 2021
New Castle	TDS Telecom	5,158	January 2021 – June 2021
Floyd County	Citizens	15,651	January 2021 – June 2021
Monterey-Highland Telephone	Highland Telephone	2,216	January 2021 – June 2021
Blacksburg/Norton	Verizon	340,101	July 2021 – December 2021
Johnson City/Wytheville	CenturyLink	338,311	July 2021 – December 2021

The **Bedford County PSAP's** deployment window will be **January 2021 – June 2021**. A specific date will be determined after all PSAPs have made the NG9-1-1 decision and AT&T develops the master schedule. Regardless of the specific date, any CHE upgrades, diverse connectivity enhancements and GIS data corrections must be completed at least **three months** before the deployment date. If they are not completed by this date, migration can still occur on schedule, but it will require the deployment of an interim solution instead of full i3.

Cost Estimates for NG9-1-1 Funding

The 9-1-1 Services Board has committed to funding the transitional costs for NG9-1-1 deployment so it is important that all such costs are identified and made part of the overall budget. It is also important that the funding be provided on a fair basis across all PSAPs in Virginia. While most costs will be fully funded, others like replacement of non-vendor supported CHE will continue to be funded at the same levels as has been provided through the PSAP grant program in prior years. Based on all of the information provided in this migration proposal, the following budget is for your deployment of NG9-1-1:

Category	Amount	Notes
NG9-1-1 non-recurring cost	\$4,000	Flat rate from AT&T
CHE upgrade	\$30,000	i3 licenses and services
CHE Replacement	\$150,000	Replacement in FY22
Text-to-911	\$30,000	Firewalls and professional services
CAD upgrade	\$0	Not required
Mapping upgrade	\$0	Not required
Voice logging upgrade	\$0	Not required
ECaTS Data analytics expansion	\$1,000	i3 logging and text to 9-1-1
Other system upgrades	\$0	Not required
Rack space	\$0	Rack space is available
Diverse connectivity costs	\$362,260.49	
Disaster recovery upgrade	\$0	Not required
Secondary PSAPs	\$0	None
GIS data preparation	\$0	Not required
Legacy 9-1-1 transition costs	\$6,285.60	Verizon costs
Project management assistance	\$0	None requested
Total	\$583,546.09	

The monthly recurring cost for the AT&T solution is **\$10,390.99** which is set for the ten-year term of the Fairfax County contract. The current monthly recurring cost for the legacy E9-1-1 solution is approximately **\$4,638.50**. The estimated monthly increase to the PSAP after deployment is approximately **\$5,752.49**. This increase will be covered by the Board for a period of 24 months after deployment is complete. At the end of this period, the entire cost will be the responsibility of the PSAP. Copies of invoices from the current 9-1-1 service provider must be provided to substantiate the current monthly cost. This will be the basis for determining whether monthly funding is provided and in what amount.

The monthly recurring cost is impacted by the bandwidth into the PSAP. Bandwidth is primarily impacted by the number of concurrent calls each PSAP wants to be able to process. As the PSAP grows and adds bandwidth to handle more concurrent calls, the increased monthly cost will be the obligation of the PSAP even if during the 24 months following transition. Additionally, the recurring maintenance costs for PSAP equipment and GIS data will remain the responsibility of the PSAP.

Projected Board Funding

The Board will begin awarding funding for NG9-1-1 in late 2018. Until the Board approves the funding request from the PSAP, all funding levels shown are just projected. Based on the funding guidelines

approved by the Board (or will be approved by the Board), the following funding would be awarded to the PSAP:

Type of Funding	Amount
Non-recurring	\$583,546.09
Recurring (over 24 months)	\$138,059.76
Data Analytics (monthly)	\$415.12

The funding amount shown is based on estimates at this point. As binding quotes are received, the budget will be adjusted. The approval from the Board will be for the specific equipment or services and contingency funding will be available should the final cost be slightly higher so long as the original scope of the effort does not change. Similarly, if the final cost is lower, the budget will be adjusted lower. That additional funding cannot be shifted to another part of the project.



BEDFORD COUNTY BOARD OF SUPERVISORS

Agenda Item Summary

MEETING DATE: 9/28/2020

AGENDA ITEM #9d

RESOLUTION #R 092820-13

Work Session Regular Meeting

Consent Public Hearing Action Closed Session Information

ITEM TITLE: CARES Act - Emergency Operations Plan and Continuity of Operations Plan Updates

RECOMMENDATION

Approve a contract with The Olson Group, Ltd. to revise the Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP).

SUMMARY

The County has a state/federal mandate to provide an updated version of our EOP within this fiscal year. To provide the degree of overhaul required necessitates discussion with numerous departments in the county government to assure that needs and deliverables as well as expectations are met. In addition, faced with the challenges brought on by the war on terror, cyber-attacks, civil unrest, and COVID-19; an external overhaul of our EOP is critical. Also, Bedford County has made several attempts over the years, without success, to develop a comprehensive COOP to aid in the continuity of government operations. Although County staff and various partners have performed admirably, the pandemic has further illustrated the need to update the EOP and develop a more thorough and realistic COOP plan so we are not making it up as we go along, but rather have a planned pathway to operationalize.

The CARES Act allows for planning documents that provides local governments the ability to emerge from the pandemic in a better position to respond to emergencies and public health crises. Furthermore this type of project is authorized by VDEM as an Emergency Management Consulting contract, which affords public entities in the Commonwealth a competitively pre-solicited contracting mechanism for providing a range of professional services, including the EOP and COOP. Per the Emergency Management Consulting Contract, “if an agency or institution can provide documentation of a declared emergency, a vendor is able to, at their discretion, honor an order citing the resulting contract. The agency or institution shall notify VDEM within three (3) days of their use of the contract and VDEM will create the written contract modification to be signed by the contractor.”

PRIOR ACTIONS

Outsourcing the EOP has not been done in approximately 15 years.

FISCAL IMPACT

The contract with Olson is a not to exceed price of \$65,000 and can be paid for within the scope of expenses previously appropriated to the County expenses category under the 1st Round of CARES funding.

CONTACTS

Chief Jack Jones

ATTACHMENTS

Olson Group, Ltd. proposal

REVIEWED BY

Robert Hiss, County Administrator



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 28th day of September 2020, beginning at 7:00 pm.:

MEMBERS:

John Sharp, Chair
 Charla Bansley, Vice-Chair
 Mickey Johnson
 Edgar Tuck
 Tommy W. Scott
 Bob Davis
 Tammy Parker

VOTE:

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

A RESOLUTION

**AUTHORIZING A CONTRACT WITH OLSON GROUP, LTD. TO REVISE THE COUNTY'S
 EMERGENCY OPERATIONS PLAN AND DEVELOP A CONTINUITY OF OPERATIONS PLAN**

WHEREAS, Bedford County has not had a thorough update of its EOP in approximately 15 years and has never fully established a comprehensive COOP plan; and

WHEREAS, the CARES Act authorizes funding for emergency planning purposes to better position local governments to respond to emergencies and public health crises; and

WHEREAS, the Virginia Department of Emergency Management (VDEM) has established a process to engage in a competitively pre-solicited contracting mechanism to provide a range of professional services, including the EOP and COOP; and

WHEREAS, Olson Group, Ltd, has successfully implemented these types of plans for various jurisdictions throughout Virginia utilizing the process outlined by VDEM; and

NOW, THEREFORE, BE IT RESOLVED, by the Bedford County Board of Supervisors, that the County Administrator is authorized to execute a contract with Olson Group, Ltd. for a not-to-exceed price of \$65,000.



September 20, 2020

Jack W. Jones, Jr.
Chief of Fire and Rescue
Bedford County
1305 Falling Creek Road
Bedford, Virginia 24523

Dear Chief Jones:

The Olson Group, Ltd. (OGL) is pleased to offer this proposal to review and revise the Bedford County Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP).

In offering our services, we are building on experience. OGL is probably best known to Bedford County for our VDEM-funded work over the past eight years providing planning, training and exercise services to the Commonwealth's, county, city, and state agencies. The proposed Olson Group project personnel have conducted emergency operations and continuity planning throughout the United States including, over the past two years, COOP plans and departmental annexes for Largo FL, Pinellas Park FL, Brookhaven GA, Henrico County VA, the Virginia Department of Medical Assistance Services, the Port of Houston and Rice University in Texas, and FNB (First National Bank) Corporation. OGL's COOP planners are FEMA-certified Continuity Managers and Practitioners. Additionally, the Olson Group has recently developed emergency operations plans for the City of Winston-Salem NC, Pinellas Park FL, Sanibel FL, Largo FL, Rice University TX, and Arlington VA. OGL offers Bedford County a talented team that understands and appreciates the County's emergency preparedness needs, as well as possessing a truly national perspective on public safety, emergency management and homeland security. OGL confidently believes our proposed team and services offer Bedford County a best value from the perspectives of experience, price, innovation, quality and responsiveness.

For further information regarding this proposal, please contact me directly, at the telephone number or email below. We appreciate this opportunity to support Bedford County.

Stay Well,

A handwritten signature in black ink, appearing to read 'KBO', is written over a large, stylized blue 'O' that matches the Olson Group logo.

Kyle B. Olson
President



PROJECT APPROACH

Planning

The Olson Group will support the development of the Bedford County Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP) utilizing an approach which reflects our project personnel's outstanding experience. Olson Group project staff have successfully supported similar planning efforts for dozens of municipal, county and state governments across the United States.

OG's proposed team affords Bedford County the experience and insight required to successfully review and revise your Emergency Operations Plan (EOP) to meet your requirements while fully addressing all applicable Federal, State and local standards. Our approach to developing a Continuity of Operations Plan for Bedford County is consistent with Federal Emergency Management Agency (FEMA) guidance including Presidential Decision Directive 67, Ensuring Constitutional Government and Continuity of Government Operations; FEMA Continuity Guidance Circular 1 (CGC 1), Continuity Guidance for Non-Federal Governments; and FEMA Continuity Guidance Circular 2 (CGC 2), Continuity Guidance for Non-Federal Governments: Mission Essential Functions Identification Process. The resulting COOP will also adhere to applicable Federal, Commonwealth of Virginia and Bedford County statutes and regulations.

Our team grounds our planning efforts in best-practice solutions and in proven methodology. We will use the National Plan Development Process (NPDP) to organize and execute our planning efforts. OGL's proposed Project Manager, Aubrey Cheatham, has a distinguished record providing leadership, management and supervision to public and private organizations over the past 40 years, including eight years as a local government manager responsible for the coordination of emergency management, fire, fire marshal, EMS, Emergency 9-1-1 and animal control services in Campbell County, Virginia.

As indicated above, the National Plan Development Process (NPDP) will be used to organize and execute this all-hazards planning effort. This process, developed by the Department of Homeland Security, is the newest national planning standard and is fully consistent with the National Incident Management System (NIMS), Comprehensive Preparedness Guide 101 (CPG 101), the National Response Framework (NRF), and the Emergency Management Accreditation Program (EMAP).

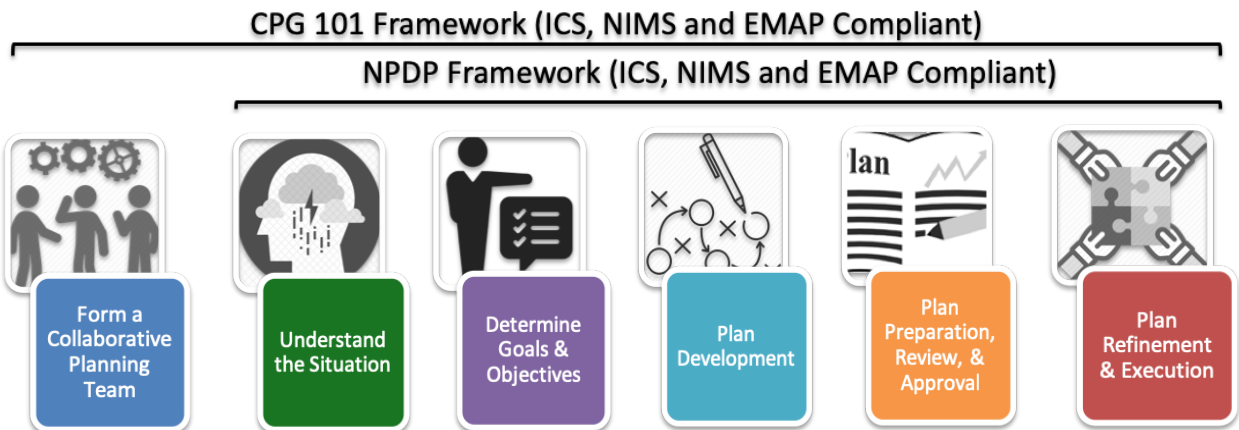


Figure 1: CPG 101 Plan Development Process



The Olson Group recognizes that the best planning is a collaborative process. OGL strives to include the “whole community” of stakeholders to ensure the project reflects the needs and desires of the client and its partner organizations. We have found the use of an initial planning workshop to formally begin the planning process meets the objective of inclusive collaboration. The short one-half day workshop for this planning effort will capture the “Understanding the Situation” and “Determine Goals and Objectives” phases of the process for reviewing and revising the County EOP and County COOP. OGL will also begin collaborating with other key representatives to ensure all relevant information is obtained for inclusion in the plan review and revision process.

Beginning with the Workshop, OGL will discuss the overall project, including OGL’s process for plan review and revision, found above in **Figure 1**. OGL’s proposed development cycle is illustrated in **Figure 2** below. As we move through each step, we will utilize worksheets and facilitated discussion to capture an accurate picture of the situation and firmly establish the goals and objectives for the each of the plans. This also ensures all stakeholders have a common operational picture of the project moving forward and allows OGL to start collecting any plan data required to revise the Emergency Operations Plan (EOP) and develop a County COOP. The order of plan development will be based on your internal and required external deadlines.



Figure 2. Bedford County EOP and COOP Revision/Development Cycle

Next, OGL will work with Bedford County to prioritize the needed revisions to the EOP and data needed for the development of the COOP, taking advantage of the common data collected to minimize the need to ask the same question more than once to stakeholders. OGL will work with the stakeholders to make this process as effortless as possible. The goal is to reduce the stakeholders’ time commitment by having our planners doing the heavy lifting (**Plan and COOP Revision/Development**). **OGL fully appreciates the demands on the time of the stakeholders involved in this process. Therefore, we propose gathering as much data upfront in the Initial Planning Workshop for the planning effort, allowing us to minimize follow-up meetings and touchpoints.**

Detailing the results of the Initial Planning Workshop, OGL will develop a workshop report which includes additional research as needed to support the revision to the EOP and revision/development of the COOP. Through this report, OGL will receive approval from the planning team on the task, purpose and scope of the specific planning efforts. Once Bedford County has approved the plan revision strategy, only then will OGL move to the next phase of the process.



Bedford County
Review and Update EOP and COOP

OGL proposes the high-level, notional project schedule shown in **Figure 3**, on the following page. The schedule assumes a commitment from stakeholders to provide requested information and provide timely feedback. With this level of commitment, OGL anticipates the plan review and revision process will take approximately 90 days (depending on the complexity and coordination required) to complete. At the Project Kickoff Meeting, OGL will work with Bedford County to fine-tune the below schedule based on the County's needs and preferences.

Task	Date	Deliverable
Contract Signed	Week of September 21, 2020	<ul style="list-style-type: none"> Starting date for plan review and revision
Kickoff Meeting	September 28, 2020	<ul style="list-style-type: none"> Meeting agenda, meeting minutes, project work plan
Begin EOP review; Prepare for EOP and COOP surveys and interviews	September 28, 2020	<ul style="list-style-type: none"> Begin review of EOP, using the EOP Review for Locality Crosswalk for Plans Review document – based on CPG 101. Draft Survey/Questionnaire and interview questions for plan revision and COOP development
Conduct Planning Workshop(s)	October 7, 2020	<ul style="list-style-type: none"> Workshop agenda, workshop report, materials, presentation
Conduct planning surveys	October 12-23, 2020	<ul style="list-style-type: none"> Analyze data obtained from the surveys; use to begin developing plans
Schedule and Conduct Plan Review Meetings/Interviews	October 26 – November 6, 2020	<ul style="list-style-type: none"> Meeting Schedule for each stakeholder Interview Questions and Data obtained from interviews
Begin EOP Revision and COOP Development	November 9, 2020	<ul style="list-style-type: none"> EOP Revision
EOP and COOP Review and Revision	November 9 – November 20, 2020	<ul style="list-style-type: none"> First draft of revised EOP and new COOP
Review of EOP and COOP by designated County stakeholders	November 23 – December 4, 2020	<ul style="list-style-type: none"> Obtain changes and comments from County stakeholders
Final changes to EOP and COOP	December 7 – December 10, 2020	<ul style="list-style-type: none"> Make final changes to EOP and COOP based on review and comments
Final EOP and COOP	December 11, 2020	<ul style="list-style-type: none"> Final Bedford County EOP and COOP
Training and Exercising on the EOP	December 2020	<ul style="list-style-type: none"> On-site scenario-based orientation session with designated County staff (and elected officials if desired) to familiarize them with the revised plan and COOP and their implementation.

Figure 3: Draft Project Schedule



While the OGL planning process and resulting plans follow necessary standards and best practices, our deliverables are not “cookie cutter” products. They reflect our clients’ capabilities, resources and requirements.

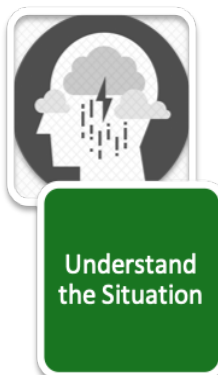
The following paragraphs describe our approach to each step of the planning process:

The Project Kickoff:



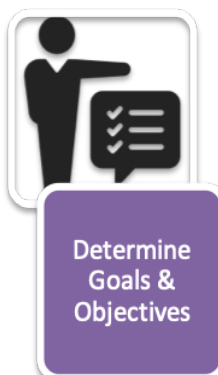
Upon award, OGL will schedule a virtual **Project Kickoff Meeting** with key stakeholders from Bedford County. The purpose of this meeting is to finalize the details of the scope of work and project timeline, discuss and confirm the project approach and identify the key members of the **Planning Team** – County department heads and/or other key representatives with knowledge of the resources and capabilities of their respective agencies. This encompasses the first phase of our planning process. Each task and associated deliverables are described in detail below.

Task 1: Assess the County’s Planning Needs:



Performing an accurate and detailed review of the EOP and assessment of the County’s Mission Critical Functions is perhaps the most essential aspect of the project. OGL’s assessment begins from the first time we meet with stakeholders and continues throughout the project until the final Bedford County EOP is revised and the final County Master COOP Baseline Plan and Departmental Annexes are produced. This step captures the “Understanding the Situation” and “Determine Goals and Objectives” phases of the planning process.

OGL has always approached planning as a collaborative process. We propose a virtual Initial Planning Workshop (IPW) to formally begin the planning process; the IPW supports our objective of inclusive collaboration and should be attended by the members of the Planning Team (as noted above, County department heads or their designees), and other pertinent stakeholders identified by the County.



The purpose of the IPW is to provide the Planning Team with a clear understanding of the project and its deliverables, an overview of the data collection process and the tools to be used, and the schedule of milestones and deliverables. During the workshop Olson Group planners will facilitate discussion among stakeholders to ensure an understanding of the project moving forward and an appreciation for the benefits of the effort. Employing worksheets and other handouts, OGL will use this workshop to begin collecting data needed to review, revise and develop the Bedford County EOP and COOP, and to define specific planning goals and objectives.

Following the IPW, OGL will analyze and apply the information gathered. Based on Workshop responses, Olson Group staff will customize and deploy a user-friendly, data collection tool to assist key stakeholders in assembling and providing data relating that will assist in reviewing and revising/developing the County EOP and COOP.



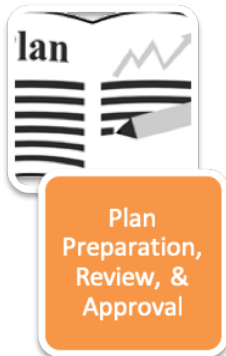
Planning Team members and other key stakeholders will have approximately two weeks to complete and submit their survey data with support for questions and clarification from the OGL planning staff. During this time, OGL will also schedule virtual interviews with key stakeholders to review and validate the collected information and identify elements requiring further research and analysis. In addition, OGL will use the Emergency Operations Plan review for Locality Crosswalk for reviewing the EOP. The Crosswalk is a plan review tool developed from and consistent with Comprehensive Preparedness Guide 101, Version 2, and incorporates the National Incident Management System.

Once a month, OGL will conduct a formal [Progress Meeting](#), which will address preliminary findings and report on progress to-date, ensuring all work products are on-track and meeting the County's expectations. The Olson Group can also use this opportunity to make site visits and engage with any external stakeholders the County believes have additional information that should be incorporated in the EOP revisions or COOP.

Task 2: Emergency Operations and Continuity of Operations Plans Review, Revision and Approval



For the next step, OGL will combine Phase 4, "Plan Development" and Phase 5, "Plan Preparation and Review." This streamlined approach respects the County's desired timeframe for the completion of the project within 3 months of the contract Kickoff meeting, with a final EOP and COOP deliverables on or before December 20, 2020, while maintaining the established process. Based on the information gathered and the analysis conducted through the planning process, OGL will, with input from the Planning Team, begin the review and revision process for the County EOP and COOP.

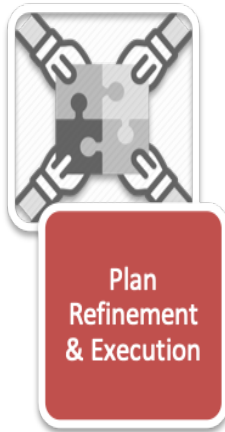


OGL has found that an Iterative Approval approach (similar to "phase gating" in traditional project management practice) provides transparency of process to all stakeholders and saves time and money by eliminating the need for substantial edits or course corrections. OGL's agile process utilizes accessible document platforms, weekly reporting, and incremental approval of submitted work product components to ensure the County will always know where we stand on task completion and work product quality. OGL will conduct a technical edit internally before disseminating the draft documents for review to keep the focus of the review on the content and its accuracy.

OGL will communicate regularly with County Administration and other relevant departments throughout the process to validate EOP revisions and COOP development. Follow-on meetings with individuals and departments can be scheduled as necessary, but through our agile approach, meetings will be kept to a minimum.



Task 3: Plan Testing, Refinement, and Execution



OGL recognizes the importance of training stakeholders on newly created plans, pressure-testing the plans in a safe environment, evaluating the results, identifying improvements, incorporating them into our final deliverables, and documenting the process for ongoing updates, maintenance, training, and testing.

Development of training materials will take place concurrent with the EOP and COOP revisions/development.

Once the EOP and COOP are approved, OGL is able to conduct an on-site scenario-based orientation session with designated County staff (and elected officials if desired) to familiarize them with the revised plans and their implementation. The orientation session will include a PowerPoint presentation and quick reference handout, which the County can repurpose for new employee onboarding and other training needs.

Project Management

The Olson Group’ project management approach facilitates both innovation and performance. Our goal is to build a sense of partnership among all project stakeholders by helping to develop and sustain open communications among all participants.

Project Management Plan: OGL’s Project Manager (PM), Mr. Aubrey Cheatham, will work with Bedford County to refine a final scope of services within a Project Management Plan. The Plan, which will be subject to continual review and client approval, will monitor the project scope and associated deliverables.

The PM is responsible for the overall management and execution of this contract and will serve as the primary customer interface responsible for the administrative and technical direction of OGL in executing this contract. Mr. Cheatham has ultimate responsibility for ensuring that all products and services requested under the scope of this contract are satisfactorily met.

ELEMENTS OF PROJECT MANAGEMENT PLAN
<ul style="list-style-type: none"> ◆ Corporate commitment to program objectives ◆ Background and scope of work ◆ Capacity to provide and integrate all the services in the RFP ◆ Methodology and approach, including preparatory and transition activities ◆ Coordination with all planning stakeholders ◆ Work tasks (discuss each task individually) ◆ Listing of deliverables ◆ Anticipated planning schedules ◆ Staffing plan ◆ Quality management of the project

Reports: OGL is committed to an open and collaborative working relationship with Bedford County. To ensure the free flow of information throughout the project, if required, OGL will complete the following reports using agreed-upon formats and on a schedule subject to client approval:

- **Weekly** – If requested, OGL will provide a summary of key achievements (meetings, document deliveries, etc.) and project needs and suggested deliverables (project schedule compliance, work product drafts and revisions, etc.). This can be provided via email or telephone.



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- **Monthly** – OGL will produce monthly reports, detailing work completed on deliverables, tasks worked by project team members, any potential issues that may impact project scope, budget and schedule, and the status of the project budget. This report shall provide the justification for our monthly invoice.

OGL's President, Kyle Olson, will be engaged throughout the project in an on-going Quality Assurance role, ensuring the company's full commitment to the delivery of outstanding products and services. All work on this project will be performed in accordance with our strict quality assurance practices, including but not limited to the following:

- OGL staff members will hold regularly scheduled project meetings to discuss project goals, confirm roles and responsibilities, review schedule requirements and deliverables and identify any technical or contractual issues;
- OGL President Kyle Olson will serve as QA officer, demonstrating the corporate commitment to quality performance on this program. Supplemental quality management may be conducted with the program sponsor;
- Quality management principles and processes will be incorporated in the development of the required deliverables and the consulting services offered;
- If required, detailed reports will be developed as needed to ensure contractual compliance; and
- If required, weekly meetings/phone calls with the County point of contact and/or Project Manager will be conducted.



RESUMES OF KEY PERSONNEL

No organization or firm can deliver what the client needs and wants without the right personnel with the knowledge, skills, and ability for the project at-hand. The Olson Group, Ltd. (OGL) is comprised of some of the top emergency management professionals in the nation. We are not simply consultants, but seasoned practitioners, with decades of real-world practice analyzing and developing emergency management and continuity strategies and programs, who happen to consult. **Our people truly make the difference.**

For the review and revision to the Bedford County EOP and COOP, OGL will provide Aubrey Cheatham as Project Manager and Emergency Management subject matter expert (SME), Adam Montella as Planning Subject Matter Expert (SME), Andrew Forcucci as our Lead Planner and Alicia Toombs as our Planning Support.

R. AUBREY CHEATHAM, CEM, MEP – PROJECT MANAGER AND SENIOR CONSULTANT

Knowledge, Skills and Abilities

Aubrey Cheatham has a distinguished record providing leadership, management, and supervision to various organizations over the past 40 years. Over the past eight years, Mr. Cheatham has managed and helped design, facilitate, and evaluate well over 80 Tabletop, command post, Functional and Full-Scale Homeland Security and Emergency Management compliant exercises. He has led the planning, conduct and evaluation of multiple-agency, multiple-venue exercises addressing both natural disasters and acts of terrorism at the Federal and local levels. He has developed and delivered high-level exercises, briefings and other products for senior political and agency officials in both Washington and across the country.

Mr. Cheatham has eight years of emergency management and public safety experience as a local government department Director and Deputy Director responsible for the coordination of emergency management, fire, fire marshal, EMS, Emergency 9-1-1, and animal control services in Campbell County, Virginia. He also has seven years' experience as a United States Air Force First Sergeant where he was responsible for the morale, welfare, and discipline of organizations averaging 200 personnel in various worldwide locations. Mr. Cheatham spent thirteen years as a Security Force Manager in the USAF where he was responsible for the security of up to 500 nuclear warheads and the supervision of up to 50 individuals performing various nuclear security and law enforcement related duties worldwide.

Education

M.S., Management; Lesley University, Cambridge, Massachusetts (1991)
 B.S., Sociology; University of Great Falls, Great Falls, Montana (1982)
 A.S., Criminal Justice; University of Great Falls, Great Falls, Montana (1981)
 A.A.S., Security Administration; Community College of the Air Force (1991)
 A.A.S., Personnel Administration; Community College of the Air Force (1993)

Credentials, Certifications, Publications and Affiliations

- Certified Emergency Manager (CEM) (International Association of Emergency Managers)
- FEMA Master Exercise Practitioner
- Advanced Unified Command for Weapons of Mass Destruction Incidents (Texas A&M/TEEX)
- Infrastructure Protection Certificate (TEEX, Texas A&M University)
- Emergency Medical Technician-Basic
- Emergency Vehicle Operations Course (EVOC)



<ul style="list-style-type: none"> • FEMA Professional and Advanced Professional Series Certifications • Fire Investigations (Virginia Department of Fire Programs 1033) • Firefighter I & II • Hazardous Materials Awareness and Operations • ICS Train the Trainer (ICS 100-400) • Incident Command System 100, 200, 300, and 400 levels • National Incident Management System (NIMS), IS 700, IS 800 • Prevention and Response to Suicide Bombers Train the Trainer (New Mexico Tech EMRTC) • FEMA Radiological Preparedness Program (REP core concepts, plan review, and evaluator courses) • Unified Command for Weapons of Mass Destruction Incidents (Texas A&M/TEEX) • University of Virginia Weldon Cooper Center for Public Service LEAD program graduate • Virginia Emergency Management Association • International Association of Emergency Managers 	
Relevant Project Experience	Role
Commonwealth of Virginia Department of Medical Assistance Services – COVID-19 Pandemic COOP Response After-Action Report Workshop March 2020 - Present	Lead Project Manager for the development of an Agency COOP COVID-19 Response After-Action Report Workshop. Project includes providing DMAS with a real time on-line data capture tool, leadership, management, and line worker interviews, and development of an After-Action Report focusing on the Agency’s implementation of its COOP and reconstitution planning efforts.
Commonwealth of Virginia Department of Medical Assistance Services – Exercise Series January 2020 - Present	Lead Project Manager for 2020 Department of Medical Assistance Services Exercise Series. The purpose of the exercise series is to orient staff on personal and organizational responsibilities during building emergencies of all types, including working strategies during a world-wide pandemic, continuity of agency operations during loss of parts or all of the DMAS facility, and Reconstitution back to normal operations in accordance with the DMAS Emergency Response and Preparedness Plan, the DMAS Continuity Plan, and the DMAS Reconstitution Plan. The series includes two Seminars (Reconstitution and COOP Overview), two Planning Workshops (Division level COOP and Emergency Action Planning), and two Tabletop Exercises (both COOP related for leadership and COOP Coordinators)
Henrico County, Virginia Initial COVID-19 Pandemic Response After- Action Report Workshop April 2020 – June 2020	Lead Project Manager for 2020 Henrico County Initial COVID-19 Response After-Action Report Workshop. The purpose of the Workshop was to identify strengths and areas for improvement in Henrico County plans, policies, and procedures and capture lessons learned during the County’s response to the 2020 COVID-19 pandemic. The After-Action Workshop allowed participants to validate identified strengths and areas



	for improvement and was also used to obtain stakeholder input into any needed corrective actions.
Winston-Salem/Forsyth County, North Carolina Complex Coordinated Terrorist Attack Grant Project 2018 - Present	Lead Project Manager for a series of 12 Complex Coordinated Terrorist Attack exercises including a Seminar, five Tabletop Exercises, and six Full-Scale Exercises. Exercises were designed to include participation from all local and regional response agencies and the whole community.
Virginia Department of Emergency Management HSEEP Regional Capability Project 2014–Present	Lead Project Manager for the 2014 Region 3 Regional Riposte Full Scale Active Shooter exercise involving over 300 law enforcement officers, emergency management personnel, and hospital employees over the course of a two-day exercise involving five localities and numerous state and nongovernmental organizations. Lead Project Manager for the 2014 Region 2 Regional Riposte Redux Tabletop Multiple Coordinated Small Group Attack exercise involving three separate simultaneous exercise venues supported by video teleconferencing technology. Lead Evaluator for a Full-Scale and a Tabletop exercise. Simulation Cell Lead for a Functional exercise.
Virginia Department of Emergency Management Hampton Roads Regional Catastrophic Planning Team Grant 2014	Lead Evaluator for two Tabletop exercises involving multiple localities and over 300 participants. Lead Evaluator for the VDEM Virginia Emergency Response Team Exercise (VERTEX) and Hurricane Capstone Series Multi-Agency Coordination Center (MACC) Field Operations Functional exercise involving 12 localities and the Virginia Emergency Response Team. Trained evaluators, conducted Post Evaluation Evaluator Workshops, coordinated After Action and Improvement Planning Meetings, and authored After Action Reports and Improvement Plans.
Virginia Department of Emergency Management HSEEP Regional Capability Project 2013	Exercise design, delivery, and support of various VDEM HSEEP RCP exercises and workshops including lead support for the Functional and Full-Scale 2013 Virginia Emergency Response Team Exercise (VERTEX), which included a Region 3 Operation Shockwave Functional exercise component. Lead Project Manager for the creation of a 598 inject Master Scenario Event List (MSEL) that exercised all 17 Virginia Emergency Operations Center (VEOC) Emergency Support Functions (ESF) and ten Locality, University, and Private Sector Emergency Operations Centers (EOC) and State Managed Shelter (SMS) locations.
Southwest Virginia Community College Disaster Resistant University Plan 2013 - 2018	Project Manager for the development of the Southwest Virginia Community College (SWCC) Disaster Resistant University (DRU) Plan in 2013. The Commonwealth of Virginia and FEMA subsequently approved the plan. SWCC received an award from a national community college organization for its plan. Completed a plan update in 2018.



<p>Virginia Department of Emergency Management HSEEP Regional Capability Project 2012</p>	<p>Exercise design, delivery, and support of various VDEM HSEEP RCP exercises including lead support for the 2012 Region 1 TRICEPS III Tabletop Exercise (TTX) and Communications Drill, 2012 Greater Richmond Traffic Management TTX, and 2012 Capitol Square Rehearsal of Concept Exercise. Created the Virginia Department of Emergency Management Exercise Scenario Database that consolidates scenarios, core capabilities, and exercise objectives for over 200 exercises conducted in the Commonwealth since 2005.</p>
<p>Beaufort County, SC Emergency Medical Services Assessment 2010–2011</p>	<p>Project Manager for a comprehensive EMS assessment in Beaufort County, SC, which generated 81 recommendations to improve the EMS system and improve the quality of patient care. The project included managing a \$225K budget and the use of multiple public safety services Subject Matter Experts (SMEs).</p>
<p>Commonwealth of Pennsylvania Energy Assurance Plan 2010</p>	<p>Provided project management and planning support for the development of first ever energy assurance plans for the Commonwealth of Pennsylvania.</p>
<p>DHS/FEMA Improvised Nuclear Device Planning, Communications, and Response 2009–2011</p>	<p>Provided planning and project management support for Improvised Nuclear Device planning, communications, and response efforts for FEMA. Led several DHS/FEMA initiatives related to pre- and post- improvised nuclear device (IND) incident public communication efforts by creating a public information toolkit for use at the local government level and a GIS based tool that uses local real estate assessment GIS data to predict the radiation shelter protection factors for community structures which can be used to assist decision makers with both shelter planning efforts and phased informed evacuation decisions. Led a project providing technical assistance to Ventura County, California for the development of a “first in the nation” pre-incident public education and outreach campaign to educate the public on appropriate protective actions following improvised nuclear device detonation.</p>
<p>Employment History</p>	<p>Employment Dates</p>
<p>The Olson Group Ltd., VP of Training and Exercises</p>	<p>2013–Present</p>
<p>CRA, Inc., Project Manager</p>	<p>2009–2013</p>
<p>Campbell County, Virginia, Public Safety Director</p>	<p>2003–2009</p>
<p>Campbell County, Virginia,</p>	<p>2001–2003</p>



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Public Safety Deputy Director	
Campbell County, Virginia, Human Resource Generalist	2000–2001
Campbell County, Virginia, Comprehensive Services Act Coordinator	1999–2000
United States Air Force, First Sergeant	1991–1999
United States Air Force, Security Forces Manager	1979–1991



ADAM MONTELLA – PLANNING SME AND SENIOR CONSULTANT

Summary of Knowledge, Skills and Abilities

Mr. Adam Montella is a senior emergency management professional with more than 33 years of direct disaster experience. As the first General Manager of Emergency Management for the Port Authority of New York and New Jersey, Mr. Montella coordinated all emergency management functions including emergency operations, business continuity, planning, preparedness, readiness, mitigation, and recovery efforts for this \$5 billion, multi-state agency. As one of the top exercise planners and facilitators in the U.S., Montella has designed, conducted, and evaluated more than 800 courses, workshops, seminars, and exercises of all types and has led the planning effort on hundreds of emergencies, tactical, and strategic plans policies and procedures for the government, private, and non-profit sectors at all levels. His experience in emergency management is highlighted by direct involvement in supervisory positions in more than 100 headline disasters across the country including Hurricane Andrew, the September 11 terrorist attacks on the Pentagon, and the recovery of the U.S. House of Representatives from the anthrax incident in 2001. Mr. Montella has served on FEMA's National Advisory Council in the Mission Assurance Sub-Committee and the National Response Framework Working Group. Mr. Montella's clients have included the U.S. Departments of Homeland Security, Defense, Justice, and Interior, the United States House of Representatives, the Federal Emergency Management Agency, and nearly 100 states, counties and cities, including the District of Columbia New Jersey, Massachusetts, Florida, the cities of Tampa and Chicago, as well as Fortune 100 and 500 corporations, including the MetLife, Goldman Sachs, and the United Space Alliance (Space Shuttle Program). Mr. Montella also served as the principal designer and on camera expert for the Discovery Channel series, THE COLONY.

Mr. Montella has led or supported the development of hundreds of significant plans, policies, and procedures throughout his career, including the comprehensive emergency management plan for the United States House of Representatives, rail emergency plans for the Port Authority of New York and New Jersey and New Castle County Delaware, terrorism response strategic, hazardous materials, and mass casualty plans for the State of Florida and over a dozen jurisdictions in the state. He has developed hurricane and earthquake catastrophic plans for FEMA and the American Red Cross and Led the effort to update the IED, hurricane, and anthrax planning frameworks for the Regional Catastrophic Planning Grant through OGL's contract with the Virginia Department of Emergency Management (VDEM).

Credentials, Certifications, Publications and Affiliations

- Mr. Montella holds over 40 certifications from FEMA, the American Red Cross, and the Department of Defense relating to planning, emergency management, homeland security, and chemical and biological response including FEMA Master Planner, Certified Professional Continuity Practitioner, and Certified Continuity Manager
- Innovations in American Government Award, Harvard University
- Clara Barton Award, American Red Cross
- Curriculum Review Board, American Public University System



<ul style="list-style-type: none"> • Continuity Sub-committee of the Department of the Emergency Management Issues Special Interest Group, U.S. Department of Energy • Certified in Homeland Security (CHS-V) • ESF-6 representative on the FEMA ERT-A, ERT-N, and the Florida SERT • International Association of Emergency Managers • Association of Continuity Professionals Planners • FEMA National Advisory Council 	
Education	
<p>B.A. M.P.A. (Public Administration), Bienville University (2002) EMT-I, Scarlet Oaks Vocational School (1994) Certified Law Enforcement Officer, Sarasota Criminal Justice Academy (1986)</p>	
Relevant Project Experience Role	
<p>Project Manager and Chief Continuity of Operations Planner</p>	<p>Mr. Montella has led numerous planning teams in the development of Continuity of Operations, Continuity of Government, and Business Continuity plans for hundreds of government agencies and private and nonprofit organizations throughout the United States including:</p> <ul style="list-style-type: none"> • Brookhaven, GA, Pinellas Park, FL, Cape Coral, FL, Jacksonville, FL, Seminole County, Lake County, FL, Manassas, VA and more than 50 county and municipal governments across the United States. • The United States House of Representatives • The United States Library of Congress • The United States Supreme Court • The United States Postal Service • NASA’s Space Shuttle Program • MetLife • First National Bank • The Port authority of New York and New Jersey
<p>General Manager of Emergency Management for the Port Authority of New York and New Jersey</p>	<p>Mr. Montella maintained responsibility for the direction of all day-to-day emergency management activities for some of the largest infrastructure facilities in the United States including PATH Commuter Train, Newark, LaGuardia, and JFK Airports, the New Jersey Marine Terminals, the Holland and Lincoln Tunnels, The George Washington and Staten Island Bridges, The Manhattan Heliport, the World Trade Center site, and the Teleport, which served as the regional communications hub. He managed all emergency operations, continuity of operations, training, exercises, planning, readiness, disaster recovery, and mitigation programs and activities, served as the primary conduit between the Port Authority and federal, state, local agencies, and Private Industry Partners, and directed the emergency management planning component of numerous Presidential, Congressional, and United Nations visits; planned for transit strikes and other major events, including rail emergencies for the Port Authority Trans-Hudson Rail</p>



	(PATH) and the rail terminal at Port Newark and Port Elizabeth.
U.S. House of Representatives, Continuity of Operations and Exercise Program	Mr. Montella served as the Program Manager and Chief Planner for COOP development. This included a training and exercise program that led to the successful recovery of the House following the Anthrax release in 2001. Montella served as the deputy incident commander and provided direct technical assistance to House Leadership and staff in the relocation and recovery of the House and House Offices.
Employment History	Employment Dates
Olson Group, Ltd. Vice President of Operations and Planning	2010 – Present
Government Technologies Group, Inc. Chief Operating Officer	2010
Previstar, Inc. VP, Homeland Security and Emergency Management	2006 - 2010
General Physics Corporation S.E. Region Director, Homeland Security	2004 - 2006
Port Authority of New York and New Jersey General Manager, Emergency Management	2003 - 2004
Core Processes, Inc. Vice President, Emergency Management	2002 - 2003
Research Planning, Inc. Deputy Director, Planning and Analysis	1997 - 2002
City of Daytona Beach Shores Emergency Management Director	1995 - 1997
American Red Cross Florida Lead Disaster Unit Director	1983 - 1995



ANDREW FORCUCCI – LEAD PLANNER	
Knowledge, Skills and Abilities	
<p>Andrew Forcucci has an extensive background in emergency planning in both the public and private sector. Mr. Forcucci experience in developing EOC setup and activation process and procedures, EOPs/CEMPs, THIRA planning and development, MCI plans, Debris Management, CCTA, COOP, and Public Health planning.</p>	
Education	
<p>MPH, Everglades University, estimated graduation December 2019 B.S., Crisis and Disaster Management, Everglades University A.A., Supervision and Management, Coastline Community College</p>	
Credentials, Certifications, Publications and Affiliations	
<ul style="list-style-type: none"> • ICS 100, 200, 300, 400, 700, 800, HSEEP, PDS (additional certificates available upon request) • Association of Continuity Professionals (ACP) • National Association for Search Rescue (NASAR) • American College of Healthcare Executives (ACHE) • Order of Sword & Shield (National Honor Society) 	
Relevant Project Experience	Role
<p>The Olson Group, Ltd.</p>	<p>Planning Associate</p> <ul style="list-style-type: none"> • Planned and developed EOC activation and EOP orientation training workshop. • Managed EOP plan development and execution for multiple Florida jurisdictions. • Conducted Concept and Operations (C&O) /IPMs with stakeholders, MPMs, FPMs, and project close-outs. • Developed surveys to capture stakeholder data on mission essential functions, personnel, resources, systems, records, processes, and current policies and applicable plans. • Conducted touch-base calls and scheduled stakeholder engagement meetings as planned or as requested. • Assisted in the planning and development of EOPs, MCI plans, CCTA, THIRA, COOP plans, and Debris Management Plans.



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<p>MAXhealth April 2018 – September 2018</p>	<ul style="list-style-type: none"> • Managed day-to-day operations of high volume, fast paced, Primary Care Clinic (Internal Medicine: 4 Physicians; 5 Mid-Level Providers): <ul style="list-style-type: none"> - Provider schedules; front desk operations; revenue cycle management; vaccination reconciliation, referrals; medical records; - Training and AHCA compliance; human resources; and management of all clinical staff; • Ensured exceptional customer service was provided, addressed and resolved patient concerns: billing, scheduling, complaints, etc.; • Increased effectiveness and efficiency of clinic purchases (Administrative and Medical Procurement); • Successfully obtained and maintained professional relationships with outside agencies, community businesses, and additional medical representatives; and • Fostered mentorships, intern/externships, and supported professional growth and development for all clinic associates.
<p>Optum Serve (United Health Group) May 2017 – January 2018</p>	<ul style="list-style-type: none"> • Expertly led an East (on-site) and West Coast (remote) highly skilled and multifaceted team (Availability Coordinators, Case Coordinators, Diagnostic Technicians, Medical Records) in scheduling exams and diagnostics for cases referred to escalations within a Fortune 6 company; • Directly involved with Escalation Team’s planning to include staffing, objectives, reporting tools, daily operations, and leadership; • Successfully managed Escalation Team’s day-to-day operations to include: leading 3 supervisors and over 40 associates, developed associate task lists, performance factors, exam scheduling, and obtaining provider availability. Assist provider network with geographical analytics to enhance network adequacy, produce, review, and edit reports for accuracy. Monitored and track trends, conducted forecasting projections for overall case load and providers and clinics needed to meet and exceed the client volume; • Act as a liaison between MSLA and Veterans’ Benefits Administration (VBA), if necessary, to ensure proper exam scheduling per contractual guidelines; and • Proven ability to drive success across corporate lines (MSLA, OPTUM, Lewin Group, QSSI, United Health Group, U.S. Department of Veterans’ Affairs).
<p>Walmart, Inc. February 2016 – May 2017</p>	<ul style="list-style-type: none"> • Provided exemplary customer service and practiced Walmart’s Clean Fast and Friendly (CFF) program;



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	<ul style="list-style-type: none"> • Managed store-wide operations to include interview and hiring processes, associate reviews, associate schedules, accounting, receiving, claims, front end, etc.; • Consistently drove sales by providing exemplary customer service, ensuring proper training and availability of associates, utilized psychology and sociology to store-wide merchandising ultimately increasing stakeholder profits; • Successfully executed the launch of Walmart Online Grocery Pickup as the eCommerce Manager maintaining a perfect 100% customer satisfaction rating. Additionally, increased store-wide metrics improving store-wide sales; and • Increased and exceeded eCommerce department key performance indicators (KPI) and overall metrics.
<p>Veterans of Foreign Wars Department of Florida May 2014 – May 2015</p> <p>Veterans Service Officer/Lead Appellant Coordinator January 2011– December 2012</p>	<p>Successfully managed over 200 active case files to include appellant case - Recovered over \$4.5 million in retroactive benefits.</p> <ul style="list-style-type: none"> • Assisted and represented Veterans and eligible dependents file benefit claims (disability, pension, widow’s pension, burial, education, etc.) with U.S. Department of Veterans Affairs (VA); • Researched and developed eligible claimant’s appeals for VA benefits through coordination with outside agencies, expert witness lay testimony, medical opinions, reviewed Code of Federal Regulations (CFR) 38 for VA benefits along with VA M-21 guidance for development and adjudication of claims, and Federal Appeals Registry and prior adjudicated decisions; • Reviewed individual cases to ensure all Federal statutes, regulations, judicial decisions, and governmental directives have been followed and properly applied; and • Conducted de novo (new) reviews of all prior claim(s) adjudication and perfected appeals that I represented before the Law Judges with the Board of Veterans Appeals (BVA).
<p>Sarasota County Emergency Management May 2013 – May 2014</p>	<ul style="list-style-type: none"> • Assisted Emergency Operations Center (EOC) during times of activation; • Participated in Statewide Hurricane “Zoey” Exercise, Countywide Active Shooter Drill at Riverview High School, Sarasota-Bradenton International Airport Mass Casualty Drill, and Hospital Explosion Drill and Assessment at Sarasota Memorial Hospital (2013); • Conducted tests of emergency management equipment and ensured all items met proper compliance; • Imported data into excel utilizing custom software to sort, identify, and differentiate between evacuation shelter staff



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Review and Update EOP and COOP

	<p>members and utilized software applications to update county employee disaster role assignments; and</p> <ul style="list-style-type: none"> • Coordinated and co-authored Sarasota County Employee Disaster Role Registration Tutorial for county implementation and co-author of Sarasota County Emergency Shelter Handbook for Sarasota County shelter staff, managers, and administrators.
<p>Veterans of Foreign Wars (VFW) Department of Florida June 2014 – June 2015</p>	<ul style="list-style-type: none"> • Developed Veterans of Foreign Wars Department of Florida Comprehensive Emergency Management Plan (CEMP). VFW Department of Florida CEMP is compliant with the National Incident Management System (NIMS), and incorporates the principles set in the Incident Command System (ICS); • Ensured the Department is prepared through proper mitigation activities to respond and recover from any event or incident. Coordinated with Regional Chairpersons to ensure all districts are aware and educated on the department's Disaster Relief Program; • Assisted in the approval and allocation of Department Emergency Relief Funds; • Directed operational and logistical assets to mitigate impacts to districts at risk; and • Acted as a liaison between the Department, state and local municipalities, government and Non-Government Organizations (NGOs).



ALICIA TOOMBS (MEP), Planner	
Knowledge, Skills and Abilities	
<p>Alicia Toombs is an experienced Emergency Management Program Manager with nine (9) years of service primarily in the Dallas-Fort Worth area. Through her tenure, Ms. Toombs has been involved in over ten real-world deployments and activations as an Emergency Management Practitioner. She has worked in the City of Dallas Office of Emergency Management (Dallas OEM), Dallas County Health and Human Services Public Health Preparedness Division (DCHHS), and the American Red Cross (ARC). Ms. Toombs was recognized as a leader within Dallas OEM, the North Central Texas Region, and among the 15 largest jurisdictions in the Nation. In 2016, Ms. Toombs served as the Co-Director of Big X 2016, a large, complex, Full-Scale exercise encompassing over 3,000 participants, 23 jurisdictions, and 11 emergency response disciplines.</p> <p>Ms. Toombs has also led projects in the emergency management and public health fields, which include preparedness, planning, training, exercise, and response. Currently, Ms. Toombs is leading the development of Rice University’s Emergency Operations Plans (EOP), Hazard Mitigation Plan (HMP), and Continuity of Operations Plan (COOP) as well as a mass fatality plan and a multi-jurisdictional Full-Scale exercise for the State of New Hampshire.</p>	
Education	
B. A. (Emergency Administration & Disaster Preparedness), University of North Texas (2009)	
Credentials, Certifications, Publications and Affiliations	
<ul style="list-style-type: none"> • FEMA Master Exercise Practitioner (MEP) • Homeland Security Exercise Evaluation Program (HSEEP) • FEMA Professional Development Series Certificate • FEMA CPG 201 THIRA/SPR • International Association of Emergency Managers Member 	
Relevant Project Experience	Role
<p>Virginia Emergency Support Team (VEST) Situation Unit Leader– COVID-19 Response</p> <p>March 2020 - June 2020</p>	<p>Served as a Field Situation Unit Leader under the Planning Section during the COVID-19 response. Coordinated with four healthcare coordination committees for the provision of regular updates to be included in Incident Support Plans (ISP) and daily Situation Reports (SitReps). Ms. Toombs was responsible for the following committees: Healthcare Coordination (Dr. Parham Jaber), Pharmacy Services (Dr. Stephanie Wheawill), Long Term Care (Ms. Tamara Whitlock), and Workforce (Ms. Missy Neff and Ms. Kathy Deffer).</p>
<p>THIRA/SPR Tool Development</p> <p>June 2019 - Present</p>	<p>Leading the effort, in coordination with a software development firm, to produce a proprietary software solution which will facilitate the THIRA/SPR process through guided front-end data input (modeled after online tax filing systems), artificial intelligence, metadata mining, and an intuitive user collaboration interface.</p>
<p>North Central Texas Council of Governments’ (NCTCOG) Medical</p>	<p>Leading the development, design, coordination, and facilitation of a full-scale exercise involving MRC and CERT teams from</p>



Bedford County
Review and Update EOP and COOP

Reserve Corps (MRC) and Community Emergency Response Team (CERT) Full-Scale Exercise March 2020 - Present	across the 16-county North Central Texas Region. The exercise will test the teams' abilities to respond to a community having sustained substantial tornado damage. Exercise elements are designed to test volunteers' skills such as operational coordination, just-in-time-training, damage assessment, medical triage, first aid, cribbing, and sheltering. The exercise is currently scheduled for March 6, 2020.
Dallas Area Rapid Transit (DART)/ Trinity Railway Express Full-Scale Exercise February 2020 - Present	Leading the development, design, coordination, and facilitation of a full-scale exercise involving DART, TRE, and local first responder groups. Simultaneously developing a training video to orient first responders to TRE trains and systems for optimum response during an emergency.
Rice University Planning Project April 2018 – January 2020	Led the development of 23 departmental COOP annexes and aggregation of those plans into a single Master University COOP plan. Assisted in the development of the University's Emergency Operations Plan (EOP) and Hazard Mitigation Plan.
New York City Department of Health Measles Outbreak After-Action Report (AAR) November 2019	Assisted in the development of an After-Action Report (AAR) to capture response activities, lessons learned, and best practices regarding a measles outbreak in New York City in 2019.
North Central Texas Council of Governments THIRA/SPR 2017 - 2019	For three consecutive years, led the development and submission of the Region's THIRA/SPR, including guiding and training stakeholders through FEMA's recent changes to the process. Utilized innovative methods to collect relevant data from stakeholders across NCTCOG's 16 counties and 240-member jurisdictions.
Winston-Salem/Forsyth County, North Carolina Complex Coordinated Terrorist Attack Grant Project 2018 – 2019	Served as a key member of the planning team for two high profile exercises. Acted as Lead Evaluator for the High Point Market Table Top Exercise (TTX) and Lead Planner for the 2019 Triennial Aviation Security Tabletop Exercise (TTX) Piedmont Triad International Airport. Also supported the Winston-Salem/Forsyth County Schools Tabletop Exercise (TTX) by serving as an evaluator.
North Central Texas Council of Governments Mass Casualty Incident (MCI) Response Framework January 2019 - June 2019	Led the development of the Regional Mass Casualty Incident (MCI) Response Framework for the North Central Texas Region. The Framework was developed as a tool to establish a common baseline for mutual aid response to incidents in a very diverse region which includes small rural jurisdictions with few resources to the fourth largest metropolitan area in the nation (Dallas-Fort Worth-Arlington).
Port of Houston COOP Assessment January 2019 - May 2019	Led the effort to assess the Port of Houston's existing Continuity of Operations Plan and identify areas in preparation for improvement for the plan revision phase in late 2020.
Fort Worth Joint Emergency Operations Center (JEOC) Assessment	Developed an Assessment Report for the City of Fort Worth which evaluated pre-identified sites for potential relocation of the



Bedford County
Review and Update EOP and COOP

<p style="text-align: center;">October 2018 - February 2019</p>	<p>City-County Joint Emergency Operations Center. The assessment included criteria such as security and communications infrastructure, access control, structural concerns, proximity to known hazards, adequacy of available space, etc.</p>
<p style="text-align: center;">City of Houston Continuity of Operations (COOP) Tabletop Exercise (TTX) November 2017 - January 2018</p>	<p>Attended all exercise planning meetings, conducted detailed analysis of each department's COOP plan to identify gaps and resource conflicts, and served as an Evaluator for the Tabletop exercise.</p>
<p style="text-align: center;">North Central Texas Council of Governments' Multi-Year Training and Exercise Plan (MYTEP) August 2017 – December 2107</p>	<p>Assisted in the development of a Multi-Year Training and Exercise Plan for NCTCOG, which addressed training and exercise needs for the sixteen-county region, many different disciplines (SWAT, HazMat, EOD, Wildland Fire, Tactical Communications, and Emergency Management) over a 5-year cycle. The MYTEP was built to align with the top threats and hazards identified in the region's THIRA.</p>
<p style="text-align: center;">Training and Exercise Coordinator: City of Dallas OEM 2014–2017</p>	<p>Developed the City of Dallas' Multi-Year Training and Exercise Plan (MYTEP) to address training and exercise needs of all city departments with emergency response roles based on hazards identified in the city's Hazard Identification Risk Assessment (HIRA). She also coordinated, designed, and facilitated multiple exercises which were attended by city departments as well as non-profit organizations, regional, state, and Federal emergency management partners, and private sector entities. The first exercise Ms. Toombs designed and coordinated for the City focused on a complex coordinated terrorist attack based on the (then) recent example of Nice, France. Ms. Toombs then coordinated an iteration of the Joint Counter-Terrorism Workshop Series (JCTAWS) for the City of Dallas and supporting local, state, and Federal agencies. Ms. Toombs also collaborated with community partners to develop and facilitate regional Tabletop exercises.</p> <p>In addition to training and exercise responsibilities, while at Dallas OEM, Ms. Toombs managed the city's CHEMPACK program in which she made improvements to ensure the effective deployment of life-saving resources in case of a nerve agent attack or accidental release. She designed and built 20 equipment cache "go kits" to enhance the city's COOP capabilities and reduce recovery time. Ms. Toombs was an integral part of Dallas OEM's application for EMAP accreditation, for which they were approved.</p>
<p style="text-align: center;">North Central Texas Regional Training and Exercise Workgroup</p>	<p>Ms. Toombs served as the North Central Texas Region's Training and Exercise Workgroup Chair, in which she was responsible for identifying, proposing, and managing regional</p>



Bedford County
Review and Update EOP and COOP

2016 - 2017	training and exercise projects in coordination with NCTCOG. One of these projects was Big X 2016- a large, complex Full-Scale exercise encompassing 11 emergency response disciplines, 16 counties, and 23 jurisdictions.
Strategic National Stockpile (SNS) Coordinator: Dallas County Health & Human Services 2013-2014	As Dallas County's Strategic National Stockpile Coordinator (SNS), Ms. Toombs was the Director of Operation Best Southwest, a Full-Scale exercise which tested Dallas County Public Health Preparedness Division's ability to setup and support 4 medical countermeasures Points of Dispensing (PODs) simultaneously. She also coordinated CHEMPACK training for first responder organizations across Dallas County to prepare local jurisdictions for response to nerve agent attacks. Additionally, she provided medical countermeasure dispensing training to local, regional, Federal, and private partner agencies to ensure efficient and effective distribution of life-saving prophylaxis medication. She updated the county's SNS plan and developed job aids for 26 critical roles in the Points of Dispensing (POD) organizational structure.
Disaster Services Program Manager: American Red Cross 2011-2013	Responsible for all disaster preparedness and response activities for a nine (9) county area. Ms. Toombs was a Local Controller for a statewide full-scale damage assessment exercise conducted by the American Red Cross. She deployed to three Federally declared disasters- Super Storm Sandy, East Texas Wildfires, and Palo Pinto Wildfires. She also renewed shelter agreements and updated plans for dozens of shelters identified by the Fort Worth chapter.
Employment History	Employment Dates
The Olson Group, Ltd. Senior Associate	2017–Present
Training and Exercise Coordinator Dallas OEM	2014–2017
SNS Coordinator Dallas County Health & Human Services	2013–2014
Disaster Services Program Manager American Red Cross	2011–2013



COST PROPOSAL AND CONTRACTING

OGL is pleased to present this proposal to Bedford County for the requested scope of services:

- Emergency Operations and Continuity of Operations Plans Review, Revision, and Development
 - Hourly rates for support personnel (rates based on VDEM Emergency Management Consulting Contract for personnel support)
 - Aubrey Cheatham and Adam Montella, Senior Consultants and Subject Matter Experts (remote); **\$152.28** per hour, 150 budgeted
 - Andrew Forcucci, Lead Planner and Alicia Toombs, Planner; **\$110.80** per hour, 350 hours budgeted
 - Expenses as authorized to include travel and miscellaneous supplies, **\$3378.00** is budgeted
 - Estimated contract period of performance will begin on September 22, 2020, with an expected end date of December 20, 2020. Dates to be finalized at the Project Kickoff Meeting
 - Contract Budget (not to exceed) **\$65,000.00** labor and expenses for review, revision, and development of the County EOP and COOP, and conduct of an on-site scenario-based orientation session with designated County staff to familiarize them with the revised EOP and COOP, and their implementation.
 - Fees Invoiced monthly based on actual hours and authorized expenses (travel, printing, etc.)
 - All or a portion of OGL fees for the review, revision, and development of the County EOP and COOP may be considered eligible for reimbursement under the CARES Act.

The Olson Group proposes to carry out these services under the VDEM Emergency Management Consulting Contract, which affords public entities in the Commonwealth a competitively pre-solicited contracting mechanism for providing a range of professional services, including those called out in the preceding pages.

Per the Emergency Management Consulting Contract, “if an agency or institution can provide documentation of a declared emergency, a vendor is able to, at their discretion, honor an order citing the resulting contract. The agency or institution shall notify VDEM within three (3) days of their use of the contract and VDEM will create the written contract modification to be signed by the contractor.” Please send a copy of this task order to Ms. Heather Payne, Virginia Department of Emergency Management, 9711 Farrar Court, North Chesterfield, VA 23236, heather.payne@vdem.virginia.gov within three days of task order implementation.

The authorized Bedford County signature below indicates acceptance of this proposal as a task order to complete work as described.

_____ Date: _____

NAME: _____

TITLE: _____

For further information or clarification regarding this proposal,
please contact:
 Kyle B. Olson
 President, The Olson Group, Ltd.
 300 North Washington Street, Suite 600
 Alexandria, VA 22314
 Email: kbolson@olsongroupltd.com
 Telephone: (703) 625-9387 (Mobile)

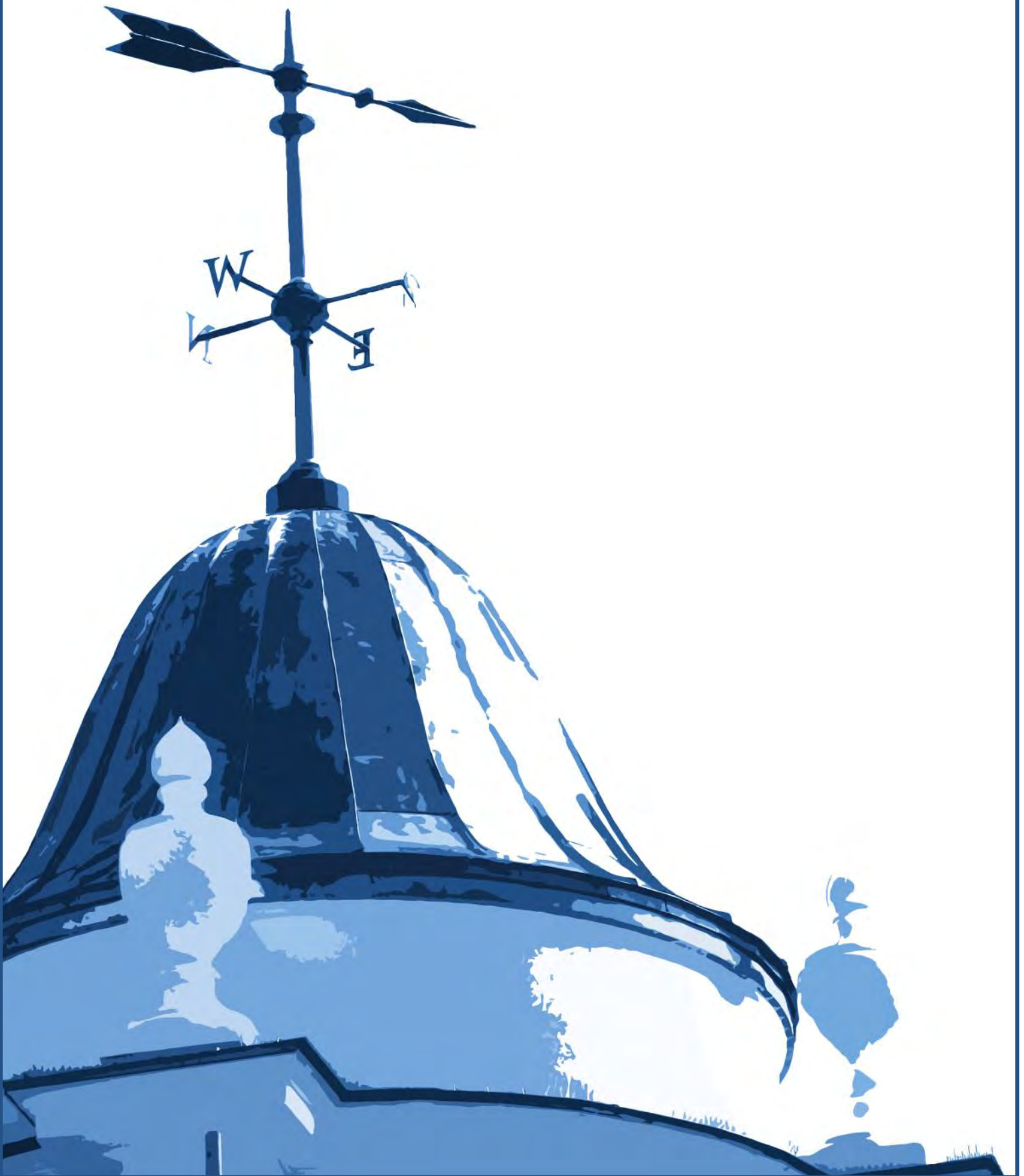
Agenda Item #10
Board Committee Reports



Agenda Item #11
Board Member Comments



Agenda Item #12
Board Appointments





At a regular meeting of the Bedford County Board of Supervisors, held at the Bedford County Administration Building, Bedford, Virginia, on the 28th day of September 2020, beginning at 7:00 p.m.

ECONOMIC DEVELOPMENT AUTHORITY

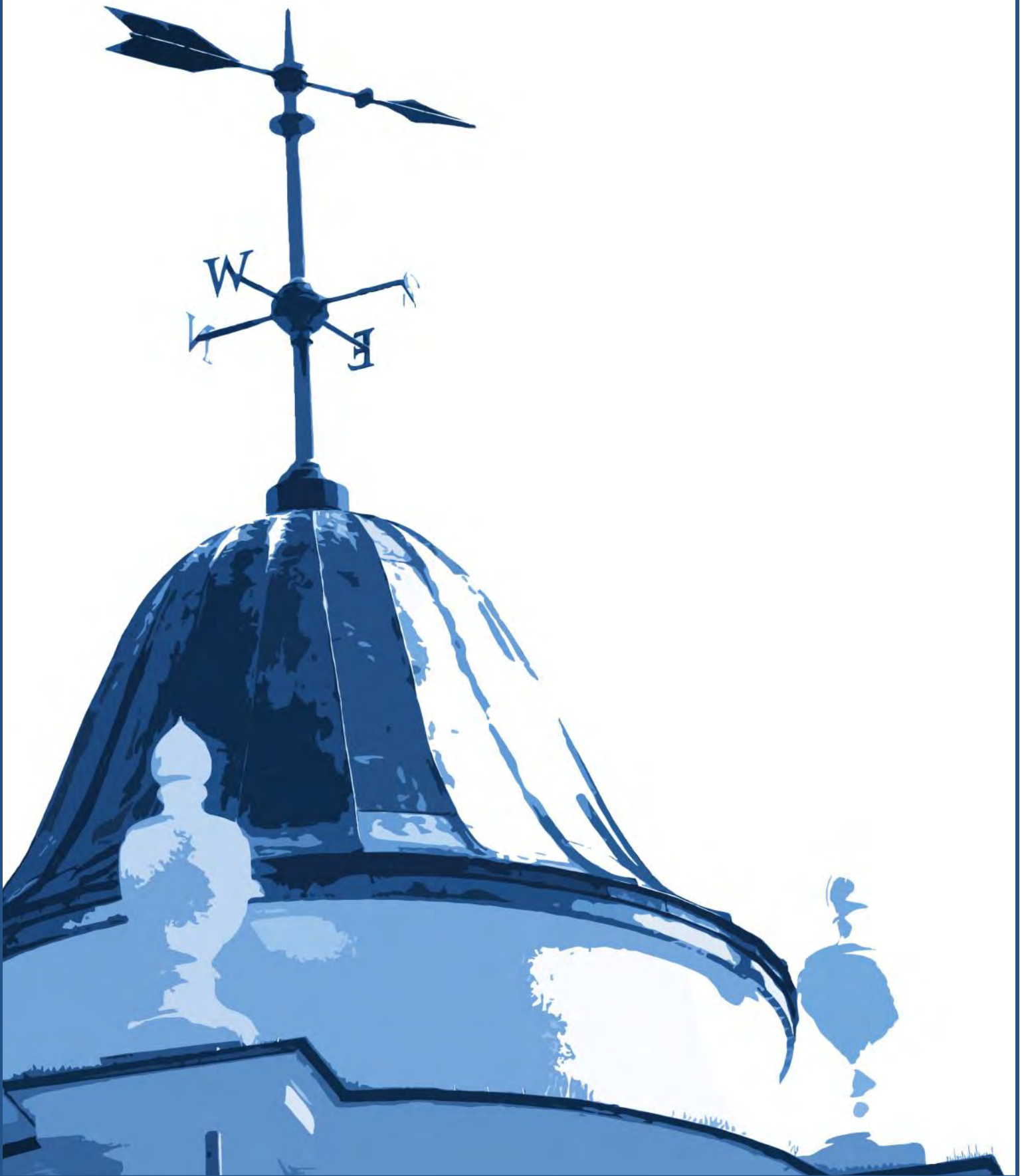
Supervisor _____ made a motion to appoint Rhonnie Smith to fill an unexpired term on the Economic Development Authority, beginning immediately after taking his oath and ending on January 31, 2024.

Voting yes:

Voting no:

Motion _____.

Agenda Item #13
County Attorney Report





At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 28th day of September 2020, beginning at 7:00 pm:

Supervisor _____ made a motion for the Board to enter into Closed Session pursuant to Section 2.2-3711 (A) (7), Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter (specifically, pertaining to the New London Airport); **and, Section 2.2-3711 (A) (8)** Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter (specifically, pertaining to the County Landfill).

Voting yes:

Voting no:

Motion _____.

Supervisor _____ made a motion to go back into regular session.

Voting yes:

Voting no:

Motion _____.

WHEREAS, the Bedford County Board of Supervisors has convened a Closed Meeting, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, §2.2-3712 of the Code of Virginia requires a certification by the Bedford County Board of Supervisors that such closed meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE BE IT RESOLVED, that the Bedford County Board of Supervisors does hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting was heard, discussed or considered by the Bedford County Board of Supervisors.

MEMBERS:

John Sharp, Chair

Charla Bansley, Vice-Chair

Mickey Johnson

Edgar Tuck

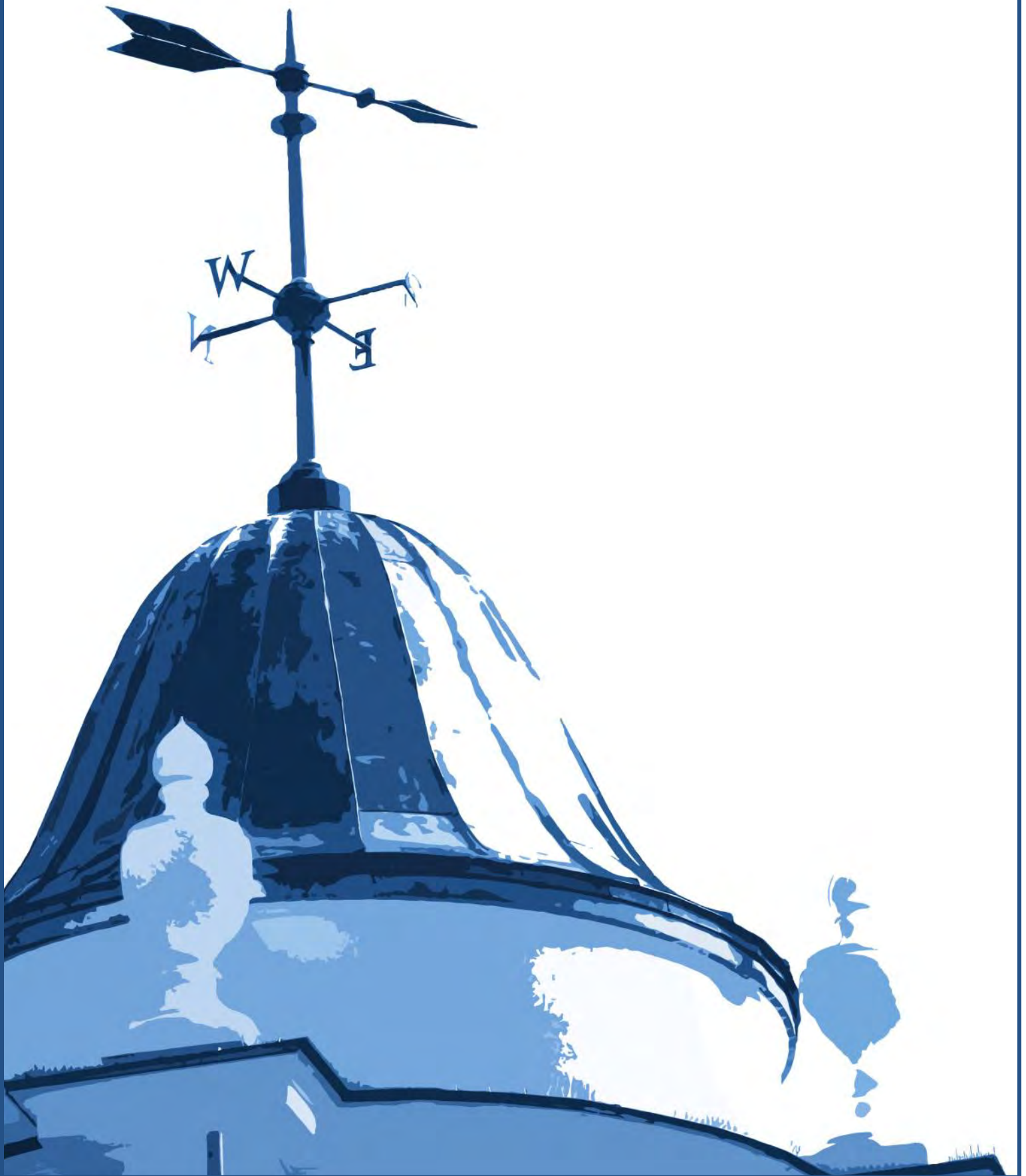
Tommy Scott

Bob Davis

Tammy Parker

VOTE:

Agenda Item #14
County Administrator Report



Agenda Item #15
Board Information



September 28, 2020

TO: Robert Hiss, Bedford County Administrator
Bedford County Board of Supervisors

FROM: Kim J. Snow
Bedford County Treasurer

SUBJECT: Tax Collections for period ending 6-30-20

In compliance with Section 58.1-3921 and 58.1-3924 of the Code of Virginia, I have prepared the following lists as of June 30, 2020.

1. Improper Assessments—None to report this year
2. Delinquent Real Estate taxes, including Roll Backs and Public Service Corporations, including percent of collection to date
3. Delinquent Personal Property taxes, including tangible personal property, machinery and tools, merchants capital, and mobile homes, including percent of collection to date
4. A list of uncollected balances of previously billed taxes amounting to less than five dollars each

As we bill all taxes assessed, a list of uncollected taxes amounting to less than five dollars each for which no bills were sent under Section 58.1-3912 is not needed although called for in the Code of Virginia.

The records of this office show the tax levy and collections, percent of collections at June 30, 2020, including supplemental assessments of real estate and personal property, roll back taxes, and part-year taxes for real estate and mobile homes as per the attached schedules.

Tax records for real estate are available for review or informational purposes upon your request. Detailed personal property tax records may not be shared and are, therefore, not available for review, except collection amounts.

If you have any questions or would like an explanation on any of the schedules, please feel free to phone me or stop by my office.

In compliance with Section 58.1-3921 and 58.1-3924 of the Code of Virginia, I have prepared the following lists as of June 30, 2020.

#1--Improper Assessments—There are none to report this year

#2--Delinquent Real Estate Taxes, including Roll Backs and Public Service Corporations—These lists include 20 years of real estate, any roll back taxes that are unpaid, and any Public Service Corporation taxes that are unpaid at June 30th.

#3—Delinquent Personal Property Taxes—These lists include 5 years of unpaid personal property taxes which include machinery and tools, merchants capital, automobiles, trucks, trailers, motor homes, airplanes, boats and mobile homes

#4—A separate list of uncollected taxes previously billed amounting to less than \$5.00 each. It should be noted that this has changed to less than \$20.00 effective January 1, 2006.

#5—a list of uncollected taxes amounting to less than \$5.00 each for which no bills were sent under Section 58.1-3912. Since we bill all taxes, there is no need for this list.

The records of the Treasurer's office show the tax levy and collections, including supplemental assessments of real estate and personal property, roll back taxes, and part-year taxes for real estate and mobile homes as per schedules which you should have received in your informational packets.

Due to the physical size of the uncollected reports they were not sent as part of your information packet, but the tax records, with the exception of detailed personal property records, are available for review or informational purposes in the Treasurer's Office during regular business hours upon request.

Both Real Estate and Personal Property Tax per cent of collections remain about the same as previous years.

We, in the Treasurer's office, were able to utilize the state's debt setoff program to collect \$51,051.58 for the payment of past due personal property taxes in FY20. This program allows the state to put a hold on taxpayer funds, at our request, from state income tax refunds and state lottery winnings.

DMV stops whereby any transfers or renewals on vehicle licenses are "stopped" were utilized to collect thousands of dollars of personal property tax. A total of 3732 stops were placed and 4531 were removed upon payment of the delinquent taxes. It would be impossible for my staff to calculate the dollar amount of collections. This would be a full-time position in itself.

We have also utilized Treasurer's wage liens to a small extent for collections. During the period July 1, 2019, through June 30, 2020, we prepared wage liens in the amount of \$1,074.95 and collected \$853.16

We are using payment plans to collect some of the delinquent real estate taxes.

In October we had a judicial sale and sold nine (9) properties for more than enough to pay all costs, plus tax, penalty and interest due.

PERSONAL PROPERTY TAXES BEDFORD COUNTY TREASURER'S OFFICE AS OF: JUNE 30, 2020
PERCENT OF COLLECTIONS

TAX YEAR	2015	2016	2017	2018	2019
Personal Property Tax Levy	16,830,315.06	18,513,313.91	19,383,419.11	20,269,172.91	21,096,842.06
Erroneous Assessments	(457,357.96)	(409,162.87)	(530,995.98)	(466,702.93)	(407,396.20)
Adjusted Tax Levy	16,372,957.10	18,104,151.04	18,852,423.13	19,802,469.98	20,689,445.86
Collections as of 6/30/20	(16,217,297.73)	(17,907,489.90)	(18,593,567.51)	(19,445,690.56)	(19,742,689.52)
Uncollected Balance as of 6/30/20	155,659.37	196,661.14	258,855.62	356,779.42	946,756.34
% of Collections as of 6/30/20	99.05%	98.91%	98.63%	98.20%	95.42%

NOTES:

TAX LEVY ADJUSTMENTS FOR PPTRA BUSINESS USE REVERSALS & SUPPLEMENTAL BILLINGS

2015	\$25,025.91
2016	\$17,779.96
2017	\$30,883.49
2018	\$25,669.18
2019	\$1.49

RELIEF ADJUSTMENTS FOR THE ELDERLY--MOBILE HOMES

2015	\$4,187.77
2016	\$2,022.95
2017	\$4,273.57
2018	\$4,493.36
2019	\$3,385.90

**REAL ESTATE TAXES
PERCENT OF COLLECTIONS**

BEDFORD COUNTY TREASURER'S OFFICE

AS OF:

JUNE 30, 2020

TAX YEAR	2016-1	2017-1	2018-1	2019-1	2020-1
Real Estate Tax Levy	21,797,275.31	22,042,464.13	22,243,256.25	22,769,591.49	22,899,997.27
Erroneous Assessments	(236,580.55)	(245,830.52)	(224,299.41)	(82,823.74)	(249,953.20)
Adjusted Tax Levy	21,560,694.76	21,796,633.61	22,018,956.84	22,686,767.75	22,650,044.07
Collections at 6/30/20	(21,520,006.12)	(21,725,987.17)	(21,876,392.32)	(22,415,051.95)	(21,651,016.09)
Uncollected Balance at 6/30/20	40,688.64	70,646.44	142,564.52	271,715.80	999,027.98
% Collections at 6/30/20	99.81%	99.68%	99.35%	98.80%	95.59%

TAX YEAR	2016-2	2017-2	2018-2	2019-2	2020-2
Real Estate Tax Levy	21,656,869.89	21,884,331.58	22,078,428.93	22,658,284.69	22,899,997.27
Erroneous Assessments	(218,159.29)	(219,055.57)	(224,959.83)	(84,530.49)	(249,953.20)
Adjusted Tax Levy	21,438,710.60	21,665,276.01	21,853,469.10	22,573,754.20	22,650,044.07
Collections at 6/30/20	(21,389,633.73)	(21,571,376.87)	(21,671,160.70)	(22,226,577.69)	(3,662,278.17)
Uncollected Balance at 6/30/20	49,076.87	93,899.14	182,308.40	347,176.51	18,987,765.90
% Collections at 6/30/20	99.77%	99.57%	99.17%	98.46%	16.17%

RELIEF FOR THE ELDERLY	\$136,425.56	2016-2	\$136,425.56
	\$132,854.82	2017-2	\$132,854.82
	\$127,210.77	2018-2	\$127,210.77
	\$130,304.54	2019-2	\$130,304.54
	\$119,752.80	2020-2	\$117,849.84

VETERANS RELIEF	\$65,531.49	2016-2	\$65,531.49
	\$72,134.23	2017-2	\$72,134.23
	\$83,987.70	2018-2	\$83,978.70
	\$102,797.29	2019-2	\$102,797.29
	\$117,849.84	2020-2	\$117,849.84

Bedford Public Library System
Board of Trustees meeting minutes
Bedford Central Library
June 2, 2020
-

Board members present: Natalie Martin, Randy Cox, Penny Carter, Jan Markham, Mary Jo Krufka, Debra Bahouth.

Staff present: Jenny Novalis, Library Director

Mr. Cox called the meeting to order at 5:07pm.

Mr. Cox asked if there were any changes to the agenda, Mrs. Carter motioned to approve the agenda, Mrs. Martin seconded, all agreed.

Mr. Cox asked for a motion to approve the February 2020 meeting minutes. Mrs. Markham motioned to approve the minutes, Mrs. Martin seconded, all agreed.

No Public comments

Directors Report:

Mrs. Novalis reviewed the proposed FY21 library operating budget. It was noted that the revenue figures from both Bedford County and the State Library may change. However, the lower of the proposed figures is presented here and there should be exact figures available soon, at which point the Board can re-examine the budget and re-approve it. The Board discussed the expected revenues. The expenses were examined and Mrs. Novalis noted that the change in personnel costs was mostly due to an increase in the employer VRS rate, from 3.07% to 4.38%. The health insurance premiums went up as well, about \$8600, from last year for our FT staff who participate in the various plans. A discussion of the library materials portion of expenses ensued. Mrs. Novalis noted that the approved County CIP for FY21 includes money for a new roof for Big Island Library and continued HVAC improvements to all buildings. Mr. Cox asked for a motion to approve the FY21 operating budget as presented. Mrs. Carter motioned to approve the budget, Mrs. Markham seconded, all agreed.

Mr. Cox noted that the state was supposed to enter phase 2 on Thursday. The Board discussed the safety process in place and the reopening plan. Safety measures include social distancing markers, signage to tell people to wear face masks, removal of some of the seating areas and all of the unnecessary touchpoints in the buildings, like toys from the childrens areas and the café items. Mrs. Novalis noted that face shields, masks, hand sanitizer stations and extra cleaning supplies were distributed to the buildings prior to reopening to the public. Capacity was capped at 50% occupancy for folks coming and going with the Kroger formula being used for the max capacity seating areas. All new safety measures were reviewed with each building manager and the sneeze guards for the public desks were delayed but should be arriving shortly. Mrs. Martin asked if the returned items were still being cleaned. Mrs. Novalis stated that they were still being quarantined for 72 hours per the current recommendations. A discussion of the current recommendations ensued. Mrs. Novalis said that curbside pickup is still an option for anyone who does not want to come in and the comments from people regarding this service have been very positive, the library staff plan to continue to offer this

service even after all restrictions are lifted. Mrs. Martin also noted that the emergency manual should be updated for this type of disaster. Mrs. Novalis said she has also been keeping a timeline of when major announcements/emergency declarations related to COVID-19 were declared and what the library's response was to those announcements. Mostly so that if this happens again, the library would have a record of what worked well and what would need to be changed and when. The Board thanked Mrs. Novalis for keeping them well informed during the last few months. Mrs. Novalis noted that as of this meeting, Bedford Public Library was one of the few in the area conducting in-person business, most of the other libraries in VA were either still closed or only offering curbside pickup as an option. She stated that the library staff have been very understanding, responsible and adaptable with all the last minute changes in processes, schedules, hiccups and activities throughout this whole ordeal. They have taken it all in stride and we only lost a few staff members who chose to leave employment.

Throughout the time the buildings were closed and curbside pickup suspended, the library staff continued to provide programming options for families via our new YouTube channel. Mrs. Novalis demonstrated a few of the programming options like a shorted RBR story time by Rhetta Watkins and book readings by Mary Pavalonis and Katherine Thomke. Mrs. Novalis noted that the meeting rooms are still closed, so no inperson programming is happening and depending on the track of this pandemic there may not be any inperson programming this summer.

The Board reviewed the income/expense report from the end of April (the most current report available at the time of this meeting). Mrs. Novalis said that the expenses were adjust to compensate for some loss of revenue, but that the Library's spending was still on target. Bedford County and the State Library does not plan to cut any 4th quarter contributions. The Board reviewed the fund account balances and discussed a couple upcoming projects.

New Business

The Board thanked Mrs. Carter for her many years of service on the Library Board. Mrs. Carter said this has probably been the most enjoyable Board she has been a part of and will miss it. Mrs. Willoughby was not able to attend this meeting but the Board thanked her for her years of service, as well. Mrs. Novalis stated that two applications have been received for the two vacancies and read the narrative portion of the applications. Both applicants, Hope Cupit and Anna Stevens, are expected to be approved by the Board of Supervisors at their June 22 meeting.

No other new business.

Mr. Cox asked for a motion to adjourn, Mrs. Carter motioned and Mrs. Martin seconded, all agreed. The meeting adjourned at 6:15pm

Bedford Public Library System
Board of Trustees meeting Minutes
Bedford Central Library
July 7, 2020

Board members present: Natalie Martin, Jan Markham, Randy Cox, Mary Jo Krufka, Anna Stevens and Hope Cupit.

Staff present: Jenny Novalis, Library Director

Mr. Cox called the meeting to order at 5:05pm.

Mr. Cox asked for a motion to approve the agenda. Mrs. Martin motioned to approve the agenda, Mrs. Markham seconded, all agreed.

Mr. Cox asked for a motion to approve the minutes from the previous meeting. Mrs. Markham motioned to approve the minutes, Mrs. Martin seconded, all agreed.

No public comments.

Mr. Cox opened the floor for nominations for a new slate of officers, the Board discussed the current officers. Mrs. Martin nominated Mary Jo Krufka for chairman, Mrs. Markham seconded, all agreed. There were no other nominations for chairman. Ms. Krufka nominated Natalie Martin for vice-chairman, Mrs. Markham seconded, all agreed. There were no other nominations for vice-chairman. Ms. Krufka nominated Mrs. Cupit for Treasurer, Mrs. Martin seconded, all agreed. There were no other nominations for treasurer. Mr. Cox closed the nominations and announced the officers for 2020-2021 year. Ms. Krufka asked if there were any conflicts with the draft meeting schedule. It was noted that the November meeting is scheduled to be on a holiday. Ms. Krufka suggested the Board cancel the November meeting and proceed with the first Tuesday dates at 5pm for all the other months, meeting at Bedford Central since it is the largest meeting room and that makes social distancing easier. Ms. Krukfa asked for a motioned to adopt the 2020-21 public meeting schedule as presented, Mr. Cox motioned to adopt the meeting calendar, Mrs. Cupit seconded, all agreed.

The 2 new library board members, Anna Stevens and Hope Cupit were introduced.

Directors Report:

The Library Board discussed Virginia's phase 3 re-opening guidance and discussed the public school's plans for the upcoming year. Mrs. Novalis noted that for the libraries, the only real change from we were doing in phase 2 is that the meeting rooms at Bedford, Montvale and Moneta are open for the public to make reservations and small in-person events/storytimes can be held. The current safety procedures were reviewed, including how returned materials are handled.

Online summer reading program participation is better than staff expected, with 266 registered users and 58,141 minutes read to date. Some of the new safety processes include, requiring registration for all in-person events to limit the number of people in one area, social distancing protocols, as well as, providing only outdoor performances for the larger shows. So far families have been very respectful of our new rules. Summer reading program is set to run through August 7. Mrs. Novalis said that there

were 7 applications received for the youth services programming coordinator position and all of them are qualified, it will be a very tough decision with the candidate pool being so competitive.

The Board discussed some CARES Act funding opportunities and how the libraries could benefit from these funds – including providing hotspots for checkout, providing touchless hold pickup lockers, and reimbursements for cleaning/sanitizing products. A lively discussion of the CDC guidelines for masks, other protective/safety measures and the state of wireless Internet access in Bedford County ensued.

The rewiring project at Forest and Big Island are still scheduled for early to mid August, and the only remaining branch without the updated Cat-6 cabling will be Montvale. Mrs. Novalis asked the Board for up to \$4000 to be appropriated from the IT fund account to rewire the Montvale Library. She noted that the Montvale expense would not be reimbursed under the E-rate program. The current phone system is due for an upgrade as well, and our current Internet provider, Shentel, has a PRI hosting option which we can take advantage of with only a small monthly increase in what we are paying now for the PRI. The Stewartsville Library RFID project is underway, and staff are busy tagging all the existing books, dvds, and other materials. Once this goes live, the whole RFID technology project will be finished. It took few years to finish, but this touchless checkout system will be a benefit in the post-COVID-19 landscape.

Three policy changes were discussed, the holiday policy, the circulation policy and the emergency policy. The various changes will be up for a vote at the next meeting.

As it stands now, the state grants in aid amount will be higher than first anticipated, with the budget amendment still in place for an overall increase to public library state aid in this biennium. The Board reviewed the fund account balances and Mrs. Novalis discussed a safety issue with the Moneta Library's parking lot that staff would like fixed, initial figures put the fix at up to \$8000. More discussion ensued and Ms. Krufka asked for a motion to use fund account monies for the safety upgrade at Moneta and the rewiring project at Montvale, as discussed here. Mrs. Cupit motioned, Mr. Cox seconded, all agreed. The Library has received \$14,888.61 in Federal E-rate program reimbursement. Mrs. Markham asked for recommendations where to designate these funds. Mrs. Novalis noted that the most pressing needs are still for building improvements and IT improvements and suggested splitting it between those two accounts. Ms. Krufka noted that if something happens to the courier van, the Board can authorize funds to be transferred from one account to another. Mrs. Stevens motioned to move half the revenue into the building fund account and the other half into the IT fund account. Mrs. Martin seconded, all agreed. The Library receives most of its books from Brodart, which is located in Williamsport PA. While PA was shut down, there were no books leaving their warehouses. As a result of this shutdown, around \$10,000 worth of books were ordered with FY20 funds, but not expected to come in until FY21. Mrs. Novalis asked the Board to re-appropriate those funds into the FY 21 book budget. Mrs. Markham motioned to re-appropriate those funds, Mr. Cox seconded, all agreed.

Ms. Krufka asked for a motion to adjourn. Mrs. Martin motioned, Mrs. Stevens seconded, all agreed. The meeting adjourned at 6:45pm

BEDFORD COMMUNICATIONS**Number Of Calls Report by Day of Week - Hour of Day****First Date:** 07/01/2020**Jurisdiction:** BEDFORD**Last Date:** 07/31/2020

08/10/2020 15:39:26

Day/ Hour	1-Sun	2-Mon	3-Tue	4-Wed	5-Thu	6-Fri	7-Sat	Total
0	15	9	14	16	24	13	19	110
1	13	21	10	9	25	8	16	102
2	11	8	5	19	12	15	50	120
3	10	5	8	9	23	23	39	117
4	6	4	6	15	9	21	23	84
5	5	11	10	19	21	8	20	94
6	8	16	14	22	13	23	18	114
7	17	18	20	27	34	26	15	157
8	22	42	41	48	54	46	25	278
9	27	45	39	48	69	67	30	325
10	28	61	55	63	65	65	44	381
11	31	51	87	69	74	70	49	431
12	22	54	65	58	61	68	37	365
13	33	71	79	91	78	60	42	454
14	35	53	79	90	72	64	46	439
15	32	61	78	71	80	70	58	450
16	38	60	107	67	58	60	46	436
17	32	43	131	58	63	49	40	416
18	45	40	82	40	47	51	40	345
19	32	84	62	77	57	65	32	409
20	47	38	62	41	53	56	48	345
21	39	30	41	42	37	66	78	333
22	79	23	22	35	33	56	36	284
23	23	19	19	36	29	39	21	186
Total	650	867	1,136	1,070	1,091	1,089	872	6775

BEDFORD COMMUNICATIONS

Number Of Calls Report by Day of Week - Hour of Day

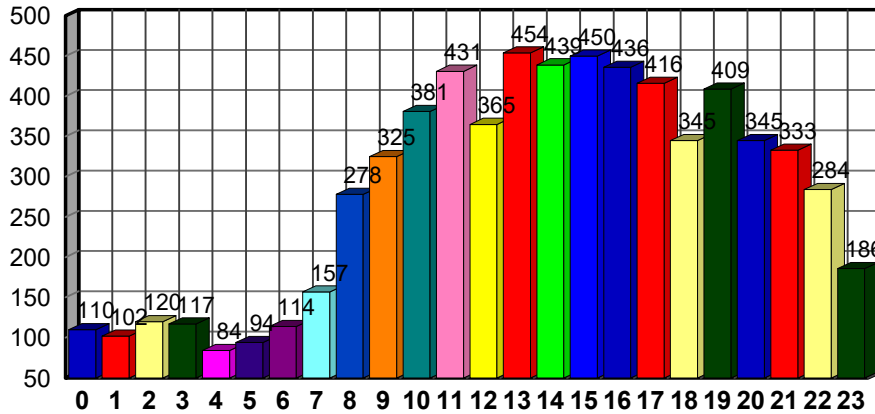
First Date: 07/01/2020

Jurisdiction: BEDFORD

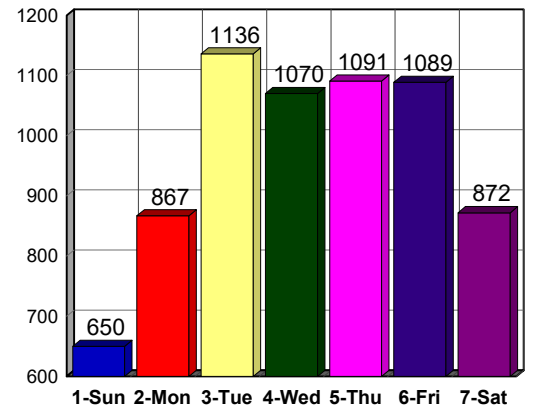
Last Date: 07/31/2020

08/10/2020 15:39:26

Calls By Hour Of Day

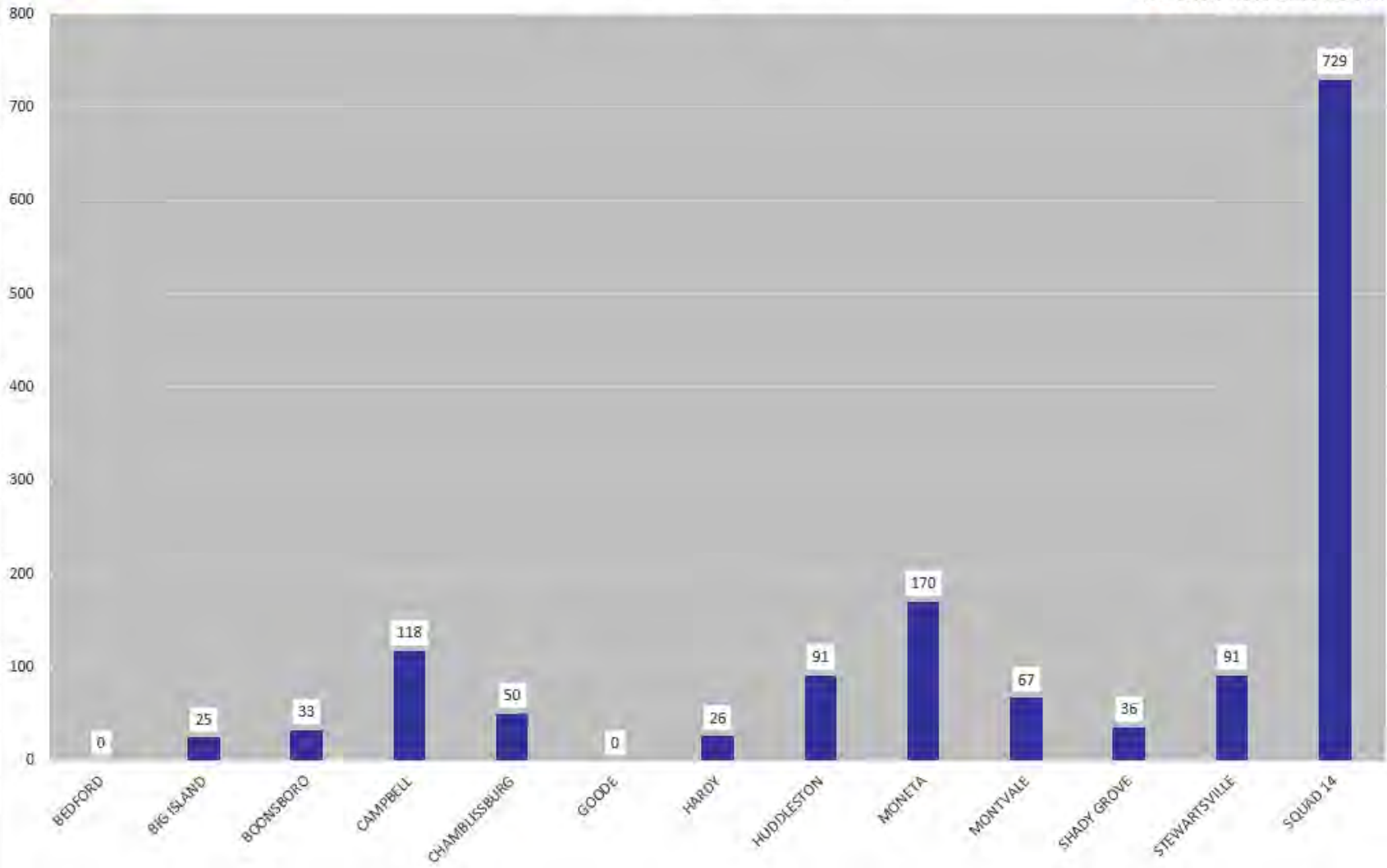


Calls By Day Of Week



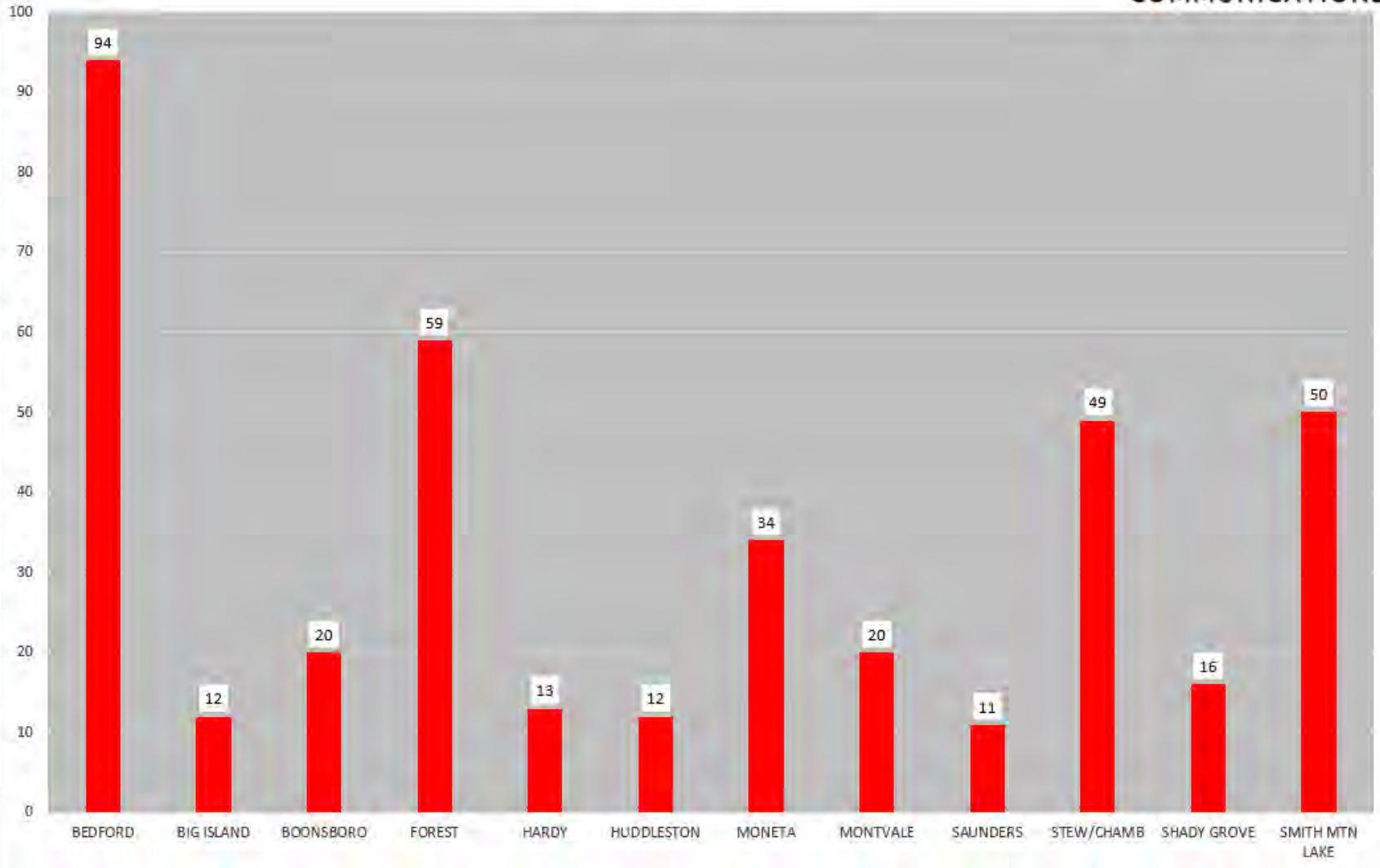


County of Bedford E-911 Communications July 2020 Total EMS Calls Dispatched



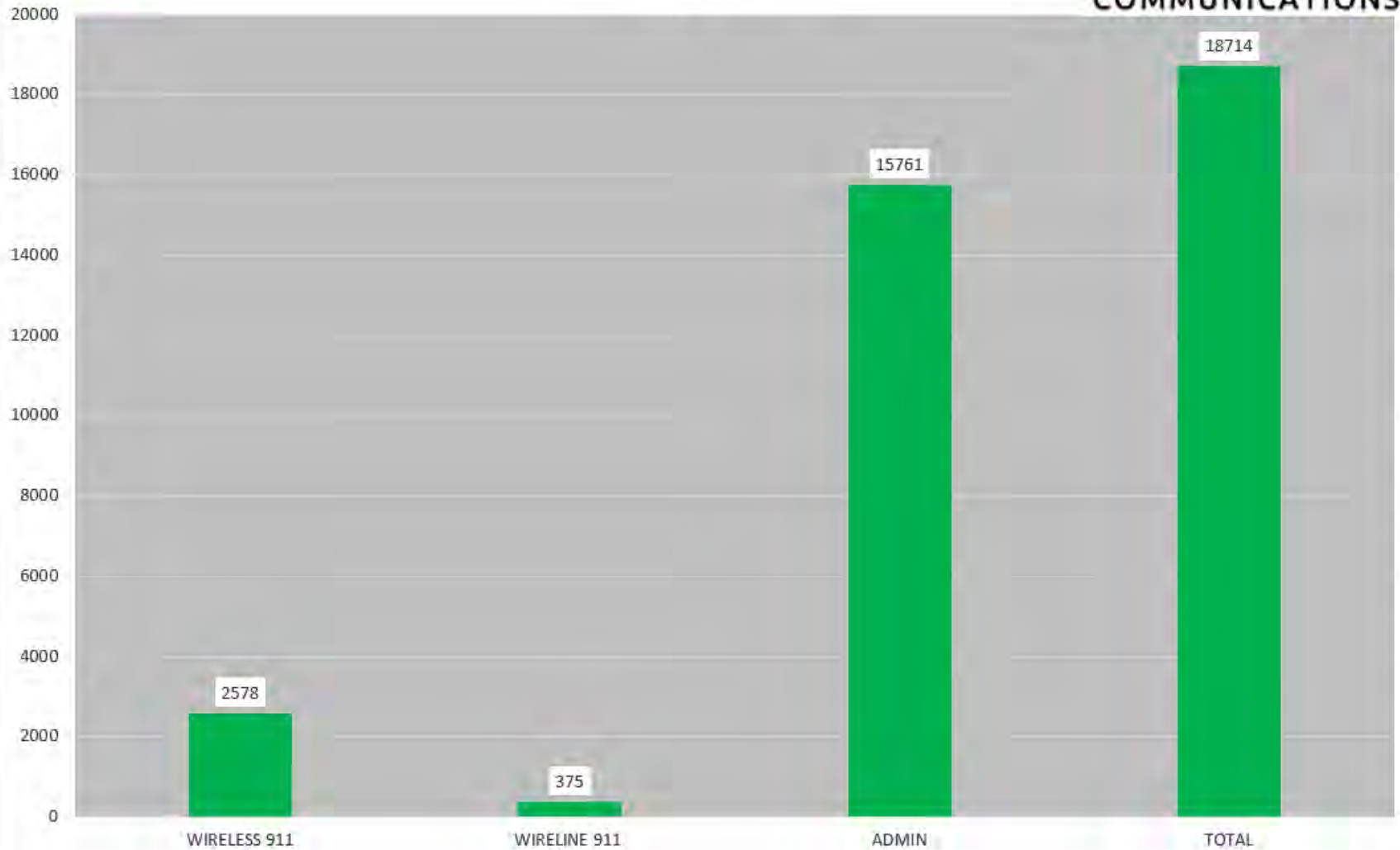


County of Bedford E-911 Communications
July 2020
Total Fire Calls Dispatched

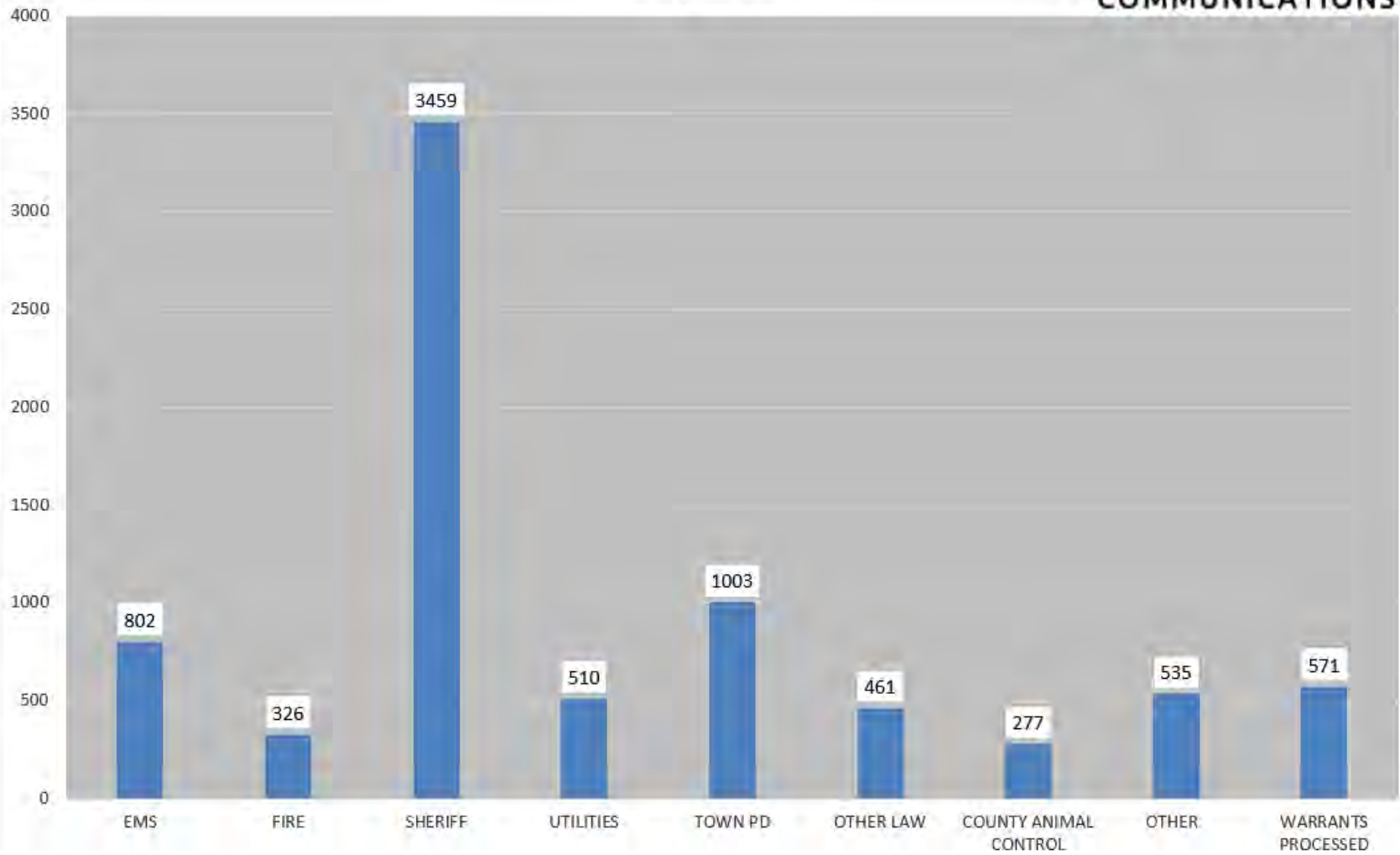




County of Bedford E-911 Communications Total Telephone Calls July 2020



County of Bedford E-911 Communications Total Calls For Service July 2020



**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
July 21, 2020**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, July 21, 2020 in the Board Meeting Room in Bedford Water’s Annex building located at 1723 Falling Creek Road in Bedford County.

Members Present:..... Bob Flynn, Chair
Michael Moldenhauer, Vice Chair (Virtual)
Cynthia Gunnoe
Elmer Hodge (Virtual)
Thomas Segroves
Walter Siehien

Members Absent: Carl Wells

Staff & Counsel Present: . Brian Key – Executive Director (Virtual)
Nathan Carroll – Assistant Executive Director
Jill Underwood – Director of Finance (Virtual, then In Person)
Megan Aubrey – Director of Administration (Virtual)
Rhonda English – Director of Engineering (Virtual)
Sam Darby – Legal Counsel, GFD&G (Virtual)

1. Call to Order

The meeting was called to order by the Chair at approximately 7:00pm. The Pledge of Allegiance and a moment of silence were conducted.

2. Review of Agenda

The following agenda was reviewed as shown.

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments (limited to 3 minutes per person)
4. Approval of Minutes: June 16, 2020 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Customer Service Summary Report
 - b. Financial Statements through month end June 2020
6. Operations Report: Presented by Nathan Carroll
 - a. Work Order Summary
7. Administration Report: Presented by Megan Aubrey
 - a. Public Relations Information
8. Engineering Report: Presented by Rhonda English
 - a. Projects Summary
9. Executive Director’s Report: Presented by Brian Key
 - a. August 10 Board of Supervisors Worksession
10. Legal Counsel Report

11. Other business not covered on the above agenda

12. Motion to Adjourn

3. Public Comments (limited to 3 minutes per person)

There were no public comments.

4. Approval of Minutes: June 16, 2020 Regular Board Meeting

The regular Board Meeting Minutes from June 16, 2020 were reviewed.

Member Segroves made a motion to approve the minutes.

Member Siehien seconded the motion.

- Board member votes: 6 Aye; 0 Nay; 0 Abstain. The motion carried.

5. Financial Report: Presented by Jill Underwood

a. Customer Service Summary Report

From May to June there was a 13% increase of payments, although foot traffic coming into the office is still lower than pre-COVID. During this same time period water revenue increased by 2% and sewer revenue decreased by 3%. There are 516 customers that are past due totaling \$113,000 and 36 businesses past due totaling \$12,400. As of March 1, 388 customers and 21 businesses (totaling \$92,700) on the past due list were in good standing. Staff are working with the County to potentially establish a grant program using CARES funding. The County is the administrator of the funds. The money would funnel through Social Services to screen and provide aid for Authority customers. The customer would have to be in good standing as of March 1, 2020 and have been impacted by COVID-19 to qualify for this financial assistance program.

Thus far in July, 29 capital recovery fees have been received for the Forest area. Mr. Key added that there are several developers potentially interested in paying the capital recovery fees for a large number of equivalent residential connections (ERCs) to lock in sewer capacity in Forest.

b. Financial Statements through month end June 2020

Ms. Underwood reviewed some of the details pertaining to the financial reports for the period ending June 2020. The targeted budget goal for June was 100%; operating revenues were 96%, and operating expenditures were 85%. Capital recovery fees received are 143% of the total budgeted amount, with water at 107% and sewer at 262%. As a reminder, there are adjusting entries to record as part of the audit process; the financials are not deemed final until the audit concludes.

The VRA application for the ESCO project is in progress and is due August 7; the rates from the last VRA pool were between 1.7% and 1.8%. The board will need to approve a resolution at the September meeting for the funding. Mr. Key asked the board if Ms. Underwood could sign the loan applications, similar to Ms. English signing engineering term contracts. Ms. Underwood clarified that there is one signature block for the application; however, the resolution and bond documents require the Executive Director and Board Chair's signature. The board approved having Ms. Underwood sign the application and having both Mr. Key and the Chair sign the bonding documents.

Ms. Underwood noted that the CIP report was not included in the packet and a cumulative report will be included in the August board packet.

6. Operations Report: Presented by Nathan Carroll

a. Work Order Summary

At 7:16pm the internet connection to the board room was lost due to storm damage earlier in the day. At 7:31pm the connection to the board room was reestablished.

Mr. Carroll gave a summary about the progress on the ESCO project and Mariners Landing easement needed for the pressure reducing valve vault. The easement is owned by the golf course; they have requested a special insurance policy listing them as the grantor with a million-dollar liability and other requests that the Authority cannot agree to. Staff will continue working with the golf course to come to an agreement. The value of the easement is around \$200. On Monday, the CIP Crew installed approximately 160 feet of line i for the Country Estates project. A section of trees needs to be cut down to continue the line; quotes for this are being collected now. There are four vacancies in Maintenance that are in the process of being filled; a customer field representative has transferred to Water Operations.

7. Administration Report: Presented by Megan Aubrey

a. Public Relations Information

Ms. Aubrey summarized the media articles contained in the board packet. She also said that an Emergency Temporary Standard has been released by the Department of Labor and Industry in regards to COVID-19 safety protocol that the Authority will be implementing.

8. Engineering Report: Presented by Rhonda English

a. Projects Summary

Two additional PPEA proposals for the Ivy Creek interceptor have been received; three total proposals are now being reviewed by staff. Pending review, a recommendation will be presented at the next board meeting to proceed with utilizing the PPEA process for the project versus following a traditional bidding method. The PPEA policy will be reviewed to ensure it meets current standards and may also be brought to the board for approval of any revisions.

Staff have been working with VDOT and the Montvale Fire Department to complete the Montvale sewer line project. Since VDOT constructed the line, service cannot be provided through it until the line and easements have been transferred to the Authority. This transfer requires going through the Department of General Services and the Attorney General's office. They will require the Chair and Mr. Key to sign off on the transfer of the line and the easement with VDOT.

9. Executive Director's Report: Presented by Brian Key

a. August 10 Board of Supervisors Work Session

The board discussed the topics for the joint work session with the Board of Supervisors on August 10. Mr. Flynn and Mr. Key met with two board members, the County Administrator, and Deputy County Administrator to discuss a possible agenda. The draft agenda was included in the board packets. Mr. Key recommended the board primarily focus on the Forest sewer capacity and the need for the Ivy Creek sewer line. The draft agenda also included additional items for the board to consider including the broadband project, Burnbridge sewer, and the Montvale sewer project. The board stated that they did not want to open a long discussion about the broadband project; however, they would like to make it clear that it was not the Authority who delayed the project.

One of the supervisors is concerned about the Montvale sewer project being delayed. Mr. Key stated that the Authority has taken the steps to continue the project moving forward as quickly as possible. This topic could be quickly discussed at the meeting to educate the supervisors about how the Authority volunteered to take

ownership of the line from VDOT to provide greater service to the community. Mr. Key will reach out to supervisors to discuss other projects in their areas prior to the joint work session.

Mr. Flynn asked if Mr. Key has put together his talking points for the meeting. Mr. Key said he will do that after he meets with the County Administrator in the next week.

Mr. Flynn also asked for an update about Paradise Point. Mr. Key stated that the subdivision was not able to come to a consensus about whether they wanted to turn over ownership of the system to the Authority yet. There is no deadline for this decision; however, the rate may need to be adjusted in the future if the decision is delayed by a year or more.

10. Legal Counsel Report

Mr. Darby has been helping to finalize the four financing agreements for the special use contract with the Mariners Landing Community Association. Due to a change in board members for the association the signing was delayed; however, the agreement was signed and executed. Mr. Darby will complete the amendments and send it to VRA.

11. Other Business

No other business was discussed.

12. Motion to Adjourn:

There being no further business to discuss, Member Segroves made a motion to adjourn and Member Siehien seconded the motion.

- Board member votes: 6 Aye; 0 Nay; 0 Abstain. The motion carried.

The meeting adjourned at approximately 8:08pm.

**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
August 18, 2020**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, August 18, 2020, in the Board Meeting Room in Bedford Water’s Annex building located at 1723 Falling Creek Road in Bedford County.

Members Present:..... Bob Flynn, Chair
Michael Moldenhauer, Vice Chair (virtual)
Cynthia Gunnoe
Elmer Hodge (virtual)
Thomas Segroves
Walter Siehien

Members Absent: Carl Wells

Staff & Counsel Present: . Brian Key – Executive Director
Nathan Carroll – Assistant Executive Director (virtual)
Jill Underwood – Director of Finance (virtual)
Megan Aubrey – Director of Administration (virtual)
Rhonda English – Director of Engineering (virtual)
Sam Darby – Legal Counsel, GFD&G (virtual)

1. Call to Order

The meeting was called to order by the Chair at approximately 7:00 pm. The Pledge of Allegiance and a moment of silence were conducted.

2. Review of Agenda

The following agenda was reviewed as shown.

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments (limited to 3 minutes per person)
4. Approval of Minutes: July 21, 2020 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Customer Service Summary Report
 - b. Financial Statements through month end July 2020
 - c. **Resolution 2020-08.01**: Bond Covenants
6. Operations Report: Presented by Nathan Carroll
 - a. Work Order Summary
 - b. Energy Savings Performance Contract Update by Schneider Electric Team Members
7. Administration Report: Presented by Megan Aubrey
 - a. Public Relations Information
8. Engineering Report: Presented by Rhonda English
 - a. Projects Summary
 - b. **Resolution 2020-08.02**: Montvale Sewer Authorization
 - c. **Resolution 2020-08.03**: PPEA Guidelines Policy 10.45 Revisions

d. **Resolution 2020-08.04:** Use of PPEA for Ivy Creek Sewer and 460 Pump Station

9. Executive Director's Report: Presented by Brian Key
 - a. Review of August 10, 2020 Work Session
10. Legal Counsel Report
11. Other business not covered on the above agenda
12. Motion to Adjourn

3. Public Comments (limited to 3 minutes per person)

There were no public comments.

4. Approval of Minutes: July 21, 2020, Regular Board Meeting

The regular Board Meeting Minutes from July 21, 2020, were reviewed.

Member Gunnoe made a motion to approve the minutes.

Member Siehien seconded the motion.

- Board member votes: 6 Aye; 0 Nay; 0 Abstain. The motion carried.

5. Financial Report: Presented by Jill Underwood

a. Customer Service Summary Report

The current SCC legislation expires at the end of August; there is proposed legislation that would apply to all utilities and would put a moratorium on disconnects and would mandate a 24-month repayment plan for past due customers. The Authority is working with the Department of Social Services who will be administering the CARES funding the Board of Supervisors approved for customers who need aid with their bills. CARES funding would support those who have not been able to pay their bills due to COVID-19 and whose bills were current as of March 1, 2020.

There are 504 residential accounts that are past due totaling \$136,000 and 30 businesses that are past due totaling \$9,000. This is the total past due accounts; Ms. Gunnoe requested to start seeing a split of past due accounts that were previous and post-March when late fees and disconnects were paused. Past due customers are still receiving bills and reminder phone calls even though there are no late fees or disconnects. The board could choose to begin late fees again in September if the SCC does not change their standing since the Authority has been following their precedent. Ms. Gunnoe suggested that the Authority wait until the new legislation has passed before making any changes to the current disconnect process. The board generally agreed that it would prefer to start assessing late fees first and then reinstating the disconnect process later.

b. Financial Statements through month end July 2020

Ms. Underwood reviewed some of the details about the financial reports for the period ending July 2020. The targeted budget goal for July was 8.33%; operating revenues were 10%, and operating expenditures were 5%. There were 40 new connections in July, with 38 of those in Forest, equaling \$278,000. Capital recovery fees received are 30% of the total budgeted amount, with water at 20% and sewer at 60%.

c. **Resolution 2020-08.01:** Bond Covenants

This resolution was drafted by the Authority's legal counsel, as requested by the Virginia Resources Authority, and relates to Mariners Landing. In looking for a new location for a vault for Mariners Landing, an existing agreement was found for free irrigation to the Mariners Landing Association. The

Authority was able to negotiate that the base fee would be paid and the consumption would be provided free of charge in exchange for using the electrical connection to run the vault for the waterline.

At a regular meeting of the Bedford Regional Water Authority (“Authority”) Board of Directors, held in the Board Meeting Room at the Authority’s Administrative Annex Building on the 18th of August 2020, beginning at 7:00 p.m.

WHEREAS, the Bedford Regional Water Authority (the “Authority”), a public body politic and corporate, formed and existing in accordance with the provisions of Virginia Water and Waste Authorities Act, Chapter 51 of Title 15.2 of the Code of Virginia, 1950 (the “Act”), has been asked by Virginia Resources Authority (“VRA”) for a legal opinion from the Authority’s bond counsel relative to the Authority’s bond covenants as to “No Free Service” and “No Private Use” in a proposed agreement (the “MLCA Contract”) with Mariners Landing Community Association (“MCLA”) for exchange of water for irrigation in return for electric service for a future water pressure reducing valve vault; and,

WHEREAS, under current law, use of the proceeds of the sale of the Authority’s four outstanding Local Bonds (the “Local Bonds”) to VRA (and the facilities financed or refinanced therewith (the “Related Financed Property”)) (1) will likely result in a breach of the “No Free Service” covenants in the respective Local Bond Sale and Financing Agreements between the Authority and VRA (the “Financing Agreements”) and (2) will not result in the Local Bonds’ being considered “private activity bonds” within the meaning of Section 141 of the Internal Revenue Code, 1986, as amended (the “Code”); and,

WHEREAS, the Authority proposes to enter into the MLCA Contract, a copy of which has been presented to this meeting, for the exchange of certain water and electrical services; and,

WHEREAS, Glenn Feldmann has analyzed the issues under federal and state law and has determined and is prepared to render its opinion that (1) while the MCLA Contract would violate the “No Free Service” covenant in the Financing Agreements, the relatively minor default under the Financing Agreements could be waived by VRA and (2) the arrangement would not result in private use of the Authority’s Related Financed Property in violation of the “No Private Use” requirement in the related Non-arbitrage Certificates and Tax Compliance Agreements; now,

THEREFORE, BE IT RESOLVED by the Board of Directors of the Bedford Regional Water Authority that the form of the MCLA Contract is hereby approved, and the Executive Director is hereby authorized and directed to execute and deliver the same in substantially the form presented to this meeting, with such revisions as he shall deem beneficial to the Authority, and to take such further action as may be necessary or convenient to carry out the sense and purpose of this resolution; and,

BE IT FURTHER RESOLVED that the four Amendments to Financing Agreements presented to this meeting be executed and delivered by the Authority to the VRA in order to register the MLCA Contract as a special use contract on the appropriate exhibit of the respective Financing Agreements; and,

BE IT FURTHER RESOLVED that Glenn Feldmann Darby & Goodlatte, bond counsel to the Authority is requested to deliver the required legal opinions to permit the Authority to enter into and perform the MLCA Contract without violating either the “No Free Service” or the “No Private Use” covenants relating to the Authority’s Local Bonds; and,

BE IT FURTHER RESOLVED that the four Amendments to Financing Agreements presented to this meeting be executed and delivered by the Authority to the VRA in order to register the MLCA Contract as a special use contract on the appropriate exhibit of the respective Financing Agreements; and,

BE IT FURTHER RESOLVED that the appropriate officers are hereby authorized and directed to execute, deliver and file all documents, certificates and instruments and to take all such further action as may be necessary or desirable in connection with and that are in conformity with the purposes and intent of this resolution.

Member Segroves made a motion to approve this resolution.

Member Gunnoe seconded the motion.

- Board Member Votes: 6 Aye, 0 Nay, 0 Abstain. The motion carried.

6. Operations Report: Presented by Nathan Carroll

a. Work Order Summary

The summary was included in the packet. No questions were asked.

b. Energy Savings Performance Contract Update by Schneider Electric Team Members

An investment-grade audit with Schneider Electric was approved by the board in January 2020. Barry Wilhelm and Jason Stevens are on the project team and gave a short presentation. They reported on the schedule, original project projections, changes to the original project, and the timeline up to a notice to proceed. Due to more items needed to be replaced than originally anticipated, the Authority applied for \$4.2 in funding through Virginia Resources Authority. However, the majority of the project is still anticipated to pay for itself through energy cost savings

7. Administration Report: Presented by Megan Aubrey

a. Public Relations Information

Ms. Aubrey reviewed the articles included in the board packet.

Mr. Key also added that he reported at the Smith Mountain Lake Association board meeting that fluoride is now being added to the water distribution system; several members of the SMLA board commented that they were happy to hear about the addition of fluoride.

8. Engineering Report: Presented by Rhonda English

a. Projects Summary

The summary was included in the packet. Two projects are going to the planning commission at the September meeting that coincides with the board meeting's date and will cause Ms. English not to be able to attend the next board meeting.

b. Resolution 2020-08.02: Montvale Sewer Authorization

This resolution is required by VDOT to document authorization for executing documents related to the easement and sewer facility transfer for the recently constructed sewer line on Goose Creek Valley Road.

At a regular meeting of the Bedford Regional Water Authority ("Authority") Board of Directors, held in the Board Meeting Room at the Authority's Administrative Annex Building on the 18th of August 2020, beginning at 7:00 pm;

WHEREAS, the Montvale Fire Department has a failing septic drainfield and is in need of public sewer service; and,

WHEREAS, the Virginia Department of Transportation (VDOT) constructed a sewer line on County property to service the VDOT offices across the street from the Montvale Fire Department and VDOT made certain incremental improvements to the sewer line to accommodate connection to such line by the Montvale Fire Department; and,

WHEREAS, the Bedford County Board of Supervisors have authorized the use of a total of \$16,104.08 of the cellular revenue account held by the Authority to be used to reimburse VDOT for improvements to its sewer line, in exchange for transfer of the sewer facility to the Authority; and,

WHEREAS, the Authority also desires to accept a deed of easement to be tendered by VDOT across VDOT's lands located adjacent to the aforesaid County lands; now,

THEREFORE, BE IT RESOLVED, the Board of Directors of the Bedford Regional Water Authority does hereby authorize the Chair and the Secretary to execute any appropriate document or documents with VDOT providing that the Authority shall pay VDOT the sum of \$16,104.08 in exchange for transfer of VDOT's sewer line within County property to the Authority. Be it further resolved that the Chair and Secretary are also authorized to execute a deed of easement from VDOT to accept an easement across VDOT's property adjacent to the aforesaid County property.

Member Segroves made a motion to approve this resolution.

Member Siehien seconded the motion.

Board Member Votes: 6 Aye, 0 Nay, 0 Abstain. The motion carried.

c. **Resolution 2020-08.03: PPEA Guidelines Policy 10.45 Revisions**

This resolution is for some minor revisions to the PPEA policy upon initial legal counsel review for any revisions to PPEA guidelines since 2013. A more comprehensive review will be performed in the coming months to ensure all changes made in the 2008 amendment to the Public-Private Education Facilities and Infrastructure Act are captured in the policy.

At a regular meeting of the Bedford Regional Water Authority (“Authority”) Board of Directors, held in the Board Meeting Room at the Authority’s Administrative Annex Building on the 18th of August 2020, beginning at 7:00 p.m.

WHEREAS, the Bedford Regional Water Authority (the “Authority”) is a public service authority formed and existing in accordance with the provisions of Chapter 51 of Title 15.2 of the Code of Virginia, 1950, as amended, the Virginia Water and Waste Authorities Act §§ 15.2-5100-15.2-5159 (the “Act”); and,

WHEREAS, the Authority desires to have a comprehensive set of policies governing the manner in which the Authority conducts its regular business, and the Authority directs that these policies be grouped together into an operating policy manual; and,

WHEREAS, the Engineering department has consulted with legal counsel and thereby proposed changes to Policy 10.45 – Public-Private Education Facilities and Infrastructure (PPEA) Guidelines; now,

THEREFORE, BE IT RESOLVED by the Board of Directors of the Bedford Regional Water Authority that the changes to the above noted policy be hereby adopted by the Authority.

Member Siehien made a motion to approve this resolution.

Member Moldenhauer seconded the motion.

Board Member Votes: 6 Aye, 0 Nay, 0 Abstain. The motion carried.

d. **Resolution 2020-08.04: Use of PPEA for Ivy Creek Sewer and 460 Pump Station**

The PPEA Guidelines Policy 10.45 requires a written statement and resolution regarding the benefit of using the PPEA guidelines for a project over standard procurement. This statement was included in the board packets for the Ivy Creek Interceptor and Route 460 Pump Station. No questions were asked by the board.

At a regular meeting of the Bedford Regional Water Authority (“Authority”) Board of Directors, held in the Board Meeting Room at the Authority’s Administrative Annex Building on the 18th of August 2020, beginning at 7:00 p.m.

WHEREAS, the Board of Directors authorized acceptance of unsolicited proposals for the Ivy Creek Interceptor, Divisions 5 and 6, and the Route 460 Pump Station (“Project”) under the Authority’s policy Document 10.45 – Public-Private Education Facilities and Infrastructure Guidelines (“Policy”) on April 21, 2020 through Resolution 2020-04.05; and,

WHEREAS, the Authority staff have reviewed proposals for the Project and made determination that following the Policy for procurement of this Project is advantageous to the Authority due to priority of need, guaranteed cost, and complexity of the Project; and,

WHEREAS, the Ivy Creek Interceptor was recommended as part of the Water and Sewer Master Plan completed by Draper Aden Associates in February 2009; and,

WHEREAS, the Ivy Creek Interceptor was identified in the Capital Funding Capacity Study completed by Davenport & Company and presented to the Board of Directors on January 21, 2020; and,

WHEREAS, the Ivy Creek Interceptor was further reviewed in the Ivy Creek Divisions 5 and 6 PER completed by Wiley|Wilson in February 2020; now,
THEREFORE, BE IT RESOLVED by the Board of Directors of the Bedford Regional Water Authority authorize the Director of Engineering to proceed with procuring Divisions 5 and 6 of the Ivy Creek Interceptor and the Route 460 Pump Station project using the Authority's Public-Private Education Facilities and Infrastructure Guidelines policy 10.45.

Member Moldenhauer made a motion to approve this resolution.

Member Siehien seconded the motion.

Board Member Votes: 6 Aye, 0 Nay, 0 Abstain. The motion carried.

9. Executive Director's Report: Presented by Brian Key

a. Review of August 10, 2020 Work Session

The work session in August focused on the Forest sewer capacity. The Board of Supervisors has asked Mr. Flynn and Mr. Key to attend another work session in September to discuss the project in more detail. Mr. Flynn asked the board to contact him with any questions they would like brought to this meeting.

10. Legal Counsel Report

Mr. Darby reviewed the amendments to the financial agreements. Mr. Darby worked with Mariners Landing Country Club LLC for the easement of the vault. They have asked for indemnity and insurance coverage by providing a certificate of insurance. The indemnity question has been negotiated and worked out with the Authority's insurance provider (VRSA). Mr. Darby also attended the August work session and was complimentary on Mr. Key's presentation.

Mr. Moldenhauer echoed Mr. Darby's compliments of Mr. Key.

11. Other Business

There was no other business discussed.

12. Motion to Adjourn:

There being no further business to discuss, Segroves made a motion to adjourn and Siehien seconded the motion.

- Board member votes: 6 Aye; 0 Nay; 0 Abstain. The motion carried.

The meeting adjourned at approximately 8:10 pm.

Agenda Item #16

Board Calendars & Reminders

- October 13 – Annual Joint Meeting with EDA (*Tuesday*) beginning at 5:00 pm
- October 26 – Regular meeting at 7:00 pm
- November 9 – Worksession beginning at 5:00 pm
- November 23 – Regular meeting at 7:00 pm
- December 14 – Worksession from 5:00 – 6:30 pm;
Regular meeting at 7:00 pm

