

AMHERST TOWN COUNCIL
AGENDA – WEDNESDAY, NOVEMBER 13, 2019

Meeting at 7:00 p.m.

Town Hall, 174 S. Main Street, Amherst, VA 24521

A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle

B. Pledge of Allegiance - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*

C. Invocation - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*

D. Public Hearings and Presentations

1. Hazard Mitigation Plan Presentation- *Kelly Hitchcock- Central Virginia Planning District Commission is coordinating the region’s Hazard Mitigation Plan work. As part of the public process, Ms. Hitchcock is coming before Council to discuss the process and work to date.*

E. Citizen Comments – *This time is set aside on the agenda for citizens to address Council regarding items not on the agenda for public hearing or presentations. Individual comment time is limited to three minutes, and groups are limited to five minutes. This time is for citizens to address Council, and not designed to be a question and answer session or a discussion time. If follow-up is requested, that will occur after the meeting.*

F. Consent Agenda – *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*

1. Town Council Minutes (Pgs. 1-8) – *Draft of the October 9, 2019 meeting minutes are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning such that any needed corrections can be presented at the meeting.*

G. Correspondence and Reports

1. Staff Reports (Pgs. 9-19)

- a. Town Manager Monthly Report - **attached**
- b. Police Chief Monthly Report - **attached**
- c. Office Manager Monthly Report - **attached**
- d. Clerk of Council Monthly Report- **attached**
- e. Public Works Monthly Reports- **attached**
- f. Town Attorney Monthly Report – **attached**

2. Council Committee Reports

- a. Finance Committee – *Mrs. Carton*
- b. Community Relations – *Mrs. Ogden*
- c. Utilities Committee – *Mr. Watts*

3. Other Reports (Pgs. 20-28)

- a. Planning Commission– *Met November 6, 2019, minutes attached*
- b. Industrial Development Authority- *no meeting, no report*

H. Discussion Items

1. **Set Public Hearing for Comprehensive Plan Amendment-** *Sara Carter- Lazy River, LLC is seeing a letter from the Town to confirm that a Conservation Easement for the remainder of the undeveloped sections of the Mill Race subdivision would be compatible with the Comprehensive Plan. In order to accommodate this request, the Comprehensive Plan would require amendment. The Planning Commission will hold a public hearing on December 4, 2019. The Council is requested to set a public hearing for December 11, 2019.*

I. Matters from Staff

J. Matters from Town Council

K. Anticipated Town Council Agenda Items for Next Month

L. Citizen Comments

M. Adjournment

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order October 9, 2019, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street. It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Kenneth G. Bunch
P	Rachel A. Carton	P	Sarah G. Ogden
P	Kenneth S. Watts	P	Sharon W. Turner

Also present were the following staff members:

Sara E. Carter	Town Manager	Gary Williams	Director of Plants
W. Thomas Berry	Town Attorney	Becky L. Cash	Lead Water Operator
Vicki K. Hunt	Clerk of Council	Charles Thompson	Utilities Maintenance Foreman
Tracie L. Wright	Office Manager	Gary P. Smith, Jr.	WWTP Operator
Robert A. Shiflett, II	Chief of Police	Fred W. Adams	WWTP Operator Apprentice

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Charles Thompson.

Town Manager Carter gave a brief report on the required bond for the sewer sliplining project being funded through the USDA Rural Development program and resolution authorizing the issuance and sale by the Town of Amherst of its \$3,017,000 General Obligation Sewer Revenue Bond, Series 2019.

Mayor Tuggle opened a duly advertised public hearing at 7:03 PM on the adoption a resolution authorizing the issuance and sale by the Town of Amherst of its \$3,017,000 General Obligation Sewer Revenue Bond, Series 2019.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:04 PM. Mrs. Carton made a motion that was seconded by Mrs. Turner to adopt the resolution authorizing the issuance and sale by the Town of Amherst of its \$3,017,000 General Obligation Sewer Revenue Bond, Series 2019, as recommended by staff. There being no discussion, the motion carried 5-0 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Sharon W. Turner	Aye

A copy of the Resolution is attached to and made a part of these minutes.

Alex Motley, President of Amherst Mountain Biking Club, came forward on behalf of the group to give a progress report on their success in building about three miles of trails at L. Barnes Brockman, Sr. Business and Industrial Park, utilizing volunteers of about 30 members, on their fundraising methods and upcoming projects.

There being no one listed to speak on the citizen comment sign-in sheet, no comments were made.

Mr. Watts made a motion that was seconded by Mrs. Carton to approve the minutes from the September 11, 2019, meeting as presented. There being no discussion, the motion carried 5-0 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Sharon W. Turner	Aye

Mrs. Carton, Chairman of the Finance Committee, gave a brief oral report on behalf of that Committee on its recommendations on changes to the procurement policy, bid for updated phone system, and procedures for reimbursement from IT provider for failure to archive deleted emails.

Mr. Bunch made a motion that was seconded by Mrs. Ogden to adopt a Resolution Accepting and Proceeding with a Funding Offer from the Virginia Department of Health which funds would be used to finance renovation of the Water Treatment Plant and Facilities, as recommended by staff. There being no discussion, the motion carried 5-0 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Sharon W. Turner	Aye

A copy of the Resolution is attached to and made a part of these minutes.

Mrs. Carton made a motion that was seconded by Mrs. Turner to adopt a Resolution Reaffirming the Central Virginia Transportation Planning Organization as the Federally Designated Metropolitan Organization for the Central Metropolitan Planning Area, as recommended by staff. There being no discussion, the motion carried 5-0 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Sharon W. Turner	Aye

A copy of the resolution is attached to and made a part of these minutes.

Mr. Watts made a motion that was seconded by Mr. Bunch to adopt a new Town of Amherst Staff Contact and Direction Policy, and to revise the town’s Procurement Policy and Customer Work Policy, as recommended by staff. After discussion, the motion carried 5-0 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Sharon W. Turner	Aye

Mrs. Carton made a motion that was seconded by Mr. Bunch to establish a Reserve Officer Program and to authorize appropriation of \$6,230 from the Town Manager’s contingency line to the Police Supplies line to equip at least two reserve officers this fiscal year, subject to the following conditions, as recommended by staff:

- No program for a reserve force can be initiated without acceptance of the reserve police officer policies by DCJS and other accrediting agencies.
- No more than eight officers shall serve as part of the reserve force at one time.
- Prior to accepting any individual as a member of the reserve force, the Police Chief shall complete a background investigation upon the officer, including a polygraph, if one has not been completed in the last three years.
- All reserve officers will be held to the same standards for excellence as the paid officers, and training requirements will be established to ensure that the reserve officers represent the Police Department and the Town of Amherst well.

After discussion, the motion carried 3-0-2 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sarah B. Ogden	Aye
Kenneth S. Watts	Abstain	Sharon W. Turner	Abstain

By consensus, Council supports staffs’ initiative to provide citizen updates through quarterly Town Outreach Meetings in the community at different locations and times to be determined by Town Manager.

Mayor Tuggle expressed his thanks to Mrs. Turner for stepping up and taking on the duties as interim council member.

Mrs. Carton made a motion that was seconded by Mr. Watts and carried 5-0 with Mmes. Carton, Ogden, Turner and Messrs. Watts and Bunch voting in favor that Town Council convene in closed session, pursuant to §2.2-3711A.7 of the Code of Virginia as it relates to consultation with legal counsel and briefings by staff members pertaining to possible or probable litigation involving property rights, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

Mayor Tuggle adjourned the meeting at 8:06 PM.

Mayor Tuggle reconvened the meeting in closed session at 8:14 PM. It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Kenneth G. Bunch
P	Rachel A. Carton	P	Sarah G. Ogden
P	Kenneth S. Watts	P	Sharon W. Turner

At 8:35 PM Mrs. Carton made a motion that Council adjourn the closed session and enter open session, certifying to the best of each member’s knowledge that (i) only public business matters lawfully exempted from open meeting requirements under Title 2.2, Chapter 37 and §15.2-2907 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the session.

The motion 5-0 via the roll call method with Mmes. Carton, Ogden, Turner and Messrs. Watts and Bunch voting “Aye.”

There being no further business, the meeting adjourned until November 13, 2019, at 7:00 pm on motion by Mrs. Ogden seconded by Mrs. Carton at 8:36 PM. The motion carried 5-0 with Mmes. Carton, Ogden, Turner and Mr. Watts and Bunch voting “Aye.”

D. Dwayne Tuggle
Mayor

Attest: _____
Clerk of Council

LOAN RESOLUTION
(Public Bodies)A RESOLUTION OF THE TOWN COUNCILOF THE TOWN OF AMHERST

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS sewer systems in the Town (the "System")

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the TOWN OF AMHERST*(Public Body)*

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

Three Million Seventeen Thousand and No/100 Dollars (\$3,017,000.00)

pursuant to the provisions of the Public Finance Act, Chapter 26 of Title 15.2, Code of Virginia of 1950, as amended (the "Act") and

WHEREAS, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:**NOW THEREFORE**, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

- 11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.
- 12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.
- 13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.
- 14. That if the Government requires that a reserve account be established, disbursements from that account(s) may be used when necessary for payments due on the bond if sufficient funds are not otherwise available and prior approval of the Government is obtained. Also, with the prior written approval of the Government, funds may be withdrawn and used for such things as emergency maintenance, extensions to facilities and replacement of short lived assets.
- 15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain USDA's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.
- 16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.
- 17. To accept a grant in an amount not to exceed \$ 3,017,000.00

under the terms offered by the Government; that the Town Manager

and Mayor of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee.

The vote was: Yeas 5 Nays 0 Absent 0

IN WITNESS WHEREOF, the Town Council of the

Town of Amherst has duly adopted this resolution and caused it

to be executed by the officers below in duplicate on this 10th, October day of 2019

TOWN OF AMHERST

(SEAL) By _____

Attest: Title Mayor

Title Clerk of Council

A RESOLUTION ACCEPTING AND PROCEEDING WITH A FUNDING OFFER FROM THE VIRGINIA DEPARTMENT OF HEALTH, WHICH FUNDS WOULD BE USED TO FINANCE RENOVATION OF THE WATER TREATMENT PLANT AND FACILITIES.

WHEREAS, the Town of Amherst has applied for funding for various drinking water projects associated with the construction and operation of the Town of Amherst’s waterworks;

WHEREAS, the Virginia Department of Health-Office of Drinking Water has funded several drinking water projects for the Town;

WHEREAS, the Town Council of the Town of Amherst has reviewed project planning material and found that the pre-requirements have been met for submitting a funding application and has applied for funding through the Virginia Department of Health;

WHEREAS, the Virginia Department of Health- Office of Drinking Water has made a funding offer to the Town for a funding package of \$4,430,000, with \$500,000 of loan forgiveness, and the remainder to be financed for 30 years at an interest rate of 2.5%;

THEREFORE, BE IT RESOLVED, the Town Manager is authorized to execute contracts

- a. With W/W Associates to complete design and engineering work for the priorities listed in the above referenced application in the amount totaling \$347,850.
- b. With the Virginia Department of Health to accept their funding proposal with a total amount of \$4,430,000, with \$500,000 of that amount being principal forgiveness.

BE IT FURTHER RESOLVED, the Town Council of the Town of Amherst hereby votes to accept funding from the Virginia Department of Health for the

Water Treatment Plan Improvements

Sources of Funds

DWRF Loan \$ 3,930,000
 Town Cash \$ 15,000
 Principal Forgiveness \$ 500,000

Total \$ 4,445,000

Uses of Funds

Administration, Bond Council & Legal Expense \$15,000
 Engineering Fees \$386,000
 Treatment Plant Construction \$2,798,000
 Pump Station Construction \$1,065,000
 Contingencies \$160,000
 Asset Management Plan \$15,000
 Loan Closing Fee \$6,000

Total \$4,445,000

BE IT FURTHER RESOLVED, that the Town Manager shall immediately begin to process all necessary contracts and documents for this project and be authorized to sign any and all documents to accept such funding contingent upon review and concurrence by the Town Attorney.

This resolution was adopted on October 9, 2019.

 Mayor Dwayne Tuggle

Attest:

 Clerk of Council

**RESOLUTION REAFFIRMING
THE CENTRAL VIRGINIA TRANSPORTATION PLANNING ORGANIZATION
AS THE FEDERALLY DESIGNATED METROPOLITAN PLANNING ORGANIZATION
FOR THE CENTRAL METROPOLITAN PLANNING AREA**

Whereas the respective Boards of Supervisors of the Counties of Amherst, Bedford, and Campbell, and the City Council of the City of Lynchburg executed the Cooperative Agreement for the Creation of the Central Virginia Transportation Planning Council on September 13, 1979; and

Whereas the Governor of the Commonwealth of Virginia designated the Central Virginia Transportation Planning Council as the Metropolitan Planning Organization (MPO) for the Greater Lynchburg Transportation Study (also known as the Central Virginia Metropolitan Planning Area) on November 27, 1979; and

Whereas the respective Boards of Supervisors of the Counties of Amherst, Bedford, and Campbell, and the City Council of the City of Lynchburg rescinded the 1979 Agreement and executed a Cooperative Agreement for the Creation of the Central Virginia Metropolitan Planning Organization on or about November 16, 2000; and

Whereas since 2000, the Central Virginia Urbanized Area has been expanded to include the Town of Amherst, and the Central Virginia Metropolitan Planning Organization wishes to help increase public awareness and understanding of its mission by changing its name to the Central Virginia Transportation Planning Organization (TPO); now, therefore, be it

Resolved, that the Town of Amherst:

1. rescinds the Cooperative Agreement for the Creation of the Central Virginia Metropolitan Planning Organization, executed on or about November 16, 2000;
2. acknowledges the organization's change of name from the Central Virginia Metropolitan Planning Organization to the Central Virginia Transportation Planning Organization (TPO);
3. acknowledges that the TPO shall be the policy decision-making body for the purpose of carrying out the Continuing, Cooperative, and Comprehensive (3-C) transportation planning and programming process as defined in the United States Code Title 23, Section 134 and Title 49 Section 1607; and in accordance with the constitution and statutes of the Commonwealth of Virginia, particularly Title 33.2, Chapter 32 of the Code of Virginia;
4. acknowledges that the TPO may adopt bylaws and other rules in conformance with this Resolution as it deems necessary to govern its operation;
5. acknowledges that the TPO shall have such authority as prescribed in a "Memorandum of Understanding on Metropolitan Transportation Planning Responsibilities for the Central Virginia Metropolitan Planning Area" dated June 1, 2018, (as amended or updated) between the Central Virginia Metropolitan Planning Organization (now Central Virginia Transportation Planning Organization), the Commonwealth of Virginia, the Greater Lynchburg Transit Company (the primary local transit provider), and the Region 2000 Local Government Council (now Central Virginia Planning District Commission);
6. acknowledges that any local jurisdiction may hereafter join the TPO provided that such jurisdiction is (in accordance with state and federal regulations) included within the "cordon boundary" of the Central Virginia Metropolitan Planning Area and that it adopts and executes this resolution and is approved by the Governor; and

7. acknowledges that this resolution may be amended only by concurring resolution of all parties to this Resolution.

CERTIFIED BY:

ATTESTED BY:

DATE:

FOR APPROVAL

Town Manager's Report for the November 13, 2019 Town Council Meeting

Committee

Report

A. Industrial Development Authority	No meeting/no report
B. Planning Commission	Meeting held November 6, minutes attached
C. Board of Zoning Appeals	No meetings/no report
D. Property Maintenance Investigation Board	No meetings/no report
E. Community Relations Committee	No meetings/no report
F. Finance Committee	No meetings/no report
G. Utilities Committee	No meetings/no report
H. Town/Sweet Briar Sewer Use Advisory Commission	No meetings/no report
I. Lynchburg Regional Business Alliance	Attended Jefferson Assembly on October 15
J. Central Virginia Planning District Commission	Attended annual meeting on October 17
K. Amherst County Chamber of Commerce	Attended Board meeting on October 9



AMHERST POLICE DEPARTMENT



MONTHLY REPORT

October 2019

Month:	SHIFT WORKING:
OFFICER:	VEHICLE:
MILEAGE START OF SHIFT:	MILEAGE END OF SHIFT:

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	30
ALARM	11
PHONE COMPLAINT	33
BOLO	27
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	6
DOMESTIC	1
CHECK WELFARE	2
NOISE OR DOG COMPLAINT	4
TRAFFIC CRASH	2
EMS CALLS	4
SUDDEN DEATH	
SUSPICIOUS PERSON	4
Call at Ambriar	2
OTHER	55

OFFICER INITIATED	NUMBER
BUILDING CHECKS	84
BUSINESS VISIT	72
BUILDING SEARCH	6
TRAFFIC SUMMONS	48
DRUNK IN PUBLIC	
EXTRA PATROLS/ Parks	279/82
WARRANT SERVICE	2
PROPERTY WALK AROUNDS	31
WARRANTS OBTAINED	5
PARKING TICKETS	1
MISD. INVESTIGATION	2
FELONY INVESTIGATION	7
NARCOTICS INV.	2
SEARCH WARRANT	3
PUBLIC RELATIONS	12
CITIZEN CONTACT	277

WARNINGS	NUMBER
SPEEDING	8
EQUIPMENT VIOLATION	9
RECKLESS DRIVING	1
SUSPENDED LICENSE	1
INSPECTION/REGISTRATION	4
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	10

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	29
EQUIPMENT VIOLATION	
RECKLESS DRIVING	5
SUSPENDED LICENSE	1
INSPECTION/REGISTRATION	4
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	9

ARREST	NUMBER
MISDEMEANOR	3
FELONY	3
EPO	
ECO/ PPO	4
NARCOTICS VIOLATION	
DUI / DUIG	

OTHER	NUMBER
ASSIST OTHER OFFICER	27
ASSIST OTHER AGENCY	18
COURT	3
REPORTS	6
SCHOOL / TRAINING	1-40hr
MEETINGS	12
TOWED / IMPOUNDED VEH	



AMHERST POLICE DEPARTMENT



MONTHLY REPORT

PLEASE LIST ALL PASS ON'S, INVESTIGATIONS, ARREST, IMPOUNDED VEHICLES WITH REASON AND LOCATION, AND BUSINESSES WITH OPEN DOORS OR ANY OTHER SIGNIFICANT COMPLAINTS.

Miles patrolled- 7,153.

Call for service- 252.



TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521
Phone (434)946-7885 Fax (434)946-2087

To: Town Council
From: Tracie Wright
Date: November 7, 2019
Re: October 2019 Monthly Report

Utilities – 1159 bills were cut totaling \$195,377.38. As requested by Council, a notice will go out with November utility bills notifying Town residents of the updated Parking Ordinance.

A/P – A total of 61 checks were cut totaling \$163,906.66 for September 2019 bills.

Meals and Beverage Tax – 14 Businesses paid \$45,500.96 in Meals and Beverage Tax for the month of September.

Taxes – License Fee bills are due by December 5th. Please inform everyone that if they do not receive their bill to please contact us at the office. Code of Virginia states that citizens are responsible for making sure they receive and pay their bills by the due date.

New Projects –

- New financial software installation set-up to begin soon.
- The Town is in the beginning stages of switching to a new phone system. This will be a VOiP system and will enable transfer of calls directly to employee's cell phones. Staff will be reaching out to Council when the time comes to set up this feature on their personal cell phones. We have a final install date of November 22, 2019
- I will begin the process of preparing an RFP to possibly procure new I.T. services soon.

Clerk of Council October 2019 Report

Committee Meetings

Planning Commission

Receive and review agenda packet for 10-2-19 meeting; post agenda packet to website; draft minutes for approval; post minutes on website

Town Council

Receive and review agenda packet for 10-9-19 meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post minutes on website

Quorums: Confirm cancellation of meeting of Industrial Development Authority, confirm quorum for regular meetings of Planning Commission and Town Council

Town Website Maintenance and Management

Maintain, create and update content including but not limited to:

- Agendas and Minutes
- Public Hearing notice with details
- Update Calendars, Hot Topics, News Room

Town Facebook Administrator

- Create content and/or design:
 - Christmas Parade information and advertisements
 - DMV-TO-GO Service reminders
- Share links to community events and news; Monitor feedback

FOIA

Receive and respond to two requests

Christmas Parade

- Schedule and Attend Christmas Parade Meeting 10-22-19
- Update Entry forms; send mass email to past participants
- Receive and respond to questions re parade entry forms
- Receive, review, track entry forms
- Track summary information
- Miscellaneous emails to Mike Cargill re livestreaming of parade; Octavia Starbuck re Tree Lighting

Christmas Parade and Banners

- Finalize design and order Christmas parade banner
- Prepare VDOT Christmas Parade Banner permit documents; miscellaneous email correspondence
- Prepare VDOT Holiday Town Banner permit documents; miscellaneous email correspondence
- Prepare VDOT Christmas Parade permit documents; miscellaneous email correspondence.

Other

- Upload Minutes onto Website (1910-1933)
- Set-up and upload Educational Power Point presentations on website re Know Your Water
- Prepare YWCA Domestic Violence Awareness Month Proclamation
- Research employee recognition ideas
- Review zoning ordinance recodification notes
- Email Municode re Ordinance updates
- Legal Ads/Public Hearing Notice: Planning Commission 11.6.19 meeting - send for publication
- Prepare miscellaneous purchase orders

Town of Amherst Committees as of October 31, 2019

Appointed/Term Expires

TOWN COUNCIL

D. Dwayne Tuggle, Mayor	01/01/19	12/31/22
Rachel A. Carton, Vice Mayor	01/01/19	12/31/20
Kenneth S. Watts	01/01/19	12/31/22
VACANCY	01/01/19	12/31/22
Sarah B. Ogden	01/01/19	12/31/20
Kenneth G. Bunch	01/01/19	12/31/20
Sharon W. Turner	08/07/19	TBD by 11/05/19
(See Vacancy above)	Special election certification/ Taking of oath	

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

D. Dwayne Tuggle	01/01/19	12/31/20
Sara E. Carter	01/01/19	12/31/20

TOWN/SWEET BRIAR SEWER USE ADVISORY COMMISSION

Clifford Hart	01/01/19	12/31/20
Kenneth S. Watts	01/01/19	12/31/20

JOINT COMMITTEE ON COOPERATION

Kenneth S. Watts	01/01/19	12/31/20
Kenneth G. Bunch	01/01/19	12/31/20
Sarah B. Ogden	01/01/19	12/31/20

(3 Appointments from Amherst County)

PLANNING COMMISSION

June Driskill, Chairperson	06/08/16	06/30/20
VACANCY	01/01/19	12/31/20 (TC rep)
William Jones	07/01/10	06/30/23
Ted Finney	07/01/17	06/30/21
Kevin Belcher	07/01/18	06/30/22
Clifford Hart	07/01/19	06/30/23
Anne Webster Day	03/13/19	06/30/22

BOARD OF ZONING APPEALS

Gary Mays, Chairman	04/08/15	08/31/20
Ed Carton	09/01/19	08/31/24
Teresa Tatlock	07/10/16	08/31/21
Marvin Hensley	08/31/17	08/31/22
Kevin James Akershoek	09/01/18	08/31/23 Vacancy Advertised

INDUSTRIAL DEVELOPMENT AUTHORITY

Clifford Hart	09/01/19	08/31/23
Sharon Watts Turner	07/01/18	06/30/22
Gary Jennings	05/10/17	06/30/21
Jacob Bailey	06/08/16	06/30/20
Manly Rucker	05/10/17	06/30/21
Kim Odell Stein	07/11/18	06/30/22
Richard Wydner	07/01/19	06/30/23

PROPERTY MAINTENANCE INVESTIGATION BOARD

C. Manly Rucker, III	05/10/17	06/30/20
Bessie H. Kirkwood	07/01/18	06/30/21
Glenda Hash	06/08/16	06/30/20

REGION 2000 REGIONAL COMMISSION/MPO

D. Dwayne Tuggle	01/01/19	12/31/20
Sara Carter	01/01/19	12/31/20

TOWN COUNCIL COMMITTEES (FOR THE 01/01/19-12/31/20TERM)
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FINANCE COMMITTEE

Rachel A. Carton (Chairman) and Kenneth S. Watts

- Monitor the budget development process.
- Review accounting procedures, budgets, and bookkeeping activities.
- Interface with auditors.

COMMUNITY RELATIONS AND RECREATION COMMITTEE

Sarah B. Ogden (Chairman) and Rachel A. Carton

- Monitor and review implementation of the Town's bike trails and public parks
- Review the Town's beautification efforts and programs.
- Interface with citizens, business operators, Sweet Briar College and VDOT

UTILITIES COMMITTEE

Kenneth S. Watts (Chairman) and Kenneth G. Bunch

- Monitor the development and construction of capital improvement projects.
- Review proposed utility system upgrades and extensions.
- Interface and assist developers in coordinating Town policies with proposed new developments.

RECODIFICATION COMMITTEE

Kenneth G. Bunch (Chairman) and Kenneth S. Watts

- Monitor the recodification of Town Code process
- Review proposed proof and edits

Utility/Town Maintenance and Construction Report

October--19

Water Meter Read	1150
Water Meter Re-Read	35
Disconnects	10
VA-811 Service locations	14
Vehicle PM Work Orders	28
Pump Station/Plant Work Orders	24
Banners Installed/Dismantled	0
Water Services Installed/Replaced	6
Sewer Services Installed/Replaced	5
Minor Leaks ks Repaired	2
Major Leaks Repaired	0
Minor Sewer Problems Resolved	3
Major Sewer Problems Resolved	2

Man Hours

Meter Reading	87
Street/Sidewalk Maintenance	305
Safety Training	4
Bush Hogging	103
Flushing Water	10
Equipment Maintenance	87
Xmas decorations	10

Major Issues & Comments

Grass cutting and bush hogging its the season.

Routine/Annual Work

Service Work Orders
 Meter Reading
 Prev-Maint Work Orders
 Disconnects
 Re-connects
 Flushing Program
 in Select Locations

Projects/Unusual Work

Locating Un-marked/Unknown Water & Sewer System Assets
 Continue Safety and Shop/Yard Clean-up
 Staff has been working on finding water valves and addressing issues
 Working on clearing water right of ways.



TOWN OF AMHERST
DEPARTMENT OF PLANTS

MONTHLY PRODUCTION AND OPERATIONAL REPORT
 October -- 2019

SUBMITTED BY: GARY S. WILLIAMS,
 DIRECTOR OF PLANTS

SUBMISSION DATE: 11-06-2019

Grandview Water Filtration Plant,

Daily Water Withdrawal and Production:

	Total, million gallons	Average, million gallons	Max, million gallons	Min, million gallons
Raw Water	10.520	0.350	0.560	0.110
Produced	8.900	0.300	0.470	0.090
Delivered	8.480	0.280	0.440	0.090

Rutledge Creek Wastewater Treatment Plant,

Daily Received and Treated Waste Stream:

	Total, million gallons	Average, million gallons	Max, million gallons	Min, million gallons
Final Effluent	7.892	0.255	0.783	0.140

4th Quarter 2019 Review of Haloacetic Acids (HAA5):

The fourth quarter sampling for Haloacetic Acids was taken on October 17, 2019. Results for Dichloroacetic Acid and Trichloroacetic Acid have been trending upward for the previous two quarters, and it is general operator consensus that higher temperatures later into the fall may well be the driving factor for the steady increase. The elevated temperatures were causing an increase in algae growth, which in turn was increasing the organic load on the plant. Staff is reviewing basin cleaning alternatives for correcting this in the coming quarters.

While trending up, there has not yet been an exceedance in the 0.060 mg/L limit, with the average being 0.036 mg/L. Staff will have to be diligent in the coming quarters to keep the standard lower than the limit level. The last exceedance was in the second quarter of 2018 (April).

	January 17, 2019		April 18, 2019		July 18, 2019		October 17, 2019		Quarterly Average
	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	mg/L
(Mono) Bromoacetic Acid	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
(Mono) Chloroacetic Acid	ND	0.00000	ND	0.00000	1.74000	0.00174	2.60000	0.00260	0.00109
Dibromoacetic Acid	1.01000	0.00101	ND	0.00000	ND	0.00000	ND	0.00000	0.00025
Dichloroacetic Acid	3.77000	0.00377	11.50000	0.01150	15.60000	0.01560	31.50000	0.03150	0.01559
Trichloroacetic Acid	3.71000	0.00371	10.80000	0.01080	16.90000	0.01690	43.80000	0.04380	0.01880
HAA5	8.49000	0.00849	22.30000	0.02230	34.24000	0.03424	77.90000	0.07790	0.03573

4th Quarter 2019 Review of Trihalomethanes (TTHM):

As with Haloacetic Acids, sampling was performed on October 17, 2019 for Trihalomethanes. Results also so that an upward trend is also present for the Trihalomethanes. To date the Town has not exceeded the 0.080 mg/L limit since sampling began back in April of 2008. Trihalomethanes have historically increased in warmer weather and lowered in

cooler. Current trending is not out range of past results, and Staff feels that a lowering will be seen as work to reduce Halooacetic Acids takes place.

	January 17, 2019		April 18, 2019		July 18, 2019		October 17, 2019		Quarterly Average mg/L
	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	
Bromodichloromethane	2.32000	0.00232	ND	0.00000	4.10000	0.00410	4.00000	0.00400	0.00261
Bromoform	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
Chloroform	15.20000	0.01520	19.40000	0.01940	20.30000	0.02030	45.50000	0.04550	0.02510
Dibromochloromethane	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
TTHM	17.52000	0.01752	19.40000	0.01940	24.40000	0.02440	49.50000	0.04950	0.02771

Also of note is the acquisition of the Towns contract laboratory REIC by Pace Analytical. Staff has been working with former REIC associates as they switch their record reporting operations over the Pace systems. This has affected how both plants receive sample test results and how the finance department is invoiced. Staff continues to review all results and reports carefully and reporting found discrepancies to Pace as soon as detected so that reports make to the Health Department and Department of Environmental Quality are a correct.

W. THOMAS BERRY
ATTORNEY AT LAW
TAN BARK PROFESSIONAL BUILDING, COURT STREET
P.O. BOX 354 * 402 COURT STREET
LOVINGSTON, VIRGINIA 22949

W. THOMAS BERRY

OFFICE PHONE
434-263-4886
Fax: 434-263-4285

October 29, 2019

Town of Amherst
P.O. Box 280
Amherst, VA 24521

Attn: Sara Carter- Town Manager

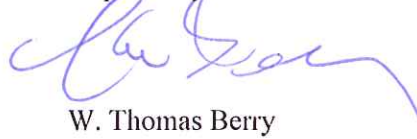
Re: Monthly Report to Town Council
(October 2019)

Dear Ms. Carter and Council,

My report on work regarding the following matters:

1. Town Council Meeting: Attendance at the monthly scheduled meeting on October 9, 2019.
2. Personnel: Review of Town of Amherst Police Department Policy and Procedure (ongoing).
3. Business:
 - A. FOIA request to City of Richmond regarding Comcast thru John Conrad, Esquire.
 - B. Review of Police Department Intel Contract.
 - C. Review of Edmonds Contract.
 - D. Title requirement for RDA Sewer Project.
4. Upcoming Work: Police Department policies and Special Election review.
5. Access to Town Attorney: My email address is tammy@tomberryllaw.com. Please feel free to use this email access provided, and I will promptly return any communication. My home phone (434) 946-9501; office phone (434) 263-4886.

Respectfully Submitted,



W. Thomas Berry

WTB/tpg

W. THOMAS BERRY, LLC
 ATTORNEY-AT-LAW
 P.O. BOX 354/ 402 COURT STREET
 LOVINGSTON, VA 22949
 PHONE: (434) 263-4886

Invoice

Date	Invoice #
10/29/2019	9043

Bill To
Town of Amherst c/o Sara Carter P.O. Box 280 Amherst, VA 24521

Description	Qty	Rate	Terms
			Due on receipt
			Amount
10/02/2019 - EMMERT	0.5	175.00	87.50
10/03/2019 - MET WITH SARA CARTER AND EMMERTS -	0.5	175.00	87.50
10/04/2019 - WORK ON ABANDONMENT OF STREET ALLEY	1	175.00	175.00
10/05/2019 - PREPARE RIGHT OF WAY DOCUMENT	1	175.00	175.00
10/09/2019 - TOWN MEETING	2.5	175.00	437.50
10/10/2019 - TALKED TO JAMES DOWNEY	1.5	175.00	262.50
10/22/2019 - SENT PLEADINGS, PREPARE DEEDS	1.5	175.00	262.50
10/22/2019 - FILE EDMUNDS CONTRACT	1.5	175.00	262.50
10/23/2019 - BALL & WOOD NDA	0.05	175.00	8.75
10/25/2019 - MET WITH SARA CARTER & JAMES DOWNEY ON EMMERT	1	175.00	175.00
10/28/2019 - REVIEW POLICE PROCEDURE	1.5	175.00	262.50
10/29/2019 - REVIEW POLICE PROCEDURE	1.5	175.00	262.50
Total			\$2,458.75
Payments/Credits			\$0.00
Balance Due			\$2,458.75

**Town of Amherst
Planning Commission Minutes
November 6, 2019**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill in the Council Chambers of Town Hall at 174 S. Main Street at 7:00 PM on November 6, 2019.

It was noted that one seat on the Planning Commission is vacant and that a quorum was present as indicated below:

P	June Driskill	P	William Jones
A	Kevin Belcher	P	Anne Webster Day
A	Ted Finney	P	Clifford Hart

Town Manager Sara Carter and Clerk of Council Vicki Hunt, in her capacity as Secretary to the Commission, were present.

The minutes from the October 2, 2019, Commission meeting were approved on a motion by Mr. Hart, seconded by Mr. Jones, and carried 4-0-2 according to the following:

June Driskill	Aye	Clifford Hart	Aye
Kevin Belcher	Absent	Anne Webster Day	Aye
Ted Finney	Absent	William Jones	Aye

The Chair opened a duly advertised public hearing at 7:02 PM on a proposed amendment to Table 7.1 of Chapter 18.1 of the Town Code, regulating uses in districts, that would, if approved, allow residences to be co-located with businesses in the B-1 and B-2 district and delete the prohibition on sidewalk level residences where business and residences are co-located.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:03 PM.

After discussion, Mr. Jones made a motion that was seconded by Mr. Hart to recommend that Town Council approve the proposed amendment to Table 7.1 of Chapter 18.1 of the Town Code, regulating uses in districts, allowing residences to be co-located with businesses in the B-1 and B-2 district and delete the prohibition on sidewalk level residences where business and residences are co-located.

The motion carried 4-0-2 according to the following:

June Driskill	Aye	Clifford Hart	Aye
Kevin Belcher	Absent	Anne Webster Day	Aye
Ted Finney	Absent	William Jones	Aye

Town Manager Carter reported that Lazy River, LLC, having completed their review and received VDOT approval of their site plan for Amherst Milling Company, staff finds that plans are found to be satisfactory and recommends approval of the site plan by the Planning Commission.

After discussion, on a motion by Mr. Jones which was seconded by Ms. Day, per Section 18.1-1102 of the Town Code, final approval of site plans for Amherst Milling Company is granted by the Planning Commission as presented and as recommended by staff.

The motion carried 4-0-2 according to the following:

June Driskill	Aye	Clifford Hart	Aye
Kevin Belcher	Absent	Anne Webster Day	Aye
Ted Finney	Absent	William Jones	Aye

After discussion, Ms. Day made a motion that was seconded by Mr. Hart to ratify the setting of a public hearing on an amendment to the Town's Comprehensive Plan to allow a request by J. David McCormick for a conservation easement on the remainder of approximately 80 acres of Mill Race subdivision. The motion carried 4-0-2 according to the following:

June Driskill	Aye	Clifford Hart	Aye
Kevin Belcher	Absent	Anne Webster Day	Aye
Ted Finney	Absent	William Jones	Aye

There being no further business, on motion of Mr. Hart, seconded by Mr. Jones, and carried 4-0-2 the meeting adjourned at 7:28 PM.

June Driskill, Chairperson

Attest: _____

Secretary

Robert E. Lee Soil & Water Conservation District

7631-A Richmond Hwy.

Appomattox, VA 24522

Phone 434-352-2819 FAX 434-352-9405

www.releeconservation.com

Board of Directors Regular Meeting Minutes

The Spring House Restaurant

9789 Richmond Hwy

Lynchburg, VA 24504

September 26, 2019 – 6:00 p.m.

Directors: Barry Lobb, Chairman
(Present) Carolyn Hutcherson, Vice Chair
Julius Sigler, Jr., Treasurer
Doug Perrow, Asst. Treasurer
Bruce Jones

Directors: Paul Spiggle, Asst. Treasurer
(Absent) Bob Martin

Staff/Partners: Jonathan Wooldridge, RELSWCD Ag BMP Conservation Specialist
(Present) Julie Stratton, RELSWCD Office Administrator
Hannah Tillotson, RELSWCD Conservation Education Specialist
Mark Hollberg, DCR Conservation District Coordinator
Don Yancey, NRCS District Conservationist

Others: Everett Chadbourne - TWID
Denise Gillett - TWID
Stacy Link
Tom Stratton

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order September 26, 2019, at 6:00 p.m., by Barry Lobb, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: Everett Chadbourne and Denise Gillett from Timberlake, Stacy Link-Lynchburg, Tom Stratton

Adopting the Agenda: Barry Lobb, Chairman, asked if there were any changes to the agenda. There being none, **motion was made to approve the agenda as presented. (Perrow, Sigler, passed 4-0)**

Reading and Approving the 8/22/2019 Minutes: Barry Lobb, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). There being none, the August 22, 2019, minutes were approved as read.

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report - August – Julius Sigler, Jr., Treasurer, gave the report (copy filed with minutes). All bank statements were reconciled to the respective ledgers and QuickBooks program. The August treasurer's report was filed in the District Office.

2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC, gave the September report (copy filed with minutes).

- Administration –
 - Quarterly reports are due October 15.
- Programmatic Review –
 - Due to the record amount of cost share and technical assistance funding and to help implement WIP III by the year 2025 a programmatic review of existing VACS policies, procedures, and processes will be conducted from September to October to determine if they provide adequate guidance and oversight. Robert E. Lee SWCD is one of ten districts selected for review.
- COIA Training –
 - Reminder on new mandatory COIA training that affects all elected SWCD directors.
- Audits –
 - Robert E. Lee SWCD is slated for audit this fall.
- VACS –
 - Reminder – “Neither the local SWCD nor DCR provides tax advice . . .” VACS contract Part 1: “Recipients of [VACS] are responsible for compliance with . . . requirements of the IRS.”
 - Virginia's WIP III was submitted to the EPA and released to the public on 8-23-19. Chapter 7 deals with ag sector goals.
- Miscellaneous –
 - Darrell Marshall, VDACS Ag Stewardship Program Manager distributed the Annual Ag Stewardship Report.

3-USDA Natural Resources Conservation Service Report - Don Yancey, District Conservationist, gave the September report (copy filed with minutes)

- CRP/GRP/WRP –Conservation plans and supporting documents for three CREP re-enrollments have been completed. Request Board approval for conservation plan AM11317. **Motion was made to approve CREP re-enrollment conservation plan AM11317. (Sigler, Jones, passed 4-0)**
- CSP – Two regular pre-approved FY2019 CSP applications have been contracted. A total of 17 FY2019 CSP GCI applications were contracted. FSA has sent letters to farmers about another CSP GCI sign-up period.
- Outreach, Training and Upcoming Events –
 - Attended a roundtable discussion on the future of agriculture in Virginia at Sweet Briar College on September 20.

4-Virginia Department of Forestry Report – Rick Butler – absent. No report.

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent, gave an oral report.

- Dan Goerlich, VCE Agriculture Program Director on campus, will attend an upcoming State SWCB meeting to put forth some suggestions for statewide adoption clarifying extension agent appointments. It has been understood in the past they don't want agents serving on personnel committees or as treasurer or assistant treasurer. They are going to provide guidance on agents serving as chairman or vice-chairman under extenuating circumstances. They are working to get things in writing for continuity across the state.
- Participated in the hemp harvest of a local grower.
- Sonya Furgurson is the new VCE Central District Director.
- Jonathan Wooldridge assisted with Farm Bureau awards and attended the Farm Bureau Banquet and made the presentation.

6-RELSWCD Ag BMP Senior Conservation Specialist Report: Jonathan Wooldridge gave the September report (copy filed with minutes).

- Projects – Work continues on plans and designs for new projects; continue monitoring progress on projects under construction; meeting new producers interested in programs. The final co-cost shared ACSA project has been checked out and paid. There are three large animal waste structures in the planning stages. Working on Nutrient Management Plans for producers.
- Practices and Conservation Plans presented for Board approval –

Contract/ Instance#	Prac	Co	Est. Cost	CS amt	TC	Fund	Comp Date
10-20-0003 365396	SL-6W	Amh	\$27,765.00	\$29,765.00 (+2000 buffer payment)	NA	PY20 CBVACS	6-30-2020

Motion was made to approve the PY20 CBVACS contract 10-20-0003, instance 365396, practice SL-6W, for \$29,765.00.00 cost share and the conservation plan with a completion date of 6-30-2020. (Perrow, Jones, passed 4-0)

The minutes reflect Doug Perrow left the meeting at 6:27 p.m.

10-20-0007 375659	SL-8B	Appo	\$31,228.00	\$31,228.00	NA	PY20 CBVACS	6-30-2020
10-20-0006 375664	SL-15A	Appo	\$56,301.00	\$56,301.00	NA	PY20 OCBVACS	6-30-2020
10-20-0008 375660	SL-8B	Appo/ Camp	\$10,060.00	\$10,060.00	NA	PY20 OCBVACS	6-30-2020
10-20-0009 375662	SL-15A	Appo/ Camp	\$17,605.00	\$17,605.00	NA	PY20 OCBVACS	6-30-2020
10-20-0012 375763	SL-8B	Appo	\$7,803.00	\$7,803.00	NA	PY20 OCBVACS	6-30-2020

Motion was made to approve PY20 CBVACS contract 10-20-0007, instance 375659, practice SL-8B, cost share \$31,228.00, PY20 OCBVACS contract 10-20-0006, instance 375664, practice SL-15A, cost share \$56,301.00, contract 10-20-0008, instance 375660, practice SL-8B, cost share \$10,060.00, contract 10-20-0009, instance 375662, practice SL-15A, cost share \$17,605.00, contract 10-20-0012, instance 375763, practice SL-8B, cost share \$7,803.00, all with a completion date of 6-30-2020. (Sigler, Jones, passed 3-0)

The minutes reflect Doug Perrow re-joined the meeting and Jonathan Wooldridge left the meeting at 6:35 p.m.

10-20-0010 375664	SL-10	Camp	\$12,427.50	\$12,427.50	NA	PY20 OCBVACS	6-30-2020
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Motion was made to approve the PY20 OCBVACS contract 10-20-0010, instance 375664, practice SL-10, for \$12,427.50 cost share with a completion date of 6-30-2020. (Perrow, Hutcherson, passed 4-0)

The minutes reflect Jonathan Wooldridge re-joined the meeting at 6:37 p.m.

- Request Board approval for a Variance Request for PY20 CBVACS contract 10-20-0011, instance 375683 located in Campbell County to exceed the 100K cap and be sent to David Bryan. **Motion was made to approve the variance request for PY20 CBVACS contract 10-20-0011, instance 375683 to exceed the 100K cap. (Perrow, Sigler, passed 4-0)**
- Watershed Dams –
 - Dams are checked as rain events happen.
 - Work continues with Charles Wilson, DCR Dam Safety, getting EAPs on the dams updated in the new DCR Dam Safety online data base.
 - Watershed Dam Safety Training was held September 19 in Farmville. Received 10 engineering firm applicants for the Term Contract for Engineering Services and will be reviewed in the coming weeks.
 - Remote monitoring equipment for dams has been found and is to be purchased by DCR.
 - The 2nd mowing of the dams will start October 1.
- Conservation easements – Virginia Outdoors Foundation (VOF) is contacting SWCDs to encourage them to consider relinquishing their duties in co-held agreements for conservation easements. RELSWCD co-holds five easements. Landowners have been contacted and are in agreement with the District relinquishing its duties. **Motion was made to approve Robert E. Lee SWCD relinquishing its duties in the five co-held conservation easements. (Sigler, Jones, passed 4-0)**
- A total of 8 spot checks were conducted on September 25. Amherst – 1, Appomattox – 4, and Campbell – 3 for a total of 6 exclusion practices, 1 FR-1 and 1 WP-4.
- Responded to Darrell Marshall’s email regarding the Ag Stewardship point of contact for the District.
- Meetings attended:
 - September 19 – DCR Dam Safety - Farmville
- Future meetings:
 - October 8 – Amherst County Admin Building – Buffalo River TMDL
 - October 23 – James River Buffer meeting - Buckingham

7-RELSWCD Ag BMP Conservation Specialist 2 Report – Dave Sandman – absent. Jonathan Wooldridge gave the September report (copy filed with minutes).

- The following 2015 OCB SL-6 backlogged projects have canceled –
 - Contract 10-15-0038, instance 205595, cost share \$101,359.00, Campbell Co.
 - Contract 10-15-0027, instance 204311, cost share \$53,000.00, Appomattox Co.
 - Contract 10-15-0101, instance 208562, cost share \$33,165.00, Campbell Co.
- Practices and Conservation Plans presented for Board approval -

<u>Contract#</u> <u>Instance#</u>	<u>Prac</u>	<u>Co</u>	<u>CS</u> <u>amt</u>	<u>TC</u>	<u>Fund</u>	<u>Comp</u> <u>Date</u>
10-15-0060 207041	SL-6	Camp	\$100,000.00	NA	2019 OCBVACS SL-6 Supp	6-30-2020
10-15-0071 207061	SL-6	Camp	\$65,000.00	NA	2019 OCBVACS SL-6 Supp	6-30-2020
10-15-0044 206000	SL-6	Appo	\$59,000.00	NA	2019 OCBVACS SL-6 Supp	6-30-2020

Motion was made to approve 2019 OCBVACS SL-6 Supplemental contract 10-15-0060, instance 207041, practice SL-6, for \$100,000.00 cost share; contract 10-15-0071, instance 207061, practice SL-6, for \$65,000.00 cost share; and contract 10-15-0044, instance 206000, practice SL-6, for \$59,000.00 cost share all with a completion date of 6-30-2020 (Perrow, Jones passed 4-0)

<u>Contract #</u> <u>Instance#</u>	<u>Prac</u>	<u>Co</u>	<u>Est Cost</u> <u>amt</u>	<u>CS</u> <u>amt</u>	<u>TC</u>	<u>Fund</u>	<u>Comp</u>
10-18-0001 278627	FR-1	Camp	\$11,985.00	\$8,988.75	\$749.07	PY20 OCBVACS Transfer	6-30-20

Due to practice failure, motion was made to approve PY20 OCBVACS Transfer contract 10-18-0001, instance 278627, practice FR-1, for \$8,988.75 with a tax credit of \$749.07 and a completion date of 6-30-2020. (Perrow, Sigler, passed 4-0)

10-20-0005 374210	SL-6W	Appo	\$85,300.00	\$97,300.00 (+ buffer payment)	NA	PY20 OCBVACS	6-30-2020
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Motion was made to approve the PY20 OCBVACS contract 10-20-0005, instance 374210, practice SL-6W, for \$97,300.00 cost share and a conservation plan with a completion date of 6-30-2020. (Perrow, Sigler, passed 4-0)

- Meetings attended:
- Future meetings:
 - October 1 – Kyle Bolt/review ongoing cost share projects and workload – District office

8-RELSWCD Office Administrator Report - Julie Stratton gave the September report (copy filed with minutes).

- Distributed the approved July minutes and mailed meeting packets to absentee directors.
- Prepared the August Employee time report and distributed to directors.
- Prepared the draft minutes of the August 22 regular BOD meeting and distributed for review.
- Updated the Cost Share ledger with approved practices.
- Prepared the August Treasurer’s and Budget report and forwarded to the treasurer for review.
- Processed the September payroll, taxes, and retirement.
- Prepared the draft agenda for the September 26 regular BOD meeting and forwarded to the Chairman for review.
- Monitored the monthly internet usage.

- Prior to submitting the FY21 funding request in December 2019 the Budget Committee/Board of Directors will need to make a decision in regards to increasing the request from Amherst County to \$10,000.
- A review of the Annual Plan of Work will be on the October agenda.
- All information and forms for the 2019 VASWCD Annual Meeting to be held December 8-10 at The Norfolk Sheraton are available on the VASWCD website.
- Funding sources for a new Office Administrator and Part Time Conservation Technician need to be discussed.
- Tax credit certificate to be signed by a director -

Contract #	Instance #	Practice	Tax Credit Amount
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None this month

- Meetings attended:
 - September 16 – Appomattox County Board of Supervisors meeting
- Future meetings:

9-RELSWCD Conservation Education Specialist Report – Hannah Tillotson gave the September report (copy filed with minutes).

- Meetings –
 - September 3 – Yellow Branch Elementary School and Science Coordinator for Campbell - Campbell County
 - September 12 – Appomattox Middle School and James River Association – Appomattox County
- Programs –
 - James River Adventures - JRA-Lynchburg Middle Schools-Amherst Middle Schools-University of Lynchburg Environmental Science
 - Appomattox Elementary After School Club
- Upcoming –
 - October
 - James River Association
 - Oct 3 – Campbell County
 - Oct 28-29 – Appomattox County
 - School programs
 - Yellow Branch Elementary School – 5th graders
 - Campbell County High Schools
 - Appomattox Elementary After School Club
 - Young Farmer’s Day Oct 18
- Obtained a VDGIF permit to collect from Holiday Lake and James River

REPORT OF COMMITTEES

10-Personnel Committee Meeting Minutes Report– Carolyn Hutcherson, chair, reported on the September 4 meeting (copy filed with the minutes).

- The committee has had a scheduling problem and is working on scheduling an interview for the Office Administrator position.
- A meeting is scheduled for October 1 with Kyle Bolt to review the ongoing cost share projects and work load. **Motion was made to approve offering the Part Time Conservation**

Technician position to Kyle Bolt at \$20.00 per hour for 24 hours per week. (Perrow, Sigler, passed 4-0)

11-Appomattox Co. Board of Supervisors 9/16 meeting – Health Insurance Inquiry – Paul Spiggle absent. No report.

12-Timberlake WID Advisory Committee Report – Doug Perrow, RELSWCD Dam Committee member, gave an oral report.

- Doug Perrow and Barry Lobb attended the September 25 Virginia Soil and Water Conservation Board meeting.
- Chuck Arnason, Chairman-VSWCB was satisfied with the answers provided addressing:
 - documents addressing the creation of the Timberlake WID
 - resumes for three proposed Trustees of the TWID
 - answers to questions asked by the VSWCB in a letter dated June 17, 2019, to the District
- George Schrader, Everett Chadbourne and Charles Falwell were approved as TWID trustees.
- On November 5 there will be a voter referendum supervised and administered by Campbell County.
- On November 19 there will be a referendum to take the sense of owners of land in the Timberlake Watershed Improvement District on the questions of whether to levy a tax and incur indebtedness supervised and administered by Doug Perrow and Julius Sigler.
- The TWID will be on the December 11 SWCB state meeting agenda and wants District support.
- Everett Chadbourne distributed a memo dated 9-25-19 from the TWID Trustees to the RELSWCD naming Charles Falwell as chairman, George Schrader as Treasurer and Everett Chadbourne as secretary, and outlining financial accounting information.

UNFINISHED BUSINESS

NEW BUSINESS

PUBLIC COMMENT

ANNOUNCEMENTS

ADJOURNMENT - The Chairman adjourned the meeting at 7:35 p.m.

/s/ Barry Lobb
Barry Lobb, Chairman

/s/ Julie M. Stratton
Julie M. Stratton, Office Administrator