



IN PARTNERSHIP WITH The Counties of Amelia | Buckingham | Charlotte | Cumberland  
Lunenburg | Nottoway | Prince Edward

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**Meeting Agenda**  
**Commonwealth Regional Council**  
**Wednesday, August 16, 2023 9:00 a.m.**

**Commonwealth Regional Council Conference Room, 200 Heartland Road, Keysville, VA**

- I. Welcome & Call to Order.....Chairman
- II. Invocation
- III. Pledge of Allegiance
- IV. Approval of Minutes of July 19th Council Meeting, (pg 1)..... Council Members
- V. Treasurers' Report – July/August Financial Statements, (pg 8)..... Treasurer Miles
- VI. Report of Officers, Committees & Executive Director
  - A. Chairman's Report..... Chairman
  - B. Executive Director's Monthly Activities Report, (pg 11)
- VII. Scoping the Future – Discussion of Innovative/Regional Ideas, (pg 12)..... Council Members
- VIII. Old Business ..... Chairman
  - A. Staff Monthly Project Reports
    - 1) Update on Regional Emergency Planning Activities, (pg 13) ..... Todd Fortune
    - 2) Update on Watershed Implementation Plan (WIP) Phase III (pg 14)..... Melody Foster
    - 3) Update on Prince Edward Access Road Project, (pg 16) ..... Melody Foster
    - 4) Update on Nottoway Comprehensive Plan Update (pg 17) ..... Todd Fortune
    - 5) Update on Charlotte County Comprehensive Plan Update (pg 18)..... Lauren Jones
    - 6) Update on CRC Affordable Workforce Housing Development Program, (pg 19) ..... Lauren Jones
    - 7) Update on Kenbridge and Charlotte County ESHP Projects, (pg 21) ..... Lauren Jones
    - 8) Update on VATI Grant for Cumberland, Lunenburg & Prince Edward, (pg 22) ..... Todd Fortune
    - 9) Update on Drakes Branch Admin – SLFRF Funds Projects, (pg 24) ..... Melody Foster
    - 10) Update on Drakes Branch Building Acquisition Project, (pg 25) ..... Todd Fortune
    - 11) Update on Blackstone Armory-Environmental Cleanup Project, (pg 26)..... Todd Fortune
    - 12) Update CRC Regional Hazard Mitigation Plan Update, (pg 27) ..... Todd Fortune
    - 13) Update on SEED Innovation Hub Project, (pg 28) ..... Lauren Jones
    - 14) Update on New Regional Economic Development Organization (REDO) Grant,  
**Guest Speaker – Penny Whiteheart, Creative EDC, (pg 29)**..... Penny Whiteheart
    - 15) Update on Buckingham County Comprehensive Plan, (pg 30) ..... Todd Fortune
    - 16) Council Member Comments
- IX. New Business ..... Chairman
  - A. Staff Reports
    - 1) Update on Grant Writing, (pg 31) ..... Lauren Jones
    - 2) Status - EDA Notification - Request for EDA Local Technical Assistance Funds..... Melody Foster
    - 3) AFID Planning Grant, CRC (Applicant) Feasibility Study of the Capacity of Southside  
Virginia for the Recruitment of a Poultry Processor, (pg 34) ..... Melody Foster
    - 4) Recommendation for Managed IT Services - ITG Technology Proposal (pg 38) ..... Melody Foster
    - 5) Election of Mike Hankins to VAPDC Board of Directors, (pg 49) ..... Melody Foster
    - 5) Council Member Comments
- X. Commonwealth Intergovernmental Review Process, None
- XI. Other Business
- XII. Council Member Comments
- XIII. Adjourn – **Next Meeting Date – Wednesday, September 20, 2023**  
**CRC Conference Room**

**COMMONWEALTH REGIONAL COUNCIL**  
200 Heartland Road  
Keysville, VA 23947 | 434-392-6104 PHONE  
[www.virginiashartland.org](http://www.virginiashartland.org)

**Commonwealth Regional Council  
CRC Conference Room  
Keysville, Virginia  
July 19, 2023**

**Welcome & Call to Order**

The Chairman, Mr. Emert, called the meeting to order at 9:02 a.m.

**Invocation and Introductions**

Mr. Hankins gave the invocation and led the group in reciting the Pledge of Allegiance to the American flag.

**ROLL CALL****MEMBER REPRESENTATIVES****PRESENT****ABSENT**

Amelia:

Mr. Dexter Jones

Mr. Dexter Jones

\*Mr. David Felts

\*Mr. David Felts

Buckingham:

Mr. Thomas Jordan Miles, III

Mr. Thomas Jordan Miles, III (V)  
(Treasurer)

\*Mr. Karl Carter

\*Mr. Karl Carter

Charlotte:

Mr. Gary Walker

Mr. Gary Walker  
(Vice Chairman)

\*Mr. Walt Bailey

\*Mr. Walt Bailey

Cumberland:

Mr. Brian Stanley

\*Ms. Stephany Johnson

Mr. Brian Stanley

\*Ms. Stephany Johnson

Lunenburg:

Mr. Mike Hankins

Mr. Mike Hankins  
(Secretary)

\*Ms. Taylor King

\*Ms. Taylor King

Nottoway:

Mr. Sherman Vaughn

Mr. Sherman Vaughn

\*\*VACANT

\*\* VACANT

Prince Edward:

Mr. David Emert

Mr. David Emert  
(Chairman)

\*Dr. Odessa Pride

\*Dr. Odessa Pride

**Non-Member Representatives:**

SVCC:

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**\*\*Mr. Keith Harkins**

**\*\*Mr. Keith Harkins**

Longwood University:

**\*\*Ms. Sheri McGuire**

**\*\*Ms. Sheri McGuire**

Hampden-Sydney College:

**\*\*VACANT**

**\*\*VACANT**

NOTE: \*Denotes Alternates

**\*\*Denotes Non-Voting Member Attending**

**Member County Administrators Present**

Mr. Dan Witt, Charlotte County

Mr. Doug Stanley, Prince Edward County

Mr. Derek Stamey, Cumberland County (V)

**STAFF**

Ms. Melody Foster, Executive Director

Mr. Todd Fortune, Deputy Director

Ms. Lauren Jones, Regional Planner

**GUESTS:**

Tony Matthews, Kenbridge Town Manager

Gregg Zody, Nottoway County Planning and Economic Development Director

Jay Scudder, Crewe Interim Town Manager

Phil Muscovic, Mayor of Crewe

(V) Denotes attendees who participated virtually.

**Approval of Minutes of June 21, 2023 Council Meeting:**

Mr. Harkins moved and Mr. Vaughan seconded to approve the minutes as presented. Motion carried.

**Treasurer's Report:**

**June/July:** Mr. Miles stated that he reviewed the financial report and found everything to be in order. Mr. Harkins moved and Mr. Walker seconded to approve the Treasurer's Report as presented. Motion carried.

**Report of Officers, Committees & Executive Director:**

**Chairman's Report:** There was none.

**Executive Director Monthly Activities Report:** Ms. Foster stated that a report was included in the Council packet. She stated that instead of going through the report, she would like to present a PowerPoint presentation that she created as a flashback through the CRC's history to commemorate the CRC's most recent move into the Heartland Building in Keysville. The first picture on the presentation was of a picnic for the Piedmont Planning District Commission. Ms. Foster stated the PPDC experienced a name change to the CRC back in 2005. Ms. Foster stated that the next photo was of the Council members in front of our old office on High Street. Ms. Foster stated that the next picture is of the Council members at the first Council meeting that was held at the first floor of the Mill Building. The CRC was previously located on the first floor of the Mill Building. The CRC later located to the second floor of

the Mill building. Ms. Foster stated that this photo was taken at the Heartland Building grand opening back in 2005. The CRC donated coffee mugs for this grand opening. These mugs will be available for use at each Council meeting. Ms. Foster stated that the next picture is of the Council members taken outside of the Mill building in 2014. She stated that the final photo was taken back in 2019 of our Council members.

Ms. Foster asked Mr. Fortune to give an update on his experience at the Virginia Rural Leadership Institute. Mr. Fortune stated that he has attended two out of the four sessions. Mr. Fortune stated that he has attended a section in Danville and Tappahannock. There are 30 members of the VRLI this year from a variety of different backgrounds. Mr. Fortune mentioned that the common themes of both sections is how to communicate with a variety of different people from a variety of different backgrounds.

**Scoping the Future - Discussion of Innovative/Regional Ideas:** There was none.

### **Old Business:**

### **Staff Monthly Project Reports:**

**Update on Regional Emergency Planning Activities:** Mr. Fortune stated that a report was included in the Council packet. The CRC was awarded a new SHSP grant in November 2022 to fund community outreach and preparedness activities related to disaster and emergency preparedness. The CRC executed the grant agreement with VDEM on June 15, 2023. CRC staff are preparing to begin work on this project. The current end date of this grant is June 30, 2024.

**Update on Watershed Implementation Plan (WIP) Phase III:** Ms. Foster stated a report was included in the Council packet. Ms. Foster stated that Ms. Jones has reached out to the Extension Offices in Charlotte and Lunenburg County to schedule another Rain Barrel Workshop at the new CRC office location in Keysville. Ms. Jones stated that she has scheduled a Rain Barrel Workshop for August 23<sup>rd</sup> from 4 to 6pm in coordination with the Charlotte County Extension Office. Ms. Foster stated that she also assembled and submitted an Interim Report to DEQ.

**Update on Prince Edward County Access Road Project:** Ms. Foster stated that a report was included in the Council packet. Ms. Foster stated that the contractor, J.R. Caskey, Inc. is continuing to work on the access road. Paving for the road has begun. The CRC is assembling another reimbursement request on the project. The access road project is close to completion.

**Update on Nottoway County Comprehensive Plan Update:** Mr. Fortune stated that a report was included in the Council packet. The Planning Commission approved the language and sent a recommendation to the Board for approval of the Plan at the June 13<sup>th</sup> meeting. The Board of Supervisors has scheduled a public hearing for July 20<sup>th</sup> to consider the Plan for adoption and solicit public comment.

**Update on Charlotte County Comprehensive Plan Update:** Ms. Jones stated that a report was included in the Council packet. A work session was held on June 27<sup>th</sup>. The CRC reviewed the revised draft Sections IV, V, and the first portion of draft section VI including the revised solar language provided by the Berkley Group. The next work session will be held on July 25<sup>th</sup>. The group will review revised draft sections V and VI. With time permitting, the group will continue discussions on draft of section VII.

**Update on CRC Affordable Workforce Housing Development Program:** Ms. Jones stated that a report was included in the Council packet. Cardinal Homes delivered and set two of the homes in Crewe for Piedmont Habitat. Piedmont Habitat volunteers are currently working to complete the remaining work on Andrew Drive in Farmville and California Ave in Crewe. All Andrew Drive homes are expected to be completed and closed by the end of July. Smyth Properties' contractor has completed framing work on 120 and 114 S Broad Street buildings. Rough-in plumbing, electrical, and HVAC has also been completed for 120 S Broad Street. The contractor will be installing insulation and drywall over the course of the next few weeks. The Town of Blackstone's first home is 85% complete. The sheetrock, floors, and appliances have been installed in the house. The next two homes are expected to bid out over the course of the next few weeks. Mr. Walker asked if he housing units that Smyth Properties own are rental units. Ms. Jones stated that these housing units are rental units. Mr. Walker asked if the property will be owned by Smyth. Ms. Jones stated that the property will be owned by Smyth. Mr. Hankins started that this property is a mixed-use property that will include a commercial space downstairs and a rental property upstairs. Mr. Matthews stated that the properties are one bedroom, one bathroom units targeting young working professionals.

**Update on GO Virginia Region 3 Entrepreneurship and Innovation Implementation:** Ms. Jones stated that a report was included in the Council packet. CRC staff worked with MBC to review submitted grant match and expenditures for SOVA HUB. A final budget revision was assembled and approved by DHCD. The final reimbursement request has been assembled and submitted to DHCD for final approval. Once approved, SPDC will assemble a close out report and the grant will be closed out.

**Update on Kenbridge and Charlotte County Emergency Supplemental Historic Preservation (EHSP) Fund Projects:** Ms. Jones stated that a report was included in the Council packet. The CRC is assisting the Town of Kenbridge and Charlotte County with grant-funded projects through the Department of Historic Resources to make repairs to historic structures that were damaged by Hurricane/Tropical Storm Michael. Harris and Sons, the contractor hired by the Town of Kenbridge, has completed the remaining painting and carpentry work on the Town Hall building. She stated that only a small portion of the carpentry work was covered by this grant. Ms. Jones stated that she and a representative from DHR completed a final site visit of the property on June 13<sup>th</sup>. The DHR representative stated that the completed work was to their satisfaction. Ms. Jones included pictures of the completed work on the next page. CRC staff are working to complete the final close out report. Once we receive the final invoices and proof of payment, the CRC will submit the close out report and final reimbursement request. Contractors hired by Charlotte County have completed the landscaping, excavation and HVAC work. Charlotte County Staff awarded the bid for Plaster Repairs to Virginia Drywall and Plaster, LLC. The Contractor is expected to begin work in September.

**Update on VATI Grant for Cumberland, Lunenburg and Prince Edward:** Mr. Fortune stated that a report and map was included in the Council packet. The CRC was awarded a grant by DHCD through the Virginia Telecommunication Initiative (VATI) program to provide funding to Kinex Telecom to complete a fiber buildout in part of Cumberland County, all of Prince Edward County, and part of Lunenburg County. James Garrett, Kinex Telecom, has advised that as of July 10th, Kinex and their contractor has completed more than 2,839 passings and about 473 installs for new customers. Mr. Fortune stated that Kinex and their contractors have moved into Lunenburg County to work on laying down middle-mile fiber for unserved areas of the County. Mrs. Garrett has advised that Kinex and their contractor will be coordinating with Verizon and Utiliquess while in Lunenburg County. Kinex Crews continue to work in parts of Prince Edward and Lunenburg Counties where middle-mile fiber is in place to complete installs for new customers. Once middle mile is in place, Kinex plans to move into unserved area of Prince Edward and Cumberland Counties. Mr. Emert asked if anyone has been hooked up. Mr. Stanley stated that there have been several residents hooked up. Mr. Hankins mentioned that a Board of

Supervisors Representative has also been hooked up. Ms. Foster asked Mr. Fortune if the 473 installs are the total hooked up customers. Mr. Fortune confirmed that this is the total installs.

**Update on Drakes Branch SLFRF Projects:** Ms. Foster stated that a report was included in the Council packet. The CRC assisted the Town of Drakes Branch to advertise and request proposals for the new town water metering system. This metering system includes remote road functionalities, antennae/receivers, software, leak detection and billing functionality, training for staff, and the purchase of new/replacement water meters. The Town awarded the project to Fortline. The Contractor, Fortline, has ordered and received the 249 meters. The Town plans to hold a kick-off meeting with the contractor to finalize the workplan with town public works before the installation begins. It is expected the work will take about 30 days to be complete.

**Update on Drakes Branch Building Acquisition Project:** Mr. Fortune stated that report was included in the Council packet. The CRC is assisting the Town with implementation of a Hazard Mitigation Grant Program grant from FEMA through VDEM to fund the acquisition and removal of nine buildings in the Town's Central Business District. These buildings are located within the floodplain and are subject to periodic flooding. The appraisal firm retained by Town, EPR, PC, has developed appraisal reports for all of the affected properties and submitted the reports to the Town. The Town attorney has begun title searches on the affected properties, to determine if any of them have tax/lien or other legal issues. Title searches have been completed on four properties. One property has some judgments attached to it, and has been designated for a tax sale. Title searches on the other three properties turned up no issues. The Town is preparing to begin purchase negotiations with the owners of the three properties with clean titles, and is working on a strategy for the other property.

**Update on Blackstone Armory VBAF Grant:** Mr. Fortune stated that report was included in the Council packet. The CRC is assisting the Town with implementation of a Virginia Brownfields Assistance Fund (VBAF) grant through VEDP to undertake asbestos abatement, underground tank removal, and lead abatement at the Harris Memorial Armory Center in Blackstone. This work is part of a larger planned renovation to convert the Armory into a multi-use facility, which would include job training programs for the hospitality industry. Mr. Fortune stated that the contractors retained for the asbestos abatement – Waco, Inc. – and underground tank removal – Hydrogeo Environmental – have begun work on their respective tasks. Waco Inc. has completed the asbestos abatement work and Hydrogeo Environmental had removed the underground tank. The lead abatement contractor, Waco, Inc., is proceeding with the lead abatement work per their contract with the Town. This work is expected to be completed by the end of July.

**Update on CRC Hazard Mitigation Plan Update:** Mr. Fortune stated that a report was included in the Council packet. Mr. Fortune stated that per the June 12<sup>th</sup> update, CRC staff made final changes to the draft Plan in June based on feedback from VDEM staff. The Plan was sent to FEMA Region 3 on June 30th for their review.

**Update on SEED Innovation Hub Project:** Ms. Jones stated that a report was included in the Council packet. The CRC is assisting the Longwood Real Estate Foundation (REF) in implementation of three grants that were awarded to the REF for the completion of the SEED Innovation Hub. Grants are from the U.S. EDA, the Tobacco Commission, and GO Virginia (GOVA). The Longwood Real Estate Foundation is currently working on preparing documents to submit a mortgage waiver to the EDA. The Covenant of Use component of the project is still being discussed between both parties' legal teams. Ms. McGuire gave a brief background and description of the property. Ms. McGuire stated that the EDA would like to have to control of the entire building that includes student housing and retail space. The property only

makes up about 5% of the retail space. Longwood REF attorney provided language to the EDA noting this. The EDA did not original accept this language. McGuire stated that they are working with the EDA representative to resolve this issue.

**Update on CRC GO Virginia Grant – Development of Business Plan and Strategy for NEW**

**REDO:** Ms. Foster stated that a report was included in the Council packet. Ms. Foster stated the third Working Subcommittee Meeting was held virtually on June 26, 2023. The participants were provided a Draft Infrastructure Assessment by Joe Hines, with Timmons. Participants provided input that will be utilized to update the Assessment. Crystal Morphis, Creative EDC gave an update on the Strategic Plan including the Status of conducting/scheduling interviews. The next CRC REDO Advisory Board will be meeting virtually on July 24, 2023.

**Council Member Comments:** Mr. Hankins praised the CRC and Longwood University for their efforts.

**New Business:****Staff Reports**

**Update on Grant Writing:** Ms. Jones stated a copy of the grant writing report was included in the Council packet. Ms. Jones congratulated the Charlotte County Rescue Squad. She stated that the rescue squad was awarded \$276,200.00 to purchase two ambulances. She stated that only 39 agencies were awarded statewide. She stated that the CRC assisted with this application. Ms. Jones stated that Prince Edward County was notified that they were not awarded the USDOT RAISE Planning Grant to complete a 460 East Interchange Study Planning Grant. The CRC assisted with this application. Ms. Jones stated that the CRC is working with the Town of Victoria and the Town of Kenbridge with a potential application to the Virginia Outdoor Foundation – Preservation Trust Fund to expand an existing trail. Ms. Jones also stated that the CRC assisted four localities – Amelia County, Lunenburg County, the Town of Farmville and the Town of Keysville with pre-applications to the VDOT Transportation Alternatives Program (TAP) to fund the construction of pedestrian facilities. Pre-applications were due on July 1st. Ms. Jones also stated that the CRC assisted Amelia County (regional app.), the Town of Farmville, and Prince Edward with submitted applications to the VDEM State Homeland Security Program. Mr. Fortune noted that Amelia County is the applicant for a regional application to fund a Tent for mass causality events The CRC also assisted the Drakes Branch Volunteer Fire Department with an application to Firehouse Subs to purchase a rescue strut to help secure overturned vehicles during search and rescue efforts. Mr. Jones asked if we were able to find any funding for Animal Shelters. Ms. Foster stated that we are continuously looking funding for animal shelters. Ms. King mentioned that she sent us an email regarding a solar grant that was shared with her by a constituent. Ms. Foster stated that we will look into this grant program further. Mr. Fortune stated that we will be assisting the Town of Crewe with a planning grant application to DHCD CBDG program.

**EDA Notification – Request for EDA Local Technical Assistance Funds:** Ms. Foster stated that the report is included in the Council Packet. Ms. Foster stated as previously noted, the CRC's application for EDA local technical assistance funds has been selected for further consideration for funding. Ms. Foster stated that this does not guarantee final approval of funding just that we moved to the next stage in the review process. The CRC has submitted the request for additional documentation. Ms. Foster stated that she checks in with the EDA on a weekly basis. The EDA is currently waiting on the funding to be appropriated into the correct funding opportunity, so they can allocate it to the program.

**Notification of CRC eligibility for Southeast Crescent Regional Commission (SCRC), Local**

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**Development District (LDD) Grant Funds:** Ms. Foster stated that the letter was included in the Council Packet. CRC staff attended a mandatory webinar regarding the program. She stated that this program could potentially be used as funding to set up the REDO organization. Ms. Foster stated that she would have to look into this funding further.

**Council Member Comments:** There were none.

**Commonwealth Intergovernmental Review Process (CIRP):** There were no comments.

**Other Business:** There was none.

**Council Member Comments:** Mr. Vaughan introduced the Mayor of Crewe. Ms. Foster reminded the Council Members and attendees that she will be giving a tour of our office building after the meeting for whomever would like to see.

**Adjournment, Next Meeting:** Mr. Hankins moved and Mr. Vaughan seconded to adjourn the meeting. Motion carried. The meeting adjourned at 9:50 a.m. The next meeting was set for Wednesday, August 16th, at the CRC's new office located at the Heartland Building in Keysville, Virginia.

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Mr. Mike Hankins, Secretary



**Treasurer's Report - Cash on Hand & Account Balances**

**For the Period of July 13, 2023 thru August 9, 2023**

<u>Cash on Hand</u>	<u>Period Ending</u>	<u>Year to Date</u>
Total Income	\$ 12,150.00	\$ 12,150.00
Total Expenses	\$ 43,484.95	72,817.74
Net Income	\$ -31,334.95	\$ -60,667.74
Cash on Hand	\$ 804,916.10	\$ 804,916.10

**Account Balances as of August 9, 2023**

Benchmark (M2)	\$ 234,268.02
BB&T (M1)	\$ 467,074.11
Benchmark (CD1)	\$ 53,103.58
Benchmark (CD2)	\$ 15,035.84
BB&T (PR)	\$ 26,989.83
BB&T (Oprtg)	\$ 8,444.72
	<u>\$ 804,916.10</u>

Prepared by: Melody Foster, July 12, 2023

**\*\*Note:** Items 47060, 47070 and 47080 are pass-thru revenue funds for current grant projects and are not counted as income for the CRC. Corresponding expenses categories are 79036, 79045 & 79046.

\*47060/70045 VH PDC Housing Program Funds

\*47070/79036 VATI Regional Broadband Grant

\*47080/79046 CRC REDO (GOVA Grant) *Reminder - the CRC committed \$10,000 to the CRC REDO Grant as cash match.*

Commonwealth Regional Council  
Financial Statement  
July 13 through August 9, 2023

	Jul 13 - Aug 9, 23	Budget	Jul 1 - Aug 9, 23	YTD Budget	Annual Budget
Income					
40000 . Revenue					
43000 . Local Member Investment					
43010 . Amelia Local Member Investment	0.00	5,516.13	0.00	5,516.13	19,000.00
43020 . Buckingham Local Member Investm	0.00	5,516.13	0.00	5,516.13	19,000.00
43030 . Charlotte Local Member Investme	0.00	5,516.13	0.00	5,516.13	19,000.00
43040 . Cumberland Local Member Investm	0.00	5,516.13	0.00	5,516.13	19,000.00
43050 . Prince Ed Local Member Investme	0.00	5,516.13	0.00	5,516.13	19,000.00
43060 . Lunenburg Local Member Investme	0.00	5,516.13	0.00	5,516.13	19,000.00
43095 . Nottoway County	0.00	5,516.13	0.00	5,516.13	19,000.00
Total 43000 . Local Member Investment	0.00	38,612.91	0.00	38,612.91	133,000.00
Total 40000 . Revenue	0.00	38,612.91	0.00	38,612.91	133,000.00
44000 . VA Regional Cooperation					
45000 . Project Funding					
45880 . CRC Regional Haz Mit Plan Updat	0.00	2,338.00	0.00	3,340.00	31,062.00
45900 . Prince Edward Access Road Admin	0.00	584.51	0.00	806.45	7,500.00
45955 . PDC Housing Program	0.00	1,505.38	0.00	2,150.54	20,000.04
45965 . Charlotte Comp Plan Update	0.00	191.93	0.00	274.19	2,550.00
45970 . Kenbridge ESHPF Grant Admin	12,150.00	914.51	12,150.00	1,306.45	12,150.00
45975 . Charlotte ESHPF Grant Admin	0.00	146.32	0.00	209.03	1,944.00
45985 . VATI Regional Broadband Grant	0.00	1,756.25	0.00	2,508.93	23,333.04
45990 . Drakes Branch SLFRF Admin	0.00	229.50	0.00	327.86	3,049.08
45991 . Blackstone Armory Abatement Adm	0.00	301.09	0.00	430.12	4,000.08
45992 . Amelia Mod Comp Plan Update	0.00	451.61	0.00	645.16	6,000.00
45993 . VATI Audit funds	0.00	301.09	0.00	430.12	4,000.08
45995 . Drakes Branch VDEM Grant Admin	0.00	1,552.50	0.00	2,217.86	20,626.08
45996 . Buckingham Comp Plan Update 23	0.00	1,881.73	0.00	2,688.18	25,000.08
45997 . Lunenburg Comp Plan Update 24	0.00	1,881.73	0.00	2,688.18	25,000.08
45998 . SHSP Comm Outreach & Prep.	0.00	978.50	0.00	1,397.86	13,000.08
45999 . Longwood SEED Inn Hub Admin	0.00	2,438.26	0.00	3,483.23	32,394.00
Total 45000 . Project Funding	12,150.00	17,432.91	12,150.00	24,904.16	231,608.64
46000 . Other Funding					
46005 . DEQ 2021 CRC WIP II Assistance	0.00	4,385.60	0.00	6,236.57	58,000.08
46010 . VDOT-Transport Planning	0.00	4,385.60	0.00	6,236.57	58,000.08
46040 . Interest Income	0.00	60.22	0.00	86.03	800.04
Total 46000 . Other Funding	0.00	8,791.42	0.00	12,559.17	116,800.20
Total Income	12,150.00	71,609.26	12,150.00	85,750.55	571,379.92
Expense					
71000 . Personnel Costs					
71010 . Salary Distribution	15,931.52	23,492.15	23,897.28	33,560.22	312,110.04
71040 . Payroll Expenses (SS/FICA)	1,218.76	1,797.13	1,828.14	2,567.32	23,876.04
71150 . Unemployment Ins.	0.00	9.93	0.00	14.19	132.00
71200 . VRS Contribution	30.10	5,224.64	3,459.64	7,463.77	69,413.04
71350 . Staff Train/Conference	351.52	602.15	761.90	860.22	8,000.04
71400 . Workmens Comp Ins	0.00	37.64	0.00	53.77	500.04
71500 . Group Health Insurance	2,419.74	3,010.75	2,419.74	4,301.08	40,000.08
71600 . Life Insurance	63.30	26.35	63.30	37.64	350.04
71700 . Other Staff Costs	0.00	60.89	0.00	86.99	809.04
71750 . Employee Cell Phone Stipend	150.00	225.81	300.00	322.58	3,000.00
Total 71000 . Personnel Costs	20,164.94	34,487.44	32,750.00	49,267.78	458,190.36

# Commonwealth Regional Council

## Financial Statement

### July 13 through August 9, 2023

	Jul 13 - Aug 9, 23	Budget	Jul 1 - Aug 9, 23	YTD Budget	Annual Budget
72000 . Office Operations					
72005 . Cleaning & Maint.-Bldg	400.00	433.54	400.00	619.35	5,760.00
72010 . Lease Costs	1,200.00	1,083.87	1,200.00	1,548.39	14,400.00
72015 . Utilities	682.15	188.18	682.15	268.83	2,500.08
72020 . Telephone/Internet Costs	430.91	263.45	430.91	376.35	3,500.04
72030 . Postage and Freight	172.17	90.32	372.17	129.03	1,200.00
72035 . Express Mail	22.80	9.03	22.80	12.90	120.00
72040 . Consumable Supplies	563.24	270.97	718.53	387.10	3,600.00
72050 . Dues and Subscriptions	0.00	26.35	0.00	37.64	350.04
72060 . Office Insurance	0.00	7.53	0.00	10.76	100.08
72070 . Administrative Costs	0.00	978.50	0.00	1,397.86	13,000.08
72080 . Office Costs - Other	0.00	225.81	0.00	322.58	3,000.00
72085 . Office Moving Expense	1,037.58	0.00	1,256.15	0.00	
Total 72000 . Office Operations	4,508.85	3,577.55	5,082.71	5,110.79	47,530.32
73000 . Office Equipment					
73010 . Office Equipment	0.00	188.18	0.00	288.83	2,500.08
73030 . Equipment Maintenance	1,376.60	682.38	1,376.60	946.25	8,800.08
73040 . Equipment Repair	0.00	150.54	0.00	215.06	2,000.04
73050 . Equipment - Other	49.98	317.64	194.95	453.77	4,220.04
Total 73000 . Office Equipment	1,426.58	1,318.74	1,571.55	1,883.91	17,520.24
74000 . Auto/Staff Travel					
74020 . Staff Mileage	956.30	474.19	956.30	677.42	6,300.00
Total 74000 . Auto/Staff Travel	956.30	474.19	956.30	677.42	6,300.00
75000 . Meetings/Memberships					
75010 . Council Meetings	1,291.18	391.41	1,370.08	559.15	5,200.08
75020 . Committee Meetings	0.00	30.11	0.00	43.02	400.08
75030 . Staff Meetings	55.93	37.64	55.93	53.77	500.04
75040 . Council Memberships	0.00	534.42	0.00	763.45	7,100.04
75050 . Other Meeting Costs	0.00	15.06	0.00	21.51	200.04
75060 . Public Official Insurance Cov.	0.00	135.49	0.00	193.55	1,800.00
Total 75000 . Meetings/Memberships	1,347.11	1,144.13	1,426.01	1,634.45	15,200.28
77000 . Collateral Materials					
77010 . Web Page Costs	21.17	263.45	21.17	376.35	3,500.04
Total 77000 . Collateral Materials	21.17	263.45	21.17	376.35	3,500.04
78000 . Local Relations					
78010 . Newsletter/Annual Report	0.00	11.29	0.00	16.13	150.00
78030 . Other	0.00	75.28	0.00	107.54	1,000.08
Total 78000 . Local Relations	0.00	86.57	0.00	123.67	1,150.08
79000 . Other Program Costs					
79030 . Planning Project Costs	6,050.00	0.00	22,000.00	0.00	5,000.04
79046 . CRC REDO	0.00	376.35	0.00	537.64	
79030 . Planning Project Costs - Other					
Total 79030 . Planning Project Costs	6,050.00	376.35	22,000.00	537.64	5,000.04
79050 . Contingency Costs	9,010.00	188.18	9,010.00	288.83	2,500.08
Total 79000 . Other Program Costs	15,060.00	564.53	31,010.00	806.47	7,500.12
Total Expense	43,484.95	41,916.60	72,817.74	59,880.84	556,891.44
Net Income	-31,334.95	29,692.66	-60,667.74	25,869.71	14,488.48



IN PARTNERSHIP WITH

The Counties of Amelia | Buckingham | Charlotte | Cumberland | Lunenburg | Nottoway | Prince Edward

**MEMORANDUM:**

TO: CRC Representatives  
FROM: Melody Foster, Executive Director  
SUBJECT: CRC Executive Director Monthly Activities  
DATE: August 9, 2023

- Corresponded with Secretary of Agriculture & Forestry, Matthew Lohr regarding the update provided on the assistance of the State with options for poultry farmers in the region due to the closure of Tyson facilities. Forwarded information to participants of May 2023 Meeting.
- Contacted by Bills Scruggs, Virginia Department of Agriculture & Consumer Services (VDACS) following the update provided by Secretary Lohr on next steps.
- Met virtually with Sheri McGuire - Longwood, Lauren Stuhldreher – EDA, and Bryan David – GO Virginia Region 3 to prepare for a panel presentation of the *SEED Innovation Hub – How to Stay the Course in Gaining Funding from Multiple Funding Agencies* at the VAPDC Conference in Norfolk, VA.
- Met virtually with Neal Barber, Amelia EDA, Taylor Harvie, Amelia County Administrator, and Bryan David with GO Virginia Region 3 to discuss funding opportunities for the Amelia Richardson Road project.
- Participated in bi-weekly CRC REDO meetings with consultants to discuss GOVA grant project progress.
- Met virtually with Derek Stamey, Cumberland County Administrator to discuss funding from the National Parks Service, African American Civil Rights grant program for the historic Luther P. Jackson School project.
- Contacted by Bill Scruggs, Virginia Department of Agriculture & Consumer Services (VDACS) to discuss applying for VDACS funding for a Poultry Feasibility Study for the region.
- Submitted CRC REDO GO Virginia Grant quarterly report and reimbursement request to GO Virginia.
- Participated in Virtual CRC REDO Advisory Board meeting.
- Participated in Virtual CRC REDO Working Committee meeting.
- Met virtually with ITG to receive Managed IT services quote for the CRC.
- Attended Virginia Association of Planning District Commissions (VAPDC) Annual Summer Conference in Norfolk, VA. Presented panel presentation of the *SEED Innovation Hub – How to Stay the Course in Gaining Funding from Multiple Funding Agencies* along with Sheri McGuire - Longwood, Lauren Stuhldreher – EDA, and Bryan David – GO Virginia Region 3.
- Worked with Prince Edward County staff to receive documentation needed to assemble Prince Edward County reimbursement funding requests for the Prince Edward County Access Road project.
- Received 2023 Gordon N. Dixon Award in recognition for outstanding leadership and contributions to promoting regionalism within the Commonwealth of Virginia at the VAPDC Conference.
- Participated in VAPDC Board of Director's Meeting in Norfolk, VA.
- Met virtually with DHCD and SCRC representatives to discuss Southeast Crescent Regional Commission (SCRC) Local Development District funding for the CRC. Completed and submitted the requested letter of intent to receive funds from the SCRC.
- Met virtually with Joe-Heinz Jones and his architect to discuss possible IRF grant funding for the Mill Building project and also with Farmville Downtown Partnership on a Farmville downtown project.
- Corresponded with DCHD on the Industrial Revitalization Fund (IRF) grant program.
- Corresponded weekly with Lauren Stuhldreher, EDA to receive updates on EDA funding request.
- Reviewed and provided input on staff assigned projects.
- Sent out annual membership dues request.
- Prepared CRC monthly financial statement for CRC packet.
- Prepared bills for payment to Accountant for processing & Treasurer's review and signature.



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## Scoping the Future List of Innovative/Regional Ideas

### Ideas Previously Discussed:

- Creation of New Regional Economic Development Initiative
- ~~Exploring establishing county cigarette tax and a regional cigarette tax board~~
- Building Entrepreneurial Economies (BEE) Grant Program through DHCD
- CEDS/EDD Funding
- Aeronautical Grants for Drone Industry
- Triage Emergency Dispatch Program
- Lack of Work Force Training - Ways for CRC to get involved, including working with Southern VA Go Region & SVCC
- Work with the Buckingham Historical Society on grant opportunities
- Establish de-regulation requirements for mandates on rural localities (tiered approach).
- Broadband Support by the CRC
- Expand Health Care Providers in the Region
- Aging Plan for the Region (grants to develop)
- High Bridge Trail State Park Expansion to Burkeville

### New Ideas:

- \_\_\_\_\_
- \_\_\_\_\_

Note: Items stricken through have been addressed or pursued.




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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune   
Deputy Director

**DATE:** August 7, 2023

**SUBJECT:** Update on Regional Emergency Planning Activities

As you are aware, the CRC was awarded a State Homeland Security program (SHSP) grant in November 2022 to fund community outreach and preparedness activities related to disaster and emergency preparedness. This grant was funded under a FEMA National Priority, Community Preparedness. Consequently, FEMA placed on hold on these funds at the time of award. That hold was released on May 16, 2023.

**Update:** The CRC held a virtual meeting with local emergency managers on July 27 to discuss ideas for outreach materials/activities. CRC staff will begin work on developing these materials over the next few months. CRC staff are also exploring options for setting up an informational booth at a public event sometime in 2024.

**NOTE:** The current end date for this grant is June 30, 2024. However, given the delay in getting under contract for the grant, the CRC may need to request an extension on this grant.

As always, please do not hesitate to contact me if you have any questions.

cc: Melody Foster



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**MEMORANDUM:**

**TO:** CRC Council Members  
**FROM:** Melody Foster, Executive Director  
**DATE:** August 10, 2023  
**SUBJECT:** Watershed Implementation Plan (WIP) III (Contract VI) – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) has been assisting the Department of Environmental Quality (DEQ) in the implementation of Phase III of its Watershed Implementation Plan (WIP). The following activities have taken place since the last CRC Council meeting.

- Activities undertaken so far, include:
  - Researching and sending along grant opportunities to localities.
  - Reaching out to localities with grant project ideas.
  - Researching opportunities for the CRC to assist in documenting BMP activities in the region in the DEQ BMP warehouse.
  - Updating CRC website and Facebook page.
  - Hosting the second Kids Rain Barrel Workshop on August 23, 2023 in the CRC Office Event Room (see attached flyer). This event will be carried out by the Virginia Cooperative Extension with assistance from the CRC staff.



# KIDS RAIN BARREL WORKSHOP

AUGUST  
23RD.  
2023  
4PM - 6PM



HEARTLAND BUILDING  
200 HEARTLAND ROAD  
KEYSVILLE, VA 23947




Join us for kid friendly  
activities to learn more about  
how storm water affects our  
watershed and decorate  
your own mini rain barrel!

PLEASE PRE-REGISTER BY AUGUST 15TH

CALL KIM [AT] VCE-CHARLOTTE  
TO REGISTER:  
**434-542-5884**  
LIMITED TO 20 KIDS

Please fill out the Emergency Form/Media Release  
<https://forms.gle/4dCHw1e8NJzVniYW8>



For questions contact:  
Joanne Jones at 434-542-5884



**Virginia Cooperative Extension**  
Virginia Tech • Virginia State University

Virginia Cooperative Extension is a partnership of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and local governments. Its programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, military status, or any other basis protected by law.

If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in this activity, please contact Joanne Jones at 434-542-5884 during business hours of 8 a.m. and 4:30 p.m. to discuss accommodations 5 days prior to the event. \*TDD number is (800) 828-1120.





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TO: CRC Representatives/Prince Edward County IDA

FROM: Melody Foster, Executive Director

SUBJECT: Prince Edward Access Road Project – Update

DATE: August 9, 2023

The CRC is assisting Prince Edward County with administration of the Prince Edward Access Road Project. Prince Edward County has received four TRRC grants and VDOT funding to assist with funding of the project.

The Contractor, J.R. Caskey, Inc. has completed the paving and is currently working on punch list items after the final inspection by VDOT. The CRC is assembling the final reimbursement request on the project.



COMMONWEALTH REGIONAL COUNCIL  
200 Heartland Road

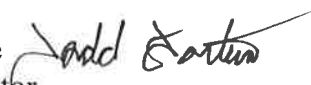
Keysville, VA 23947 | 434.392.6404 PHONE  
[www.virginiashartland.org](http://www.virginiashartland.org)

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**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune   
Deputy Director

**DATE:** August 7, 2023

**SUBJECT:** Nottoway County Comprehensive Plan Update – Plan Adoption by the Board of Supervisors

As you are aware, the Commonwealth Regional Council (CRC) has been assisting Nottoway County with an update of the County's Comprehensive Plan. The CRC has been working with the Nottoway County Planning Commission (both a working committee of Commission members and the full Commission) to develop a new Plan for Nottoway County. The draft Plan was completed in June 2023. The Planning Commission, at its regular meeting on June 13, 2023, voted to present the draft Plan to the Board of Supervisors with a recommendation for adoption. The recommendation for adoption included a recommendation by the Commission to remove one sentence in Section V (Special Policy Areas) and one sentence in Section VI (Goals, Objectives, and Strategies) related to solar facilities.

The Board of Supervisors held a public hearing on the Plan during its July 20 monthly meeting. After the public hearing, the Board voted to adopt the Plan with the caveat that the language recommended for removal by the Planning Commission be included in the final Plan.

The CRC will be preparing copies of the final Plan for distribution to Nottoway County during the coming weeks.

Please do not hesitate to contact me if you have any questions.

cc: Melody Foster, Executive Director, CRC



## **MEMORANDUM**

**TO:** Dan Witt, County Administrator  
Members of the Charlotte County Board of Supervisors

**FROM:** Lauren Jones  
Regional Planner

**DATE:** August 7, 2023

**SUBJECT:** Charlotte County Comprehensive Plan Update – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) is assisting Charlotte County with an update of the County's Comprehensive Plan. As part of the CRC's efforts to assist the County, the following is a summary of what has occurred since the last update on July 11th:

- The last work session was held with the Planning Commission on July 25<sup>th</sup>. The CRC reviewed the revised draft Section V (Special Policy Areas), and the first portion of draft Section VI (Goals, Objectives, and Strategies). Draft solar language provided by the Berkley Group are included in Section IV – VI of the plan with revision made as requested.
- The next work session will be held on August 17th. The CRC will review the revised draft Section VI (Goals, Objectives, and Strategies). With time permitting, the group will discuss the draft of Section VII (Implementation Plan) and discuss the next steps towards the adoption of the Plan.

Please do not hesitate to contact me if you have any questions.

cc: Todd Fortune, Deputy Director, CRC  
Monica Elder, Assistant County Administrator



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**MEMORANDUM:**

**TO:** CRC Representatives

**FROM:** Lauren Jones, Regional Planner

**SUBJECT:** CRC Affordable Workforce Housing Development Program

**DATE:** August 7, 2023

As you are aware the CRC has received \$2 million in grant funds from Virginia Housing to establish 21 affordable and workforce housing units in the CRC region **over a 48-month period**. CRC staff time on the project is also covered by this grant award.

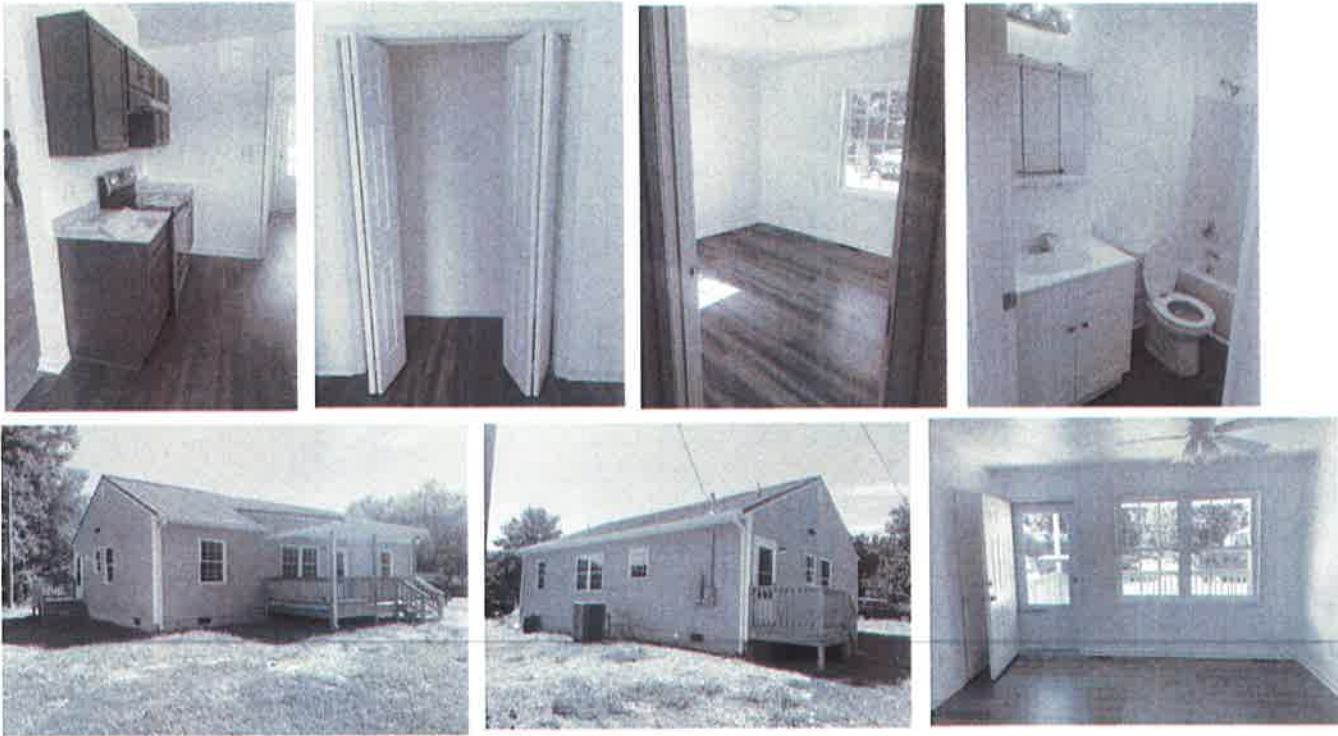
**Project:** The Affordable Workforce Housing Development Program has established three housing partners: Piedmont Habitat for Humanity, Smyth Properties, and The Town of Blackstone. Piedmont Habitat will be installing 11 modular homes in the Towns of Farmville, Keysville, and Crewe. Smyth Properties will be establishing seven (7) units for lease through adaptive reuse of downtown properties in Kenbridge. The Town of Blackstone and their partner, Southside Outreach, will be building three (3) homes in Blackstone for home ownership.

**Update:** CRC staff are assembling the monthly reimbursement request to Virginia Housing.

- Piedmont Habitat – Piedmont’s contractor and volunteers are currently working to complete the remaining work on two of the homes on Andrew Drive in Farmville and the two homes on California Ave in Crewe. Two of the houses on Andrew drive have been completed. All the Andrew Drive homes are expected to be completed by the end of August. CRC staff has set up a compliance review with Virginia Housing for all four of the homes on Andrew Drive for August 24<sup>th</sup>. Piedmont Habitat held an open house event on July 28th with future homeowner Zack Kowalski to tour their most recent completed house and learn about Piedmont’s plans to help meet the need for additional quality, affordable homeownership opportunities across the region.
- Smyth Properties – The contractor has completed the framing, rough in electrical, plumbing, HVAC inspections and Insulation. The drywall for 114 and 120 South Broad in Kenbridge are estimated to begin over the course of the next few weeks.
- Town of Blackstone/ Southside Outreach – The first house has been completed and has received the Certificate of Occupancy. Staff from the CRC, the Town of Blackstone, Southside Outreach, and Virginia Housing completed a compliance review of the first home. Pictures of the completed home are on the next page.



First completed home in Blackstone



Piedmont Habitat Reception – Andrew Drive in Farmville





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TO: Commonwealth Regional Council

FROM: Lauren Jones, Regional Planner

SUBJECT: Emergency Supplemental Historic Preservation Funds (ESHP)  
Town of Kenbridge and Charlotte County Project Update

DATE: August 7, 2023

**Project:** The CRC is assisting Charlotte County and the Town of Kenbridge with grant administration of the two grant funded projects.

Project Synopsis: Kenbridge Town Hall Repairs project – grant funds will be utilized to repair the Kenbridge Town Hall which was damaged during Hurricane Michael. Charlotte County Courthouse Complex Drainage project – grant funds will be utilized to address moisture issues for the Charlotte Courthouse Complex that flooded and was damaged during Hurricane Michael.

**Project Update:**

Kenbridge Town Hall Repairs Project – The contractor, Harris and Sons, has completed the remaining painting and carpentry work on the Town Hall building (only a small portion of the carpentry work will be covered by this grant). CRC staff has assembled and submitted the final reimbursement request and final close out report.


Charlotte County Courthouse Complex Drainage Project – Charlotte County staff awarded the bid for Plaster Repairs to Virginia Drywall and Plaster, LLC. The contractor is expected to begin work in September. The CRC will remain in contact with Charlotte County to see the progression of the project.

**\*\***The Emergency Supplemental Historic Preservation Funds (ESHP) were only available through the Department of Historic Resources to localities that suffered historic property damage due to Hurricane Michael. Localities had to be listed in the Hurricane Florence and/or Hurricane Michael Major Disaster Declaration to be eligible for assistance.



**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune   
Deputy Director

**DATE:** August 7, 2023

**SUBJECT:** Virginia Telecommunications Initiative (VATI) Grant for Cumberland,  
Lunenburg, and Prince Edward Counties – Monthly Update

**Project:** CRC VATI grant for the expansion of broadband in Cumberland, Lunenburg, and Prince Edward Counties. The project involves working with Kinex Telcom, a local internet service provider.

**Update:**

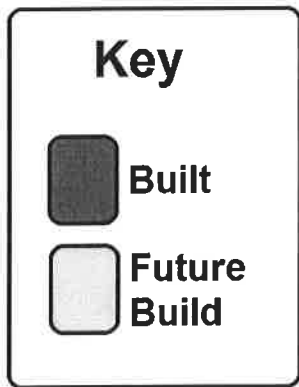
- Kinex and their contractors are working in Lunenburg County to lay down middle-mile fiber for unserved areas of the County. James Garrett, Kinex Telecom, has advised that he is coordinating with Verizon Utilquest while Kinex and the contractor are working in Lunenburg County.
- CRC staff were made aware of a verbal altercation between a crew from GAC (the contractor working for Kinex) and a local resident in Lunenburg County on August 3 regarding right-of-way issues in which deputies from the Sheriff's Department and Lunenburg County staff responded. It was determined that the crew was working within the right-of-way. CRC and Lunenburg County staff discussed the matter with Mr. Garrett, to inform him of the situation and discuss potential remedies to minimize the risk of future incidents.
- Kinex crews continue to work in parts of Prince Edward and Lunenburg Counties where middle-mile fiber is in place to complete installs for new customers.
- Mr. Garrett advised that once middle-mile work is completed in Lunenburg County, Kinex plans to move into unserved areas of Prince Edward and Cumberland Counties.
- As of August 7<sup>th</sup>, a total of 3,721 passings (out of a target of 10,734 total passings) and 508 installs for new customers have been completed.
- Just a reminder, there is a Project Management Team that meets monthly to discuss the project. The team includes local staff, CRC staff, Kinex staff, and DHCD staff. The team meets on the second Friday of every month. The next meeting is scheduled for August 11<sup>th</sup>.

Please do not hesitate to contact me if you have any questions.

cc: Melody Foster, Executive Director, CRC

**Cumberland**

**Prince  
Edward**



**Lunenburg**





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TO: CRC Representatives

FROM: Melody Foster, Executive Director

SUBJECT: CRC Administration of Drakes Branch Coronavirus State and Local  
Fiscal Recovery Funds (SLFRF) Projects

DATE: August 10, 2023

**Project:**

The CRC is under contract with the Town of Drakes Branch to provide project administration assistance for the expenditure of SLFRF funds to be utilized to complete needed projects in the Town of Drakes Branch. The CRC is providing technical assistance including reporting on the SLFRF funds expended.

**Update:**

The CRC assisted the Town to advertise Request Proposals for the new town water metering system. The new water metering system will include: remote read functionalities, antennae/receivers, software, leak detection and billing functionality, training for staff and the purchase of new/replacement water meters.

The Town held a kick-off meeting on July 20, 2023 with the contractor, town employees and the CRC. The Town is investigating the purchase of needed software and purchasing IT equipment for the reading of the meters as well as ordering additional sized meters. Installations of meters will begin in the coming weeks.

It is expected the work will be completed in 30 days (weather permitted).



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## **MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune *Todd Fortune*  
Deputy Director

**DATE:** August 7, 2023

**SUBJECT:** Update – Drakes Branch Building Acquisition Project

As you may recall, the Town of Drakes Branch has been awarded a Hazard Mitigation Grant Program (HMGP) grant by FEMA through VDEM to fund the acquisition and removal of nine (9) buildings in the Town's Central Business District. These buildings are located within the floodplain and are subject to damage from flood events in the area. The HMGP grant is being matched with a combination of funds from the State and local matching funds from the Town. The CRC is assisting the Town with the implementation of this project.

**Update:** Appraisals have been completed for all affected properties, and the Town Attorney is in the process of conducting title searches on the affected properties to determine if any of them have tax/lien or other legal issues. Title searches have been completed on four properties. One property has some judgements attached to it, and has been designated for a tax sale. CRC staff assisted the Town in getting clarification from VDEM on an issue regarding a potential purchase of that property. Title searches on the other three properties turned up no issues. The Town is currently in negotiations with the owners of the other three properties. The Town Attorney is preparing to begin work on additional title searches in mid-August.

As always, please do not hesitate to contact me if you have any questions.

cc: Melody Foster

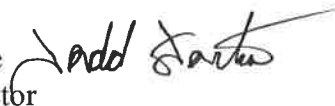


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## **MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune   
Deputy Director

**DATE:** August 7, 2023

**SUBJECT:** Update – Blackstone Armory Virginia Brownfields Assistance Fund  
Grant: Asbestos Remediation/Lead Abatement/Tank Removal

As you may recall, the Town of Blackstone has been awarded a Virginia Brownfields Assistance Fund grant by the Virginia Economic Development Partnership (VEDP) to undertake asbestos and lead abatement activities, as well as removal of an underground fuel tank, at the Harris Memorial Armory Center. The Armory is being rehabbed for use as a multi-purpose facility, which would include job training programs to train workers for jobs in the hospitality industry. The CRC is assisting the Town with the implementation of this grant.

### **Update:**

- Waco, Inc., out of Sandston has completed the asbestos abatement work per their contract with the Town.
- Hydrogeo Environmental out of Charlottesville has completed the removal of the underground tank per their contract with the Town.
- Waco, Inc. is proceeding with the lead abatement work per their contract with the Town. The work is taking longer than expected. As a result, a Change Order has been executed to extend the completion date for this work to August 11.

As always, please do not hesitate to contact me if you have any questions.

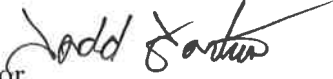
cc: Melody Foster



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## **MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Todd Fortune  
Deputy Director 

**DATE:** August 7, 2023

**SUBJECT:** Update of Regional Hazard Mitigation Plan – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) is working on an update of the CRC's Regional Hazard Mitigation Plan. The updated Plan will cover all seven (7) counties in Planning District 14. The project is being funded by a FEMA grant through the Building Resilient Infrastructure in Communities (formerly known as Pre-Disaster Mitigation) program, with all seven counties and the Town of Farmville providing in-kind (staff hours) as a match for the grant.

**Update:** Per the July 7 update, FEMA Region 3 staff are currently reviewing the Plan. They have advised that they received the draft Plan on July 10 and that their review can take up to 45 days. Once FEMA has given preliminary approval to the Plan, it will be sent to all participating localities for adoption.

When all localities have adopted the Plan, it will be sent back to FEMA for final approval.

Please do not hesitate to contact me if you have any questions.

cc: Melody Foster, Executive Director, CRC



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TO: Commonwealth Regional Council

FROM: Lauren Jones, Regional Planner

SUBJECT: SEED Innovation Hub Project Update

DATE: August 7, 2023

**Project:** The CRC is under contract with the Longwood Real Estate Foundation to provide project administration assistance for three grants that will fund the rehabilitation, renovation, and will provide equipment for the development of the SEED Innovation Hub. The Economic Development Association (EDA) has awarded the Longwood Real Estate Foundation with \$1,986,965.00 in grant funds for construction costs for the facility. The Tobacco Commission also awarded the project \$500,000 in grant funds for construction costs for the facility. Go Virginia awarded the project \$674,304.00 in grant funds to purchase necessary equipment to establish the SOVA Innovation Hub.

**Project Update:**

EDA funds- LUREF's legal counsel is continuously working with EDA's legal counsel to resolve the legal issue surrounding the Covenant of Use. Once we receive the final approval, we will be able to begin bidding out the construction of the project.

Tobacco Commission Funds- Due to the funds uses, there is not an update at this time (funds will be used as match for EDA grant).

GO Virginia Funds - Due to the funds uses, these is not an update at this time (funds will be used for equipment).



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**MEMORANDUM:**

TO: CRC Council Members

FROM: Melody Foster, Executive Director

SUBJECT: CRC GO Virginia Grant - Creation of New Economic Development  
Organization (REDO) for CRC region

DATE: August 10, 2023

**Project:** CRC GO Virginia Enhanced Capacity Building Grant to fund a business plan & strategy for the creation of a NEW CRC (footprint) Regional Economic Development Organization (REDO) in partnership with Longwood University.

**Project Update:** The CRC staff continues to have bi-weekly meetings with the Two Consultant Teams: Timmons Group/Mangum and Economic and Creative Economic Development Consulting to discuss the status of the project.

The second Virtual CRC REDO Advisory Board meeting was held on July 24, 2023. The participants were provided the Economic Research Overview presented by Fletcher Mangum, the Product Assessment Overview presented by Joe Timmons and an update on the Strategic Plan Update including status of conducting/scheduling interviews presented by Crystal Morphis and Penny Whiteheart.

The fourth Virtual CRC REDO Working Committee meeting was held on August 7, 2023. The participants were provided an update on the Strategic Plan and Input as well as provided input on the Organization structure recommendations.


**Next Steps:** The Consultant team is following up with Advisory Board Members unable to attend previous meetings to seek input on the process. Penny Whiteheart will be available at the CRC office prior to the CRC Meeting on August 16<sup>th</sup> from 8:30 – 9:00 a.m. to meet with Advisory Board Members and will also be providing an update to the CRC during the monthly CRC Meeting. The next Virtual CRC REDO Working Subcommittee Meeting will be held on August 28, 2023.



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## **MEMORANDUM**

**TO:** Karl Carter, County Administrator  
Members of the Buckingham County Board of Supervisors

**FROM:** Todd Fortune   
Deputy Director

**DATE:** August 7, 2023

**SUBJECT:** Buckingham County Comprehensive Plan Update – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) is assisting Buckingham County with an update of the County's Comprehensive Plan. As part of the CRC's efforts to assist the County, the following is a summary of what has occurred so far:

- A kickoff meeting was held with the Planning Commission on April 10. At this meeting, CRC staff went over a tentative meeting schedule and phases of development for the new Plan.
- A work session was held with the Planning Commission on May 15 to finalize details/logistics for the planned Community Meeting.
- The Community Meeting was held on June 15. A total of 26 individuals signed in for the event. At that meeting, CRC staff gave a PowerPoint presentation about the planning process and attendees were broken into groups for two exercises to offer input.
- CR staff attended the Planning Commission's monthly meeting on July 24 and presented a summary report for the Community Meeting to the Commission for review. During this meeting, discussions began on the development of a citizen survey. The survey will be presented to the Commission at its August meeting.

Please do not hesitate to contact me if you have any questions.

cc: Melody Foster, Executive Director, CRC  
Nicci Edmonston, Zoning/Planning Administrator



IN PARTNERSHIP WITH

The Counties of Amelia | Buckingham | Charlotte | Cumberland | Lunenburg |  
Nottoway | Prince Edward

## **MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Lauren Jones  
Regional Planner

**DATE:** August 7, 2023

**SUBJECT:** CRC Staff Update – Providing Grant Writing Services to Local Agencies

As per the CRC's ongoing efforts to provide grant writing services for County Public Schools, local government, law enforcement, and 501 (c)(3) organizations in the region, the following activities have taken place since July 11, 2023:

### **Status Update**

- Curdsville Community Center (Buckingham County): The CRC is working with the group to seek funding opportunities to renovate the community center.
- VDEM State Homeland Security Grant: The CRC assisted Amelia County (regional application), the Town of Farmville, and Prince Edward with applications. Applications were due on July 17, 2023.
- Firehouse Subs: The CRC assisted the Drakes Branch Volunteer Fire Department with an application to purchase a rescue strut to help secure overturned vehicles during search and rescue efforts. Applications are taken quarterly and opened on July 13<sup>th</sup>.
- Town of Blackstone, USDA Rural Development (RD): CRC staff assisted the Town of Blackstone with an application for funds to purchase equipment for the Harris Memorial Armory Center. The Town has selected to withdraw this application.
- DHCD Industrial Revitalization Fund: The CRC has worked with the Farmville Downtown Partnership to discuss a potential application to the IRF grant program.
- DHCD Community Development Block Grant – Planning Grant: CRC Staff are assisting the Town of Crewe with a CBDG Planning Grant application for a Downtown Revitalization Project. The application closes on December 30, 2023.
- NPS, African American Civil Rights: The CRC is assisting Cumberland Co. with a potential application to renovate the historic Luther P. Jackson High School.
- VDOT Transportation Alternatives Program (TAP): The CRC assisted Amelia County, Lunenburg County, the Town of Farmville and the Town of Keysville with pre-application submissions to fund the construction of pedestrian sidewalks. Pre-applications were due July 1, 2023. CRC, VDOT, and County staff attended two site visits for Amelia and Lunenburg Counties.



## Awaiting Approval

- Virginia Department of Health, Office of Drinking Water - Drinking Water State Revolving Fund: The CRC assisted Prince Edward County with a request for funds to develop the Sandy River Reservoir to a public drinking water source. The CRC also assisted the Town of Charlotte Court House with a request for funds to replace water meters and install isolation valves. Applications were due by May 5<sup>th</sup>.
- Virginia Main Street, Resurgence Grant: The CRC assisted the Town of Blackstone with a request for funds to start a small business support training services for existing businesses in Blackstone's Historic Business District. Applications were due April 28<sup>th</sup>. The award was anticipated to be announced in July 2023. DHCD staff advised us that they are waiting on the Governor's office to announce the awards.
- CENTRA Health Grant- The CRC assisted the Amelia Emergency Squad with a request for funds to purchase an AED device for one of the ambulances. Applications were due May 1<sup>st</sup>. Funding awards will be made no later than September 31, 2023.
- Prince Edward County Congressionally Directed Spending Request: CRC staff assisted the County with a request for funds to develop the Sandy River Reservoir to a public drinking water source. Requests were due by March 10<sup>th</sup>.
- Staffing for Adequate Fire and Emergency Response Grant (SAFER): CRC staff assisted Farmville Volunteer Fire Department with a SAFER application. Funds will be used to hire additional personnel. Applications were due by March 17<sup>th</sup>.
- Town of Drakes Branch, Department of Environmental Quality (DEQ), American Rescue Plan Act Wastewater Funds: The Town is awaiting approval on its application to DEQ for funds to undertake repairs to the Town's sewer system, to address problems with average flows exceeding acceptable limits. The CRC assisted with this application, which was submitted on December 15<sup>th</sup>.
- Buckingham County, National Park Service Save Americas Treasures Grant Program: The County is awaiting word on its application for funds to complete necessary restoration projects on their Historic County Courthouse. The CRC assisted with this application, which was submitted on December 20<sup>th</sup>. Funding awards were anticipated in Mid-July. There are still not updates on the funding award announcement.
- Assistance to Firefighters Grant (AFG): CRC staff are awaiting word on when award announcements for the most recent submitted applications. Awards are ongoing until funds are depleted. CRC staff assisted with the following applications:
  - Victoria Fire and Rescue (VFR) requested funds to replace one of their trucks that has fallen into disrepair.
  - Prince Edward County Fire and Rescue is requesting funds in a regional application to purchase a thermal imaging camera.
  - Drakes Branch Fire and Rescue requested funds to purchase a thermal imaging camera and turnout gear.

## Projects on Standby (work undertaken as developments warrant)

- Playground Equipment Funding: The CRC is continuing to research funding for a playground equipment.
- Public Parking Lot in Victoria: The CRC is continuing to research funding for a public parking lot in Victoria

- Animal Shelter Funding: The CRC is continuing to research funding for new animal shelters.
- Twin Lakes State Park, Friends of Twin Lakes State Park: The CRC is working with the State Park and the non-profit group that supports the State Park to identify funding opportunities for various projects at the Park.

Upcoming Grant Funding Opportunities	
Grant Opportunity	Deadline
Southeast Crescent Regional Commission, State Economic and Infrastructure Development (SEID) Grant Program	Preapplications – September 15, 2023 Full Application Opens – TBD Full Application – TBD
NPS, African American Civil Rights Grant	Open – October 10, 2023
DHCD CBDG Planning Grants	Open – December 30, 2023
VBAF Site Remediation Grant	Open – September 29, 2023
VBAF Assessment and Planning Grant	Open; Rolling Basis
DHCD Mixed Use on Main Street (MUMS)	Rolling Basis in 2023 until all funds are distributed
VDOF Virginia Trees for Clean Water	Rolling Basis through December 1, 2023
VDOT Transportation Alternative Program (TAP)	Letter of Intent to apply – July 1, 2023 Full Application – October 1, 2023
Rescue Squad Assistance Fund	Open - September 15, 2023
<i>*Programs with rolling submissions include: EDA, USDA, Virginia Housing, GO Virginia, DHCD, Tobacco Commission TROF, VEDP, etc.</i>	

As always, please do not hesitate to contact me if you have any questions.



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**MEMORANDUM:**

TO: CRC Representatives

FROM: Melody Foster, Executive Director

SUBJECT: CRC Application for AFID Planning Grant -  
Feasibility Study of the Capacity of Southside Virginia for the  
Recruitment of a Poultry Processor

DATE: August 10, 2023

As you are aware the CRC has been working with the Secretary of Agriculture and Forestry, Matthew Lohr to facilitate discussions on the recruitment of a poultry processor to the region after the closing of the Tyson facilities. A meeting was held in May with poultry farmers, locality representatives as well as state agency representatives. The Secretary provided an update last month on findings and results as well as stating it is now his office's opinion that a AFID Planning Grant for the funding of a Poultry Feasibility Study for the region would be helpful in his offices continued efforts to recruit a poultry processor to the region. This Study would provide more technical information on the poultry industry infrastructure requirements and needs to allow for a more targeted recruitment strategy moving forward. As you are aware the CRC offered our assistance in applying for grant funds to assist in this endeavor. I have been in contact with Bill Scruggs with the Virginia Department of Agriculture and Consumer Services (VDACS) to discuss this grant request and with the assistance of Tony Banks, Senior Assistant Director, Agriculture, Development and Innovation Department, Virginia Farm Bureau Federation a Draft Concept has been put together (attached). It is the intent that this will be a fast-tracked Study with completion in 9 months along with targeted products being reported along the way that will support the continued efforts of recruiting a poultry processor to the region.

The Agriculture and Forestry Industries Development Fund (AFID) Planning Grant may fund up to \$35,000 for a multi-county application. It is estimated that this study will cost \$70,000. The CRC is eligible to be the applicant for the region. However, the AFID Planning Grant requires dollar for dollar match. Therefore, the seven counties will be asked to provide the \$35,000 (\$5,000 per county) matching funds for this request. A request for matching funds will be sent out to all seven counties for approval. Once we have received approval from all seven counties, the CRC will apply for AFID Planning Grant funding for this Study.

At this time, I am looking for feedback from all seven county representatives on the match funding request.

## **DRAFT CONCEPT**

### **Feasibility Study of the Capacity of Southside Virginia for the Recruitment of a Poultry Processor**

**Purpose:** Determine the physical and financial requirements and resources necessary to recruit a typical broiler chicken processor complex to Southside Virginia capable of utilizing the region's existing poultry production farms.

**Timeline:** Complete the feasibility study and provide a final report within 9 months of contract award.

1. Identify the size and requirements of the typical (average) broiler complex in the United States.
  - a. Production capacity
    - i. Birds/yr.
    - ii. Farms
    - iii. Hatchery
    - iv. Feed mill
  - b. Processing capacity
    - i. Site needs
    - ii. Staffing needs
    - iii. Fleet requirements
    - iv. Rail requirements
  - c. Utilities for each aspect of the complex
    - i. Water
    - ii. Wastewater treatment
    - iii. Electricity
    - iv. Natural Gas
    - v. Broadband
2. Identify the size and requirements of a niche poultry meat complex appropriate for the region's existing live poultry production capacity.
  - a. Identify potential niche poultry production type(s)
  - b. Production capacity
    - i. Birds/yr.
    - ii. Farms
    - iii. Hatchery
    - iv. Feed mill
  - c. Processing capacity
    - i. Site needs
    - ii. Staffing needs
    - iii. Fleet requirements
    - iv. Rail requirements

- d. Utilities for each aspect of the complex
  - i. Water
  - ii. Wastewater treatment
  - iii. Electricity
  - iv. Natural Gas
  - v. Broadband
- 3. Determine Southside's capacities.
  - a. Farmer Interest
    - i. Poultry (experienced and new growers)
      - 1. Existing production space
      - 2. Grower interest survey
      - 3. Grower interest in any potential cooperative opportunities
    - ii. Grain (area production and local market conditions)
  - b. Inventory potential sites (Consideration given to environmental, historical, and cultural resources, zoning, etc.)
    - i. Hatchery
    - ii. Feed mill
    - iii. Processing plant
    - iv. Sensitive site inventory
  - c. Workforce availability and training resources
    - i. Catch crews for live poultry
    - ii. Fleet operators
    - iii. Processing line operators
    - iv. HVAC and control mechanics
    - v. Industrial maintenance
    - vi. Managerial
    - vii. Training program opportunities
  - d. Rail and utilities
    - i. Locations
    - ii. Capacities
  - e. Estimate Facility and Equipment Costs
- 4. Determine and rank financial requirements necessary for a poultry processor to establish a new complex.
  - a. Processor survey
    - i. Document expressed interest
    - ii. Standard vs. specialty complex
  - b. Market economic conditions
  - c. Financial needs
    - i. Expected ROI
    - ii. Interest rates
    - iii. Economic incentives

5. Explore the potential for a regional poultry processing enterprise.
  - a. Permitting timeline
    - i. Local
    - ii. State
  - b. Niche Market Opportunities
6. SWOT Analysis of Southside.
  - a. Community interest (public input)
  - b. Environmental
7. Summarize findings.
  - a. Feasibility
  - b. Southside capacity
  - c. Ranking of potential facility sites by identified criteria
  - d. Processor requirements
8. Provide recommendations for recruiting a poultry processor to Southside.
  - a. Potential recruitment package
  - b. Recruitment timing
9. Provide a final written report including the findings (7) and recommendations (8)
  - a. Provide a public presentation summarizing the written report



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**MEMORANDUM:**

TO: CRC Representatives  
FROM: Melody Foster, Executive Director  
SUBJECT: Recommendation for Managed IT Services  
DATE: August 9, 2023

The CRC sent out a request for proposals for Managed IT services for the Commonwealth Regional Council IT equipment.

The CRC received three (3) proposals (attached) from:

- Integrated Technology Group (ITG), Madison Heights, VA
  - One time infrastructure update \$8,254.44
  - Managed IT and Software services (Annual) \$13,058.40
- Zachary McKinney Technology, Keysville, VA
  - Managed IT and Software Services (Annual) \$22,050.00
- RGB Technology, Farmville, VA
  - Managed IT services for equipment (Annual) \$4,500

After reviewing all three proposals I would like to recommend approval of the ITG Proposal for \$13,058.40 (Annual) as well as the one-time cost of \$8,254.44.

The ITG proposal was the most comprehensive service package that includes not only managing IT but providing service calls on equipment and a 24 hr. call center for IT issues not included in the other proposals.

While this proposal was not the lowest price it will provide cost savings of \$1,209 for other products the CRC currently utilizes that would no longer be necessary (antivirus and email security). The one-time costs proposed are to bring outdated equipment up-to-date. ITG currently services the Heartland Building Conference room equipment (owned by the Heartland Authority) through a contract with Charlotte County. Charlotte County provided an excellent reference for ITG services.

The CRC approved FY23-24 Budget allowed \$6,000 for Managed IT Services as this was an estimated cost. Therefore, since this recommendation is an increase in the budgeted amount, I am seeking approval to move forward with this contract.



# TECHNOLOGY PROPOSAL

Prepared for:

**COMMONWEALTH REGIONAL COUNCIL**

Presentation Date:

**7/25/2023**

Provided by:

**CLAIRE MADDOX**

*SALES MANAGER*



# COMPANY BIO



As a managed services provider, Integrated Technology Group believes that coordinating and proactively managing all of your technical solutions and vendors allows you the ability to completely focus on running your business. Since 2008, ITG has stood by that belief and has made integrity, trust, character and customer service the foundation of all that it does. Today ITG stands as a refined, reliable source of cost-effective technology services that are critical to the function and success of small to midsize businesses in the Central and Southwestern Virginia regions. ITG is dedicated to consistently operating with integrity and in the best interest of their clients, and they are committed to integrating technology solutions that bring simplicity, efficiency and order to your business.

Integrated Technology Group delivers their award-winning service through five core competencies: **IT products and services, IP telephony, security and access control, compliance and structured cabling.** ITG's relationship with partners such as Microsoft, Sophos, Barracuda and many others allows for the ability to tailor and implement effective infrastructure solutions to clients in a broad range of industries. Because ITG believes in giving their clients tools and services of top-quality, they specialize in providing leading technology and security solutions to ease their clients' concerns.

Years of experience, as well as certified expertise, make ITG's network and technical engineers a credible source of technology services and support. They utilize technologies such as Metro Ethernet, server virtualization and virtual private networking to carry out solutions such as physical security, network design and support, structured voice and data cabling design/installation and building automation design/implementation. These secure technologies optimize business communication, productivity and overall progress. The last thing that you, as a business owner or manager, should be concerned about is the credibility of your support provider. With ITG serving you, character and competence becomes a non-issue.

Integrated Technology Group seeks to incorporate their four, fundamental virtues—integrity, trust, character and customer service—while streamlining your business and simplifying your life. In doing so, they fulfill their mission to empower business owners to reach their goals through integrated technology solutions.

## CERTIFICATIONS

MICROSOFT CERTIFIED PROFESSIONAL  
MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR  
MICROSOFT AUTHORIZED EDUCATIONAL RESELLER  
CISCO CERTIFIED NETWORK ASSOCIATE  
BARRACUDA NETWORKS PREMIER PARTNER  
SOPHOS PARTNER  
COMPTIA A+ CERTIFIED  
COMPTIA NETWORK+ CERTIFIED  
COMPTIA SECURITY+ CERTIFIED  
PAXTON ACCESS CERTIFIED INSTALLER  
VIDEO INSIGHT CERTIFIED INSTALLER  
ELK SECURITY CERTIFIED INSTALLER  
CELLULAR BOOSTER CERTIFIED INSTALLER

## SPECIAL HONORS/AFFILIATIONS

2015 LYNCHBURG CHAMBER OF COMMERCE SMALL BUSINESS OF THE YEAR AWARD FOR PROFESSIONAL SERVICES  
2017 LYNCHBURG BUSINESS - COMMUNITY IMPACT APPRECIATION  
2018 & 2019 LYNCHBURG BUSINESS — GOLD AWARD — BEST IT COMPANY  
2018, 2019 & 2020 AMHERST COUNTY CHAMBER — MEDIUM BUSINESS OF THE YEAR  
2018 LYNCHBURG NEWS & ADVANCE READERS' CHOICE AWARDS — TECHNOLOGY SERVICE PROVIDER

# MANAGED SERVICE OFFERING

Upon completion of the project scope, ITG will configure Company network and all connected servers, routers, switches, PCs and peripherals to allow us the ability to proactively manage and maintain the network environment.

## THE CORE COMPONENTS THAT COMPRISE PROACTIVE ITG LIVE MANAGED SERVICES PACKAGE INCLUDE:

REMOTE HELPDESK 24X7  
24X7X365 NETWORK AND CRITICAL DEVICE MONITORING  
OVER 500 SERVICES & EVENTS MONITORED  
PATCH MANAGEMENT  
IMMEDIATE ALERTING  
AUTOMATED TROUBLE TICKET GENERATION  
SPYWARE/MALWARE SCAN AND REMOVAL ON DESKTOPS (SOPHOS ENDPOINT PROTECTION)  
ANTI-VIRUS IMPLEMENTATION AND MONITORING (SOPHOS ENDPOINT PROTECTION)  
RANSOMWARE DETECTION AND REMEDIATION (SOPHOS INTERCEPT-X)  
VENDOR MANAGEMENT  
LABOR ON ALL "COVERED" HARDWARE  
ONSITE LABOR WHEN NEEDED  
LOANER EQUIPMENT AND TRAINING FACILITY AT NO CHARGE  
PROJECT MANAGEMENT  
PROACTIVE MAINTENANCE — FIRMWARE/BIOS UPDATES ON NETWORK EQUIPMENT AND SERVERS  
QUARTERLY BUSINESS REVIEWS  
ANNUAL NETWORK AND SECURITY ASSESSMENTS  
LOW-VOLTAGE CABLING REPAIRS (DATA)  
HIPAA COMPLIANCE PROGRAM

## THE CORE COMPONENTS THAT COMPRISE PROACTIVE ITG HARDWARE AND SOFTWARE AS A SERVICES PACKAGE INCLUDE:

MANAGED FIREWALL: 1  
MANAGED POE SWITCH: 1  
MANAGED WIRELESS ACCESS POINT: 2  
MICROSOFT OFFICE 365 PREMIUM: 8  
EMAIL SECURITY SERVICE: 8  
ENDPOINT PROTECTION FOR SERVER: 1  
ENDPOINT PROTECTION FOR LAPTOP/DESKTOP: 8



## SCOPE OF WORK

### Infrastructure:

- Replace two 24 port older Netgear switches with one 24 port PoE switch
- Install Sophos XGS 116 Firewall \*pending Kinex confirmation on firewall management
- Install two Sophos APX 530 access points with required cabling.
- Install 1U UPS with network management card.
- Clean up and remove unnecessary equipment.

### Servers:

- ITG will agree to support Commonwealth Regional's Council current server for 1 year and recommend to move to Azure next year (2024).

### Applications:

- Create O365 tenant and procure licensing (8 Count)

### Cyber Security:

- ID Agent Phishing Campaigns configured/scheduled each quarter 2023.
- Annual Security Audit scheduled (Rapid Fire)
- Install and set up of Sophos InterceptX with MTR (8 Count)
- Set up of Office 365 Multi-Factor Authentication with self-service password reset.
- Setup Barracuda Essentials for mail protection and cloud backups (8 Count)

### Desktops/PCs/Macs

- Replace Lenovo Desktop (front desk)
- ITG will support Commonwealth Regional Councils current PCs/Laptops but if more than 3 service issues arise, we will recommend replacement.



# PROPOSAL



<b>Total Project (one-time price)</b>	<b>\$8,254.44</b>
ITG Managed Service and Software (12 months)	\$1,088.20

Installation Dates: AUGUST 2023

COMMONWEALTH REGIONAL COUNCIL

Print

Sign

Date

INTEGRATED TECHNOLOGY GROUP, INC.

Print

Sign

Date

- ✓ 75% deposit due upon receipt of project invoice after signed approval
- ✓ Project will begin upon receipt of deposit



ZACHARY MCKINNEY  
TECHNOLOGY

## SERVICE & MAINTENANCE CONTRACT

Date 5 June 2023

### Scope of Service

PC, Server, and Network Maintenance service contract between Zachary McKinney Technology (service provider) and Commonwealth Regional Council (client).

### Service Date

Monthly updates to all computers to be conducted onsite/virtually (to be determined). If the scheduled monthly service time falls on a US Recognized Holiday or some other unforeseen and unpreventable circumstance, does not allow onsite service, the service will be scheduled the following week (same day/time of week). In the event a technician is unable to respond due to illness, the party will be alerted as soon as possible and an alternate date will be selected.

### Service to be included in the maintenance contract

- Windows Updates (Microsoft supported platforms)
- Updates to installed software as available from developer
  - (if any fees, Commonwealth Regional Council is responsible for those fees)
- Assisting with Installing new Software/Hardware
  - (hardware limitations apply, see details)
- Assistance
  - [Phone/Email/Printer/Network/Remote Desktop Support].
- Includes monthly service on all PCs owned and operated by Commonwealth Regional Council
- Remote virus scans scheduled weekly

- Includes BitDefender license for all PCs owned and operated by Commonwealth Regional Council

BitDefender Features Included:

- Antimalware – Based on signature scanning and heuristic analysis (B-HAVE , ATC).
- Advanced Threat Control – This works as a malware/network attack defense.
- Advanced Anti Exploit – Catches the latest exploits in real-time and mitigates memory corruption vulnerabilities that can evade other security solutions.
- Risk Management – Helps to identify and remediate a large number of network and operating system risks on the endpoint level.
- Firewall – Helps to protect endpoints from inbound and outbound unauthorized connection attempts.
- Network Protection (with Content Control and Network Attack Defense) – Focused on detecting network attacks designed to gain access to endpoints through specific attacks i.e brute force, network exploits etc.
- Device Control – Helps by preventing sensitive data leakage and malware infections via external devices attached to endpoints such as USB flash drives, Bluetooth devices, CD/DVD etc.
- Web Filtering – Helps to schedule web access while blocking or allowing certain web categories or URLs.
- Ransomware Mitigation – Ability to restore files encrypted in a ransomware attack from tamper-proof copies. You can find the Ransomware Mitigation settings under the Antimalware > On-execute policy section.

415 Railroad Ave, Keysville, VA 23947



### Service Fees

Service Fees are to be billed monthly on the 1st business day of each month following the month of service at the rate set forth in the device service rate table (see below).

PC = \$80.00/device (minimum 6 devices)

Server = \$175.00/device (minimum 1 device)

Printer = \$15.00/device (minimum 0 device)

Network Support = \$150.00/hourly (minimum 1 hour billed per month)

Website Support = \$120.00/hourly (minimum 0 hours billed per month)

Software & Hardware Support = \$80.00/hourly (minimum of 9 hours billed per month)

Cloud Backup = \$0.25/GB on Server (calculated monthly at statement end date, first 150 GB included)

BitDefender = \$7.25/device (minimum 6 devices)

Microsoft 365 administration = 10% of license month rate per device (minimum 0 licenses)

Phone/Telecommunications = Support \$120.00/hourly (minimum 0 hours billed per month)

### Billing Example

QTY	Item	Price	EXT
9	PCs	80.00	720.00
1	Server	175.00	175.00
0	Printer	15.00	0.00
1	Network Support	150.00	150.00
0	Website Support	120.00	0.00
9	Software & Hardware Support	80.00	720.00
0	Cloud Backup (price per gigabit, over first 150GB)	0.25	0.00
10	BitDefender	7.25	72.50
0	Photo/Telecommunications Support	120.00	0.00
SUBTOTAL			\$1,837.50
DISCOUNT			0
SALES TAX			EXEMPT
MONTHLY TOTAL			\$1,837.50



ZACHARY MCKINNEY  
TECHNOLOGY

**Contract Period**

The service contract by Zachary McKinney Technology (service provider) to Commonwealth Regional Council (client) shall last for an agreed upon duration from:  
1 July 2023 until June 30, 2024. First billed date 1 August 2023

**Late Payment Fee**

A late fee will be applied to any unpaid balance 28 days past the due date of the invoice. Late fee will be calculated at 10% of unpaid balance.

**Additional Time**

In the event the client (Commonwealth Regional Council) decides that additional service time is required per month, additional time will be billed at the rate seen above in the pricing table at the end of the billing cycle

**Surplused Equipment**

Zachary McKinney Technology will remove old technology equipment that is deemed surplus by the Commonwealth Regional Council. Devices with storage media (i.e. hard drives) will be removed and destroyed prior to recycling.

**Not Included in this Contract**

Hardware (purchases). All hardware purchases must be through Zachary McKinney Technology, unless otherwise approved in writing.

Hardware installs (exception, new desktops/laptops, windows supported printer, scanner, fax, copier, external hard drives on PC/laptop, or assistive technology devices)

Software Purchase/Fees

Networking (cable, wireless hardware/software, installation, etc)

Audio/Visual Purchase/Installation

Security Camera Purchase/Installs/Service

**Early Termination Fee**

In the event Commonwealth Regional Council terminates the contract prior to the contract end date, a 25% contract termination fee of the remaining contract time period will apply.

**Payment Schedule**

Commonwealth Regional Council (client) agrees to pay Zachary McKinney Technology (service provider) in 12 installment(s) for the contact period of 12 months.

**Client Signature**

**Service Provider Signature**

TITLE

TITLE

415 Railroad Ave, Keysville, VA 23947

434.321.8558

|

sales@zackmckinney.com





ZACHARY MCKINNEY  
TECHNOLOGY

DATE

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DATE

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415 Railroad Ave, Keysville, VA 23947

434.321.8558 | [sales@zackmckinney.com](mailto:sales@zackmckinney.com)

## RE: Second Request - Re: CRC Request Quote

Marvin Barnes

Wed 6/28/2023 9:42 AM

To: mfooster virginiasheartland.org <mfooster@virginiasheartland.org>

External (support@rgbtechnology.com)

[Report This Email](#) [FAQ](#) [GoDaddy Advanced Email Security](#), Powered by INKY

For the 5 desktop computer and the laptop computers including the Server the price would be \$4500 for a one year agreement. If were to take a 2 year agreement you would save 10%. This includes 20 hours per year for on-site services. If you agree to the 2yr plan. I will upgrade the desktop in the office hard drives to SSD HD and Upgrade the RAM in each Desktop for free.

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

From: mfooster virginiasheartland.org [mailto:mfooster@virginiasheartland.org]

Sent: Thursday, June 22, 2023 8:57 AM

To: mbarnes@rgbtechnology.com

Cc: support@rgbtechnology.com

Subject: Re: Second Request - Re: CRC Request Quote

Dear Mr. Barnes,

Here is the request.

Thanks!

Melody Foster  
Executive Director  
Commonwealth Regional Council  
P.O. Box P  
One Mill Street, Suite 202  
Farmville, Virginia 23901  
(434) 392-6104 office  
(434) 610-1728 cell

---

From: mfooster virginiasheartland.org <mfooster@virginiasheartland.org>

Sent: Thursday, June 1, 2023 12:29 PM

To: mbarnes@rgbtechnology.com <mbarnes@rgbtechnology.com>

Cc: support@rgbtechnology.com <support@rgbtechnology.com>

Subject: Second Request - Re: CRC Request Quote

Dear Mr. Barnes,

Just checking in with you on my request below?

Melody Foster

Dear News Media,

Please post the following News Release in your next newspaper cycle:

The Virginia Association of Planning District Commission's (VAPDC) has elected Mr. J. Mike Hankins of Lunenburg County to serve on the VAPDC Board of Directors. Mr. Hankins was nominated by the Executive Director of the Commonwealth Regional Council to fulfill this role. The VAPDC took action at their July 27<sup>th</sup> Annual Board Meeting to confirm his nomination to the VAPDC Board of Directors. Mr. Hankins participated in the July 28<sup>th</sup> VAPDC Board of Directors Meeting held in Norfolk, VA. Mr. Hankins currently serves on the Lunenburg County Board of Supervisors and also on the Commonwealth Regional Council.

**The Virginia Association of Planning District Commissions (VAPDC)** is an organization comprised of the 21 Planning District Commissions/Regional Councils in Virginia. VAPDC works to bring diverse resources together at the regional level in partnership with local, state, and federal entities to strengthen regions and the Commonwealth.

The purpose of the Association is to promote coordination and cooperation among the Commonwealth's Planning District Commissions/Regional Councils to heighten their effectiveness and efficiency; provide mutual assistance and the exchange of ideas; and otherwise promote understanding for how PDCs/RCs can help save their regions and the Commonwealth time and money.

*Melody Foster*  
*Executive Director*  
*Commonwealth Regional Council*  
*We have moved!! - new location:*  
*200 Heartland Road*  
*Keysville, VA 23947*  
*mfoster@virginiashartland.org*  
*(434) 392-6104 office*  
*(434) 610-1728 cell*

