LUNENBURG COUNTY BOARD OF SUPERVISORS
GENERAL DISTRICT COURTROOM
LUNENBURG COURTS BUILDING
LUNENBURG, VIRGINIA

Minutes of October 10, 2024 Meeting

The regular meeting of the Lunenburg County Board of Supervisors was held on Thursday, October 10, 2024, at 6:00 pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia. The following members were present: Supervisors T. Wayne Hoover, Alvester Edmonds, Greg Currin, Frank W. Bacon, Mike Hankins, Robert Zava, Edward Pennington, County Administrator Tracy M. Gee, Deputy County Administrator Nicole Clark and County Attorney Frank Rennie.

Chairman Edmonds called the regular meeting of the Board of Supervisors to order.

Supervisor Currin led the Pledge of Allegiance and gave the invocation.

Chairman Edmonds requested additions to the agenda from the Board and the public. There were none.

Chairman Edmonds called for any conflicts of interest from any board members. There were none.

Chairman Edmonds called for anyone wishing to speak under Citizen Comment. There were none.

Supervisor Hankins made motion, seconded by Supervisor Pennington, and unanimously approved, to accept the Consent Agenda to include the minutes of the September 12, 2024 Meeting, the Treasurer's revised June 2024 and August 2024 Report and the following Warrants for Approval:

Additions for June 2024 printed in September 2024:

(for inclusion in FY24 expenses)

Accounts Payable: #85538, 85596 (partial amounts) (#85538 total amount $3,665.51—posting $2,589.77 to FY24 & $1,075.74 to FY25) (#85596 total amount $43,736.42—posting $7,995.00 to FY24 & $35,741.42 to FY25)	$ 10,584.77
ACH payments (partial amount) (Total amount $123,093.00--$16,945 posting to FY25)	$ 106,148.00

September 2024:

Payroll: Direct Deposit	$ 213,143.53
Payroll Check #2065-69	$ 4,023.59
Payroll Taxes Federal:	$ 73,244.30
Payroll Taxes State:	$ 13,545.96
ACH Payroll Payments:	$ 48,588.97
WIRE payments:	$ 84,181.26
Accounts Payable ACH payments:	$ 16,945.00
Accounts Payable: #85536-646 (#85538 & 85596 partial amounts)	$ 626,594.80
September Total:	$ 1,080,267.41

Supervisor Hoover made motion, seconded by Supervisor Pennington, and unanimously approved, to enter public hearing regarding requests for Conditional Use Permit 2-24 for Landview RV Park and Conditional Use Permit 3-24 for Robert D. Foley.

Administrator Gee advised that an application was received requesting a Conditional Use Permit for Landview RV Park to operate a Camping Facility on tax parcels 008-0A-0-51 and 008-0A-0-52, which contains the addresses of 9, 19, 25, 35, 41, 47, 57, and 63 Simplicity Road, Keysville, VA 23947 as well as 11, 12, 17, 18, 21, 22, 28, 29, 36, 44, and 52 Pine Road, Keysville, VA 23947, consisting of 13.98 acres in an A-1 Agricultural zone. The request referred to as CUP 2-24, includes a pre-existing mobile home park transitioning into a RV park. No permanent residences will be allowed. Adequate security lighting will be installed. Solid waste from the RV park would need to be disposed of by a private entity and taken to the landfill, not disposed of in County Solid Waste Convenience Centers. Administrator Gee stated that the Planning Commission recommended approval with conditions.

Administrator Gee advised that an application was received requesting a Conditional Use Permit for Robert D. Foley to operate a Camping Facility on tax parcel 032-0A-0-67, which is located directly across Courthouse Road from 11586 Courthouse Road, Lunenburg, VA 23952, consisting of 2.79 acres in an A-1 Agricultural zone. Mr. Robert Foley, addressed the Board regarding the need for a camping site for their wedding venue guests to use. The guests have come from other countries and states to Lunenburg and desire a safe place to stay, but there are limited efficiencies in the area. There would likely be no more than three campers at a time or for longer than 72 hours. They will not provide water, electricity, or septic. They will maintain a locked gate and wooded buffer so the site will not be visible from the road and neighbors. Administrator Gee stated that the Planning Commission recommended approval with conditions.

There was no public comment for either application.

Supervisor Hoover made motion, seconded by Supervisor Bacon, and unanimously approved, to exit public hearing regarding requests for Conditional Use Permit 2-24 for Landview RV Park and Conditional Use Permit 3-24 for Robert D. Foley.

Supervisor Hoover made motion, seconded by Supervisor Bacon, and unanimously approved, to approve, by resolution, Conditional Use Permit 2-24 for Landview RV Park to operate a Camping Facility on tax parcels 008-0A-0-51 and 008-0A-0-52, which contains the addresses of 9, 19, 25, 35, 41, 47, 57, and 63 Simplicity Road, Keysville, VA 23947 as well as 11, 12, 17, 18, 21, 22, 28, 29, 36, 44, and 52 Pine Road, Keysville, VA 23947, consisting of 13.98 acres in an A-1 Agricultural zone.

Supervisor Hoover made motion, seconded by Supervisor Pennington, and unanimously approved, to approve, by resolution, Conditional Use Permit 3-24 for Robert D. Foley to operate a Camping Facility on tax parcel 032-0A-0-67, which is located directly across Courthouse Road from 11586 Courthouse Road, Lunenburg, VA 23952, consisting of 2.79 acres in an A-1 Agricultural zone, with conditions as presented.

Administrator Gee advised that a resolution must be prepared for each CUP which is approved. For the ease of documentation, she requested that the Board authorize the Chairman to sign resolutions for Conditional Use Permits once they are prepared, rather than waiting until the following Board meeting.

RESOLUTION FOR CONDITIONAL USE PERMIT CASE: 2-24

WHEREAS, Mr. Nelson P. Jackson, owner of Landview Mobile Home Parks, LLC, the "Applicant", has petitioned the Lunenburg County Board of Supervisors to approve CUP 2-24 allowing the Applicant to operate a Camping Facility on tax parcels 008-0A-0-51 and 008-0A-0-52, consisting of addresses 9, 19, 25, 35, 41, 47, 57, and 63 Simplicity Road, Keysville, VA 23947 and 11, 12, 17, 18, 21, 22, 28, 29, 36, 44, and 52 Pine Road, Keysville, VA 23947.

WHEREAS, after appropriate advertisements, the Lunenburg County Planning Commission held a public hearing and duly reviewed and recommended this amended application to the Lunenburg County Board of Supervisors for approval with the following conditions:

1. Comply with all Uniform Building Codes
2. Provide adequate room for fire, EMS, and law enforcement to make entrance to the parking area, building, and surrounding areas on the parcel and can exit the location.
3. Ensure there is adequate parking, which will not impede the flow of traffic on Germantown Road and Simplicity Road.
4. Adhere to the Lunenburg County Noise Ordinance.
5. Comply with the Lunenburg County Code pertaining to signage in an A-1: Agricultural District.
6. Adhere to requirements of the Virginia Department of Health's rules and regulations for well and septic.
7. A Trash receptacle is required to be located on the Property for the use of the tenants/patrons and all trash and debris shall be removed from the property on a regular basis by the Owner.
8. The entrance from Germantown Road and Simplicity Road must be maintained to ensure the entrance approach is free of mud and debris.
9. Comply with all annual reporting requirements of the Lunenburg Commissioner of Revenue.
10. No lot will be leased to the same individual or entity for longer than six (6) months or be sold individually.
11. Tenants/Patrons are not permitted to have mailboxes, their own physical address, or list the physical address of the camping facility as their permanent place of residence.
12. Provide adequate lighting for security and adhere to the Lunenburg County Lighting Ordinance,
13. Food and retail vendors are not permitted to sell goods or services at the camping facility.
14. Provide Lunenburg County Emergency Communications contact information in the event that there is an emergency.
15. The desire to add additional structures or amenities would result in the need for a new or amended Conditional Use Permit.
16. Comply with all federal, state, and local regulations.
17. The Conditional Use Permit is limited to the applicant and does not run with the property.

NOW THEREFORE LET IT BE RESOLVED, that the Conditional Use Permit Case 2-24: Landview Mobile Home Parks, LLC, owned by Mr. Nelson P. Jackson, with conditions, is approved to operate a Camping

Facility on tax parcels 008-0A-0-51 and 008-0A-0-52, consisting of addresses 9, 19, 25, 35, 41, 47, 57, and 63 Simplicity Road, Keysville, VA 23947 and 11, 12, 17, 18, 21, 22, 28, 29, 36, 44, and 52 Pine Road, Keysville, VA 23947.

BE IT FURTHER RESOLVED, this permit is contingent upon the Applicant obtaining and maintaining all necessary permits and licenses and is subject to all State and Local regulations and the Board of Supervisors further empowers the Chairman to certify this document.

DATED: October 11, 2024

	AYE	NAY	ABSTAIN	ABSENT
Dr. Bacon	✓			
Mr. Currin	✓			
Mr. Edmonds	✓			
Mr. Hankins	✓			
Mr. Hoover	✓			
Mr. Pennington	✓			
Mr. Zava	✓			

Alvester Edmonds, Chairman
Lunenburg County Board of Supervisors

RESOLUTION FOR CONDITIONAL USE PERMIT CASE: 2-24

WHEREAS, Mr. Robert D. Foley, the "Applicant", has petitioned the Lunenburg County Board of Supervisors to approve CUP 3-24 allowing the Applicant to operate a Camping Facility on tax parcel 032-0A-0-67, which is located directly across Courthouse Road from 11586 Courthouse Road, Lunenburg, VA 23952, consisting of 2.79 acres in an A-1 Agricultural zone.

WHEREAS, after appropriate advertisements, the Lunenburg County Planning Commission held a public hearing and duly reviewed and recommended this amended application to the Lunenburg County Board of Supervisors for approval with the following conditions:

1. Comply with all Uniform Building Codes
2. Provide adequate room for fire, EMS, and law enforcement to make entrance to the parking area, building, and surrounding areas on the parcel and can exit the location.
3. Ensure there is adequate parking, which will not impede the flow of traffic on Courthouse Road.
4. Adhere to the Lunenburg County Noise Ordinance.
5. Comply with the Lunenburg County Code pertaining to signage in an A-1: Agricultural District.
6. Trash must be contained and removed from the property on a regular basis.
7. The entrance from Courthouse Road must be maintained to ensure the entrance approach is free of mud and debris.
8. Comply with all annual reporting requirements of the Lunenburg Commissioner of Revenue.
9. The Conditional Use Permit will be limited to two (2) spots for RVs to park as indicated in the approved site plan.
10. A minimum of twenty-five (25) foot buffer to block the viewshed of the adjacent properties including but not limited to the Historic Courthouse District.
11. Utilization of the camping facility cannot be greater than three (3) nights or the length of the event at The Pavilion at Mimose Lake, whichever is greater.
12. Patrons are not permitted to have mailboxes, their own physical address, or list the physical address of the camping facility as their permanent place of residence.
13. Provide adequate lighting for security and adhere to the Lunenburg County Lighting Ordinance.
14. Food and retail vendors are not permitted to sell goods or services at the camping facility.
15. Provide Lunenburg County Emergency Communications contact information in the event that there is an emergency.
16. The desire to add additional structures, well/septic, or amenities would result in the need for a new or amended Conditional Use Permit.
17. Comply with all federal, state, and local regulations.
18. The Conditional Use Permit is limited to the applicant and does not run with the property.

NOW THEREFORE LET IT BE RESOLVED, that the Conditional Use Permit Case 3-24: Mr. Robert D. Foley, with conditions, is approved to operate a Camping Facility on tax parcel 032-0A-0-67, which is located

directly across Courthouse Road from 11586 Courthouse Road, Lunenburg, VA 23952, consisting of 2.79 acres in an A-1 Agricultural zone.

BE IT FURTHER RESOLVED, this permit is contingent upon the Applicant obtaining and maintaining all necessary permits and licenses and is subject to all State and Local regulations and the Board of Supervisors further empowers the Chairman to certify this document.

DATED: October 11, 2024

	AYE	NAY	ABSTAIN	ABSENT
Dr. Bacon	✓			
Mr. Currin	✓			
Mr. Edmonds	✓			
Mr. Hankins	✓			
Mr. Hoover	✓			
Mr. Pennington	✓			
Mr. Zava	✓			

Alvester Edmonds, Chairman
Lunenburg County Board of Supervisors

Supervisor Bacon made motion, seconded by Supervisor Pennington, and unanimously approved, to authorize the Chairman to sign resolutions for Conditional Use Permits once they are prepared.

Administrator Gee advised that representatives from Virginia Electric and Power Company dba Dominion Energy Virginia worked with County staff and the County Attorney to update the recommended conditions regarding the CUP 11-23 which was previously approved for Applicant to construct and operate a major public utility (230/500kV Electric Transmission "Unity" Substation) on tax parcel 059-0A-0-18A, located Southeast of 251 Dusty Lane, Kenbridge, VA 23944, consisting of 213.45-acres (of which 49.740-acres has been subdivided for purchase and utilization by Virginia Electric and Power Company) in an A-1 Agricultural zone. Mr. Scott Adams, Attorney with McGuire Woods and representing Dominion Energy Virginia, reminded the Board that a request for a deferral was made at the prior month's meeting to give both parties time to develop a resolution to the conditions regarding ground water testing. Attorney Adams noted that changes had been made to condition number eight, the applicant and County representatives both agreeing to the condition as presented. County Attorney Rennie advised that the Planning Commission and legal recommended approval to amend the conditions for CUP 11-23. These conditions will be documented in the resolution by the Board of Supervisors.

RESOLUTION FOR CONDITIONAL USE PERMIT CASE: 5-24

WHEREAS, Virginia Electric and Power Company dba Dominion Energy Virginia, the "Applicant", has petitioned the Lunenburg County Board of Supervisors to amend the conditions for CUP 11-23 which was previously approved for Applicant to construct and operate a major public utility (230/500kV Electric Transmission "Unity" Substation) on tax parcel 059-0A-0-18A, located Southeast of 251 Dusty Lane, Kenbridge, VA 23944, consisting of 213.45-acres (of which 49.740-acres has been subdivided for purchase and utilization by Virginia Electric and Power Company) in an A-1 Agricultural zone.

WHEREAS, after appropriate advertisements, the Lunenburg County Planning Commission held a public hearing and duly reviewed and recommended this amended application to the Lunenburg County Board of Supervisors for approval with the following conditions:

1. The Applicant shall develop, construct, operate, and maintain the site in substantial conformance with the conceptual plans (dated August 18, 2023, and January 29, 2024, submitted to County February 1, 2024), all assurances and commitments made within the Application materials, and the conditions imposed on the issued conditional use permit, as determined by the Zoning Administrator. Substantial conformance will be determined by the Zoning Administrator based on his/her review of the record. Deviations determined not to be in substantial conformance with the conceptual plans shall require review and approval as an amendment to the conditional use permit, following the process for the granting of a conditional use permit. As used in these conditions, the term "Applicant" shall include the terms "Applicant, Owner, Developer, or Operator," and the successors and assigns thereof, and the term "Zoning Administrator" shall include the designee of the Zoning Administrator.

2. The project, as presented, does not include battery energy storage systems; the addition of battery energy storage shall require a separate conditional use permit.

3. Prior to the approval of the site plan for the project, the Applicant shall establish and submit to the County for review and record all permanent access and temporary construction easements.

4. The Substation facility shall be monitored at all times via installed surveillance cameras and electrical system monitoring equipment.

5. All exterior lighting associated with the site, both temporary and permanent, shall be full cutoff, shielded, and directed downward. Emergency and/or safety lighting not meeting this requirement shall be presented to the County for approval prior to installation.

6. Unless approved in writing by the County, no signage, temporary or permanent, shall be permitted to be installed on the property. It is anticipated that signage containing notices, warnings, safety and security information, environmental information, and temporary signage concerning construction activities may be installed; the Owner will be required to submit sign packages to the County for approval prior to installation.

7. The Applicant is required by Va. Code § 62.1-44.15:31 to submit an "Erosion and Sediment Control Plan" (the "E&S Plan") to the Virginia Department of Environmental Quality (DEQ) for approval. The Applicant is responsible for administering, implementing, and complying with the "Standards & Specifications for Erosion & Sediment Control and Stormwater Management for Construction and Maintenance of Linear Electric Transmission Facilities," which includes substations, switching stations, and laydown yards based on the approved E&S Plan. The Applicant will submit the final "Erosion and Sediment Control Plan" (the "E&S Plan") to the Zoning Administrator. The owner or operator shall construct, maintain, and operate the Project in compliance with the approved E&S Plan. As authorized and allowed by Virginia DEQ, a separate Erosion and Sediment Control Plan may be submitted for various development areas on the Project Area. An erosion and sediment control bond (herein, an "E&S Bond") will be posted for the construction portion of the Project in accordance with the County's Erosion and Sediment Control Ordinance (codified as Lunenburg County Code Chapter 42, Article II) and/or the VESCP authority and applicable regulations. If the Project is subsequently sold to a non-investment grade entity or the Applicant's credit rating is downgraded to below investment grade, a bond or other security will be required from the transferee.

a. The Applicant shall not disturb, grade, or clear any land to create a permanent slope greater than eight percent (8%) except for those areas shown on the final site plan required to minimize tree clearing, minimize grading adjacent to the access road, reduce wetland impacts, address stream crossings, and meet the requirements for proper stormwater management drainage.

8. Prior to the commencement of construction of the Substation, the Applicant will drill test wells around the proposed substation site in areas approved by the County. The Applicant will conduct an initial study of the groundwater in those wells prior to the commencement of construction, which study will test for contaminants in the National Primary Drinking Water Regulations (the "Drinking Water Regulations") as compiled by the United States Environmental Protection Agency. Once each year for the first two years after completion of construction of the Substation, the Applicant will test the groundwater in those wells to determine if there are any contaminants in the groundwater that is in excess of the limits set by the Drinking Water Regulations that were not already present in the pre-construction test. The Applicant shall provide the results of these tests to the County. On year three, this condition (and every three years thereafter) shall be reviewed, and the scope and/or frequency of the testing shall be reduced unless there is a showing (after year two) that the Substation has introduced contaminants into the groundwater in those monitoring wells.

9. Pollinator habitats. The portions of the land within the Perimeter where the Substation will be installed (the "Project Area"), any other area where the Developer has caused land disturbance during construction and operation, except those areas designated as right of ways, setbacks with required natural or vegetative buffers, and where the VESCP authority requires stabilization and/or replanting, will be seeded or replanted with appropriate pollinator- friendly plants, shrubs, trees, forbs, and wildflowers native to the County where compatible with site conditions and where practicable and, in all cases, shall be approved by the Zoning Administrator, or a third-party consultant for the County, which shall be paid for by the Applicant. Such portions of the Project Area will be seeded immediately following completion of construction, in an approved section, in such a manner as to reduce invasive weed growth and sediment in the Project Area.

10. Groundcover and screening vegetation shall include appropriate pollinator-friendly plants, shrubs, trees, forbs, and wildflowers native to the County where compatible with site conditions and, in all cases, shall be approved by the Zoning Administrator, or a third-party consultant for the County, which shall be paid for by the Applicant.

11. The Applicant will only utilize EPA approved herbicides as a component of the approved Integrated Vegetation Management Plan ("IVMP") that covers the maintenance of Transmission Lines and appurtenant facilities such as substations, switching stations, and laydown yards. The management and use of regulated herbicides will be in compliance with the IVMP and completed by an approved licensed applicator. Targeted applications of any approved herbicide inside the Substation will be used for both herbaceous weeds and woody vegetation to address Substation safety and reliability. The Applicant will maintain the Substation on a three to four-year maintenance cycle. Vegetation control is based on voltage, conductor movement, and vegetation characteristics and will include control of vegetation along the transmission line right-of-way, which is patrolled and monitored every twelve to eighteen months. Incompatible and/or tall vegetation is required to be removed from transmission line rights-of-way using manual or mechanical means or with selective herbicide applications.

12. All topsoil removed from land that is situated within the Perimeter or Project Area shall remain within the Perimeter or Project Area and shall be used to stabilize the soil and to facilitate growth of Pollinator habitats, screening vegetation, and other vegetation required under the Landscaping and Screening Plan. Removal of any topsoil from the Project Area or the County, shall be deemed grounds for revocation of the Applicant's Conditional Use Permit pursuant to the terms of Section 8-9 of the Zoning Ordinance.

13. The Applicant/Owner shall provide materials, education, and/or training on how to safely respond to any on-site emergencies. The Applicant shall maintain continuous and perpetual security monitoring of the Substation, conduct annual first responder outreach, which shall include direction on standoff protocol and notifications for qualified electrical personnel to respond and assess any on-site emergency. The Applicant shall not permit access to the substation to anyone not accompanied by qualified personnel. Said qualified personnel shall be required to have all necessary training, certifications, and licensures as may be required by state, federal or local law. The Applicant shall also provide the County with contract information for the Applications Threat Response and Analysis Center and security team. T

14. The County will be given access to the Project with a 24-hour notice for inspections. The Applicant/Owner will escort any person who needs to inspect or access the Substation.

15. Construction of the substation and construction traffic shall be limited to 7:00 a.m. to 7:00 p.m. Monday through Saturday.

16. Deliveries by three-axel trucks or larger shall be limited to Monday through Friday and shall not occur during 7:00 a.m. to 8:00 a.m. or 3:00 p.m. to 4:00 p.m. on school days. Delivery vehicles shall utilize routes approved by the county for all deliveries to the project area serving the Substation, as identified on the Conceptual Plans submitted to the County and the easement areas identified in the recorded permanent and temporary construction easements.

17. The Applicant shall comply with the County's Noise Ordinance during construction and operation of the substation.

18. The Applicant shall comply with all applicable federal, state, and local laws.

NOW THEREFORE LET IT BE RESOLVED, that the Conditional Use Permit Case 5-24: Virginia Electric and Power Company dba Dominion Energy Virginia with amended conditions is approved to construct and operate a major public utility, the 230/500kV Electric Transmission "Unity" Substation, on a 49.74 acres subdivided portion of tax parcel 059-0A-0-18A, Southeast of 251 Dusty Lane, Kenbridge, VA 23944.

BE IT FURTHER RESOLVED, this permit is contingent upon the Applicant obtaining and maintaining all necessary permits and licenses and is subject to all State and Local regulations and the Board of Supervisors further empowers the Chairman to certify this document.

DATED: October 11, 2024

	AYE	NAY	ABSTAIN	ABSENT
Dr. Bacon	✓			
Mr. Currin	✓			
Mr. Edmonds	✓			
Mr. Hankins	✓			
Mr. Hoover	✓			
Mr. Pennington	✓			
Mr. Zava	✓			

Alvester Edmonds, Chairman
Lunenburg County Board of Supervisors

Supervisor Bacon made motion, seconded by Supervisor Zava, and unanimously approved, to approve amended conditions of the CUP 11-23 which was previously approved for Dominion Energy Virginia to construct and operate a major public utility (230/500kV Electric Transmission "Unity" Substation) on tax parcel 059-0A-0-18A, located Southeast of 251 Dusty Lane, Kenbridge, VA 23944, consisting of 213.45-acres (of which 49.740-acres has been subdivided for purchase and utilization by Virginia Electric and Power Company) in an A-1 Agricultural zone.

Mrs. Jessica Nowlin provided the monthly school reports. She reported the current ADM at 1,488. The budget was based on an ADM of 1,483, so they currently have five more students than the budgeted projection. Ms. Nowlin reported that the majority of the ESSER III funds have been spent. All requests for reimbursements must be submitted by September 30, 2024. She shared that the funds have allowed for numerous projects to be completed that the school system otherwise would not have been able to afford. Supervisor Hoover thanked Mrs. Nowlin and other school system representatives for joining the Finance Committee for the first quarter meeting. He added that the meeting was very productive, and he appreciated their attendance. School Superintendent Dr. Stanislas shared that the school system is in the process of updating the strategic plan. She added that Administrator Gee and Chairman Edmonds are participating in the process, and she appreciates their input.

Mr. Kevin Smith of VDOT, provided the monthly report. He reported that the area received five- and one-half inches of rain several weeks ago and several roads in the County washed out. All roads that were shut

down have been repaired and reopened. Mr. Smith reported that mowing efforts were ongoing, and crews would be cutting along the primary roads again soon. Mr. Smith shared that thirteen local VDOT employees would be traveling out to the western portion of the state to help with repair efforts from the recent hurricane damage. He shared that seven of those are Lunenburg County residents.

The proposed Remote Work Policy was reviewed and updated by County Attorney Rennie. Administrator Gee shared the final draft with the Board for adoption.

Lunenburg County Administration Remote Work Policy

Objective

To provide guidelines for employees working remotely, ensuring productivity and maintaining organization standards.

Eligibility

Remote work is not favored for county employees, but there may be times or circumstances where a county employee may be granted remove work for limited time periods. An employee's eligibility to work remotely is at the discretion of the County Administrator. Options and eligibility for remote work will vary among specific job classifications and department needs and requirements. A classification in one department may be eligible for remote work where the same or similar classification in another department may not. This may also apply to employees in the same classification within the same department or division. Employee eligibility is dependent on several factors, including but not limited to, training, skill, ability, knowledge, performance, operational need, and project or job assignment.

Remote work is not an alternative to dependent care or for an employee's other personal matters and, when applicable, the remote worker must make appropriate arrangements for dependent care.

Employees eligible for remote work must:

- Have completed their probation period.
- Hold a position that can be effectively performed remotely.
- Be dependable and responsible.
- Effectively communicate with supervisors, coworkers, customers, and members of the public.
- Be self-motivated, able to prioritize their workload, and capable of performing work independently.
- Be in possession of good organizational and time management skills.
- Be knowledgeable and possess a high level of skill for the job.
- Have a satisfactory or better performance level with no current record of negative performance or conduct issues.

Termination of Participation

Remote work participation may be terminated by either the County Administrator or the employee at any time.

Work Hours

Remote work schedules shall follow regular office hours of 9:00am - 5:00pm or the specific office hours already assigned for the employee's position. Participation in the remote work

program does not constitute a schedule change, unless prior authorization is received from the County Administrator.

Nothing in this policy shall limit the ability of the County Administrator to require employees to be present at physical worksites on a scheduled basis or a hybrid model of partial remote work due to an operational or business needs.

Participating employees:

a. Must perform designated work during scheduled work hours.
b. Must be available to report to a physical County worksite or out-of-office meeting if directed to do so on their scheduled workday. The County shall endeavor to provide twenty-four (24) hours' advance notice to the employee to be physically present in the office.

c. Must be available to the County via telephone, email, or other electronic means during all scheduled work hours, except during authorized break(s).
d. Must account for, and report time spent working remotely in at least the same way they would at the physical county worksite, or according to the terms of their remote work agreement. Work logs with documentation of specific work performed by the hour may be required, depending on the duration or situation for remote work.
e. Must obtain approval to use vacation, sick, or other paid leave in the same manner as employees who do not work remotely.
f. Shall ensure dependent care will not interfere with work responsibilities.
g. Must inform their supervisor if they become ill during their shift and report the hours worked and the sick leave hours used.
h. Remote workers shall, during online meetings, have their cameras turned on, to the extent feasible. When on camera, employees shall present themselves in a professional manner.
1. Should not accrue compensatory or overtime hours during remote work, unless otherwise authorized by the County Administrator.

Communication

Employees are expected to:

- Check in with their manager daily.
- Be responsive to phone calls, emails and messages within a reasonable timeframe.

Compensation

There is no change to existing compensation for participating employees unless the employee's classification or job description is modified to affect such change.

Equipment and Tools

The company will provide necessary equipment such as information technology hardware and software. Employees must ensure their home office setup is conducive to work.

Data Security

Employees must:

- Follow all company data protection policies.
- Ensure that confidential information is not accessible to unauthorized persons.

Performance Monitoring

Managers will:

- Conduct regular performance reviews.
- Set clear goals and expectations for remote employees.

Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination.

Supervisor Bacon made motion, seconded by Supervisor Pennington, and unanimously approved, to approve and adopt the Remote Work Policy as presented.

Administrator Gee advised that the Treasurer's Office has a juror liability account where jury service payments are made and any reimbursements from the State are credited to that balance. Jurors serving on Grand Jury Duty are no longer reimbursed by the Commonwealth, as in previous years. The juror liability account has a balance of $6,840 in expenses that are not eligible for reimbursement. Administrator Gee advised that the average expense over the last two years has been $2,500. Currently, there is no budget for this line

item. She would like to revisit the line item during FY26 Budget planning to determine the proper budget amount and align the FY25 expense budget. She requested that the Board of Supervisors zero out the juror liability account with General Fund reserve. She added that the new process will be to charge all juror payments out of an expense line item and trial juror payment reimbursements will be credited to the expense line item.

Supervisor Bacon made motion, seconded by Supervisor Zava, and unanimously approved, to zero out the juror liability account with General Fund reserve.

Administrator Gee shared information from General Registrar Alissa Baldwin regarding the request for reimbursement of expenses incurred during the Congressional Recount process. General Registrar Baldwin shared that legal expenses were denied with the explanation that no other locality decided such an expense was necessary. County Attorney Rennie commented that the same procedure was followed in the prior recount, in which legal expenses were approved. Registrar Baldwin advised that the reimbursement request for the cost of sheriff personnel to provide security was also denied, as the ruling stated such security is always required in court hearings and is an expected responsibility for the sheriff's department. Registrar Baldwin commented that all remaining expenses submitted were approved for reimbursement to the County. Administrator Gee advised that there may be a need to request budget adjustments later in the fiscal year due to the unreimbursed expenses of the recount.

Administrator Gee shared a request from the Sheriff's Office to accept and appropriate Highway Safety Grant funds in the amount of $14,400 from DMV to be paid in overtime hours to deputies for selective enforcement. Supervisor Currin advised that he had a conflict, as he works as a Sheriff's Deputy, and he would abstain from any vote on the matter.

Supervisor Bacon made motion, seconded by Supervisor Pennington, and approved by roll call vote, with Supervisors Bacon, Pennington, Hankins, Hoover, Edmonds and Zava voting yes and Supervisor Currin abstaining, to accept and appropriate the Highway Safety Grant funds in the amount of $14,400 from DMV to be paid in overtime hours to deputies for selective enforcement.

Administrator Gee advised that she is waiting for additional information from the auditors to make several budget adjustments. She will bring those before the Board when the auditors have completed their work. She reminded the Board of a grant approved in January that Lunenburg County was awarded $77,175 from GO Virginia, to be matched by $42,500 in previously spent local funds for site work at the Lunenburg Commercentre. The County was also awarded $77,175 from the Tobacco Commission. The combined grant funds totaling $154,350 are to be used for the Lunenburg Commercentre to complete due diligence studies to raise the development tier level of the park and make it more business-ready. Administrator Gee advised that invoices for work completed in April, May, June and July were paid for FY24 in the amount of $106,148. She advised that the remaining funds of $48,202 would need to be carried over to FY25.

Supervisor Zava made motion, seconded by Supervisor Hoover, and unanimously approved, to carry over to FY25 the remaining combined grant funds of $48,202 for the Lunenburg Commercentre for the Due Diligence Site Up-tiering Grants.

Radio Communications System Coordinator Rodney Newton advised that the new radio system has been in place and used by emergency personnel in the County for close to a year. He advised that the system is working well thus far. He shared a change order request with Williams Communications. It includes a maintenance agreement for the part of the system that connects the microwave. He said that the maintenance was a part of the total package originally presented in 2021. However, the recommendation was not to include it, as the consultants were trying to get it included with L3Harris. The price quoted was much higher than

expected, and therefore, Williams Communications has provided the change order to spread the cost over a thirteen-year period. The quote includes annual maintenance and software updates. Supervisor Hoover suggested that this component was a necessary one and he recommended the Board approve the change order.

WILLIAMS COMMUNICATIONS, INC
WIRELESS TECHNOLOGIES

Change Request

Project Name:	Lunenburg County P25 Microwave System	**Change Number:**	CR003
Project Sponsor:	Tracy Gee	**Date of Request:**	09.06.24

Change Name	MAINTENANCE (Year 2 thru Year 15)

Description of Change:

Maintenance Year 2-15 and Software Enhancement Subscription

Reason for Change:

These items were not part of the original contract

Effect on Deliverables (including a list of any affected deliverables):

none

Effect on Schedule (including Estimated Completion Date for this change):

None

Effect on Project Scope and Budget:

Item Description	Quantity	Cost	Total Cost
Software Enhancement Subscription	14		$22,335.04
MAINTENANCE (Year 2 thru Year 15)			$ 171,448.08
Total Change Request Cost:			**$193,783.12**

Effect of NOT Approving this Change:

Reason for Rejection (if applicable):

Project Sponsor:

☐ **Approved** **Signature:** _____

☐ **Rejected** **Title:** _____ **Date:** _____

Supervisor Hoover made motion, seconded by Supervisor Hankins, and unanimously approved, to approve Change Order CR003 with Williams Communications regarding the Software Enhancement Subscription and maintnenace of the system for thirteen years.

Administrator Gee provided her monthly report. She advised that she has been approached by broadband providers Kinex and Riverstreet to provide a letter of support to apply for BEAD grant funding. She has asked both to attend the November meeting and make their request directly to the Board. She added that, if awarded, grant funding would go directly to the service provider and not through the County. Administrator Gee advised that she has received a CUP application for a cell tower on Double Bridges Road. She shared that is serving as Clerk to the Planning Commission, as the County remains without a Planner. Administrator Gee reported that the audit field work has been progressing slowly as the financial consultants were behind in providing their data to the auditors. Administrator Gee advised that the Board would need to appoint someone to be the voting member at the VACo 2024 Annual Meeting.

Supervisor Bacon made motion, seconded by Supervisor Hoover, and unanimously approved, to appoint Chairman Edmonds as the voting member at the VACo 2024 Annual Meeting and Vice-Chairman Bacon as the alternate.

Supervisor Hoover made motion, seconded by Supervisor Bacon, and unanimously approved, to appoint Administrator Gee to serve as the Interim Zoning Administrator and Building Official Jamie Tuck to serve as the Assistant Zoning Administrator.

County Attorney Rennie advised that the Solar Committee met with solar developer Apex. Apex informed the committee that they will be selling the project to AES. The new owners will be attending a Board meeting in the near future to introduce themselves.

Supervisor Bacon made motion, seconded by Supervisor Hoover, and unanimously approved, to adjourn.

_____ _____

Tracy M. Gee, Clerk
County Administrator

Alvester L. Edmonds, Chairman
Board of Supervisors