

County of Shenandoah

BOARD OF SUPERVISORS

*DISTRICT 1 – DICK NEESE
DISTRICT 2 – STEVE BAKER
DISTRICT 3 – BRAD POLLACK
DISTRICT 4 – KARL ROULSTON
DISTRICT 5 – DENNIS MORRIS
DISTRICT 6 – TIM TAYLOR*

600 N. Main Street, Ste 102
WOODSTOCK, VA 22664



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OFFICE OF COUNTY ADMINISTRATION

*EVAN L. VASS
COUNTY ADMINISTRATOR*

*MANDY R. BELYEA
DEPUTY COUNTY ADMINISTRATOR*

SPECIAL MESSAGE CONCERNING MEETINGS OF THE BOARD OF SUPERVISORS:

The Board of Supervisors has resumed the option of in- person meetings for both members of the Board of Supervisors as well as members of the public.

While the threat of transmission of COVID-19 continues, remote participation remains an option and is encouraged. The Board meeting room will be limited in capacity to obtain physical distancing measures.

PLEASE UTILIZE ONE OF THE FOLLOWING ONLINE OPTIONS TO VIEW AND/OR PARTICIPATE IN MEETINGS OF THE BOARD OF SUPERVISORS.

- 1. To view the meeting live, please utilize our livestreaming feature by accessing www.shenandoahcountvva.us/bos/board-audio**
- 2. To provide a public comment in advance and have it read aloud during the “Public Comment” period, please utilize the dedicated email address: comment@shenandoahcountvva.us. Please consider submitting by 3:00 p.m., September 8, 2020.**
- 3. To provide public comment virtually under the “Public Comment” period or to participate in a Public Hearing if one is scheduled, please utilize the GoToMeeting link provided on the county’s home page www.shenandoahcountvva.us. To help ensure you are recognized, consider emailing in advance at signup@shenandoahcountvva.us. Please consider submitting your name by 3:00 p.m., September 8, 2020. This is not required to participate, however, it helps ensure you are recognized to speak.**

Shenandoah County
BOARD OF SUPERVISORS
AGENDA
September 8, 2020
4:00 p.m.
Board Room
600 North Main Street
Woodstock, Virginia

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OR AMENDMENT OF AGENDA SEPTEMBER 8, 2020

SPECIAL PRESENTATIONS

1. Employee Recognitions

CONSIDERATION OF NON ACTION ITEMS

TAB A

1. Discussion and consideration regarding ranked choice voting.
2. Discussion and consideration regarding the possible refunding of indebtedness associated with the County.
3. Discussion and consideration of Fire and EMS staffing.
4. Discussion regarding a citizen convenience site on Back Road.
5. Consideration to approve a Resolution regarding the distribution of CARES ACT funds.

PUBLIC COMMENT (other than matters previously the subject of a public hearing)

CONSIDERATION OF CONSENT AGENDA ITEMS

TAB B

1. Consideration of the appointment of Mike Funk to serve on the Industrial Development Authority IDA. **(Action requested)**
2. Consideration of the re-appointment of Kathleen Curtis to serve on the Planning Commission. **(Action requested)**
3. Consideration of the carry-over of Capital Improvement Projects and Grants from FY2020- to FY2021. **(Action requested)**

OLD BUSINESS – No old business is scheduled.

CONSIDERATION OF PLANNING COMMISSION ITEMS –No PC Items are scheduled.

NEW BUSINESS – No new business is scheduled.

COUNTY ATTORNEY COMMENTS

BOARD MEMBER COMMENTS

COUNTY ADMINISTRATOR’S COMMENTS

OTHER BUSINESS

CLOSED SESSION(S)

1. Request to enter into Closed Session to discuss the assignment and appointment of specific public officers, appointees, or employees, as authorized by section 2.2-3711 (A) (1) of the state code. The subject matter of the meeting are appointments to the Planning Commission and the Parks and Recreation Advisory Committee.

ADJOURNMENT

Code of Virginia
Title 24.2. Elections
Chapter 6. The Election

§ 24.2-673.1. (Effective July 1, 2021; expires July 1, 2031) Ranked choice voting.

A. For purposes of this section:

"Ranked choice voting" means a method of casting and tabulating votes in which (i) voters rank candidates in order of preference, (ii) tabulation proceeds in rounds such that in each of round either a candidate or candidates are elected or the last-place candidate is defeated, (iii) votes for voters' next-ranked candidates are transferred from elected or defeated candidates, and (iv) tabulation ends when the number of candidates elected equals the number of offices to be filled. "Ranked choice voting" is known as "instant runoff voting" when electing a single office and "single transferable vote" when electing multiple offices.

"Ranking" means the ordinal number assigned on a ballot by a voter to a candidate to express the voter's preference for that candidate. Ranking number one is the highest ranking, ranking number two is the next-highest ranking, and so on, consecutively, up to the number of candidates indicated on the ballot.

B. Elections of members of a county board of supervisors or a city council may be conducted by ranked choice voting pursuant to this section. The decision to conduct an election by ranked choice voting shall be made, in consultation with the local electoral board and general registrar, by a majority vote of the board of supervisors or city council that the office being elected serves.

C. The State Board may promulgate regulations for the proper and efficient administration of elections determined by ranked choice voting, including (i) procedures for tabulating votes in rounds, (ii) procedures for determining winners in elections for offices to which only one candidate is being elected and to which more than one candidate is being elected, and (iii) standards for ballots pursuant to § 24.2-613, notwithstanding the provisions of subsection E of that section.

D. The State Board may administer or prescribe standards for a voter outreach and public information program for use by any locality conducting ranked choice voting pursuant to this section.

2020, c. 1054.

SOURCES AND USES OF FUNDS

VRA 2020C Fall Pool
Shenandoah County Refunding of VRA 2011B Bonds (Taxable)
Preliminary Numbers; Estimated Rates as of August 21, 2020

Sources:

Bond Proceeds:	
Par Amount	1,460,000.00
	<hr/>
	1,460,000.00

Uses:

Refunding Escrow Deposits:	
Cash Deposit	0.83
SLGS Purchases	1,426,422.00
	<hr/>
	1,426,422.83
Delivery Date Expenses:	
Cost of Issuance	22,920.00
Underwriter's Discount	7,300.00
	<hr/>
	30,220.00
Other Uses of Funds:	
Additional Proceeds	3,557.17
	<hr/>
	1,460,000.00

SAMPLE

BOND SUMMARY STATISTICS

VRA 2020C Fall Pool
Shenandoah County Refunding of VRA 2011B Bonds (Taxable)
Preliminary Numbers; Estimated Rates as of August 21, 2020

Dated Date	11/18/2020
Delivery Date	11/18/2020
Last Maturity	11/01/2028
Arbitrage Yield	0.690796%
True Interest Cost (TIC)	0.987638%
Net Interest Cost (NIC)	0.986132%
All-In TIC	1.529710%
Average Coupon	0.858533%
Average Life (years)	3.919
Weighted Average Maturity (years)	
Duration of Issue (years)	3.855
Par Amount	1,460,000.00
Bond Proceeds	1,458,000.00
Total Interest	49,117.15
Net Interest	56,417.15
Total Debt Service	1,509,117.15
Maximum Annual Debt Service	293,018.20
Average Annual Debt Service	189,753.75
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	5.000000
Total Underwriter's Discount	5.000000
Bid Price	99.500000

Bond Component	Par Value	Price	Average Coupon	Average Life
Taxable Infrastructure Revenue Serial Bonds	1,020,000.00	100.000	0.812%	3.909
Taxable Moral Obligation Serial Bonds	440,000.00	100.000	0.966%	3.941
	1,460,000.00			3.919

	TIC	All-In TIC	Arbitrage Yield
Par Value	1,460,000.00	1,460,000.00	
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount	-7,300.00	-7,300.00	
- Cost of Issuance Expense		-22,920.00	
- Other Amounts			
Target Value	1,452,700.00	1,429,780.00	
Target Date	11/18/2020	11/18/2020	11/18/2020
Yield	0.987638%	1.529710%	0.690796%

BOND PRICING

**VRA 2020C Fall Pool
Shenandoah County Refunding of VRA 2011B Bonds (Taxable)
Preliminary Numbers; Estimated Rates as of August 21, 2020**

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Taxable Infrastructure Revenue Serial Bonds:					
	11/01/2021	35,000	0.391%	0.391%	100.000
	11/01/2022	195,000	0.441%	0.441%	100.000
	11/01/2023	195,000	0.512%	0.512%	100.000
	11/01/2024	195,000	0.718%	0.718%	100.000
	11/01/2025	200,000	0.868%	0.868%	100.000
	11/01/2026	155,000	1.053%	1.053%	100.000
	11/01/2027	45,000	1.203%	1.203%	100.000
	11/01/2028		1.394%	1.394%	100.000
	11/01/2029		1.444%	1.444%	100.000
	11/01/2030		1.544%	1.544%	100.000
	11/01/2031		1.644%	1.644%	100.000
	11/01/2032		1.744%	1.744%	100.000
	11/01/2033		1.794%	1.794%	100.000
	11/01/2034		1.844%	1.844%	100.000
	11/01/2035		1.894%	1.894%	100.000
		1,020,000			
Taxable Infrastructure Revenue 2040 Term Bond:					
	11/01/2036		2.144%	2.144%	100.000
	11/01/2037		2.144%	2.144%	100.000
	11/01/2038		2.144%	2.144%	100.000
	11/01/2039		2.144%	2.144%	100.000
	11/01/2040		2.144%	2.144%	100.000
Taxable Infrastructure Revenue 2045 Term Bond:					
	11/01/2041		2.476%	2.476%	100.000
	11/01/2042		2.476%	2.476%	100.000
	11/01/2043		2.476%	2.476%	100.000
	11/01/2044		2.476%	2.476%	100.000
	11/01/2045		2.476%	2.476%	100.000
Taxable Moral Obligation Serial Bonds:					
	11/01/2021	10,000	0.541%	0.541%	100.000
	11/01/2022	80,000	0.591%	0.591%	100.000
	11/01/2023	85,000	0.662%	0.662%	100.000
	11/01/2024	90,000	0.868%	0.868%	100.000
	11/01/2025	85,000	1.018%	1.018%	100.000
	11/01/2026	65,000	1.203%	1.203%	100.000
	11/01/2027	15,000	1.353%	1.353%	100.000
	11/01/2028	5,000	1.544%	1.544%	100.000
	11/01/2029		1.594%	1.594%	100.000
	11/01/2030		1.694%	1.694%	100.000
	11/01/2031		1.794%	1.794%	100.000
	11/01/2032		1.894%	1.894%	100.000
	11/01/2033		1.944%	1.944%	100.000
	11/01/2034		1.994%	1.994%	100.000
	11/01/2035		2.044%	2.044%	100.000
		440,000			
Taxable Moral Obligation 2040 Term Bond:					
	11/01/2036		2.294%	2.294%	100.000
	11/01/2037		2.294%	2.294%	100.000
	11/01/2038		2.294%	2.294%	100.000
	11/01/2039		2.294%	2.294%	100.000
	11/01/2040		2.294%	2.294%	100.000
Taxable Moral Obligation 2045 Term Bond:					
	11/01/2041		2.626%	2.626%	100.000
	11/01/2042		2.626%	2.626%	100.000
	11/01/2043		2.626%	2.626%	100.000
	11/01/2044		2.626%	2.626%	100.000
	11/01/2045		2.626%	2.626%	100.000
		1,460,000			

BOND PRICING

VRA 2020C Fall Pool
Shenandoah County Refunding of VRA 2011B Bonds (Taxable)
Preliminary Numbers; Estimated Rates as of August 21, 2020

Dated Date	11/18/2020	
Delivery Date	11/18/2020	
First Coupon	05/01/2021	
Par Amount	1,460,000.00	
Original Issue Discount		
Production	1,460,000.00	100.000000%
Underwriter's Discount	-7,300.00	-0.500000%
Purchase Price	1,452,700.00	99.500000%
Accrued Interest		
Net Proceeds	1,452,700.00	

SAMPLE

BOND DEBT SERVICE

VRA 2020C Fall Pool
Shenandoah County Refunding of VRA 2011B Bonds (Taxable)
Preliminary Numbers; Estimated Rates as of August 21, 2020

Period Ending	Principal	Coupon	Interest	Debt Service
06/30/2021			5,040.57	5,040.57
06/30/2022	45,000	** %	11,037.08	56,037.08
06/30/2023	280,000	** %	10,260.45	290,260.45
06/30/2024	280,000	** %	8,798.75	288,798.75
06/30/2025	285,000	** %	6,927.55	291,927.55
06/30/2026	285,000	** %	4,536.25	289,536.25
06/30/2027	220,000	** %	2,028.55	222,028.55
06/30/2028	60,000	** %	449.35	60,449.35
06/30/2029	5,000	1.544%	38.60	5,038.60
	1,460,000		49,117.15	1,509,117.15

SAMPLE

NET DEBT SERVICE

**VRA 2020C Fall Pool
Shenandoah County Refunding of VRA 2011B Bonds (Taxable)
Preliminary Numbers; Estimated Rates as of August 21, 2020**

Period Ending	Principal	Coupon	Interest	Total Debt Service	VRA Admin Fee	Net Debt Service	Annual Net D/S
06/30/2021			5,040.57	5,040.57	826.32	5,866.89	5,866.89
12/30/2021	45,000	** %	5,566.28	50,566.28	912.50	51,478.78	
06/30/2022			5,470.80	5,470.80	884.38	6,355.18	57,833.96
12/30/2022	280,000	** %	5,470.80	285,470.80	884.38	286,355.18	
06/30/2023			4,789.65	4,789.65	709.38	5,499.03	291,854.21
12/30/2023	280,000	** %	4,789.65	284,789.65	709.38	285,499.03	
06/30/2024			4,009.10	4,009.10	534.38	4,543.48	290,042.51
12/30/2024	285,000	** %	4,009.10	289,009.10	534.38	289,543.48	
06/30/2025			2,918.45	2,918.45	356.25	3,274.70	292,818.18
12/30/2025	285,000	** %	2,918.45	287,918.45	356.25	288,274.70	
06/30/2026			1,617.80	1,617.80	178.13	1,795.93	290,070.63
12/30/2026	220,000	** %	1,617.80	221,617.80	178.13	221,795.93	
06/30/2027			410.75	410.75	40.63	451.38	222,247.31
12/30/2027	60,000	** %	410.75	60,410.75	40.63	60,451.38	
06/30/2028			38.60	38.60	3.13	41.73	60,493.11
12/30/2028	5,000	1.544%	38.60	5,038.60	3.13	5,041.73	
06/30/2029							5,041.73
	1,460,000		49,117.15	1,509,117.15	7,151.38	1,516,268.53	1,516,268.53

SAMPLE

SUMMARY OF REFUNDING RESULTS

**VRA 2020C Fall Pool
Shenandoah County Refunding of VRA 2011B Bonds (Taxable)
Preliminary Numbers; Estimated Rates as of August 21, 2020**

Dated Date	11/18/2020
Delivery Date	11/18/2020
Arbitrage yield	0.690796%
Escrow yield	0.110037%
Value of Negative Arbitrage	7,757.46
Bond Par Amount	1,460,000.00
True Interest Cost	0.987638%
Net Interest Cost	0.986132%
All-In TIC	1.529710%
Average Coupon	0.858533%
Average Life	3.919
Par amount of refunded bonds	1,360,000.00
Average coupon of refunded bonds	4.855951%
Average life of refunded bonds	4.162
PV of prior debt to 11/18/2020 @ 0.987638%	1,590,780.85
Net PV Savings	134,461.19
Percentage savings of refunded bonds	9.886852%

SAVINGS

**VRA 2020C Fall Pool
Shenandoah County Refunding of VRA 2011B Bonds (Taxable)
Preliminary Numbers; Estimated Rates as of August 21, 2020**

Date	Prior Debt Service	Refunding Debt Service	Refunding Expenses	Refunding Net Cash Flow	Savings	Present Value to 11/18/2020 @ 0.9876379%
06/30/2021	34,800.00	5,040.57	826.32	5,866.89	28,933.11	28,804.33
06/30/2022	69,600.00	56,037.08	1,796.88	57,833.96	11,766.04	11,517.64
06/30/2023	303,450.00	290,260.45	1,593.76	291,854.21	11,595.79	11,263.24
06/30/2024	305,765.63	288,798.75	1,243.76	290,042.51	15,723.12	15,188.44
06/30/2025	307,312.51	291,927.55	890.63	292,818.18	14,494.33	13,884.38
06/30/2026	303,218.76	289,536.25	534.38	290,070.63	13,148.13	12,492.83
06/30/2027	235,278.13	222,028.55	218.76	222,247.31	13,030.82	12,280.21
06/30/2028	72,718.75	60,449.35	43.76	60,493.11	12,225.64	11,414.30
06/30/2029	20,462.50	5,038.60	3.13	5,041.73	15,420.77	14,258.65
	1,652,606.28	1,509,117.15	7,151.38	1,516,268.53	136,837.75	131,104.02

Savings Summary

PV of savings from cash flow	131,104.02
Plus: Refunding funds on hand	3,557.17
Net PV Savings	134,661.19

SUMMARY OF BONDS REFUNDED

**VRA 2020C Fall Pool
Shenandoah County Refunding of VRA 2011B Bonds (Taxable)
Preliminary Numbers; Estimated Rates as of August 21, 2020**

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
Shenandoah County VRA 2011B, A_SDH11B, INFRA_S:					
	11/01/2022	5.000%	170,000.00	11/01/2021	100.000
	11/01/2023	5.000%	180,000.00	11/01/2021	100.000
	11/01/2024	5.000%	190,000.00	11/01/2021	100.000
	11/01/2025	5.000%	200,000.00	11/01/2021	100.000
	11/01/2026	5.000%	160,000.00	11/01/2021	100.000
	11/01/2027	5.000%	50,000.00	11/01/2021	100.000
	11/01/2028	5.000%	10,000.00	11/01/2021	100.000
			<u>960,000.00</u>		
Shenandoah County VRA 2011B, A_SDH11B, MO_S:					
	11/01/2022	5.000%	70,000.00	11/01/2021	100.000
	11/01/2023	5.000%	75,000.00	11/01/2021	100.000
	11/01/2024	5.000%	80,000.00	11/01/2021	100.000
	11/01/2025	5.000%	80,000.00	11/01/2021	100.000
	11/01/2026	5.000%	65,000.00	11/01/2021	100.000
	11/01/2027	5.000%	20,000.00	11/01/2021	100.000
			<u>390,000.00</u>		
Shenandoah County VRA 2011B, A_SDH11B, MO_T:					
	11/01/2028	4.000%	10,000.00	11/01/2021	100.000
			<u>1,360,000.00</u>		

PRIOR BOND DEBT SERVICE

VRA 2020C Fall Pool
 Shenandoah County Refunding of VRA 2011B Bonds (Taxable)
 Preliminary Numbers; Estimated Rates as of August 21, 2020

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Other Cash Flow	Total	Annual Total
05/01/2021			33,950	33,950		850.00	34,800.00	
06/30/2021					33,950			34,800.00
11/01/2021			33,950	33,950		850.00	34,800.00	
05/01/2022			33,950	33,950		850.00	34,800.00	
06/30/2022					67,900			69,600.00
11/01/2022	240,000	5.000%	33,950	273,950		850.00	274,800.00	
05/01/2023			27,950	27,950		700.00	28,650.00	
06/30/2023					301,900			303,450.00
11/01/2023	255,000	5.000%	27,950	282,950		700.00	283,650.00	
05/01/2024			21,575	21,575		540.63	22,115.63	
06/30/2024					304,525			305,765.63
11/01/2024	270,000	5.000%	21,575	291,575		540.63	292,115.63	
05/01/2025			14,825	14,825		371.88	15,196.88	
06/30/2025					306,400			307,312.51
11/01/2025	280,000	5.000%	14,825	294,825		371.88	295,196.88	
05/01/2026			7,825	7,825		196.88	8,021.88	
06/30/2026					302,650			303,218.76
11/01/2026	225,000	5.000%	7,825	232,825		196.88	233,021.88	
05/01/2027			2,200	2,200		56.25	2,256.25	
06/30/2027					335,025			235,278.13
11/01/2027	70,000	5.000%	2,200	72,200		56.25	72,256.25	
05/01/2028			450	450		12.50	462.50	
06/30/2028					72,650			72,718.75
11/01/2028	20,000	** %	450	20,450		12.50	20,462.50	
06/30/2029					20,450			20,462.50
	1,360,000		285,450	1,645,450	1,645,450	7,156.28	1,652,606.28	1,652,606.28

SAMPLE

ESCROW REQUIREMENTS

**VRA 2020C Fall Pool
Shenandoah County Refunding of VRA 2011B Bonds (Taxable)
Preliminary Numbers; Estimated Rates as of August 21, 2020**

**Dated Date 11/18/2020
Delivery Date 11/18/2020**

Period Ending	Interest	Principal Redeemed	Total
05/01/2021	33,950.00		33,950.00
11/01/2021	33,950.00	1,360,000.00	1,393,950.00
	67,900.00	1,360,000.00	1,427,900.00

SAMPLE

ESCROW DESCRIPTIONS

**VRA 2020C Fall Pool
Shenandoah County Refunding of VRA 2011B Bonds (Taxable)
Preliminary Numbers; Estimated Rates as of August 21, 2020**

Type of Security	Type of SLGS	Maturity Date	First Int Pmt Date	Par Amount	Rate	Max Rate
Nov 18, 2020:						
SLGS	Certificate	05/01/2021	05/01/2021	33,933	0.110%	0.110%
SLGS	Certificate	11/01/2021	11/01/2021	1,392,489	0.110%	0.110%
				1,426,422		

SLGS Summary

SLGS Rates File
Total Certificates of Indebtedness

21 AUG 20
1,426,422.00

SAMPLE

ESCROW STATISTICS

VRA 2020C Fall Pool
Shenandoah County Refunding of VRA 2011B Bonds (Taxable)
Preliminary Numbers; Estimated Rates as of August 21, 2020

Total Escrow Cost	Modified Duration (years)	PV of 1 bp change	Yield to Receipt Date	Yield to Disbursement Date	Perfect Escrow Cost	Value of Negative Arbitrage	Cost of Dead Time
1,426,422.83	0.940	134.13	0.110037%	0.110037%	1,418,665.36	7,757.46	0.01
1,426,422.83		134.13			1,418,665.36	7,757.46	0.01

Delivery date 11/18/2020
Arbitrage yield 0.690796%

SAMPLE

**NO ATTACHMENTS
AVAILABLE**

County of Shenandoah
Board of Supervisors

A4

Agenda Item Summary

AGENDA DATE: September 8, 2020

CONSENT:

REGULAR: X

CLOSED SESSION:

ACTION:

INFORMATION: X

ITEM TITLE: Discussion regarding a new citizen's convenience site on Back Road

RECOMMENDATION: Receive an update of the effort to build a new, leased Convenience Site on Back Road.

BACKGROUND:

At the August 11, 2020 meeting of the Board of Supervisors, a discussion was held about the feasibility of building a Solid Waste Convenience Site in the St. Luke area of Back Road. The Board chose to continue moving forward with the proposed site, with Supervisor Pollack to contact two landowners to discern level of interest and willingness to participate. Supervisor Pollack reported that both landowners were ready to proceed, and that the County should stake out the area of interest.

Prior to drawing the boundaries of such a site, an engineering firm will need to be engaged to provide clarity about what precise area would be needed. SCS Engineers, under contract to the Solid Waste Department, has provided price estimates for preparing conceptual designs (\$12,000-\$15,000) and final designs (\$35,000-\$40,000) for this site. They also indicated that full build-out and equipping of convenience sites typically cost from \$300,000 to \$500,000.

The Solid Waste Department will request conceptual designs be prepared to clarify how much land area will be required for the site. While there is no budget line item for this project, the initial costs can be absorbed by the Solid Waste budget. Further expenditures would require a supplemental budget allocation.

BUDGET IMPACT:

Conceptual designs costs will not exceed \$15,000.

STAFF CONTACTS:

Patrick Felling, Director of Public Services

ATTACHMENT(S):

Proposed Work Order from SCS Engineers

REVIEWED BY:



DATE:

9/14/2020

WORK ORDER #21-XX

**WORK ORDER PURSUANT TO MASTER SERVICES AGREEMENT
BETWEEN SCS AND SHENANDOAH COUNTY FOR PROFESSIONAL SERVICES
CONCEPTUAL AND FINAL DESIGN FOR A CONVENIENCE SITE LOCATED AT
3349 BACK ROAD, WOODSTOCK, VA**

- 1. SCOPE OF SERVICES TO BE PERFORMED:** The scope of services is described in the attached Work Plan dated September 4, 2020.
- 2. WORK ORDER SCHEDULE:** The project schedule will be in accordance with the proposed schedule provided in the attached Work Plan.
- 3. COMPENSATION:** Compensation shall be in accordance with paragraph 3.1 and 3.2 below. Any work added to the Scope of Services shall be compensated at SCS' standard fee schedule in effect at the time of performance, unless otherwise agreed, subject to the terms and conditions of the Master Services Agreement between the parties.

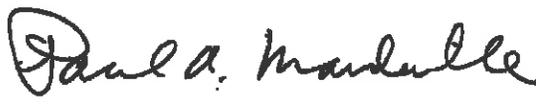
3.1 For Concept Design, SCS will be compensated for time and expenses in accordance with SCS' standard rates in effect at the time of performance, provided that total compensation will not exceed \$12,000 - \$15,000 without the authorization of Client.

3.2 For Final Design, SCS will be compensated for time and expenses in accordance with SCS' standard rates in effect at the time of performance, provided that total compensation will not exceed \$35,000 - \$40,000 without the authorization of Client.

4. AGREEMENT BY THE PARTIES: The parties have caused this Work Order to be executed by their duly authorized representatives.

SCS ENGINEERS:

SHENANDOAH COUNTY:

By: 

By: _____

Print Name: Paul A. Mandeville, PE

Print Name: Patrick Felling

Title: Senior Vice President

Title: Director of Public Services

Date: September 3, 2020

Date: _____

WORK PLAN WORK ORDER #21-XX

SHENANDOAH COUNTY CONVENIENCE SITE AT 3349 BACK ROAD, WOODSTOCK, VIRGINIA

SCOPE OF SERVICES

The purpose of this work order is to provide concept and final design for a new Shenandoah County Convenience Site to be located at 3349 Back Road.

Desired features for the Convenience Site include:

- Concrete pads for a compactor and two “green boxes” with room for future expansion of additional “green boxes”
- Access and site roads paved with asphalt millings
- An attendant booth for County staff to monitor citizen’s use of the site for drop-off of trash and recyclables. The approximate 10’ x 10’ foot booth shall having lighting, air conditioning, and heating
- Portable toilet
- Three phase power for the compactor
- Six foot fencing surrounding the property with a slide gate at the entrance set 30’ minimum from Back Road. One entrance/exit is preferred.
- Site lighting at the compactor and green boxes.
- Landscaping for screening the site.
- Remote security cameras

Site Visit, Meetings and Concept Design

SCS will visit the Back Road property with Shenandoah County staff and discuss in further detail the desired features for the new Convenience Site. After visiting the site, discussions with County staff and obtaining preliminary site topography, SCS will prepare a couple of concept design plans for the County’s consideration. The concept plans will depict layout of the features listed above on the Back Road property.

SCS assumes the County will provide an updated topographical survey of the project site prior to final design activities. This survey should include property boundary and pertinent existing utility information as well. The concept plans will be developed using current aerial topographical

information and depict the compactor and green boxes, along with entrance/exit gate locations, attendant booth, toilet, planned asphalt milling paved areas, etc.

Estimated costs of construction can be provided, if desired.

Final Design

After selection of the preferred concept by Shenandoah County, SCS will prepare final design plans for permitting and construction. We anticipate preparation of the following drawings:

- Cover Sheet
- Existing Conditions
- Site Plan
- Erosion and Sediment Control Plan
- Erosion and Sediment Control Notes
- Details 1
- Details 2
- General Notes
- Electrical Site Plan
- Electrical Details

The drawings will be prepared in draft form for County review and comment, and will be finalized after receipt of County comments.

We also anticipate hiring a local electrical engineering subcontractor for design of the electrical and lighting features of the project.

Permitting

The Virginia Department of Transportation must review and approve the site plans. SCS will coordinate with VDOT for review and approval of the final site plans. We will also coordinate with the Shenandoah County erosion and sediment control/stormwater personnel as needed.

It is anticipated that building/trade permits will be required for the concrete pads, attendant building, and electrical work. It is assumed that SCS will coordinate with Shenandoah County to obtain E&S and building permits for the project, and that trade permits for electric, water, etc. will be the responsibility of the construction contractor.

Deliverables and Schedules

Deliverables:

The major deliverables for the project are concept site plans (up to three), and final design plans.

Preliminary Schedule:

Concept Design

Four weeks from notice-to-proceed

Final Design

Draft Plans for County review

- Six weeks from notice-to-proceed

Final Plans for County review

- Six weeks from receipt of County comments

County of Shenandoah

A5

BOARD OF SUPERVISORS

DISTRICT 1 – DICK NEESE
DISTRICT 2 – STEVE BAKER
DISTRICT 3 – BRAD POLLACK
DISTRICT 4 – KARL ROULSTON
DISTRICT 5 – DENNIS MORRIS
DISTRICT 6 – TIM TAYLOR

600 N. Main Street, Ste 102
WOODSTOCK, VA 22664



OFFICE OF COUNTY ADMINISTRATION

EVAN L. VASS
COUNTY ADMINISTRATOR

MANDY R. BELYEA
DEPUTY COUNTY ADMINISTRATOR

Tel: 540.459.6165 Fax: 540.459.6168
www.shenandoahcountvva.us

RESOLUTION REGARDING THE DISTRIBUTION OF CARES ACT FUNDS IN SHENANDOAH COUNTY, VIRGINIA

WHEREAS, the Coronavirus Aid, Relief and Economic Security Act of 2020 (the “CARES Act”) has been enacted in order to provide economic assistance with regard to the effects of the COVID-19 pandemic (the “Pandemic”); and

WHEREAS, part of the CARES Act provides funding to localities; and

WHEREAS, Shenandoah County (the “County”) received a distribution of \$3,805,328 in CARES Act funds in June 2020, and has now received a second distribution of \$3,805,328 in CARES Act funds in August 2020 (the “Second Distribution”); and

WHEREAS, the CARES Act provides that the CARES Act funds can be used for:

- (1) necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and
- (2) were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and
- (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, guidance from the United States Department of the Treasury indicates that CARES Act funds may be used to reimburse localities and businesses for Pandemic related costs; and

WHEREAS, the CARES Act funds must be equitably shared with the Town of Edinburg, the Town of Mt. Jackson, the Town of New Market, the Town of Strasburg, the Town of Toms Brook, and the Town of Woodstock (each a “Town”, collectively the “Towns”); and

WHEREAS, the Industrial Development Authority of Shenandoah County, Virginia (the “IDA”) is statutorily empowered to assist in economic development in Shenandoah County, and can assist in the distribution of the Funds to eligible businesses in the County; and

WHEREAS, the County now seeks to allocate and appropriate the Second Distribution among the Towns, the eligible businesses in Shenandoah County, and to the County itself to reimburse the County for Pandemic-related expenditures; and

WHEREAS, the County further seeks to allocate and appropriate a portion of the Second Distribution to provide grants to individuals for distance learning needs as a result of the pandemic.

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF SHENANDOAH COUNTY, VIRGINIA, HEREBY RESOLVES THAT THE SECOND DISTRIBUTION OF CARES ACT FUNDS BE ALLOCATED AND APPROPRIATED AS FOLLOWS:

1. That \$750,000 of the Second Distribution is allocated and appropriated to the IDA contingent upon the IDA using such funds to provide grants to businesses that have been affected by the pandemic by December 30, 2020. The IDA shall provide documentation to the County sufficient to prove that such expenses are reimbursable under the CARES Act.

2. That \$100,000 of the Second Distribution is allocated and appropriated to the Shenandoah County Chamber of Commerce to provide grants to non-profit agencies affected by the pandemic by December 30, 2020. The Shenandoah County Chamber of Commerce shall provide documentation to the County sufficient to prove that such expenses are reimbursable under the CARES Act.

3. That \$2,000,000 of the Second Distribution is allocated and appropriated to an appropriate entity or agency of the County to be selected by the Board of Supervisors (the “Authorized Agency”) contingent upon the Authorized Agency using such funds to provide grants to individuals for distance learning needs as a result of the pandemic by December 30, 2020. This CARES Act funding will be distributed to the Authorized Agency upon providing documentation to the County sufficient to prove that such expenses are reimbursable under the CARES Act.

4. That \$17,559 of such the Second Distribution is allocated and appropriated to the Town of Edinburg to be used in accordance with the CARES Act.

5. That \$34,756 of the Second Distribution is allocated and appropriated to the Town of Mt. Jackson to be used in accordance with the CARES Act.

6. That \$36,972 of the Second Distribution is allocated and appropriated to the Town of New Market to be used in accordance with the CARES Act.

7. That \$109,553 of the Second Distribution is allocated and appropriated to the Town of Strasburg to be used in accordance with the CARES Act.

8. That \$4,464 of the Second Distribution is allocated and appropriated to the Town of Toms Brook to be used in accordance with the CARES Act.

9. That \$86,284 of the Second Distribution is allocated and appropriated to the Town of Woodstock to be used in accordance with the CARES Act.

10. That each Towns' portion of the Second Distribution are appropriated and distributed to each such Town contingent upon each such Town using such funds for expenses that are reimbursable under the CARES Act by December 1, 2020, and upon each such Town providing documentation to the County sufficient to prove that such expenses are reimbursable under the CARES Act.

11. That the remaining balance of \$665,740 is allocated and appropriated to the County to reimburse the County for Pandemic-related costs, as allowed by the CARES Act.

12. That the County Administrator or Chairman, either of whom may act, are hereby authorized to take any other actions that are reasonable and necessary to effectuate the terms of this Resolution.

Resolved this 22nd day of September, 2020.

CERTIFICATE

The undersigned Chairman and Clerk of the Board of Supervisors of Shenandoah County, Virginia hereby certify that the foregoing constitutes a true and correct copy of a Resolution Regarding the Distribution of CARES Act Funds in Shenandoah County, Virginia adopted by the Board of Supervisors at a meeting held on September 22nd, 2020. A record of the roll-call vote by the Board is as follows:

NAME	AYE	NAY	ABSTAIN	ABSENT
John Richard "Dick" Neese, Chairman				
Steven A. Baker				
Dennis Morris				
Bradley G. Pollack, Esq.				
Karl Roulston				
Timothy F. Taylor				

Date: September 22nd, 2020

[SEAL]

ATTEST: _____
Clerk, Board of Supervisors,
Shenandoah County, Virginia

Chairman, Board of Supervisors,
Shenandoah County, Virginia

Shenandoah County

CARES Act Funding Discussion
Presentation to Board of Supervisors
Thursday, August 25, 2020 at 7:00 pm

CARES Act Funding

- Shenandoah County allocation of \$3,805,328 based on population of 43,616
- CARES Act provides that funds may only be used for qualifying expenses to cover costs that:
 - Are necessary expenditures incurred due to the COVID-19 public health emergency
 - Were not accounted for in the budget most recently approved as of March 27, 2020 for the local government
 - Were incurred during the period of March 1, 2020 and ends on December 30, 2020
- Funds may be used for direct costs associated with response to COVID-19 but not for revenue shortfalls

First Round of CARES Act Funding

Allocation of Funding (First Round of \$3,805,328)

	<u>Allocation</u>	<u>Reimbursed to Date</u>
Business Recovery Grant Program	\$500,000	\$401,150
Economic Development Grant Match	\$50,000	\$0
Town Allocations	\$937,707	\$17,181
SCPS Distance Learning	\$300,000	\$285,815
Health & Human Services	\$270,000	\$3,866
Civic Organizations	\$86,000	\$0
IT Equipment & Enhancements, PPE, Physical Distancing, Disinfection, and Other Costs	<u>\$1,661,621</u>	<u>\$396,573</u>
	\$3,805,328	\$1,104,585

Discussion of Second Round of CARES Act Funding

CARES Act Allocation to Shenandoah County (Second Round)	\$3,805,328
Less: Additional Funding for Business Recovery Grant Program	<u>\$(750,000)</u>
Less: Distance Learning	\$(2,000,000)
Less: Remarketing Efforts	<u>\$(50,000)</u>
CARES Act Funding Available for Distribution:	\$1,005,328

Discussion of Second Round of CARES Act Funding

Locality	Population*	Town + County Population / Total Population	Locality Allocation
Town of Edinburg	1,070	1.7%	\$17,559
Town of Mt. Jackson	2,118	3.5%	\$34,756
Town of New Market	2,253	3.7%	\$36,972
Town of Strasburg	6,676	10.9%	\$109,553
Town of Toms Brook	272	0.4%	\$4,464
Town of Woodstock	5,258	8.6%	\$86,284
Shenandoah County	<u>43,616</u>	<u>71.2%</u>	<u>\$715,740</u>
	61,263	100.0%	\$1,005,328
Town Allocation		28.8%	\$289,588
County Allocation		71.2%	\$715,740

* Based on Town Population Estimates as of July 1, 2019, per Weldon Cooper Center for Public Service

Discussion of Second Round of CARES Act Funding

Additional Discussion Items	
Health & Human Services (<i>Individual Response</i>)	\$250,000
Volunteer Fire & Rescue Agencies (<i>Second Allocation</i>)	\$36,000
Distance Learning (<i>KidzRec Program</i>)	\$200,000
Non Profit Agencies (<i>Second Allocation</i>)	\$50,000
IT Equipment & Enhancements	\$119,740
Credit Card Convenience Fees	\$60,000
	\$715,740



County of Shenandoah
Board of Supervisors

Agenda Item Summary

AGENDA DATE: September 8, 2020

CONSENT: X

REGULAR:

CLOSED SESSION:

ACTION: X

INFORMATION:

ITEM TITLE: Consideration of the appointment of Mr. Mike Funk to serve on the Shenandoah County Industrial Development Authority.

RECOMMENDATION:

Consider the appointment of Mr. Funk to serve on the Shenandoah County Industrial Development Authority (IDA).

BACKGROUND:

The Board of Supervisors met most recently in closed session on August 25, 2020 to discuss appointments to various boards and commissions. If appointed, Mr. Funk will serve the remaining original four (4) year term of Mr. Rex Morrison. The term will expire on November 30, 2022.

BUDGET IMPACT:

None

STAFF CONTACTS:

Evan L. Vass, County Administrator

ATTACHMENT(S):

N/A

REVIEWED BY:

Mandy R. Belyea

DATE:

9/4/2020



County of Shenandoah
Board of Supervisors

Agenda Item Summary

AGENDA DATE: September 8, 2020

CONSENT: X

REGULAR:

CLOSED SESSION:

ACTION: X

INFORMATION:

ITEM TITLE: Consideration of the reappointment of Ms. Kathleen Curtis to serve on the Shenandoah County Planning Commission.

RECOMMENDATION:

Consider the reappointment of Ms. Curtis to serve on the Shenandoah County Planning Commission

BACKGROUND:

The Board of Supervisors met most recently in closed session on August 25, 2020 to discuss appointments to various boards and commissions. If reappointed, Ms. Curtis will serve a four (4) year term commencing November 1, 2020 and expiring October 31, 2024.

BUDGET IMPACT:

None

STAFF CONTACTS:

Evan L. Vass, County Administrator

ATTACHMENT(S):

N/A

REVIEWED BY:

Mandy R. Belyea

DATE:

9/4/2020

2020 Capital Project and Grant Carry-Overs to FY 2021

Department	Project	Budget Code	Original Appropriation	Carry Over Amount
County Administration	Classification and Compensation Study	4-100-11010-3150	38,000.00	28,500.00
Sheriff	LE Replacement Vehicles	4-100-31200-8105	154,000.00	369.35
Economic Development/Tourism	AFID Grant Matching Funds-Fillbuster	4-100-81500-5875	7,500.00	7,500.00
		Total - General Fund		36,369.35
Parks & Recreation	Retaining Wall Field #1 @ County Park	4-223-71200-8223	70,000.00	70,000.00
Parks & Recreation	Walking Trail Modifications	4-223-71200-8214	92,750.00	5,640.64
		Total - Solid Waste		75,640.64
Capital Outlay	911 Radio Replacement	4-302-94000-8228	7,886,160.92	5,279,994.85
Capital Outlay	Sheriff's Office Building	4-302-94000-8242	7,974,716.25	6,428,077.86
		Total - Capital Outlay Fund		11,708,072.71
Animal Shelter	Spay/Neuter	4-100-35200-6099	-	8,900.00
Emergency Communications	PSAP Grant	4-302-94000-8227	80,742.00	10,967.00
Emergency Communications	NG911-116 CHE 13 Services	4-302-94000-8227	150,000.00	150,000.00
Parks and Recreation	NFWF - Rainwater Garden Grant	4-223-71200-8215	140,000.00	131,875.00



SHENANDOAH COUNTY

Capital Project Carry Forward Request
Carry Forward to Fiscal Year 2021

Department/Division: **County Administration**

Requested by: **Mandy Belyea** Date: **7-28-2020**

Project Name	Original Project Amount	Amount Remaining to Carry Forward	Account Code
Classification & Compensation Study	\$38,000	\$28,500	4-100-11010-3150

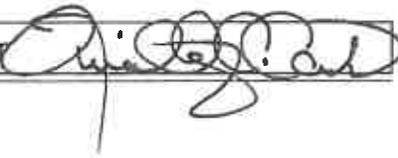
Please email completed for to Angie Schellhammer at angies@shenandoahcountva.us no later than *August 7, 2020*.



SHENANDOAH COUNTY

Capital Project Carry Forward Request
Carry Forward to Fiscal Year 2021

Department/Division: **Shenandoah County Sheriff's Office (LE)**

Requested by: **Sheriff T.C. Carter**  Date: **08/05/2020**

Project Name	Original Project Amount	Amount Remaining to Carry Forward	Account Code
RMS Upgrade FY 18	\$84,772.00	\$308.43	4-302-094000-8257
LE Replacement Vehicles	\$154,000.00	\$369.35	100-3120-8105

N/A

Please email completed for to Angie Schellhammer at angie@shenandoahcountva.us no later than *August 7, 2020*.

600 North Main Street
Suite 101
WOODSTOCK, VA 22664

Tel: 540.459-6227 Fax: 540.459.6228



JENNA FRENCH
Director of Tourism & Marketing
jfrench@shenandoahcountyva.us

www.shenandoahtravel.org

MEMO

TO: Angie Schellhammer, Finance Director
Sarah Hawkins, Accounting Technician

FROM: Jenna French, Director of Tourism & Economic
Development

DATE: July 22, 2020

RE: Carryover of Grant Matching Funds

As part of our match requirements for state Commonwealth Opportunity Fund or Agriculture & Forestry Industries Grant, we had allocated \$7,500 for an AFID Grant for Filibuster Distillery.

Because the County does not pay the company until the company has met certain performance benchmarks, we had not paid Filibuster by the June 30 deadline for FY20. However, we are working with VDACS on these reports and it looks like Filibuster will meet the required benchmarks in the coming months. For this reason, we are asking to carryover \$7500 from line item 81500-5875 into FY21 to meet our state match requirement as outlined in the AFID Grant Performance Agreement with Filibuster Distillery.



SHENANDOAH COUNTY

Capital Project Carry Forward Request
Carry Forward to Fiscal Year 2021

Department/Division: **Shenandoah County Parks and Recreation**

Requested by: **Jered Hoover** Date: **7-21-2020**

Project Name	Original Project Amount	Amount Remaining to Carry Forward	Account Code
Retaining Wall Project Field #1 @ County Park	70,000	70,000	71200-8223
Paved Walking Trail Funds (partial CIP and partial rollover enterprise funds) Remaining funds for trail signage	\$92,750	\$5,640.64	71200-8214

Please email completed for to Angie Schellhammer at angies@shenandoahcountva.us no later than *August 7, 2020*.



SHENANDOAH COUNTY

Capital Project Carry Forward Request
Carry Forward to Fiscal Year 2020

Department/Division:

Requested by: Date:

Project Name	Original Project Amount	Amount Remaining to Carry Forward	Account Code
911 Radio Replacement	7,886,160.92	5,279,994.85	4-302-94000-8228
<input type="text"/>			
Sheriff's Office Building	7,974,716.25	6,428,077.86	4-302-94000-8242
<input type="text"/>			

Please email completed for to Angie Schellhammer at angiea@shenandoahcountva.us no later than August 9, 2019.



SHENANDOAH COUNTY

Capital Project Carry Forward Request
Carry Forward to Fiscal Year 2020

Department/Division:

Requested by: Date:

Project Name	Original Project Amount	Amount Remaining to Carry Forward	Account Code
Spay/Neuter		\$8,900.00	4-100-35200-6099

Please email completed for to Angie Schellhammer at angies@shenandoahcountva.us no later than August 9, 2019.



SHENANDOAH COUNTY

Grant Carry Forward Request
Carry Forward to Fiscal Year 2021

Department/Division: **Shenandoah County ECC**

Requested by: **Mellanie Shipe** Date: **07/21/2020**

Grant Name	Original Grant Amount	Amount Remaining to Carry Forward	Account Code
FY19 PSAP GRANT APPLICATION	\$80,742.00	10,967.00	4-302-94000-8227
NG911-116 - CHE I3 Services	\$150,000.00	\$150,000.00	4-302-94000-8227

Please email completed for to Angie Schellhammer at angies@shenandoahcountva.us no later than *August 7, 2020*.



SHENANDOAH COUNTY

Grant Carry Forward Request
Carry Forward to Fiscal Year 2021

Department/Division: **Shenandoah County Parks and Recreation**

Requested by: **Jered Hoover** Date: **7-21-2020**

Grant Name	Original Grant Amount	Amount Remaining to Carry Forward	Account Code
NFWF Grant, partnership w/ Town of Woodstock	\$140,000	\$131,875	71200-8215
Description for above: Water retention garden at the County Park			

Please email completed for to Angie Schellhammer at angies@shenandoahcountva.us no later than *August 7, 2020*.



SHENANDOAH COUNTY

Capital Project Carry Forward Request
Carry Forward to Fiscal Year 2020

Department/Division:

Requested by: Date:

Project Name	Original Project Amount	Amount Remaining to Carry Forward	Account Code
911 Radio Replacement	7,886,160.92	5,279,994.85	4-302-94000-8228
<input type="text"/>			
Sheriff's Office Building	7,974,716.25	6,428,077.86	4-302-94000-8242
<input type="text"/>			

Please email completed for to Angie Schellhammer at angies@shenandoahcountva.us no later than August 9, 2019.

SHENANDOAH COUNTY
DEPARTMENT OF SOCIAL SERVICES

494 NORTH MAIN STREET, SUITE 200
WOODSTOCK, VIRGINIA 22664

CARLA TAYLOR
DIRECTOR



Telephone: (540) 459-6226
FAX (540) 459-6223

July 10, 2020

To: Dick Neese
Chairman
Board of Supervisors

Evan Vass
County Administrator

From: Carla Taylor
Director

RE: Reappropriation Request of VHDA Funds

On behalf of the Shenandoah County Social Services Board I am writing to request a re-appropriation of \$30,826.17 fund balance from Fiscal Year 20 for Fiscal Year 21 for the VHDA Housing Choice Voucher Program.

DSS earns an admin fee for each HUD Section 8 voucher that we manage. State policy attached to these funds require that any surplus funds be used for "Housing Services". These funds will be used to ensure against fluctuation in earned revenue and/or addressing housing crises in the county. (These funds are protected as the "funding of last resort".)

Please do not hesitate to call if you have any questions.

cc: Evan Vass