

**GREENSVILLE COUNTY WATER AND SEWER AUTHORITY**

**A G E N D A**

LIVE STREAM DUE TO COVID-19

<https://www.youtube.com/channel/UCckhluQu1NDf3FgwoWkpTLQ>

or

<https://tinyurl.com/gcvaboard>

**TUESDAY, SEPTEMBER 8, 2020**

**REGULAR SESSION AT THE CONCLUSION OF THE BOARD OF SUPERVISORS MEETING  
LOCATED AT THE GOLDEN LEAF COMMONS**

- I. CALL TO ORDER
- II. CLOSED SESSION - Section 2.2-3711 (a) 1) Personnel and 7) Legal Matters
  - A. Personnel Matters
  - B. Legal Matters
- III. RETURN TO REGULAR SESSION
- IV. CERTIFICATION OF CLOSED MEETING – Resolution # WS-20-57
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF CONSENT AGENDA
  - A. Approval of Minutes – See Attachment – E - G.
  - B. Budgetary Matters – See Attachment – H.
  - C. Warrants – See Attachment – I.
  - D. Resolution #WS-20-60 – Personnel Matters Resulting from Closed Session
- VII. PUBLIC HEARING – None
- VIII. ITEMS WITH APPOINTMENTS – None
- IX. OLD BUSINESS – None
- X. NEW BUSINESS
  - A. Breeze-In Performance Agreement – See Attachment – J.

- B. Infectious Disease Preparedness and Response Plan – See Attachment – K.
- C. Resolution #WS-20-58 – Community Coalition of Sussex County - Water and Sewer Bill Adjustment Request – See Attachment – L.
- D. Resolution #WS-20-59 – Extension of the Suspension of Penalties, Fees and Service Disconnections – See Attachment – M.
- E. Resolution #WS-20-60 – Memorandum of Understanding – See Attachment – N.
- F. Change Order for the Skippers Wastewater Treatment Plant Project – See Attachment – O.

XI. MISCELLANEOUS MATTERS

- A. Staff Work Programs
- B. Staff Meeting Minutes

XII. ADJOURNMENT

At the Regular Meeting of the Greensville County Water and Sewer Authority, held on Monday, August 17, 2020, with Regular Session beginning at the conclusion of the Board of Supervisors Meeting, via Live Stream due to the COVID-19 Pandemic, at the Golden Leaf Commons, 1300 Greensville County Circle, Emporia, Virginia

Present: William B. Cain, Chairman  
James R. Brown, Vice-Chairman  
Belinda D. Astrop  
Tony M. Conwell

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Chairman Cain called the meeting to order.

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In Re: Closed Session

Chairman Cain recommended the Authority go into Closed Session, Section 2.2-3711 (a)  
1) Personnel Matter.

Mr. Conwell moved, seconded by Mr. Brown, to go into Closed Session, as recommended. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

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In Re: Regular Session

Mr. Cain recommended the Authority return to Regular Session.

Mr. Conwell moved, seconded by Mr. Brown, to go into Regular Session. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

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In Re: Certification of Closed Meeting – Resolution #WS-20-54

Mr. Conwell moved, seconded by Mr. Brown, to adopt the following Resolution. A roll call vote was taken, as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

**RESOLUTION #WS-20-54  
CERTIFICATION OF CLOSED MEETING**

**WHEREAS**, the Greenville Water and Sewer Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3712 of the Code of Virginia requires a certification by the Greenville County Water and Sewer Authority that such closed meeting was conducted in conformity with Virginia law:

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

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In Re: Approval of Agenda

Chairman Cain recommended approval of the Agenda with no added items.

Mrs. Astrop moved, seconded by Mr. Brown, to approve the Agenda, as submitted. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

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In Re: Approval of the Consent Agenda

Chairman Cain recommended approval of the Consent Agenda consisting of the following:

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Approval of minutes for the meeting of August 3, 2020.

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Warrants:

Approval of Total Accounts Payable for August 17, 2020, in the amount of, \$1,256,066.99

Approval of General Accounts Payable, in the amount of, \$1,052,323.99  
Approval of Special Projects, in the amount of, \$203,743.00

Mr. Conwell moved, seconded by Mrs. Astrop, to approve the Consent Agenda. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

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**In Re: FY2021 Proposed Budget**

Mr. Glen Gibson, Assistant Director, stated that the only action needed this afternoon was approval of the Budget Calendar for the Water and Sewer Budget Work Sessions.

Mr. Conwell moved, seconded by Mr. Brown, to approve the FY2021 Proposed Budget Calendar. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

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**Re: Adjournment**

There being no further business to discuss, Mrs. Astrop moved, seconded by Mr. Conwell, to adjourn. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

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**William B. Cain, Chairman**  
**Greenville County Water and Sewer Authority**

At the Meeting of the Greensville County Water and Sewer Authority, held on Wednesday, August 19, 2020, with Budget Session beginning at 3:00 P.M., via Live Stream due to the COVID-19 Pandemic, at the Golden Leaf Commons, 1300 Greensville County Circle, Emporia, Virginia

Present: William B. Cain, Chairman at 3:06 P.M.  
James R. Brown, Vice-Chairman  
Belinda D. Astrop  
Tony M. Conwell

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Vice-Chairman Brown called the meeting to order.

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In Re: Approval of Agenda

Mrs. Brenda Parson, Director, stated that Staff recommended approval of the Agenda with no added items.

Mrs. Astrop moved, seconded by Mr. Conwell, to approve the Agenda, as submitted. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Conwell, aye and Vice-Chairman Brown, aye.

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In Re: Budget Calendar

Mr. Glen Gibson, Assistant Director, addressed the Authority stating hopefully by the second meeting in September, the budget would be approved to avoid any special meetings. He stated that he was informed that the budget date of August 24, 2020 was not a good date for the Authority to meet due to the Authority members had training.

After some discussion, there was a consensus among the members to meet Tuesday, August 25, 2020 at 3:00 p.m.

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In Re: Proposed Operating Budget

Mr. Gibson stated that Staff had prepared a balanced water budget totaling \$3,072,642 in both expenditures and revenues. He stated that there was also a balanced sewer budget totaling \$3,096,789 in expenditures and revenues. He then stated that Staff would be requesting approval

of a combined budget for water and sewer in the amount of, \$6,169,431 in revenues and expenditures.

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In Re: Notes and Details

Mr. Gibson stated that later in the presentation, he would be providing the Authority with information regarding the rate study. He then reviewed the notes and details listed for the Authority's review including personnel costs for all departments, the recommended cost of living adjustments at 2.5%, the recommended merit increase at 2.5%, the Local Choice Health Benefits program with two plans being offered to the employees and the Virginia Retirement System benefits.

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In Re: Water Rate Analysis/Comparison

Mr. Gibson stated that Staff would review a water rate analysis that was completed for the surrounding counties. He stated that Staff used data from the Draper Aden & Associates annual report analysis that was ranked from the highest cost being ranked #1 to the lowest cost being ranked #7. He then reviewed the water rates comparison sheet for residential charges effective July 1, 2020 among the City of Emporia, State of Virginia, Southampton County, Sussex County, City of Franklin, Town of Lawrenceville and Greensville County Water and Sewer Authority. Mr. Gibson stated that GCWSA's water rates were very compatible and much lower than surrounding communities and the state average. He also reviewed the sewer rates comparison sheet for residential charges among the City of Emporia, State of Virginia, Southampton County, Sussex County, City of Franklin, Town of Lawrenceville and Greensville County Water and Sewer Authority. Again, Mr. Gibson stated that the sewer rates were very compatible.

Mr. Gibson stated that in the 58 West water service area, GCWSA could get water supply from the City of Emporia or either Greensville County. He stated that based on the original contract from 2015, Emporia had a tiered rate system in which he explained the cost per gallon. He stated that the Authority was losing revenue to purchase and resale water in the service area.

Supervisor Cain asked how many people were being serviced from this area from the County and City of Emporia. Mr. Gibson stated that it was not isolated to where they could calculate Greensville County water customers versus the City water customers. Both water sources were blended to supply this service area.

Supervisor Cain stated that his understanding was that all the residents on West 58 received water from the City of Emporia and all the other Greensville County residents water came from the Nottoway River. Mr. Gibson stated that it was correct to say that the rest of GCWSA's customers were supplied by the Jarratt Water Plant, but 58 West received water from both sources. Mr. Gibson stated that West 58 entailed a portion of Brunswick and Rogers Road.

Mr. Gibson stated that he did not know the percentage of GCWSA's customers in the 58 West System at this moment but would get that data for Mr. Cain.

Supervisor Conwell asked if Mr. Gibson knew how many residents were served in that area. Mr. Gibson stated he would guess it was less than 20-25 residents. He stated it was not a large residential use in the area but there was a large commercial client in that area.

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#### In Re: Sewer Rate Analysis/Comparison

Mr. Gibson reviewed the sewer rate analysis. He stated that Emporia had the same tiered rate system and the contracted rates were negotiated in 2015. He stated that Emporia's rates had gone up 8.15% since the agreement was executed. He stated that in total, Greenville County's only went up 4% or \$.21 per thousand gallons since the agreement. He stated that once again, revenue was being lost on the purchase and resale of sewer service. Mr. Gibson asked if there were any questions.

Supervisor Cain stated that his question remained the same as the water rate analysis regarding the percentage of GCWSA customers in the 58 West service area.

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#### In Re: 58 West Water Purchase Cost Increase

Mr. Gibson stated that the increase was due to Emporia's 7.5% water rate increase. He then reviewed the gallons of water purchased from the City of Emporia since October of 2019 until July 2020. He also gave the loss in revenue extending from October 2019 until July 2020. Mr. Gibson stated that in 2020, Staff projected that the Authority would lose \$22,704 annually in revenues for the 58 West service area. He stated that if the Authority did not increase its water rates by 6%, it would lose \$38,215 annually on the purchase and resale of the water in 2021. He further stated that although the Authority was losing revenue, the cost was offset, somewhat, by the water supplied by the Jarratt Water Treatment Plant.

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#### In Re: 58 West Sewage Services Cost Increase

Mr. Gibson stated that the increase was due to Emporia's 5% sewer rate increase. He then reviewed the sewer treated by the City of Emporia from October 2019 until July 2020. He stated that based on the City's rate before this rate increase and the actual usage in 2020, the Authority was projected to lose \$4,106 in revenues based on the Authority's current rates versus what Emporia charged the Authority for treatment. He further stated that due to the City's 5% sewer rate increase, the Authority's loss, if the sewer rates were not increased, were projected to be \$11,929.

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In Re: GCWSA Capital Improvements Program

Mr. Gibson stated that the Authority used a five-year Capital Improvements Plan because items wore out over time. He stated that Administrative Staff worked with the Department Heads to carefully review what would be needed and put the most important projects on the Capital Improvements Plan. He also stated that for FY2021, there was a total of \$457,932 in capital expenditures. He further stated that the Authority was able to pay for all projects out of the regular operating revenues other than the meter replacements. Mr. Gibson then stated that the meter replacements were a five-year project and the first year was included in this year's FY2020 budget. He stated that Staff decided to defer the project in FY2020, due to the COVID-19 pandemic. He also stated that Staff was proposing a transfer from fund balance to pay for the \$179,979 expenditure for FY2021 to start the first year of the project.

He stated that the Authority also needed to rehabilitate the pump station at St. Johns because it was an original pump station that was put in and was now wearing out. He stated that \$77,000 was proposed in the budget to take care of that item.

Mr. Gibson stated that for the purchase of the new backhoe, there was \$112,000 proposed in the budget. He stated that the Authority's original backhoe was wearing down. He also stated that the Authority actually had a newer backhoe and with the larger water and sewer system that had grown over the years, the Authority needed another backhoe to provide a backup and also allow for two crews to go in two different directions.

He also stated that the purchase of a mixer for the Jarratt Water Tank was needed in the amount of \$17,000. He stated that the old style water tanks that were put in years ago did not have mixing systems in them. He then stated that with the new regulations regarding water quality, it would be a good practice to mix the water in the tanks that were being maintained.

Mr. Gibson stated that Staff was also recommending that the Authority refurbish the last filter at the Jarratt Water Treatment Plant. He stated three years ago, Staff refurbished the first filter at the water plant and the water plant was 16 years old now. He also stated that Staff had a filter plug up and caused an emergency repair. He further stated that GCWSA had to bring a contractor in and get it repaired. Mr. Gibson stated that Staff had two filters budgeted in this current year and already had requested quotes to have the contractor ready to go to have those filters done this year, leaving one to be replaced.

He then stated that the Authority also needed to replace the non-potable pump in the Three Creek Wastewater Treatment Plant budgeted at \$20,588.

Supervisor Brown asked if the Authority had replaced the sludge truck. Mr. Gibson stated that it was in the second year of the proposed budget of the Capital Improvements Plan. He also stated that Staff was comparing the cost of contract hauling versus buying a new sludge truck.

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Re: Adjournment

There being no further business to discuss, Mr. Conwell moved, seconded by Mr. Mr. Brown, to adjourn. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

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William B. Cain, Chairman  
Greenville County Water and Sewer Authority

At the Meeting of the Greensville County Water and Sewer Authority, held on Tuesday, August 25, 2020, with Budget Session beginning at 3:00 P.M., via Live Stream due to the COVID-19 Pandemic, at the Golden Leaf Commons, 1300 Greensville County Circle, Emporia, Virginia

Present: William B. Cain, Chairman  
James R. Brown, Vice-Chairman  
Belinda D. Astrop  
Tony M. Conwell

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Chairman Cain called the meeting to order.

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In Re: Approval of Agenda

Chairman Cain recommended approval of the Agenda with no added items.

Mr. Conwell moved, seconded by Mr. Brown, to approve the Agenda, as submitted. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

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In Re: Resolution #WS-20-56 – Advertise for Public Hearing Regarding Proposed Water and Sewer Rates

Mr. Glen Gibson, Assistant Director, addressed the Authority and read Resolution #WS-20-56 into record. He then requested approval of the following:

**RESOLUTION #WS-20-56  
PUBLIC HEARING - WATER & SEWER RATES**

**WHEREAS**, the Greensville County Water & Sewer Authority must establish rates for the provision of potable water and the treatment and disposal of wastewater to cover the expenses necessary or properly attributable to furnishing the services; and

**WHEREAS**, the last water rate increase was effective in January 2020 and the last sewer increase was effective January 2020; and

**WHEREAS**, the expenses of the Authority have increased as to warrant a water rate increase of six percent and a sewer rate increase of five percent for residential, commercial, industrial and institutional customers; and

**NOW, THEREFORE, BE IT RESOLVED, THAT THE AUTHORITY:** Authorizes the Administration to advertise the public hearing for two weeks in the local paper and on the Authority's website.

Mr. Conwell moved, seconded by Mr. Brown, to approve Resolution #WS-20-56. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

Mr. Cain asked about the water supply for the 58 West Service Area.

Mr. Gibson Stated that Mr. Cain wanted to know what percentage of customers were actually in the 58 West Service Area for both water and sewer. He stated that there was 86 water customers residing in the service area and 1,884 service connections were with the Water and Sewer Authority. He also stated that the figures were attributed to residency connection because it was difficult to establish how many customers because there may be one resident living in a household or there may be six residents living in a household. Mr. Gibson further stated that there could be a commercial establishment with many employees. He then stated that the 86 customer represented the number of connections equaling 4.6% of the Authority's water customers in the 58 West Service area. Mr. Gibson also stated that there were \$348,013 in water sales during FY2020 in the 58 West service area and \$2,101,367 in water sales during FY2020 in the entire GCWSA water system. He stated that the 58 West service area accounted for 16.6% of GCWSA's water sales.

Mr. Gibson stated that there was one commercial client on the sewer service in the area. He stated there were 1,659 sewer service connections that was approximately .1% of the sewer customers. He also stated that there were \$143,240 in sewer sales during FY2020 in the 58 West service area and \$2,350,333 in sewer sales during Fy2020 in the entire GCWSA sewer system. He stated that the 58 West service area accounted for 6.1% of GCWSA's sewer sales.

Mr. Gibson stated that Staff was working with the City of Emporia and was interested in working on the agreement. He stated that he hoped City Council would not continue to impose rate increases more than needed.

Mr. Cain stated that the Authority would be facing an issue like as this every year unless there was a change with City Council in increasing the rates.

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Re: Adjournment

There being no further business to discuss, Mrs. Astrop moved, seconded by Mr. Brown, to adjourn. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

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William B. Cain, Chairman  
Greenville County Water and Sewer Authority

# GREENSVILLE COUNTY WATER & SEWER

Fund # 1

VOUCHER

JV# 26

ACCOUNT	AMOUNT	ACCOUNT	AMOUNT
10000 ADMINISTRATION - WATER		10000 ADMINISTRATION - WATER	
1100 Salary/Staff	291.00	2300 Health Insurance	738.00
2210 VRS	434.00		
2400 Group Life Insurance	12.00		
2840 Retire Health Credit	1.00		
11000 AUTHORITY BOARD - WATER		11000 AUTHORITY BOARD - WATER	
1800 Salary/Authority	2.00	5540 Travel & Training	3.00
2100 FICA	1.00		
20000 UTILITY MAINTENANCE - WATER		20000 UTILITY MAINTENANCE - WATER	
2210 VRS	209.00	2300 Health Insurance	535.00
2710 Workman's Compensation	326.00		
22000 WATER TREATMENT - JARRATT		22000 WATER TREATMENT - JARRATT	
2210 VRS	1,061.00	1200 Overtime	1,819.00
2710 Workman's Compensation	758.00		
<b>TOTAL</b>	<b>3,095.00</b>	<b>TOTAL</b>	<b>3,095.00</b>

### EXPLANATION

Transfer funds to cover payroll line items.

*[Signature]*  
Prepared By

9/1/2020  
Date

Approved By

Date

Posted By

Date

# GREENSVILLE COUNTY WATER & SEWER

Fund # 1 & 2

VOUCHER

JV# 22

ACCOUNT	AMOUNT	ACCOUNT	AMOUNT
VOID CHECK #42684	5.61	VOID CHECK #42684	5.61
VOID CHECK #43038	129.05	VOID CHECK #43038	129.05
VOID CHECK #43097	49.55	VOID CHECK #43097	49.55
VOID CHECK #43101	4.35	VOID CHECK #43101	4.35
VOID CHECK #43210	5.61	VOID CHECK #43210	5.61
VOID CHECK #43246	2.93	VOID CHECK #43246	2.93
VOID CHECK #43255	12.81	VOID CHECK #43255	12.81
VOID CHECK #43314	8.16	VOID CHECK #43314	8.16
VOID CHECK #43350	7.60	VOID CHECK #43350	7.60
VOID CHECK #43363	5.61	VOID CHECK #43363	5.61
VOID CHECK #43555	5.61	VOID CHECK #43555	5.61
VOID CHECK #43564	5.61	VOID CHECK #43564	5.61
VOID CHECK #43565	1.29	VOID CHECK #43565	1.29
VOID CHECK #43593	6.25	VOID CHECK #43593	6.25
VOID CHECK #43717	5.61	VOID CHECK #43717	5.61
VOID CHECK #43826	19.49	VOID CHECK #43826	19.49
<b>TOTAL</b>	275.14	<b>TOTAL</b>	275.14

## EXPLANATION

Void the above listed checks for customer refunds as they haven't cleared our bank account.

Theresa Shoye  
Prepared By

8/18/2020  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Posted By

\_\_\_\_\_  
Date

# GREENSVILLE COUNTY WATER & SEWER

Fund # 2

VOUCHER

JV# 25

ACCOUNT	AMOUNT	ACCOUNT	AMOUNT
VOID CHECK #45244	19.33	VOID CHECK #45244	19.33
TOTAL	19.33	TOTAL	19.33

### EXPLANATION

Void Check #45244 payable to City Auto Hardware Appliance dated 7/20/2020 and reissue.

This check has not cleared our bank account.

Shed Shoyes  
Prepared By

9/1/2020  
Date

Approved By

Date

Posted By

Date

# GREENSVILLE COUNTY WATER & SEWER

Fund # 2

VOUCHER

JV# 27

ACCOUNT	AMOUNT	ACCOUNT	AMOUNT
11100 AUTHORITY BOARD - SEWER		11100 AUTHORITY BOARD - SEWER	
1100 Salary/Staff	433.00	2300 Health Insurance	1,229.00
2210 VRS	646.00		
2400 Group Life Insurance	16.00		
2710 Workman's Compensation	133.00		
2840 Retiree Health Credit	1.00		
20100 UTILITY MAINTENANCE - SEWER		20100 UTILITY MAINTENANCE - SEWER	
2210 VRS	426.00	1100 Salary/Staff	1,454.00
2710 Workman's Compensation	1,028.00		
32000 THREE CREEK SEWAGE TREAT. PLANT		32000 THREE CREEK SEWAGE TREAT. PLANT	
1100 Salary/Staff	2,652.00	2100 FICA	1,000.00
2210 VRS	350.00	6030 Heavy Equipment Supplies	1,077.00
2300 Health Insurance	278.00	8206 Royce Solids Meter	2,399.00
2500 Disability	54.00		
2710 Workman's Compensation	1,142.00		
<b>TOTAL</b>	<b>7,159.00</b>	<b>TOTAL</b>	<b>7,159.00</b>

## EXPLANATION

Transfer funds to cover payroll line items.

<i>Thad Shroyer</i>	<i>9/1/2020</i>		
Prepared By	Date	Approved By	Date
	Posted By		Date



ACCOUNTS PAYABLE LIST  
GREENSVILLE COUNTY WATER  
DEPT # - 020000 \*\*UTILITY MAINTENANCE-WATER\*\*

8/28/2020 FROM DATE - 9/08/2020  
89375 TO DATE - 9/08/2020  
FUND # - 001 \*\*\*OPERATING EXPENDITURES\*\*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES	303188500177-20	7/01/2020	1.08	
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES	3031885001/8-20	7/31/2020	7.90	
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES	9500175006/8-20	8/12/2020	7.42	
VERIZON WIRELESS	TELECOMMUNICATIONS	9859993256	8/02/2020	2,253.90 *	
CINTAS CORPORATION #143	UNIFORM RENTAL	4057987736	8/06/2020	84.49 *	
CINTAS CORPORATION #143	UNIFORM RENTAL	4058605454	8/13/2020	16.80	
RUILL CORPORATION	OFFICE SUPPLIES	9224604	8/04/2020	1.76	
RUILL CORPORATION	OFFICE SUPPLIES	9537886	8/13/2020	48.03	
HALMARK COMMUNITY/SYNCO	REPAIR & MAINTENANCE SUPPLIES	AUTH8011793	8/11/2020	49.79 *	
HALMARK COMMUNITY/SYNCO	REPAIR & MAINTENANCE SUPPLIES	AUTH8030442	7/30/2020	17.54	
SHERROD-LOGAN & ASSOCIATE	REPAIR & MAINTENANCE SUPPLIES	34456	5/21/2020	23.94	
FASERAL COMPANY	REPAIR & MAINTENANCE SUPPLIES	KCRR0154129	8/03/2020	625.84	
CURE & MAIN LP	REPAIR & MAINTENANCE SUPPLIES	H740251	8/14/2020	82.51	
SADLER BROTHERS OIL	VEHICLE SUPPLIES	4353049	7/31/2020	660.00	
SADLER BROTHERS OIL	VEHICLE SUPPLIES	4353052	7/31/2020	1,409.83 *	
UNIVAR USA INC	CHEMICALS	81775597	8/11/2020	65.89	
				252.17	
				318.06 *	
				922.41	
				922.41 *	
				5,539.92	
				TOTAL	
				DEPT # - 022000 **WATER TREATMENT - JARRATT**	
LABELLA ASSOCIATES	CONTRACTUAL SERVICES	125322	7/31/2020	1,180.00	
JAMES R REED & ASSOC INC	LABORATORY SERVICES	2008043	8/10/2020	1,180.00 *	
CINTAS CORPORATION #143	REPAIR & MAINTENANCE SERVICES	4057987469	8/06/2020	800.00 *	
CINTAS CORPORATION #143	REPAIR & MAINTENANCE SERVICES	4058605097	8/13/2020	8.76	
UPS	POSTAGE	0000238106320	8/08/2020	8.76	
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS	492965290	8/01/2020	17.52 *	
VERIZON WIRELESS	TELECOMMUNICATIONS	9859993256	8/02/2020	14.28	
TOWN OF JARRATT	LEASE-FACILITIES (12-2022)	LEASE/SEP 2020	9/01/2020	14.28 *	
CINTAS CORPORATION #143	UNIFORM RENTAL	4057987469	8/06/2020	162.71	
CINTAS CORPORATION #143	UNIFORM RENTAL	4058605097	8/13/2020	40.05	
BERNHARK COMMUNITY PARK	TRAVEL AND TRAINING	PSI/CLASS 2/00H	8/17/2020	202.76 *	
				2,299.00	
				2,299.00 *	
				34.78	
				72.57	
				107.35 *	
				121.00	
				121.00 *	

8/28/2020 FROM DATE- 9/08/2020  
 AP375 TO DATE- 9/08/2020  
 FUND # - 001 \*\*\*OPERATING EXPENDITURES\*\*\*

ACCOUNTS PAYABLE LIST  
 GREENSVILLE COUNTY WATER  
 DEPT # - 022000 \*\*WATER TREATMENT - JARRATT\*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	DATE	\$\$\$ PAY \$\$\$
TREASURER OF VIRGINIA	PERMITS AND FEES		717164	9/01/2020	3,311.00
HACK COMPANY	LAB SUPPLIES		12073494	8/12/2020	3,311.00 *
SHERWOOD-LUSAR & ASSOCIATE	REPAIR & MAINTENANCE SUPPLIES		34628	6/24/2020	711.95 *
SADLER BROTHERS OIL	VEHICLE SUPPLIES		4353051	7/31/2020	133.18 *
UNIVAR USA INC	CHEMICALS		RI776084	8/20/2020	86.32
UNIVAR USA INC	CHEMICALS		RI776438	8/27/2020	86.32 *
WATER GUARD, INC	CHEMICALS		9281728-1H	8/17/2020	4,000.37
WATER GUARD, INC	CHEMICALS		0281774-1H	8/18/2020	233.70
BOBCAT OF RICHMOND	HEAVY EQUIPMENT SUPPLIES		016691	8/05/2020	150.35
		TOTAL			1,140.00
					5,524.42 *
					534.67
					534.67 *
					15,043.45

DEPT # - 023000 \*\*SKIPPER'S HELL SYSTEM\*\*

DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		2634792630/8-20	8/12/2020	229.92
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		492965290	8/01/2020	229.92 *
		TOTAL			52.13
					52.13 *
					282.05

DEPT # - 024000 \*\*JACKSON FIELD HOSE WATER SYSTEM\*\*

GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		492965290	8/01/2020	58.68
		TOTAL			58.68 *
					58.68
		FUND TOTAL			22,758.59

8/28/2020 FROM DATE- 9/08/2020  
 AF375 TO DATE- 9/08/2020  
 FUND # - 602

ACCOUNTS PAYABLE LIST  
 GREENSVILLE COUNTY WATER  
 DEPT # - 010100 \*\*ADMINISTRATION-SEWER\*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	SS	PAY	AS
**ADMINISTRATION-SEWER**							
SLAYTON & CLARY		PROF. SERVICES-LEGAL	13847	8/21/2020	148.20	*	
RENCHARK COMMUNITY BANK		PROF. SERVICES-TIME CLOCK	EASYTIME/626643	8/12/2020	2.50	*	
SLAYTON & CLARY		POSTAGE	13847	8/21/2020	2.50	*	
RICH USA INC		LEASE OF EQUIPMENT	33929902	8/15/2020	12.46	*	
QUILL CORPORATION		OFFICE SUPPLIES	9224604	8/04/2020	12.46	*	
QUILL CORPORATION		OFFICE SUPPLIES	9046335	7/29/2020	216.39	*	
QUILL CORPORATION		OFFICE SUPPLIES	9061901	7/29/2020	2.63	*	
QUILL CORPORATION		OFFICE SUPPLIES	9086818	7/30/2020	24.92	*	
					11.07	*	
					359.40	*	
					398.02	*	
					777.57	*	
					TOTAL		

DEPT # - 011100 \*\*AUTHORITY BOARD-SEWER\*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	SS	PAY	AS
**AUTHORITY BOARD-SEWER**							
INDEPENDENT MESSENGER		ADVERTISING	178577-2020	7/31/2020	301.32	*	
MORTE'S FLOWER SHOP, INC.		OFFICE SUPPLIES	002601	7/28/2020	301.32	*	
MORTE'S FLOWER SHOP, INC.		OFFICE SUPPLIES	002627	8/06/2020	13.78	*	
					24.30	*	
					36.08	*	
					339.40	*	
					TOTAL		

DEPT # - 020100 \*\*UTILITY MAINTENANCE-SEWER\*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	SS	PAY	AS
**UTILITY MAINTENANCE-SEWER**							
XYLER DEWATERING SOLUTION		REPAIR & MAINTENANCE SERVICES	401031018	8/21/2020	440.31	*	
WAYNE COOKE ELECTRIC INC		REPAIR & MAINTENANCE SERVICES	20-10943	8/04/2020	10,616.55	*	
WAYNE COOKE ELECTRIC INC		REPAIR & MAINTENANCE SERVICES	20-11036	8/24/2020	280.90	*	
					11,337.76	*	
ITDOR, INC		MAINTENANCE CONTRACTS	564413	8/12/2020	701.76	*	
MECKLENBURG ELECTRIC COOPE		ELECTRICAL SERVICES	2881600600/8-20	8/04/2020	701.76	*	
MECKLENBURG ELECTRIC COOPE		ELECTRICAL SERVICES	2883100100/8-20	8/04/2020	107.17	*	
MECKLENBURG ELECTRIC COOPE		ELECTRICAL SERVICES	2884102100/8-20	8/04/2020	87.83	*	
MECKLENBURG ELECTRIC COOPE		ELECTRICAL SERVICES	2884200700/8-20	8/04/2020	93.38	*	
MECKLENBURG ELECTRIC COOPE		ELECTRICAL SERVICES	3393200600/8-20	8/12/2020	93.18	*	
MECKLENBURG ELECTRIC COOPE		ELECTRICAL SERVICES	3883900900/8-20	8/11/2020	79.39	*	
MECKLENBURG ELECTRIC COOPE		ELECTRICAL SERVICES	3884700400/8-20	8/11/2020	34.23	*	
MECKLENBURG ELECTRIC COOPE		ELECTRICAL SERVICES	3886010000/8-20	8/12/2020	100.02	*	
MECKLENBURG ELECTRIC COOPE		ELECTRICAL SERVICES	3886603800/8-20	8/10/2020	104.39	*	
MECKLENBURG ELECTRIC COOPE		ELECTRICAL SERVICES	4383301101/8-20	8/11/2020	48.13	*	
					130.58	*	

ACCOUNTS PAYABLE LIST  
GREENSBORO COUNTY WATER  
DEPT # - 020100 \*\*UTILITY MAINTENANCE-SEWER\*\*

FROM DATE- 9/08/2020  
TO DATE- 9/08/2020  
FUND # - 002

CHARGE TO	DESCRIPTION	INVOICE#	DATE	AMOUNT
MECKLENBURG ELECTRIC CORP	ELECTRICAL SERVICES	4394600400/8-20	8/04/2020	292.42
MECKLENBURG ELECTRIC CORP	ELECTRICAL SERVICES	4395500700/8-20	8/17/2020	31.66
MECKLENBURG ELECTRIC CORP	ELECTRICAL SERVICES	9000005810/8-20	8/18/2020	519.20
MECKLENBURG ELECTRIC CORP	ELECTRICAL SERVICES	9000012015/8-20	8/11/2020	64.33
MECKLENBURG ELECTRIC CORP	ELECTRICAL SERVICES	0111782504/8-20	8/10/2020	24.82
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES	0232242410/8-20	8/10/2020	497.51
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES	3691790004/8-20	8/11/2020	64.63
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES	4200342501/8-20	7/31/2020	7.61
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES	5481667568/8-20	7/31/2020	26.28
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES	5611825000/8-20	7/31/2020	34.71
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES	9910851972/8-20	8/12/2020	285.46
				2,726.93 *
VERIZON	TELECOMMUNICATIONS	634-9713/8-20	8/21/2020	24.95
VERIZON	TELECOMMUNICATIONS	634-9826/8-20	8/12/2020	29.70
BRARTE TELECOMMUNICATION	TELECOMMUNICATIONS	492965290	8/01/2020	49.78
BRARTE TELECOMMUNICATION	TELECOMMUNICATIONS	492965290	8/01/2020	52.13
BRARTE TELECOMMUNICATION	TELECOMMUNICATIONS	492965290	8/01/2020	49.78
BRARTE TELECOMMUNICATION	TELECOMMUNICATIONS	492965290	8/01/2020	58.68
BRARTE TELECOMMUNICATION	TELECOMMUNICATIONS	492965290	8/01/2020	63.37
VERIZON WIRELESS	TELECOMMUNICATIONS	9859939256	8/02/2020	126.75
VERIZON WIRELESS	TELECOMMUNICATIONS	9859939256	8/02/2020	40.01
				495.15 *
CINTAS CORPORATION #143	UNIFORM RENTAL	4057987736	8/06/2020	25.20
CINTAS CORPORATION #143	UNIFORM RENTAL	4058405454	8/13/2020	25.20
				50.40 *
QUILL CORPORATION	OFFICE SUPPLIES	9224604	8/04/2020	2.63
QUILL CORPORATION	OFFICE SUPPLIES	9537986	8/13/2020	74.68 *
				367.81
ELECTRICAL EQUIPMENT CORP	REPAIR & MAINTENANCE SUPPLIES	3948247-80	8/10/2020	26.30
WALMART COMMUNITY/SYNCS	REPAIR & MAINTENANCE SUPPLIES	AUTH#011793	8/11/2020	35.91
WALMART COMMUNITY/SYNCS	REPAIR & MAINTENANCE SUPPLIES	AUTH#030442	7/30/2020	123.77
FASTECH COMPANY	REPAIR & MAINTENANCE SUPPLIES	KCRHA154129	8/03/2020	1,212.76
BERSETT TECHNOLOGIES INC	REPAIR & MAINTENANCE SUPPLIES	J004053	8/11/2020	1,766.55 *
				98.84
SADLER BROTHERS OIL	VEHICLE SUPPLIES	4353049	7/31/2020	378.26
SADLER BROTHERS OIL	VEHICLE SUPPLIES	4353052	7/31/2020	477.10 *
				17,630.33
			TOTAL	
			DEPT # - 031000 **FALLING RUM SEWAGE TREAT. PLANT**	
			**FALLING RUM SEWAGE TREAT. PLANT**	
JAMES R NEED & ASSOC INC	LABORATORY SERVICES	2008044	8/10/2020	277.00
				277.00 *
MECKLENBURG ELECTRIC CORP	ELECTRICAL SERVICES	3389301802/8-20	8/04/2020	2,598.33
				2,598.33 *
TREASURER OF VIRGINIA	PERMITS AND FEES	717124	9/01/2020	2,889.00
				2,889.00 *

8/28/2020 FROM DATE- 9/08/2020  
 AP375 TO DATE- 9/08/2020  
 FUND # - 002

ACCOUNTS PAYABLE LIST  
 GREENSVILLE COUNTY WATER  
 DEPT # - 031000 \*\*FALLING RUN SEWAGE TREAT. PLANT\*\*

CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
USA BLUEBOOK	LAB SUPPLIES	323230	8/10/2020	495.28
				495.28 *
	TOTAL			6,259.61
DEPT # - 032000 **THREE CREEK SEWAGE TREAT. PLANT**				
		2008045	8/10/2020	1,034.00
JAMES R REED & ASSOC INC	LABORATORY SERVICES	2008046	8/10/2020	36.00
JAMES R REED & ASSOC INC	LABORATORY SERVICES			1,070.00 *
BENCHMARK COMMUNITY BANK	PROF. SERVICES-TIME CLOCK	EASTYME/626643	8/12/2020	1.00
				1.00 *
RIDEOUT EQUIPMENT COMPANY	REPAIR & MAINTENANCE SERVICES	HER813T	8/14/2020	225.00
				225.00 *
NECKLEBURG ELECTRIC COOPE	ELECTRICAL SERVICES	3883900100/8-20	8/12/2020	6,779.86
				6,779.86 *
VERIZON	TELECOMMUNICATIONS	634-6094/8-20	8/09/2020	29.95
VERIZON WIRELESS	TELECOMMUNICATIONS	9059939256	8/02/2020	40.01
				69.96 *
CINTAS CORPORATION #143	UNIFORM RENTAL	4057987281	8/06/2020	42.00
CINTAS CORPORATION #143	UNIFORM RENTAL	405860104	8/13/2020	42.00
CINTAS CORPORATION #143	UNIFORM RENTAL	4059275404	8/20/2020	42.00
CINTAS CORPORATION #143	UNIFORM RENTAL	4059932627	8/27/2020	42.00
				168.00 *
TREASURER OF VIRGINIA	PERMITS AND FEES	717166	9/01/2020	6,379.00
				8,379.00 *
QUILL CORPORATION	OFFICE SUPPLIES	9224604	8/04/2020	3.29
WALMART COMMUNITY/SYRCD	OFFICE SUPPLIES	AUTH#031634	7/31/2020	216.45
				219.74 *
USA BLUEBOOK	LAB SUPPLIES	323230	8/10/2020	194.00
				194.00 *
WALMART COMMUNITY/SYRCD	HOUSEKEEPING SUPPLIES	AUTH#031634	7/31/2020	32.86
				32.86 *
SADLER BROTHERS OIL	VEHICLE SUPPLIES	4353050	7/31/2020	252.45
				252.45 *
UNIVAR USA INC	CHEMICALS	RI776277	8/25/2020	1,230.00
UNIVAR USA INC	CHEMICALS	RI776338	8/25/2020	2,806.97
UNIVAR USA INC	CHEMICALS	RI776376	8/26/2020	970.00
				5,006.97 *
TRAVIS WAYNE KEETER	HEAVY EQUIPMENT SUPPLIES	ADVANCE/89116	8/25/2020	6.79
				6.79 *
	TOTAL			22,405.63
DEPT # - 034000 **JARRATT SEWAGE TREAT. PLANT**				
		125323	7/31/2020	450.00
LABELLA ASSOCIATES	CONTRACTUAL SERVICES			450.00 *

\*\*JARRATT SEWAGE TREAT. PLANT\*\*

8/28/2020 FROM DATE- 9/08/2020  
 AP375 TO DATE- 9/08/2020  
 FUND # - 802

ACCOUNTS PAYABLE LIST  
 GREENSVILLE COUNTY WATER  
 DEPT # - 034000 \*\*JARRATT SEWAGE TREAT. PLANT\*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
JAMES R REED & ASSOC INC	LABORATORY SERVICES		2088042	8/10/2020	587.00
					587.00 *
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		492965290	8/01/2020	59.74
					59.74 *
TREASURER OF VIRGINIA	PERMITS AND FEES		716932	9/01/2020	2,889.00
					2,889.00 *
GARRISON MINERALS	CHEMICALS		2020-0672	8/05/2020	1,040.00
					1,040.00 *
		TOTAL			5,025.74

DEPT # - 035000 \*\*SKIPPERS SEWAGE TREAT. PLANT\*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
JAMES R REED & ASSOC INC	LABORATORY SERVICES		2008041	8/19/2020	84.00
					84.00 *
DORNING ENERGY VIRGINIA	ELECTRICAL SERVICES		1794394930/8-20	8/04/2020	105.18
					105.18
DORNING ENERGY VIRGINIA	ELECTRICAL SERVICES		5558978622/8-20	8/12/2020	767.00
					767.00
TREASURER OF VIRGINIA	PERMITS AND FEES		716787	9/01/2020	872.18
					872.18 *
TREASURER OF VIRGINIA	PERMITS AND FEES		716886	9/01/2020	2,311.00
					2,311.00
WATER GUARD, INC	CHEMICALS		0281773-IN	8/18/2020	197.40
					197.40
GARRISON MINERALS	CHEMICALS		2020-0672	8/05/2020	1,940.00
					1,940.00
		TOTAL			6,815.58

DEPT # - 061101 \*\*SKIPPERS WWTP FORCE MAIN\*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
SLAYTON & CLARY	PROF SERVICES:LEGAL		13847	8/21/2020	266.00
					266.00 *
RANDOLPH, BOYD, CHERRY AND	ATTORNEY FEES & APPRAISALS		19192	7/28/2020	1,266.50
					1,266.50 *
		TOTAL			1,532.50

DEPT # - 061102 \*\*SKIPPERS WWTP\*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
B & B CONSULTANTS, INC.	PROF SERVICES:ENGINEERING CONS		24470	8/07/2020	1,633.79
					1,633.79
B & B CONSULTANTS, INC.	PROF SERVICES:ENGINEERING CONS		24470	8/07/2020	1,174.50
					1,174.50
B & B CONSULTANTS, INC.	GEOTECHNICAL		24470	8/07/2020	2,808.29
					2,808.29 *
B & B CONSULTANTS, INC.	INSPECTION SERVICES		24470	8/07/2020	3,140.85
					3,140.85 *
		TOTAL			10,075.60
					10,075.60 *
		TOTAL			16,023.94

FUND TOTAL

76,810.30

TOTAL DUE

99,568.89

ACCOUNTS PAYABLE CHECKS  
GREENSVILLE COUNTY WATER

FRM DATE- 9/08/2020  
TO DATE- 9/08/2020

8/28/2020

\$\$\$ PAY \$\$\$

FUND NO. DESCRIPTION

001 522,758.59  
002 576,818.30  
TOTAL 99,568.89

\*\*\*OPERATING EXPENDITURES\*\*\*

TOTAL

ACCOUNTS PAYABLE LIST  
SREESVILLE CO HAS AUTH  
DEPT # - 070000 \*\*PHASE I & II: ADMINISTRATION\*\*

8/28/2020 FROM DATE- 9/08/2020  
AP375 TO DATE- 9/08/2020  
FUND # - 001 \*\*\*EXPENDITURES\*\*\*

MEMOR NAME	CHARGE TO	DESCRIPTION	INVOICE DATE	INVOICE DATE	CHECK DATE	AMOUNT	AMOUNT
-----	-----	-----	-----	-----	-----	-----	-----
DEPT # - 070000 **PHASE I & II: ADMINISTRATION**							
RANDOLPH, BOYD, CHERRY AND PROF. SERVICES: LEGAL		19193	7/28/2020	9/08/2020		605.00	605.00 *
		TOTAL				605.00	605.00
DEPT # - 074000 **SANITARY SEWER SYSTEM IMP**							
RANDOLPH, BOYD, CHERRY AND LEGAL/LAND ACQUISITION		19190	7/27/2020	9/08/2020		347.50	347.50 *
		TOTAL				347.50	347.50
DEPT # - 075000 **ALLEN RD/BUTTERDAM RD WATERLINE**							
RANDOLPH, BOYD, CHERRY AND LEGAL/LAND ACQUISITION		19191	7/28/2020	9/08/2020		585.00	585.00 *
		TOTAL				585.00	585.00
DEPT # - 077000 **RESERVOIR/INTER. PUMP STATION**							
B & B CONSULTANTS INC		24471	8/07/2020	9/08/2020		4,120.04	4,120.04 *
SLAYTOR & CLARY		13847	8/21/2020	9/08/2020		1,064.00	1,064.00
SLAYTOR & CLARY		13848	8/21/2020	9/08/2020		199.00	199.00
TIMMONS GROUP		245510	8/11/2020	9/08/2020		4,950.00	4,950.00
		TOTAL				6,204.00	6,204.00 *
		FUND TOTAL				11,861.54	11,861.54
		TOTAL DUE				11,861.54	11,861.54

Approved: \_\_\_\_\_  
Signed Quinn Whitty  
TITLE Finance manager  
Date 8/27/2020

ACCOUNTS PAYABLE CHECKS  
GREENSVILLE CO HRS AUTH

FROM DATE- 9/08/2020  
TH DATE- 9/08/2020

8/28/2020

FUND NO.	DESCRIPTION	\$\$\$ PAY \$\$\$
001	***EXPENDITURES***	511,861.54
	TOTAL	11,861.54

**PERFORMANCE AGREEMENT**

**THIS PERFORMANCE AGREEMENT** is made and entered into this 27<sup>th</sup> day of August, 2020, by and among **INDUSTRIAL DEVELOPMENT AUTHORITY OF GREENSVILLE COUNTY, VIRGINIA** ("IDA"), **GREENSVILLE COUNTY WATER AND SEWER AUTHORITY** ("GCWSA"), **GREENSVILLE COUNTY, VIRGINIA** ("County"), and **BREEZ-IN ASSOCIATES, L.C.** ("Company").

**RECITALS:**

- R-1** Company has contracted to purchase the real property in Greensville County identified in paragraph 1 below ("Project Property"), and subject to receiving the incentives provided for herein, has committed to improve the Project Property, and then conduct business and employ persons to work at the commercial business which will be operated on the Project Property.
- R-2** The parties make and enter into this Agreement to evidence the duties, obligations and benefits inuring to the parties hereunder in the event the purchase is consummated. If closing on the Project Property does not occur, neither party shall have any obligation hereunder.

**WITNESSETH:** That for and in consideration of the mutual and reciprocal duties imposed upon the parties hereby, and in further consideration of the benefits inuring to the parties hereunder, the parties covenant and agree as follows:

- 1. PROJECT PROPERTY:** Company has contracted to purchase the following parcels of real property which constitute the Project Property:
  - a.** 0.11 acre situate in Hicksford Magisterial District, Greensville County, Virginia, identified on the County Tax Maps as Parcel 44-59A1 (see deed recorded in the Clerk's Office of the Circuit Court for Greensville County, Virginia, in Deed Book 141 at page 143, and plat recorded in Plat Book 11 at page 42).
  - b.** 1.415 acres situate in Hicksford Magisterial District, Greensville County, Virginia, identified on the County Tax Maps as Parcel 44-59A3 (see deed recorded in the Clerk's Office aforesaid in Deed Book 175 at page 279, and plat recorded in Plat Book 16 at page 82).
  - c.** 3.508 acres situate in Hicksford Magisterial District, Greensville County, Virginia, identified on the County Tax Maps as Parcel 44-59B (see deed recorded in the Clerk's Office aforesaid in Deed Book 174 at page 146, and plat recorded in Plat Book 11 at page 42).

- d. 0.23 acre situate in Hicksford Magisterial District, Greensville County, Virginia, identified on the County Tax Maps as Parcel 44-59B1 (see deed recorded in the Clerk's Office aforesaid in Deed Book 217 at page 816, and plat recorded in Deed Book 217 at page 818).

**2. COMPANY'S COMMITMENTS:**

- a. Company will provide GCWSA a fully executed contract for construction of the improvements to the Project Property.
- b. Company will invest a minimum of \$7,500,000.00 in the Project Property. Evidence of Company's compliance with this requirement will be determined by the County Commissioner of the Revenue's assessment of taxable real estate, personal property and machinery and tools.

**3. INITIAL INCENTIVES FOR COMPANY:** Company will be afforded the following incentives, when and as appropriate:

- a. **Waiver of Building Permit Fee:** County shall waive the building permit fee otherwise due and payable by Company in connection with construction of improvements on the Project Property. The County Building Official shall use his best efforts to expedite the building permit process.
- b. **Waiver of Water and Sewer Tap Fees:** GCWSA will waive collection of water and sewer tap fees which would otherwise be imposed.
- c. **Payment of Landfill Fees:** Each invoice generated at the County landfill for construction debris disposed of at the landfill by Company and generated at the Project Property will be paid jointly and equally by Company and IDA. IDA will pay fifty percent (50%) of each such invoice, and Company will pay fifty percent (50%) of each such invoice. The payments due from both IDA and Company will be remitted to County by the due date therefor. In no event will the total paid by IDA as its fifty percent (50%) of each such invoice exceed a maximum of \$50,000.00.

**4. SEPARATION OF CONSTRUCTION DEBRIS:** Company's construction contract will require that its contractor separate clean brick, concrete or block from other debris, provided such material may be disposed of, provided such material may be disposed of at the County landfill free of charge. Any such material separated may result in there being no charge for disposal at the County landfill, which would realize a cost savings for both Company and IDA.

**5. ADDITIONAL INCENTIVES TO COMPANY:** After Company has met its minimum investment benchmark, Company shall be entitled to five (5) annual Economic Incentive Grants ("EIG"). Company will be provided five (5) annual

EIGs on the following terms and conditions. For the first five (5) full calendar years of Company's operation at the Project Property, Company will be provided an EIG from IDA in an amount equal to seventy-five percent (75%) of the real property tax paid by Company. Company will provide IDA evidence of its payment of real property tax and within thirty (30) days from receipt of such evidence, IDA will make payment of the seventy-five percent (75%) EIG to Company. The seventy-five percent (75%) EIG will be for real property tax paid only, and will not include penalty, interest, or other charge imposed as a result of Company's late payment. Company shall be entitled to a maximum of five (5) annual EIGs. By executing this Performance Agreement, County evidences its moral obligation to appropriate to IDA the amount of the EIG which will be due from IDA to Company for five (5) years. Company acknowledges that the moral obligation commitment of County is not a legally enforceable obligation, and therefore does not give rise to a legal action against County to compel any of the five (5) annual appropriations, and that if County does not appropriate the necessary funds in any of the five (5) years, IDA will not have funds with which to make the EIG payment for that year to Company. Although the intent is for Company to receive an EIG in each of its first five (5) full calendar years of operation at the Project Property, Company shall be entitled to five (5) EIGs, whether paid to Company in the first five (5) full calendar years of its operation at the Project Property, or thereafter.

6. **OTHER LOCAL TAXES:** Company shall not be entitled to repayment, whether by EIG or otherwise, of any other taxes paid by it to County.
7. **RELOCATION OF WATER LINE ON PROJECT PROPERTY:** GCWSA has agreed to relocate the water line which traverses the Project Property, and GCWSA will do so on the following conditions:
  - a. The proposed engineering specifications for the water line relocation must be secured by Company at its expense, and must be reviewed and approved by GCWSA.
  - b. Contingent on GCWSA approving the engineering specifications, the water line will be relocated and Company will bear the cost of such relocation.
8. **TRANSFER OF GCWSA PROPERTY TO COMPANY:** GCWSA owns a 0.565 acre parcel ("GCWSA Property") situate in Hicksford Magisterial District, Greensville County, Virginia, identified on the County Tax Maps as Parcel 44-59A2A (see deed recorded in the Clerk's Office aforesaid in Deed Book 252 at page 715, and plat recorded in Deed Book 259 at page 704). GCWSA operates facilities on the GCWSA Property. The facilities operated by GCWSA on the GCWSA Property will not be needed after new GCWSA facilities are placed in operation. The new GCWSA facilities are expected to become operable on or around September 30, 2020. Once the new facilities are placed in operation, GCWSA will convey the GCWSA Property to Company by deed of gift. The deed

will convey the GCWSA Property to Company in "as is" condition on the date of conveyance, and Company will join in the execution of the deed to evidence its acceptance of the GCWSA Property in "as is" condition and to release, indemnify and hold harmless GCWSA from any claim arising from the condition of the GCWSA Property at the time of title transfer except as to any environmental contamination which may require remediation and which existed prior to the date of closing, for which Company shall not indemnify or hold GCWSA harmless. Prior to accepting such deed, Company may examine title to the GCWSA Property and conduct such environmental studies as it deems necessary. Company shall be under no obligation to accept the deed to the GCWSA Property unless and until it is satisfied with the state of title to, and condition of, the GCWSA Property. In the deed conveying the GCWSA Property to Company, GCWSA will reserve easements to enable its continued use and operation of the pump station area and the existing utility lines. GCWSA will secure a plat showing an area within which a pump station exists, and on which a protective shed will be constructed, and also show the location of existing GCWSA utility lines. Transfer of the GCWSA Property cannot occur until the new GCWSA facilities are placed in operation, and a new plat of the GCWSA Property, which shows the location of all easements to be reserved to GCWSA, has been prepared.

9. **NOTICES:** All notices, approvals, consents, requests and other communication hereunder shall be in writing and shall be deemed to have been given when delivered in person, or two (2) business days after being sent by overnight courier service (e.g., UPS or FedEx), to the following addresses. Any party may elect to afford notice via email, but in that event the party initiating the email shall have the duty to prove receipt thereof by the other party.

To County, IDA & GCWSA: Brenda N. Parson, County Administrator  
1781 Greenville County Circle  
Emporia, Virginia 23847  
[bparson@greenvillecountyva.gov](mailto:bparson@greenvillecountyva.gov) (email)

With copies to: Russell O. Slayton, Jr., County & GCWSA Attorney  
411 S. Hicks Street  
Post Office Box 580  
Lawrenceville, Virginia 23868  
[russelloslayton@gmail.com](mailto:russelloslayton@gmail.com) (email)

To Company: Breez-In Associates, L.C.  
ATTN: David M. Bogese  
4595 Sandesara Drive, Suite C  
Prince George, Virginia 23875  
[dmbogese@breezinlc.com](mailto:dmbogese@breezinlc.com) (email)

Any party may provide the other with written notice of a new address to which notices should be delivered, and the effective date thereof, which notice shall be effective on the date received by the party being notified.

- 10. CONTROLLING LAW:** The parties acknowledge that the terms and conditions hereof shall be interpreted, construed and enforced under the laws of the Commonwealth of Virginia. The parties further acknowledge that in the event of litigation under any of the terms and conditions hereof, the Circuit Court/General District Court for Greensville County, Virginia, shall have exclusive jurisdiction.
- 11. MODIFICATIONS OR AMENDMENTS:** The parties agree that any modification or amendment of this Agreement shall be in writing signed by all parties before such modification or amendment shall have force or effect.
- 12. BINDING AGREEMENT:** The terms and conditions of this Agreement shall be binding on the parties hereto, their assigns and other successors in title. Company may assign its rights hereunder, and transfer the Property or any portion thereof, to its wholly-owned subsidiary but such assignment shall not release Company of any of its obligations hereunder.
- 13. ENTIRE AGREEMENT:** The parties acknowledge that the terms and conditions hereof constitute the entire agreement between the parties, and that no modification or amendment hereof shall be binding upon the parties unless reduced to writing and signed by all parties hereto.
- 14. COUNTERPARTS:** This Agreement may be executed in counterparts, each of which shall be deemed an original and all which together shall constitute one and the same instrument.
- 15. SEVERABILITY:** In the event any one or more of the provisions contained in this Performance Agreement are held to be invalid, such invalidity shall not affect any other provision hereof and all other provisions in this Performance Agreement shall continue in full force and effect.

**IN WITNESS WHEREOF**, this Performance Agreement is executed in counterparts on behalf of Greensville County, Virginia, by the Chairman/Vice-Chairman of its Board of Supervisors; on behalf of Industrial Development Authority of Greensville County, Virginia, by the Chairman/Vice-Chairman of its Board of Directors; on behalf of Greensville County Water and Sewer Authority by the Chairman/Vice-Chairman of its Board of Directors; and on behalf of Breez-In Associates, L.C., by its duly authorized representative.

***SEE ATTACHED SIGNATURE PAGES***

***THE REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY***

**SIGNATURE PAGE TO  
PERFORMANCE AGREEMENT DATED AUGUST 27, 2020  
AMONG GREENSVILLE COUNTY, VIRGINIA, INDUSTRIAL DEVELOPMENT  
AUTHORITY OF GREENSVILLE COUNTY, VIRGINIA, GREENSVILLE  
COUNTY, VIRGINIA, GREENSVILLE COUNTY WATER AND SEWER  
AUTHORITY AND  
BREEZ-IN ASSOCIATES, L.C.**

Date: \_\_\_\_\_

BREEZ-IN ASSOCIATES, L.C.

By: \_\_\_\_\_ (SEAL)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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**SIGNATURE PAGE TO  
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AMONG INDUSTRIAL DEVELOPMENT AUTHORITY OF GREENSVILLE  
COUNTY, VIRGINIA, GREENSVILLE COUNTY, VIRGINIA, GREENSVILLE  
COUNTY WATER AND SEWER AUTHORITY AND  
BREEZ-IN ASSOCIATES, L.C.**

Date: \_\_\_\_\_

INDUSTRIAL DEVELOPMENT AUTHORITY OF  
GREENSVILLE COUNTY, VIRGINIA

By: \_\_\_\_\_ (SEAL)

Chairman/Vice-Chairman  
Board of Directors

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COUNTY, VIRGINIA, GREENSVILLE COUNTY, VIRGINIA, GREENSVILLE  
COUNTY WATER AND SEWER AUTHORITY AND  
BREEZ-IN ASSOCIATES, L.C.**

Date: \_\_\_\_\_

GREENSVILLE COUNTY, VIRGINIA

By: \_\_\_\_\_ (SEAL)

Chairman/Vice-Chairman  
Board of Supervisors

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COUNTY WATER AND SEWER AUTHORITY AND  
BREEZ-IN ASSOCIATES, L.C.**

Date: \_\_\_\_\_

**GREENSVILLE COUNTY WATER AND  
SEWER AUTHORITY**

By: \_\_\_\_\_ (SEAL)

**Chairman/Vice-Chairman  
Board of Directors**

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# **Infectious Disease (COVID-19) Preparedness and Response Plan**

**Greenville County  
and  
Greenville County Water and Sewer Authority**

1781 Greenville County Circle  
Emporia, VA 23847

Phone Number: (434) 348-4205  
E-Mail Address: [admin@greenvillecountyva.gov](mailto:admin@greenvillecountyva.gov)

Version Date  
09/02/2020

## **I. Purpose**

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam's COVID- 19 Executive Order and subsequent Addendum as well as guidelines from the Centers for Disease Control.

## **II. Responsibilities**

Greensville County Board of Supervisors (BOS) and The Greensville County Water and Sewer Authority (The Authority) have assigned the following individual(s) to serve in the role of health officer: The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID19 as well as any other infectious disease hazards.

<b>Health Officer(s)</b>			
<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Phone Number</b>
Reggie Owens	Program Manager	Administration	(434) 348-4115
Alice Whitby	Finance Manager	Finance	(434) 348-4248

For the purpose of ensuring compliance with the most recent safety and health requirements Reggie Owen, Program Manager is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan.

## **III. Determination of Exposure Risk by Job Duty**

We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees' safety and health.

This assessment is based on OSHA Publication 3990. Classes of employees have been assigned to risk categories as follows:

Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: "Very High", "High", "Medium", and "Lower".

**"High"** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet with known or suspected sources of SARS-CoV-2 that are not otherwise classified as "very high" exposure risk (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**"Medium"** exposure risk hazards or job tasks that are not labeled as "very high" or "high" (refer to pages 9-10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**"Lower"** exposure risk hazards or job tasks are those not otherwise classified as "very high", "high", or "medium" exposure risk that do not require contact within six feet of persons known to be, or suspected of being, or who may be infected with SARS-CoV-2; nor contact within six feet with other employees, other persons, or the general public except as otherwise provided in this definition (refer to page 10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

Consult the definition of "Exposure risk level" of the Emergency Temporary Standard for COVID-19 by the Virginia Department of Labor and Industry. Also, consult pages 18 - 21 of the OSHA document "Guidance on Preparing Workplaces for COVID-19" which is available at <http://www.osha.gov/Publications/OSHA3990.pdf>, or available upon request, and determine the risk level of each employee or class of employee based on their type of work and duties. Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

**Greenville County Board of Supervisors  
Greenville County Water and Sewer Authority**

<b>Job Title</b>	<b>Risk Level</b>	<b>Risk Level with Accommodations</b>
Account Clerk	Lower	Lower
Administrative Support Staff	Medium	Lower
Animal Control Officer	Lower	Lower
Assistant Director	Lower	Lower
Building/Fire Code Administrator	Lower	Lower
Building Inspector/Rehab Specialist	Lower	Lower
Bus Driver	High	Medium
Chief Wastewater Treatment Plant Operator	Medium	Medium
Chief Water treatment Plant Operator	Medium	Medium
Children's Services Coordinator	Lower	Lower
Commissioner of the Revenue Staff	Medium	Lower
Custodian/Maintenance Worker	Medium	Lower
Customer Service Employees	Medium	Lower
Director of Southside Community Corrections	Medium	Lower
Director of Planning	Lower	Lower
Economic Development Administrator	Lower	Lower
Executive Assistant	Medium	Lower
Facility Manager	Medium	Lower
Finance Manager	Lower	Lower
Firefighter/Maintenance	High	Medium
Fiscal Technician	Lower	Lower
GIS Technician and Specialist	Lower	Lower
Horticulture/Landscape Supervisor and staff	Lower	Lower
Interview Officer	Medium	Lower
IT Manager	Medium	Lower
IT Technician	Medium	Lower
Landfill Supervisor and staff	Lower	Lower
Maintenance Supervisor and staff	Medium	Medium
Program Administrator	Lower	Lower
Program Coordinator	Lower	Lower
Program Manager	Lower	Lower
Pump Station Technician	Medium	Medium
Receptionist	Medium	Lower
Solid Waste Collection Site Manager	Lower	Lower
Solid Waste Collection Truck Driver	Lower	Lower
Solid Waste Collection Site Attendant	Lower	Lower
Treasurer Staff	Medium	Lower
Utility Crew Leader and Staff	Medium	Medium
Wastewater Treatment Plant Operators	Medium	Medium
Water Treatment Plant Operator	Medium	Medium

## V. Basic Infectious Disease Prevention and Control Measures

To control the spread of infectious diseases such as COVID 19, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decreasing the chances of spread of an infectious disease such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each work day. All contact surfaces of vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA- approved or otherwise comply with CDC disinfection guidance. Adequate disinfection products will be kept on hand, safety data sheets (SDSs) are obtained and retained, and employees using the products are aware of any personal protective equipment that is required for use.

Additional social distancing practices to be observed:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held in a space where social distancing can occur;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Employee work stations are greater than six feet apart and/or barriers are in place;
- Employee interactions with the general public are modified to allow for additional physical space between parties.

## **VI. Identification and Isolation of Sick and/or Exposed Employees**

Risk and exposure determinations are made without regard to employees' protected characteristics as defined by local, state, and federal law. Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from an employee's personnel documentation.

Upon notification of a positive staff member, the Health Officer will:

1. Determine and notify staff, vendors, and members of the public that may have been exposed at the BOS or Authority facilities while keeping confidential the identity of the employee.
2. Notify the Health Department within 24 hours of a positive test.
3. Track any additional positive cases within 14 days to determine any possible clusters. If 3 or more positive cases occur, notify the Virginia Department of Labor and Industry within 24 hours of the discovery.

### **1. Employee Self-Monitoring**

The following employees should **not** report to work and, upon notification to their immediate supervisor; will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever,

cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Immediate supervisor will inform Finance Manager and/or Health Officer of employee. Employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined in section VI-3.

**Self-isolate/self-quarantine is defined as staying home and avoiding contact with others. Do not go to work or in public around others. Do not take public transportation such as buses, trains, taxis, or ride-shares, if possible.**

## **2. Daily Screenings**

To prevent the spread of COVID-19 and reduce the potential risk of exposure Employees are asked to perform a self-screening at the beginning of their shift. (Attachment 1) The following questions will be included in the screening:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste?
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
3. A touchless thermometer will be available in each department, temperature checks will be performed.

If employee answers yes to any of the questions or has a fever of 99.9 or greater, employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined in section VI-3.

Employees who develop symptoms while at work must immediately report to their supervisor and/or Health Officer.

### **3. Return-to-Work Requirements**

Employees who were diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy as determined by the employee physician.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID- 19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 7 days have passed since symptoms first appeared.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed and/or symptomatic individual.

Finance Manager will keep record of employee's absences due to exposure. The record will include exposure date, last day of work, date of return to work and symptoms progression during absence.

#### **4. Actively encourage sick employees to stay home**

The Families First Coronavirus Response Act Policies and Posters are to be posted in common places as well as on the employee shared IT drives (if employees have questions regarding use of emergency paid sick time, employees should contact Finance Manager, 434-348-4248. (Attachment 2)

Finance Manager and Health Officer will follow state and federal guidance for return to work guidance.

- Guidance from the employee's health care provider will also be considered.

### **VII. Procedures for Minimizing Exposure from Outside of Workplace**

Greenville County and GCW&S Authority employee's business practices are evaluated to ensure the safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions when that time comes.

- Social distancing practices to be observed:

- 6-foot distances are marked in areas where visitors might gather/wait
- In person meetings are to be made by appointments only
- Limit the number of individuals allowed into facilities
- Minimize face-to-face contact

- Masks are to be worn where social distancing cannot occur
  
- Face masks are to be worn when 2 or more employees occupy the same vehicle

Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19. (Attachment 3)

Any individual entering one of the Greenville County or Greenville County Water and Sewer Authority facilities will have their temperature checked and a questionnaire completed prior to entry. (Attachment 4)

To minimize exposure from visitors or vendors:

- All business partners that work within any Greenville County or GCW&S Authority department can request a copy of this Plan.
- When possible, all departments will limit the number of visitors in the facilities.
- Any individual entering one of the facilities will have their temperature checked and a questionnaire completed prior to entry.
- Masks may be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.

Minimizing exposure from the general public:

- Social distancing practices to be observed:
  - 6-foot distances are marked in areas where individuals might gather/wait.
  - Limit number of individuals allowed into facilities.
  - Minimize face-to-face contact.

- Outdoor walk up windows to be utilized by public to minimize congestion in the building.
  - Physical barriers between employees and the public will be constructed in high impact areas.
  - Dropboxes are available for citizens to reduce traffic in the facilities.
  - Barriers are utilized around inside service windows
- Information is posted at all Greenville County and GCW&S Authority facilities educating individuals on ways to reduce the spread of COVID-19.
  - Any individual entering a Greenville County or GCW&S Authority department will have their temperature checked and a questionnaire completed prior to entry.
  - Individual symptoms will be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
  - Masks will be available to the general public as well as appropriate disinfectants for public use.

### **VIII. Training**

All employees of Greenville County and GCW&S Authority will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following for all employees:

- Requirements of the COVID-19 Emergency Regulation.
- Public Entities' Infectious Disease Preparedness and Response Plan.

- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- PPE
  - When PPE is required
  - What PPE is required

All medium to high risk employees in the workplace will be trained on this subject and additional safety procedures specific to their job duties.

All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

Training Records (Attachment 5) will be certified by the following requirements:

- Employee name
- Employee's signature (physical or electronic)
- Date
- Signature of Trainer

Retention of training records must be retained in employee files. These records are located in the Finance Department with the Finance Manager. The most recent training records will be maintained.

### **VIII Office Regulations**

- Employee will only use dedicated entry point(s) for employees to reduce congestion at

the main entrance.

- Face coverings will be required in shared spaces, including during in-person meetings and in restrooms and hallways when social distancing cannot be maintained or barriers are not in place.
- Increase distancing between employees by spreading out workspaces, providing visual cues to guide movement and activity.
- Barriers will be utilized to protect all employees.
- Turn off water fountains.
- Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through any facility.
- Provide disinfecting supplies and require employees wipe down their workstations at least twice daily.
- Post signs about the importance of hand washing and other safety protocols.
- Disinfect high-touch surfaces in offices and minimize shared items when possible.
- Institute cleaning and communications protocols when employees are sent home with symptoms.

### **IX Outdoor Work Duty Regulations**

- Limit in-person interaction with outside public and coworkers to the maximum extent possible.
- Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.
- Adopt protocols to limit the sharing of tools and equipment to the maximum extent

possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.

# Attachment 1

# Employee Self-Monitoring Form

Employees are required to complete the form below each day.

**\* Required**

1. First Name \*

---

2. Last Name \*

---

3. Which department do you work in? \*

*Mark only one oval.*

- Administration
- Animal Control
- Building & Planning
- Commissioner
- Economic Development
- Finance
- GC Maintenance & Landscaping
- Landfill
- Registrar
- Solid Waste
- Treasurer
- Water & Sewer

4. Have you had a fever a of 99.9 or higher in the last 48 hours? (If you currently have a fever it has been less than 24 hours since your last fever, notify your supervisor immediately). \*

*Mark only one oval.*

NO

YES

5. Have you experienced any of the following symptoms in the last week? (Check all that apply. If no symptoms, check NONE) \*

*Check all that apply.*

Cough

Shortness of Breath

Sore Throat

New Loss of Smell or Taste

Gastrointestinal Problems (Including Nausea, Diarrhea and Vomiting)

None

6. Have you traveled outside of the country in the last 30 days? \*

*Mark only one oval.*

NO

YES

7. If yes, where have you traveled? If none, enter N/A \*

\_\_\_\_\_

8. Have you traveled outside of the State in the last 2 weeks? \*

*Mark only one oval.*

NO

YES

9. If so, where? If none, enter N/A \*

---

10. Have you had contact with a laboratory confirmed COVID-19 patient within 14 days? \*

*Mark only one oval.*

NO

YES

11. Temperature - If you have a fever of 99.9 or higher, notify your supervisor immediately. \*

---

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Google Forms

# Attachment 2

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



# Attachment 3

§16VAC25-220, Emergency Temporary Standard Infectious Disease  
Prevention: SARS-CoV-2 Virus That Causes COVID-19

In order to practice proper social  
distancing, the maximum number  
of people allowed in this space is:

2

*Thank You*  
for your patience and understanding.



# Wash Your Hands!

## Prevent Germs From Spreading



**1.** Wet your hands



**2.** Soap up



**3.** Wash for 20 seconds



**4.** Rinse hands



**5.** Dry hands

**6.** Turn water off with a towel



**CLEAN  
HANDS KEEP  
YOU HEALTHY.**

**Wash your hands with soap  
and water for at least**

**20 SECONDS.**

**LIFE IS BETTER WITH**

**CLEAN  
HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



# Attachment 4

# COVID-19 Questionnaire - All Visitors

Complete all of the following questions for all visitors to the facility.

**\* Required**

1. First Name \*

---

2. Last Name \*

---

3. Wrist Band Number (Enter N/A if not applicable) \*

---

4. Which department are you visiting? \*

*Mark only one oval.*

- Board Meeting
- Building & Planning
- Water & Sewer
- Treasurer
- Commissioner
- Registrar
- Finance
- Admin
- Economic Development
- Other

5. Street Address \*

---

6. City \*

---

7. State \*

---

8. Zip \*

---

9. Phone Number

---

10. Have you had a fever of 99.9 or higher in the last 48 hours? (For Staff-If customer currently has a fever or it has been less than 24 hours since their last fever, please ask them to return to the building at another time and encourage them to handle any business online or via telephone. ) \*

*Mark only one oval.*

NO

YES

11. Have you experienced any of the following symptoms in the last week? STAFF-Check all that apply. If no symptoms, check NONE. \*

*Check all that apply.*

- Cough
- Shortness of Breath
- Sore Throat
- New Loss of Smell or Taste
- Gastrointestinal Problems (Including Nausea, Diarrhea and Vomiting)
- None

12. Have you traveled outside of the country in the last 30 days? \*

*Mark only one oval.*

- NO
- YES

13. If yes, where have you traveled? If none, enter N/A \*

---

14. Have you traveled outside of the State in the last 2 weeks? \*

*Mark only one oval.*

- NO
- YES

15. If so, where? If none, enter N/A \*

---

16. Have you had contact with a laboratory confirmed COVID-19 patient within 14 days? \*

*Mark only one oval.*

NO

YES

17. Temperature \*

---

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Google Forms

# Attachment 5

# Certificate

## OF ATTENDANCE



*John Doe*

This certifies that the employee listed above has completed  
the required training for §16VAC25-220,  
Emergency Temporary Standard Infectious Disease Prevention:  
SARS-CoV-2 Virus that causes COVID-19.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

**RESOLUTION #WS 20-58  
COMMUNITY COALITION OF SUSSEX COUNTY - WATER & SEWER BILL  
ADJUSTMENT REQUEST**

**WHEREAS**, the Community Coalition (Coalition) of Sussex, VA is a non-profit organization that provides support, education, and training programs to promote self-sufficiency among members of the community; and

**WHEREAS**, the Coalition had a valve malfunction at their Jarratt, VA facility. The malfunction resulted in 475,100 gallons of water usage during the month of August. The August water charges are \$3,382.71 and the sewer charges are \$4,246.85. The combined total bill is \$7,629.56; and

**WHEREAS**, the Coalition is requesting their sewer charges be reduced to their normal minimum usage of \$44.64 and that the Authority grant them a 25% reduction in the monthly water charges. The adjusted water charges would be \$2,537.03. The adjusted combined August charges would be \$2,581.67; and

**WHEREAS**, the Coalition is also requesting they be allowed to enter into a 12-month payment plan to minimize the effect of this unexpected charge on their operations.

**IT IS, ACCORDINGLY, HEREBY RESOLVED**, that the GCWSA Board of Directors authorizes the Staff to adjust the Coalition's August 2020 water and sewer charges to \$2,581.67.

---

William B. Cain, Chairman  
Greensville County Water & Sewer Authority

ATTEST:

---

Denise A. Banks, Clerk  
Greensville County Board of Supervisors

Adopted this 8th day of September 2020

**RESOLUTION #WS-20-59  
COVID-19 – EXTENSION OF THE SUSPENSION OF PENALTIES, FEES AND  
SERVICE DISCONNECTIONS**

**WHEREAS**, On August 24, 2020, the State Corporation Commission (SCC) ordered an extension of the suspension of utility penalties, fees and service disconnections through September 16, 2020 due to the COVID-19 Virus; and

**WHEREAS**, In compliance with the SCC extension order, Greenville County Water & Sewer Authority extends the suspension of penalties, fees and service disconnections through September 16, 2020; and

**WHEREAS**, the essential water and sewer services provided by GCWSA are funded through revenues generated from metered sales. Although penalties, fees and service disconnections have been suspended during the time period covered in the initial SCC order and extension orders, charges are accruing and customers are responsible for payment of their water and sewer bill.

**IT IS, THEREFORE, HEREBY RESOLVED**, that the Greenville County Water & Sewer Authority approves the following:

1. Past due utility payments shall be made in full by October 7, 2020.
2. Service disconnections for non-payment and reconnection fees will resume October 8, 2020; and
3. Late payment penalties, will be applied to past due accounts as of September 22, 2020.
4. Customers who have suffered a documented substantial loss of income due to the COVID-19 virus are encouraged to contact the GCWSA business office and apply for a Cares grant. If approved the grant funds will be applied to the customers past due utility charges.

Adopted this 8th day of September 2020.

VOTING AYE	VOTING NAY	ABSENT/ABSTAIN

The undersigned hereby certifies that the foregoing is an accurate account of the vote taken at a duly convened meeting of the Board of Directors of Greenville County Water & Sewer Authority on the 8th day of September 2020, at which a quorum was present at the time the meeting was convened and at the time, said vote was taken.

\_\_\_\_\_  
Clerk

**RESOLUTION #WS 20-60  
MEMORANDUM OF UNDERSTANDING – EMERGENCY WATER SUPPLY**

**WHEREAS**, the Virginia Department of Health has requested the Greenville County Water & Sewer Authority and the City of Emporia enter into an agreement to supply water to each other in the event of an emergency condition that makes one of the localities unable to fulfill the water demands of its customers; and

**WHEREAS**, the arrangement between the parties will address emergency circumstances only; and

**WHEREAS**, the first priority of the party supplying the water will be its own customers and only to the extent that surplus water is available; and

**WHEREAS**, the arrangement is limited to a maximum of 30 consecutive days, unless the party supplying the water agrees to continue supplying the other party beyond 30 days.

**IT IS, ACCORDINGLY, HEREBY RESOLVED**, that the GCWSA Board of Directors authorizes the GCWSA Director to execute the Memorandum of Understanding.

---

William B. Cain, Chairman  
Greenville County Water & Sewer Authority

ATTEST:

---

Denise A. Banks, Clerk  
Greenville County Board of Supervisors

Adopted this 8th day of September 2020

## GREENSVILLE COUNTY WATER AND SEWER AUTHORITY

**TO:** Greensville County Water & Sewer Authority  
**FROM:** Glen Gibson, Assistant Director  
**DATE:** September 2, 2020  
**SUBJECT:** Skippers Wastewater Treatment Plant Project – Change Order No. 4

Staff has received the attached change order request for the Skippers Wastewater Treatment Plant Project.

The change order is requesting additional funds for the installation of the following:

- \$2,000 for the addition of a 12' gate near the discharge point at Fountain Creek. This gate is needed to allow for grass cutting around the discharge area.
- \$2,500 for wiring modification to the post aeration's blower control panel.

The Engineer recommends both items as required for the efficient operation and maintenance of the new facility. The three previous change orders have reduced the original contract price by \$7,637. With this change order the contract price will increase \$4,500, but will still be \$3,137 less than the original contracted amount.

Staff concurs with the Engineer's recommendation and requests that you authorize the Authority's Director to execute the Change Order.

Date of Issuance: August 31, 2020  
 Owner: Greenville County Water & Sewer Authority  
 Contractor: Haren Construction Company, Inc.  
 Engineer: B & B Consultants, Inc.  
 Project: Skippers Wastewater Treatment Plant

Effective Date: September 7, 2020  
 Owner's Contract No.:  
 Contractor's Project No.:  
 Engineer's Project No.: 15016  
 Contract Name: Skippers WWTP

The Contract is modified as follows upon execution of this Change Order:

Description:

- Added a 12 ft. Gate at the Parshall Flume = \$2,000.00
- Wiring modification to the post aeration's blower due to the blowers control panel being provided as part of the SBR control panel.

See Attachments

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: \$ 5,143,200.00	Original Contract Times: Substantial Completion: <u>September 29, 2020</u> Ready for Final Payment: <u>October 29, 2020</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>4</u> : \$ 7,637.00	[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>4</u> : Substantial Completion: <u>2</u> Ready for Final Payment: <u>2</u> days
Contract Price prior to this Change Order: \$ 5,135,563.00	Contract Times prior to this Change Order: Substantial Completion: <u>October 1, 2020</u> Ready for Final Payment: <u>October 31, 2020</u> days or dates
[Increase] [Decrease] of this Change Order: \$ 4,500.00	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>2</u> Ready for Final Payment: <u>2</u> days or dates
Contract Price incorporating this Change Order: \$ 5,140,063.00	Contract Times with all approved Change Orders: Substantial Completion: <u>October 3, 2020</u> Ready for Final Payment: <u>November 2, 2020</u> days or dates

<p><b>RECOMMENDED:</b></p> <p>By: <u>[Signature]</u>          Title: <u>Project Engineer</u>          Date: <u>9/1/20</u></p>	<p><b>ACCEPTED:</b></p> <p>By: _____          Title: _____          Date: _____</p>	<p><b>ACCEPTED:</b></p> <p>By: <u>[Signature]</u>          Title: <u>Project Manager</u>          Date: <u>Sept. 1, 2020</u></p>
---	---	--

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_



**HAREN CONSTRUCTION COMPANY, INC.**

August 31, 2020

Mr. Randy Jones, PE  
B&B Consultants, Inc.  
P.O. Box 429  
South Hill, VA 23970

Re: Skippers Wastewater Treatment Plant  
Greensville County, VA

Dear Mr. Jones,

We respectfully submit this letter to you as our formal change order request for adding an additional gate to the fencing near the Parshall Flume. Our lump sum cost for this additional work is \$2,000.00

If you have any questions in regard to this, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "J.R. Wolford", is written over a light blue horizontal line.

Jason R. Wolford  
Project Manager

JRW/kjl



# JONES ELECTRIC CONTRACTOR, INC.

1888 Governor Harrison Parkway  
 BRODNAX, VIRGINIA 28020  
 (434) 728-3231 \* (434) 728-2057

# CHANGE ORDER

Number 4

TO Haren Construction Company  
 PO Box 350- 1715 Highway 411N  
 Etowah, TN 37331

PHONE	DATE August 25, 2020
JOB NAME/LOCATION Skippers WWTP	
7001 Skippers Rd. Skippers, VA 23847	
JOB NUMBER	JOB PHONE
EXISTING CONTRACT NO. Haren: 22860	DATE OF EXISTING CONTRACT Oct. 10, 2019

We hereby agree to make the change(s) specified below:

Per the engineer narrative, Michael Killian, the post aeration blower control was included in the SBR panel.

The Post Aeration Control Panel in the post aeration building has been removed from the project. A 30A/3P/480V/30Fusible disconnect will be installed in the control panel's place to disconnect Blower #2. Existing 30A disconnect will disconnect blower 4 runs of #10 wire will be ran in the existing 1-1/2" conduit along with existing #6 THHN from the SBR Panel to power Blower #2. Run (4) #6 THHN in 1-1/2" conduit will be extended from MDP to SBR in the Control Building. Existing control (8) #14 THHN tagged (C505) was to be extended 170 feet from SCADA panel to blowers #1 and #2 but will be replaced with 5 #12 THHN to power fans with blowers.

**Material Cost**

(1)30A/3P/480V/30F NEMA 3R disconnect; \$950.00 Disconnect with fuses material only  
 4runs of #10 THHN will be ran in the existing 1-1/2" conduit with existing #6THHN; from SBR Panel to Blower #2: \$200 wire only  
 4 runs #6 THHN in 1-1/2" conduit from MDP to SBR Panel: \$350.00 material conduit and wire only  
 5 runs of #12 for blower fans- no charge.  
 Labor: \$1,000.00  
 Material: \$1,500.00  
 Materials and labor: \$2,500.00

NOTE: This Change Order becomes part of and in conformance with the existing contract.

<b>WE AGREE</b> hereby to make the change(s) specified above at this price ⇨	\$ 2,500.00
DATE August 25,2020	PREVIOUS CONTRACT AMOUNT \$415,263.00
AUTHORIZED SIGNATURE (CONTRACTOR) <i>Charles Turner</i> / Commercial Project Estimator	REVISED CONTRACT TOTAL \$ 417,763.00

**ACCEPTED** - The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions are as specified in original contract unless otherwise stipulated

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_ (OWNER)