

County of Rockbridge

County Administrator

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Lexington, Virginia 24450

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County Administrator
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AGENDA

ROCKBRIDGE COUNTY ECONOMIC DEVELOPMENT AUTHORITY BOARD MEETING ROOM

January 18, 2022

8:30 am.

PLEASE TAKE NOTICE that the January 18, 2022, Economic Development Authority (EDA) meeting will be held by electronic means pursuant to the Continuity of Government Ordinance effective on October 06, 2021, due to the threats posed by the COVID-19 pandemic to the health, safety, and welfare of the public.

While some EDA members may participate remotely, staff will present as usual in the Board of Supervisors meeting room at 150 S. Main Street, Lexington 24450.

Citizens are encouraged not to attend the meeting in person but may view or participate in the Zoom Meeting Webinar as described below:

Join the Rockbridge County Economic Development Authority Zoom webinar

When: Tuesday, January 18, 2022, at 8:30 am

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82670653387?pwd=WWZKYm5QaTJKdVNEMHJiZWxBUW9SQ09>

or [Click Here to Join](#)

Password: 587174

(1) Or Telephone:

Dial into one of the following numbers:

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833
or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 826 7065 3387

Password: 935638

If you have never joined a zoom webinar, you can find instructions to join at the following link:
<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->

1. Call to Order
2. Citizen Comments

Citizens Comments can be made by:

1. Email eda-citizencomment@rockbridgecountyva.gov
2. Comments sent by U.S. Mail must be received by the day of the said meeting to be read aloud during that meeting.
3. Submit a comment in writing and place it in the dropbox located at the front entrance of the County Administration Building at 150 S. Main Street Lexington, VA 24450. Include your name and Magisterial District.
4. Join the Zoom webinar by phone or computer using the instructions at the top of page one (1) of this document, then using the information below:
 - a. you can click on the Q & A box and submit your question there, and it will be read during public comment (option for computer with no microphone)
 - b. if you have a microphone, you can click on the "Raise Hand" button. The mediator will unmute you and announce that you can address your comment.
 - c. If you call in, the mediator will announce the phone number as it is unmuted, and the caller can then state if they wish to comment.

3. Election of Officers
4. Changes to the Agenda
5. 2022 Meeting Schedule
6. Minutes (November 15, 2021)
7. Financial Report
8. Activities Report
9. Update on Strategic Economic Development Plan
10. Financial Disclosure Forms
11. Virginia Horse Center Annual Report
12. Board Comments
13. Adjourn

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON TUESDAY, JANUARY 18, 2022

AGENDA ITEM: Election of Officers

SUBMITTED BY: Brandy Flint, Secretary

DATE: January 10, 2022

SUMMARY OF INFORMATION:

Per Section 6 of the EDA Bylaws: Election of Officers. The Chair and Vice-Chair should be elected from among the Board of Directors; and the Secretary-Treasurer may or may not be from among the Board of Directors, as they desire, and all officers shall be elected at the Annual Meeting of the Authority, and shall hold office for one year or until their successors are elected and qualified.

Your current slate of officers is Lynn Jones as Chair, Janie Harris as Vice-Chair, and Brandy Flint as Secretary.

Recommendations:

Take nominations from the floor to reappoint or appoint Chair, Vice-Chair, and Secretary representatives.

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON TUESDAY, JANUARY 18, 2022

AGENDA ITEM: 2022 Meeting Schedule

SUBMITTED BY: Brandy Flint, Secretary

DATE: January 10, 2022

SUMMARY OF INFORMATION:

The following meeting schedule is proposed for 2022:

Tuesday, January 18*	Annual Organizational Meeting
Tuesday, February 21*	
Monday, March 21	
Monday, April 18	
Monday, May 16	
Monday, June 21*	
Monday, July 18	
Monday, August 15	
Monday, September 19	
Monday, October 17	
Monday, November 21	
Monday, December 19	
Tuesday, January 17, 2023*	Annual Organizational Meeting

Recommendations:

Motion to adopt the 2022 Meeting Schedule as presented.

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON TUESDAY, JANUARY 18, 2022

AGENDA ITEM: Approval of the Minutes

SUBMITTED BY: Brandy Flint, Secretary

DATE: January 10, 2022

SUMMARY OF INFORMATION:

The minutes from your November 15, 2021 meeting are attached.

Recommendations:

Review minutes and adopt as presented or with modifications.

AT A REGULARLY SCHEDULED MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC DEVELOPMENT AUTHORITY (EDA) HELD ELECTRONICALLY AND IN PERSON AT THE ROCKBRIDGE COUNTY ADMINISTRATIVE OFFICES LOCATED AT 150 SOUTH MAIN STREET, LEXINGTON, VA 24450 ON NOVEMBER 15, 2021, AT 8:30 am.

PRESENT IN PERSON: J. LINGON JONES, JR., ROY POWELL, DAVID HAWKINS, W. FRANK PATTERSON, JR., BOYD BROWN, AND JANIE HARRIS

ABSENT: ANNE HERRING

SECRETARY: BRANDY FLINT

BOARD OF SUPERVISORS: DAVID MCDANIEL (ABSENT)

MEDIA: NONE

STAFF:

OTHER:

Mr. Jones called the meeting to order at 8:30 am.

The second agenda item was citizen comments.
There were no comments via any platform.

The third agenda item was the approval of the October 20, 2021 meeting minutes.
There was one grammatical correction noted. Upon a motion by Mr. Powell, seconded by Mr. Patterson, the minutes were approved with corrections.

The fourth agenda item was the financial report.

1. Balance as of August 31, 2021	\$82,631.88
Credit Transactions:	
Interest Earned	10.53
Balance as of September 30, 2021	\$82,642.41
2. Certificate of Deposit–Cornerstone Bank (October 8, 2021)	\$52,047.44
3. Restricted Escrow Account	\$123,920.35

Upon a motion by Mr. Hawkins, seconded by Mr. Brown, the financial report was approved unanimously.

The fifth agenda item was the activities report.

Ms. Flint advised that she was hired as the Director of Economic Development before summarizing the forestry tour she went on with the Extension Office that started in Botetourt on North Mountain and then moved into Rockbridge. She advised she toured Ingleside Dairy, Ingleside Trout Farm, and Deacon's Sawmill in Rockbridge.

The sixth agenda item was a discussion on forming a steering committee to develop a strategic economic development plan for the County.

Ms. Flint advised that her first goal as Director of Economic Development is to develop a strategic economic development plan for the County. She noted that she has an aggressive but flexible deadline of April 2022 to complete the plan. Ms. Flint indicated that her first step in this process is to establish a steering committee. She noted that she would like to have a diverse group of people from varying backgrounds on the committee, including two EDA members. She then asked for volunteers for the committee. There was a brief discussion on the number of meetings, the committee's makeup, what would be in the plan, and the timeline before Mr. Hawkins and Mr. Brown volunteered to be on the committee. Mr. Powell noted our restrictive zoning is an issue, and it needs to be addressed in the plan. Upon a motion by Mr. Patterson, seconded by Ms. Harris, the EDA voted unanimously to appoint Mr. Brown and Mr. Hawkins to the strategic economic development plan steering committee.

The seventh agenda item was Board comments.

Ms. Flint advised she would meet with Dynovis on workforce issues after the meeting.

Ms. Harris asked Ms. Flint to look into electric charging stations and how the EDA could invest in them in locations that would bring tourist dollars to the area. She mentioned "recharge in Rockbridge" as an option to brand the area. There was a brief discussion on potential locations like the Natural Bridge State Park.

With no further business to discuss, the EDA adjourned upon a unanimous vote at 9:08 am after a motion by Mr. Powell, second by Ms. Harris.

Respectfully Submitted,

Brandy Flint,
Secretary

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON TUESDAY, JANUARY 18, 2022

AGENDA ITEM: Approval of the Financial Report

SUBMITTED BY: Brandy Flint, Secretary

DATE: January 11, 2022

SUMMARY OF INFORMATION:

1.	Balance as of September 30, 2021	\$	82,631.88
	Credit Transactions:		
	Interest Earned		
	10/31/2021		10.53
	11/30/2021		10.19
	12/31/2021		10.53
	Balance as of November 30, 2021	\$	82,663.13
2.	Certificate of Deposit – Cornerstone Bank as of October 8, 2021,	\$	52,047.44
5.	Restricted Escrow Account	\$	123,920.35

Recommendations:

Motion to adopt financial report as presented.

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON TUESDAY, JANUARY 18, 2022

AGENDA ITEM: Activities Report

SUBMITTED BY: Brandy Flint, Secretary

DATE: January 11, 2022

SUMMARY OF INFORMATION:

October 7 – November 1

1. Daily activities for the Community Development Office
2. Presented White's Performance agreement to the Board. The Board approved the PA.
3. Continuous Participation with VEDA and VEDP
 - i. Monthly Impacted ED Session
 - ii. VEDA Special Interest Group Meeting for Business Retention
 1. Received lots of ideas and samples of programs that I can adapt for Rockbridge
4. Attended the monthly SVP lead generation meeting
5. Live Health Rockbridge (LHR) monthly meeting
6. Attended the monthly department head meeting
7. Attended the monthly CSVRC meeting
8. Attended Shenandoah Valley Workforce Development Board (SVWDB) Business Solution Team meeting
 - a. I am working with several regional employers to deal with workforce issues.
9. Attended Shenandoah Valley Workforce Development Board (SVWDB) Consortium meeting as an alternate
10. Attended the Chamber ED Committee Meeting
11. Discussion with a new business on-site locations
12. Toured Wade's Mill
 - a. This tour determined if Wade's Mill was a suitable site for the SVP cooking show.
13. Attended the Dark Sky Celebration
14. Met via Zoom with Gary Keener to talk about unmanned systems
 - a. Dabney has a drone program, but it is not well attended.
15. I emailed a professor at VMI about unmanned systems

- a. Professor feels unmanned systems for delivery purposes will not happen in the immediate future because there are too many regulations to hash out.
- 16. Working with Cari at SVP to plan the next site selector cooking show to be filmed at Wades Mill on November 16
- 17. Freedom Food Fest planning committee meeting
- 18. GoVA Council Meeting
- 19. Meet with a local business to discuss support services
- 20. Attended the SVP Board Retreat
 - a. Left the retreat with ideas for workforce programs
- 21. Attended a meeting with the Blue Ridge Parkway Foundation
 - a. We will continue to work with them to promote the Parkway and look for ways to utilize the Parkway to help facilitate economic growth.
- 22. I Participated in the Forestry and Wildlife tour with Tom Stanley.
- 23. Met with local manufacturers regarding workforce and community engagement

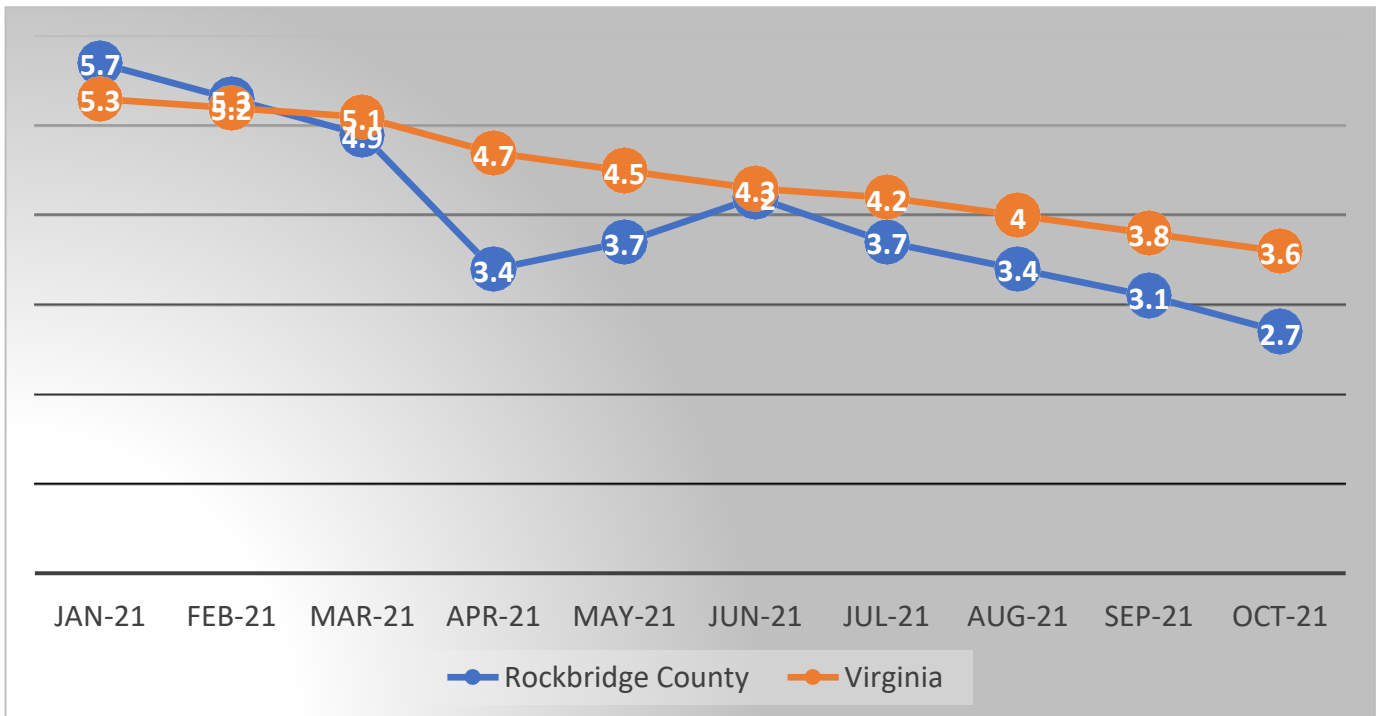
On November 1, I was promoted to the Director of Economic Development. At that time, I changed the formatting for reporting my daily activities to the Board of Supervisors from activities report under the Office of Community Development to a staff report for the Office of Economic Development. Attached are the last two months of staff reports to the Board. I will include these in your package each month in this new format. This will streamline the process, save time, and keep both boards advised on my activities.

Recommendations: Staff will take any questions and/or comments concerning the report and the new format.

Office of Economic Development Monthly Staff Report November 2021

Unemployment Data for October 2021

- Rockbridge County Unemployment Rate – 2.7%
 - Virginia Unemployment Rate – 3.6%
- Rockbridge County Labor Force – 10,977
- Rockbridge County Unemployed – 300



Economic Development Authority

1. Completed setup of EDA county email addresses
2. At their November 20, 2021 Meeting, the EDA adopted their October 20, 2021 meeting minutes, their financial report, and the activities report
3. Boyd Brown and David Hawkins volunteered for the Strategic Economic Development Plan Steering Committee.
4. The EDA has decided to cancel their December meeting.
5. Next meeting date – Tuesday, January 18, 2022

Business Retention and Expansion (BRE) Activities

1. Five visitations
 - a. Two visits to White's to see the expansion progress
 - b. One site visit at Dynovis for Business Solution Team meeting
 - i. Joined the subcommittee to formulate a solution to workforce issues
 - c. Met with one local business on COVID impacts
 - d. Met with one local business on potential expansion
2. Emails, phone calls, and in-person meetings with several local companies regarding workforce, issues, general questions, and proposed ideas
3. Working on a formal BRE program for the Strategic Economic Development Plan

Monthly Activities, Meetings, and Webinars

1. Attended the following webinars:
 - a. ARC Funding
 - b. RACC Seminar: Dark Skies and Community Friendly Lighting
 - i. Relayed information to Community Development Office
 - c. Equity and Inclusion in Workforce Development
2. Rockbridge Regional Partnership Meeting (Tourism group)
3. Attended VEDA webinar and events
 - a. ImpactED
 - b. Winter Membership Meeting
4. Connected with Dominion VA Power on natural gas solutions
5. CSV Monthly Meeting
6. REDI Leadership Meeting
7. SVP Lead Generation Meeting
 - a. Discussion on large scale solar
8. Chamber Workforce and Education Committee Meeting
9. Freedom Food Festival Planning Committee Meeting
10. Live Healthy Rockbridge Meeting
11. Socioeconomic Health Subcommittee Meeting
12. Chamber Economic Development Committee Meeting
13. Shenandoah Valley Workforce Development Board (SVWDB) Business Solution Team meeting

Other Meetings and Activities

1. Blutot Demonstration
 - a. BRE software to streamline the process, provide analytics, and more
2. Met with Lynne Johnson, Executive Director of Habitat, to discuss housing needs in the region and potential projects that would mix affordable and workforce housing
3. SVP Cooking Class at Wade's Mill
 - a. Focused on-site selectors
4. Community Foundation Award Ceremony
 - a. The Community Emergency Response Team received a \$500 grant
5. Met with PSA on capacity study
 - a. PSA is moving forward with a capacity study for our industrially zone and tourism zone areas
6. Met with Kristina Ramsey on regional workforce initiatives

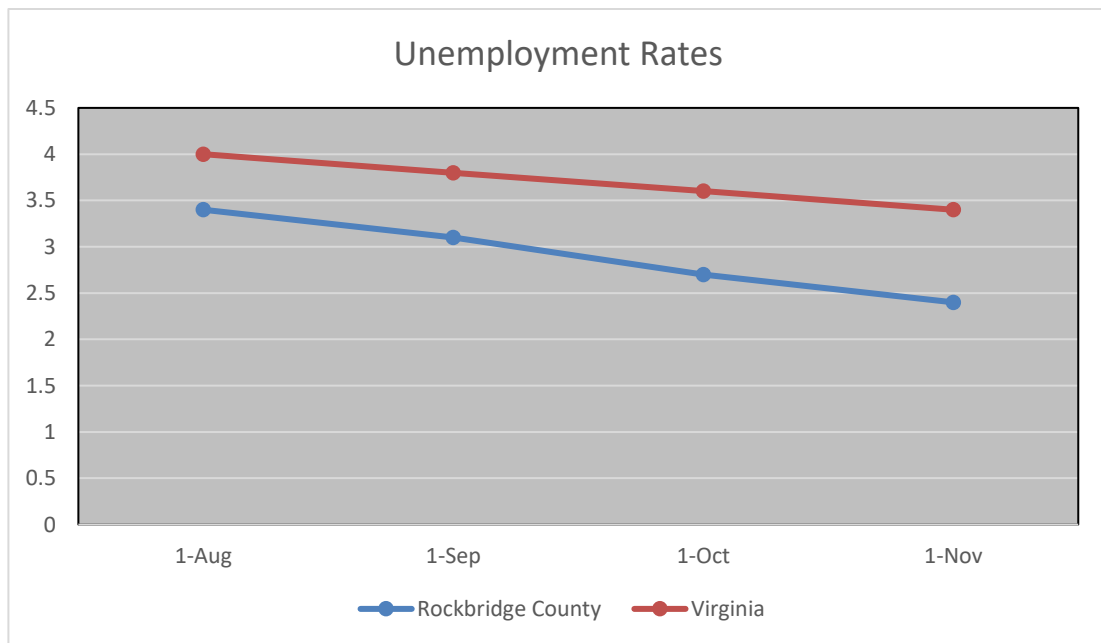
Office of Economic Development

Monthly Staff Report

January 2022

Unemployment Data for November 2021

- Rockbridge County Unemployment Rate – 2.4%
 - Virginia Unemployment Rate – 3.4%
- Rockbridge County Labor Force – 10,947
- Rockbridge County Unemployed – 267



Economic Development Authority

The EDA did not hold a meeting in December. Their next meeting will be on Tuesday, January 18, 2022, at 8:30 am.

Business Retention and Expansion (BRE) Activities (December 1 to 31st)

1. Two onsite visits
2. Emails and phone calls with several local businesses following up on previous conversations regarding workforce, expansion opportunities, and COVID impacts
3. Working on a formal BRE program for the Strategic Economic Development Plan

**Monthly Activities, Meetings, and Webinars
(December 1 to December 31)**

1. Attended the following webinar:
 - a. Rural Rise Series
2. Attended VEDA webinar and events
 - a. ImpactED
3. Attended the Workforce Training Working Group
4. CSV Monthly Meeting
5. Live Healthy Rockbridge Meeting
 - a. Socioeconomic Health Subcommittee Meeting
6. Attended Business After Hours at the Natural Bridge State Park

**Other Meetings and Activities
(December 1 to December 31)**

1. Several meetings throughout the month to discuss childcare
2. Moved offices
3. Met with the Commissioner's Office to discuss business classifications and reporting
4. Provided information to a JMU intern that is working on a food and beverage manufacturing project for the Shenandoah Valley
5. Several meetings throughout the month to establish the steering committee for the strategic economic development plan
6. Judged the Lexington Christmas Parade
7. Several meetings throughout the month regarding the CSPDC housing study
8. Executive Pulse Demonstration
 - a. BRE software to streamline the process, provide analytics, and more
9. Meet with Deborah Flippo
10. Round Table with Ronnie Campbell
11. Appointed Vice-Chair of the VEDA CEDA Committee

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON TUESDAY, JANUARY 18, 2022

AGENDA ITEM: Strategic Economic Development Plan Steering Committee

SUBMITTED BY: Brandy Flint, Secretary

DATE: January 11, 2022

SUMMARY OF INFORMATION:

At your last meeting Mr. Hawkins and Mr. Brown were appointed to the Strategic Economic Development Plan Steering Committee. Since that time Supervisor Lewis and Supervisor McDaniel agreed to be on the committee. We then set about the task of asking individuals from varying backgrounds, business sectors, educational sectors and more to join the committee. This process was completed today with a total of 22 people on the committee. An introductory email will be sent out and the first meeting will be schedule within the next week or so. The timeline for April has been adjusted and a deadline of June 30th has been set. Throughout the next six months the committee will meet and draft the SEDP. I will provide a monthly update to the EDA and solicit your input throughout the process.

Recommendations: No action needs to be taken at this time.

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON TUESDAY, JANUARY 18, 2022

AGENDA ITEM: Financial Disclosure Forms

SUBMITTED BY: Brandy Flint, Secretary

DATE: January 11, 2022

SUMMARY OF INFORMATION:

You all should have received your financial disclosure forms by now. Please make sure those forms are returned to Brandy Whitten.

Recommendations:

Complete the forms and return them to Brandy Whitten.

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON TUESDAY, JANUARY 18, 2022

AGENDA ITEM: Annual Virginia Horse Center Report

SUBMITTED BY: Brandy Flint, Secretary

DATE: January 11, 2022

SUMMARY OF INFORMATION:

Per the performance agreement with the Virginia Horse Center, the Board of Supervisors, and the EDA, the VHC has to provide an annual update. Attached is the VHC report.

Recommendations: Receive the report from VHC staff and discuss.

VHCF
Use of Deferred Maintenance Loan Proceeds

<u>Project</u>	<u>Description</u>	<u>Amount</u>	<u>Status</u>	<u>Additional Notes</u>
Resurfacing Survey & Design	Engineering, survey and design work for stormwater improvement and resurfacing projects.	120,178	Completed	
Stormwater Improvements	Stormwater management project to reduce erosion and standing water. Project diverted water from public areas and drained it away from competition arenas. This project was necessary so that any future projects were not damaged by storm water.	183,936	Completed	
Resurfacing	Resurfacing of roads between Barns 1 & 2 and Barns 3 & 4 with concrete. Installed three horse crossings of rubber paving blocks. Improved underground drainage before resurfacing.	273,641	Completed	
Kiser Drag	Purchase of Kiser drag for dragging rings for Western shows.	17,842	Completed	
Paint Barn/Coliseum Cupolas	Cost of paint and labor.	16,298	Completed	
Repair Coliseum Roof	Cost of labor to repair leaks.	14,520	Completed	
LED lighting in the East Complex	Replace all lights in East Complex with LED lights to improve lighting and reduce operating cost. Total project cost was \$89,606. Remainder of cost paid with proceeds from an unrestricted Foundation gift.	51,518	Completed	Donor gift funded conversion of Coliseum lights to LED lights in 2020.
Items funded from contingency	The smaller items below were approved by the VHCF Board after it was determined that the Stormwater project did not require the removal of rocks.		Completed	
Overhead doors replacement and repair		5,119	Completed	
Wash Bay Baskets	Replacement of damaged baskets	700	Completed	
Water damage repair	Various projects to repair storm drains and gutters	6,300	Completed	
Pond repair	Project to address deferred maintenance on drainage pond required for County to approve disturbing dirt for stormwater project.	18,180	Completed	
Ault Wall	In house labor was used to replace damaged wall. This represents materials cost only.	2,499	Completed	
HVAC replacement	Replacement of an original unit in mezzanine	5,809	Completed	
Parking lot repair	To address stormwater damage	4,400	Completed	
Repair of stall floors		9,600	Completed	
Tractor repairs		7,004	Completed	
Coliseum vacuum	Purchase of commercial grade vacuum to clean Coliseum, resulting in improved cleanliness and reduction in cleaning time.	2,250	Completed	
		<u>739,794</u>		
Loan proceeds		736,851		
Interest		2,943		
		<u>739,794</u>		

VHCF
Projects Funded Through Restricted Donations

<u>Project</u>	<u>Description</u>	<u>Amount</u>	<u>Status</u>	<u>Additional Notes</u>
Famesgate Barn	Complete renovation of barn, including painting inside, outside and the roof. Installed stall mats in all stalls, replaced stall doors and upgraded horse shower areas, adding hot water. Improved bathroom facilities and addressed deteriorating ceiling insulation.	767,179	Completed 2020	
Bent Tree Barn	Complete renovation of barn, including painting inside, outside and the roof. Installed stall mats in all stalls, replaced stall doors and upgraded horse shower areas, adding hot water. Improved bathroom facilities and addressed deteriorating ceiling insulation. Replaced footing in the interior ring,	684,441	Completed 2021	
Isabel de Szinay Complex (Dede Ring)	Expanded the Fletcher Ring to provide a complex that will allow VHCF to host international-level dressage competitions. Project included footing upgrades and an installation of a moveable fence and judges stands to allow for flexibility in setting ring size.	581,108	Completed 2020	This facility is allowing VHCF to host its first international-level dressage show in May 2022.
Stave Mill Pavillion	Covered pavillion adjacent to the Isabel De Szinay Complex, providing space for spectators to enjoy events. Project included ceiling fans and outdoor furniture.	184,693	Completed 2021	
Memorial Park	Installed park between the stable office and Moore Arena featuring trees, benches, equine statue and lighting	269,730	Completed 2020	This park opened up the grounds, eliminating some small buildings. In the future the trees will provide shade and an inviting area for exhibitors and spectators to relax.
Fans and LED lighting in Coliseum	Installed "Big Ass" Fans in the Coliseum to improve ventilation and provide a better exhibitor and spectator experience in the summer heat. Installed LED Coliseum to reduce electrical demand and reduce operating costs.	268,807	Completed 2020	
IT upgrades	Replaced all computers, expanded WiFi coverage and installed a VOIP phone system	177,773	Ongoing	Have \$22,227 remaining from restricted gift. Continue to monitor needs for Wifi extensions around the facility.
Footing improvements	Upgraded footing in four rings and two warm up rings	306,094	Ongoing	Footing upgrades are planned for additional rings as the donor provides funds.
Cleared and installed new fence line along Maury River Road on the Oak Hill property	Cleared and installed new fence line along Maury River Road on the Oak Hill property, improving safety and aesthetic value of the cross country course	52,490	Completed 2021	
		<u>3,292,315</u>		

VHCF**Projects Funded From Operations**

<u>Project</u>	<u>Description</u>	<u>Amount</u>	<u>Status</u>
Paving front entrance	Paved from the end of the pavement to the beginning of resurfaced area between Barns 1 and 3	20,500	Completed 2021
Replaced retaining wall	Replaced collapsing retaining wall behind a dumpster	12,500	Completed 2021
Security cameras	Installed seven security cameras that can be monitored over the Internet	9,500	Completed 2021
		<u>42,500</u>	