



Virginia's First Regional Industrial Facility Authority

6580 Valley Center Drive, Suite 139
Radford, VA 24141
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VFRIFA Board of Directors Meeting Agenda 12 Noon, Wednesday September 13, 2023

Location: Pulaski County Innovation Center, New River
Room 6580 Valley Center Drive, Fairlawn, VA 24141

Bland County

Stephen Kelley
Eric Workman, *Secretary/Treasurer*

Craig County

Jay Polen

Giles County

Chris McKlarney
Paul Baker

Montgomery County

Mary Biggs, *Chair*
Craig Meadows

Pulaski County

Laura Walters
Jonathan Sweet

Roanoke County

Jason Peters
Megan Baker

City of Radford

Richard Harshberger
Kim Repass

City of Roanoke

William Bestpitch
Marc Nelson

Town of Dublin

Debbie Lyons
Tyler Kirkner

Town of Pearisburg

Kenneth Vittum, *Vice-Chair*
Todd Meredith

Town of Pulaski

Greg East
Darlene Burcham

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Items of Consent
 - a. Approval of Previous Meeting Minutes
 - b. Quarterly Financial Report
5. Executive Team Report
 - a. Property Updates
 - b. Project Speaker
 - c. Patton Logistics
 - d. NRV Airport Fly In
 - e. Other Items
6. Action Items
 - a. Vehicle Policy
7. Closed Session - Executive Session pursuant to Sec. 2.2-3711 (A) (5) (6) (7) of the Code of Virginia, relating to a discussion of an undisclosed prospective business or industry or the expansion of an existing business or industry and investment of public funds which if made public initially might adversely affect the Authority's financial position.
 - a. Property Updates
8. Adjournment - Next Meeting: December 13th, 2023

5. Executive Team Report

A. Property Updates

- a. VBSRP Grant – We are nearing the end of the grant cycle for the \$300,000 we received in 2022. We have contracted with AECOM and they are about 95% completed on the work that we contracted them to complete. We have included the plans they have drawn for us. They have done grading planning for lot J as well plans to extend International Blvd to lot J.
- b. International Blvd – Phase 1 and Phase 2 of International Blvd have been completed and the road accepted by VDOT and Pulaski County. This extends the State Road to the entrance of Watsontown Trucking’s new terminal.

B. Project Speaker

- a. We finalized the contract sell the land on Lot K. We received \$65,000 for the six acres of land. The developer will be investing \$10,000,000 in a 50,000 sq ft warehouse on the property.

C. Patton Logistics

- a. Patton/Watsontown Trucking will be completing their 53,000 square foot trucking terminal in October. We are planning on doing a ribbon cutting and will keep you posted as those plans are being made.
- b. Patton Taxes – Business Personal Property taxes were \$12,446.49 in 2022 and 2023.

D. NRV Airport Fly In

- a. The Airport is hosting a fly in at the Airport on October 7th. The fly-In will happen from 8 to 4 and there will be food trucks, bouncy houses and live music. The event is opened to the general public and is designed to introduce the public to our airport. Virginia’s First will be co-sponsoring the event to highlight the Commerce Park.

E. Other Items

- a. Vehicle Policy – See attached.
- b. Statements of Economic Interest

6. Action Items

A. Vehicle Policy

- a. Vote to approve Virginia’s First Vehicle Policy.

7. Closed Session - Executive Session pursuant to Sec. 2.2-3711 (A) (5) (6) (7) of the Code of Virginia, relating to a discussion of an undisclosed prospective business or industry or the expansion of an existing business or industry and investment of public funds which if made public initially might adversely affect the Authority’s financial position.

- a. Property Updates

Motion to Return to Open Session – A motion is needed to return to open session.

Certification – A motion is needed to certify the following: The Virginia’s First Regional Industrial Facility Authority certifies compliance with 1950 Code of Virginia, Section 2.2-3712 (D) requirements that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

8. Adjournment - Next Meeting: December 13th, 2023

Virginia's First REGIONAL INDUSTRIAL FACILITY AUTHORITY
Meeting Minutes
June 14, 2023
Pulaski County Innovation Center, Fairlawn, VA

1. Roll Call

A meeting of the Virginia's First Regional Industrial Facility Authority (VFRIFA) was held on Wednesday, June 14, 2023 at the Pulaski County Innovation Center. Ms. Biggs, Chair, called the VFRIFA meeting to order at 12:06 pm.

A quorum was determined with seven of eleven member governments represented: Bland, Montgomery, Roanoke, and Pulaski Counties, and the Towns of Dublin, Pulaski, and Pearisburg. No representatives from Craig and Giles Counties, and the City of Roanoke and Radford.

Mr. Foxx called the role.

2. Approval of Agenda

Ms. Biggs requested a motion for approval of the agenda.

Motion: Ms. Burcham moved the Board approve the agenda. Ms. Lyons seconded the motion.

Action: The motion passed unanimously with all members present by a voice vote.

3. Public Comment

Tom requested that Virginia's First hold a public meeting as Lot J starts being developed. He said the meetings in the early 2000's helped the neighbors stay informed. A few years ago, the meetings were held at the Airport.

4. Items of Consent

a. Approval of Previous Meeting Minutes

b. Quarterly Financial Report

Motion: Mr. Meredith moved the Board approve the items of consent. Ms. Burcham seconded the motion.

Action: The motion passed unanimously with all members present by a voice vote.

5. Executive Team Report

a. Property Updates

- VBRSP Grant – Mr. Solomon talked about the \$300,000.00. grant being used on Lot J. AECOM is doing 65% design plans for Lot J and International Blvd. Mr. Solomon showed the board AECOM's MRO Brochure that he took to the MRO Show in Atlanta.

- MRO Show – Mr. Solomon attended the MRO in Atlanta with AECOM to better understand how to market our site to this industry. Mr. Solomon said Virginia’s First is targeting MRO’s due to the proximity of the airport, and the length of the runway. He said it gives the Commerce Park a unique advantage. He also pointed out the proximity to major airports from the Commerce Park (Atlanta and Charlotte). Mr. Foxx spoke about AECOM having aviation experts help to develop Lot J plans. Ms. Burcham asked if the airport applied for funding through a recent grant. Mr. Solomon believes they did. Mr. Foxx said the airport is focusing on their runway and utilities in the immediate future. Staff will follow up with Aaron Brummitt on this. Ms. Burcham suggested both Virginia’s First and the NRV Airport inform the state that we are pursuing these operations to help us with the next grant cycle.

b. Project Speaker

- Mr. Foxx reminded the Board they approved a penalty starting at 18 months, with the potential to go to 24 months, on a three-year contract. The client agrees with the 24 months, but has requested 12 additional months to the contract. Making this a four-year contract. Mr. Solomon said the contract will go from \$60,000.00 to \$65,000.00. Staff recommendation is a four-year contract for \$65,000.00.

c. FY 2024 Proposed Budget

- Mr. Solomon said there are three increases to discuss.
 - Cost of Living Increase – The first was a \$9,000 increase for the Management Contract with Pulaski County. This will cover a 7% cost of living pay increase, and \$2,000 for benefits and taxes. Mr. Solomon based the 7% on what the state could do. Ms. Burcham said Pulaski County has approved a 5% increase. Ms. Burcham asked if the board should approve 5% at this time, and leave 7% in the budget, since the state hasn’t approved their budget. Ms. Biggs said Virginia’s First doesn’t have to follow Pulaski County for raises. Mr. Kirkner suggested the Board leave it at 7%. Mr. Sweet said it is based on what the state will do so the budget can be for 7%, and the Board approve 5% now. Ms. Burcham made a motion, and Mr. Hamilton seconded.
 - Vehicle Contract – Staff recommends that Virginia’s First buy a 2018 Ford Explorer from Pulaski County for the amount of \$15,000.00. This vehicle will be used for Virginia’s First travel requirements. The Kelly Blue Book value is \$16,000.00. Ms. Biggs suggests that Staff develop a vehicle use policy to identify how the vehicle will be used.
 - Road Design Grant – Mr. Solomon said there’s a VDOT Road Access Grant opportunity to get the design of International Blvd to Lot J. Staff has budgeted \$50,000.00 to match this grant. Mr. Solomon believes this will help with the next VBRSP Grant.

Business and Personal Property Tax – Mr. Solomon said these taxes haven't been calculated yet. Ms. Burcham asked if the Commissioner of Revenue Office has a third party come in for commercial properties. Staff will follow up with Patton to get the amount for this. Ms. Burcham asked what the Deferred Debt Service is. Mr. Solomon said it when Red Sun Farms came here, Virginia's First didn't have the correct amount in the budget.

6. Action Items

a. Project Speaker

- Ms. Biggs requested a motion to approve the amended contract.

Motion: Mr. Vittum moved the Board approve the contract amendment to a four-year contract. Ms. Baker seconded the motion.

Action: The motion passed unanimously with all members present by a voice vote.

b. FY 2024 Proposed Budget

- Ms. Biggs requested a motion to approve the FY 2024 Proposed Budget. Ms. Burcham pointed out there was already a motion. The motion was withdrawn.
- Motion: Mr. Meredith moved the Board approve the FY 2024 Budget with 7%, and the understanding that Virginia's First will mimic Pulaski County's COLA. Ms. Lyons seconded the motion.
- Action: The motion passed unanimously with all members present by a roll voice vote.

7. Closed Session - Executive Session pursuant to Sec. 2.2-3711 (A) (5) (6) (7) of the Code of Virginia, relating to a discussion of an undisclosed prospective business or industry or the expansion of an existing business or industry and investment of public funds which if made public initially might adversely affect the Authority's financial position.

- Project Goose

a. Motion to enter Closed Session

Motion: Ms. Burcham moved the Board go into closed session for the purposes of discussing business, under Code of VA, Sec. 2.2-3711 (A) (5) (6) (7). Mr. Compton seconded the motion.

Action: The motion passed unanimously on a roll call vote with all members present voting in the affirmative.

b. Motion to return to Open Session

Motion: Mr. Workman moved the Board return to open session. Mr. Compton seconded the motion.

Action: The motion passed unanimously on a roll call vote with all members present voting in the affirmative.

c. Certification of Closed Session: Roll Call Vote certifying compliance with 1950 Code of Virginia, Section 2.2-3712 (D) requirements that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

A motion is needed to certify the following: The Virginia's First Regional Industrial Facility Authority certifies compliance with 1950 Code of Virginia, Section 2.2-3712 (D) requirements that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

Motion: Mr. Hamilton moved the Board certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the committee in the closed session. Mr. Workman seconded the motion.

Action: The motion passed unanimously on a roll call vote with all members present voting in the affirmative.

8. Adjournment - Next Meeting: September 13, 2023

With no further business to discuss, Ms. Biggs adjourned the meeting at 12:56 pm. The next scheduled regular VFRIFA Board meeting is Wednesday, September 13, 2023 at noon. Tentative dates and locations for called special meetings will be monthly on the second Wednesday at noon.

Respectfully Submitted,

Approved by,

Michael Solomon, Executive
Director

Mary Biggs, Chair

Eric Workman, Secretary /
Treasurer

**Virginia's FIRST REGIONAL INDUSTRIAL FACILITY AUTHORITY
Attendance**

**June 14, 2023
Pulaski County Innovation Center, Fairlawn, VA**

Jurisdiction	Member	Alternate
Bland County	(x) Eric Workman (x) Cameron Burton	() Mr. Rodney Ratliff () Stephen Kelley
Craig County	() Jay Polen	
Giles County	() Chris McKlarney () Paul Baker	
Montgomery	() Craig Meadows (x) Mary Biggs	(x) Brian Hamilton () Brenda Rigney
Pulaski County	(x) Jonathan Sweet () Laura Walters	(x) Dirk Compton
Roanoke County	() Jason Peters (x) Megan Baker	() Martha Hooker
City of Radford	() Kim Repass () Richard Harshberger	
City of Roanoke	() Marc Nelson () Stephanie Moon Reynolds	() Robert Jeffrey
Town of Dublin	(x) Ty Kirkner (x) Debbie Lyons	(x) Edith Hampton
Town of Pearisburg	(x) Todd Meredith (x) Ken Vittum	
Town of Pulaski	() Greg East (x) Darlene Burcham	()

Others Present: Mark Popovich, Tom

Staff Present: Michael Solomon, Drew Foxx

VIRGINIA'S FIRST REGIONAL INDUSTRIAL FACILITY AUTHORITY
Quarter Ending March 31, 2023

Ledger Balance Forward March 31, 2022		691,705.82
Dues/Shares/Rents Received		
Interest Earned		
Leases/Loan payments	14,253.96	
Mebane Sale		
RSF Tax/Surcharge Income		
Loans/Grants/Performance Payments		
Misc	1,931.39	
Total Receivables (less fees)	16,185.35	16,185.35
<u>April 2023 Payables</u>		
Atlantic Union Credit Card	775.37	
Pulaski County	11.00	
VSBFA	3,760.21	
Robinson Farmer Cox	6,600.00	
<u>May 2023 Payables</u>		
VSBFA	3,760.21	
Atlantic Union Credit Card	278.83	
Virginia Wounded Warrior Program	700.00	
AECOM Technical Services	72,500.00	
Pulaski Co	11.00	
Guyann & Waddell	1,012.28	
<u>June 2023 Payables</u>		
VSBFA	3,760.21	
NRVRC- QuickBooks FY2223	1,020.00	
Atlantic Union Credit Card	316.35	
Pulaski Co	11.00	
Total Accounts Payable	94,516.46	
		(94,516.46)
Ledger Balance June 30, 2023		613,374.71
Available Funds		
Virginia's First Designated Balance	-339,250.71	
Commerce Park Designated Balance	952,625.42	
Total Available Funds		613,374.71

These financial statements have not been prepared in accordance with Generally Accepted Accounting Principles (GAAP) and are intended for internal use only

	VA First	Commerce Park	Total Funds
3/31/22 Designated Balance	\$ (329,510.65)	\$ 1,021,216.47	\$ 691,705.82
Quarterly Income			
Dues/Shares			
Loans			
Leases			
Misc - Grants/Easement Fees/PSA repayment/RSF income/Patton		\$ 14,432.39	
Real Estate Tax/Water Surcharge RSF			
Add'l Shares - W/S Expansion			
an payments land sale - new Dublin Presbyterian church		\$ 1,122.96	
mebane house sale			
Ruebush Road house sale		\$ 630.00	
reserve transfer			
Total Income	\$ -	\$ 16,185.35	\$ 16,185.35
Quarterly Expense			
Admin Contracted		\$48.75	
Admin Exp	\$ 2,127.78		
Project Development			
Website			
Contractual Service			
Debt Service			
Capital Outlay			
Professional	\$ 7,612.28		
Site Marketing		\$ 947.02	
Site Maintenance			
Lot C		\$ 11,280.63	
Lot J		\$ 72,500.00	
Revenue Refund			
Misc/reserve used for debt service			
Total Expense	\$ 9,740.06	\$84,776.40	\$94,516.46
6/30/23 Designated Balance	\$ (339,250.71)	\$ 952,625.42	\$ 613,374.71
		6/30/2023 ledger balance	\$ 613,374.71
			\$ -
		\$ 952,625.42	Commerce Pk Qtr Balance
	\$ (339,250.71)	\$ 952,625.42	

These financial statements have not been prepared in accordance with General Accepted Accounting Principles (GAAP) and are intended for internal use only

Virginia's First Regional Industrial Facility Authority

Budget vs. Actuals: FY2022-23 - FY23 P&L

July 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
Commerce Park Income			
6101 Ruebush Rd. 10 yr purchase	2,520.00	2,520.00	100.00 %
DublinPresbyterianChurchPayment	1,122.96	1,122.96	100.00 %
Lease Income - Commerce Park			
Mebane Manor- 5 year lease		33,972.60	
Total Lease Income - Commerce Park		33,972.60	
Mebane Manor Income			
27Acre Property-10yr lease		2,000.00	
4 Acre Property- 6 Year lease/purchase		395.06	
Real Estate Tax Mebane	4,255.00	5,071.96	83.89 %
Total Mebane Manor Income	4,255.00	7,467.02	56.98 %
Patton Logistics			
Real Estate Tax		142,780.04	
Water Surcharge		100.00	
Total Patton Logistics		142,880.04	
Project Goose			
Deposit Payments		70,000.00	
Lump Sum Agreement		311,000.00	
Total Project Goose		381,000.00	
PSA Interceptor Sewer Repayment		1,250.00	
Red Sun Farms Income			
Business Personal Prop Tax RSF	6,454.00	6,454.00	100.00 %
Machinery & Tools Tax RSF	10,596.00	10,596.00	100.00 %
Performace Agreement Extension	50,004.00	50,000.00	100.01 %
Real Estate Tax RSF	155,885.25	154,222.66	101.08 %
Water Surcharge RSF		1,000.00	
Total Red Sun Farms Income	222,939.25	222,272.66	100.30 %
Shares - Commerce Park			
Shares - Bland County	5,900.00	5,900.00	100.00 %
Shares - Craig County	5,844.00	5,844.00	100.00 %
Shares - Giles County	55,851.00	55,851.00	100.00 %
Shares - Montgomery County	55,851.00	55,851.00	100.00 %
Shares - Pulaski County	180,172.00	180,172.00	100.00 %
Shares - Radford City	23,258.00	23,258.00	100.00 %
Shares - Roanoke City	27,500.00	27,500.00	100.00 %
Shares - Roanoke County	29,255.00	29,255.00	100.00 %
Shares - Town of Dublin	2,968.00	2,968.00	100.00 %
Shares - Town of Pearisburg	5,900.00	5,900.00	100.00 %
Shares - Town of Pulaski	20,001.00	20,001.00	100.00 %
Total Shares - Commerce Park	412,500.00	412,500.00	100.00 %
Solar Farm			

Virginia's First Regional Industrial Facility Authority

Budget vs. Actuals: FY2022-23 - FY23 P&L

July 2022 - June 2023

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Solar Farm Lease Option		5,000.00	
Total Solar Farm		5,000.00	
Transfer to VFRIFA		-69,860.00	
Total Commerce Park Income	643,337.21	1,140,125.28	56.43 %
Virginia First's Income			
Member Dues - VA First			
Dues - Bland County	5,000.00	5,000.00	100.00 %
Dues - City of Radford	5,000.00	5,000.00	100.00 %
Dues - City of Roanoke	5,000.00	5,000.00	100.00 %
Dues - Craig County	5,000.00	5,000.00	100.00 %
Dues - Giles County	5,000.00	5,000.00	100.00 %
Dues - Montgomery County	5,000.00	5,000.00	100.00 %
Dues - Pulaski County	5,000.00	5,000.00	100.00 %
Dues - Roanoke County	5,000.00	5,000.00	100.00 %
Dues - Town of Dublin	5,000.00	5,000.00	100.00 %
Dues - Town of Pearisburg	5,000.00	5,000.00	100.00 %
Dues - Town of Pulaski	5,000.00	5,000.00	100.00 %
Total Member Dues - VA First	55,000.00	55,000.00	100.00 %
Tax Admin Fee		2,749.12	
Transfer from Commerce Park		69,860.00	
Total Virginia First's Income	55,000.00	127,609.12	43.10 %
Total Income	\$698,337.21	\$1,267,734.40	55.09 %
GROSS PROFIT	\$698,337.21	\$1,267,734.40	55.09 %
Expenses			
Commerce Park Expenses			
Administration Expenses	300.00		
Copies/Printing	24,181.13		
Office Supplies	47.26		
Telecommunications	8,694.54		
Transportation/Travel Per Diem	48.75		
Total Administration Expenses	33,271.68		
Contingency for Prosepect Indus		10,000.00	
Debt Service-Commerce Park			
Deferred Debt (previous yr)		146,240.20	
Deferred Debt Service		-147,435.00	
NBB Credit Line 140,715.31	2,111.00		
NBB Credit Line 249,093.11	3,736.40		
New Financing-General Debt	190,879.86	312,640.00	61.05 %
Pulaski Co PSA - 2050	55,000.00	55,000.00	100.00 %
RSF Grading Debt Service		147,435.00	
Total Debt Service-Commerce Park	251,727.26	513,880.20	48.99 %
Lot C Grading			

Virginia's First Regional Industrial Facility Authority

Budget vs. Actuals: FY2022-23 - FY23 P&L

July 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Miscellaneous	45,122.52		
Total Lot C Grading	45,122.52		
Lot J Development	72,500.00		
Miscellaneous		7,045.20	
Insurance			
Property		377.00	
Total Insurance		377.00	
Total Miscellaneous		7,422.20	
Multi Lot Property Sale Expense		20,000.00	
Onward NRV Membership	4,000.00	4,000.00	100.00 %
Patton Logistics Tax Grant		25,000.00	
Professional Services-Comm Pk	600.00		
Property Improvements		10,000.00	
Reserve Account Deposit		460,914.88	
Site Design and Testing			
Miscellaneous	586.47		
Total Site Design and Testing	586.47		
Site Marketing	34.69		
Marketing Expenses	7,426.50	15,500.00	47.91 %
NRV Commerce Park G-Suite	144.00	120.00	120.00 %
NRV Commerce Park Phone		132.00	
Travel (Lodging, Mileage, Food)	8,970.30	10,000.00	89.70 %
Total Site Marketing	16,575.49	25,752.00	64.37 %
VSBFA Loan Repayment		47,700.00	
Website		250.00	
Total Commerce Park Expenses	424,383.42	1,124,919.28	37.73 %
Purchases	700.00		
Virginia's First Expenses			
Administration Contracted -VF			
Executive Director		110,000.00	
NRVRC Staff Services	17,563.37	13,660.00	128.58 %
Total Administration Contracted -VF	17,563.37	123,660.00	14.20 %
Administration Expenses - VA1st			
Insurance - Public Officials		550.00	
Miscellaneous/Other Expenses	1,831.44		
Bank Fees	77.72		
Meeting Costs	878.63	1,500.00	58.58 %
Other	2,205.33	1,649.12	133.73 %
Total Miscellaneous/Other Expenses	4,993.12	3,149.12	158.56 %
Total Administration Expenses - VA1st	4,993.12	3,699.12	134.98 %
Debt Service	110,000.00		
Professional Services- VA First			

Virginia's First Regional Industrial Facility Authority

Budget vs. Actuals: FY2022-23 - FY23 P&L

July 2022 - June 2023

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Audit Fee	6,600.00	456.00	1,447.37 %
Legal	3,150.77	15,000.00	21.01 %
Total Professional Services- VA First	9,750.77	15,456.00	63.09 %
Total Virginia's First Expenses	142,307.26	142,815.12	99.64 %
Total Expenses	\$567,390.68	\$1,267,734.40	44.76 %
NET OPERATING INCOME	\$130,946.53	\$0.00	0.00%
NET INCOME	\$130,946.53	\$0.00	0.00%

Virginia's First Vehicle Usage Agreement

Virginia's First Regional Finance Authority (hereafter "Employer") and _____ (hereafter "Employee") hereby agree to the following:

Beginning September 2023, the Employee will have sole and ongoing access to the Virginia's First car (hereafter "the Vehicle"), a 2018, Ford Explorer.

The Employee will be permitted to drive the Vehicle for work purposes, including overnight travel, provided that {he/she} meets the following restrictions and requirements:

- The Employee must have and a valid Virginia-issued driver's license
- The Employee must have an approved driving record with less than 2 traffic incidents and less than 2 tickets
- The Employee will obey all traffic laws at all times while operating the Vehicle.

The Employee will not allow anyone else to operate the Vehicle. The Employee may carry up to 6 passengers in the Vehicle.

The Employee is allowed to use the car for limited personal use with verbal permission from the Executive Director.

The Employee will be permitted to take the Vehicle home when their work or travel makes it more convenient to do so, Otherwise the car should be parked at the Pulaski County Innovation Center.

The Employee will inspect the Vehicle before every use and make written note of any cosmetic or functional issues. Any issues must be reported to the Employer within 30 days. Lost keys must be reported to the Employer within 7 days.

The Employee will {submit a driver's log and gas receipts for reimbursement/pay for gas}.

The Employee is responsible for keeping the interior clean and well-maintained. The Employer is responsible for all maintenance and repair, except that which falls under the category of Employee misuse or illegal activities.

In the event that the Employee leaves {his/her} position for any reason, including temporary leave, the Vehicle-along with all driving logs, reimbursement receipts, and keys-must be returned to the Employer within {time frame} of the Employee's exit.

In witness to their agreement to the terms of this contract, the parties affix their signatures below:

_____	_____	_____	_____
Employee signature	Date	Virginia's First Executive Director	Date

