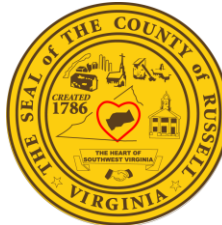


RUSSELL COUNTY
BOARD OF SUPERVISOR'S MEETING
AGENDA – OCTOBER 2, 2017

BOS Board Room **Regular Meeting** **5:00 PM**

Russell County Governmental Center
Lebanon, Virginia 24266



CALL TO ORDER – Clerk of the Board

ROLL CALL – Clerk of the Board

APPROVAL OF AGENDA

EXECUTIVE SESSION (CLOSED) (IF APPLICABLE)
(SCHEDULED ONE-HOUR BEFORE REGULAR BOS MEETING -- REGULAR BOS MEETING BEGINS AT 6 P.M.)

INVOCATION – Pastor Rod Wicker, Word of Victory

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

PRESENTATIONS (Limited to 5 minutes).....A-1

1. Delegate Todd Pillion, Judge Michael Moore, CA Brian Patton, Mark Mitchell, Missy Carter, and Chuck Stanley – RC Community Work Program
2. Dr. Gregory Brown – RC Schools – RC School Presentation
3. Dr. Michelle Meister & Charlene Farthing – RC Animal Shelter Fees

BOARD APPOINTMENTS.....B-1

RC Planning Commission

Don Cross 4-Year Term

Jack Compton 4-Year Term

Drill Community Center

Michelle Tharp 2-Year Term

People Inc. Board

Vicki Porter 2-Year Term

Oak Grove Community Center

Tammy Perry 2-Year Term

John Perry 2-Year Term

Charlene Johnson 2-Year Term

Francis Glover 2-Year Term

Nancy Osborne 2-Year Term

Linda Cross 2-Year Term

Peggy Kelley 2-Year Term

Margaret Compton 2-Year Term

Bonnie Kelley 2-Year Term

Rita Johnson 2-Year Term

Joanne White 2-Year Term

Natalie King 2-Year Term

Kelsey King 2-Year Term

Danny King 2-Year Term

NEW BUSINESS

1. Approval of Minutes. Consider approval of the minutes of the following meeting of the Russell County Board of Supervisors.....C-1
 - a. Unapproved minutes of September 5, 2017
 - b. Unapproved minutes of September 6, 2017
 - c. Unapproved minutes of September 20, 2017

2. Approval of Expenditures. Consider approval of expenditures presented for payment.....C-2

CITIZEN'S COMMENT PERIOD (Limited to 3 minutes)

CONSTITUTIONAL OFFICER REPORTS AND REQUESTS

COUNTY ATTORNEY REPORTS AND REQUESTS

1. Regional Industrial Facility Authority By-Laws

COUNTY ADMINISTRATOR REPORTS AND REQUESTS

REPORTS

- 1. APA Report of the County’s Financial Stress Report.....D-1
- 2. Virginia Association of Counties (VACO) 83rd Annual Conference.....D-2
- 3. RC Faith-Based Forum on Community Development & Support.....D-3
- 4. RC Pictometry Community Imagery.....D-4

REQUESTS

- 5. Authorization of RC 2019 Reassessment (RFP) Contract.....D-5
- 6. Authorization of Regional Jail (SWVRJA Board) Resolution.....D-6
- 7. Authorization of Red Ribbon Week Proclamation.....D-7
- 8. Authorization for Public Hearings for VDOT Transportation Alternatives Program (TAP) Grant, Regional Industrial Facility Authority By-Laws, and Abandoned Mine Land (AML) Reclamation Grant.....D-8
- 9. Authorization of Cumberland Mountain Community Services FY 2018 Performance Contract.....D-9
- 10. Authorization of Travel Request.....D-10

MATTERS PRESENTED BY THE BOARD

ADJOURNMENT

COUNTY AGENCY / BOARD REPORTS:

- Treasurer’s Report.....E
- RC IDAF
- RC PSAG
- Castlewood W&SH
- RC Tourism.....I
- RC Planning CommissionJ
- Conference Center.....K
- RC Fitness Center.....L
- RC Transportation & Safety.....M
- RC Cannery Reports.....N
- RC Building Inspector Reports.....O
- RC Animal Shelter Reports.....P

CLOSED SESSION

Motion made by _____, second by _____ and duly approved by the Board of Supervisors enter into closed session to discuss a litigation matter pursuant to Section 2.2-3711(A)(7).

The vote was:

Aye: _____

Nay: _____

CERTIFICATION OF CLOSED SESSION

Pursuant to §2.2-3712 (D) of the Code of Virginia 1950, as amended, each member of the Board of Supervisors upon the Roll Call certifies that to the best of their knowledge (i) only public business matters lawfully exempted from the open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters that were identified in the motion(s) by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board of Supervisors.

Any member of the Board of Supervisors who believes that there was a departure from the requirements of clauses (i) and (ii) above shall so state prior to the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

Are there any Supervisors who believe a departure has taken place?

Seeing none, if you agree that the matters heard, discussed or considered during the closed meeting were pursuant only to the motion(s) by which the closed meeting was convened, please signify by saying aye or yes.

Tim Lovelace -

Lou Ann Wallace -

Carl Rhea -

Steve Breeding -

David Eaton -

Rebecca Dye -

Mark Mitchell -

APPROVAL TO RETURN TO REGULAR SESSION

Motion made by _____, second by _____ and duly approved by the Board of Supervisors to return to regular session.

The vote was:

Aye: _____

Nay: _____



Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Information Item: A-1
Presenters - Various

Meeting: 10/2/17 6:00 PM

Presentations

- 1. Delegate Todd Pillion, Judge Michael Moore, CA Brian Patton, Mark Mitchell, Missy Carter, and Chuck Stanley – RC Community Work Program**
- 2. Dr. Gregory Brown – RC Schools – RC School Presentation**
- 3. Dr. Michelle Meister & Charlene Farthing – RC Animal Shelter Fees**

Staff Recommendation:

Presentation – Informational Only.

Suggested Motion:

No Motion Required.

ATTACHMENTS:

- Presentations

Russell County Virginia

“The Heart of Southwest Virginia”

Tim Lovelace
District 1

Lou Ann Wallace
District 2

Carl Rhea
District 3

Steve Breeding, Chairman
District 5

David Eaton, Vice-Chairman
District 4

Rebecca Dye
District 6

Mark Mitchell
At-Large

Lonzo Lester
County Administrator

Russell County Community Work Program Resolution

WHEREAS, the Russell County Community Work Program has saved thousands of dollars by allowing nonviolent offenders to serve the community through trash clean-ups and other maintenance projects; and

WHEREAS, in an effort to address rising jail costs and increased populations in regional jails, Russell County implemented the Community Work Program to allow nonviolent offenders with no other pending charges and a sentence of less than 12 months to conduct monitored community service projects; and

WHEREAS, since the program began in August of 2016, the 41 participants of the Russell County Community Work Program have saved the county more than \$100,000 by providing labor at no expense to taxpayers; and

WHEREAS, members of the Russell County Community Work Program have collected more than 8,000 bags of trash and removed more than 400 tires from the Clinch River, cleaning sections of the river that have not received attention in many years; and

WHEREAS, other members of the Russell County Community Work Program have carried out landscaping at the Russell County Public Library; and

WHEREAS, the Russell County Community Work Program aims to reduce recidivism by giving nonviolent inmates a shared stake in the community; now, therefore, be it

RESOLVED by the Russell County Board of Supervisors, That the Russell County Community Work Program hereby be commended for saving Russell County taxpayers thousands of dollars while providing much needed services; and, be it

RESOLVED FURTHER, That the Board of Supervisors of Russell County prepare a copy of this resolution for presentation to Missy Carter, program coordinator of the Russell County Community Work Program, as an expression of the Board's admiration for Russell County's efforts to give nonviolent offenders a chance to serve and enhance the community.

RESOLVED this 2nd day of October, 2017, by the following vote:

Recorded Vote:

A COPY TEST:

Moved by: _____

Seconded by: _____

Yeas: _____

Nays: _____

Lonzo Lester, County Administrator

Steven G. Breeding, Chairman

2017 SESSION

ENROLLED

HOUSE RESOLUTION NO. 413

Commending the Russell County Community Work Program.

Agreed to by the House of Delegates, February 20, 2017

WHEREAS, the Russell County Community Work Program has saved thousands of dollars by allowing nonviolent offenders to serve the community through trash clean-ups and other maintenance projects; and

WHEREAS, in an effort to address rising jail costs and increased populations in regional jails, Russell County implemented the Community Work Program to allow nonviolent offenders with no other pending charges and a sentence of less than 12 months to conduct monitored community service projects; and

WHEREAS, since the program began in August of 2016, the 41 participants of the Russell County Community Work Program have saved the county more than \$100,000 by providing labor at no expense to taxpayers; and

WHEREAS, members of the Russell County Community Work Program have collected more than 8,000 bags of trash and removed more than 400 tires from the Clinch River, cleaning sections of the river that have not received attention in many years; and

WHEREAS, other members of the Russell County Community Work Program have carried out landscaping at the Russell County Public Library; and

WHEREAS, the Russell County Community Work Program aims to reduce recidivism by giving nonviolent inmates a shared stake in the community; now, therefore, be it

RESOLVED by the House of Delegates, That the Russell County Community Work Program hereby be commended for saving Russell County taxpayers thousands of dollars while providing much needed services; and, be it

RESOLVED FURTHER, That the Clerk of the House of Delegates prepare a copy of this resolution for presentation to Missy Carter, program coordinator of the Russell County Community Work Program, as an expression of the House of Delegates' admiration for Russell County's efforts to give nonviolent offenders a chance to serve and enhance the community.

ENROLLED

HR413ER



Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Action Item B-1
Presenter: Chairman

Meeting: 10/2/17 6:00 PM

Board Appointments

Appointments of the RC Board Appointments:

RC Planning Commission

Don Cross 4-Year Term
Jack Compton 4-Year Term

Drill Community Center

Michele Tharp 2-Year Term

People Inc. Board

Vicki Porter 2-Year Term

STAFF RECOMMENDATION(s):

Board Discretion.

SUGGESTED MOTION(s):

Motion to appoint Board Members.

ATTACHMENTS:

- Applications

Board/ Committee Appointments

Name	Term	Term Ending	Phone Number
Drill Community Center			
Michelle Tharp	2 years	October 5, 2017	
Planning Commission			
Don Cross	4 years	October 5, 2017	889-1426
Jack Compton	4 years	October 5, 2017	873-6714
People Inc, Board of Directors			
Vicki Porter	2 years	November 3, 2017	
Planning Commission			
Andy Smith	4 years	November 6, 2017	880-4448
Appalachian Juvenile			
Vicki Porter	3 years	December 2, 2017	
Finney Community Center Board			
Bernard owens	2 years	December 31, 2017	971-5055
Edward Tiller	2 years	December 31, 2017	873-7194
Highway and Safety Commission			
William D. Robinson	2 years	December 31, 2017	794-9627



COUNTY OF RUSSELL, VIRGINIA

Print Form

OFFICE USE ONLY:

RECEIVED

COMMITTEE APPLICATION

Date Received: _____

Letter Sent: _____

SEP 22 2017

Currently Serving On: _____

NAME: Dupue (Last) Shawn (First) M (Middle Initial) (Mr., Mrs., Miss, Rank)

HOME ADDRESS: 21635 Banner St. (PO Box 155) Castlewood VA 24224 Email Address: shawn.dupue@ychns.com

TELEPHONE NUMBERS: (276) 525-0578 (Home) Cell (276) 767-8124 (Business) (FAX)

PROFESSION/VOCATION: Banker

BOARDS/COMMISSIONS ON WHICH YOU WISH TO SERVE: Castlewood Water & Sewage Authority, Russell County Tourism Committee, Dante Community Center Board

OTHER INTERESTS: Ministry, Politics/Public Service, Reading, & music

EDUCATION: Bachelors Degree in Technical Management - Concentration in Accounting, Associates Degree in Business Management, Certificate in Insurance

JOB EXPERIENCE: RBTL at New Peoples Bank (Current), Team Leader at Subway

CIVIC OR SERVICE ORGANIZATION EXPERIENCE: Served on We Care Steering Committee; member of Team Estonia in St. Paul

ARE YOU CURRENTLY A MEMBER OF A RUSSELL COUNTY BOARD OR COMMISSION? No

IF YES, PLEASE NAME: _____

HAVE YOU PREVIOUSLY SERVED AS A MEMBER OF A RUSSELL COUNTY BOARD OR COMMISSION? No

IF YES, PLEASE NAME: _____

ARE YOU A REGISTERED VOTER? Yes DISTRICT NUMBER: 2



**RUSSELL COUNTY BOARD OF SUPERVISORS
BOARD / COMMITTEE APPLICATION**



DATE OF APPLICATION: Sept, 19, 2017

(Please print or type in black ink)

NAME: Jack Compton
(First) (Last) (Email Address)

MAILING ADDRESS: 6231 Jimmy Rd

E911 ADDRESS: Honaker, Va 24260

TELEPHONE NUMBERS: 276-873-6714
(Home) (Business) (Cell)

PROFESSION/VOCATION: Retired

BOARDS/COMMITTEE ON WHICH YOU WISH TO SERVE: Russell Co. Planning Commission
(List no more than 3 -- in order of preference :)

OTHER INTERESTS: _____

EDUCATION: High school, college

JOB EXPERIENCE: Farming, Mining, Maintenance, electricity,

CIVIC OR SERVICE ORGANIZATION EXPERIENCE: Present member planning 30yr.,
Southern States, Farm Bureau

ARE YOU CURRENTLY A MEMBER OF A RUSSELL COUNTY BOARD OR COMMITTEE? yes, 30 years

IF YES, PLEASE NAME: Russell Co. Planning

HAVE YOU PREVIOUSLY SERVED AS A MEMBER OF A RUSSELL COUNTY BOARD OR COMMITTEE? yes

IF YES, PLEASE NAME: listed above

OTHER INTERESTS (Continued):

Sports with grandchildren

JOB EXPERIENCE (Continued):

CIVIC OR SERVICE ORGANIZATION EXPERIENCE (Continued):



COUNTY OF RUSSELL, VIRGINIA
COMMITTEE APPLICATION

Print Form

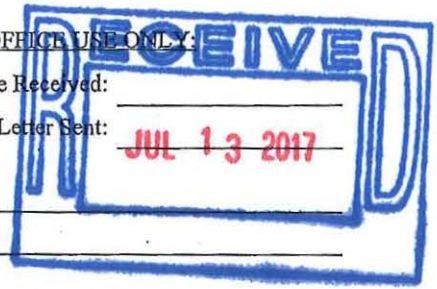
OFFICE USE ONLY:

Date Received:

Letter Sent:

JUL 13 2017

Currently Serving On:



NAME: Keith Dustin R Mr.
(Last) (First) (Middle Initial) (Mr., Mrs., Miss, Rank)

HOME ADDRESS: 623 Elk Garden Road
Lebanon, VA 24266 dKeith8367@gmail.com
(Email Address)

TELEPHONE NUMBERS: (276) 202-9277 (276) 889-0120 (276) 889-0125
(Home) Cell (Business) (FAX)

PROFESSION/VOCATION: Substance Abuse Prevention & Real Estate

BOARDS/COMMISSIONS ON WHICH YOU WISH TO SERVE: Southwest Virginia Community College
(List no more than 3 -- in order of preference:) Industrial Development Authority
Planning Commission

OTHER INTERESTS: Community Development, Public Relations,
Policy Changes, Education, Cultural Events, Theatre

EDUCATION: See Resume

JOB EXPERIENCE: See Resume

CIVIC OR SERVICE ORGANIZATION EXPERIENCE: See Resume

ARE YOU CURRENTLY A MEMBER OF A RUSSELL COUNTY BOARD OR COMMISSION? No

IF YES, PLEASE NAME: _____

HAVE YOU PREVIOUSLY SERVED AS A MEMBER OF A RUSSELL COUNTY BOARD OR COMMISSION? No

IF YES, PLEASE NAME: _____

ARE YOU A REGISTERED VOTER? Yes DISTRICT NUMBER: 6

DUSTIN R. KEITH

(276) 202-9277

623 Elk Garden Road/POB 104
Lebanon, VA 24266

dkeith8367@gmail.com
DustinKeithRealtor.com

EDUCATION

- 05/15 – Present: Old Dominion University, Norfolk, VA; Distance Learning; **Bachelor of Science in Human Services**, expected graduation: 2018
- 08/14 – 01/15: The College of William & Mary, Williamsburg, VA
- 01/14 – 08/14, 01/15 – 05/15: Southwest Virginia Community College, Cedar Bluff, VA; **Associate of Arts & Sciences degrees in Science, Education, and General Studies**, graduated Cum Laude, Student Government Senator
- 08/13 – 01/14: Emory & Henry College, Emory, VA; Bonner Scholar, Student Government Senator

SKILLS

- Microsoft Office Specialist certified:
- Intermediate proficiency in Spanish
- Website development & social media marketing

EXPERIENCE

- 10/16 – Present: **Prevention Specialist**, Cumberland Mountain Community Services
- 04/16 – Present: **Associate Realtor**, Stuart & Associates Realtors
- 07/16 – 09/16: **PFS Grant Contractor**, Appalachian Substance Abuse Coalition
- 10/15 – 10/16: **Substitute Teacher**, Russell County Public Schools
- 7/15 – 8/16: **Assistant Registrar/Director of Elections** Russell Co. Board of Supervisors
- 05/15 – 04/16: **Director of Marketing**, United Country Stuart & Associates Realtors
- 08/13 – 08/14: **Internal Transporter**, Johnston Memorial Hospital, Abingdon, VA
- 09/11 – 09/12: **File Clerk**, Mercy Ambulance Service, Lebanon, VA

ACTIVITIES & HONORS

- Chair of the Russell County Prevention Coalition
- Chief Communication Officer & Member of the Russell County Rotary
- Member of the Lebanon, VA Downtown Revitalization Project Management Team
- Member of the Upper Tennessee River Roundtable Board of Directors, Real Estate seat
- Member of the People Incorporated Project Discovery Advisory Board
- Member of the Russell County Health Coalition
- Member of the Appalachian Substance Abuse Coalition
- Assistant Scholastic Bowl Coach at Lebanon High School
- Member of the Southwest Virginia Workforce Development Board
- DAR Good Citizen Award- May 2013
- President's Volunteer Service Award- January 2013
- William & Mary Leadership Award- June 2012



RUSSELL COUNTY BOARD OF SUPERVISORS
BOARD / COMMITTEE APPLICATION

DATE OF APPLICATION: Sept. 26, 2017

(Please print or type in black ink)

NAME: Vicki Porter vicki.porter@russellcountyva.us
(First) (Last) (Email Address)

MAILING ADDRESS: PO Box 1208 Lebanon Va 24266

E911 ADDRESS: _____

TELEPHONE NUMBERS: (276) 794-7923 (276) 889-8000 (276) 219-2784
(Home) (Business) (Cell)

PROFESSION/VOCATION: Adm. Manager - Russell Co.

BOARDS/COMMITTEE ON WHICH YOU WISH TO SERVE: People, Inc. Bd of Directors
Appalachian Juv. Commission
(List no more than 3 -- in order of preference :)

OTHER INTERESTS: _____

EDUCATION: BS Degree - Business & Public Administration
LVA - Wise

JOB EXPERIENCE: 27 yrs - Russell County Adm. Office

CIVIC OR SERVICE ORGANIZATION EXPERIENCE: _____

ARE YOU CURRENTLY A MEMBER OF A RUSSELL COUNTY BOARD OR COMMITTEE? yes

IF YES, PLEASE NAME: People Inc., Appalachian Juv. Commission

HAVE YOU PREVIOUSLY SERVED AS A MEMBER OF A RUSSELL COUNTY BOARD OR COMMITTEE? yes

IF YES, PLEASE NAME: same



Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Action Item C-1
Presenter: Chairman

Meeting: 10/2/17 6:00 PM

Authorization of Minutes

Request approval of the minutes from the following meeting:

- **Unapproved minutes of September 5, 2017**
- **Unapproved minutes of September 6, 2017**
- **Unapproved minutes of September 20, 2017**

STAFF RECOMMENDATION(s):

Board discretion

SUGGESTED MOTION(s):

Motion to approve Board Minutes.

ATTACHMENTS:

- Board Minutes

September 05, 2017

A regular monthly meeting of the Russell County Board of Supervisors was held on Tuesday, September 05, 2017 at 6:00 pm at the Russell County Government Center in Lebanon, Virginia.

The Clerk called the meeting to order.

Roll Call by the Clerk:

Present:

Tim Lovelace
Lou Wallace
Carl Rhea
David Eaton
Steve Breeding
Rebecca Dye
Mark Mitchell

Lonzo Lester, Clerk

Absent: None

APPROVAL OF THE AGENDA

Motion made by David Eaton, second Carl Rhea and duly approved by the Board of Supervisors to approve the agenda as amended.

The vote was:

Aye: David Eaton, Carl Rhea, Rebecca Dye, Mark Mitchell, Steve Breeding, Lou Wallace and Tim Lovelace
Nay: None

Invocation by Pastor Yul Miller, Grace Fellowship followed by the Pledge of Allegiance to the Flag.

Presentations

Steve Givens, Russell County Medical Center updated the Board on the new services, equipment and recent happenings at RCMC.

Pat Gray, DAR asked the Board to designate the week of September 17-23,2017 as Constitution Week.

CONSTITUTION WEEK PROCLAMATION

Motion made by Mark Mitchell, second Tim Lovelace and duly approved by the Board of Supervisors to proclaim September 17-23,2017 as Constitution Week.

The vote was:

Aye: Mark Mitchell, Tim Lovelace, Carl Rhea, Lou Wallace, Steve Breeding, Rebecca Dye and David Eaton

Nay: None

Reggie Childers, Lebanon asked that the Board consider reducing the number of County Supervisors to six, which would mean eliminating the supervisor at large seat. He also stated that if the number of voting precincts was reduced, the County could save money.

Board Appointments

ROGER SWORD AND SCOTT GILMER APPOINTED TO THE IDA

Mark Mitchell nominated Roger Sword

Motion made by Tim Lovelace, second Mark Mitchell and duly approved by the Board of Supervisors to appoint Roger Sword by acclamation to the Russell County Industrial Development Authority for a four (4) year term, said term ending September 05, 2021.

The vote was:

Aye: Mark Mitchell, Tim Lovelace, Rebecca Dye, Carl Rhea, David Eaton, Steve Breeding and Lou Wallace

Nay: None

Carl Rhea nominated Scott Gilmer.

Motion made by David Eaton second Lou Wallace and duly approved by the Board of Supervisors that nominations cease and Scott Gilmer be appointed to the Russell County Industrial Development Authority for a four (4) year term, said term ending September 05, 2021.

The vote was:

Aye: Tim Lovelace, Rebecca Dye, Carl Rhea, David Eaton, Steve Breeding and Lou Wallace

Nay: None

Abstain: Mark Mitchell

APPROVAL OF THE AUGUST 07, 2017 MINUTES

Motion made by David Eaton, second Tim Lovelace and duly approved by the Board of Supervisors to approve the August 07, 2017 minutes and dispense with the reading thereof.

The vote was:

Aye: David Eaton, Tim Lovelace, Carl Rhea, Lou Wallace, Steve Breeding, Rebecca Dye and Mark Mitchell

Nay: None

APPROVAL OF THE AUGUST 25, 2017 MINUTES

Motion made by David Eaton, second Carl Rhea and duly approved by the Board of Supervisors to approve the August 25, 2017 minutes and dispense with the reading thereof.

The vote was:

Aye: David Eaton, Tim Lovelace, Carl Rhea, Lou Wallace, Steve Breeding, Rebecca Dye and Mark Mitchell

Nay: None

APPROVAL OF THE AUGUST 31, 2017 MINUTES

Motion made by David Eaton, second Lou Wallace and duly approved by the Board of Supervisors to approve the August 31, 2017 minutes and dispense with the reading thereof.

The vote was:

Aye: David Eaton, Lou Wallace, Carl Rhea, Rebecca Dye, Steve Breeding and Tim Lovelace

Nay: None

Abstain: Mark Mitchell

APPROVAL OF GENERAL COUNTY EXPENDITURES

Motion made by Tim Lovelace, second Mark Mitchell and duly approved by the Board of Supervisors to approve general county expenditures in the amount of \$898,773.54 including reoccurring and withholdings.

The vote was:

Aye: Tim Lovelace, Mark Mitchell, Lou Wallace, Carl Rhea, Rebecca Dye, Steve Breeding and David Eaton

Nay: None

APPROVAL FOR IGO TECHNOLOGY TO UTILZE A PIECE OF PROPERTY

Motion made by Mark Mitchell, second David Eaton and duly approved by the Board of Supervisors to approve a piece of property near the Drill Community Center for IGO Technology to utilize, in return the community center would receive free internet access.

The vote was:

Aye: Mark Mitchell, David Eaton, Carl Rhea, Tim Lovelace, Rebecca Dye, Steve Breeding and Lou Wallace

Nay: None

APPROVAL TO CONSIDER A SOL SMART DESIGNATION FOR RUSSELL COUNTY

Motion made by Lou Wallace, second Carl Rhea and duly approved by the Board of Supervisors to consider working towards a Sol Smart designation for Russell County.

The vote was:

Aye: Lou Wallace, Carl Rhea, Tim Lovelace, David Eaton, Rebecca Dye, Steve Breeding and Mark Mitchell

Nay: None

Citizens Comment

Donnie Christian, Russell County PSA addressed the Board about the possibility of merging the Castlewood Water and Sewage Authority and the Russell County Public Service Authority. He stated that he attempted to arrange a meeting with both boards but was not able to do so due to a Resolution that was passed by the CWSA prohibiting any discussion about this merger except by the operation managers of each authority. He indicated that some members of the CWSA were concerned about the debt load and the rates of the Russell County PSA.

Shonda Mitchell, Rosedale asked about the status of her proposal concerning the Oaks Sub-Division specifically Lake Hill Road and Clover Hill Cul-de-sac.

The Chairman closed public comment.

County Administrator Reports and Requests

APPROVAL TO AUTHORIZE A LETTER OF SUPPORT FOR IDA PROJECT "JONAH"

Motion made by David Eaton, second Carl Rhea and duly approved by the Board of Supervisors to authorize a letter of support for the Russell County Industrial Development Authority Project "Jonah".

The vote was:

Aye: David Eaton, Carl Rhea, Steve Breeding, Lou Wallace, Tim Lovelace, Rebecca Dye and Mark Mitchell

Nay: None

APPROVAL OF A RESOLUTION OF FUNDING SUPPORT FOR THE HOA

Motion made by Mark Mitchell, second Lou Wallace and duly approved by the Board of Supervisors to approve a Resolution of Funding Support for Heart of Appalachia.

The vote was:

Aye: Mark Mitchell, Lou Wallace, Carl Rhea, David Eaton, Rebecca Dye, Steve Breeding and Tim Lovelace

Nay: None

APPROVAL OF A RESOLUTION OF SUPPORT FOR A HOA LEGISLATIVE BILL

Motion made by Lou Wallace, second and David Eaton and duly approved by the Board of Supervisors to approve a Resolution of Support for a Heart of Appalachia legislative bill.

The vote was:

Aye: Lou Wallace, David Eaton, Steve Breeding, Carl Rhea, Tim Lovelace, Rebecca Dye and Mark Mitchell

Nay: None

APPROVAL TO HOLD A PUBLIC HEARING ON THE TRANSFER OF A PARCEL OF LAND

Motion made by David Eaton, second Mark Mitchell and duly approved by the Board of Supervisors to hold a public hearing on October 02, 2017 at 6:00 pm on the transfer of a parcel of land to the Town of Lebanon.

The vote was:

Aye: David Eaton, Mark Mitchell, Carl Rhea, Tim Lovelace, Lou Wallace, Steve Breeding and Rebecca Dye

Nay: None

APPROVAL TO PROCEED WITH PROPERTY PURCHASE FOR THE DOGTOWN DISPOSAL SITE

Motion made by Tim Lovelace second Mark Mitchell and duly approved by the Board of Supervisors to authorize and proceed with the purchase of property for the Dogtown Disposal Site.

The vote was:

Aye: Tim Lovelace, Mark Mitchell, Carl Rhea, Lou Wallace, Steve Breeding, Rebecca Dye and David Eaton

Nay: None

AUTHORIZATION OF CPRHA REQUEST FOR PAYMENT IN LIEU OF TAXES FOR HUD DEVELOPMENT

Motion made by Mark Mitchell, second Carl Rhea and duly approved by the Board of Supervisors to approve a request from Cumberland Plateau Regional Housing Authority for payment in lieu of taxes for HUD Development in the amount of \$8027.74.

The vote was:

Aye: Mark Mitchell, Carl Rhea, Lou Wallace, Tim Lovelace, David Eaton, Rebecca Dye and Steve Breeding

Nay: None

APPROVAL TO SELL SURPLUS VEHICLES

Motion made by Mark Mitchell, second David Eaton and duly approved by the Board of Supervisors to approve the sale of the following surplus vehicles at the Russell County School Board auction.

2008 FORD CROWN VIC VIN# 2FAHP71V48X174769

2008 FORD CROWN VIC VIN# 2FAHP71V28X174768

1997 CHEVY BLAZER VIN# 1GNDT13W7VK196004

2005 FORD SPORT UTL VIN# 1FMYU931XSKE46955

1996 FORD VAN VIN# 1FBHE31H6THB49033

The vote was:

Aye: Mark Mitchell, Carl Rhea, Lou Wallace, Tim Lovelace, David Eaton, Rebecca Dye and Steve Breeding

Nay: None

APPROVAL OF TRAVEL REQUESTS FOR DEPT. OF EMERGENCY MANAGEMENT

Motion made by Mark Mitchell, second David Eaton and duly approved by the Board of Supervisors to approve travel requests by the Department of Emergency Management.

The vote was:

Aye:

Nay: None

APPROVAL OF FY 2016/2017 BUDGET ADJUSTMENTS

Motion made by David Eaton, second Lou Wallace and duly approved by the Board of Supervisors to approve FY2016/2017 Budget adjustments.

The vote was:

Aye: David Eaton, Lou Wallace, Tim Lovelace, Carl Rhea, Steve Breeding, Rebecca Dye and Mark Mitchell

Nay: None

APPROVAL TO AUTHORIZE A RECYCLABLE CENTER LEASE AGREEMENT

Motion made by Lou Wallace, second David Eaton and duly approved by the Board of Supervisors to authorize a lease agreement for a recyclable center at the Russell County landfill.

The vote was:

Aye: Lou Wallace, David Eaton, Tim Lovelace, Lou Wallace, Carl Rhea, Rebecca Dye and Steve Breeding

Nay: None

APPROVAL OF A RESOLUTION OF SCHOOL ROUTE CLOSURES

Motion made by Tim Lovelace, second Lou Wallace and duly approved by the Board of Supervisors to authorize a Resolution of School Route Closures that include: Route 9532,9766 and 9806.

The vote was:

Aye: Tim Lovelace, Lou Wallace, Carl Rhea, David Eaton, Steve Breeding, Rebecca Dye and Mark Mitchell

Nay: None

APPROVAL TO ADJOURN TO RECONVENE ON SEPT. 6, 2017

Motion made by Mark Mitchell, second Lou Wallace and duly approved by the Board of Supervisors to adjourn to reconvene on Wednesday, September 06, 2017 at 1:00 pm in the Town of St. Paul Chambers.

The vote was;

Aye: Mark Mitchell, Lou Wallace, Carl Rhea, Tim Lovelace, David Eaton, Rebecca Dye and Steve Breeding

Nay: None

Clerk of the Board

Chairman

September 06, 2017

An adjourned meeting of the Russell County Board of Supervisors was held on Wednesday, September 06, 2017 at 1:00 pm at the St. Paul Town Hall Chambers in St. Paul, Virginia.

The Clerk called the meeting to order.

Roll Call by the Clerk:

Present:

Tim Lovelace
Lou Wallace
Carl Rhea
David Eaton
Steve Breeding

Absent:

Mark Mitchell
Rebecca Dye

APPROVAL OF THE AGENDA

Motion made by Tim Lovelace, second David Eaton and duly approved by the Board of Supervisors to approve the agenda.

The vote was:

Aye: Tim Lovelace, Lou Wallace, Carl Rhea, David Eaton and Steve Breeding

Nay: None

New Business

Members of the Board of Supervisors along with the St. Paul Town Council, Castlewood Water and Sewage Authority and Crossroads Engineering Firm held a discussion on the Dante Sewer Treatment Plant operations.

APPROVAL TO ADJOURN TO RECONVENE SEPTEMBER 20, 2017 AT 3:00 PM

Motion made by Tim Lovelace, second David Eaton and duly approved by at the Board of Supervisors to adjourn to reconvene on Wednesday, September 20, 2017 at 3:00 pm at the Russell County Government Center.

The vote was:

Aye: Tim Lovelace, David Eaton, Carl Rhea, Lou Wallace and Steve Breeding.

Nay: None

Clerk of the Board

Chairman

September 20, 2017

An adjourned meeting of the Russell County Board of Supervisors was held on Wednesday, September 20, 2017 at 3:00 p.m. at the Russell County Government Center in Lebanon, Virginia.

The Clerk called the meeting to order.

Roll Call by the Clerk:

Present:

Tim Lovelace
Lou Wallace
Carl Rhea
David Eaton
Steve Breeding
Rebecca Dye
Mark Mitchell

Lonzo Lester, Clerk

Absent: None

APPROVAL TO AMEND THE AGENDA

Motion made by David Eaton second Carl Rhea and duly approved by the Board of Supervisors to amend the agenda with the addition of closed session.

The vote was:

Aye: David Eaton, Carl Rhea, Tim Lovelace, Lou Wallace, Steve Breeding, Rebecca Dye and Mark Mitchell

Nay: None

APPROVAL OF THE AGENDA

Motion made by Mark Mitchell, second Lou Wallace and duly approved by the Board of Supervisors to approve the agenda.

The vote was:

Aye: Mark Mitchell, Lou Wallace, Tim Lovelace, Carl Rhea, David Eaton, Steve Breeding and Rebecca Dye

Nay: None

EXECUTIVE SESSION

Motion made by Mark Mitchell, second David Eaton and duly approved by the Board of Supervisors to enter into closed session to discuss a litigation matter pursuant to Section 2.2-3711(7) and contractual matters pursuant to Section 2.23711(6) of the Code of Virginia.

The vote was:

Aye: Mark Mitchell, David Eaton, Lou Wallace, Tim Lovelace, Steve Breeding, Rebecca Dye and Carl Rhea

Nay: None

APPROVAL TO RETURN TO REGULAR SESSION

Motion made by Mark Mitchell, second David Eaton and duly approved by the Board of Supervisors to return to regular session.

CERTIFICATION OF CLOSED SESSION

Pursuant to § 2.2-3712(D) of the Code of Virginia 1950, as amended each member of the Board of Supervisors upon the Roll Call certifies that to the best of their knowledge (i) only public business matters lawfully exempted from the open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters that were identified in the motion(s) by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board of Supervisors.

Any member of the Board of Supervisors who believes that there was a departure from the requirements of clauses (i) and (ii) above shall so state prior to the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

Are there any who believe a departure has taken place? Seeing none, if you agree that the matters heard, discussed or considered during the closed meeting were pursuant only to the motion(s) by which the closed meeting was convened, please signify by saying aye or yes.

Tim Lovelace – AYE
Lou Wallace – AYE
Carl Rhea – AYE
David Eaton – AYE
Steve Breeding – AYE
Mark Mitchell – AYE

The vote was:

Aye: Mark Mitchell, David Eaton, Tim Lovelace, Lou Wallace, Carl Rhea, Steve Breeding and Rebecca Dye
Nay: None

New Business

Darian Musick, representing Crossroads Engineering addressed the Board about the Dante Sewer System and Dante Project.

APPROVAL TO ACCEPT THE PROPOSAL FOR DANTE SEWER PROJECT FROM CROSSROADS ENGINEERING

Motion made by Lou Wallace, second Tim Lovelace and duly approved by the Board of Supervisors to accept the most recent proposal of Crossroads Engineering for the Dante Sewer Treatment Plant Project.

The vote was:

Aye: Lou Wallace, Tim Lovelace, Mark Mitchell and Rebecca Dye

Nay: David Eaton, Carl Rhea and Steve Breeding

APPROVAL TO ADJOURN

Motion made by Mark Mitchell, second Carl Rhea and duly approved by the Board of Supervisors to adjourn.

The vote was:

Aye: Mark Mitchell, Carl Rhea, Steve Breeding, Rebecca Dye, David Eaton, Tim Lovelace and Lou Wallace

Nay: None

Clerk of the Board

Chairman



Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Action Item C-2
Presenter: Chairman

Meeting: 10/2/17 6:00 PM

Approval of Expenditures

Request approval of the County's September 2017 Monthly Expenditures:

STAFF RECOMMENDATION(s):

County's September 2017 Monthly Expenditures are in compliance with budget and operational services.

SUGGESTED MOTION(s):

Motion to approve County's September 2017 Monthly Expenditures.

ATTACHMENTS:

- September 2017 Monthly Expenditures

<u>DUE DATE</u>	<u>INV. DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>CLASS</u>	<u>GROSS AMT.</u>	<u>NET AMOUNT</u>	<u>G/L ACCOUNT</u>	<u>P.O.#</u>
10/02/2017	9/05/2017	002615 A & A ENTERPRIS	57430		114.45	114.45	4100-031020-5410-	- -
10/02/2017	9/05/2017	002615 A & A ENTERPRIS	57431		105.90	105.90	4100-031020-5410-	- -
					220.35	220.35 *		
10/02/2017	9/01/2017	003325 ADVANCED DIAGNO	18014		95.00	95.00	4100-031020-5408-	- -
					95.00	95.00 *		
10/02/2017	9/12/2017	003845 ALSCO	LROA779010		160.21	160.21	4100-072010-3008-	- -
					160.21	160.21 *		
10/02/2017	8/16/2017	003754 AMAZON	203557552955	10	310.03	310.03	4100-073010-5411-	- -
10/02/2017	8/17/2017	003754 AMAZON	293550133681	10	.03-	.03-	4100-073010-5411-	- -
10/02/2017	8/07/2017	003754 AMAZON	293555050391	10	111.59	111.59	4100-073010-5411-	- -
10/02/2017	8/17/2017	003754 AMAZON	293557462074	10	10.49	10.49	4100-073010-5411-	- -
10/02/2017	8/09/2017	003754 AMAZON	293559349523	10	103.14	103.14	4100-073010-5411-	- -
					535.22	535.22 *		
10/02/2017	9/13/2017	002977 AMERICAN LEGION	2017-001		460.00	460.00	4100-043020-5407-	- -
					460.00	460.00 *		
10/02/2017	9/15/2017	000046 AT & T	09152017		21.89	21.89	4100-031020-5203-	- -
10/02/2017	9/15/2017	000046 AT & T	09152017		43.53	43.53	4100-031020-5203-	- -
					65.42	65.42 *		
10/02/2017	8/24/2017	003103 AUTO MOTION SER	14072		25.00	25.00	4100-031020-5408-	- -
10/02/2017	8/24/2017	003103 AUTO MOTION SER	14073		63.99	63.99	4100-031020-5408-	- -
10/02/2017	8/29/2017	003103 AUTO MOTION SER	14078		525.97	525.97	4100-031020-5408-	- -
10/02/2017	8/31/2017	003103 AUTO MOTION SER	14093		16.00	16.00	4100-031020-5408-	- -
					630.96	630.96 *		
10/02/2017	2/01/2017	003032 B & H RENTALS I	110266		126.00	126.00	4100-043020-5407-	- -
10/02/2017	2/28/2017	003032 B & H RENTALS I	110266A		126.00	126.00	4100-043020-5407-	- -
10/02/2017	3/10/2017	003032 B & H RENTALS I	110266B		67.20	67.20	4100-043020-5407-	- -
10/02/2017	7/26/2017	003032 B & H RENTALS I	111021		140.00	140.00	4100-043020-5407-	- -
10/02/2017	8/01/2017	003032 B & H RENTALS I	111048		45.00	45.00	4100-043020-5407-	- -
					504.20	504.20 *		
10/02/2017	8/17/2017	002535 BAKER & TAYLOR	5014670774	10	16.21	16.21	4100-073010-5411-	- -
					16.21	16.21 *		
10/02/2017	8/26/2017	000052 BLEVINS SEPTIC	31280		200.00	200.00	4100-042010-5413-	- -
10/02/2017	9/01/2017	000052 BLEVINS SEPTIC	31293		300.00	300.00	4100-042010-5413-	- -
					500.00	500.00 *		
10/02/2017	9/12/2017	000092 BONANZA RESTAUR	361208		227.82	227.82	4100-011010-5413-	- -
					227.82	227.82 *		
10/02/2017	9/13/2017	004161 BREEDING, CRYST	09132017		60.00	60.00	4100-072030-3009-	- -
					60.00	60.00 *		
10/02/2017	9/06/2017	002429 BUILDING SYSTEM	SD17820		574.81	574.81	4100-094010-7056-	- -
					574.81	574.81 *		
10/02/2017	9/12/2017	002301 C HEALTH	09122017		75.00	75.00	4100-042400-5401-	- -
					75.00	75.00 *		
10/02/2017	8/25/2017	003610 CAL-SYD, INC	4871		142.90	142.90	4100-031020-5408-	- -
					142.90	142.90 *		
10/02/2017	9/14/2017	001177 CAMPBELL PHILLI	09142017		400.00	400.00	4100-013010-3002-	- -
					400.00	400.00 *		
10/02/2017	9/08/2017	003898 CARD SERVICES C	09082017.	1	1,147.11	1,147.11	4100-031020-5503-	- -
					1,147.11	1,147.11 *		
10/02/2017	8/31/2017	002337 CASKIE GRAPHICS	32943		135.49	135.49	4100-021060-3006-	- -
					135.49	135.49 *		
10/02/2017	9/01/2017	004386 CENTER FOR NATU	SC-176		3,644.60	3,644.60	4100-094010-8027-	- -
					3,644.60	3,644.60 *		
10/02/2017	9/05/2017	004350 CENTRAL HYDRAUL	9223		643.04	643.04	4100-042400-3004-	- -
10/02/2017	9/05/2017	004350 CENTRAL HYDRAUL	9225		250.20	250.20	4100-042400-3004-	- -
					893.24	893.24 *		

<u>DUE DATE</u>	<u>INV DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>CLASS</u>	<u>GROSS AMT.</u>	<u>NET AMOUNT</u>	<u>G/L ACCOUNT</u>	<u>P.O.#</u>
10/02/2017	7/31/2017	004385 CIVICPLUS	166051		25,742.00	25,742.00	4100-094010-8027-	-
					25,742.00	25,742.00 *		
10/02/2017	9/21/2017	001601 COLLINS WATER	09212017		16.47	16.47	4100-022010-5401-	-
10/02/2017	9/21/2017	001601 COLLINS WATER	09212017		27.45	27.45	4100-034010-5401-	-
10/02/2017	9/21/2017	001601 COLLINS WATER	09212017		16.47	16.47	4100-012130-5401-	-
10/02/2017	9/21/2017	001601 COLLINS WATER	09212017		27.45	27.45	4100-012010-5401-	-
					87.84	87.84 *		
10/02/2017	10/02/2017	003076 COMBS ARCHIE	10022017		714.56	714.56	4100-013010-1008-	-
					714.56	714.56 *		
10/02/2017	9/11/2017	002921 COOK YVONNE	TRAVEL REIM		102.19	102.19	4100-011010-5504-	-
10/02/2017	9/11/2017	002921 COOK YVONNE	TRAVEL REIM		178.16	178.16	4100-011010-5501-	-
10/02/2017	9/11/2017	002921 COOK YVONNE	TRAVEL REIM		25.48	25.48	4100-011010-5504-	-
					305.83	305.83 *		
10/02/2017	9/28/2017	003765 CRUM MATTHEW B	SEPTEMBER 2017		6,830.00	6,830.00	4100-011010-3002-	-
					6,830.00	6,830.00 *		
10/02/2017	9/18/2017	000170 CUMBERLAND PLAT	0000873-IN		67,449.78	67,449.78	4100-042010-3002-	-
					67,449.78	67,449.78 *		
10/02/2017	8/23/2017	004030 CUMMINS CROSSPO	086-39500		376.44	376.44	4100-032050-3005-	-
10/02/2017	9/11/2017	004030 CUMMINS CROSSPO	086-40294		608.09	608.09	4100-032050-3005-	-
10/02/2017	9/05/2017	004030 CUMMINS CROSSPO	086-40357		976.50	976.50	4100-032050-3005-	-
					1,961.03	1,961.03 *		
10/02/2017	8/31/2017	003403 DAVIS KLAY	145577		60.00	60.00	4100-031020-5409-	-
10/02/2017	9/26/2017	003403 DAVIS KLAY	145579		160.00	160.00	4100-022010-5401-	-
					220.00	220.00 *		
10/02/2017	9/18/2017	001871 DELPH KELLY MCB	09182017	10	143.00	143.00	4100-073010-5413-	-
					143.00	143.00 *		
10/02/2017	9/06/2017	000184 DEMCO	6203596	10	52.92	52.92	4100-073010-5413-	-
10/02/2017	9/08/2017	000184 DEMCO	6205625	10	162.13	162.13	4100-073010-5401-	-
					215.05	215.05 *		
10/02/2017	9/12/2017	000193 DISCOUNT TIRE C	2629		17.00	17.00	4100-031020-5408-	-
10/02/2017	9/28/2017	000193 DISCOUNT TIRE C	2757		936.00	936.00	4100-035050-5408-	-
					953.00	953.00 *		
10/02/2017	8/29/2017	000198 DOMINION OFFICE	48182		83.00	83.00	4100-021020-5401-	-
10/02/2017	8/04/2017	000198 DOMINION OFFICE	81383		39.90	39.90	4100-099000-5000-	-
10/02/2017	7/27/2017	000198 DOMINION OFFICE	82792		72.90	72.90	4100-099000-5000-	-
10/02/2017	8/18/2017	000198 DOMINION OFFICE	83728		39.90	39.90	4100-099000-5000-	-
10/02/2017	8/29/2017	000198 DOMINION OFFICE	84173		49.75	49.75	4100-021060-5401-	-
10/02/2017	9/06/2017	000198 DOMINION OFFICE	84486		58.74	58.74	4100-021060-5401-	-
10/02/2017	9/06/2017	000198 DOMINION OFFICE	84487		55.89	55.89	4100-012010-5401-	-
10/02/2017	9/07/2017	000198 DOMINION OFFICE	84584		45.10	45.10	4100-032050-5401-	-
10/02/2017	9/08/2017	000198 DOMINION OFFICE	84622		20.28	20.28	4100-021060-5401-	-
10/02/2017	8/25/2017	000198 DOMINION OFFICE	54039		112.19	112.19	4100-031020-5401-	-
10/02/2017	8/29/2017	000198 DOMINION OFFICE	84179		135.14	135.14	4100-031020-5401-	-
10/02/2017	9/08/2017	000198 DOMINION OFFICE	84724		20.74	20.74	4100-031020-5401-	-
10/02/2017	9/13/2017	000198 DOMINION OFFICE	84837		19.36	19.36	4100-031020-5401-	-
10/02/2017	9/15/2017	000198 DOMINION OFFICE	84965		356.89	356.89	4100-031020-5401-	-
10/02/2017	9/19/2017	000198 DOMINION OFFICE	85071		62.99	62.99	4100-031020-5401-	-
10/02/2017	9/19/2017	000198 DOMINION OFFICE	85091		105.22	105.22	4100-031020-5401-	-
10/02/2017	9/01/2017	000198 DOMINION OFFICE	84349		31.99	31.99	4100-012130-5401-	-
10/02/2017	9/01/2017	000198 DOMINION OFFICE	84388		363.89	363.89	4100-013020-5401-	-
10/02/2017	9/06/2017	000198 DOMINION OFFICE	84488		20.79	20.79	4100-012100-5401-	-
10/02/2017	9/07/2017	000198 DOMINION OFFICE	84562		45.24	45.24	4100-035010-5405-	-
10/02/2017	9/08/2017	000198 DOMINION OFFICE	84640		4.97	4.97	4100-035010-5405-	-
10/02/2017	9/12/2017	000198 DOMINION OFFICE	84755		96.55	96.55	4100-013020-5401-	-
10/02/2017	9/15/2017	000198 DOMINION OFFICE	84927		19.98	19.98	4100-012010-5401-	-

<u>DUE DATE</u>	<u>INV. DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>CLASS</u>	<u>GROSS AMT.</u>	<u>NET AMOUNT</u>	<u>G/L ACCOUNT</u>	<u>P.O.#</u>
10/02/2017	9/19/2017	000198 DOMINION OFFICE	850064		60.09	60.09	4100-032050-5401-	- -
10/02/2017	9/19/2017	000198 DOMINION OFFICE	85073		39.90	39.90	4100-021060-5401-	- -
10/02/2017	9/19/2017	000198 DOMINION OFFICE	85078		26.78	26.78	4100-012090-5401-	- -
10/02/2017	9/19/2017	000198 DOMINION OFFICE	85088		66.97	66.97	4100-012010-5401-	- -
10/02/2017	9/22/2017	000198 DOMINION OFFICE	85265		1.81	1.81	4100-012090-5401-	- -
10/02/2017	9/22/2017	000198 DOMINION OFFICE	85266		212.32	212.32	4100-012010-5401-	- -
10/02/2017	9/22/2017	000198 DOMINION OFFICE	85276		79.99	79.99	4100-012130-5401-	- -
10/02/2017	8/15/2017	000198 DOMINION OFFICE	83530	10	11.88	11.88	4100-073010-5401-	- -
10/02/2017	8/22/2017	000198 DOMINION OFFICE	83843	10	287.15	287.15	4100-073010-5401-	- -
10/02/2017	8/25/2017	000198 DOMINION OFFICE	84038	10	39.90	39.90	4100-073010-5401-	- -
10/02/2017	9/01/2017	000198 DOMINION OFFICE	84373	10	194.64	194.64	4100-073010-5401-	- -
10/02/2017	9/06/2017	000198 DOMINION OFFICE	84489	10	97.13	97.13	4100-073010-5401-	- -
10/02/2017	9/12/2017	000198 DOMINION OFFICE	84739	10	198.33	198.33	4100-073010-5401-	- -
10/02/2017	8/22/2017	000198 DOMINION OFFICE	83842		26.39	26.39	4100-022010-5401-	- -
10/02/2017	9/08/2017	000198 DOMINION OFFICE	84623		16.59	16.59	4100-022010-5401-	- -
10/02/2017	9/19/2017	000198 DOMINION OFFICE	85074		233.99	233.99	4100-013010-5401-	- -
					3,455.26	3,455.26 *		
10/02/2017	8/31/2017	003938 DRAPER ADEN ASS	2017080649		2,336.20	2,336.20	4100-042010-3090-	- -
					2,336.20	2,336.20 *		
10/02/2017	8/31/2017	004007 EVIDENT, INC	123203A		219.30	219.30	4100-031020-5409-	- -
10/02/2017	9/11/2017	004007 EVIDENT, INC	123203B		131.80	131.80	4100-031020-5409-	- -
					351.10	351.10 *		
10/02/2017	6/30/2017	004110 FAST GARAGE, IN	06302017		240.00	240.00	4100-034010-5408-	- -
10/02/2017	9/26/2017	004110 FAST GARAGE, IN	09262017		640.00	640.00	4100-022010-5415-	- -
					880.00	880.00 *		
10/02/2017	9/26/2017	001445 FISHER AUTO PAR	397-226691		9.98	9.98	4100-042400-5408-	- -
					9.98	9.98 *		
10/02/2017	5/26/2017	004365 FRANKLIN COUNTY	05262017	10	34.15	34.15	4100-073010-5411-	- -
					34.15	34.15 *		
10/02/2017	9/21/2017	002207 G & K SERVICES	6262201614		13.01	13.01	4100-043020-3008-	- -
					13.01	13.01 *		
10/02/2017	9/06/2017	000854 GALL'S, LLC	8007151		121.96	121.96	4100-031020-5409-	- -
10/02/2017	8/15/2017	000854 GALL'S, LLC	8089613		140.00	140.00	4100-031020-5409-	- -
10/02/2017	8/21/2017	000854 GALL'S, LLC	8132253		200.00	200.00	4100-031020-5409-	- -
10/02/2017	8/31/2017	000854 GALL'S, LLC	8199469		68.00	68.00	4100-031020-5409-	- -
10/02/2017	9/01/2017	000854 GALL'S, LLC	8208344		25.00	25.00	4100-031020-5409-	- -
10/02/2017	9/06/2017	000854 GALL'S, LLC	8228704		11.50	11.50	4100-031020-5409-	- -
10/02/2017	9/07/2017	000854 GALL'S, LLC	8241569		315.00	315.00	4100-031020-5409-	- -
					881.46	881.46 *		
10/02/2017	8/24/2017	004381 GILMER, KATIE	08242017	10	16.74	16.74	4100-073010-5413-	- -
					16.74	16.74 *		
10/02/2017	9/06/2017	002374 GRAINGER	9548761403		98.76	98.76	4100-043020-5405-	- -
					98.76	98.76 *		
10/02/2017	9/20/2017	001862 GREAT AMERICA L	21339735		263.22	263.22	4100-012100-3006-	- -
					263.22	263.22 *		
10/02/2017	9/13/2017	004163 HAMILTON, AMY	09132017		360.00	360.00	4100-072030-3009-	- -
					360.00	360.00 *		
10/02/2017	9/11/2017	000315 HBS-IT	IT-2921	10	55.00	55.00	4100-073010-3002-	- -
					55.00	55.00 *		
10/02/2017	5/30/2017	002335 HONAKER HIGH SC YEAR BOOK		10	60.00	60.00	4100-073010-5411-	- -
					60.00	60.00 *		
10/02/2017	9/22/2017	000308 HONAKER TIRE SE	10165		25.00	25.00	4100-042400-5408-	- -
					25.00	25.00 *		
10/02/2017	9/18/2017	000314 HUFFMAN'S TIRE	09182017		764.97	764.97	4100-031020-5408-	- -
10/02/2017	10/01/2017	000314 HUFFMAN'S TIRE	272524		210.00	210.00	4100-031020-3005-	- -
					974.97	974.97 *		

<u>DUE DATE</u>	<u>INV. DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>CLASS</u>	<u>GROSS AMT.</u>	<u>NET AMOUNT</u>	<u>G/L ACCOUNT</u>	<u>P.O.#</u>
10/02/2017	8/25/2017	003866	INNOVATIVE TECH 1365		22.50	22.50	4100-031020-3005-	- -
10/02/2017	8/25/2017	003866	INNOVATIVE TECH 1367		22.50	22.50	4100-072030-3001-	- -
10/02/2017	9/22/2017	003866	INNOVATIVE TECH 1386		3,302.50	3,302.50	4100-012300-3002-	- -
10/02/2017	9/22/2017	003866	INNOVATIVE TECH 1387		57.50	57.50	4100-021010-5401-	- -
10/02/2017	9/22/2017	003866	INNOVATIVE TECH 1392		75.00	75.00	4100-022010-5415-	- -
10/02/2017	9/22/2017	003866	INNOVATIVE TECH 1395		187.50	187.50	4100-072010-3001-	- -
10/02/2017	9/22/2017	003866	INNOVATIVE TECH 1396		25.00	25.00	4100-022010-5415-	- -
10/02/2017	9/22/2017	003866	INNOVATIVE TECH 1400		97.50	97.50	4100-081040-3007-	- -
10/02/2017	9/22/2017	003866	INNOVATIVE TECH 1404		690.00	690.00	4100-071040-5605-	- -
					4,480.00	4,480.00 *		
10/02/2017	9/25/2017	000337	JOHNSON PEST CO 1026		458.00	458.00	4100-043020-3004-	- -
10/02/2017	9/25/2017	000337	JOHNSON PEST CO 1027		458.00	458.00	4100-043020-3004-	- -
					916.00	916.00 *		
10/02/2017	8/28/2017	000353	KEGLEY SERVICE 08282017		138.60	138.60	4100-031020-5408-	- -
10/02/2017	8/30/2017	000353	KEGLEY SERVICE 08302017		16.00	16.00	4100-031020-5408-	- -
10/02/2017	8/30/2017	000353	KEGLEY SERVICE 08302017		16.00	16.00	4100-031020-5408-	- -
10/02/2017	8/30/2017	000353	KEGLEY SERVICE 08302017		726.53	726.53	4100-031020-5408-	- -
					897.13	897.13 *		
10/02/2017	9/05/2017	003245	KENDALL ELECTRI S106179279.001		170.60	170.60	4100-043020-5407-	- -
10/02/2017	9/12/2017	003245	KENDALL ELECTRI S106186730.001		141.40	141.40	4100-043020-5407-	- -
10/02/2017	9/19/2017	003245	KENDALL ELECTRI S106216383.001		1,375.09	1,375.09	4100-043020-5407-	- -
10/02/2017	9/25/2017	003245	KENDALL ELECTRI S106221664.001		398.59	398.59	4100-043020-5407-	- -
					2,085.68	2,085.68 *		
10/02/2017	8/09/2017	002142	KESTNER MAX 1125		685.00	685.00	4100-031020-5409-	- -
					685.00	685.00 *		
10/02/2017	9/17/2017	002443	KING MOORE INC 3368		17,245.00	17,245.00	4100-032050-7006-	- -
					17,245.00	17,245.00 *		
10/02/2017	9/05/2017	000359	KWIK KAFE 3510-499209		35.00	35.00	4100-012010-5401-	- -
					35.00	35.00 *		
10/02/2017	9/01/2017	000367	LEBANON BLOCK & 213196		20.75	20.75	4100-043020-5407-	- -
10/02/2017	8/02/2017	000367	LEBANON BLOCK & 213427		42.73	42.73	4100-043020-5407-	- -
10/02/2017	8/03/2017	000367	LEBANON BLOCK & 213623		149.85	149.85	4100-071040-5407-	- -
10/02/2017	8/03/2017	000367	LEBANON BLOCK & 213690		15.95	15.95	4100-043020-5407-	- -
10/02/2017	8/08/2017	000367	LEBANON BLOCK & 214348		17.82	17.82	4100-043020-5407-	- -
10/02/2017	8/09/2017	000367	LEBANON BLOCK & 214400		6.50	6.50	4100-043020-5407-	- -
10/02/2017	8/09/2017	000367	LEBANON BLOCK & 214552		7.70	7.70	4100-043020-5407-	- -
10/02/2017	8/10/2017	000367	LEBANON BLOCK & 214617		13.30	13.30	4100-043020-5407-	- -
10/02/2017	8/15/2017	000367	LEBANON BLOCK & 215331		4.85	4.85	4100-043020-5407-	- -
10/02/2017	8/15/2017	000367	LEBANON BLOCK & 215332		102.91	102.91	4100-043020-5407-	- -
10/02/2017	8/15/2017	000367	LEBANON BLOCK & 215392		107.97	107.97	4100-043020-5407-	- -
10/02/2017	8/15/2017	000367	LEBANON BLOCK & 215393		26.99	26.99	4100-043020-5407-	- -
10/02/2017	8/17/2017	000367	LEBANON BLOCK & 215637		41.63	41.63	4100-043020-5407-	- -
10/02/2017	8/21/2017	000367	LEBANON BLOCK & 216181		131.40	131.40	4100-043020-5408-	- -
10/02/2017	8/24/2017	000367	LEBANON BLOCK & 216554		4.02	4.02	4100-043020-5407-	- -
10/02/2017	8/24/2017	000367	LEBANON BLOCK & 216696		11.39	11.39	4100-043020-5407-	- -
10/02/2017	8/29/2017	000367	LEBANON BLOCK & 217284		15.72	15.72	4100-043020-5407-	- -
10/02/2017	8/30/2017	000367	LEBANON BLOCK & 217426		25.41	25.41	4100-043020-5407-	- -
10/02/2017	8/30/2017	000367	LEBANON BLOCK & 217461		35.41	35.41	4100-043020-5407-	- -
10/02/2017	8/30/2017	000367	LEBANON BLOCK & 217518		5.20	5.20	4100-043020-5407-	- -
10/02/2017	8/31/2017	000367	LEBANON BLOCK & 217660		77.83	77.83	4100-042400-5413-	- -
10/02/2017	8/26/2017	000367	LEBANON BLOCK & 216886		64.72	64.72	4100-031020-5409-	- -
10/02/2017	8/29/2017	000367	LEBANON BLOCK & 217295		71.24	71.24	4100-031020-5409-	- -
10/02/2017	8/29/2017	000367	LEBANON BLOCK & 217337		7.95	7.95	4100-031020-5409-	- -
10/02/2017	9/27/2017	000367	LEBANON BLOCK & 221972		39.87	39.87	4100-042400-5413-	- -
					1,049.11	1,049.11 *		

<u>DUE DATE</u>	<u>INV. DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>CLASS</u>	<u>GROSS AMT.</u>	<u>NET AMOUNT</u>	<u>G/L ACCOUNT</u>	<u>P.O.#</u>
10/02/2017	8/31/2017	002349 LEXISNEXIS	3091082864		2,160.00	2,160.00	4100-022010-5401-	- -
					2,160.00	2,160.00 *		
10/02/2017	9/01/2017	000389 LOCAL GOV'T ATT	FY18-122		425.00	425.00	4100-011010-5413-	- -
					425.00	425.00 *		
10/02/2017	9/21/2017	004384 MABE, MICHAEL	09212017		24.00	24.00	4100-071040-5605-	- -
					24.00	24.00 *		
10/02/2017	9/08/2017	001622 MIDAMERICA BOOK	421139	10	115.22	115.22	4100-073010-5411-	- -
					115.22	115.22 *		
10/02/2017	9/13/2017	004145 MILLER, CYNTHIA	09132017		270.00	270.00	4100-072030-3009-	- -
					270.00	270.00 *		
10/02/2017	8/31/2017	000430 MODERN CHEVROLE	96577 RUS		46.07	46.07	4100-031020-5408-	- -
					46.07	46.07 *		
10/02/2017	10/02/2017	003474 MONK HARRY J	10022017		1,429.12	1,429.12	4100-013010-1008-	- -
					1,429.12	1,429.12 *		
10/02/2017	9/13/2017	004144 MONK, BARBARA J	09132017		595.00	595.00	4100-072030-3009-	- -
					595.00	595.00 *		
10/02/2017	8/17/2017	000432 MORGAN MCCLURE	134673		562.46	562.46	4100-031020-5408-	- -
					562.46	562.46 *		
10/02/2017	8/28/2017	003255 MOUNTAIN CUSTOM	82817A		900.00	900.00	4100-031020-5408-	- -
					900.00	900.00 *		
10/02/2017	9/19/2017	002304 MUMPOWER SIGN S	270782		96.45	96.45	4100-031020-5408-	- -
					96.45	96.45 *		
10/02/2017	8/07/2017	003123 O'REILLY AUTO P	1943-197540		10.00	10.00	4100-035010-5408-	- -
10/02/2017	8/07/2017	003123 O'REILLY AUTO P	1943-197541		10.00-	10.00-	4100-035010-5408-	- -
10/02/2017	8/08/2017	003123 O'REILLY AUTO P	1943-197820		8.48	8.48	4100-031020-5408-	- -
10/02/2017	8/12/2017	003123 O'REILLY AUTO P	1943-198578		11.28	11.28	4100-031020-5408-	- -
10/02/2017	8/14/2017	003123 O'REILLY AUTO P	1943-198815		14.98	14.98	4100-031020-5408-	- -
10/02/2017	8/23/2017	003123 O'REILLY AUTO P	1943-200358		211.50	211.50	4100-031020-5408-	- -
10/02/2017	8/24/2017	003123 O'REILLY AUTO P	1943-200534		117.54	117.54	4100-035010-5408-	- -
10/02/2017	8/24/2017	003123 O'REILLY AUTO P	1943-200548		10.00-	10.00-	4100-031020-5408-	- -
10/02/2017	8/25/2017	003123 O'REILLY AUTO P	1943-200818		64.94	64.94	4100-031020-5408-	- -
10/02/2017	8/25/2017	003123 O'REILLY AUTO P	1943-200822		7.01	7.01	4100-031020-5408-	- -
10/02/2017	5/19/2017	003123 O'REILLY AUTO P	1943-183146		19.96	19.96	4100-031020-5408-	- -
10/02/2017	8/29/2017	003123 O'REILLY AUTO P	1943-201507		107.99	107.99	4100-031020-5408-	- -
10/02/2017	8/30/2017	003123 O'REILLY AUTO P	1943-201642		21.99	21.99	4100-031020-5408-	- -
10/02/2017	8/30/2017	003123 O'REILLY AUTO P	1943-201697		7.58	7.58	4100-031020-5408-	- -
10/02/2017	9/06/2017	003123 O'REILLY AUTO P	1943-202907		45.67	45.67	4100-031020-5408-	- -
10/02/2017	9/06/2017	003123 O'REILLY AUTO P	1943-202959		11.38	11.38	4100-031020-5408-	- -
10/02/2017	9/06/2017	003123 O'REILLY AUTO P	1943-202974		15.99	15.99	4100-031020-5408-	- -
10/02/2017	9/13/2017	003123 O'REILLY AUTO P	1943-204173		372.66	372.66	4100-031020-5408-	- -
10/02/2017	9/13/2017	003123 O'REILLY AUTO P	1943-204194		66.00-	66.00-	4100-031020-5408-	- -
10/02/2017	9/15/2017	003123 O'REILLY AUTO P	1943-204557		29.97	29.97	4100-042400-3004-	- -
10/02/2017	9/21/2017	003123 O'REILLY AUTO P	1943-205675		41.99	41.99	4100-022010-5415-	- -
					1,034.91	1,034.91 *		
10/02/2017	8/01/2017	003041 OVERDRIVE INC	H-0043724	10	430.00	430.00	4100-073010-3002-	- -
					430.00	430.00 *		
10/02/2017	9/01/2017	000494 PITNEY BOWES	3304309937		196.50	196.50	4100-031020-5201-	- -
10/02/2017	9/01/2017	000494 PITNEY BOWES	3304309937		196.50	196.50	4100-021060-5201-	- -
					393.00	393.00 *		
10/02/2017	9/13/2017	000456 PRISTINE SPRING	269218		64.85	64.85	4100-031020-5401-	- -
10/02/2017	8/16/2017	000456 PRISTINE SPRING	267314		12.50	12.50	4100-013010-5401-	- -
					77.35	77.35 *		
10/02/2017	8/11/2017	001191 REDWOOD TOXICOL	613221		1,849.76	1,849.76	4100-022010-5415-	- -
					1,849.76	1,849.76 *		
10/02/2017	8/17/2017	002812 RICOH AMERICAS	5049957408	10	41.95	41.95	4100-073010-3002-	- -

<u>DUE DATE</u>	<u>INV. DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>CLASS</u>	<u>GROSS AMT.</u>	<u>NET AMOUNT</u>	<u>G/L ACCOUNT</u>	<u>P.O.#</u>
10/02/2017	9/01/2017	002812 RICOH AMERICAS	99335954	10	86.94	86.94	4100-073010-3002-	- -
10/02/2017	9/15/2017	002812 RICOH AMERICAS	23441978		112.67	112.67	4100-032050-3005-	- -
10/02/2017	9/15/2017	002812 RICOH AMERICAS	23441979		273.97	273.97	4100-012010-3005-	- -
10/02/2017	9/15/2017	002812 RICOH AMERICAS	23441980		176.15	176.15	4100-022010-5401-	- -
10/02/2017	9/15/2017	002812 RICOH AMERICAS	23441981		100.98	100.98	4100-034010-5401-	- -
10/02/2017	9/15/2017	002812 RICOH AMERICAS	23442875		41.67	41.67	4100-022010-5415-	- -
10/02/2017	9/15/2017	002812 RICOH AMERICAS	23442876		159.44	159.44	4100-032050-3005-	- -
10/02/2017	9/15/2017	002812 RICOH AMERICAS	23442877		210.51	210.51	4100-022010-5401-	- -
10/02/2017	9/15/2017	002812 RICOH AMERICAS	23442878		188.84	188.84	4100-031020-3005-	- -
10/02/2017	9/15/2017	002812 RICOH AMERICAS	5050379828		139.00	139.00	4100-012010-3005-	- -
					1,532.12	1,532.12 *		
10/02/2017	9/30/2017	000578 RUSSELL COUNTY	09302017		85,000.00	85,000.00	4100-035030-3001-	- -
					85,000.00	85,000.00 *		
10/02/2017	10/01/2017	000663 RUSSELL COUNTY	OCT. 2017		17,858.09	17,858.09	4100-095010-9130-	- -
10/02/2017	9/19/2017	000663 RUSSELL COUNTY	BOS083117	1	6,616.79	6,616.79	4100-042400-5408-	- -
10/02/2017	9/19/2017	000663 RUSSELL COUNTY	BOS083117	1	35,616.45	35,616.45	4100-094010-8027-	- -
					60,091.33	60,091.33 *		
10/02/2017	8/22/2017	000594 SAM'S CLUB/GEGR	000585		229.06	229.06	4100-011010-5413-	- -
10/02/2017	9/14/2017	000594 SAM'S CLUB/GEGR	003254		19.85	19.85	4100-043020-5405-	- -
10/02/2017	9/02/2017	000594 SAM'S CLUB/GEGR	09022017		236.76	236.76	4100-012010-5401-	- -
					485.67	485.67 *		
10/02/2017	6/13/2017	004382 SCHOLARS IN PRI	5950	10	381.00	381.00	4100-073010-5411-	- -
					381.00	381.00 *		
10/02/2017	10/02/2017	004017 SCOTT, HERBERT	10022017		714.56	714.56	4100-013010-1008-	- -
					714.56	714.56 *		
10/02/2017	9/14/2017	004052 SHEEY FORD OF R	NT176356		29,448.00	29,448.00	4100-031020-8000-	- -
					29,448.00	29,448.00 *		
10/02/2017	10/02/2017	003380 SHENTEL	10022017		82.30	82.30	4100-012010-5413-	- -
10/02/2017	9/25/2017	003380 SHENTEL	09252017		39.30	39.30	4100-013020-5413-	- -
					121.60	121.60 *		
10/02/2017	9/01/2017	001299 SIGN SHOP OF SO	2776		225.00	225.00	4100-071040-5600-	- -
10/02/2017	9/11/2017	001299 SIGN SHOP OF SO	2781		36.00	36.00	4100-042400-5413-	- -
10/02/2017	9/18/2017	001299 SIGN SHOP OF SO	2789		90.00	90.00	4100-094010-7056-	- -
					351.00	351.00 *		
10/02/2017	9/01/2017	000610 SIRCHIE	315610-IN		475.16	475.16	4100-031020-5409-	- -
10/02/2017	9/14/2017	000610 SIRCHIE	317292-IN		63.89	63.89	4100-031020-5409-	- -
					539.05	539.05 *		
10/02/2017	9/10/2017	000961 SOUTH EAST SALE	4381		750.00	750.00	4100-031020-5408-	- -
					750.00	750.00 *		
10/02/2017	9/01/2017	001941 SOUTHERN SOFTWA	239176		6,415.00	6,415.00	4100-032050-3005-	- -
					6,415.00	6,415.00 *		
10/02/2017	6/20/2017	002498 SOUTHWEST VIRGI	06202017		681,565.58	681,565.58	4100-033010-3009-	- -
					681,565.58	681,565.58 *		
10/02/2017	9/11/2017	001817 SUPPLYWORKS	412584211		36.84	36.84	4100-043020-5405-	- -
10/02/2017	9/11/2017	001817 SUPPLYWORKS	412584229		887.93	887.93	4100-043020-5405-	- -
10/02/2017	9/25/2017	001817 SUPPLYWORKS	414083881		40.52	40.52	4100-043020-5405-	- -
10/02/2017	9/25/2017	001817 SUPPLYWORKS	414083899		779.07	779.07	4100-043020-5405-	- -
					1,744.36	1,744.36 *		
10/02/2017	9/26/2017	001029 SWEENEY FREDA	TRAVEL REIMB.		25.00	25.00	4100-011010-5504-	- -
10/02/2017	9/26/2017	001029 SWEENEY FREDA	TRAVEL REIMB.		242.46	242.46	4100-011010-5504-	- -
					267.46	267.46 *		
10/02/2017	9/18/2017	002637 THE GUN SHOP	40023R		146.00	146.00	4100-031020-5409-	- -
					146.00	146.00 *		
10/02/2017	8/02/2017	000366 THE LEBANON NEW	124125		74.90	74.90	4100-011010-3007-	- -
10/02/2017	8/02/2017	000366 THE LEBANON NEW	124126		85.60	85.60	4100-011010-3007-	- -

<u>DUE DATE</u>	<u>INV. DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>CLASS</u>	<u>GROSS AMT.</u>	<u>NET AMOUNT</u>	<u>G/L ACCOUNT</u>	<u>P.O.#</u>
10/02/2017	8/09/2017	000366 THE LEBANON NEW	124195		74.90	74.90	4100-011010-3007-	- -
10/02/2017	8/16/2017	000366 THE LEBANON NEW	124256		74.90	74.90	4100-011010-3007-	- -
10/02/2017	8/23/2017	000366 THE LEBANON NEW	124386		64.20	64.20	4100-011010-3007-	- -
10/02/2017	8/30/2017	000366 THE LEBANON NEW	124468		64.20	64.20	4100-011010-3007-	- -
10/02/2017	8/30/2017	000366 THE LEBANON NEW	124472		16.05	16.05	4100-011010-3007-	- -
10/02/2017	8/31/2014	000366 THE LEBANON NEW	124260		24.08	24.08	4100-031020-3002-	- -
10/02/2017	10/02/2017	000366 THE LEBANON NEW REGISTRAR OFFIC			34.00	34.00	4100-013020-3007-	- -
					512.83	512.83 *		
10/02/2017	8/31/2017	003513 THE SHERWIN-WIL	1516-1		198.25	198.25	4100-043020-5407-	- -
10/02/2017	10/02/2017	003513 THE SHERWIN-WIL	2818-4		632.95	632.95	4100-042400-5407-	- -
					831.20	831.20 *		
10/02/2017	9/01/2017	002966 THERMCO	11952		813.37	813.37	4100-043020-3004-	- -
					813.37	813.37 *		
10/02/2017	9/06/2017	000977 TOP LINE ADVERT	6757		24.00	24.00	4100-031020-5410-	- -
10/02/2017	9/06/2017	000977 TOP LINE ADVERT	6758		74.00	74.00	4100-031020-5410-	- -
10/02/2017	9/06/2017	000977 TOP LINE ADVERT	6759		111.00	111.00	4100-031020-5410-	- -
10/02/2017	9/21/2017	000977 TOP LINE ADVERT	6787		100.04	100.04	4100-012130-5401-	- -
					309.04	309.04 *		
10/02/2017	8/30/2017	002736 TRACTOR SUPPLY	122485		330.47	330.47	4100-031020-5408-	- -
					330.47	330.47 *		
10/02/2017	8/24/2017	002133 TREASURER OF VI	08242017		20.00	20.00	4100-035030-3001-	- -
10/02/2017	8/31/2017	002133 TREASURER OF VI	08312017		40.00	40.00	4100-035030-3001-	- -
10/02/2017	7/24/2017	002133 TREASURER OF VI	07242017		20.00	20.00	4100-035030-3001-	- -
					80.00	80.00 *		
10/02/2017	6/30/2017	003598 TREASURER OF VI LODA-18-55183			53,615.91	53,615.91	4100-099000-1012-	- -
					53,615.91	53,615.91 *		
10/02/2017	9/08/2017	004359 TRUCKPRO HOLDIN	254-0097341		325.74	325.74	4100-042400-5407-	- -
					325.74	325.74 *		
10/02/2017	9/01/2017	000706 TWO WAY RADIO I	29048		65.00	65.00	4100-031020-7003-	- -
10/02/2017	9/01/2017	000706 TWO WAY RADIO I	29049		135.00	135.00	4100-031020-7003-	- -
10/02/2017	9/01/2017	000706 TWO WAY RADIO I	29061		684.00	684.00	4100-031020-7003-	- -
10/02/2017	9/01/2017	000706 TWO WAY RADIO I	29062		67.50	67.50	4100-031020-7003-	- -
10/02/2017	9/06/2017	000706 TWO WAY RADIO I	311547		70.00	70.00	4100-031020-7003-	- -
10/02/2017	9/15/2017	000706 TWO WAY RADIO I	311559		565.04	565.04	4100-031020-7003-	- -
10/02/2017	8/29/2017	000706 TWO WAY RADIO I	41938		325.00	325.00	4100-031020-7003-	- -
					1,911.54	1,911.54 *		
10/02/2017	7/01/2017	000733 VACORP	14369		12,160.00	12,160.00	4100-099000-1013-	- -
					12,160.00	12,160.00 *		
10/02/2017	9/12/2017	003229 VERIZON WIRELES	9792629360		2,871.19	2,871.19	4100-031020-5203-	- -
					2,871.19	2,871.19 *		
10/02/2017	10/22/2017	004380 VISTAPRINT NETH 15M8N-G4A51-3N7			38.59	38.59	4100-022010-5415-	- -
					38.59	38.59 *		
10/02/2017	9/05/2017	001708 WAL MART COMMUN	09052017		59.84	59.84	4100-031020-5408-	- -
					59.84	59.84 *		
10/02/2017	8/04/2017	000758 WALLACE FURNITU	122321		5.97	5.97	4100-071040-5407-	- -
					5.97	5.97 *		
10/02/2017	9/26/2017	002145 WILLIAMS ELIZA TRAVEL REIMB			25.00	25.00	4100-011010-5504-	- -
					25.00	25.00 *		
10/02/2017	9/01/2017	003387 WIRELESS COMMUN	W207238		919.10	919.10	4100-032050-3005-	- -
					919.10	919.10 *		
10/02/2017	8/02/2017	000219 XPRESS LUBE	08022017		73.99	73.99	4100-031020-5408-	- -
10/02/2017	8/19/2017	000219 XPRESS LUBE	08192017		77.88	77.88	4100-031020-5408-	- -
10/02/2017	8/29/2017	000219 XPRESS LUBE	08292017		21.99	21.99	4100-031020-5408-	- -
					173.86	173.86 *		
10/02/2017	9/26/2017	004383 1ST CHOICE IT	1008		135.00	135.00	4100-032050-5203-	- -

<u>DUE DATE</u>	<u>INV. DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>CLASS</u>	<u>GROSS AMT.</u>	<u>NET AMOUNT</u>	<u>G/L ACCOUNT</u>	<u>P.O.#</u>
10/02/2017	9/26/2017	004383 1ST CHOICE IT	1009		359.80	359.80	4100-032050-5203-	- -
					494.80	494.80 *		
TOTAL FOR DUE DATE 10/02/2017					1,107,757.92	1,107,757.92		
TOTAL DUE FOR FUND- 4100					1,107,757.92	1,107,757.92		

<u>DUE DATE</u>	<u>INV. DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>CLASS</u>	<u>GROSS AMT.</u>	<u>NET AMOUNT</u>	<u>G/L ACCOUNT</u>	<u>P.O.#</u>
10/02/2017	9/13/2017	000383 MATTHEW BENDER	95927522		221.11	221.11	4713-021080-6012-	-
					221.11	221.11 *		
		TOTAL FOR DUE DATE 10/02/2017			221.11	221.11		
		TOTAL DUE FOR FUND- 4713			221.11	221.11		
		NON-DIRECT DEPOSIT			1,107,979.03	1,107,979.03		
		DIRECT DEPOSIT			.00	.00		
		FINAL DUE			1,107,979.03	1,107,979.03		
						.00		



Board of Supervisors

137 Highland Drive
Lebanon, VA 24266

Meeting: 10/2/17 6:00 PM

Action Item

Presenter: Attorney

Attorney Reports & Requests

The County Attorney Reports & Request for October 2017:

REPORTS

1. Regional Industrial Facility Authority By-Laws

STAFFRECOMMENDATION(s):

Board Discretion.

SUGGESTEDMOTION(s):

Board Discretion.

ATTACHMENTS:

- Various

CUMBERLAND INDUSTRIAL FACILITIES AUTHORITY BYLAWS

ARTICLE I NAME

Section 1

The name of the organization shall be "Cumberland Industrial Facilities Authority."

Section 2

The organization shall have a seal in the form prescribed by the Virginia State Corporation Commission.

ARTICLE II OBJECTIVE

Section 1

This organization shall provide economic development assistance throughout the Cumberland Plateau Planning District to create employment and commercial investment in the region by exercising all powers described in Section 15.2-6400 et. seq. of the Code of Virginia for Regional Industrial Development Authorities, as may be permitted by State Law, Federal Law, and Local Ordinances creating the organization.

ARTICLE III BOARD OF DIRECTORS

Section 1

The Organization shall be governed by a Board as prescribed in Section 15.2-6400 et. seq. of the Code of Virginia. The Board of Directors shall be qualified as described in the aforesaid Code Sections and:

- A. Consist of Two (2) members appointed by the governing body of each participating locality: As of the time of adoption of these Bylaws those participating localities are Buchanan County, Russell County, and Tazewell County. Therefore, the initial Board of Directors shall consist of a total of Six (6) members. Pursuant to Virginia Code Section 15.2-6400, et seq. as amended, and the respective local ordinances creating the organization, the Board members' qualifications, terms, powers, and responsibilities shall be established consistent with the above cited code section and the remainder of the Act, to wit; Each Board member shall have a fixed term of office of four years, may succeed him or herself, and may serve a maximum of Ten (10) consecutive years. So as to provide continuity

the terms of the initial Board shall be staggered. One initial Board member from each participating County shall have an initial term of only Two (2) years and shall be so designated by the resolution of the governing body appointing such Board Member. Each Member shall hold office until their successors have been appointed.

- B. The Chair of the Board of Directors shall conduct the meetings of the Board, execute documents on behalf of the Board, and execute such duties as the Board may delegate to the Chair by resolution. The Chair of the Board of Directors shall be rotated annually among the participating Counties such that the first chairperson shall be a Board Member appointed by Buchanan County, the Second Chairperson by Russell County, and the third by Tazewell County. The Chairperson shall be the longest tenured Board Member from the County whose turn it is to serve as Chairperson. The Chairperson shall serve for a term of one (1) year from January 1st until December 31st. Provided, however, the Board's initial Chairperson may serve the remainder of 2017 and the entire year of 2018.
- C. The First Vice Chair of the Board of Directors shall serve in the place and stead of the Chairperson when he or she is unable or unwilling to serve in such capacity. The Vice Chair shall be the Board Member from the County whose turn it is to be Chair, who is not the Chairperson. The First Vice Chairperson shall serve for a term of one (1) year from January 1st until December 31st. Provided, however, the Board's initial First Vice Chairperson may serve the remainder of 2017 and the entire year of 2018.
- D. The Second Vice Chair of the Board of Directors shall serve in the place and stead of the Chairperson when the Chairperson and the First Vice Chairperson are unable or unwilling to serve in such capacity. The Second Vice Chair shall be the longest tenured member of the Board from the County which is next in the rotation to be Chairperson. The Second Vice Chairperson shall serve for a term of one (1) year from January 1st until December 31st. Provided, however, the Board's initial Chairperson may serve the remainder of 2017 and the entire year of 2018.
- E. The Board's Treasurer shall be the longest tenured member of the Board from the County which does not have a member serving as either Chairperson or Second Vice Chairperson. The Treasurer shall be responsible for approving all financial reports of the organization and authorizing all disbursements of organizational funds, which have been appropriated by the Board.

- F. The Board may appoint and Administrator and such other staff as necessary to carry out the day to day activities of the organization. The Administrator shall act as the chief executive officer of the organization and serve at the will and pleasure of the Board.
- G. The Administrator shall present to the Board an annual proposed budget, which shall include a statement of any funding requests to be made to participating Counties. Once the Budget is approved by majority vote of the Board, the Administrator and Treasurer may approve any expenditures identified in the budget for such amount as identified in the budget or less. Any proposed expenditures that are not included in the budget or which exceed the amount identified in the budget must be approved in advance by the Board of Directors. Such approval may be by electronic poll where the expenditure is a budgeted expense which simply exceeds the amount budgeted for such expense. All expenditures shall be presented to the Board for ratification at the next regular meeting following the expenditure.
- H. The Board shall conduct a meeting not less than annually in the month of January each year on such day as may be set by the Board.

ARTICLE IV BOARD MEETINGS

The regular meetings of the Board of Directors shall occur once each quarter on such dates and at such hours as may be agreed upon by the members of the Board of Directors at the January meeting. Four members of the Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. The Chairperson of the Board of Directors, or any two members appointed by diverse Counties, may call such special meetings at such times and places designated in a written notice of such meeting. Such written notice shall be provided to each member at least three business days in advance of the special called meeting. All meetings shall be conducted in compliance with the Commonwealth of Virginia Freedom of Information Act.

**ARTICLE V
ORDER OF BUSINESS FOR BOARD MEETINGS**

The order of business for this organization shall be as follows, unless otherwise decided by majority vote of the Board:

- A. Call to order.
- B. Pledge of Allegiance.
- C. Reading and approving the minutes of the preceding meeting.
- D. Reading and consideration of approving expenditures.
- E. Reports of officers.
- F. Reports of committees.
- G. Unfinished business.
- H. New business.
- I. Adjournment.

**ARTICLE VI
COMMITTEES**

The term of membership of and Committee and the existence of any Committee of this organization shall be for a period of one (1) year, unless otherwise specified by action of the membership, and shall be approved by the Board of Directors annually.

**ARTICLE VII
RULES OF PARLIMENTARY PROCEDURE**

The rules contained in "Roberts Rules of Order Newly Revised" shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

However, the following certain actions shall require approval by all Six (6) members of the Board: (1) Resolutions to distribute revenue from Authority Projects in any manner other than that proscribed by a participation agreement which governs the distribution of such project revenues; (2) Resolutions demising or conveying real property of the Authority; (3) Resolutions incurring any debt in the name of the Authority or pledging any project revenues as collateral for any debt.

**ARTICLE XI
AMENDMENT OF BYLAWS**

These Bylaws may be altered, amended, repealed or added to only by Resolutions approved by the governing bodies of all participating Counties.

These By-Laws were duly adopted to supersede any and all other By-Laws heretofore adopted by the Organization, by resolution of the governing bodies of Buchanan, Russell, and Tazewell Counties upon a motion and second at a public meeting of such governing body, as reflected in the resolutions of said bodies' minutes, certified copies of which are hereto attached and hereby incorporated herein.

DRAFT



Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Action Item D-1 – D-10
Presenter: Administrator

Meeting: 10/2/17 6:00 PM

County Administrator Reports & Requests

The County Administrator Reports & Request for October 2017:

REPORTS

1. **APA Report of the County's Financial Stress Report.....D-1**
2. **Virginia Association of Counties (VACO) 83rd Annual Conference.....D-2**
3. **RC Faith-Based Forum on Community Development & Support.....D-3**
4. **RC Pictometry Community Imagery.....D-4**

REQUESTS

5. **Authorization of RC 2019 Reassessment (RFP) Contract.....D-5**
6. **Authorization of Regional Jail (SWVRJA Board) Resolution.....D-6**
7. **Authorization of Red Ribbon Week Proclamation.....D-7**
8. **Authorization for Public Hearings for VDOT Transportation Alternatives Program (TAP) Grant, Regional Industrial Facility Authority By-Laws, and Abandoned Mine Land (AML) Reclamation Grant.....D-8**
9. **Authorization of Cumberland Mountain Community Services FY 2018 Performance Contract.....D-9**
10. **Authorization of Travel Request.....D-10**

STAFFRECOMMENDATION(s):

Board Discretion.

SUGGESTED MOTION(s):

Board Discretion.



COMMONWEALTH of VIRGINIA

Auditor of Public Accounts

Martha S. Mavredes, CPA
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218
(804)225-3350

September 15, 2017

Steve Breeding, Board Chairman
County of Russell
P.O. Box 1208
Lebanon, VA 24266

Lonzo Lester, County Administrator
County of Russell
P.O. Box 1208
Lebanon, VA 24266

Dear Mr. Breeding and Mr. Lester:

The 2017 Virginia Acts of Assembly (Chapter 836, Part 4-8.03) directs the Auditor of Public Accounts to establish a prioritized early warning system to identify possible local fiscal distress within localities across Virginia on an annual basis. Our office has developed criteria for a preliminary determination of fiscal distress based on the analysis of audited financial statement data and other qualitative factors. The result of this analysis is that each locality is given a score, called the Financial Assessment Model (or FAM) score. For those localities that receive a FAM score of 16% or less, we will notify the local governing body and chief executive officer of our preliminary determination. After this notification, the locality must decide whether to allow our office to perform further review. The review will focus on information related to budget processes, debt, borrowing, expenses and payables, revenues and receivables, staffing, and any other external variables contributing to a locality's financial position, to further determine the extent of potential fiscal distress. The objective of our additional review is to obtain an understanding of how the locality is responding to potential fiscal stress and policy or plans it has in place to move forward and improve.

After completion of our follow-up and review with the locality, the Auditor of Public Accounts will evaluate and make a determination of whether or not the locality may need further assistance from the state. The Auditor of Public Accounts will then formally notify the Governor, chairmen of the money committees, and the locality's governing body, in writing, concerning the specific issues or actions that would need to be addressed by state assistance or intervention. At that point, the process is administered by the Governor and chairmen of the money committees to develop a plan for state assistance and determine what that assistance might entail. Should

the locality decline any further follow-up and review from the Auditor of Public Accounts, our office will notify the Governor and chairmen of the money committees accordingly.

Your locality's FAM score for Fiscal Year 2016 did not meet our threshold. No further information or follow up is required for your locality at this time. However, we are attaching an assessment questionnaire for your use in the event that you would like to perform a self-assessment.

For more detailed information about the model and the financial ratios that we calculated for each locality, please see the attached Fiscal Distress Model Fact Sheet and the attached copy of the data and the results of the calculated ratio analysis for your locality.

Sincerely,



Martha S. Mavredes, CPA
Auditor of Public Accounts

cc: Ben Chafin, Senator
James Morefield, Delegate
Todd Pillion, Delegate

Fiscal Distress Model Fact Sheet

About the Model:

The Auditor of Public Accounts (APA) is using a model to calculate 10 ratios using audited data from the localities' CAFRs. The model ranks each locality's performance by ratio and converts this into a percentile ranking and uses an average of the percentile rankings to determine an overall Financial Assessment Model (FAM) score. The APA uses the FAM score to evaluate and make a preliminary determination for the need to follow up with the locality. The APA has set a cutoff, threshold point to perform follow-up procedures for fiscal year 2016, which is an overall FAM score of less than or equal to 16%. The APA will also select localities qualitatively based on significant trends or other information available. Please be aware that the model is not intended to be used as a 'scorecard' or to rank localities against each other. The FAM score's purpose is simply to provide our office with a threshold for making a preliminary determination if follow-up procedures are warranted.

About the Ratios:

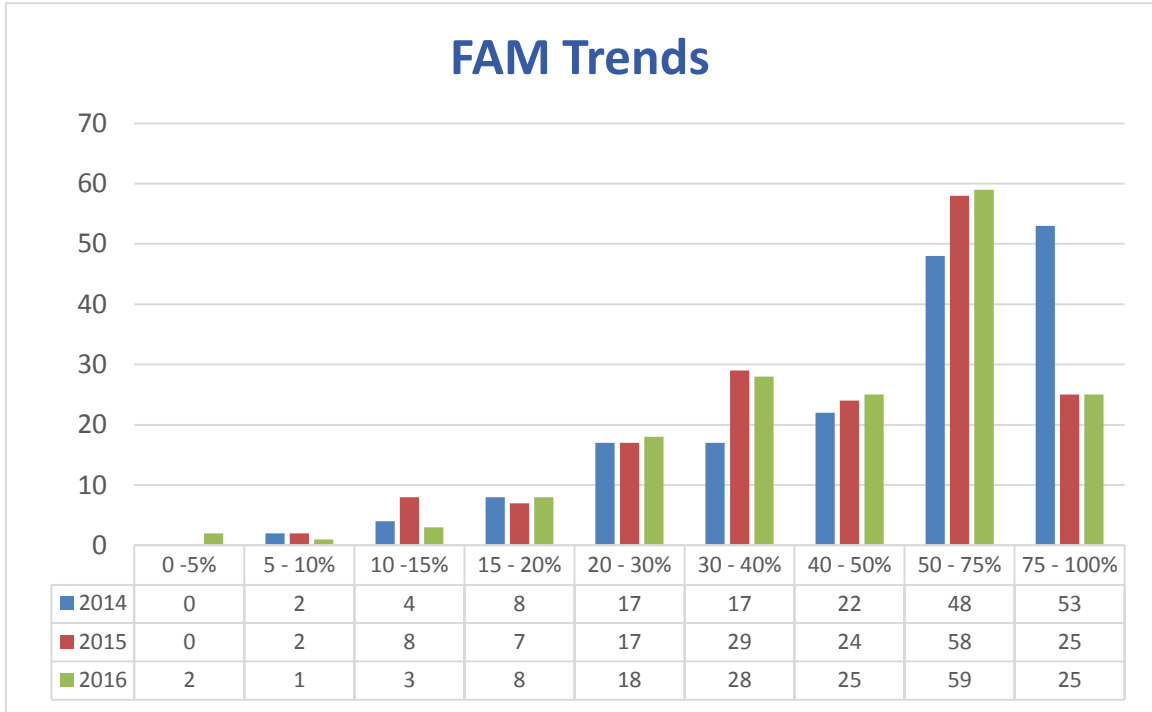
Based on Governmental and Business Type Activities funds in the Government Wide Statements:

- Ratio 1—Compared unrestricted reserves net of current liabilities to normal revenues - ability to make up revenue shortfalls
- Ratio 2—Compared unrestricted reserves to current liabilities - ability to pay current liabilities without need for additional revenue
- Ratio 3—Compared unrestricted reserves to total liabilities -ability to pay total liabilities without need for additional revenue
- Ratio 4—Compared revenues plus unrestricted reserves to expenses plus liabilities – ability to meet future obligations
- Ratio 5—Compared unrestricted net position to total expenses – ability to fund expenses in event of revenue shortfall
- Ratio 6—Compared total assets to total liabilities – measures the degree to which the assets are being financed with debt

Based on the General Fund Balance Sheet and Income Statement:

- Ratio 7—Compared liquid assets to total liabilities – ability to pay liabilities without needing additional revenues
- Ratio 8—Compared total expenditures to total liabilities – measure how well locality is paying its general fund bills
- Ratio 9—Compared assigned and unassigned fund balances to total expenditures – measures ability to fund expenditures from reserves in event of a revenue shortfall
- Ratio 10—Compared total fund balance to total revenues – measures sufficiency of reserves relative to revenue

For informational purposes, this graph shows the distribution of the FAM scores for all localities for the past 3 fiscal years:



various
comment
boxes
throughout

Locality Name	Locality Type	Year	GW Statement	GW Statement	GW Statement	GW Statement	GW Statement	GW Statement	GW Statement	GW Statement	GW Statement	Governmental	Governmental	Governmental	Governmental	Governmental	Governmental	Ratio	
			of Net Position	of Net Position	of Net Position	of Net Position	of Net Position	of Activities	of Activities	of Activities	of Activities	of Activities	of Activities	Balance Sheet- General Fund	Balance Sheet- General Fund	Balance Sheet- General Fund	Balance Sheet- General Fund	Statement of Revs, Exp, & Changes in FB- General Fund	Statement of Revs, Exp, & Changes in FB- General Fund
			Cash (Unrestricted)	Total Assets	All Other Current Liabilities	Total Liabilities (not including NPL)	Net Position Unrestricted (adjusted for effect of NPL)	Total Expenses	Charges For Se	Operating Gra	Capital Grants	General Reven	FFS Cash	FFS Total Liabil	(as applicable)	Total Fund Bal	FFS Total Reve	FFS Total Expe	Result
Russell	County	2016	6,333,268	38,157,586	3,672,796	15,918,018	7,322,376	32,689,577	430,589	10,616,989	61,200	21,885,025	3,328,865	797,336	7,477,330	7,477,330	31,483,441	31,376,094	24%
Russell	County	2015	6,653,659	39,763,438	3,753,474	17,368,511	6,668,701	31,861,030	468,117	9,648,228	-	23,434,666	3,290,467	684,749	7,617,999	7,617,999	31,417,211	29,447,379	24%
Russell	County	2014	7,072,472	40,019,993	4,028,317	19,017,716	5,794,296	33,337,001	445,727	8,991,231	320,311	23,631,657	3,594,350	862,197	6,094,448	6,094,448	31,291,693	30,410,763	19%

83rd VACo Annual Conference

November 12-14, 2017



You Are Invited

We will convene Nov. 12-14 for VACo's 83rd Annual Conference. Local officials, legislators, exhibitors and guests are expected to attend. The agenda will be packed with educational sessions and opportunities to discuss county concerns. A preliminary schedule is in this packet and additional details will be provided in VACo's newsletter *County Connections* and on the website at www.vaco.org. This is your meeting – your presence and input are important. We encourage you to register today!

VACo's 2018 Legislative Program

The development of VACo's 2018 legislative program is one of the most important components of the conference agenda. VACo's steering committees meet on Sunday and members discuss and adopt the final draft program. The full VACo membership will vote on the legislative program during Tuesday's business meeting.

Exhibit Hall

A vital part of the conference is the Exhibit Hall featuring companies and organizations offering products and services of particular interest to Virginia counties. Ask them what they can do for your county. Support our business partners, sponsors and exhibitors and make visiting the Exhibit Hall part of your conference experience.

Back this year – Early Bird Discount

Early bird discount is available for those who register before Sept. 30. Fill out the enclosed registration form and mail it with your check or credit card information to the address provided or fax to 804.788.0083. Online registration, including group registration, is available by going to www.vaco.org and clicking on the conference logo. Click on the 2017 Annual Conference Registration link and sign in with your e-mail address. Deadline for registration is Oct. 31. Registrations made after Oct. 31 will be charged a \$50 late fee. For questions or problems with online registration, contact Carol Cameron at ccameron@vaco.org.

Submitting Registration Forms

For your protection and to be in compliance with the PCIS (Payment Card Industry Security) guidelines, VACo cannot accept or process credit card information sent via email. You can still scan & email your registration form without the credit card number, just follow-up by calling 804.788.6652 with your payment information.

Refund policy

Cancellations may be made by sending requests in writing to ccameron@vaco.org no later than Oct. 31 (*no phone calls please*). All cancellations are subject to a \$50 processing fee which will be deducted from the refund amount. Refunds will not be issued for cancellations received after Oct. 31 or no-shows.

Wi-Fi Access

Wi-Fi is sponsored this year by AETNA and will be available throughout the conference areas. Log-in information will be posted.

Lodging

Hotel reservations are made directly with The Omni Homestead. Use the VACo room reservation form to receive the special conference rate. The Modified American Plan includes breakfast and dinner.

Alternative Lodging Information

Alternative lodging is available at nearby bed and breakfast inns and motels. VACo has prepared a list for your convenience. The list is general information only; VACo does not have agreements or special arrangements with any of the listed establishments.

Banquet Tickets

The banquet will take place on Sunday, Nov. 12. All conference attendees who are staying at The Omni Homestead may attend the banquet at no additional cost. Please indicate on your registration form if you will be attending the banquet. For those not staying at the hotel, banquet tickets are available for \$75 per person.

Golf Tournament

VACo will host a golf tournament in connection with the Annual Conference on Saturday, Nov. 11, at 11 a.m. Registration is \$75; rental golf clubs are available for \$75. Your golf handicap or average score is used by the golf pro to form teams or you can register as part of a team. The tournament fee is refundable if cancellation is received by Oct. 31. Notify VACo in writing to cancel. No-shows are not eligible for refunds. Substitute players will be accepted.

Guest/Spouse Activities

The Omni Homestead offers a wide variety of activities. Information is available at the Concierge Desk or at www.omnihotels.com/hotels/homestead-virginia.

Charging Station & Cyber Lounge

Sponsored by Nationwide Retirement Solutions. For your convenience, a charging station will be available in the Exhibit Hall in Booth 705. The charger works with Android and Apple products. Laptops will be set up for checking email or other work.

Questions? Call us at 804.788.6652

2017 CONFERENCE REGISTRATION

ATTENDEE INFORMATION		Please print or type.
FIRST & LAST NAME		
PREFERRED NAME TAG NAME		
TITLE		
COMPANY OR ORGANIZATION		
MAILING ADDRESS (street or P.O. Box)		
CITY/STATE/ZIP		
EMAIL (for confirmation/receipt)		
OPTIONAL - List 2nd email address to also receive copy of receipt:		
CONTACT PHONE	Area Code _____ - _____	

GUEST INFORMATION		<i>There is no additional fee charged for a spouse/guest.</i>
MY SPOUSE or GUEST NAME		
NO GUEST	<input type="checkbox"/>	(Check here if you are not bringing a guest to the conference.)

BANQUET INFORMATION		The Banquet is Sunday, Nov. 12, at 6:30 p.m.
Those who are staying at The Omni Homestead may attend the banquet at no additional cost. Please mark your choice below. Attendees staying elsewhere may purchase banquet tickets @ \$75 per person.		
YES, I PLAN TO ATTEND THE BANQUET	<input type="checkbox"/>	NO, I am not going to the banquet <input type="checkbox"/>
YES, GUEST PLANS TO ATTEND BANQUET	<input type="checkbox"/>	Guest is not going to the banquet <input type="checkbox"/>
Check here for VEGETARIAN	<input type="checkbox"/>	Other dietary request: _____

PAYMENT INFORMATION *** Early bird: Aug. 15 thru Sept. 30 *** <i>Early bird discount applies to registrations received by VACo by Sept. 30. A late fee of \$50 applies to any registrations received Nov. 1 or later.</i>	EARLY BIRD	Regular Registration	Late Fee	TOTALS
	Before Sept. 30	Oct. 1 thru Oct. 31	Nov. 1 & After	
Member Conference fee (County Members and Associate Members)	\$225	\$250	\$300	
Non-Member Conference fee	\$250	\$275	\$350	
Banquet Ticket (for those not staying at The Omni Homestead)	\$75	\$75	\$75	
 VACo's Annual Golf Tournament, Saturday, Nov. 11 [Golf handicap or Average Score is: _____]	\$75	\$75	\$75	
 Rental Golf Clubs for the tournament	\$75	\$75	\$75	
 VLGMA Networking Luncheon, Monday, Nov. 13	\$55	\$55	\$55	
*Please note that payment is due at the time of registration. VACo does not invoice for conference registration fees.				GRAND TOTAL

CREDIT CARD PAYMENT OPTIONS - For your security, FAX or mail only	
Check one: <input type="checkbox"/> American Express <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	
Card Number: _____	Exp. Date _____ / _____
Name as it appears on card: _____	
Authorized Signature: _____	
Email for credit card receipt: _____	

 Fax completed form to: 804.788.0083

Questions? Call us at 804.788.6652

CHECK IS ENCLOSED

Make checks payable to VACo. Mail check with completed registration form(s) to:
Virginia Association of Counties, 1207 E. Main St., Suite 300, Richmond, VA 23219



VACo's 83rd Annual Conference

Preliminary Schedule

November 12-14, 2017

Saturday, November 11

- 11 a.m. VACo Annual Golf Tournament
(Ticketed Event)
- 3 p.m. Budget Committee
- 5 p.m. VACORP Board of Directors

Sunday, November 12

- 7:30 a.m. Non-Denominational Service
- 8:00 a.m. Exhibitor Set-Up
- 9 a.m. VACo Board of Directors
- 10 a.m. VACORP Business Meeting
- 10 a.m.-5 p.m. Conference Registration
- 12:30-5 p.m. Exhibit Hall Opens
- 1-4:15 p.m. Steering Committee Meetings
- 1-4:15 p.m. Coffee Break
- 2-5 p.m. Football and Refreshments in the Exhibit Hall
- 4:30 p.m. Regional Caucuses
- 5:30-6:30 p.m. Opening Reception
- 6:30 p.m. VACo Annual Banquet
(Ticketed Event)
- 9 p.m. DJ in DownTime

Monday, November 13

- 7:15 a.m. Resolutions Committee
- 8 a.m.-2 p.m. Conference Registration
- 8:00 a.m. Exhibit Hall Opens
- 8:30 a.m. Opening General Session
- 9:45 a.m. Coffee Break
- 10 a.m. Concurrent Sessions
- 11:30 a.m. Concurrent Sessions
- 12:45 p.m. SunTrust Deli Lunch
- 12:45 p.m. VLGMA Luncheon
(Ticketed Event)
- 1 p.m. Credentials Committee
- 2 p.m. Free Time in Exhibit Hall
- 2:30 p.m. Exhibitor Mini-Drawing
- 2:45 p.m. Concurrent Sessions
- 4 p.m. High Growth Coalition Meeting
Rural Caucus Meeting
Nominations Committee Meeting
- 5:45-7 p.m. President's Reception
Robinson Farmer Cox
- 9 p.m. DJ in DownTime

Tuesday, November 14

- 9 a.m. Closing General Session
- 10:15 a.m. Coffee Break
- 10:30 a.m. Business meeting, followed by Exhibitor Drawing and Adjournment

Details are subject to change. Please check Conference Program Booklet in registration bag or the cell phone conference app for updated information.

MOUNTAIN MOVERS

“MOVING MOUNTAINS IN RUSSELL COUNTY”

MATTHEW 17:20

October 16, 2017

6:00 PM – 8:00 PM

Russell County Conference Center

139 Highland Drive

Lebanon, VA 24266

We are asking for at least one representative from each church in Russell County to attend our meeting.

If you are interested in learning more about opportunities to make a difference in our communities, please attend and see what you can do to make a difference.

**Please RSVP by no later than October 12 by contacting
kaylin.ervin@russellcountyva.us**

Refreshments will be provided.



From: [Blaese Baker](#)
To: terry.mcreeynolds@russellcountyva.us; lonzo.lester@russellcountyva.us
Cc: [Eddie Starr](#); [Joe Kochendarfer](#); [Brian Mural](#); [Blaese Baker](#)
Subject: Pictometry Fall Flight - Russell County, VA - Flight 3 of 3
Date: Tuesday, September 26, 2017 10:11:31 AM

Dear Terry,

It was a pleasure speaking with you and I look forward to working with you on your upcoming flight. I have included your trainer on the email thread in case you have any questions about training. Brian handles all of the accounts in Virginia and is a great resource!

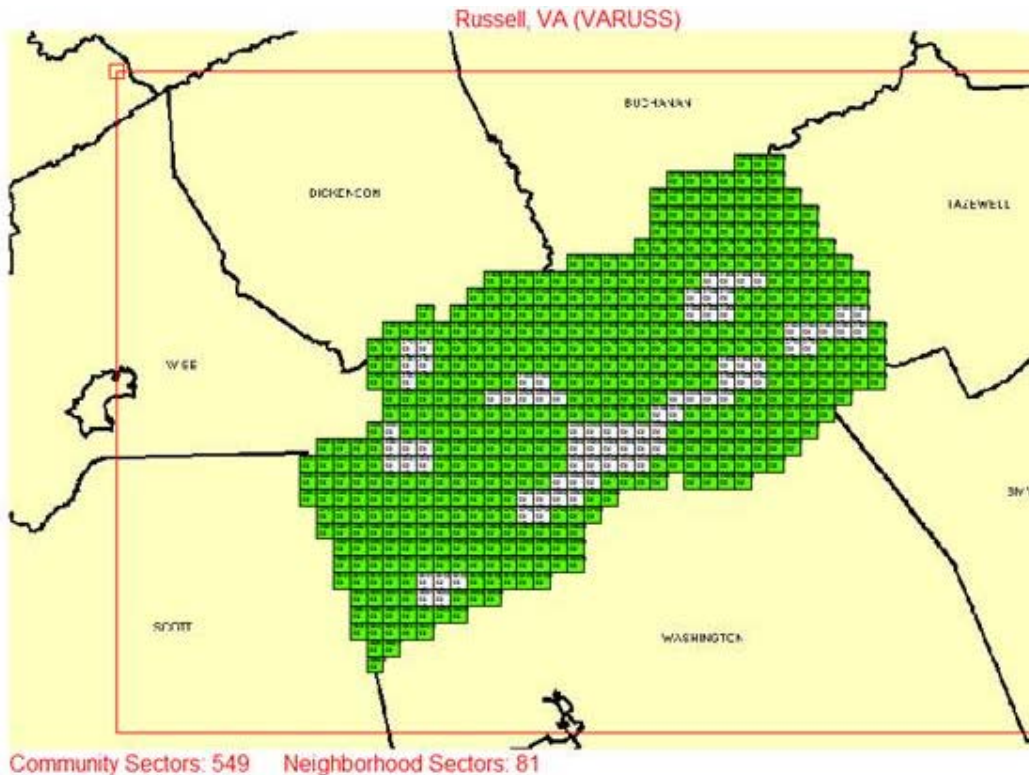
You will find all of the information we covered during the phone conversation attached below. Just a reminder, you will receive a free 9" upgrade for the community imagery. If you see anything that is incorrect please let me know. Also, at the bottom of this email you will find my contact information. Please feel free to call me with any questions or concerns you have in the future.

Thank you,

Blaese

Contracted GSD – 4" – N5 81 Sectors and 9" – C5 549 Sectors

Library and Deliverables: Standard, Connect



Ship to -

Terry McReynolds
137 Highland Drive
Lebanon, Virginia 24266
(276)-889-8000
terry.mcreynolds@russellcountyva.us
lonzo.lester@russellcountyva.us

Elevation Data: NED

Tile File Format: JPG

1M – JPG

Tile Projection:

CoordSys US State Plane 1983
CoordZone Virginia Southern Zone
CoordDatum North American Datum 1983
CoordUnits US Survey Feet

Area-wide Mosaic Format: ECW

Area-wide Mosaic Specifications:

1 M - County Wide – ECW

Project season assigned:

We try our best to accommodate requests on start time as much as possible; however, our schedules are subject to weather, cloud cover and atmospheric conditions which may affect ferry or capture schedules. **Your flight is scheduled to start approximately early to mid-December to Late December.**

Flight capture:

Milestones within the capture include the Capture Start, Scheduled Flight Plans Complete, and Done Flying. Scheduled Flight Plans Complete means that a first pass on all flight plans has been completed. As the imagery from these plans comes in house, our Processing Department reviews the imagery for quality and completeness. If any re-flies are necessary, those plans will be completed and the project will be called Done Flying. I will notify you at all of these milestones.

Processing and Final Prep:

Once capture is complete on a standard project, we expect 30-60 days of processing time until your standard project is ready for delivery. Additional time will be necessary if there are additional products included in your delivery. After the imagery is processed it is handed off to the Customer Support Department for final checks and delivery/deployment preparation. Brian will be the technical trainer assigned to the project at that time. He will become another point of contact for you, particularly for all things technical during and after deployment.

Best Regards,

Blaese Baker
Operations Project Manager

O: 585-487-1568 Ext: 4168
C: 585-730-9841
E: blaese.baker@eagleview.com





September 29, 2017

Lonzo Lester
Russell County Administrator
137 Highland Drive
P.O. Box 1208
Lebanon, VA 24266

First Bids were in the \$393,708 range and rebid and negotiated to \$208,606.60 max. The 2019 Reassessment Contract lower than the 2013 Reassessment Contract of \$10.75 per parcel.

Dear Mr. Lester,

Thank you for meeting with me last Thursday to discuss the upcoming 2019 Russell County reassessment. Pearson's Appraisal Service, Inc. understands that Russell County would like a price per parcel for a review of all 23,308 tax cards. This County-wide review would consist of only using the County's current oblique photography provided by Pictometry. Pearson's staff will inspect each tax card in the office using Pictometry. If discrepancies are noted and can be measured by the measuring tool in the county's Pictometry system, the record will be corrected in office without a field visit. If the tax record has multiple changes needed that can't be completed using Pictometry, then Pearson's staff will correct these parcels with an onsite field check. The County will use their own software to compare the old Pictometry photos to the new photos, and this comparison will be delivered to the County around November of 2017. For parcels that have been flagged by the County's software as having an additional building added since the last flyover, Pearson's staff will perform a field visit to list all improvement data. Pearson's estimates fewer than 400 onsite visits.

Pearson's Appraisal is pleased to submit the following proposal cost to conduct reassessment services:

Cost **\$8.95** per tax card using in-office Pictometry review.

Total contract cost not to exceed **\$208,606.60** based on **23,308** property tax cards.

The price per tax card will not include any clerical work performed by Pearson's Appraisal Service during the Board of Equalization appeals. We agree to make our project supervisor or an experienced appraiser available as needed to assist with the Board of Equalization appeals. Pearson's Appraisal will be able to include ample appraisal staff, including clerical, for all informal appeals. Thank you for taking the time to clarify what services are needed to assist Russell County in your upcoming 2019 Reassessment.

Sincerely,

Fred W. Pearson

RESPONSE TO REQUEST FOR PROPOSAL
FOR RUSSELL COUNTY 2019
REASSESSMENT

REVISED



SUBMITTED BY: PEARSON'S APPRAISAL SERVICE, INC.
FRED PEARSON
September 29, 2017



September 29, 2017

Lonzo Lester
Russell County Administrator
137 Highland Dr.
P. O. Box 1208
Lebanon, VA 24266

Dear Mr. Lester and Members of the Board:

I am pleased to revise our proposal on behalf of Pearson's Appraisal Service, Inc. for real estate appraisal services associated with the upcoming 2019 Russell County reassessment. Pearson's Appraisal Service, Inc. (PAS) has been a leader in mass appraisal in Virginia, North Carolina, and Georgia for over 35 years by successfully completing over 190 turn-key projects and appraising over 2,500,000 properties.

The enclosed bid is to provide a Pictometry office review of the existing tax cards. We have completed projects using Pictometry for desk top reviews then field visited the properties that required an on-site inspection.

As you may know, we have just completed a success reassessment project for Wythe County and in the past, we have completed projects for Dickenson, Wise and Lee Counties. We are very familiar with your local real estate market and the surrounding areas.

For staffing your project, I am proposed to serve as Project Manager of the reassessment project and I am a Virginia Licensed General Appraiser as well as a certified Professional Assessor. Kenning Billings will serve as our Project Supervisor in charge if day to day operations of the reassessment office. Tommy Taylor with assist with the desktop review. All proposed staff appraisers have years of experience in mass appraisal. Our resumes are included in the proposal.

If you have any questions or concerns with any of the information provided, please do not hesitate to contact me. I thank you for the opportunity to submit this proposal for the performance and completion of appraisal services related to the upcoming 2019 reassessment. I appreciate the time the you, Randy Williams, and Steve Breeding took to speak with me to discuss the project.

Our firm is experienced in providing the services requested and we understand the scope of work. We are prepared to begin the project within thirty (30) days of the award or when the new Pictometry images are available.

Our method of reassessing property compiles with industry and the International Association of Assessing Officers (IAAO) standards for mass appraisal.

Sincerely,

Fred W. Pearson
Owner/ Manager, Pearson's Appraisal Service, Inc.

Pearson's Appraisal Service, Inc.
PO Box 36404 - Richmond VA 23235
(888) 573-2276
<http://www.pearsonsappraisal.com/>

Company Profile

Pearson's Appraisal Service, Inc. has been successfully providing appraisal services to Virginia and North Carolina counties and municipalities for the past 35 years; performing equitable revaluations and assisting tax offices with a variety of appraisal services. With our large staff of professional appraisers, we are able to provide assurance to our clients that their revaluation project is completed in a timely manner by experienced personnel.

Our success in the field of appraising can be greatly attributed to our dedicated and competent appraisal staff. We currently staff over 35 employees, many specializing in specific roles in the reappraisal process.

Bob and Fred Pearson are well respected within the mass appraisal industry for their hands on approach and personal attention they give to each project, solution, and client. Fred W. Pearson is licensed as a Virginia and North Carolina Certified General Appraiser and together with Robert Pearson, Jr. they incorporated their appraisal company in 1981 in the states of Virginia and North Carolina. Since our incorporation, we have completed over 190 turn-key appraisal projects and have appraised over 2.5 million parcels.

Our company's experience with the use of computer assisted mass appraisal systems (CAMA) continues to grow with the number of contracts Pearson's Appraisal Service is awarded. CAMA systems vary from one locality to another and likewise, our appraisers have become adept users of a number of computer systems. They also receive support from our IT staff which has years of industry specific experience.

Pearson's Appraisal Service strongly believes in providing high quality and comprehensive appraisal services. We strive to maintain at all times ethical and professional standards. Our managers and owners are active members of the International Association of Assessing Officers, the Virginia Association of Assessing Officers, the North Carolina Association of Assessing Officers, the Georgia Association of Assessors, and the Pennsylvania Association of Assessors.

Our company is an Equal Opportunity Employer.

COST PROPOSAL FOR REASSESSMENT SERVICES


Lonzo Lester
Russell County Administrator
137 Highland Dr.
P. O. Box 1208
Lebanon, VA 24266

Dear Mr. Lester:

I am pleased to submit the following proposal cost to conduct reassessment services:

Cost: \$ 8.95 per parcel to conduct a desktop review and visit up to 400 properties
as described herein

Any parcels over the estimated number of real estate parcels count of 23,308 tax cards will
be charged at the same rate of \$ 8.95 per parcel.


Fred W. Pearson, Co-Owner
Pearson's Appraisal Service, Inc.
PO Box 36404
Richmond, VA 23235
888-573-2776
September 29, 2017

Clarifications of Project Responsibilities

County/City	Russell County	Effective Date	01/01/2019
# Parcels	25,077	Begin Date	September 2017
% of Market	100%	Completion Date	December 31, 2018
Contact Name	Lonzo Lester	Cycle in Years	6
Contact Title	County Administrator	Existing CAMA system:	Bright/BAI
Contact Email/Tel	lonzo.lester@russellcountyva.us	Board of Assessors?	No
Requirements per RFP	DUE August 4, 2017 by 3:00 PM	GIS?	Yes
Task	County	Pearson	Additional Notes
Clerical		X	Clerical concludes with signing Land Book
Data Entry		X	
PRC's	X		
Office Space	X		
Office Supplies	X		
Telephone/Internet	X		
Printing Expenses	X		
Computer Hardware	X		
Insurance		X	
Owner Notification Cards			
Public Relations	X	X	Joint
New Construction	X	X	
Digital Photos			None
Mobile Homes			
Bond		X	
Construction Cost Analysis		X	
Market Analysis/Sales Study		X	
Income Approach		X	When Applicable
Forms	X		
Appraiser Manual		X	
Informal Appeals		X	
Prepare Notices		X	
Postage	X		
Reassessment Book		X	
BOE Appeals		X	As needed
Clerical for BOE	X		Clerical concludes with signing Land Book
Other Courts		X	Three years
Other Cell Towers		X	



**RUSSELL COUNTY
VIRGINIA
REQUEST FOR PROPOSALS
(RFP)**

General Reassessment of Real Property

The County of Russell, Virginia is soliciting proposals from qualified firms to provide services to complete the 2019 General Reassessment of Real Property in the county. The General Reassessment must be completed in accordance with Section 58.1-3252 of the Code of Virginia, 1950, as amended. Proposals will be received by the County Administrator, Government Center, 137 Highland Drive, P.O. Box 1208, Lebanon, Virginia 24266 until 3:00 P.M. on August 4, 2017 at which time proposals will be opened. Proposals shall be clearly marked on the outside envelope: "Russell County General Reassessment of Real Property RFP." It shall be the proposer's responsibility to determine their method of transmittal such that their proposal will arrive in the County's office prior to the scheduled deadline. A copy of the RFP at Lonzo.lester@russellcountyva.us. The request for proposals, the awarded proposal, and negotiated agreement will be become part of the contract documents. Any questions concerning the RFP, please call 276-889-8000.

RUSSELL COUNTY VIRGINIA



Request For Proposal (RFP)
for
General Reassessment Services

Issue Date: June 25, 2017
Revised Proposal Due Date and Hour: September 25,
2017 at 3:00 PM

Russell County Board of Supervisors
137 Highland Drive
P.O. Box 1208
Lebanon, VA 24266

COUNTY OF RUSSELL, VIRGINIA

ISSUE DATE: June 25, 2017

General Reassessment Services
(TO BE COMPLETED AND RETURNED)

GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Lonzo Lester, County Administrator, Phone: (276) 889-8000; faxed to (276) 889-8011, or e-mail: lonzo.lester@russellcountyva.us.

DUE DATE: Sealed Proposals will be received until **August 4, 2017**, up to and including **3:00PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: **Russell County Administration, 137 Highland Drive, P.O. Box 1208, Lebanon, Virginia 24266.**

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Name (print) <i>Pearson's Appraisal Service</i>		Federal Taxpayer Number (ID#) <i>54-1151204</i>	Contractor's Registration <i>SCCID 02219228</i>
Business Name / DBA Name / TA Name and Address <i>Pearson's Appraisal Service, Inc.</i>		Payment Address <i>P.O. Box 36404 Richmond, VA 23235</i>	Purchase Order Address
Contact Name/Title <i>Fred W Pearson</i>		Signature (ink) <i>Fred W Pearson</i>	Date <i>9-29-17</i>
Telephone Number <i>Cell 804-564-9393</i>	Fax Number <i>office 804-560-9200</i>	Toll Free Number <i>1-888-573-2776</i>	E-mail Address <i>PearsonFW@msn.com</i> <i>PearsonFW@msn.com</i> <i>Pearsonsappraisal@gmail.com</i>

NOTICES

Copies of the Proposal Documents may be obtained at the County Administrator's Office located in the County Office Building 137 Highland Drive, Lebanon, Virginia at no charge. The RFP may also be requested with Lonzo.lester@russellcountyva.us.

This service is being competitively offered to comply with the requirement that the County obtain a general reassessment of all real property no less frequently than every six years and December 31, 2018 will complete the current six-year cycle.

Inquiries regarding this solicitation should be directed to Lonzo Lester, County Administrator at E-Mail: lonzo.lester@russellcountyva.us.

SCOPE OF SERVICES

The purpose of this RFP is to establish a contract with a qualified firm, hereinafter called the "Contractor" to provide data collection services for all real estate parcels in Russell County, Virginia. The Contractor shall be properly licensed by the Virginia Department of Professional and Occupational Regulation's Appraisal Board. The collection of data shall be provided with an emphasis on accurately reviewing, and describing each of the approximately 22,308 parcels of land in the County. At a minimum, the Contractor will either (1) use Pictometry to evaluate, measure, inspect and record data from each parcel for which Pictometry is available or (2) physically visit, inspect, and record data from each parcel for which Pictometry is not available. The Contractor shall always be expected to perform their services in a professional manner that promotes exemplary public relations.

Basic work to be performed by the Contractor:

Personally inspect each parcel of property in the County (either through Pictometry or through site visit), digitally recording its ownership, physical address, the property lines, all improvements, signs, tanks, portable structures, etc. and any other elements of value.

During physical site visits, make a complete exterior and reasonable interior inspection which will include measuring and sketching each residence and all other buildings to the nearest tenth of an inch. Measure all site improvements. Digitally photograph the front and rear of each residence, including mobile and manufactured homes, and any other improvements that exist on the property.

COUNTY OF RUSSELL

General Reassessment Services

I PURPOSE: The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiation with a professional appraisal firm to complete a general reassessment of real estate in the County of Russell, Virginia herein after referred to as "County."

II BACKGROUND:

- A. **General:** The County is located in Southwest Virginia. The County is governed by an elected seven member Board of Supervisors who appoints a County Administrator.
- B. **Specific:** Russell County is approximately 477 square miles and has approximately 33,074 Pictometry parcels which includes: 22,308 real estate parcels; 891 Mineral parcels; 2,719 mobile home parcels, and 878 non-taxable parcels. The last general assessment began in 2011 and was effective January 1, 2013. The Commissioner of the Revenue is Randy Williams.

III STATEMENT OF NEED: The County desires the services of a Contractor that can provide a complete reassessment of all property within Russell County, Virginia, and the classification of all real property in accordance with State requirements, excluding public service properties. Values shall be at one hundred percent (100%) of fair market value as required by the laws of the Commonwealth of Virginia.

Offerors are being requested to provide line item pricing, breaking down and defining each component/item. The Contractor must be able to use the County's computerized property valuation system. The County will provide computer hardware, access to the County's software, and office space. Offerors are requested to include a per parcel rate to be used for invoicing purposes if the Contractor completes more or less parcels than listed in the above total. Offerors are requested to include a "not to exceed" price to complete all work for this project.

Pearson's Appraisal Service, Inc. has provided a per parcel price based on the estimate of 23,308 tax cards.

IV REQUIREMENTS:

A. Contractor Requirements:

1. **Tasks:** The Contractor, as a minimum, will be responsible for the following requirements. Each Offeror is requested to submit their proposal methodology, operational plan, and pricing, outlining how each of the following requirements will be performed. Offerors are requested to include their definition of each of these components.

- a) Project Planning.

The Project Manager and Project Supervisor will meet with the County Assessor to develop a project plan that fits with the County Assessor's vision of how the project shall be completed. The plan will include geographic areas of the county, staff requirements, production necessary for a timely completion, quality control measures and internal and public relations among any other task the County Assessor would like to add to the project plan.

- b) Perform Market/Sales Data Analysis/Calibrate Cost/Depreciation Tables.

Perform market/sales data analysis.

Pearson's Appraisal Service, Inc. (PAS) will perform the appropriate comprehensive sales data analyses prior to the appraisal of any real property. Our analyses shall include qualified sales and transactions from the various classes of real property found in the County and shall take into account the difference in geographic areas. We will provide pertinent data regarding these transactions to the County and we will work with the County on the format of the report.

Calibrate Cost/Depreciation Tables.

PAS will reference Marshall & Swift Valuation service for construction costs and compare these costs to known building costs Russell County. This manual will be available to the County's Assessor during the revaluation project, and will be left with the County Assessor at the completion of the project.

- c) Field Work/Data Collections.

1. On Site Visits to properties is required to for the collection of field data of all residential & commercial properties, taxable and nontaxable.

After the properties have been reviewed in the office using the Pictometry images Pearson's Appraisal Service, Inc. agrees to conduct on site visits to certain properties using the county's tax data. When a property is flagged as needing an on site review, the field appraiser will knock on the door and if no one is home an owner notification card will be left. If an adult is at home the data characteristics can be verified. This approach keeps the data collection phase moving along and a more experienced appraiser can visit the property to correct or list what is found. Most properties do not change over the six (6) year reassessment cycle.

2. Data entry of all missing fields and update information into county computer system.

Pearson's staff will enter the necessary data entry changes into the BAI software.

3. General values and perform statistical analysis.

Throughout the project, PAS will conduct sales ratio studies against proposed values to qualified sales. We will also use the reports in the existing BAI software to perform statistical analysis as the project progresses.

- d) Evaluation Review & Proofing.

As a part of all reassessment projects, we conduct quality control checks throughout the project. We also use reports such as percent increase to find data entry or valuation errors. We will work with the county to utilize the BAI reports to review and proof the proposed values.

- e) Monthly Status Reports for County.

It is always a good idea to meet at least monthly on projects of this size and scope. Our project supervisor will prepare a monthly status report in a format agreeable to the county and meet with the county to discuss any areas of concern and monthly accomplishments.

- f) Preliminary Evaluation.

Later in the project we will provide preliminary values to the county with a sales ratio report to measure level of assessment using the preliminary values. The county will provide feedback before the notices of new value are mailed to property owners or property managers.

- g) Informal Assessor Hearings.

Most of our projects included the informal hearings. We will work closely with the county to meet with any property owner that wishes to discuss their change in value. Most of the informal appeals opportunities include mailing in an appeal, telephoning in an appeal and speaking with an appraiser, or coming in to the office to meet face to face with an appraiser. We can provide whatever type of informal appeal setting the county desires. We are committed to providing ample staff to hear the informal appeals in a short period of time.

- h) Formal Hearings with Board of Equalization.

We agree to make our project supervisor or an experienced appraiser available as needed to assist the Board of Equalization.

2. **Schedule/Time frame:** Offerors are to state their proposal schedule for completing the tasks as outlined above. The entire reassessment process must be completed by December 31, 2018. All fieldwork and preliminary appeals must be completed and complete reassessed values must be to the Board of Equalization (BOE) upon their appointment. The 10% retainer will be withheld if all work is not finished by December 31, 2018.

Project Planning completed by November 1st and updated throughout the project as needed.

Perform Market/Sales Data Analysis/Calibrate Cost/Depreciation Tables. Sales study completed by December 1, 2017

and updated throughout the project and tested against new value tables. Calibrate Cost/Depreciation Tables using Marshall and Swift pricing guide when available in 2018 for 2019 costs. Tables will be tested and calibrated as needed until project values are tested and deemed complete by Pearson's and the County.

Limited Field Work/Data Collections. Complete by August 2018.

Evaluation Review and Proofing. Complete by September 15, 2018.

Monthly Status Reports for County. Begin December 1st and continue throughout the project.

Preliminary Evaluation. All values are preliminary as the project progresses. Final values are available after all the market sales are qualified, ratio reports are run and reviewed, and final quality control measures are taken such as the out of range value review. Completion by September 15, 2018 and mail notices by October 1, 2018.

Informal Assessor Hearings. Hearings complete by December 1, 2018.

Formal Hearings with Board of Equalization. As scheduled by the County and our project supervisor or an experienced appraiser will attend as needed.

THIS SCHEDULE IS BASED ON THE PICTOMETRY IMAGES BEING AVAILABLE IN NOVEMBER 2017. If oblique images are not available Pearson's will work with the County to revise the schedule as necessary.

3. **Delays:** The Contractor will not be held responsible for any delays resulting from hardware or software failures caused by the County.
4. **Sales Data:** The Contractor will complete a comprehensive sales analysis prior to the appraisal of any real property in the County. This analysis will contain sufficient number and variety of valid real estate transactions to establish a basis of comparability. Pertinent information regarding these transactions will be recorded in a format agreed upon by the contractor and the County, and the results will be presented to the County as agreed upon in their Contractor's proposed Time frame as accepted by the County. This sales analysis will be available for public inspection and shall become the property of Russell County at the completion of the reassessment. This work will be ongoing to include valid sales up to September 2018.
Pearson's Appraisal Service, Inc. (PAS) will perform the appropriate comprehensive sales data analyses prior to the appraisal of any real property. Our analyses shall include qualified sales and transactions from the various classes of real property found in the County and shall take into account the difference in geographic areas. We plan to have the notices of new value ready by October 1st and we will include sales through August 31st. We will provide pertinent data regarding these transactions to the County and we will work with the County on the format of the report.
5. **Sales and Feature Tables:** The reassessment will be conducted using the County's computerized property valuation system. The program value over rides will not be allowed. The Contractor will be required to become sufficiently familiar with this system in order to update the system.
We are familiar with the Bright and Associates or BAI appraisal software and we will update the county's records as necessary during the project.
6. **Appraisal Cards:** The County will provide field appraisal cards. The cards will be provided at the beginning of the project and all appraisals will be recorded using these cards. The cards shall show factors upon which value is based, such as, construction, age, size; condition, depreciation, of each building or structure. The cards may also contain an outline or sketch of all major building improvements and will also display pricing data for each building along with the owner's name, address, legal description and map number. Some data required by the county system may not be included on the cards. The Contractor will be required to gather this data as part of their fieldwork. Clerical staff, under the supervision of the contractor, will be responsible for updating the County's assessment data files, and new values will be generated solely from the computerized assessment system. County reserves the right to periodically check Contractor's work for accuracy and conformance with County's requirements.
Pearson's will use the existing county property records as the basis for the 2019 reassessment.
7. **Mobile Homes:** The County will provide field record cards for all mobile homes assessed in the County. The location shall be identified by tax map number and/or site address. Mobile homes must be appraised by the contractor. The Contractor shall provide the County with a monthly report indicating those mobile homes that are not found. The Contractor shall also generate a new field appraisal card showing the make, size, condition, estimated model year of manufacture, owner, site address, tax map number of any mobile homes found by the Contractor that have not been placed on record by the County at the time of the contractor's field inspection. Copies of these new field appraisal cards shall also be provided to the County on a monthly basis.
Our project supervisor will work with the Commissioner of the Revenue to best understand and comply with the appraisal of existing mobile homes and how to add or delete mobile home records as needed. Pearson's appraises mobile homes in almost all of our projects and we will work to get the best inventory of existing mobile homes in Russell County using the oblique Pictometry images.
8. **Residential Properties:** The contractor shall complete an exterior inspection of each residence. The inspector will

confirm, correct, or gather information to complete all information requested on the field appraisal cards, including the exterior dimensions which produce the sketch. The Contractor will observe and adjust for such factors as exterior condition, physical depreciation, functional and economic obsolescence, and general quality of construction. All information so gathered shall be recorded on the field appraisal cards.

Pearson's plans to conduct a desk top review of the real estate improvements using the county's Pictometry oblique images. When a property differs from what is on the tax record and we are unable to update the tax card record from the desktop review, we will conduct an onsite inspection of the improvements. Our experienced appraisers will collect all the appropriate data and measure as necessary to produce a sketch of the major improvements.

9. **Farm Properties:** The Contractor will confirm, correct, or gather information to complete all fields on the field appraisal cards, including the exterior dimensions which produce the sketch. All farm buildings and structures will be noted as additional features on the card, and these improvements shall be appraised at their fair market value.

Farm properties will be appraised in the same manner as number 8 above.

10. **Commercial Properties:** The Contractor will confirm, correct or gather information to complete all fields on the field appraisal cards. To the extent that such information is available replacement cost, less any physical depreciation, functional or economic obsolescence; income and expense data; and market data will be used in combination to assist in appraising with the property. The Contractor shall review and update the improvements.

Income and Expense forms will be mailed to the owners or managers of apartments requesting income and expense data.

11. **Apartments:** All apartments of four or more connected dwelling units designed or redesigned for rental occupancy and all groups of apartment buildings are to be classified as apartment property.

12. **Industrial Properties:** Industrial plants shall be appraised in the same manner as other commercial properties. All yard improvements shall be listed individually and a sketch shall be made and shown in their proper location and size with the name of the building as known to the industry shown. The Contractor will confirm, correct or gather all information necessary.

We will update the county's sketches as necessary and review all the data characteristics.

13. **Tax Exempt Properties:** The Contractor will confirm, correct or gather information to complete all fields on the field appraisal cards. To the extent that such information is available replacement cost, less any physical depreciation, functional or economic obsolescence; will be used in combination to assist in appraising tax exempt properties.

We will review the tax exempt properties using the Pictometry images.

14. **Mineral Rights and Mineral Lands:** The Contractor will confirm, correct, or gather information to complete all fields on the field appraisal card.

Our project supervisor will work with the Commissioner of the Revenue to plan to review of mineral rights and mineral lands.

15. **Cell Towers:** Cell towers shall be appraised at market value in the same manner as Commercial properties using acceptable appraisal standards. The County will provide the contractor with a listing of cell towers that differentiate between those towers assessed locally and those towers assessed by the SCC.

Most of our recent projects have included the appraisal of cell towers. We have contacts in the cell tower industry to assist as needed with the evaluation of cell towers located in Russell County.

16. **New Construction/Property Splits/Boundary Adjustments:** The Contractor shall coordinate efforts with the County Assessor in appraising new construction, additions, property splits, and boundary line adjustments. Every reasonable effort will be made to ensure that this function is not duplicated by the firm or by the jurisdiction or omitted by both. The proposal shall include an estimated deadline for completion of new construction by the Contractor.

In our experience, it can take a few months for an improvement to be finished at a taxable level from new construction permits. We will work with the county to determine a cut-off date for new construction for the 2019 project. We could suggest permits issued by August 1st would be field reviewed in November or after the improvement passes a certain level of inspection such as the framing inspection. We can finish all 2018 new construction permits by the end of February.

17. **Notification:** Residents will be notified, either in person or by printed material left on the property when their dwelling/property is inspected by an appraiser. Printed material must indicate a contact person's name with a listed phone number indicating where to reach the appraiser.

If Pearson's needs to visit a property and no adults are at home, we can leave an owner notification card and request a call back to verify the information we needed but were unable to ascertain from an exterior inspection.

18. **Contractor Qualifications and Personnel:** The County shall have the right to review and approve all personnel involved in the appraisal of real property in Russell County. It should be noted that all appraisers serve at the discretion of Russell County and the terms of the final contract between the contractor and the County of Russell shall clearly

empower the County to remove unsatisfactory appraisers from the project. The Contractor shall meet qualifications and criteria established for such work by the Commonwealth of Virginia.

- a) The Contractor must employ a sufficient number of qualified and experienced employees, at all times, to perform the work expeditiously on a timely and controlled basis. Complete instruction and direction of all members of the personnel connected with the reassessment shall be supplied by the Contractor. (Offerors are requested to include in their proposal the names and qualifications of individuals that will be working on this project).

Please see our resumes included in this response.

- b) The Contractor shall make personnel available on-site during normal working hours in the office provided by the County.

Our office personnel will be in the office during normal working hours conducting the desktop review.

- c) No employee of the Contractor is to be deemed an employee or agent of the County and is not entitled to any benefits from the County. The Project Manager in charge of this appraisal program and other key personnel shall not be transferred away from the County and the work to be performed under this contract, or shifted, or replaced, without the written consent of the County having been first obtained. The County has the right to approve or reject all personnel working on the project.

- d) All field personnel shall display a personal identification badge that shall include name, photograph, company name, County name and employee's title and signature.

In most of our projects the county issues our staff identification badges for both identification and access to county office buildings. We agree to wear our badges while working on the project.

- e) All field personnel shall be employees of the Contractor. The County Assessor, including any assistants, will work closely with the Contractor's employees.

In our experience, the closer our staff works with the county staff the better the project outcome. We will work diligently to have a great working relationship with the county staff, county leadership, and the property owners of Russell County.

- f) The Contractor's appraisal personnel responsible for final values should preferably have a minimum of three (3) years of experience in providing services similar to our requirements. Other field personnel not responsible for actual values, may be employed at the discretion of the contractor, without the 3 year experience requirement.

Pearson's agrees to this stipulation and most all of our appraisers' well exceed the 3 year requirement.

- g) The Contractor shall provide the name, title, address, e-mail address and telephone/facsimile number of the primary contact for our account if awarded the contract.

Fred Pearson, Co-Owner Pearson's Appraisal Service, Inc., P. O. Box 36404, Richmond, VA 23235 888-573-2276. pearsonfw@msn.com.

- h) The Contractor must be licensed to perform reassessment services as required by the applicable rules, regulations, and laws of the Commonwealth of Virginia.

Pearson's is licensed to perform reassessment services work in the Commonwealth of Virginia.

19. **Laws to be Observed:** The Contractor is assumed to be familiar with all Federal, State and local laws, codes, ordinances and regulations which in any matter affect those engaged or employed in the work or in any way affect the conduct of work. No plea of understanding or ignorance on the part of the Contractor will in any way serve to modify the provisions of the contract. The Contractor shall at all times observe and comply with all Federal, State, and local laws, orders, codes, ordinances and regulations in any manner affecting the conduct of the work and the Contractor shall indemnify and save harmless the County, its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order of decree, whether by Contractor or its employees, or anyone acting in the Contractor's behalf.

20. **Vehicle Identification:** The Contractor shall submit a listing of all regularly used vehicles, driver's name, description and vehicle tag number to the Russell County Sheriff's Office, The Lebanon Police Department and the Honaker Police Department at the beginning of the job. Vehicles shall be provided by Contractor.

We will provide the requested list to the county and to the listed Police Departments. We also like to make public what areas of the county we are working in as a public announcement or county press release.

21. **Public Relations:** The Contractor and its employees shall endeavor to promote friendly relations with taxpayers and the general public. Any news releases, media interviews, brochures and other publicity or public information must be approved by or issued by the County.

Pearson's Appraisal Service staff are trained and experienced in promoting friendly relations with taxpayers and jurisdiction staff. Any news release, media interviews, brochures or other information will be presented to the county for approval and dissemination.

22. **Public Input: Pursuant to the requirements of Section 58.1-3330 of the Code of Virginia, 1950, as amended,** all property owners in Russell County shall be notified of changes in assessed values of their property. Following this notification, the appointed Contractor shall hold informal hearings to meet with property owners in order to explain, discuss and hear appeals concerning values established. An ample number of hearing days shall be allotted by the Contractor to handle the entire number of appeals filed by property owners and include a minimum of fifteen-days (15) days following the mailing of notices of the change in assessed value. Property owners shall be able to file their appeals of their assessments via phone call, letter, in person, or electronically. The Contractor shall keep a log/spreadsheet of all appeals received indicating property owner, date of appeal, method of appeal and disposition of appeal. The Contractor shall respond to all appeals received, postmarked, or time stamped within the allotted fifteen-days (15) days or additional time if warranted due to a heavy volume of appeals. It is the intent of the County that all appellants shall receive an informal hearing prior to an appeal to the Board of Equalization. A minimum of fifteen (15) minutes shall be allotted by the Contractor for each appeal according to the number and type of properties they are appealing. An ample number of qualified assessors shall be on-site to hear appeals. Hearing dates and times shall be varied during the appeal period. A minimum of two (2) weekdays shall include night hours until 7 p.m. and at least two (2) Saturdays shall be provided for appeals of at least four (4) hours each. The Contractor shall ensure that assessors hearing appeals endeavor to explain and demonstrate to each appealing property owner how they arrived at the changes in assessed values. The Contractor shall use sales studies, aerial photography, sales of comparable properties among other things to demonstrate how the appealed assessed value was reached. Appealing property owners shall be advised when to expect a notice from the assessor(s) of any changes or no changes to assessed values due to the filed appeal. Following such meetings with property owners, the Contractor shall make any necessary field reviews of disputed properties and shall make any appropriate adjustments in value. Notices of any changes/no changes in assessed values as a result of the filed appeals shall be mailed to the property owners before December 15, 2018.

Pearson's agrees to conduct the informal appeals in a manner acceptable to Russell County. We will have our project supervisor and a number of experienced appraisers available to meet with property owners and we will explain how the values were determined and collect pertinent information from the property owners that may or may not affect the value assigned. We agree to have any notices of changes mailed by December 15, 2018.

23. **Board of Equalization:** Following the general reassessment, the County is required by law to appoint a Board of Equalization (BOE). The BOE shall establish meeting dates, times and places, to receive complaints from property owners regarding appraised values. The Project Manager or representative will be available as needed for consultations and questions resulting from the meetings of the BOE and all informal hearings following the completion of the work until all complaints are heard and disposed of, to assist in the settlement of complaints and to defend the values placed upon the various properties. These services shall be provided at no additional cost to the County in the case of complaints as to assessed valuations.

The project supervisor will be available on an as needed basis to assist the Board of Equalization.

24. **Printing:** Except as previously noted, the Contractor shall be responsible for the printing cost associated with the reappraisal project. Printing shall include notices of value and other required forms. Public information pamphlets, if done, are the County's responsibility. It shall be the joint responsibility of the County and the Contractor to design these items. The County shall have all final approval on all materials sent to County residents.

We will work with the county to develop or update any required forms and notices. We will work with a local printer when feasible to print required forms and notices.

25. **Valuation Methodology:**

A. **Valuation General**

The contractor shall compute to the nearest one-hundred dollars (\$100) the value of all properties identified in these specifications. A minimum of two approaches to value from the following three: market, cost or income, must be employed for all income-producing property. Income-producing property includes, but is not necessarily limited to, the following types: primarily commercial multiple-use properties; apartments over eight units; hotels and motels; storage, warehouse and distribution facilities; discount and department stores; shopping centers and malls; supermarkets; small retail properties; office buildings; medical office buildings; research and development facilities; and properties within industrial parks.

All valuation testing must be reviewed and approved by the assessors before the commencement of valuation production. The requirements for each of the three major approaches to value, land valuation and personal property valuation are outlined in the following:

1. Residential Property

a) Comparable Sales

The contractor shall employ a comparable sales valuation approach. The contractor's analysis of the factors used to select comparable sales shall be provided to the assessor for their review prior to valuation.

b) Cost Approach

The contractor shall analyze local building costs and trends and shall revise the replacement cost pricing schedules to be used in determining the valuation of appropriate properties. Subsequent to the selection of replacement cost pricing schedules and the establishment of land values, the contractor shall analyze the sales of improved properties in order to derive an estimate of physical and functional depreciation and economic obsolescence. After this analysis, depreciation tables, based upon the condition, desirability, and usefulness of a building relative to its actual age, shall be revised as necessary. After approval by the assessors, these tables shall be used to estimate the depreciation of comparable subject properties.

2. Commercial/Industrial Property

a) Cost Approach

The contractor shall analyze local building costs and trends and shall revise the replacement cost pricing schedules to be used in determining the value of appropriate properties. Subsequent to the selection of replacement cost pricing schedules and the establishment of land values, the contractor shall analyze the sales of improved properties in order to derive an estimate of physical and functional depreciation and economic obsolescence. After this analysis, depreciation tables, based upon the condition, desirability, and usefulness of a building relative to its actual age, shall be revised as necessary. After approval by the assessors, these tables shall be used to estimate the depreciation of subject properties.

b) Income Approach

The contractor shall review and analyze current income and expense information furnished by parcel owners, prepared as a result of property owner interviews or obtained from third party sources, giving due consideration to factors affecting the valuation of income-producing properties. A report containing documentation to support the development and derivation of rent schedules, expense ratios and capitalization rates shall be submitted to the assessors for review prior to the commencement of valuation field review activities. The County will pay postage for mailing requests for income data.

A value determined by any of the accepted methods for the income approach to valuation shall be made for each income-producing property.

c) Comparable Sales

The contractor shall employ a comparable sales valuation approach. The contractor's analysis of the factors used to select comparable sales shall be provided to the assessors for their review prior to valuation.

d) Land Valuation

The contractor shall analyze recent sales of comparable properties either within the County, or within an agreed upon area of the state, and/or land residuals if there are insufficient sales. The contractor shall evaluate all factors affecting the market value of lots and parcels including the quality of the neighborhoods, zoning restrictions, size, frontage, depth, shape, topography and all other factors considered relevant in the establishment of land values. Based on this analysis, the contractor shall develop appropriate land base unit values and shall establish land valuations for each parcel of real property within the scope of these specifications

B. County Requirements: The County will provide the following:

1. Office Arrangements: Offerors are requested to submit a recommendation as to their estimated requirements for office arrangements. The County will be responsible for providing the agreed upon office arrangements. The County will furnish all necessary utilities such as power, water, heat, air conditioning, computer hardware and local telephone service.
2. Computer Workstations: Offerors are requested to submit a recommendation as to their requirements for computer workstations. The County will be responsible for providing the agreed upon computer workstations. A workstation will be provided for clerical staff.
3. Forms and appraisal cards: The County will provide the Contractor with appraisal cards and data collection forms as described above.
4. Tax Maps: A complete set of tax maps for use by the contractor and access to map updates and property records. A digital version of this information can also be provided.
5. Postage: Mailing of the notices of change in assessed value after said notices are prepared and delivered to the County by the contractor. The County will be responsible for the postage necessary for mailing notices of value.
6. Pictometry, Topography, Flood Plain Maps: Access to these can be provided by the County. Pictometry is

detailed oblique aerial photography that shows buildings, land, etc. Measurements including height, length, and width can be taken directly from the Pictometry.

C. **Termination of Contract:** The contract may be terminated by the County for the following reasons:

1. Failure of the Contractor to start the work on the date specified.
2. Reasonable evidence that the progress being made by the Contractor is insufficient to complete the work within the specified time at the sole discretion of the County.
3. Failure on the part of the Contractor to comply with any requirement of the contract.

Before the contract may be terminated, the Contractor and its surety must be notified in writing by the County of the conditions which make termination of the contract imminent. Ten (10) days after this notice is given, if a satisfactory effort has not been made by the Contractor or its surety to correct the condition, the County may declare the contract terminated, notify the Contractor and its surety accordingly, and pursue any right and remedy under contract and bond (s).

In the event the contract is terminated, the County reserves the right to take possession of all completed work, work in progress, material, software, documentation, or any other part of the work, to account for said work and material and to use the same to complete the project in accordance with the contract specifications and the provisions and conditions of the bond (s) attached to the contract.

D. **Contract Administration:**

1. The Contract Administrator, designated by the County, for this contract and shall use all powers under the contract to enforce its faithful performance.
2. The Contract Administrator shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or designee, shall not have the authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by Russell County through a written amendment to the contract.

V. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

1. **RFP Response:** In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) original and three (3) copies of each proposal must be submitted to:

Lonzo Lester, MBA, CPC, VCO
County Administrator
137 Highland Drive
P.O. Box 1208
Lebanon VA 24266

Identify on outside of envelope: **Russell County General Reassessment RFP**

RFP Due date/Opening date and hour: **August 4, 2017, 3:00 P.M. REVISED TO SEPTEMBER 25, 2017, 3:00 P. M.**

The Offeror shall make no other distribution of the proposal.

2. **Proposal Preparations:**

- a. Proposal shall be signed by an authorized representative of the Offeror. All information requested should be submitted. The Procurement Manager will review all proposals to ensure required information is included. Failure to submit all information requested may result in a request to submit the missing information. Proposals which are substantially incomplete or lack key information may be rejected as incomplete. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals will be reviewed and evaluated by a Committee as designated by the County.
- c. Proposal should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- d. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirements as it appears in the RFP. If a response covers more than one page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, materials and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342D of the Code of Virginia, in writing, either before or at the time the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

B. SPECIFIC REQUIREMENTS: Proposals should be as thorough and as detailed as possible so that the County may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

1. The return of the RFP general information form and addenda, if any, signed and completed as required. *Attached.*
2. **Client References:** Offerors must provide at least three governmental client references in which work

completed is comparable to the requirements contained in this RFP. Submit a Client Reference to include name of entity where services were performed, name of contact person and valid phone number of the contact. Also include exit ratios, percentage of hearings and percentage of appeals to BOE. Offerors shall provide a complete list of ALL general reassessment services they have completed within the past five years. This information is to include the agreed upon contract price for each public body and the number of parcels that were appraised.

REFERENCES:

1. **Government/Firm Name:** *Wythe County, VA*
Contact: Faye H. Barker
Title: Commissioner of the Revenue
Mailing Address: 101 Wythe County Courthouse,
Wytheville, VA 24382
Phone: 276-223-6018
2017 Ratio 99%
Informal hearings less than 3%

2. **Government/Firm Name:** *Patrick County, VA*
Contact: Janet H. Rorrer
Title: Commissioner of the Revenue
Mailing Address: P. O. Box 367
Stuart, VA 24171
Phone: 276-694-7131
2016 Ratio 98%
All hearings less than 4%

3. **Government/Firm Name:** *City of Winchester, VA*
Contact: Celeste Broadstreet
Title: Financial Services Director/Real Estate Administrator
Rouss City Hall, 15 N Cameron Street
Winchester, VA 22601
Phone: 540-667-1815
2017 Ratio 99%
Hearings less than 1%

Offerors shall provide a complete list of ALL general reassessment services they have completed within the past five years. This information is to include the agreed upon contract price for each public body and the number of parcels that were appraised.

1. **Beaufort County, NC**

Revaluation Effective for 2018
Total Contract Amount \$955,500.00
Amount Paid: In Progress
Ratio: In Progress

Granville County, NC

Revaluation Effective for 2018
Total Contract Amount \$627,000.00
Amount Paid: In Progress
Ratio: In Progress

Amelia County, VA

Reassessment Effective for 2018
Total Contract Amount \$135,400.00
Amount Paid: In Progress
Ratio: In Progress

Brunswick County, VA

Reassessment Effective for 2018
Total Contract Amount \$234,600.00
Amount Paid: In Progress
Ratio: In Progress

Lunenburg County, VA

Reassessment Effective for 2018
Total Contract Amount \$173,600.00
Amount Paid: In Progress
Ratio: In Progress

Nottoway County, VA

Reassessment Effective for 2018
Total Contract Amount \$219,400.00
Amount Paid: In Progress
Ratio: In Progress

Sussex County, VA

Reassessment Effective for 2018
Total Contract Amount \$137,750.00
Amount Paid: In Progress
Ratio: In Progress

Orange County, NC

Revaluation Effective for 2017
Total Contract Amount \$100,000.00 (\$445 per day provide appraisers to assist staff)
Ratio: 98%

Hyde County, NC

Revaluation Effective for 2017
Total Contract Amount \$285,800.00 (\$27,800 will be paid at conclusion of BOE appeals.)
Amount Paid: \$257,200.00
Ratio: 100%

Warren County, NC

Revaluation Effective for 2017
Total Contract Amount \$397,250.00
Amount Paid: 379,800 (\$24,200 will be paid at the conclusion of BOE appeals.)
Ratio: 99%

Wythe County, VA

Reassessment Effective for 2017

Total Contract Amount \$294,000.00

Amount Paid: \$264,600.00 (\$29,400 will be paid at the conclusion of BOE appeals.)

Ratio: 99%

City of Winchester, VA

Reassessment Effective for 2017

Total Contract Amount \$158,400

Amount Paid: \$158,400.00

Ratio: 99%

Chatham County, NC

Revaluation Effective for 2017

Total Contract Amount \$613,000.00

Amount Paid: \$490,900.00 Amount due April 2017 Billing \$75,100.00 Reduced project amount by \$47,000.00 due to small number of appeals: county appraiser will conduct appeals hearings.

Ratio: 98%

Nash County, NC

Revaluation Effective for 2017

Total Contract Amount \$800,000.00

Amount Paid: \$668,500.00 (\$131,500 will be paid at the conclusion of BOE appeals.)

Ratio: 98.6%

Vance County, NC

Reassessment Effective for 2017

Total Contract Amount \$435,500.00

Amount Paid: \$391,950.00 (\$43,550.00 will be paid at the conclusion of BOE appeals.)

Ratio: 100%

REAPPRAISALS EFFECTIVE FOR 2016**Westmoreland County, VA**

Reassessment Effective for 2016

Total Contract Amount \$330,000.00

Amount Paid: \$330,000.00

Ratio: 97.8%

Perquimans County, NC

Revaluation Effective for 2016

Total Contract Amount \$261,000.00

Amount Paid: \$261,000.00

Ratio: 99%

Wake County, NC

Assisting tax office with new construction, revaluation and hearings

Total Contract Amount \$2,700,000.00
Amount Paid: \$2,673,000.00 (Less \$27,000.00 for listing error.)
Ratio: 99%

Reassessments/Revaluations Effective for Tax Year 2015

Camden County, NC

Total Contract Amount \$181,000.00
Amount Paid: \$181,000.00
Ratio: 97.8%

Greene County, VA

Total Contract Amount \$60,000.00
Amount Paid: \$60,000.00 (Note: no field work required.)
Ratio: 98%

Patrick County, Virginia

Total Contract Amount \$320,000.00
Amount Paid:\$320,000.00
Ratio: 97.6%

Mecklenburg County, NC

Total Amounts of Contracts \$6,500,000.00
Amount Paid: \$6,500,000.00
Ratio: 97%

City of Winchester, VA

Total Contract Amount \$158,400.00
Amount Paid: \$158,400.00
Ratio: 99%

Reappraisals Effective for 2014

Chowan County, NC

Total Contract Amount \$260,000.00
Amount Paid: \$260,00.00
Ratio: 97%

Northumberland County, VA

Total Contract Amount \$527,400.00
Amount Paid: \$527,400.00
Ratio: 97.6%

Pasquotank County, NC

Total Contract Amount \$456,700.00
Amount Paid: \$456,700.00
Ratio: 99%

Cumberland County, VA

Total Contract Amount \$105,400.00

Amount Paid: \$105,400.00

Ratio: 98%

Reassessment/Revaluations Effective for 2013

Charlotte County, VA

Total Contract Amount \$164,400.00

Amount Paid: \$164,400.00

Ratio: 96%

Greene County, VA

Total Contract Amount \$144,000.00

Amount Paid: \$144,000.00

Ratio: 99%

Madison County, VA

Total Contract Amount \$141,120.00

Amount Paid: \$141,120.00

Ratio: 98%

Person County, NC

Total Contract Amount \$160,000.00

Amount Paid: \$160,000.00

Ratio: 99%

Wilkes County, NC

Provided Project Manager to assist with the development of the County's sales analysis for their 2013 revaluation.

Services provided on a per diem basis.

Total Contract Amount \$160,000.00

Amount Paid: \$160,000.00

Ratio: 99%

3. **Method and Plan:** Offeror's shall submit a method and plan outlining:
 - a. How the requirements contained in this proposal will be met. This is the Offeror's proposed plan.

PROPOSED METHODOLOGY

Project Planning

The reassessment contract will begin in October, 2017 with Pearson's Appraisal Services setting up the reassessment office and orientating the Project Supervisor with County officials, including meeting members of the County's real estate and zoning offices. The Sheriff's department and town officials will be notified of the commencement of the reassessment and will be provided information on project personnel, and vehicle identifications. Any other relative information needed by the County will be supplied upon request. Performance bonds and insurance certificates will also be furnished.

The Project Supervisor will begin working on-site in October, 2017 and will at that time begin an in-depth

review of the County's current database in order to obtain a good understanding of the present appraisal data and how it is used to calculate values. Evaluating the BAI software will be made by reviewing the following components of the appraisal program: data fields for residential, commercial and industrial properties, land models, calculation models, codes, and neighborhood parameters.

Perform Market/Sales Data Analysis

Cost Approach

Pearson's Appraisal Services would begin to research construction costs from examining building permits, talking with residential and commercial builders, and referencing the cost manual of Marshall & Swift. Testing of new replacement costs and new rates for residential, manufactured housing, commercial and other improvements will be made. Depreciation tables will be produced and tested.

Comparable Sales

Property maps will be prepared by over-laying sales, prices, and dates of sales, zoning, and water and sewer lines. The appraiser will begin to review the sales and will review neighborhoods. The appraiser will be responsible for qualifying these sales and insuring that the property data is correct. A digital picture will be taken of all improved sales.

Income Approach

Commercial and apartment sales will be analyzed by comparable sales and through the income approach. Income, vacancies, and expenses will be used to determine capitalization rates for apartments and commercial buildings.

Calibrate Cost & Depreciation Tables

With the use of multiple regression analysis, the cost tables for residential buildings will be performed. MRA may be used for apartment and commercial buildings if there are a reasonable number of sales. A check of commercial sales will be analyzed against the cost schedules and depreciation tables. Land models and rates will be derived from land sales in each neighborhood.

Sales Data Analysis

With neighborhoods reviewed, and costs and depreciation are calibrated against sales and the income approach is applied for commercial properties a percent of market and a code for each neighborhood will be performed. All the various approaches used in the reappraisal process as well as land and building schedules will be documented in the property reassessment manual that will be prepared by Pearson's Appraisal Services and submitted to the Commissioner of Revenue for review and acceptance.

Field Work/Data Collection

Pearson's will assist the County in setting up the review of properties using the Pictometry oblique images. Parcels that are determined from the desktop review to need an onsite field check will be flagged. For the purposes of this proposal we estimate 400 or fewer properties will need an actual on site field visit. Most properties will be updated on screen using the Pictometry measuring tools.

Field work will commence at the conclusion of the Pictometry review and be finished by August 2018. All field personnel will have proper identification and will display signs on their cars which will read "County Reassessment" when visiting and inspecting properties. If the owner is present during the field inspection of their property, the appraiser will verify all interior data. No interior inspections will be made, unless specifically requested by the property owner. If the property owner is not at home, an owner-notification card will be left for the property owner to complete and return to reassessment office.

Commercial Properties

Once review of the BAI software is made by the commercial appraiser—a certified General Real Estate Appraiser—commercial properties will be visited and inspected in the same manner as residential properties. Owners of managers of commercial properties will be interviewed for verification of existing data and measurements. A check for proper classification of each commercial property will be made and any additional information needed for performing an accurate appraisal will be obtained. A letter requesting income vacancy and expense data will be sent to all owners of improved income producing commercial properties. This letter will give the property owner the opportunity to supply income and expense data as outlined on our form letter. Vacant properties will be coded by zoning, utilities, and size. Adjustments will be made for topography, shape, access, frontage, and location.

Small industrial plants will be appraised in the same manner as commercial properties. All other property, including tax exempt properties and properties required by law to be appraised, will be appraised at market value using a acceptable appraisal standards.

Evaluation Review

Corrected data will be entered into the BAI system by data entry personnel and recalculated in the BAI system. It

will be the responsibility of the Project Supervisor to report any problems with the BAI system. However, as a system check, Pearson's Appraisal Services will set up models for testing computer calculations. Manual calculations of these models will be made on some residential and commercial properties. If the value changes without a rate change, we will investigate to find the difference. Pearson's Appraisal Services will work closely with the County to correct any software problems.

All properties will then be reviewed by an appraiser to ensure that the data entered is accurate and correct, that the system is calculating correctly, and that the appraised value is consistent with market value.

Preliminary Evaluation

Upon completion of the limited appraisal field work, Pearson's Appraisal Services will perform an analysis by neighborhood delineation, using 2017 and 2018 sales. This will show the percent of the market and the COD for residential and commercial properties.

Edit reports will be generated to confirm that all new construction has been updated, and all properties have been appraised. Specific reports will include Acres Report/Deed Acreage Equals Appraisal, and Percentage of Increase.

Information Hearings

Pearson's Appraisal Services will work with the County to prepare the reassessment notice and to discuss the procedures for scheduling informal hearings. Notices will be sent out by October 1, 2018 with hearings complete by December 1, 2018.

- b. Itemized list with prices of all services to be provided.
Pearson's has proposed a per parcel price- See our cost sheet.
 - c. Approximate date work will begin and end.
We will begin in October 2017 and finish by the end of December 2018 except of Board of Equalization hearings which we will attend as needed.
 - d. The qualifications, experience, and background of the personnel to be used to complete the requirements of this contract.
Please see our Resumes included in this response.
 - e. Discuss the possibility of the contractor hiring local clerical to carry over to the BOE be a condition of employment.
If we are chosen to complete this project we will consider hiring local clerical as needed.
2. **Offeror's Experience and Work Load:** The County is requesting that Offerors include with the proposal a complete list of all contracts awarded during the past five years. The information must include the amount of the contract award and the actual amount paid elaborating on the reason for the difference. Sales ratio study information shall be provided for each job. The County is requesting this information to determine how complete Contractors are in providing pricing information for a proposal and how that pricing information relates to actual expenses paid. The County will not allow unwarranted contract modifications or purchase order changes for items that should have been addressed prior to awarding a contract. This information will be evaluated and could have an impact on the award decision.
We have provided this information- see above.
3. **Pricing.** Offerors are requested to provide pricing on a per parcel basis. Offerors must convey to the County how the county will be invoiced if the number of parcels appraised exceed the number originally quoted in the RFP. Offerors must also convey to the County how the County will be credited if the number of parcels appraised are less than the number originally quoted in the RFP.
We have provided a per parcel price and should the parcel count exceed the estimate we will bill the county the same price per parcel. Should the county contain fewer parcels we will not bill past the actual parcel count.
4. Other information that the Offeror believes pertinent for consideration.

Pearson's has performed similar desktop review projects in the past and using the oblique images coupled with other best practices can meet the reassessment standards set by the International Association of Assessing Officers (IAAO). We understand and agree Russell County is requesting a desktop review using Pictometry images with limited field visits.

5. **Exceptions to request for proposals:** Any Offeror taking exception to any section of this Request for Proposal must clearly state the exception in writing.

Clarification: If using Pictometry for desktop review the measuring of building to the nearest tenth of an inch may not be possible. Page 3 last paragraph Scope of Work.

VI. EVALUATION AND AWARD OF CONTRACT:

A. Award of Contract: Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for proposal. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Russell County shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Russell County may to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359D, Code of Virginia.) Should Russell County determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of the solicitation and the contractor's proposal as negotiated. See Attachment B for sample contract form.

B. Evaluation Criteria: Proposals shall be evaluated by the County using the following criteria: Each proposal will be evaluated on the following criteria:

<u>EVALUATION CRITERIA</u>	<u>WEIGHT</u>
1. Price	15
2. Proposed methodology for completing the reassessment	20
3. Operating plan including staffing, timeframe, quality control, use of technology, oversight public relations in providing a solution to meet the County's requirements	25
4. Relevant Experience	25
5. References	15

VII PRICE SCHEDULE: Offerors are requested to provide pricing per item listed in itemized pricing, including all tasks identified.

The pricing schedule must include an itemized listing of all fees for each component of this project.

VIII CONTRACT ADMINISTRATION:

Lonzo Lester, County Administrator representing the Russell County, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, or his designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or his designee, shall not have the authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the County Administrator through a written amendment to the contract.

IX PAYMENT PROCEDURES:

- Proposed method of payment:** Offerors are requested to submit their recommendation as to how they are to be paid. *For most of our projects we are paid monthly based on an invoice of the previous month's project tasks.*
- Retainer:** a 10% retainer will be withheld from each invoice. A final payment of the retainer will be madeto the Contractor after final acceptance of all work.
- The County will authorize payment to the Contractor after receipt of Contractor's correct invoice for services rendered. Invoices shall be sentto:

Russell County Board of Supervisors
Attn: Lonzo Lester
137 Highland Drive
Lebanon, VA 24266

- Deliverables:** All documents, reports, records, data or other materials, in whatever form, manual or mechanized, obtained or produced during the performance of this project shall be the sole property of the County and shall be

delivered during an appropriate phase of or at the conclusion of the project, as set forth in these specifications or by the assessor. The documents, reports, records, data and other materials shall include, without limitation, the specific deliverable products listed below:

- 1) A property inventory record for each parcel and account,
- 2) Any sales ratio studies developed during the project,

- 3) A detailed cost manual,
- 4) The depreciation schedule and source of information used for its development,
- 5) All materials and documentation used on the land valuation effort,
- 6) Field review documents which reflect original proposed value, adjusted proposed value, and any notes relative to action taken from public disclosure activities,
- 7) All manual and computerized reports which support values and valuation formulas,
- 8) Documentation of all procedures used throughout the project.

X **CONTRACT PERIOD:** The term of this contract is for the anticipated time frame for reassessment services that will begin September, 2017 and be completed by December 31, 2018. Russell County reserves the right to renew for an additional assessment period as negotiated.

ATTACHMENT A
TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS

SPECIAL TERMS AND CONDITIONS

1. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Russell County will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Russell County, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
3. **PERFORMANCE AND PAYMENT BONDS:** The successful Offeror shall deliver to the Russell County Administrator executed Commonwealth of Virginia Standard Performance and Labor and Material Payment Bonds, each in the sum of the contract amount, with Russell County as obligee. The surety shall be a surety company or companies approved by the State Corporation Commission to transact business in the Commonwealth of Virginia. No payment shall be due and payable to the Contractor, even if the contract has been performed in whole or in part, until the bonds have been delivered to and approved by the Russell County Purchasing Department. Standard bond forms will be provided by the Russell County Administrator prior to or at the time of award.
4. **CANCELLATION OF CONTRACT:** Russell County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and addressed as follows:
Russell County Administrator
137 Highland Drive
Lebanon, VA 24266
Reference the opening date and hour, and RFP Number in the lower left corner of the envelope or package.
If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope. Proposals may be hand delivered to the Russell County Purchasing Department.
6. **INDEPENDENT CONTRACTOR:** The contractor shall not be an employee of Russell County, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Russell County, or to otherwise act on behalf of Russell County, except as Russell County may expressly authorize in writing.
7. **INSURANCE:**
By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.
During the period of the contract, Russell County reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.
INSURANCE COVERAGES AND LIMITS REQUIRED:
 - A. Worker's Compensation - Statutory requirements and benefits.
 - B. Employers Liability - \$100,000.00
 - C. General Liability - \$500,000.00 combined single limit. Russell County and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
 - D. Automobile Liability - \$500,000.00The contractor agrees to be responsible for, indemnify, defend and hold harmless Russell County, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Russell County, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.
8. **MINORITY BUSINESS, WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.
9. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
10. **OWNERSHIP OF DOCUMENTS AND RECORDS:** Upon full payment to the Contractor, all concepts, ideas, plans specifications, management systems and approaches, records, reports, documents and other materials, including those in electronic form, (the "Documents") prepared by the Contractor under the terms of this agreement shall become the exclusive property of the County, however the Contractor's liability will be limited to the original

intended use of the Documents. All materials shall be delivered to Russell County in usable condition after completion of the work, and prior to submission of the invoice for payment.

11. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Russell County. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Russell County the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
12. **LIQUIDATED DAMAGES, GOODS AND NONPROFESSIONAL SERVICES:** Delivery is required not later than December 31, 2018 . It is understood and agreed by the Offeror that time is of the essence in the delivery of supplies, services, materials or equipment of the character and quality specified in the proposal document. In the event these specified supplies, services, materials or equipment are not delivered by the date specified there will be deducted, not as a penalty but as liquidated damages, the sum of \$1000 per day for each and every calendar day of delay beyond the time specified; except that if the delivery be delayed by any act, negligence or default on the part of Russell County, public enemy, war, embargo, fire or explosion not caused by the negligence or intentional act of the Contractor or his supplier(s), or by riot, sabotage or labor trouble that results from a cause or causes entirely beyond the control or fault of the contractor or his supplier(s), a reasonable extension of time as Russell County deems appropriate may be granted. Upon receipt of a written request and justification for any extension from the Contractor, Russell County may extend the time for performance of the contract or delivery of goods herein specified, at Russell County's sole discretion, for good cause shown.

RESUMES

FRED W. PEARSON

Owner/Supervisor Pearson's Appraisal Services, Inc. / Reappraisal Inc.

Certified General Real Estate Appraiser

CERTIFICATION

Certified Virginia General Appraiser, Virginia Real Estate Appraiser Board

Certified Virginia Professional Assessor, Virginia Department of Taxation

Certified Ad Valorem Appraiser, North Carolina Dept. of Revenue

Certified Georgia Real Property Appraiser, Georgia Real Estate Commission

Certified North Carolina General Appraiser, North Carolina Appraisal Board

EXPERIENCE

For the past 30 years, owner and manager of Pearson's Appraisal Service, successfully managed and supervised reassessments and revaluations for Virginia and North Carolina municipalities including the following:

Amelia County, VA.	Westmoreland County, VA.
Buckingham County, VA.	Beaufort County, NC
Brunswick County, VA.	Durham County, NC
Charlotte County, VA.	Edgecombe County, NC
Cumberland County, VA.	Johnston County, NC
Essex County, VA.	Macon County, NC
Fauquier County, VA.	Onslow County, NC
Lunenburg County, VA.	Swain County, NC
Northumberland County, VA.	Stanly County, NC
Nottoway County, VA.	Wake County, NC
Patrick County, VA.	Nash County, NC
Powhatan County, VA.	Pasquotank County, NC
Prince Edward County, VA.	Wise County, VA
Richmond County, VA.	Wythe County, VA.
Sussex County, VA.	Warren County, VA.

Prior to incorporation of Pearson's Appraisal Service, appraisal experience includes working for the Virginia Department of Taxation.

EDUCATION

B.S. Business Administration, Atlantic Christian College, Wilson, North Carolina
Completed Courses 1, 2 and 3 under the supervision of the IAAO.

REFERENCES

Mr. Ken McArtor
Revenue Department
Wake County, North Carolina
Tel. # (919) 856-7115

Ms. Julie Phillips
Commissioner of Revenue
Cumberland County, Virginia
Tel. # (804) 492-4288

Mr. Ken Joyner
Tax Assessor
Mecklenburg County, North Carolina
Tel. # (704) 562-8106

NUMBER OF YEARS OF APPRAISAL EXPERIENCE

35 years

Kenny Billings
Project Supervisor

CERTIFICATION

Certified Ad Valorem Appraiser, North Carolina Dept. of Revenue

EXPERIENCE

For the past 9 years, performed mass appraisal for the following project locations:

Durham County, North Carolina

Nash County North Carolina

Mecklenburg County North Carolina

Alleghany County North Carolina

Wake County North Carolina

Caswell County North Carolina

REFERENCES

Ms. Rita Miller

Tax Administrator

Alleghany County, North Carolina

Tel. # (336) 372-8291

Mr. Thomas Bernard

Tax Director

Caswell County, North Carolina

Tel. # (919) 277-2236

NUMBER OF YEARS OF APPRAISAL EXPERIENCE

9 years

Thomas Taylor
Field Appraiser

EXPERIENCE

Project Manager with Pearson's Appraisal Services for the following revaluation and reassessment projects:

- Hyde County, NC – 2017 Revaluation, Project Manager/Field Appraiser

Field Appraiser with Pearson's Appraisal Services for the following revaluation and reassessment projects:

- Perquimans County, NC – 2016 Revaluation, Field Appraiser
- Jones County, NC – 2006 Revaluation, Field Appraiser
- Pamlico County, NC – 2004 Revaluation, Field Appraiser (as an employee of Pamlico County)

Work Experience non PAS Related

- Pamlico County Tax Office (1997-2005). Field Appraiser
- Craven County Tax Office (2006-2013). Field Appraiser. 2010 Revaluation
 - o Caswell County, NC. Contractor, Field Appraiser for 2017 Revaluation

EDUCATION

Pamlico County High School, 1982

Chowan College, Associates Degree, 1984

CERTIFICATIONS

- NC Mapper's Association Certification, 1998
- NC Department of Revenue Mass Appraiser Certification, 1998
- Tax Listing and Assessing

REFERENCES

Timothy Buck, 252-745-3133

County Manager, Pamlico County, NC

Linda Basnight, 252-926-4188

Tax Administrator, Hyde County, NC

Gregory Gibbs, 252-473-9110

Gibbs Development Properties, LLC

Dark Wood Property Management, LLC

Lake Landing Realty Inc.

From: FRED PEARSON
To: Lonzo Lester
Subject: Re: Final RFP Reassessment Proposal
Date: Wednesday, September 27, 2017 11:29:02 AM

Mr. Lonzo Lester,

Pearson Appraisal Service is very interested in working with Russell County on the 2019 Reassessment. I very much enjoyed my meeting with you and Randy William. I sure we can work together to produce a highly successful Reassessment for Russell County.

My final Price is \$8.95 Per Parcel.

Please email me today to make sure you have received this email.

Sincerely , Fred Pearson

Pearson's Appraisal Service Inc.

From: Lonzo Lester <lonzo.lester@russellcountyva.us>
Sent: Wednesday, September 27, 2017 9:06 AM
To: FRED PEARSON
Subject: Final RFP Reassessment Proposal

Fred,

I would to make one last attempt to ensure this is Pearson's Final Reassessment RFP proposal before we make a decision.

Please review and either reply as final offer or new proposal on company's letterhead by 3 pm on September 28, 2017.

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

Sincerely,

*Lonzo Lester, MBA, CPC, VCO
Russell County Administrator
137 Highland Drive
Lebanon, Virginia 24266*

PEARSON'S
APPRAISAL SERVICE
INCORPORATED

September 19, 2017

Lonzo Lester
Russell County Administrator
137 Highland Drive
P.O. Box 1208
Lebanon, VA 24266

Dear Mr. Lester,

Thank you for meeting with me last Thursday to discuss the upcoming 2019 Russell County reassessment. Pearson's Appraisal Service, Inc. understands that Russell County would like a price per parcel for a review of all 23,308 tax cards. This County-wide review would consist of only using the County's current oblique photography provided by Pictometry. Pearson's staff will inspect each tax card in the office using Pictometry. If discrepancies are noted and can be measured by the measuring tool in the county's Pictometry system, the record will be corrected in office without a field visit. If the tax record has multiple changes needed that can't be completed using Pictometry, then Pearson's staff will correct these parcels with an onsite field check. The County will use their own software to compare the old Pictometry photos to the new photos, and this comparison will be delivered to the County around November of 2017. For parcels that have been flagged by the County's software as having an additional building added since the last flyover, Pearson's staff will perform a field visit to list all improvement data. Pearson's estimates fewer than 400 onsite visits.

Pearson's Appraisal is pleased to submit the following proposal cost to conduct reassessment services:

Cost: \$9.75 per tax card using in-office Pictometry review.

Total contract cost not to exceed \$227,253 based on 23,308 property tax cards.

The price per tax card will not include any clerical work performed by Pearson's Appraisal Service during the Board of Equalization appeals. We agree to make our project supervisor or an experienced appraiser available as needed to assist with the Board of Equalization appeals. Pearson's Appraisal will be able to include ample appraisal staff, including clerical, for all informal appeals. Thank you for taking the time to clarify what services are needed to assist Russell County in your upcoming 2019 Reassessment.

Sincerely,



Brannan Pearson

COST PROPOSAL FOR REASSESSMENT SERVICES

Lonzo Lester
Russell County Administrator
137 Highland Dr.
P. O. Box 1208
Lebanon, VA 24266

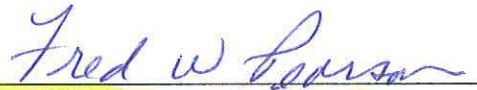
Dear Mr. Lester:

I am pleased to submit the following proposal cost to conduct reassessment services:

\$ 393,708.90

Cost: \$15.70 per parcel using our Complete Appraisal Process Solution

Any parcels over the estimated number of real estate parcel count of 25,077 will be charged at the same rate of \$15.70 per parcel.



Fred W. Pearson, Co-Owner
Pearson's Appraisal Service, Inc.
PO Box 36404
Richmond, VA 23235
888-573-2776
July 28, 2017

LIMITED POWER OF ATTORNEY

I, the undersigned

(Full legal name) Fred Walter Pearson residing at

(Address) 1301 WALKERTON RD WALKERTON, VA 23177

do hereby nominate and appoint: ^T Brannan Pearson, residing at 2903 MONUMENT AVENUE #4
Richmond, VA 23221 as Attorney-In-Fact (Agent) for Pearson's Appraisal Services with the power of delegation and substitution. My Agent shall have full power to be my lawful Attorney and Agent in place and stead to:

1. Enter into binding contracts on behalf of Pearson's Appraisal Services.
2. Collecting and receiving any monies owed to or received on behalf of Pearson's Appraisal Services..
3. Have access to any banking accounts held by Pearson's Appraisal Services with regard to company business.
4. Adjust and settle any debts owed to Pearson's Appraisal Services.

My Agent shall provide accurate records on a monthly basis of all transactions completed on behalf of Pearson's Appraisal Services and shall provide accounting records on a six-monthly basis.

This Power of Attorney shall remain in effect until 1/1/ 20 20

Executed this 15th day of June 2016

Signature: Fred W Pearson in the presence of the undersigned witnesses:

WITNESS 1: Full legal name Jason Aaron Loran
Signature [Signature]

WITNESS 2: Full legal name Brian Brewer
Signature [Signature]

[Signature]
6-15-2016
1
PAGE 1 OF 2

Acknowledgement

This document was acknowledged before me on this 15th day of June ²⁰¹⁶ 2009 by

Fred W Pearson (Principal's Full legal name)

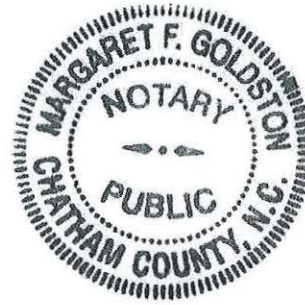
Signature of Notary Public Margaret F Goldston

Full legal Name MARGARET F GOLDSTON

My commission expires April 8, 2020

State of ~~Virginia~~ North Carolina

County of Chatham



FR
6-15-2016
PAGE 2-OF-2
2



September 19, 2017

Lonzo Lester
Russell County Administrator
137 Highland Dr.
P. O. Box 1208
Lebanon, VA 24266

Dear Mr. Lester and Members of the Board:

I am pleased to revise our proposal on behalf of Pearson's Appraisal Service, Inc. for real estate appraisal services associated with the upcoming 2019 Russell County reassessment. Pearson's Appraisal Service, Inc. (PAS) has been a leader in mass appraisal in Virginia, North Carolina, and Georgia for over 35 years by successfully completing over 190 turn-key projects and appraising over 2,500,000 properties.

The enclosed bid is to provide a Pictometry office review of the existing tax cards. We have completed projects using Pictometry for desk top reviews then field visited the properties that required an on-site inspection.

As you may know, we have just completed a success reassessment project for Wythe County and in the past, we have completed projects for Dickenson, Wise and Lee Counties. We are very familiar with your local real estate market and the surrounding areas.

For staffing your project, I am proposed to serve as Project Manager of the reassessment project and I am a Virginia Licensed General Appraiser as well as a certified Professional Assessor. Kenning Billings will serve as our Project Supervisor in charge of day to day operations of the reassessment office. Tommy Taylor will assist with the desktop review. All proposed staff appraisers have years of experience in mass appraisal. Our resumes are included in the proposal.

If you have any questions or concerns with any of the information provided, please do not hesitate to contact me. I thank you for the opportunity to submit this proposal for the performance and completion of appraisal services related to the upcoming 2019 reassessment. I appreciate the time you, Randy Williams, and Steve Breeding took to speak with me to discuss the project.

Our firm is experienced in providing the services requested and we understand the scope of work. We are prepared to begin the project within thirty (30) days of the award or when the new Pictometry images are available.

Our method of reassessing property complies with industry and the International Association of Assessing Officers (IAAO) standards for mass appraisal.

Sincerely,

Fred W. Pearson
Owner/ Manager, Pearson's Appraisal Service, Inc.

Pearson's Appraisal Service, Inc.
PO Box 36404 - Richmond VA 23235
(888) 573-2276
<http://www.pearsonsappraisal.com/>

Company Profile

Pearson's Appraisal Service, Inc. has been successfully providing appraisal services to Virginia and North Carolina counties and municipalities for the past 35 years; performing equitable revaluations and assisting tax offices with a variety of appraisal services. With our large staff of professional appraisers, we are able to provide assurance to our clients that their revaluation project is completed in a timely manner by experienced personnel.

Our success in the field of appraising can be greatly attributed to our dedicated and competent appraisal staff. We currently staff over 35 employees, many specializing in specific roles in the reappraisal process.

Bob and Fred Pearson are well respected within the mass appraisal industry for their hands on approach and personal attention they give to each project, solution, and client. Fred W. Pearson is licensed as a Virginia and North Carolina Certified General Appraiser and together with Robert Pearson, Jr. they incorporated their appraisal company in 1981 in the states of Virginia and North Carolina. Since our incorporation, we have completed over 190 turn-key appraisal projects and have appraised over 2.5 million parcels.

Our company's experience with the use of computer assisted mass appraisal systems (CAMA) continues to grow with the number of contracts Pearson's Appraisal Service is awarded. CAMA systems vary from one locality to another and likewise, our appraisers have become adept users of a number of computer systems. They also receive support from our IT staff which has years of industry specific experience.

Pearson's Appraisal Service strongly believes in providing high quality and comprehensive appraisal services. We strive to maintain at all times ethical and professional standards. Our managers and owners are active members of the International Association of Assessing Officers, the Virginia Association of Assessing Officers, the North Carolina Association of Assessing Officers, the Georgia Association of Assessors, and the Pennsylvania Association of Assessors.

Our company is an Equal Opportunity Employer.

COST PROPOSAL FOR REASSESSMENT SERVICES

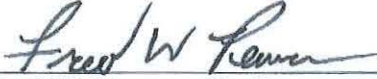
Lonzo Lester
Russell County Administrator
137 Highland Dr.
P. O. Box 1208
Lebanon, VA 24266

Dear Mr. Lester:

I am pleased to submit the following proposal cost to conduct reassessment services:

Cost: \$9.75 per parcel to conduct a desktop review and visit up to 400 properties as described herein

Any parcels over the estimated number of real estate parcels count of 23,308 tax cards will be charged at the same rate of \$ 9.75 per parcel.


Fred W. Pearson, Co-Owner
Pearson's Appraisal Service, Inc.
PO Box 36404
Richmond, VA 23235
888-573-2776
September 19, 2017

Clarifications of Project Responsibilities

County/City	Russell County	Effective Date	01/01/2019
# Parcels	25,077	Begin Date	September 2017
% of Market	100%	Completion Date	December 31, 2018
Contact Name	Lonzo Lester	Cycle in Years	6
Contact Title	County Administrator	Existing CAMA system:	Bright/BAI
Contact Email/Tel	lonzo.lester@russellcountyva.us	Board of Assessors?	No
Requirements per RFP	DUE August 4, 2017 by 3:00 PM	GIS?	Yes
Task	County	Pearson	Additional Notes
Clerical		X	Clerical concludes with signing Land Book
Data Entry		X	
PRC's	X		
Office Space	X		
Office Supplies	X		
Telephone/Internet	X		
Printing Expenses	X		
Computer Hardware	X		
Insurance		X	
Owner Notification Cards			
Public Relations	X	X	Joint
New Construction	X	X	
Digital Photos			None
Mobile Homes	X	X	Using Current Data & Pictometry Review
Bond		X	
Construction Cost Analysis		X	
Market Analysis/Sales Study		X	
Income Approach		X	When Applicable
Forms	X		
Appraiser Manual		X	
Informal Appeals		X	
Prepare Notices		X	
Postage	X		
Reassessment Book		X	
BOE Appeals		X	As needed
Clerical for BOE	X		Clerical concludes with signing Land Book
Other Courts		X	Three years
Other Cell Towers		X	



**RUSSELL COUNTY
VIRGINIA
REQUEST FOR PROPOSALS
(RFP)**

General Reassessment of Real Property

The County of Russell, Virginia is soliciting proposals from qualified firms to provide services to complete the 2019 General Reassessment of Real Property in the county. The General Reassessment must be completed in accordance with Section 58.1-3252 of the Code of Virginia, 1950, as amended. Proposals will be received by the County Administrator, Government Center, 137 Highland Drive, P.O. Box 1208, Lebanon, Virginia 24266 until 3:00 P.M. on August 4, 2017 at which time proposals will be opened. Proposals shall be clearly marked on the outside envelope: "Russell County General Reassessment of Real Property RFP." It shall be the proposer's responsibility to determine their method of transmittal such that their proposal will arrive in the County's office prior to the scheduled deadline. A copy of the RFP at Lonzo.lester@russellcountyva.us. The request for proposals, the awarded proposal, and negotiated agreement will be become part of the contract documents. Any questions concerning the RFP, please call 276-889-8000.

RUSSELL COUNTY VIRGINIA



Request For Proposal (RFP)
for
General Reassessment Services

Issue Date: June 25, 2017
Revised Proposal Due Date and Hour: September 25,
2017 at 3:00 PM

Russell County Board of Supervisors
137 Highland Drive
P.O. Box 1208
Lebanon, VA 24266

COUNTY OF RUSSELL, VIRGINIA

ISSUE DATE: June 25, 2017


General Reassessment Services
(TO BE COMPLETED AND RETURNED)
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Lonzo Lester, County Administrator, Phone: (276) 889-8000; faxed to (276) 889-8011, or e-mail: lonzo.lester@russellcountyva.us.

DUE DATE: Sealed Proposals will be received until **August 4, 2017**, up to and including **3:00PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: **Russell County Administration, 137 Highland Drive, P.O. Box 1208, Lebanon, Virginia 24266.**

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Name (print) Pearson's Appraisal Service		Federal Taxpayer Number (ID#) 54-1151204	Contractor's Registration SCLCID 02219228
Business Name / DBA Name / TA Name and Address Pearson's Appraisal Service INC		Payment Address P.O. Box 36404 Richmond VA 23235	Purchase Order Address
Contact Name/Title Fred W Pearson		Signature (ink) 	Date 9-20-17
Telephone Number Cell 804-564-9393	Fax Number Office 804-560-9200	Toll Free Number 1-888-573-2776	E-mail Address pearson.fw@MSN.com

pearsonsappraisal@gmail.com

NOTICES

Copies of the Proposal Documents may be obtained at the County Administrator's Office located in the County Office Building 137 Highland Drive, Lebanon, Virginia at no charge. The RFP may also be requested with Lonzo.lester@russellcountyva.us.

This service is being competitively offered to comply with the requirement that the County obtain a general reassessment of all real property no less frequently than every six years and December 31, 2018 will complete the current six-year cycle.

Inquiries regarding this solicitation should be directed to Lonzo Lester, County Administrator at E-Mail: lonzo.lester@russellcountyva.us.

SCOPE OF SERVICES

The purpose of this RFP is to establish a contract with a qualified firm, hereinafter called the "Contractor" to provide data collection services for all real estate parcels in Russell County, Virginia. The Contractor shall be properly licensed by the Virginia Department of Professional and Occupational Regulation's Appraisal Board. The collection of data shall be provided with an emphasis on accurately reviewing, and describing each of the approximately 22,308 parcels of land in the County. At a minimum, the Contractor will either (1) use Pictometry to evaluate, measure, inspect and record data from each parcel for which Pictometry is available or (2) physically visit, inspect, and record data from each parcel for which Pictometry is not available. The Contractor shall always be expected to perform their services in a professional manner that promotes exemplary public relations.

Basic work to be performed by the Contractor:

Personally inspect each parcel of property in the County (either through Pictometry or through site visit), digitally recording its ownership, physical address, the property lines, all improvements, signs, tanks, portable structures, etc. and any other elements of value.

During physical site visits, make a complete exterior and reasonable interior inspection which will include measuring and sketching each residence and all other buildings to the nearest tenth of an inch. Measure all site improvements. Digitally photograph the front and rear of each residence, including mobile and manufactured homes, and any other improvements that exist on the property.

COUNTY OF RUSSELL
General Reassessment Services

I PURPOSE: The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiation with a professional appraisal firm to complete a general reassessment of real estate in the County of Russell, Virginia herein after referred to as "County."

II BACKGROUND:

- A. **General:** The County is located in Southwest Virginia. The County is governed by an elected seven member Board of Supervisors who appoints a County Administrator.
- B. **Specific:** Russell County is approximately 477 square miles and has approximately 33,074 Pictometry parcels which includes: 22,308 real estate parcels; 891 Mineral parcels; 2,719 mobile home parcels, and 878 non-taxable parcels. The last general assessment began in 2011 and was effective January 1, 2013. The Commissioner of the Revenue is Randy Williams.

III STATEMENT OF NEED: The County desires the services of a Contractor that can provide a complete reassessment of all property within Russell County, Virginia, and the classification of all real property in accordance with State requirements, excluding public service properties. Values shall be at one hundred percent (100%) of fair market value as required by the laws of the Commonwealth of Virginia.

Offerors are being requested to provide line item pricing, breaking down and defining each component/item. The Contractor must be able to use the County's computerized property valuation system. The County will provide computer hardware, access to the County's software, and office space. Offerors are requested to include a per parcel rate to be used for invoicing purposes if the Contractor completes more or less parcels than listed in the above total. Offerors are requested to include a "not to exceed" price to complete all work for this project.

Pearson's Appraisal Service, Inc. has provided a per parcel price based on the estimate of 23,308 tax cards.

IV REQUIREMENTS:

A. Contractor Requirements:

1. **Tasks:** The Contractor, as a minimum, will be responsible for the following requirements. Each Offeror is requested to submit their proposal methodology, operational plan, and pricing, outlining how each of the following requirements will be performed. Offerors are requested to include their definition of each of these components.

a) Project Planning.

The Project Manager and Project Supervisor will meet with the County Assessor to develop a project plan that fits with the County Assessor's vision of how the project shall be completed. The plan will include geographic areas of the county, staff requirements, production necessary for a timely completion, quality control measures and internal and public relations among any other task the County Assessor would like to add to the project plan.

b) Perform Market/Sales Data Analysis/Calibrate Cost/Depreciation Tables.

Perform market/sales data analysis.

Pearson's Appraisal Service, Inc. (PAS) will perform the appropriate comprehensive sales data analyses prior to the appraisal of any real property. Our analyses shall include qualified sales and transactions from the various classes of real property found in the County and shall take into account the difference in geographic areas. We will provide pertinent data regarding these transactions to the County and we will work with the County on the format of the report.

Calibrate Cost/Depreciation Tables.

PAS will reference Marshall & Swift Valuation service for construction costs and compare these costs to known building costs Russell County. This manual will be available to the County's Assessor during the revaluation project, and will be left with the County Assessor at the completion of the project.

c) Field Work/Data Collections.

1. On Site Visits to properties is required to for the collection of field data of all residential & commercial properties, taxable and nontaxable.

After the properties have been reviewed in the office using the Pictometry images Pearson's Appraisal Service, Inc. agrees to conduct on site visits to certain properties using the county's tax data. When a property is flagged as needing an on site review, the field appraiser will knock on the door and if no one is home an owner notification card will be left. If an adult is at home the data characteristics can be verified. This approach keeps the data collection phase moving along and a more experienced appraiser can visit the property to correct or list what is found. Most properties do not change over the six (6) year reassessment cycle.

2. Data entry of all missing fields and update information into county computer system.

Pearson's staff will enter the necessary data entry changes into the BAI software.

3. General values and perform statistical analysis.

Throughout the project, PAS will conduct sales ratio studies against proposed values to qualified sales. We will also use the reports in the existing BAI software to perform statistical analysis as the project progresses.

- d) Evaluation Review & Proofing.

As a part of all reassessment projects, we conduct quality control checks throughout the project. We also use reports such as percent increase to find data entry or valuation errors. We will work with the county to utilize the BAI reports to review and proof the proposed values.

- e) Monthly Status Reports for County.

It is always a good idea to meet at least monthly on projects of this size and scope. Our project supervisor will prepare a monthly status report in a format agreeable to the county and meet with the county to discuss any areas of concern and monthly accomplishments.

- f) Preliminary Evaluation.

Later in the project we will provide preliminary values to the county with a sales ratio report to measure level of assessment using the preliminary values. The county will provide feedback before the notices of new value are mailed to property owners or property managers.

- g) Informal Assessor Hearings.

Most of our projects included the informal hearings. We will work closely with the county to meet with any property owner that wishes to discuss their change in value. Most of the informal appeals opportunities include mailing in an appeal, telephoning in an appeal and speaking with an appraiser, or coming in to the office to meet face to face with an appraiser. We can provide whatever type of informal appeal setting the county desires. We are committed to providing ample staff to hear the informal appeals in a short period of time.

- h) Formal Hearings with Board of Equalization.

We agree to make our project supervisor or an experienced appraiser available as needed to assist the Board of Equalization.

2. **Schedule/Time frame:** Offerors are to state their proposal schedule for completing the tasks as outlined above. The entire reassessment process must be completed by December 31, 2018. All fieldwork and preliminary appeals must be completed and complete reassessed values must be to the Board of Equalization (BOE) upon their appointment. The 10% retainer will be withheld if all work is not finished by December 31, 2018.

Project Planning completed by November 1st and updated throughout the project as needed.

Perform Market/Sales Data Analysis/Calibrate Cost/Depreciation Tables. Sales study completed by December 1, 2017

and updated throughout the project and tested against new value tables. Calibrate Cost/Depreciation Tables using Marshall and Swift pricing guide when available in 2018 for 2019 costs. Tables will be tested and calibrated as needed until project values are tested and deemed complete by Pearson's and the County.

Limited Field Work/Data Collections. Complete by August 2018.

Evaluation Review and Proofing. Complete by September 15, 2018.

Monthly Status Reports for County. Begin December 1st and continue throughout the project.

Preliminary Evaluation. All values are preliminary as the project progresses. Final values are available after all the market sales are qualified, ratio reports are run and reviewed, and final quality control measures are taken such as the out of range value review. Completion by September 15, 2018 and mail notices by October 1, 2018.

Informal Assessor Hearings. Hearings complete by December 1, 2018.

Formal Hearings with Board of Equalization. As scheduled by the County and our project supervisor or an experienced appraiser will attend as needed.

THIS SCHEDULE IS BASED ON THE PICTOMETRY IMAGES BEING AVAILABLE IN NOVEMBER 2017. If oblique images are not available Pearson's will work with the County to revise the schedule as necessary.

3. **Delays:** The Contractor will not be held responsible for any delays resulting from hardware or software failures caused by the County.
4. **Sales Data:** The Contractor will complete a comprehensive sales analysis prior to the appraisal of any real property in the County. This analysis will contain sufficient number and variety of valid real estate transactions to establish a basis of comparability. Pertinent information regarding these transactions will be recorded in a format agreed upon by the contractor and the County, and the results will be presented to the County as agreed upon in their Contractor's proposed Time frame as accepted by the County. This sales analysis will be available for public inspection and shall become the property of Russell County at the completion of the reassessment. This work will be ongoing to include valid sales up to September 2018.
Pearson's Appraisal Service, Inc. (PAS) will perform the appropriate comprehensive sales data analyses prior to the appraisal of any real property. Our analyses shall include qualified sales and transactions from the various classes of real property found in the County and shall take into account the difference in geographic areas. We plan to have the notices of new value ready by October 1st and we will include sales through August 31st. We will provide pertinent data regarding these transactions to the County and we will work with the County on the format of the report.
5. **Sales and Feature Tables:** The reassessment will be conducted using the County's computerized property valuation system. The program value over rides will not be allowed. The Contractor will be required to become sufficiently familiar with this system in order to update the system.
We are familiar with the Bright and Associates or BAI appraisal software and we will update the county's records as necessary during the project.
6. **Appraisal Cards:** The County will provide field appraisal cards. The cards will be provided at the beginning of the project and all appraisals will be recorded using these cards. The cards shall show factors upon which value is based, such as, construction, age, size; condition, depreciation, of each building or structure. The cards may also contain an outline or sketch of all major building improvements and will also display pricing data for each building along with the owner's name, address, legal description and map number. Some data required by the county system may not be included on the cards. The Contractor will be required to gather this data as part of their fieldwork. Clerical staff, under the supervision of the contractor, will be responsible for updating the County's assessment data files, and new values will be generated solely from the computerized assessment system. County reserves the right to periodically check Contractor's work for accuracy and conformance with County's requirements.
Pearson's will use the existing county property records as the basis for the 2019 reassessment.
7. **Mobile Homes:** The County will provide field record cards for all mobile homes assessed in the County. The location shall be identified by tax map number and/or site address. Mobile homes must be appraised by the contractor. The Contractor shall provide the County with a monthly report indicating those mobile homes that are not found. The Contractor shall also generate a new field appraisal card showing the make, size, condition, estimated model year of manufacture, owner, site address, tax map number of any mobile homes found by the Contractor that have not been placed on record by the County at the time of the contractor's field inspection. Copies of these new field appraisal cards shall also be provided to the County on a monthly basis.
Our project supervisor will work with the Commissioner of the Revenue to best understand and comply with the appraisal of existing mobile homes and how to add or delete mobile home records as needed. Pearson's appraises mobile homes in almost all of our projects and we will work to get the best inventory of existing mobile homes in Russell County using the oblique Pictometry images.
8. **Residential Properties:** The contractor shall complete an exterior inspection of each residence. The inspector will

confirm, correct, or gather information to complete all information requested on the field appraisal cards, including the exterior dimensions which produce the sketch. The Contractor will observe and adjust for such factors as exterior condition, physical depreciation, functional and economic obsolescence, and general quality of construction. All information so gathered shall be recorded on the field appraisal cards.

Pearson's plans to conduct a desk top review of the real estate improvements using the county's Pictometry oblique images. When a property differs from what is on the tax record and we are unable to update the tax card record from the desktop review, we will conduct an onsite inspection of the improvements. Our experienced appraisers will collect all the appropriate data and measure as necessary to produce a sketch of the major improvements.

9. **Farm Properties:** The Contractor will confirm, correct, or gather information to complete all fields on the field appraisal cards, including the exterior dimensions which produce the sketch. All farm buildings and structures will be noted as additional features on the card, and these improvements shall be appraised at their fair market value.

Farm properties will be appraised in the same manner as number 8 above.

10. **Commercial Properties:** The Contractor will confirm, correct or gather information to complete all fields on the field appraisal cards. To the extent that such information is available replacement cost, less any physical depreciation, functional or economic obsolescence; income and expense data; and market data will be used in combination to assist in appraising with the property. The Contractor shall review and update the improvements.

Income and Expense forms will be mailed to the owners or managers of apartments requesting income and expense data.

11. **Apartments:** All apartments of four or more connected dwelling units designed or redesigned for rental occupancy and all groups of apartment buildings are to be classified as apartment property.

12. **Industrial Properties:** Industrial plants shall be appraised in the same manner as other commercial properties. All yard improvements shall be listed individually and a sketch shall be made and shown in their proper location and size with the name of the building as known to the industry shown. The Contractor will confirm, correct or gather all information necessary.

We will update the county's sketches as necessary and review all the data characteristics.

13. **Tax Exempt Properties:** The Contractor will confirm, correct or gather information to complete all fields on the field appraisal cards. To the extent that such information is available replacement cost, less any physical depreciation, functional or economic obsolescence; will be used in combination to assist in appraising tax exempt properties.

We will review the tax exempt properties using the Pictometry images.

14. **Mineral Rights and Mineral Lands:** The Contractor will confirm, correct, or gather information to complete all fields on the field appraisal card.

Our project supervisor will work with the Commissioner of the Revenue to plan to review of mineral rights and mineral lands.

15. **Cell Towers:** Cell towers shall be appraised at market value in the same manner as Commercial properties using acceptable appraisal standards. The County will provide the contractor with a listing of cell towers that differentiate between those towers assessed locally and those towers assessed by the SCC.

Most of our recent projects have included the appraisal of cell towers. We have contacts in the cell tower industry to assist as needed with the evaluation of cell towers located in Russell County.

16. **New Construction/Property Splits/Boundary Adjustments:** The Contractor shall coordinate efforts with the County Assessor in appraising new construction, additions, property splits, and boundary line adjustments. Every reasonable effort will be made to ensure that this function is not duplicated by the firm or by the jurisdiction or omitted by both. The proposal shall include an estimated deadline for completion of new construction by the Contractor.

In our experience, it can take a few months for an improvement to be finished at a taxable level from new construction permits. We will work with the county to determine a cut-off date for new construction for the 2019 project. We could suggest permits issued by August 1st would be field reviewed in November or after the improvement passes a certain level of inspection such as the framing inspection. We can finish all 2018 new construction permits by the end of February.

17. **Notification:** Residents will be notified, either in person or by printed material left on the property when their dwelling/property is inspected by an appraiser. Printed material must indicate a contact person's name with a listed phone number indicating where to reach the appraiser.

If Pearson's needs to visit a property and no adults are at home, we can leave an owner notification card and request a call back to verify the information we needed but were unable to ascertain from an exterior inspection.

18. **Contractor Qualifications and Personnel:** The County shall have the right to review and approve all personnel involved in the appraisal of real property in Russell County. It should be noted that all appraisers serve at the discretion of Russell County and the terms of the final contract between the contractor and the County of Russell shall clearly

empower the County to remove unsatisfactory appraisers from the project. The Contractor shall meet qualifications and criteria established for such work by the Commonwealth of Virginia.

- a) The Contractor must employ a sufficient number of qualified and experienced employees, at all times, to perform the work expeditiously on a timely and controlled basis. Complete instruction and direction of all members of the personnel connected with the reassessment shall be supplied by the Contractor. (Offerors are requested to include in their proposal the names and qualifications of individuals that will be working on this project).

Please see our resumes included in this response.

- b) The Contractor shall make personnel available on-site during normal working hours in the office provided by the County.

Our office personnel will be in the office during normal working hours conducting the desktop review.

- c) No employee of the Contractor is to be deemed an employee or agent of the County and is not entitled to any benefits from the County. The Project Manager in charge of this appraisal program and other key personnel shall not be transferred away from the County and the work to be performed under this contract, or shifted, or replaced, without the written consent of the County having been first obtained. The County has the right to approve or reject all personnel working on the project.

- d) All field personnel shall display a personal identification badge that shall include name, photograph, company name, County name and employee's title and signature.

In most of our projects the county issues our staff identification badges for both identification and access to county office buildings. We agree to wear our badges while working on the project.

- e) All field personnel shall be employees of the Contractor. The County Assessor, including any assistants, will work closely with the Contractor's employees.

In our experience, the closer our staff works with the county staff the better the project outcome. We will work diligently to have a great working relationship with the county staff, county leadership, and the property owners of Russell County.

- f) The Contractor's appraisal personnel responsible for final values should preferably have a minimum of three (3) years of experience in providing services similar to our requirements. Other field personnel not responsible for actual values, may be employed at the discretion of the contractor, without the 3 year experience requirement.

Pearson's agrees to this stipulation and most all of our appraisers' will exceed the 3 year requirement.

- g) The Contractor shall provide the name, title, address, e-mail address and telephone/facsimile number of the primary contact for our account if awarded the contract.

Fred Pearson, Co-Owner Pearson's Appraisal Service, Inc., P. O. Box 36404, Richmond, VA 23235 888-573-2276. pearsonfw@msn.com.

- h) The Contractor must be licensed to perform reassessment services as required by the applicable rules, regulations, and laws of the Commonwealth of Virginia.

Pearson's is licensed to perform reassessment services work in the Commonwealth of Virginia.

19. **Laws to be Observed:** The Contractor is assumed to be familiar with all Federal, State and local laws, codes, ordinances and regulations which in any matter affect those engaged or employed in the work or in any way affect the conduct of work. No plea of understanding or ignorance on the part of the Contractor will in any way serve to modify the provisions of the contract. The Contractor shall at all times observe and comply with all Federal, State, and local laws, orders, codes, ordinances and regulations in any manner affecting the conduct of the work and the Contractor shall indemnify and save harmless the County, its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order of decree, whether by Contractor or its employees, or anyone acting in the Contractor's behalf.

20. **Vehicle Identification:** The Contractor shall submit a listing of all regularly used vehicles, driver's name, description and vehicle tag number to the Russell County Sheriff's Office, The Lebanon Police Department and the Honaker Police Department at the beginning of the job. Vehicles shall be provided by Contractor.

We will provide the requested list to the county and to the listed Police Departments. We also like to make public what areas of the county we are working in as a public announcement or county press release.

21. **Public Relations:** The Contractor and its employees shall endeavor to promote friendly relations with taxpayers and the general public. Any news releases, media interviews, brochures and other publicity or public information must be approved by or issued by the County.

Pearson's Appraisal Service staff are trained and experienced in promoting friendly relations with taxpayers and jurisdiction staff. Any news release, media interviews, brochures or other information will be presented to the county for approval and dissemination.

22. **Public Input: Pursuant to the requirements of Section 58.1-3330 of the Code of Virginia, 1950, as amended,** all property owners in Russell County shall be notified of changes in assessed values of their property. Following this notification, the appointed Contractor shall hold informal hearings to meet with property owners in order to explain, discuss and hear appeals concerning values established. An ample number of hearing days shall be allotted by the Contractor to handle the entire number of appeals filed by property owners and include a minimum of fifteen-days (15) days following the mailing of notices of the change in assessed value. Property owners shall be able to file their appeals of their assessments via phone call, letter, in person, or electronically. The Contractor shall keep a log/spreadsheets of all appeals received indicating property owner, date of appeal, method of appeal and disposition of appeal. The Contractor shall respond to all appeals received, postmarked, or time stamped within the allotted fifteen-days (15) days or additional time if warranted due to a heavy volume of appeals. It is the intent of the County that all appellants shall receive an informal hearing prior to an appeal to the Board of Equalization. A minimum of fifteen (15) minutes shall be allotted by the Contractor for each appeal according to the number and type of properties they are appealing. An ample number of qualified assessors shall be on-site to hear appeals. Hearing dates and times shall be varied during the appeal period. A minimum of two (2) weekdays shall include night hours until 7 p.m. and at least two (2) Saturdays shall be provided for appeals of at least four (4) hours each. The Contractor shall ensure that assessors hearing appeals endeavor to explain and demonstrate to each appealing property owner how they arrived at the changes in assessed values. The Contractor shall use sales studies, aerial photography, sales of comparable properties among other things to demonstrate how the appealed assessed value was reached. Appealing property owners shall be advised when to expect a notice from the assessor(s) of any changes or no changes to assessed values due to the filed appeal. Following such meetings with property owners, the Contractor shall make any necessary field reviews of disputed properties and shall make any appropriate adjustments in value. Notices of any changes/no changes in assessed values as a result of the filed appeals shall be mailed to the property owners before December 15, 2018.

Pearson's agrees to conduct the informal appeals in a manner acceptable to Russell County. We will have our project supervisor and a number of experienced appraisers available to meet with property owners and we will explain how the values were determined and collect pertinent information from the property owners that may or may not affect the value assigned. We agree to have any notices of changes mailed by December 15, 2018.

23. **Board of Equalization:** Following the general reassessment, the County is required by law to appoint a Board of Equalization (BOE). The BOE shall establish meeting dates, times and places, to receive complaints from property owners regarding appraised values. The Project Manager or representative will be available as needed for consultations and questions resulting from the meetings of the BOE and all informal hearings following the completion of the work until all complaints are heard and disposed of, to assist in the settlement of complaints and to defend the values placed upon the various properties. These services shall be provided at no additional cost to the County in the case of complaints as to assessed valuations.

The project supervisor will be available on an as needed basis to assist the Board of Equalization.

24. **Printing:** Except as previously noted, the Contractor shall be responsible for the printing cost associated with the reappraisal project. Printing shall include notices of value and other required forms. Public information pamphlets, if done, are the County's responsibility. It shall be the joint responsibility of the County and the Contractor to design these items. The County shall have all final approval on all materials sent to County residents.

We will work with the county to develop or update any required forms and notices. We will work with a local printer when feasible to print required forms and notices.

25. **Valuation Methodology:**

A. Valuation General

The contractor shall compute to the nearest one-hundred dollars (\$100) the value of all properties identified in these specifications. A minimum of two approaches to value from the following three: market, cost or income, must be employed for all income-producing property. Income-producing property includes, but is not necessarily limited to, the following types: primarily commercial multiple-use properties; apartments over eight units; hotels and motels; storage, warehouse and distribution facilities; discount and department stores; shopping centers and malls; supermarkets; small retail properties; office buildings; medical office buildings; research and development facilities; and properties within industrial parks.

All valuation testing must be reviewed and approved by the assessors before the commencement of valuation production. The requirements for each of the three major approaches to value, land valuation and personal property valuation are outlined in the following:

1. Residential Property

a) Comparable Sales

The contractor shall employ a comparable sales valuation approach. The contractor's analysis of the factors used to select comparable sales shall be provided to the assessor for their review prior to valuation.

b) Cost Approach

The contractor shall analyze local building costs and trends and shall revise the replacement cost pricing schedules to be used in determining the valuation of appropriate properties.

Subsequent to the selection of replacement cost pricing schedules and the establishment of land values, the contractor shall analyze the sales of improved properties in order to derive an estimate of physical and functional depreciation and economic obsolescence.

After this analysis, depreciation tables, based upon the condition, desirability, and usefulness of a building relative to its actual age, shall be revised as necessary. After approval by the assessors, these tables shall be used to estimate the depreciation of comparable subject properties.

2. Commercial/Industrial Property

a) Cost Approach

The contractor shall analyze local building costs and trends and shall revise the replacement cost pricing schedules to be used in determining the value of appropriate properties.

Subsequent to the selection of replacement cost pricing schedules and the establishment of land values, the contractor shall analyze the sales of improved properties in order to derive an estimate of physical and functional depreciation and economic obsolescence.

After this analysis, depreciation tables, based upon the condition, desirability, and usefulness of a building relative to its actual age, shall be revised as necessary. After approval by the assessors, these tables shall be used to estimate the depreciation of subject properties.

b) Income Approach

The contractor shall review and analyze current income and expense information furnished by parcel owners, prepared as a result of property owner interviews or obtained from third party sources, giving due consideration to factors affecting the valuation of income-producing properties. A report containing documentation to support the development and derivation of rent schedules, expense ratios and capitalization rates shall be submitted to the assessors for review prior to the commencement of valuation field review activities. The County will pay postage for mailing requests for income data.

A value determined by any of the accepted methods for the income approach to valuation shall be made for each income-producing property.

c) Comparable Sales

The contractor shall employ a comparable sales valuation approach. The contractor's analysis of the factors used to select comparable sales shall be provided to the assessors for their review prior to valuation.

d) Land Valuation

The contractor shall analyze recent sales of comparable properties either within the County, or within an agreed upon area of the state, and/or land residuals if there are insufficient sales. The contractor shall evaluate all factors affecting the market value of lots and parcels including the quality of the neighborhoods, zoning restrictions, size, frontage, depth, shape, topography and all other factors considered relevant in the establishment of land values. Based on this analysis, the contractor shall develop appropriate land base unit values and shall establish land valuations for each parcel of real property within the scope of these specifications

B. **County Requirements:** The County will provide the following:

1. **Office Arrangements:** Offerors are requested to submit a recommendation as to their estimated requirements for office arrangements. The County will be responsible for providing the agreed upon office arrangements. The County will furnish all necessary utilities such as power, water, heat, air conditioning, computer hardware and local telephone service.
2. **Computer Workstations:** Offerors are requested to submit a recommendation as to their requirements for computer workstations. The County will be responsible for providing the agreed upon computer workstations. A workstation will be provided for clerical staff.
3. **Forms and appraisal cards:** The County will provide the Contractor with appraisal cards and data collection forms as described above.
4. **Tax Maps:** A complete set of tax maps for use by the contractor and access to map updates and property records. A digital version of this information can also be provided.
5. **Postage:** Mailing of the notices of change in assessed value after said notices are prepared and delivered to the County by the contractor. The County will be responsible for the postage necessary for mailing notices of value.
6. **Pictometry, Topography, Flood Plain Maps:** Access to these can be provided by the County. Pictometry is

detailed oblique aerial photography that shows buildings, land, etc. Measurements including height, length, and width can be taken directly from the Pictometry.

C. **Termination of Contract:** The contract may be terminated by the County for the following reasons:

1. Failure of the Contractor to start the work on the date specified.
2. Reasonable evidence that the progress being made by the Contractor is insufficient to complete the work within the specified time at the sole discretion of the County.
3. Failure on the part of the Contractor to comply with any requirement of the contract.

Before the contract may be terminated, the Contractor and its surety must be notified in writing by the County of the conditions which make termination of the contract imminent. Ten (10) days after this notice is given, if a satisfactory effort has not been made by the Contractor or its surety to correct the condition, the County may declare the contract terminated, notify the Contractor and its surety accordingly, and pursue any right and remedy under contract and bond (s).

In the event the contract is terminated, the County reserves the right to take possession of all completed work, work in progress, material, software, documentation, or any other part of the work, to account for said work and material and to use the same to complete the project in accordance with the contract specifications and the provisions and conditions of the bond (s) attached to the contract.

D. **Contract Administration:**

1. The Contract Administrator, designated by the County, for this contract and shall use all powers under the contract to enforce its faithful performance.
2. The Contract Administrator shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or designee, shall not have the authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by Russell County through a written amendment to the contract.

V. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) original and three (3) copies of each proposal must be submitted to:

Lonzo Lester, MBA, CPC, VCO
County Administrator
137 Highland Drive
P.O. Box 1208
Lebanon VA 24266

Identify on outside of envelope: **Russell County General Reassessment RFP**

RFP Due date/Opening date and hour: **August 4, 2017, 3:00 P.M. REVISED TO SEPTEMBER 25, 2017, 3:00 P. M.**

The Offeror shall make no other distribution of the proposal.

2. Proposal Preparations:

- a. Proposal shall be signed by an authorized representative of the Offeror. All information requested should be submitted. The Procurement Manager will review all proposals to ensure required information is included. Failure to submit all information requested may result in a request to submit the missing information. Proposals which are substantially incomplete or lack key information may be rejected as incomplete. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals will be reviewed and evaluated by a Committee as designated by the County.
- c. Proposal should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- d. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirements as it appears in the RFP. If a response covers more than one page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, materials and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342D of the Code of Virginia, in writing, either before or at the time the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

- ### **B. SPECIFIC REQUIREMENTS:** Proposals should be as thorough and as detailed as possible so that the County may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

1. The return of the RFP general information form and addenda, if any, signed and completed as required.
Attached.
2. **Client References:** Offerors must provide at least three governmental client references in which work

completed is comparable to the requirements contained in this RFP. Submit a Client Reference to include name of entity where services were performed, name of contact person and valid phone number of the contact. Also include exit ratios, percentage of hearings and percentage of appeals to BOE. Offerors shall provide a complete list of ALL general reassessment services they have completed within the past five years. This information is to include the agreed upon contract price for each public body and the number of parcels that were appraised.

REFERENCES:

1. **Government/Firm Name:** *Wythe County, VA*
Contact: Faye H. Barker
Title: Commissioner of the Revenue
Mailing Address: 101 Wythe County Courthouse,
Wytheville, VA 24382
Phone: 276-223-6018
2017 Ratio 99%
Informal hearings less than 3%

2. **Government/Firm Name:** *Patrick County, VA*
Contact: Janet H. Rorrer
Title: Commissioner of the Revenue
Mailing Address: P. O. Box 367
Stuart, VA 24171
Phone: 276-694-7131
2016 Ratio 98%
All hearings less than 4%

3. **Government/Firm Name:** *City of Winchester, VA*
Contact: Celeste Broadstreet
Title: Financial Services Director/Real Estate Administrator
Rouss City Hall, 15 N Cameron Street
Winchester, VA 22601
Phone: 540-667-1815
2017 Ratio 99%
Hearings less than 1%

Offerors shall provide a complete list of ALL general reassessment services they have completed within the past five years. This information is to include the agreed upon contract price for each public body and the number of parcels that were appraised.

1. **Beaufort County, NC**

Revaluation Effective for 2018
Total Contract Amount \$955,500.00
Amount Paid: In Progress
Ratio: In Progress

Granville County, NC

Revaluation Effective for 2018
Total Contract Amount \$627,000.00
Amount Paid: In Progress
Ratio: In Progress

Amelia County, VA

Reassessment Effective for 2018
Total Contract Amount \$135,400.00
Amount Paid: In Progress
Ratio: In Progress

Brunswick County, VA

Reassessment Effective for 2018
Total Contract Amount \$234,600.00
Amount Paid: In Progress
Ratio: In Progress

Lunenburg County, VA

Reassessment Effective for 2018
Total Contract Amount \$173,600.00
Amount Paid: In Progress
Ratio: In Progress

Nottoway County, VA

Reassessment Effective for 2018
Total Contract Amount \$219,400.00
Amount Paid: In Progress
Ratio: In Progress

Sussex County, VA

Reassessment Effective for 2018
Total Contract Amount \$137,750.00
Amount Paid: In Progress
Ratio: In Progress

Orange County, NC

Revaluation Effective for 2017
Total Contract Amount \$100,000.00 (\$445 per day provide appraisers to assist staff)
Ratio: 98%

Hyde County, NC

Revaluation Effective for 2017
Total Contract Amount \$285,800.00 (\$27,800 will be paid at conclusion of BOE appeals.)
Amount Paid: \$257,200.00
Ratio: 100%

Warren County, NC

Revaluation Effective for 2017
Total Contract Amount \$397,250.00
Amount Paid: 379,800 (\$24,200 will be paid at the conclusion of BOE appeals.)
Ratio: 99%

Wythe County, VA

Reassessment Effective for 2017

Total Contract Amount \$294,000.00

Amount Paid: \$264,600.00 (\$29,400 will be paid at the conclusion of BOE appeals.)

Ratio: 99%

City of Winchester, VA

Reassessment Effective for 2017

Total Contract Amount \$158,400

Amount Paid: \$158,400.00

Ratio: 99%

Chatham County, NC

Revaluation Effective for 2017

Total Contract Amount \$613,000.00

Amount Paid: \$490,900.00 Amount due April 2017 Billing \$75,100.00 Reduced project amount by \$47,000.00 due to small number of appeals: county appraiser will conduct appeals hearings.

Ratio: 98%

Nash County, NC

Revaluation Effective for 2017

Total Contract Amount \$800,000.00

Amount Paid: \$668,500.00 (\$131,500 will be paid at the conclusion of BOE appeals.)

Ratio: 98.6%

Vance County, NC

Reassessment Effective for 2017

Total Contract Amount \$435,500.00

Amount Paid: \$391,950.00 (\$43,550.00 will be paid at the conclusion of BOE appeals.)

Ratio: 100%

REAPPRAISALS EFFECTIVE FOR 2016

Westmoreland County, VA

Reassessment Effective for 2016

Total Contract Amount \$330,000.00

Amount Paid: \$330,000.00

Ratio: 97.8%

Perquimans County, NC

Revaluation Effective for 2016

Total Contract Amount \$261,000.00

Amount Paid: \$261,000.00

Ratio: 99%

Wake County, NC

Assisting tax office with new construction, revaluation and hearings

Total Contract Amount \$2,700,000.00
Amount Paid: \$2,673,000.00 (Less \$27,000.00 for listing error.)
Ratio: 99%

Reassessments/Revaluations Effective for Tax Year 2015

Camden County, NC

Total Contract Amount \$181,000.00
Amount Paid: \$181,000.00
Ratio: 97.8%

Greene County, VA

Total Contract Amount \$60,000.00
Amount Paid: \$60,000.00 (Note: no field work required.)
Ratio: 98%

Patrick County, Virginia

Total Contract Amount \$320,000.00
Amount Paid: \$320,000.00
Ratio: 97.6%

Mecklenburg County, NC

Total Amounts of Contracts \$6,500,000.00
Amount Paid: \$6,500,000.00
Ratio: 97%

City of Winchester, VA

Total Contract Amount \$158,400.00
Amount Paid: \$158,400.00
Ratio: 99%

Reappraisals Effective for 2014

Chowan County, NC

Total Contract Amount \$260,000.00
Amount Paid: \$260,000.00
Ratio: 97%

Northumberland County, VA

Total Contract Amount \$527,400.00
Amount Paid: \$527,400.00
Ratio: 97.6%

Pasquotank County, NC

Total Contract Amount \$456,700.00
Amount Paid: \$456,700.00
Ratio: 99%

Cumberland County, VA

Total Contract Amount \$105,400.00

Amount Paid: \$105,400.00

Ratio: 98%

Reassessment/Revaluations Effective for 2013

Charlotte County, VA

Total Contract Amount \$164,400.00

Amount Paid: \$164,400.00

Ratio: 96%

Greene County, VA

Total Contract Amount \$144,000.00

Amount Paid: \$144,000.00

Ratio: 99%

Madison County, VA

Total Contract Amount \$141,120.00

Amount Paid: \$141,120.00

Ratio: 98%

Person County, NC

Total Contract Amount \$160,000.00

Amount Paid: \$160,000.00

Ratio: 99%

Wilkes County, NC

Provided Project Manager to assist with the development of the County's sales analysis for their 2013 revaluation.

Services provided on a per diem basis.

Total Contract Amount \$160,000.00

Amount Paid: \$160,000.00

Ratio: 99%

3. **Method and Plan:** Offeror's shall submit a method and plan outlining:
 - a. How the requirements contained in this proposal will be met. This is the Offeror's proposed plan.

PROPOSED METHODOLOGY

Project Planning

The reassessment contract will begin in October, 2017 with Pearson's Appraisal Services setting up the reassessment office and orientating the Project Supervisor with County officials, including meeting members of the County's real estate and zoning offices. The Sheriff's department and town officials will be notified of the commencement of the reassessment and will be provided information on project personnel, and vehicle identifications. Any other relative information needed by the County will be supplied upon request. Performance bonds and insurance certificates will also be furnished.

The Project Supervisor will begin working on-site in October, 2017 and will at that time begin an in-depth

review of the County's current database in order to obtain a good understanding of the present appraisal data and how it is used to calculate values. Evaluating the BAI software will be made by reviewing the following components of the appraisal program: data fields for residential, commercial and industrial properties, land models, calculation models, codes, and neighborhood parameters.

Perform Market/Sales Data Analysis Cost Approach

Pearson's Appraisal Services would begin to research construction costs from examining building permits, talking with residential and commercial builders, and referencing the cost manual of Marshall & Swift. Testing of new replacement costs and new rates for residential, manufactured housing, commercial and other improvements will be made. Depreciation tables will be produced and tested.

Comparable Sales

Property maps will be prepared by over-laying sales, prices, and dates of sales, zoning, and water and sewer lines. The appraiser will begin to review the sales and will review neighborhoods. The appraiser will be responsible for qualifying these sales and insuring that the property data is correct. A digital picture will be taken of all improved sales.

Income Approach

Commercial and apartment sales will be analyzed by comparable sales and through the income approach. Income, vacancies, and expenses will be used to determine capitalization rates for apartments and commercial buildings.

Calibrate Cost & Depreciation Tables

With the use of multiple regression analysis, the cost tables for residential buildings will be performed. MRA may be used for apartment and commercial buildings if there are a reasonable number of sales. A check of commercial sales will be analyzed against the cost schedules and depreciation tables. Land models and rates will be derived from land sales in each neighborhood.

Sales Data Analysis

With neighborhoods reviewed, and costs and depreciation are calibrated against sales and the income approach is applied for commercial properties a percent of market and a code for each neighborhood will be performed. All the various approaches used in the reappraisal process as well as land and building schedules will be documented in the property reassessment manual that will be prepared by Pearson's Appraisal Services and submitted to the Commissioner of Revenue for review and acceptance.

Field Work/Data Collection

Pearson's will assist the County in setting up the review of properties using the Pictometry oblique images. Parcels that are determined from the desktop review to need an onsite field check will be flagged. For the purposes of this proposal we estimate 400 or fewer properties will need an actual on site field visit. Most properties will be updated on screen using the Pictometry measuring tools.

Field work will commence at the conclusion of the Pictometry review and be finished by August 2018. All field personnel will have proper identification and will display signs on their cars which will read "County Reassessment" when visiting and inspecting properties. If the owner is present during the field inspection of their property, the appraiser will verify all interior data. No interior inspections will be made, unless specifically requested by the property owner. If the property owner is not at home, an owner-notification card will be left for the property owner to complete and return to reassessment office.

Commercial Properties

Once review of the BAI software is made by the commercial appraiser—a certified General Real Estate Appraiser—commercial properties will be visited and inspected in the same manner as residential properties. Owners of managers of commercial properties will be interviewed for verification of existing data and measurements. A check for proper classification of each commercial property will be made and any additional information needed for performing an accurate appraisal will be obtained. A letter requesting income vacancy and expense data will be sent to all owners of improved income producing commercial properties. This letter will give the property owner the opportunity to supply income and expense data as outlined on our form letter. Vacant properties will be coded by zoning, utilities, and size. Adjustments will be made for topography, shape, access, frontage, and location.

Small industrial plants will be appraised in the same manner as commercial properties. All other property, including tax exempt properties and properties required by law to be appraised, will be appraised at market value using a acceptable appraisal standards.

Evaluation Review

Corrected data will be entered into the BAI system by data entry personnel and recalculated in the BAI system. It

will be the responsibility of the Project Supervisor to report any problems with the BAI system. However, as a system check, Pearson's Appraisal Services will set up models for testing computer calculations. Manual calculations of these models will be made on some residential and commercial properties. If the value changes without a rate change, we will investigate to find the difference. Pearson's Appraisal Services will work closely with the County to correct any software problems.

All properties will then be reviewed by an appraiser to ensure that the data entered is accurate and correct, that the system is calculating correctly, and that the appraised value is consistent with market value.

Preliminary Evaluation

Upon completion of the limited appraisal field work, Pearson's Appraisal Services will perform an analysis by neighborhood delineation, using 2017 and 2018 sales. This will show the percent of the market and the COD for residential and commercial properties.

Edit reports will be generated to confirm that all new construction has been updated, and all properties have been appraised. Specific reports will include Acres Report/Deed Acreage Equals Appraisal, and Percentage of Increase.

Information Hearings

Pearson's Appraisal Services will work with the County to prepare the reassessment notice and to discuss the procedures for scheduling informal hearings. Notices will be sent out by October 1, 2018 with hearings complete by December 1, 2018.

- b. Itemized list with prices of all services to be provided.
Pearson's has proposed a per parcel price- See our cost sheet.
 - c. Approximate date work will begin and end.
We will begin in October 2017 and finish by the end of December 2018 except of Board of Equalization hearings which we will attend as needed.
 - d. The qualifications, experience, and background of the personnel to be used to complete the requirements of this contract.
Please see our Resumes included in this response.
 - e. Discuss the possibility of the contractor hiring local clerical to carry over to the BOE be a condition of employment.
If we are chosen to complete this project we will consider hiring local clerical as needed.
2. **Offeror's Experience and Work Load:** The County is requesting that Offerors include with the proposal a complete list of all contracts awarded during the past five years. The information must include the amount of the contract award and the actual amount paid elaborating on the reason for the difference. Sales ratio study information shall be provided for each job. The County is requesting this information to determine how complete Contractors are in providing pricing information for a proposal and how that pricing information relates to actual expenses paid. The County will not allow unwarranted contract modifications or purchase order changes for items that should have been addressed prior to awarding a contract. This information will be evaluated and could have an impact on the award decision.
We have provided this information- see above.
3. **Pricing.** Offerors are requested to provide pricing on a per parcel basis. Offerors must convey to the County how the county will be invoiced if the number of parcels appraised exceed the number originally quoted in the RFP. Offerors must also convey to the County how the County will be credited if the number of parcels appraised are less than the number originally quoted in the RFP.
We have provided a per parcel price and should the parcel count exceed the estimate we will bill the county the same price per parcel. Should the county contain fewer parcels we will not bill past the actual parcel count.
4. Other information that the Offeror believes pertinent for consideration.

Pearson's has performed similar desktop review projects in the past and using the oblique images coupled with other best practices can meet the reassessment standards set by the International Association of Assessing Officers (IAAO). We understand and agree Russell County is requesting a desktop review using Pictometry images with limited field visits.

5. **Exceptions to request for proposals:** Any Offeror taking exception to any section of this Request for Proposal must clearly state the exception in writing.

Clarification: If using Pictometry for desktop review the measuring of building to the nearest tenth of an inch may not be possible. Page 3 last paragraph Scope of Work.

VI. EVALUATION AND AWARD OF CONTRACT:

A. Award of Contract: Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for proposal. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Russell County shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Russell County may to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359D, Code of Virginia.) Should Russell County determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of the solicitation and the contractor's proposal as negotiated. See Attachment B for sample contract form.

B. Evaluation Criteria: Proposals shall be evaluated by the County using the following criteria: Each proposal will be evaluated on the following criteria:

<u>EVALUATION CRITERIA</u>	<u>WEIGHT</u>
1. Price	15
2. Proposed methodology for completing the reassessment	20
3. Operating plan including staffing, timeframe, quality control, use of technology, oversight public relations in providing a solution to meet the County's requirements	25
4. Relevant Experience	25
5. References	15

VII PRICE SCHEDULE: Offerors are requested to provide pricing per item listed in itemized pricing, including all tasks identified.

The pricing schedule must include an itemized listing of all fees for each component of this project.

VIII CONTRACT ADMINISTRATION:

Lonzo Lester, County Administrator representing the Russell County, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, or his designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or his designee, shall not have the authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the County Administrator through a written amendment to the contract.

IX PAYMENT PROCEDURES:

- Proposed method of payment:** Offerors are requested to submit their recommendation as to how they are to be paid. *For most of our projects we are paid monthly based on an invoice of the previous month's project tasks.*
- Retainer:** a 10% retainer will be withheld from each invoice. A final payment of the retainer will be made to the Contractor after final acceptance of all work.
- The County will authorize payment to the Contractor after receipt of Contractor's correct invoice for services rendered. Invoices shall be sent to:

Russell County Board of Supervisors
Attn: Lonzo Lester
137 Highland Drive
Lebanon, VA 24266

- Deliverables:** All documents, reports, records, data or other materials, in whatever form, manual or mechanized, obtained or produced during the performance of this project shall be the sole property of the County and shall be

delivered during an appropriate phase of or at the conclusion of the project, as set forth in these specifications or by the assessor. The documents, reports, records, data and other materials shall include, without limitation, the specific deliverable products listed below:

- 1) A property inventory record for each parcel and account,
- 2) Any sales ratio studies developed during the project,

- 3) A detailed cost manual,
- 4) The depreciation schedule and source of information used for its development,
- 5) All materials and documentation used on the land valuation effort,
- 6) Field review documents which reflect original proposed value, adjusted proposed value, and any notes relative to action taken from public disclosure activities,
- 7) All manual and computerized reports which support values and valuation formulas,
- 8) Documentation of all procedures used throughout the project.

X **CONTRACT PERIOD:** The term of this contract is for the anticipated time frame for reassessment services that will begin September, 2017 and be completed by December 31, 2018. Russell County reserves the right to renew for an additional assessment period as negotiated.

ATTACHMENT A
TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS

SPECIAL TERMS AND CONDITIONS

1. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Russell County will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Russell County, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
3. **PERFORMANCE AND PAYMENT BONDS:** The successful Offeror shall deliver to the Russell County Administrator executed Commonwealth of Virginia Standard Performance and Labor and Material Payment Bonds, each in the sum of the contract amount, with Russell County as obligee. The surety shall be a surety company or companies approved by the State Corporation Commission to transact business in the Commonwealth of Virginia. No payment shall be due and payable to the Contractor, even if the contract has been performed in whole or in part, until the bonds have been delivered to and approved by the Russell County Purchasing Department. Standard bond forms will be provided by the Russell County Administrator prior to or at the time of award.
4. **CANCELLATION OF CONTRACT:** Russell County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and addressed as follows:
Russell County Administrator
137 Highland Drive
Lebanon, VA 24266
Reference the opening date and hour, and RFP Number in the lower left corner of the envelope or package.
If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope. Proposals may be hand delivered to the Russell County Purchasing Department.
6. **INDEPENDENT CONTRACTOR:** The contractor shall not be an employee of Russell County, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Russell County, or to otherwise act on behalf of Russell County, except as Russell County may expressly authorize in writing.
7. **INSURANCE:**
By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.
During the period of the contract, Russell County reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.
INSURANCE COVERAGES AND LIMITS REQUIRED:
 - A. Worker's Compensation - Statutory requirements and benefits.
 - B. Employers Liability - \$100,000.00
 - C. General Liability - \$500,000.00 combined single limit. Russell County and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
 - D. Automobile Liability - \$500,000.00The contractor agrees to be responsible for, indemnify, defend and hold harmless Russell County, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Russell County, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.
8. **MINORITY BUSINESS, WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.
9. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
10. **OWNERSHIP OF DOCUMENTS AND RECORDS:** Upon full payment to the Contractor, all concepts, ideas, plans specifications, management systems and approaches, records, reports, documents and other materials, including those in electronic form, (the "Documents") prepared by the Contractor under the terms of this agreement shall become the exclusive property of the County, however the Contractor's liability will be limited to the original

intended use of the Documents. All materials shall be delivered to Russell County in usable condition after completion of the work, and prior to submission of the invoice for payment.

11. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Russell County. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Russell County the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
12. **LIQUIDATED DAMAGES, GOODS AND NONPROFESSIONAL SERVICES:** Delivery is required not later than December 31, 2018 . It is understood and agreed by the Offeror that time is of the essence in the delivery of supplies, services, materials or equipment of the character and quality specified in the proposal document. In the event these specified supplies, services, materials or equipment are not delivered by the date specified there will be deducted, not as a penalty but as liquidated damages, the sum of \$1000 per day for each and every calendar day of delay beyond the time specified; except that if the delivery be delayed by any act, negligence or default on the part of Russell County, public enemy, war, embargo, fire or explosion not caused by the negligence or intentional act of the Contractor or his supplier(s), or by riot, sabotage or labor trouble that results from a cause or causes entirely beyond the control or fault of the contractor or his supplier(s), a reasonable extension of time as Russell County deems appropriate may be granted. Upon receipt of a written request and justification for any extension from the Contractor, Russell County may extend the time for performance of the contract or delivery of goods herein specified, at Russell County's sole discretion, for good cause shown.

RESUMES

FRED W. PEARSON

Owner/Supervisor Pearson's Appraisal Services, Inc. / Reappraisal Inc.

Certified General Real Estate Appraiser

CERTIFICATION

Certified Virginia General Appraiser, Virginia Real Estate Appraiser Board

Certified Virginia Professional Assessor, Virginia Department of Taxation

Certified Ad Valorem Appraiser, North Carolina Dept. of Revenue

Certified Georgia Real Property Appraiser, Georgia Real Estate Commission

Certified North Carolina General Appraiser, North Carolina Appraisal Board

EXPERIENCE

For the past 30 years, owner and manager of Pearson's Appraisal Service, successfully managed and supervised reassessments and revaluations for Virginia and North Carolina municipalities including the following:

Amelia County, VA.	Westmoreland County, VA.
Buckingham County, VA.	Beaufort County, NC
Brunswick County, VA.	Durham County, NC
Charlotte County, VA.	Edgecombe County, NC
Cumberland County, VA.	Johnston County, NC
Essex County, VA.	Macon County, NC
Fauquier County, VA.	Onslow County, NC
Lunenburg County, VA.	Swain County, NC
Northumberland County, VA.	Stanly County, NC
Nottoway County, VA.	Wake County, NC
Patrick County, VA.	Nash County, NC
Powhatan County, VA.	Pasquotank County, NC
Prince Edward County, VA.	Wise County, VA
Richmond County, VA.	Wythe County, VA.
Sussex County, VA.	Warren County, VA.

Prior to incorporation of Pearson's Appraisal Service, appraisal experience includes working for the Virginia Department of Taxation.

EDUCATION

B.S. Business Administration, Atlantic Christian College, Wilson, North Carolina
Completed Courses 1, 2 and 3 under the supervision of the IAAO.

REFERENCES

Mr. Ken McArtor
Revenue Department
Wake County, North Carolina
Tel. # (919) 856-7115

Ms. Julie Phillips
Commissioner of Revenue
Cumberland County, Virginia
Tel. # (804) 492-4288

Mr. Ken Joyner
Tax Assessor
Mecklenburg County, North Carolina
Tel. # (704) 562-8106

NUMBER OF YEARS OF APPRAISAL EXPERIENCE

35 years

Kenny Billings
Project Supervisor

CERTIFICATION

Certified Ad Valorem Appraiser, North Carolina Dept. of Revenue

EXPERIENCE

For the past 9 years, performed mass appraisal for the following project locations:

- Durham County, North Carolina
- Nash County North Carolina
- Mecklenburg County North Carolina
- Alleghany County North Carolina
- Wake County North Carolina
- Caswell County North Carolina

REFERENCES

Ms. Rita Miller
Tax Administrator
Alleghany County, North Carolina
Tel. # (336) 372-8291

Mr. Thomas Bernard
Tax Director
Caswell County, North Carolina
Tel. # (919) 277-2236

NUMBER OF YEARS OF APPRAISAL EXPERIENCE

9 years

Thomas Taylor
Field Appraiser

EXPERIENCE

Project Manager with Pearson's Appraisal Services for the following revaluation and reassessment projects:

- Hyde County, NC – 2017 Revaluation, Project Manager/Field Appraiser

Field Appraiser with Pearson's Appraisal Services for the following revaluation and reassessment projects:

- Perquimans County, NC – 2016 Revaluation, Field Appraiser
- Jones County, NC – 2006 Revaluation, Field Appraiser
- Pamlico County, NC – 2004 Revaluation, Field Appraiser (as an employee of Pamlico County)

Work Experience non PAS Related

- Pamlico County Tax Office (1997-2005). Field Appraiser
- Craven County Tax Office (2006-2013). Field Appraiser. 2010 Revaluation
 - o Caswell County, NC. Contractor, Field Appraiser for 2017 Revaluation

EDUCATION

Pamlico County High School, 1982

Chowan College, Associates Degree, 1984

CERTIFICATIONS

- NC Mapper's Association Certification, 1998
- NC Department of Revenue Mass Appraiser Certification, 1998
- Tax Listing and Assessing

REFERENCES

Timothy Buck, 252-745-3133

County Manager, Pamlico County, NC

Linda Basnight, 252-926-4188

Tax Administrator, Hyde County, NC

Gregory Gibbs, 252-473-9110

Gibbs Development Properties, LLC

Dark Wood Property Management, LLC

Lake Landing Realty Inc.

From: Wampler Eanes Appraisal Group, Ltd.
To: lonzo.lester@russellcountyva.us
Subject: RE: Updated pricing for Reassessment Proposal
Date: Wednesday, September 27, 2017 10:01:11 AM
Attachments: image001.png

Mr. Lester,

Unfortunately, our pricing schedule updated on 9/22/17 is our final offer. I do realize that no reassessment is easy and Russell County will have some fluctuation swings in value that will need to be addressed, especially with the county being on a 6-year cycle. Additionally, the commercial values need to be carefully analyzed instead of merely rubber-stamping them. This is what our firm will do for Russell County.

I am respectfully,

Steven I. Wampler, CRA
President
Wampler-Eanes Appraisal Group, Ltd.
P.O. Box 685
Daleville, Virginia 24083
(540) 992-2323
www.wamplereanes.com



From: Lonzo Lester [mailto:lonzo.lester@russellcountyva.us]
Sent: Wednesday, September 27, 2017 9:02 AM
To: 'Wampler Eanes Appraisal Group, Ltd.' <wamplereanes@rbnet.com>
Subject: RE: Updated pricing for Reassessment Proposal

Zachary,

I would to make one last attempt to ensure this is Wampler Eanes Final Reassessment RFP proposal.

Please review and either reply as final offer or new proposal on company's letterhead.

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

Sincerely,

*Lonzo Lester, MBA, CPC, UCO
Russell County Administrator*

*137 Highland Drive
Lebanon, Virginia 24266
276-889-8000 (Office)
276-880-4396 (Cell)
276-889-8011 (Fax)
E-mail: Lonzo.lester@russellcountyva.us*

From: Wampler Eanes Appraisal Group, Ltd. [<mailto:wamplereneas@rbnet.com>]
Sent: Monday, September 25, 2017 7:52 AM
To: lonzo.lester@russellcountyva.us
Subject: Updated pricing for Reassessment Proposal

Mr. Lester,

Attached, please find an updated pricing page that Mr. Wampler asked me to forward to you. Thank you!

Zachary Falls
Office Manager
Wampler-Eanes Appraisal Group, Ltd.
P.O. Box 685
Daleville, Virginia 24083
(540) 992-2323
www.wamplereneas.com



Russell County

Re: Proposal for the 2019 General Reassessment (effective date 1/1/19)

Proposed Pricing Schedule

Price Per Parcel =	\$15.95 each for full walk-around assessment (includes field visit) \$ 399,978.15
Price Per Parcel =	\$13.00 each for a pictometry assessment
Price Per Mobile Home =	\$10.00 each
Performance Bond =	\$0.50 can be deducted from parcel price above if no bond is required
New Construction/Splits =	Coordinate with Commissioner of the Revenue for January 1 to December 31 for reassessment year (\$30.00 per parcel will be charged after this timeframe)
Digital Photos at \$0.00 =	Included in price above
Door Hangers at \$0.00 =	Contractor to provide
Clerical / Data Entry =	Contractor to provide
Notices/Envelopes/Printing/Postage Cost =	County to provide
Office Space/Furniture/Telephone =	County to provide space/computers for staff of four
Computer Software =	County to provide
Tax Maps =	County to provide
Field Cards =	County to provide
Board of Equalization =	Contractor will assist the Board of Equalization.
Court Testimony =	Contractor to provide court testimony for any appeals without additional charge for three years from the first of January of the year in which the tax appraisal is effective.

Accepted for Russell County:

this ___ day of _____, 2017

For Wampler-Eanes Appraisal Group, Ltd.

By:

By:

Title: _____

Title: _____

From: [Jeannie Patrick](#)
To: craig.horn@buchanancounty-va.gov; lonzo.lester@russellcountyva.us; [David Moore Jr.](#); [Dane Poe](#); fstarnes@scottcountyva.com; [Michael Carter](#); [Patricia Green](#); [Jason Berry](#); [Shannon Scott](#); [Fred Ramey, Jr.](#)
Cc: [Stephen Clear](#); [Angela Haynes](#)
Subject: Resolution
Date: Thursday, September 21, 2017 11:04:27 AM
Attachments: [Resolution 2017.doc](#)

Good Morning,

I have attached a copy of a Resolution passed by the Executive Committee of the Regional Jail, regarding the increased financial burden on the localities. The SWVRJA Board asks that each locality pass a similar resolution and forward the resolution to their respective State legislatures.

Please let me know if you have any questions.

Thank you for your help.

Jeannie Patrick,
Administrative Lieutenant
Southwest Virginia Regional Jail Authority
276-739-3527 Telephone
276-739-3534 Fax
jpatrick@swvrja.com



**Buchanan
Dickenson
Lee
Norton
Russell
Scott
Smyth
Tazewell
Washington
Wise**



**P. O. Box 279
Meadowview, VA 24361**

**Phone
(276) 739-3520
Fax
(276) 739-3534**

**Stephen O. Clear
Superintendent**

Resolution

WHEREAS, the Counties of Buchanan, Dickenson, Lee, Russell, Scott, Smyth, Tazewell, Washington, and Wise, and the City of Norton, Virginia, created by concurrent Resolutions the Southwest Virginia Regional Jail Authority, pursuant to the provisions of 53.1-95.2, the Code of Virginia, 1950;

WHEREAS, the Southwest Virginia Regional Jail Authority members studied and considered the advantages of an Authority, including, but not limited to, economies of scale and consolidation of services and resources;

WHEREAS, the Southwest Virginia Regional Jail Authority maintains the highest daily jail population in the Commonwealth of Virginia;

WHEREAS, the 2010 General Assembly changed the definition of state responsible inmates from inmates with sentences of one (1) year or more to inmates with sentences of two (2) years or more;

WHEREAS, the 2010 General Assembly made significant changes to the per diem rates for local responsible inmates (from \$8.00 to \$4.00), state responsible inmates (from \$14.00 to \$12.00), and discontinued the Jail Contract Bed Program, which provided an additional \$14.00 per day for state responsible inmates;

WHEREAS, the two (2) actions of the 2010 General Assembly have created a significant economic burden on the participating jurisdictions of the Southwest Virginia Regional Jail Authority equivalent to \$2.4 million per year, or a total of \$16.7 million, accumulative since 2011;

BE IT RESOLVED, the Southwest Virginia Regional Jail Authority Board requests that the 2018 General Assembly recognize the increased economic burden placed on the localities as a result of the 2010 General Assembly's action and that the

2018 General Assembly enact legislation either to restore per diems to 2009 levels or increase the per diems paid to the localities for housed inmates.

Adopted this the _____ day of _____ 2017.

ATTEST:

SOUTHWEST VIRGINIA REGIONAL JAIL
AUTHORITY

Stephen Clear, Superintendent

Joseph Fawbush, Chairman

Russell County Virginia

“The Heart of Southwest Virginia”

Tim Lovelace
District 1

Lou Ann Wallace
District 2

Carl Rhea
District 3

Steve Breeding, Chairman
District 5

David Eaton, Vice-Chairman
District 4

Rebecca Dye
District 6

Mark Mitchell
At-Large

Lonzo Lester
County Administrator

Resolution

WHEREAS, the Counties of Buchanan, Dickenson, Lee, Russell, Scott, Smyth, Tazewell, Washington, and Wise, and the City of Norton, Virginia, created by concurrent Resolutions the Southwest Virginia Regional Jail Authority, pursuant to the provisions of 53.1-95.2, the Code of Virginia, 1950;

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WHEREAS, the 2010 General Assembly changed the definition of state responsible inmates from inmates with sentences of one (1) year or more to inmates with sentences of two (2) years or more;

WHEREAS, the 2010 General Assembly made significant changes to the per diem rates for local responsible inmates (from \$8.00 to \$4.00), state responsible inmates (from \$14.00 to \$12.00), and discontinued the Jail Contract Bed Program, which provided an additional \$14.00 per day for state responsible inmates;

WHEREAS, the two (2) actions of the 2010 General Assembly have created a significant economic burden on the participating jurisdictions of the Southwest Virginia Regional Jail Authority equivalent to \$2.4 million per year, or a total of \$16.7 million, accumulative since 2011;

BE IT RESOLVED, the Russell County Virginia Board of Supervisors requests that the 2018 General Assembly recognize the increased economic burden placed on the localities as a result of the 2010 General Assembly’s action and that the 2018 General Assembly enact legislation either to restore per diems to 2009 levels or increase the per diems paid to the localities for housed inmates.

WITNESS my signature and the seal of the Board of Supervisors of Russell County, Virginia,
this 2nd day of October, 2017.

(SEAL)

Clerk, Board of Supervisors
of Russell County, Virginia

RESOLVED this 2nd day of October, 2017, by the following vote:

Recorded Vote:

A COPY TEST:

Moved by: _____

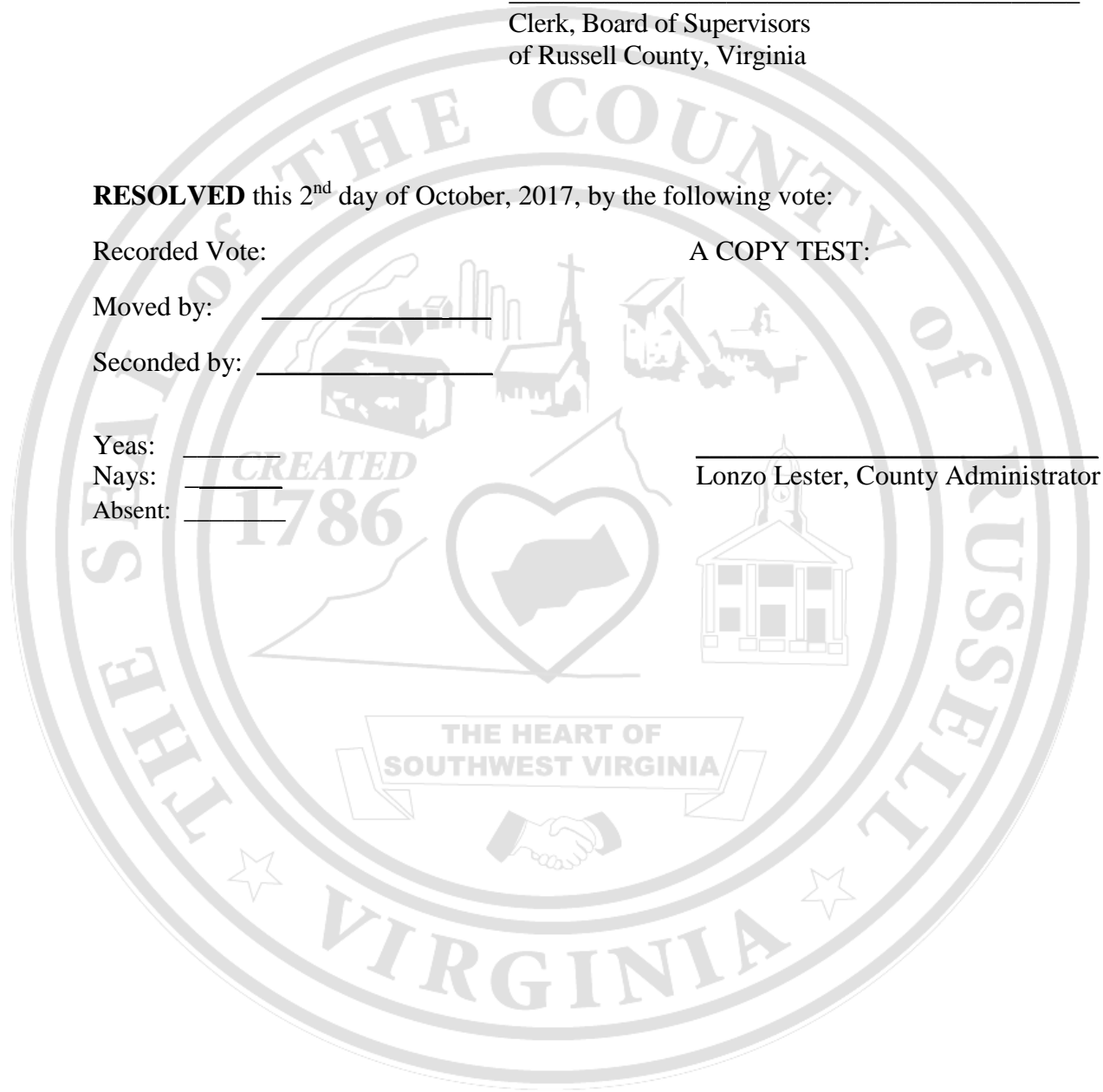
Seconded by: _____

Yeas: _____

Nays: _____

Absent: _____

Lonzo Lester, County Administrator



Russell County Virginia

“The Heart of Southwest Virginia”

Tim Lovelace
District 1

Lou Ann Wallace
District 2

Carl Rhea
District 3

Steve Breeding, Chairman
District 5

David Eaton, Vice-Chairman
District 4

Rebecca Dye
District 6

Mark Mitchell
At-Large

Lonzo Lester
County Administrator

Red Ribbon Proclamation

WHEREAS, Alcohol and other drug abuse in this nation has reached epidemic stages; and

WHEREAS, It is imperative that visible, unified prevention education efforts by community members be launched to eliminate the demand for drugs; and

WHEREAS, The National Family Partnership is sponsoring the National Red Ribbon Campaign offering citizens the opportunity to demonstrate their commitment to drug-free lifestyles (no use of illegal drugs, no illegal use of legal drugs): and

WHEREAS, The National Red Ribbon Campaign will be celebrated in every community in America during “Red Ribbon Week”, October 23-31; and

WHEREAS, Business, government, parents, law enforcement, media, medical, religious institutions, schools, senior citizens, service organizations and youth will demonstrate their commitment to healthy, drug-free lifestyles by wearing and displaying Red Ribbons during this week long campaign; and

WHEREAS, The County of Russell further commits its resources to ensure the success of the Red Ribbon Campaign;

NOW THEREFORE BE IT RESOLVED, that the County of Russell does hereby proclaim October 23-31, 2017, as **RED RIBBON WEEK** and encourages its citizens to participate in drug prevention education activities, making a visible statement that we are strongly committed to a drug-free state.

RESOLVED this 2nd day of October, 2017, by the following vote:

Recorded Vote:

A COPY TEST:

Moved by: _____

Seconded by: _____

Yeas: _____

Nays: _____

Lonzo Lester, County Administrator

Steven G. Breeding, Chairman



CUMBERLAND MOUNTAIN COMMUNITY SERVICES

Mental Health, Intellectual Disability, and Substance Abuse Services

Mary F. Cole, LCSW, Executive Director

September 7, 2017

Mr. Lonzo Lester
County Administrator
Russell County Board of Supervisors
P.O. Box 1208
Lebanon, Virginia 24266

Dear Mr. Lester:

Please find attached a copy of our FY 2018 Performance Contract as submitted to the Department of Behavioral Health.

This is to comply with the Administrative Requirements of our Performance Contract with the Department of Behavioral Health and Developmental Services. It requires our performance contract to be approved by the governing body of each political subdivision that established Cumberland Mountain Community Services by September 30 of each year.

If you have any questions concerning the contract please give me a call. Thank you for your assistance.

Sincerely,

Robert Adams
Chief Financial Officer

FY 2018 Community Services Performance Contract

FY 2018 Exhibit A: Resources and Services

Cumberland Mountain Community Services Board

Consolidated Budget (Pages AF-3 through AF-8)				
Funding Sources	Mental Health Services	Developmental Services	Substance Abuse Services	TOTAL
State Funds	3,778,934	238,155	1,369,763	5,386,852
Local Matching Funds	119,996	0	4,000	123,996
Total Fees	6,358,127	9,720,381	464,165	16,542,673
Transfer Fees In/(Out)	219,747	-398,525	178,778	0
Federal Funds	95,618	0	1,433,176	1,528,794
Other Funds	123,108	96,499	14,445	234,052
State Retained Earnings	77,737	0	121,749	199,486
Federal Retained Earnings	0		33,100	33,100
Other Retained Earnings	0	0	0	0
Subtotal Ongoing Funds	10,773,267	9,656,510	3,619,176	24,048,953
State Funds One-Time	0		0	0
Federal Funds One-Time	0		0	0
Subtotal One -Time Funds	0	0	0	0
TOTAL ALL FUNDS	10,773,267	9,656,510	3,619,176	24,048,953
Cost for MH/DV/SA Services	9,082,817	9,656,510	3,525,405	22,264,732
Cost for Emergency Services (AP-4)				1,656,272
Cost for Ancillary Services (AP-4)				75,266
Total				23,996,270

Local Match Computation	
Total State Funds	5,386,852
Total Local Matching Funds	123,996
Total State and Local Funds	5,510,848
Total Local Match % (Local/Total State + Local)	2.25%

CSB Administrative Expenses	
Total Admin. Expenses	3,272,040
Total Expenses	23,996,270
Administrative Percent	13.64%

FY2018 Community Services Performance Contract
Exhibit A: Resources and Services
Cumberland Mountain Community Services Board
Financial Comments

<i>Comment1</i>	Mental Health:
<i>Comment2</i>	State Retained Earnings:
<i>Comment3</i>	\$24,000 CIT Assessment Site Facility funds received in FY17
<i>Comment4</i>	\$1,054 DLA 20 Training funds received in FY17
<i>Comment5</i>	\$52,683 CCBHC Training funds received in FY16
<i>Comment6</i>	
<i>Comment7</i>	
<i>Comment8</i>	Developmental Services:
<i>Comment9</i>	Medicaid fees reduced by \$231,849 which are transferred to Part C
<i>Comment10</i>	General funds reduced by \$34,530 which are transferred to Part C
<i>Comment11</i>	
<i>Comment12</i>	
<i>Comment13</i>	Substance Abuse:
<i>Comment14</i>	SA Federal Retained Earnings:
<i>Comment15</i>	\$30,000 SA Federal OPT-R - Prevention funds received in FY17
<i>Comment16</i>	\$3,100 SA Federal Strategic Prevention funds received in FY17
<i>Comment17</i>	SA State Retained Earnings:
<i>Comment18</i>	\$121,749 SA Transfers from DBHDS Facilities received in FY17
<i>Comment19</i>	
<i>Comment20</i>	
<i>Comment21</i>	
<i>Comment22</i>	
<i>Comment23</i>	
<i>Comment24</i>	
<i>Comment25</i>	

FY 2018 Community Services Performance Contract Financial Summary

Exhibit A: Resources and Services

Mental Health (MH) Services
Cumberland Mountain Community Services Board

Funding Sources	Funds
<u>FEES</u>	
MH Medicaid Fees	6,145,603
MH Fees: Other	212,524
Total MH Fees	6,358,127
MH Transfer Fees In/(Out)	219,747
MH Net Fees	6,577,874
<u>FEDERAL FUNDS</u>	
MH FBG SED Child & Adolescent (93.958)	25,974
MH FBG Young Adult SMI (93.958)	0
MH FBG SMI (93.958)	69,644
MH FBG SMI PACT (93.958)	0
MH FBG SMI SWVBH Board (93.958)	0
Total MH FBG SMI Funds	69,644
MH FBG Geriatrics (93.958)	0
MH FBG Peer Services (93.958)	0
Total MH FBG Adult Funds	69,644
MH Federal PATH (93.150)	0
MH Federal CABHI (93.243)	0
MH Federal Pre-Trial Diversion Initiative (16.745)	0
MH Other Federal - DBHDS	0
MH Other Federal - CSB	0
Total MH Federal Funds	95,618
<u>STATE FUNDS</u>	
<u>Regional Funds</u>	
MH Acute Care (Fiscal Agent)	0
MH Acute Care Transfer In/(Out)	57,798
MH Net Acute Care - Restricted	57,798
MH Regional DAP (Fiscal Agent)	0
MH Regional DAP Transfer In/(Out)	336,552
MH Net Regional DAP - Restricted	336,552
MH Regional Residential DAP - Restricted	0
MH Crisis Stabilization (Fiscal Agent)	720,597
MH Crisis Stabilization - Transfer In/(Out)	0
Total Net MH Crisis Stabilization - Restricted	720,597

FY 2018 Community Services Performance Contract Financial Summary

Exhibit A: Resources and Services

Mental Health (MH) Services
Cumberland Mountain Community Services Board

Funding Sources	Funds
MH Recovery (Fiscal Agent)	79,966
MH Other Merged Regional Funds (Fiscal Agent)	0
MH Total Regional Transfer In/(Out)	0
Total MH Net Unrestricted Regional State Funds	79,966
Total MH Net Regional State Funds	1,194,913
<u>Children State Funds</u>	
MH Child & Adolescent Services Initiative	85,639
MH Children's Outpatient	75,000
Total MH Restricted Children's Funds	160,639
MH State Children's Services	25,000
MH Juvenile Detention	0
MH Demo Proj-System of Care (Child)	475,000
Total MH Unrestricted Children's Funds	500,000
MH Crisis Response & Child Psychiatry (Fiscal Agent)	0
MH Crisis Response & Child Psychiatry Transfer In/(Out)	42,324
Total MH Net Restricted Crisis Response & Child Psychiatry	42,324
Total State MH Children's Funds (Restricted for Children)	702,963
<u>Other State Funds</u>	
MH Law Reform	265,194
MH Pharmacy - Medication Supports	234,973
MH Jail Diversion Services	0
MH Docket Pilot JMHCP Match	0
MH Adult Outpatient Competency Restoration Svcs	0
MH CIT-Assessment Sites	349,772
MH Expand Telepsychiatry Capacity	23,367
MH Young Adult SMI	0
MH PACT	0
MH PACT - Forensic Enhancement	0
MH PSH - CABHI	0
MH Permenant Supportive Housing (Non-CABHI)	0
MH STEP-VA	0
MH Expanded Community Capacity (Fiscal Agent)	0
MH Expanded Community Capacity Transfer In/(Out)	0
Total MH Net Expanded Community Capacity	0
MH First Aid and Suicide Prevention (Fiscal Agent)	0
MH First Aid and Suicide Prevention Transfer In/(Out)	0
Total MH Net First Aid and Suicide Prevention	0
Total MH Restricted Other State Funds	873,306

FY 2018 Community Services Performance Contract Financial Summary

Exhibit A: Resources and Services

Mental Health (MH) Services

Cumberland Mountain Community Services Board

<u>Funding Sources</u>	<u>Funds</u>
MH Slate Funds	907,752
MH Slate Regional Deaf Services	100,000
MH Slate NGRI	0
MH Geriatrics Services	0
Total MH Unrestricted Other State Funds	1,007,752
Total MH Other State Funds	1,881,058
TOTAL MH STATE FUNDS	3,778,934
<u>OTHER FUNDS</u>	
MH Other Funds	123,108
MH Federal Retained Earnings	0
MH State Retained Earnings	77,737
MH State Retained Earnings - Regional Prog	0
MH Other Retained Earnings	0
Total MH Other Funds	200,845
<u>LOCAL MATCHING FUNDS</u>	
MH Local Government Appropriations	119,996
MH Philanthropic Cash Contributions	0
MH In-Kind Contributions	0
MH Local Interest Revenue	0
Total MH Local Matching Funds	119,996
Total MH Funds	10,773,267
<u>MH ONE TIME FUNDS</u>	
MH FBG SMI (93.958)	0
MH FBG SED Child & Adolescent (93.958)	0
MH FBG Peer Services (93.958)	0
MH State Funds	0
Total One Time MH Funds	0
Total MH All Funds	10,773,267

FY 2018 Community Services Performance Contract Financial Summary

Exhibit A: Resources and Services

Developmental Services (DV)

Cumberland Mountain Community Services Board

<u>Funding Sources</u>	<u>Funds</u>
<u>FEES</u>	
DV Other Medicaid Fees	6,490,481
DV Medicaid ICF/ID	1,928,100
DV Fees: Other	1,301,800
	<hr/>
Total DV Fees	9,720,381
DV Transfer Fees In/(Out)	-398,525
	<hr/>
DV NET FEES	9,321,856
<u>FEDERAL FUNDS</u>	
DV Other Federal - DBHDS	0
DV Other Federal - CSB	0
	<hr/>
Total DV Federal Funds	0
<u>STATE FUNDS</u>	
DV State Funds	238,155
DV OBRA	0
	<hr/>
Total DV Unrestricted State Funds	238,155
DV Rental Subsidies	0
DV Crisis Stabilization (Fiscal Agent)	0
DV Crisis Stabilization Transfer In(Out)	0
	<hr/>
DV Net Crisis Stabilization	0
DV Crisis Stabilization-Children (Fiscal Agent)	0
DV Crisis Stabilization-Children Transfer In(Out)	0
	<hr/>
DV Net Crisis Stabilization -Children	0
Total DV Restricted State Funds	0
Total DV State Funds	238,155
<u>OTHER FUNDS</u>	
DV Workshop Sales	0
DV Other Funds	96,499
DV State Retained Earnings	0
DV State Retained Earnings-Regional Prog	0
DV Other Retained Earnings	0
	<hr/>
Total DV Other Funds	96,499
<u>LOCAL MATCHING FUNDS</u>	
DV Local Government Appropriations	0
DV Philanthropic Cash Contributions	0
DV In-Kind Contributions	0
DV Local Interest Revenue	0
	<hr/>
Total DV Local Matching Funds	0
Total DV Funds	9,656,510

FY 2018 Community Services Performance Contract Financial Summary

Exhibit A: Resources and Services

Substance Abuse (SA) Services

Cumberland Mountain Community Services Board

<u>Funding Sources</u>	<u>Funds</u>
<u>FEES</u>	
SA Medicaid Fees	15,600
SA Fees: Other	448,565
Total SA Fees	464,165
SA Transfer Fees In/(Out)	178,778
SA NET FEES	642,943
<u>FEDERAL FUNDS</u>	
SA FBG Alcohol/Drug Trmt (93.959)	858,772
SA FBG SARPOS (93.959)	45,571
SA FBG Jail Services (93.959)	0
SA FBG Co-Occurring (93.959)	0
SA FBG New Directions (93.959)	0
SA FBG Recovery (93.959)	0
SA FBG MAT - Medically Assisted Treatment (93.959)	0
Total SA FBG A/D Trmt Funds	904,343
SA FBG Women (includes LINK at 6 CSBs) (93.959)	29,978
SA FBG Prevention-Women (LINK) (93.959)	0
Total SA FBG Women	29,978
SA FBG Prevention (93.959)	159,555
SA FBG Prev-Family Wellness (93.959)	0
Total SA FBG Prevention	159,555
SA Federal CABHI (93.243)	0
SA Federal Strategic Prevention (93.243)	0
SA Federal OPT-R (93.788)	0
SA Other Federal - DBHDS	0
SA Other Federal - CSB	339,300
TOTAL SA FEDERAL FUNDS	1,433,176
<u>STATE FUNDS</u>	
<u>Regional Funds</u>	
SA Facility Reinvestment (Fiscal Agent)	0
SA Facility Reinvestment Transfer In/(Out)	0
SA Net Facility Reinvestment	0
<u>Other State Funds</u>	
SA Women (includes LINK at 4 CSBs) (Restricted)	100,600
SA Recovery Employment	0
SA MAT - Medically Assisted Treatment	82,153
SA Peer Support Recovery	0
Total SA Restricted Other State Funds	182,753

FY 2018 Community Services Performance Contract Financial Summary

Exhibit A: Resources and Services

Substance Abuse (SA) Services

Cumberland Mountain Community Services Board

<u>Funding Sources</u>	<u>Funds</u>
SA State Funds	1,062,722
SA Region V Residential	0
SA Jail Services/Juv Detention	0
SA SARPOS	38,563
SA Recovery	85,725
SA HIV/AIDS	0
Total SA Unrestricted Other State Funds	1,187,010
Total SA Other State Funds	1,369,763
TOTAL SA STATE FUNDS	1,369,763
<u>OTHER FUNDS</u>	
SA Other Funds	14,445
SA Federal Retained Earnings	33,100
SA State Retained Earnings	121,749
SA State Retained Earnings-Regional Prog	0
SA Other Retained Earnings	0
Total SA Other Funds	169,294
<u>LOCAL MATCHING FUNDS</u>	
SA Local Government Appropriations	0
SA Philanthropic Cash Contributions	4,000
SA In-Kind Contributions	0
SA Local Interest Revenue	0
Total SA Local Matching Funds	4,000
Total SA Funds	3,619,176
<u>SA ONE-TIME FUNDS</u>	
SA FBG Alcohol/Drug Trmt (93.959)	0
SA FBG Women (includes LINK-6 CSBs) (93.959)	0
SA FBG Prevention (93.959)	0
SA State Funds	0
Total SA One-Time Funds	0
Total All SA Funds	3,619,176

FY 2018 Community Services Performance Contract

Local Government Tax Appropriations

Cumberland Mountain Community Services Board

City/County	Tax Appropriation
Tazewell County	60,000
Russell County	39,996 ✓
Buchanan County	20,000
Total Local Government Tax Funds:	119,996

FY 2018 Community Services Performance Contract

FY 2018 Exhibit A: Resources and Services

Supplemental Information

Reconciliation of Projected Revenues and Utilization Data Core Services Costs by Program Area

Cumberland Mountain Community Services Board

	MH Services	DV Services	SA Services	Emergency Services	Ancillary Services	Total
Total All Funds (Page AF-1)	10,773,267	9,656,510	3,619,176	[REDACTED]		24,048,953
Cost for MH, DV, SA, Emergency, and Ancillary Services (Page AF-1)	9,082,817	9,656,510	3,525,405	1,656,272	75,266	23,996,270
Difference	1,690,450	0	93,771	-1,656,272	-75,266	52,683

Difference results from

Other: 52,683

Explanation of Other in Table Above:

CCBHC State Retained Earnings for Training - This is a planning grant and there are no related services.

FY 2018 Community Services Performance Contract

FY 2018 Exhibit A: Resources and Services

CSB 100 Mental Health Services

Cumberland Mountain Community Services Board

Report for Form 11

Core Services	Projected Service Capacity	Projected Numbers of Individuals Receiving Services	Projected Total Service Costs
250 Acute Psychiatric Inpatient Services	0.26 Beds	11	\$57,798
310 Outpatient Services	5 FTEs	467	\$1,121,579
312 Medical Services	6 FTEs	1015	\$835,100
320 Case Management Services	27 FTEs	1725	\$3,379,865
410 Day Treatment or Partial Hospitalization	36 Slots	36	\$423,400
420 Ambulatory Crisis Stabilization Services	4 Slots	75	\$390,200
425 Mental Health Rehabilitation	75 Slots	140	\$1,296,800
510 Residential Crisis Stabilization Services	6 Beds	244	\$1,116,900
521 Intensive Residential Services	1 Beds	1	\$62,275
581 Supportive Residential Services	5 FTEs	50	\$398,900
Totals		3,764	\$9,082,817

Form 11A: Pharmacy Medication Supports	Number of Consumers
803 Total Pharmacy Medication Supports Consumers	500

FY 2018 Community Services Performance Contract

FY 2018 Exhibit A: Resources and Services

CSB 200 Developmental Services

Cumberland Mountain Community Services Board

Report for Fcm 21

Core Services	Projected Service Capacity	Projected Numbers of Individuals Receiving Services	Projected Total Service Costs
310 Outpatient Services	0.02 FTEs	1	\$2,100
320 Case Management Services	12.25 FTEs	353	\$1,333,200
425 Developmental Habilitation	105 Slots	112	\$2,069,200
501 Highly Intensive Residential Services (Community-Based ICF/ID Services)	20 Beds	20	\$2,093,400
521 Intensive Residential Services	47 Beds	47	\$2,445,610
581 Supportive Residential Services	50 FTEs	60	\$1,713,000
Totals		593	\$9,656,510

FY 2018 Community Services Performance Contract

FY 2018 Exhibit A: Resources and Services

CSB 300 Substance Abuse Services

Cumberland Mountain Community Services Board

Report for Form 31

Core Services	Projected Service Capacity	Projected Numbers of Individuals Receiving Services	Projected Total Service Costs
310 Outpatient Services	13.5 FTEs	1186	\$1,679,409
335 Medication Assisted Treatment Services	1 FTEs	140	\$214,149
320 Case Management Services	4.5 FTEs	299	\$560,516
501 Highly Intensive Residential Services (Medically Managed Withdrawal Services)	10 Beds	350	\$782,431
610 Prevention Services	3.25 FTEs		\$288,900
Totals		1,975	\$3,525,405

FY 2018 Community Services Performance Contract

FY 2018 Exhibit A: Resources and Services

CSB 400 Emergency and Ancillary Services

Cumberland Mountain Community Services Board

Report for Form 01

Core Services	Projected Service Capacity	Projected Numbers of Individuals Receiving Services	Projected Total Service Costs
100 Emergency Services	10 FTEs	736	\$1,656,272
730 Consumer Run Services (No. Individuals Served)			\$75,266
Totals		736	\$1,731,538

FY 2018 Community Services Performance Contract

Table 1: Board of Directors Membership Characteristics

Name of CSB:	Cumberland Mountain Community Services Board				
Total Appointments:	<input type="text" value="9"/>	Vacancies:	<input type="text" value="0"/>	Filled Appointments:	<input type="text" value="9"/>
Number of Individuals Who Previously Receives Services:	<input type="text" value="1"/>				
Number of Individuals Currently Receiving Services:	<input type="text" value="0"/>				
Number of Family Members:	<input type="text" value="3"/>				

FY 2018 Community Services Performance Contract

Exhibit D: CSB Board of Directors Membership List

Cumberland Mountain Community Services Board

Name	Address	Phone Number	Start Date	End Date	Term No.
Tammy Allison - Secretary	123 Peachtree Street Tazewell, VA 24651	(276) 385-1221	1/1/2016	12/31/2018	1
Shane Clem	117 Lisa Street Pounding Mill, VA 24637	(276) 206-3943	4/1/2016	12/31/2018	1
Barbara Fuller	127 Locust Lane Lebanon, VA 24266	(276) 880-3226	1/1/2010	12/31/2018	3
Stephen Givens - Vice Chair	96 North Church Street Lebanon, VA 24266	(276) 356-5078	7/6/2015	12/31/2018	1
Michael Jackson	1059 Front Lane Road Grundy, VA 24614	(276) 566-2421	1/1/2015	12/31/2017	1
Frannie Minton - Chair	1105 Keen Mountain Camp Rd. Oakwood, VA 24613	(276) 498-7059	6/2/2014	12/31/2017	1
Maxine Mullins	6542 Compton Mountain Road Pilgrims Knob, VA 24634		6/13/2017	12/31/2020	1
Carol Patteson	280 Peakwood Drive Tazewell, VA 24651	(276) 245-6119	6/12/2017	12/31/2020	1
Fred Sayers	PO Box 600 Pounding Mill, VA 24637	(276) 971-9494	1/1/2017	12/31/2019	1

FY 2018 Community Services Performance Contract

Table 2: Board Management Salary Costs

Name of CSB:	Cumberland Mountain Community Services Boar	FY 2018		
Table 2a:	FY 2018	Salary Range	Budgeted Tot.	Tenure
Management Position Title	Beginning	Ending	Salary Cost	(yrs)
Executive Director			\$136,608.00	3.50

Table 2: Integrated Behavioral and Primary Health Care Questions

1. Is the CSB participating in a partnership with a federally qualified health center, free clinic, or local health department to integrate the provision of behavioral health and primary health care?

No

2. If yes, who is the partner?

a federally qualified health center

Name:

a free clinic

Name:

a local health department, or

Name:

another organization

Name:

3. Where is primary health (medical) care provided?

on-site in a CSB program,

on-site at the primary health care provider, or

another site --specify:

4. Where is behavioral health care provided?

on-site in a CSB program,

on-site at the primary health care provider, or

another site --specify:

FY 2018 Community Services Performance Contract

Cumberland Mountain Community Services Board

Table 2: Board Management Salary Costs

Explanations for Table 2a						

Table 2b: Community Service Board Employees

1.	2.	3.	4.	5.	6.	7.
No. of FTE CSB Employees	MH	DEV	SA	EMER & ANC	ADMIN	TOTAL
Consumer Service FTEs	103.30	171.50	40.60	10.50		325.90
Peer Staff Service FTEs	0.00	0.00	2.00	0.50		2.50
Support Staff FTEs	0.00	5.00	1.60	0.50	46.00	53.10
TOTAL FTE CSB Employees	103.30	176.50	44.20	11.50	46.00	381.50

Tammy Allison - Secretary
123 Peachtree Street
Tazewell, VA 24651

Shane Clem
117 Lisa Street
Pounding Mill, VA 24637

Barbara Fuller
127 Locust Lane
Lebanon, VA 24266

Stephen Givens - Vice Chair
96 North Church Street
Lebanon, VA 24266

Michael Jackson
1059 Front Lane Road
Grundy, VA 24614

Frannie Minton - Chair
1105 Keen Mountain Camp Rd.
Oakwood, VA 24613

Maxine Mullins
6542 Compton Mountain Road
Pilgrims Knob, VA 24634

Carol Patteson
280 Peakwood Drive
Tazewell, VA 24651

Fred Sayers
PO Box 600
Pounding Mill, VA 24637

Russell County Board of Supervisors

276-889-8000

Travel Request Approval Form

Date Submitted

Employee Name(s)

Eliza Williams

Department

Commissioner of Revenue

Phone

276-889-8018

Email (optional)

COMREV@BVU.NET

Destination

Roanoke

Purpose of Travel

Bright Users Group Meeting

Anticipated Expenses

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses	Amt Approved
Airfare					
Ground Transportation					
Conf/Registration Fees			<i>2</i>	<i>25.00</i>	
Lodging					
Meals and Tips				<i>59.00</i>	
Mileage					
Other					
				Grand Total	<i>84.00</i>
Employee Signature	<i>Eliza Williams</i>			Date Signed	
Co Admin Signature				Date Approved	

To pay online, please select the Payment button to be taken to our payment vendor's site.

Order details:

Event Name/Cost:	BAI User Conference - \$ 25.00
Attendee Name:	Eliza Williams
Email Address:	comrev@bvu.net
Number of Attendees:	1
Order Details:	1 REG-Registration fee \$ 25.00
Total Cost:	USD 25.00

PAY NOW



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▣

Travel Request Approval Form

Date Submitted	
Employee Name(s)	Fred Sweeney
Department	Commissioner of Revenue
Phone	276-889-8018
Email (optional)	COMREV@BVU.NET
Destination	Roanoke
Purpose of Travel	Bright Users Group Meeting

Anticipated Expenses					
Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses	Amt Approved
Airfare					
Ground Transportation					
Conf/Registration Fees			2	25.00	
Lodging	Sheraton Roanoke Hotel	\$107.00 plus tax	2	242.40	
Meals and Tips				59.00	
Mileage					
Other					
			Grand Total	326.40	
Employee Signature	<i>Fred Sweeney</i>		Date Signed		
Co Admin Signature			Date Approved		

BAI Municipal
Software Users Gp

1 FIND ROOMS AND RATES 2 AVAILABLE ROOMS 3 GUEST INFORMATION
4 RESERVATION REVIEW 5 RESERVATION CONFIRMED

October 15 - 16, 2017

Venue:
Roanoke, Virginia

Thank you for your reservation! We look forward to seeing you.
Your confirmation number is 162233162.

HOTEL & ROOM INFORMATION



SHERATON ROANOKE HOTEL & CONFERENCE CENTER
2801 Hershberger Road
Roanoke VA 24017 United States
Phone: (1)(540) 563-9300
Fax: (1)(540) 561-7910

CHECK-IN
Oct 15, 2017

CHECK-OUT
Oct 17, 2017

1 room(s), 2 adult(s)

: 2 QUEEN BEDS

- Traditional Non-smoking
- Signature Sleep Experience
- 37 Inch Led Tvs
- Free High-speed Internet
- Ergonomic Chair/large Desk

RATE INFORMATION

[CURRENCY CONVERSION >>](#)

Rate Description: BAI Municipal Software Users Gp

Average est. room total per night** Estimated total for your stay**
ROOM RATE USD 107.00 1 room(s), 2 adult(s) USD 242.46
TAXES ** USD 14.23
 Estimated total** USD 121.23

**The displayed totals are estimates only and do not include any additional charges that may be incurred at the hotel. The actual total will be calculated by the hotel in its local currency, based on the local taxes and currency exchange rate (if applicable) in effect at the time charging occurs.

GET COMPLETE DETAILS ABOUT THIS RATE, TAXES AND OTHER CHARGES

PERSONAL & CREDIT CARD INFORMATION

Name: Mrs. Freda Sweeney

Address: 678 Carterton Road
Lebanon VA US 24266

*Primary Telephone : 2767011149 (Mobile Personal)

Yes, I would like to receive reservation confirmation text. Message and data rates may apply.

Your Email : fredasweeney1@gmail.com

Card Number : xxxxxxxxxxx9475

[PRIVACY POLICY](#)

STARWOOD PREFERRED GUEST INFORMATION

SPG Number:

MY STAY PREFERENCES

Airline: Flight Number :

Flight Arrival Time:

Flight Departure Time:

Requested Arrival Time: 15-Oct-2017 03:00 PM

Requested Departure Time: 17-Oct-2017 12:00 PM

Other Requests: Please note that special requests cannot be guaranteed until check-in, but we will do our best to accommodate you

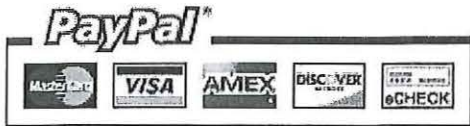
Make a Green Choice: No (TERMS & CONDITIONS)

To pay online, please select the Payment button to be taken to our payment vendor's site.

Order details:

Event Name/Cost:	BAI User Conference - \$ 25.00
Attendee Name:	Freda Sweeney
Email Address:	comrev@bvu.net
Number of Attendees:	1
Order Details:	1 REG-Registration fee \$ 25.00
Total Cost:	USD 25.00

PAY NOW



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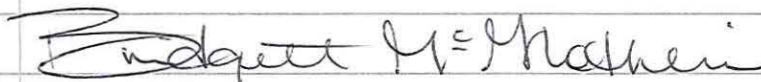
8

Russell County Board of Supervisors
Travel Request Approval Form

276-889-8000

Date Submitted	9/27/2018
Employee Name(s)	Bridgett McGlothlin
Department	Building Department
Phone	276-889-8012
Email (optional)	bridgett.mcglathlin@russellcountyva.us
Destination	Richmond, VA
Purpose of Travel	Certification Class

Anticipated Expenses

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses	Amt Approved
Airfare					
Ground Transportation					
Conf/Registration Fees					
Lodging	LODGING	146.00/DAY	3	\$438.00	
Meals and Tips	MEALS	64.00/DAY	3	\$192.00	
Mileage					
Other					
Grand Total				\$630.00	
Employee Signature			Date Signed		
Co Admin Signature			Date Approved		



VBCA Online Registration

Welcome
Bridgett
McGlothlin
Log Out



Contd. Edu 2016 Due

VBCA Home

History

Training
Certification

**General Information
And Fees**

Course Sign-up

Certificate Application

**Continuing Education
Application**

**Frequently Asked
Questions**

Update Profile

Downloads

Contact Us

Home

Course Registration

Course Information:(Participants List)

Permit Technician

(Prerequisite: Core;)

Begin Date Time: 10/31/2017 8:00AM
End Date Time: 11/01/2017 5:00AM
App. Deadline: 10/17/2017

Course Location: Richmond Area
Address To Be Announced

Credits: 16hrs.
Max Students: 40

Instructor: Corey Smith
Debra McMahon
John Stone
Majorie King
Stephen Reynolds

Accommodation Information:

Overnight Accommodations Needed* Commuting to Course*

Tuition Fee: \$0.00
Lodging Fee: \$0.00
<hr/>
Total Fee: \$0.00

Seeking Certification:

Are you seeking Certification related to this course in next 12 months? Yes No

Terms And Conditions:

I have read and agree to the terms and condtions.*

Next Cancel



VBCA Online Registration

Welcome
Bridgett
McGlothlin
Log Out



Up-coming Courses

Contd. Edu
2016 Due

- VBCA Home**
- History**
- Training
- Certification
- General Information And Fees**
- Course Sign-up**
- Certificate Application**
- Continuing Education Application**
- Frequently Asked Questions**
- Update Profile**
- Downloads**
- Contact Us**
- Home**

Amusement Device Mentorship/Orientation course 2017/2018 (session #2 of 3) (1 Schedule)						
	Schedule	Class Info	Location		Prerequisite	Instructor
Select	Begin DateTime: 09/29/2017 8:00AM End DateTime: 09/29/2017 5:00PM App Deadline: 09/15/2017	Credits: 8 hrs. Max Students: 11 Course Status: CLOSED Lodger: \$0.00 Tuition: \$0.00	Course Location Meadow Event Park 13191 Dawn Blvd Doswell, VA 23047	Lodging Location To Be Determined	None	Michael Dellinger Neil Holland
Amusement Device Mentorship/Orientation course 2017/2018 (session #3 of 3) (1 Schedule)						
	Schedule	Class Info	Location		Prerequisite	Instructor
Select	Begin DateTime: 02/06/2018 8:00AM End DateTime: 02/06/2018 5:00AM App Deadline: 01/03/2018	Credits: 8 hrs. Max Students: 40 Course Status: Open Lodger: \$0.00 Tuition: \$0.00	Course Location Kings Dominion Theme Park 1600 Theme Park Way Doswell, VA 23047	Lodging Location To Be Determined	None	Brian Gentilini Casey Littlefield Michael Dellinger Neil Holland
Building Inspection - Commercial (1 Schedule)						
	Schedule	Class Info	Location		Prerequisite	Instructor
Select	Begin DateTime: 10/17/2017 8:00AM End DateTime: 10/19/2017 5:00PM App Deadline: 10/03/2017	Credits: 24 hrs. Max Students: 40 Course Status: Open Lodger: \$90.00 per Night Tuition: \$325.00	Course Location Holiday Inn Crossroads-164 West 2000 Staples Mill Road Richmond, VA 23230	Lodging Location Holiday Inn Crossroads-164 West 2000 Staples Mill Road Richmond VA 23230	Core	Arthur Berkley Charles Gregory Roger Robertson Wayne Condrey
Building Inspection - Residential (1 Schedule)						
	Schedule	Class Info	Location		Prerequisite	Instructor
Select	Begin DateTime: 12/05/2017 8:00AM End DateTime: 12/07/2017 5:00PM App Deadline: 11/21/2017	Credits: 24 hrs. Max Students: 40 Course Status: Open Lodger: \$90.00 per Night Tuition: \$325.00	Course Location Richmond Area Address To Be Announced	Lodging Location Richmond Area Address To Be Announced	Core	Cheri Hainer Roger Mercer, II Roger Robertson


Select	Begin DateTime: 10/11/2017 8:00AM End DateTime: 10/12/2017 5:00PM App Deadline: 09/27/2017	Credits: 16 hrs. Max Students: 40 Course Status: Open Lodger: \$90.00 per Night Tuition: \$225.00	Course Location Holiday Inn Crossroads- I64 West 2000 Staples Mill Road Richmond, VA 23230	Lodging Location Holiday Inn Crossroads- I64 West 2000 Staples Mill Road Richmond VA 23230	Core	Bruce Cornwall Haywood Kines Richard Fortner
---------------	---	---	---	---	------	--

 **Energy, Conservation, and Code for Commercial Stru** (1 Schedule)

	Schedule	Class Info	Location		Prerequisite	Instructor
Select	Begin DateTime: 11/28/2017 8:00AM End DateTime: 11/30/2017 5:00AM App Deadline: 11/14/2017	Credits: 24 hrs. Max Students: 40 Course Status: Open Lodger: \$90.00 per Night Tuition: \$325.00	Course Location Richmond Area Address To Be Announced	Lodging Location Richmond Area Address To Be Announced	Core	Bruce Cornwall Donna Rubino Haywood Kines Richard Fortner

 **Mechanical Inspection** (1 Schedule)


	Schedule	Class Info	Location		Prerequisite	Instructor
Select	Begin DateTime: 10/03/2017 8:00AM End DateTime: 10/05/2017 5:00PM App Deadline: 09/19/2017	Credits: 24 hrs. Max Students: 24 Course Status: CLOSED Lodger: \$90.00 per Night Tuition: \$325.00	Course Location Community Housing Partners 550 Industrial Drive Christiansburg, VA 24073	Lodging Location Homewood Suites by Hilton/Christiansburg 2657 Roanoke Street Christiansburg VA 24073	Core	Dennis Martinelli John Huggins Richard Grace Thomas Clark

 **Permit Technician** (1 Schedule)

	Schedule	Class Info	Location		Prerequisite	Instructor
Select	Begin DateTime: 10/31/2017 8:00AM End DateTime: 11/01/2017 5:00AM App Deadline: 10/17/2017	Credits: 16 hrs. Max Students: 40 Course Status: Open Lodger: \$90.00 per Night Tuition: \$225.00	Course Location Richmond Area Address To Be Announced	Lodging Location Richmond Area Address To Be Announced	Core	Corey Smith Debra McMahon John Stone Majorie King Stephen Reynolds

 **Plans Review - Non-Structural** (1 Schedule)

	Schedule	Class Info	Location		Prerequisite	Instructor
Select	Begin DateTime: 10/17/2017 8:00AM End DateTime: 10/19/2017 5:00PM App Deadline: 10/03/2017	Credits: 24 hrs. Max Students: 40 Course Status: Open Lodger: \$90.00 per Night Tuition: \$325.00	Course Location Holiday Inn Crossroads- I64 West 2000 Staples Mill Road Richmond, VA 23230	Lodging Location Holiday Inn Crossroads- I64 West 2000 Staples Mill Road Richmond VA 23230	Core	Anthony Anderson Vernell Woods

 **Plans Review - Structural** (1 Schedule)

	Schedule	Class Info	Location		Prerequisite	Instructor

Permit Technician

This is a 2-day course designed for individuals who issue or review building permits issued to clients. This course will be scheduled at least once a year or on an as needed basis. The CORE Course is a prerequisite for attendance to this session. This course will include: • Permits: What & When • Licensing Requirements and Customer Service • Freedom of Information • Records Retention and Disposal Requirements • Preparing and Assembling Information for Boards and Commissions • Meeting Minutes – Taking and Reporting

MONTHLY BANK BALANCES

July 31, 2017

Regular Account	1,400,082.58
Honaker Library Donations	4.93
IDA Debt Reduction	1.00
Employee Insurance	175,430.93
Employee Claims Account	1,000.00
Knox Coal Insurance Fund	414.84
Russell Co. Housing Fund	4,424.36
School Textbook	352,843.66
Sheriff Domestic Violence	2,396.08
Sheriff Seized Assets	26,090.72
Sheriff Restitution	5,553.72
Sheriff Forfeited Assets	9,600.01
Comm Attorney Forfeited Assets	31,160.15
Federal Comm Attorney Forfeited Assets	1,030.06
Sheriff Federal Forfeited Assets	24,407.74
Comm Attorney Fed Justice Forfeited Assets	90,857.87
Commonwealth Attorney Abandoned Property	500.00
Sheriff Federal Justice Forfeited Assets	8,344.49
SSI Recipients	9,546.22
First Sentinel Bank	1,000.00
Bank of Honaker	1,000.00
New Peoples Bank	1,000.00
Certificates of Deposit General	49,575.00
Treasurer's Money Market	4,024,377.60
Certificate of Deposit Library Donations	24,788.80
Certificates of Deposit Knox Creek Ins.	240,027.19
Certificate of Deposit Employee Insurance	1,056,187.57
Total Cash In Bank	7,541,645.52
Cash In Office	1,771.68
Petty Cash	100.00
TOTAL CASH	7,543,517.20

ACCOUNT	DATE	July 31, 2017
	DEBIT	CREDIT
Cash in Office	1,771.68	
Cash in Bank	7,541,645.52	
Petty Cash	100.00	
General Fund		4,273,457.63
Sheriff In State Trip		24,806.23
Sheriff Dare Fund		100.00
Sheriff Seized Assets		26,090.72
Sheriff Restitution		5,553.72
Sheriff Forfeited Assets		9,600.01
Comm Attorney Forfeited Assets		31,160.15
Federal Comm Atty Forfeit Assets		1,030.06
Honaker Library Donations		24,788.80
Russell County Housing Fund		4,424.36
Sheriff Federal Forfeited Assets		24,407.74
Sheriff Domestic Violence		2,396.08
Comm Attorney Abandoned Prop		500.00
Comm Attorney Fed Justice		90,857.87
Sheriff Fed Justice Forfeited		8,344.49
Social Services		(213,621.15)
Swva Asap		12,302.07
Coal Road Improvement		(33,859.29)
CSA		(430,502.14)
School Fund		1,405,753.41
School Food		(52,053.54)
School Textbook		352,843.66
Regional Adult Education		280,582.89
Litter Fund Trash Pickup		(12,717.60)
Current Credit		(0.79)
Current Debit		14.44
Title XX		11,321.05
SSI Recipients		9,546.22
Damage Stamp Fund		2,823.98
IDA Debt Reduction		1.00
Valley Heights		42,711.30
Dante Sewer		49,575.00
Employee Health Insurance		1,231,618.50
Knox Coal Insurance		240,442.03
Employee Insurance Claims		1,000.00
Law Library		43,949.93
Special Welfare		45,164.91
Housing Fund #2		7,700.00
Russell Co Health & Fitness		37,412.24
Cannery		(38,827.09)
WIB		22,818.31
Total	7,543,517.20	7,543,517.20

August 10, 2017

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on August 10, 2017, at 5:30 P.M. at Bonanza Family Restaurant, Main Street, Lebanon, Virginia.

MEMBERS

PRESENT: Ernie McFaddin, Chairman
Richard Lockridge, Vice Chairman
Carlton Elliott, Secretary
Roger Sword, Member
Tony Dodi, Member
Jarred Glass, Member
Mike Hincer, Member
David Mullins, Member

ABSENT: Scott Gilmer, Member

STAFF: Katie Patton, Attorney

GUESTS: Rachel Patton, SWVA Workforce Development Board
Judge Ketron, Russell County Court System
Judge Bush, Russell county Court System

The Chairman called the meeting to order at 5:30 P.M.

Secretary called the roll and recorded the roll call.

APPROVAL OF MINUTES

Upon motion made by Mike Hincer, second by Tony Dodi and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the minutes of the July 13, 2017 meeting.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, D. Mullins, M. Hincer,
T. Dodi

Absent: S. Gilmer

Nay: None

FINANCIAL REPORT

Financial report was presented by Carlton Elliott

Upon motion made by David Mullins, second by Roger Sword, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the Financial Report of August 10, 2017 as presented.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, D. Mullins, M. Hinchler,
T. Dodi

Absent: S. Gilmer

Nay: None

Upon motion made by Tony Dodi, second by Mike Hinchler and duly approved by the Industrial Development Authority of Russell County, Virginia amending the agenda to include Judge Bush and Judge Ketron for comment regarding the courthouse.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, D. Mullins, M. Hinchler,
T. Dodi

Absent: S. Gilmer

Nay: None

PUBLIC COMMENT

Rachel Patton, with SWVA Workforce Development Board, presented an overview of how the Workforce Development Board could assist the IDA in recruiting new businesses. Also, the Workforce Development Board can assist established businesses with training needs for new employees.

Judge Bush and Judge Ketron presented their concerns to the IDA for renovations to the Russell County Courthouse. The IDA discussed the need for renovations and sources for guidance on this type project. The Judges indicated surrounding counties used their IDA's as the lead agency for their courthouse projects.

Upon motion made by Roger Sword, second by Richard Lockridge and duly approved by the Industrial Development Authority of Russell County, Virginia to be the primary agency for the Russell County Courthouse renovation project.

August 10, 2017

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, D. Mullins, M. Hinchler,

T. Dodi

Absent: S. Gilmer

Nay: None

Upon motion made by Mike Hinchler, second by Davis Mullins and duly approved by the Industrial Development Authority of Russell County, Virginia to recess for the evening meal.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, D. Mullins, M. Hinchler,

T. Dodi

Absent: S. Gilmer

Nay: None

Upon motion made by Richard Lockridge, second by Mike Hinchler and duly approved by the Industrial Development Authority of Russell County, Virginia to reconvene the meeting.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, D. Mullins, M. Hinchler,

T. Dodi

Absent: S. Gilmer

Nay: None

ATTORNEY REPORT

The attorney reported the Gilmer property purchase should be closed next week.

The attorney asked the IDA to have all signed documents held by the attorney's office.

COMMITTEE REPORTS

Jarred Glass reported he will check on pricing for adding photos and drone footage to the web page.

The chairman reported a tree on the DSS property needs to be trimmed and the neighboring land owner has complained about the tree.

Upon motion made by Richard Lockridge, second by Jarred Glass and duly approved by the Industrial Development Authority of Russell County, Virginia to authorize Mike Hinchler, under an emergency situation, to obtain 3 estimates for removal of the tree at the DSS building.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, D. Mullins, M. Hinchler,
T. Dodi

Absent: S. Gilmer

Nay: None

The chairman presented the possibility of moving the Health Department to the Government Center and allowing DSS to occupy the entire building they share with the Health Department.

NEW BUSINESS

The chairman appointed Tony Dodi and Carlton Elliott to serve with him on the Courthouse Renovation Committee.

Mr. Lockridge requested authorization to attend a meeting in Pittsburg, PA regarding the Carbon Materials Project.

Upon motion made by Jarred Glass, second by David Mullins and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing Richard Lockridge to attend the carbon materials meeting in Pittsburg, PA and reimbursement for travel expenses.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, D. Mullins, M. Hinchler,
T. Dodi

Absent: S. Gilmer

Nay: None

JenChem has requested the IDA to have a Phase 1 Environmental Study completed on the property they are occupying in the Industrial Park.

August 10, 2017

Upon motion made by Tony Dodi, second by Richard Lockridge and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing Mike Hincer to obtain 3 estimates for a Phase 1 Environmental Study of the JenChem location for discussion purposes.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, D. Mullins, M. Hincer,
T. Dodi

Absent: S. Gilmer

Nay: None

CLOSED SESSION

Upon motion made by Carlton Elliott, second by Mike Hincer and duly approved by the Industrial Development Authority of Russell County, Virginia to go into Closed Session as permitted by, VA Code #2.2-3711 (3) Property (5) Prospective unannounced industry (7) Legal Counsel.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, D. Mullins, M. Hincer,
T. Dodi

Absent: S. Gilmer

Nay: None

RECONVENE TO PUBLIC SESSION

Upon motion made by Tony Dodi, second by Mike Hincer, and duly approved by The Industrial Development Authority of Russell County, Virginia, the Chairman called the meeting back into regular session and requested the "Certification Motion after reconvening in Public Session".

The Vote was:

Aye: C. Elliott, R. Lockridge, J. Glass, D. Mullins, M. Hincer,
T. Dodi

Absent: S. Gilmer, R. Sword

Nay: None

CERTIFICATION AFTER RECONVENING IN PUBLIC SESSION

The Industrial Development Authority of Russell County, Virginia hereby certifies that, in the closed session just concluded, nothing was discussed except

the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be so discussed under the provision of the Virginia Freedom of Information Act cited in that motion.

The Roll Vote Was:

Ernie McFaddin	Yes	Roger Sword	Absent
Carlton Elliott	Yes	Mike Hinchler	Yes
Davis Mullins	Yes	Richard Lockridge	Yes
Scott Gilmer	Absent	Jarred Glass	Yes
Tony Dodi	Yes		

MOTION FROM CLOSED SESSION

Upon motion made by Mike Hinchler, second by Richard Lockridge, and duly approved by The Industrial Development Authority of Russell County, Virginia, authorizing Chafin Law Firm to draft an Accord & Satisfaction Contract with Steel Fab.

The Vote was:

Aye: C. Elliott, R. Lockridge, J. Glass, D. Mullins, M. Hinchler,
T. Dodi

Absent: S. Gilmer, R. Sword

Nay: None

Upon motion made by Mike Hinchler, second by David Mullins, and duly approved by The Industrial Development Authority of Russell County, Virginia, authorizing Richard Lockridge to forward the progress report to VEDP for 3B Consulting, subject to approval of legal counsel.

The Vote was:

Aye: C. Elliott, R. Lockridge, J. Glass, D. Mullins, M. Hinchler,
T. Dodi

Absent: S. Gilmer, R. Sword

Nay: None

August 10, 2017

ADJOURNMENT

Upon motion made by David Mullins, second by Mike Hincer, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 9:33 PM.

The Vote was:

Aye: C. Elliott, R. Lockridge, J. Glass, D. Mullins, M. Hincer,
T. Dodi

Absent: S. Gilmer, R Sword

Nay: None

RUSSELL COUNTY P.S.A.
Monthly Meeting - The Board of Director
September 18, 2017

AGENDA

1. Call to Order
2. Welcome -
3. Visitors: Rita Baker & James Baker with T&L
4. Pledge of Allegiance
5. Minutes of August, 2017
6. Financial Report – Harvey Hart

General Acct (Register: 1010)	Aug 2017	Check #	19557	19603	\$ 286,118.83
Environmental Waste Acct. (Register 1060)	Aug. 2017	Check #	120	121	\$ 154,740.65
Long Term Operating Debt Acct	Aug, 2017	Check #		1103	\$ 3,747.94

7. Profit & Loss Review
8. Water Loss Review
9. Past due Water Customers Review

PROGRESS REPORT ON WATER PROJECTS:

1. Rt. 656 East Extension - project started August 2016 – close to completion all but paving
2. I-Pearl Meters – over halfway installing meters
3. Mtn. Meadows – Final inspections to be completed by Mr. Paul Green
4. Creekside Rd – Project extension should start first of Oct.

New Business:

- A. Rt. 603 – Check on available date with Fire Hall - Oct. 3 or Oct 10 for next community meeting
- B. Glade Hollow/Glade Hill – RCPSA voted to except the offer from VDH
- C. Fincastle / Tunnel Rd / Thompson Creek -- Sept. 29, 2017 opening bids on material
- D. Sell the 606 Trencor trencher

Old Business:

**Meeting cancelled – Next board meeting Oct 16, 2017 - 6:00 pm - 137 Highland Dr. Lebanon, VA.
(Government Center)**

RUSSELL COUNTY PUBLIC SERVICE AUTHORITY
 Monthly Meeting of the Board of Directors

August 2017

MEMBERS PRESENT

Donnie Christina
 Clifford Hess
 Chris Dye
 James Kiser
 Darrell Puckett
 Harvey Hart
 Visitor's: Rita Baker and Danny Stanley with T&L

MEMBERS ABSENT

Larry McGlothlin

Meeting called to order by Donnie Christian at 6:00 p.m.

Prayer: Donnie Christian

Pledge of Allegiance: James Kiser

Minutes – July 2017 reviewed by Board – Motion approved by Clifford Hess, second by Darrell Puckett, Passed Yes-5 – No-0

Adjournment – Motion made by Clifford Hess, second by James Kiser at 6:50 pm

Financial Report:

Financial Report given by Harvey Hart.

Motion to approve by James Kiser, second by Clifford Hess – Motion passed Yes-5 - No-0

Amendments to Agenda:

Table to next meeting about members serving on Board not living in service area. What will we do – how will we handle this – what are our options – how can we deal with this and handle this in the right way.

Operations Acct.	July, 2017	Check #	19556	19752
Environmental Waste Acct.	July, 2017	Check#	120	121
Long Term Debt Acct	July, 2017	Check #		1103

REVIEWED:

CHECKS: – Given by Harvey Hart – Reviewed by Board

PROFIT AND LOSS: – Given by Harvey Hart – Reviewed by Board

WATER LOSS: – Given by Harvey Hart – Reviewed by Board

PAST DUE ACCT: – Reviewed by Board

PROJECT UPDATE:

Route 656 East Extension – Project close to completion – all but paving

Mountain Meadows – Waiting on Paul Green to do final inspection.

I-Pearl Radio Read Meters – Over half of 1200 installed

Fincastle Project – should close in August

Rt. 603 - Waiting on availability of Fire Hall for next community meeting for Oct 3rd or 10th
We need 80% of customers to qualify for Block Grant 42% must be LMI

NEW PROJECTS:

Waiting on funding:

Tank to Arrowhead Subdivision

Russell County Trash Sites

NEW BUSINESS:

1. Check to see if Board members can be on PSA insurance
2. Environmental Waste- Meeting with Brian Ferguson, suppose to take over billing - if not PSA needs all the money -

OLD BUSINESS:

Motion made for the Administrators of both authorities to meet monthly or come up with plan to combine both boards – Motion made by James Kiser, second by Clifford Hess, motion passed

Next Board meeting September 18 , 2017 6:00 p m – 137 Highland Dr. Lebanon, VA

Donnie Christian
Chairman RCPSA

Russell County Public Service Authority - Operating

PROFIT AND LOSS

August 2017

	TOTAL	
	AUG 2017	JUL - AUG, 2017 (YTD)
INCOME		
4000.11 Water Revenue - Pump 1	51,741.55	104,364.26
4000.12 Water Revenue - Pump 2	22,029.38	44,815.00
4000.13 Water Revenue - Pump 3	4,074.66	7,652.43
4000.14 Water Revenue - Pump 4	3,167.62	5,865.75
4000.15 Water Revenue - Pump 5	15,113.51	27,718.68
4000.16 Water Revenue - Pump 6	4,341.07	9,806.08
4000.2 Sewer Revenue	629.81	1,437.07
4000.3 Hookup Fees Revenue	5,023.00	7,666.50
4000.4 Reconnect Revenue	160.62	187.82
4000.5 Trash Revenue	7,407.34	16,189.94
4000.6 Late Fee Revenue	2,202.10	4,577.87
4000.7 Miscellaneous Revenue	88.22	718.18
4000.8 Transfer Fee	320.00	680.00
4000.9 Return Check/Return Check Fee		55.14
4001.1 Credit Card Fee/Water	639.00	1,319.00
4001.2 Credit Card Fee/Hook-Up		3.00
4001.3 Credit Card Fee/Trash	18.00	33.00
4100.0 Interest Income		461.84
4500.0 Government Income (Reimbursemen	46,730.22	57,807.43
Total Income	\$163,686.10	\$291,358.99
GROSS PROFIT	\$163,686.10	\$291,358.99
EXPENSES		
2430.0 401K CONTRIBUTIONS		1,709.37
6030.0 UNIFORMS	350.74	563.92
6040.0 LIFE INSURANCE	22.14	233.69
6050.0 Employee Health Insurance	3,380.77	9,668.42
6055.0 HEALTH INSURANCE CREDIT		26.03
6060.0 Dental Insurance	83.50	167.00
6070.0 RETIREMENT PLAN		977.42
6080.0 SHORT TERM DISABILITY	143.90	287.80
6110.0 TELEPHONE OFFICE	-6.76	-34.86
6110.1 TELEPHONE SERVICE LEBANON SHOP	45.21	91.20
6110.2 INTERNET SERVICE LEBANON SHOP	58.97	118.98
6120.0 TELEPHONE-CELL		414.72
6130.1 TELEPHONE-PUMP 1	347.51	522.17
6130.2 TELEPHONE-PUMP 2	113.63	154.70
6130.5 TELEPHONE-PUMP 5	73.17	73.17
6135.1 TELEPHONE-TANK 1	143.34	203.33
6135.2 TELEPHONE-TANK 2	73.17	73.17
6135.5 TELEPHONE-TANK 5	73.17	73.17
6135.6 TELEPHONE - TANK 6	47.64	47.64
6140.0 ELECTRIC OFFICE	12.69	25.96

	TOTAL	
	AUG 2017	JUL - AUG, 2017 (YTD)
6140.1 ELECTRIC - LEBANON SHOP	94.38	198.47
6150.1 ELECTRIC PUMP 1	1,303.22	1,837.02
6150.2 ELECTRIC PUMP 2	370.32	748.24
6150.5 ELECTRIC PUMP 5	696.22	1,382.51
6150.6 ELECTRIC PUMP 6	39.50	53.13
6160.1 ELECTRIC TANK 1	109.74	143.68
6160.2 ELECTRIC TANK 2	11.21	22.61
6160.5 ELECTRIC TANK 5	11.38	22.84
6160.6 ELECTRIC TANK 6	45.60	55.94
6171.1 UTILITIES WATER LEBANON SHOP	46.80	93.30
6175.1 TRASH PICKUP LEBANON SHOP	79.00	133.00
6180.0 Chemicals	190.00	190.00
6185.1 SAMPLES-PUMP 1	369.86	390.11
6185.2 SAMPLE-PUMP 2		82.20
6185.5 SAMPLES- PUMP 5	1,610.97	1,610.97
6185.6 SAMPLES - PUMP 6	60.75	309.11
6185.7 SAMPLES - CLEVELAND SCHOOL	630.50	630.50
6190.0 MONITORING	51.45	89.25
6200.0 SUPPLIES	316.15	803.31
6206.0 R&M OFFICE	558.83	690.73
6210.0 R&M SYSTEM	1,949.57	7,713.00
6210.1 R&M PUMP 1	7.58	7.58
6210.2 R&M PUMP 2	6,306.29	6,306.29
6210.5 R&M PUMP 5	213.86	220.11
6210.6 R&M PUMP 6	29.68	29.68
6215.6 R&M NEW GARDEN TANK		122.45
6220.0 R&M EQUIPMENT	110.51	628.22
6240.0 GAS, OIL, GREASE	1,617.38	3,499.05
6260.0 OFFICE SUPPLIES	659.29	1,074.70
6270.0 POSTAGE & DELIVERY	946.60	1,094.33
6300.0 ACCOUNTING FEES	453.60	853.60
6370.1 RENT- LEBANON SHOP	514.00	1,028.00
6420.0 Service Charges	625.31	1,410.78
6480.0 TRAINING		636.30
66000 Payroll Expenses	58,327.57	95,318.18
7000.1 WATER PURCHASES #1	16,422.42	30,791.06
7000.2 WATER PURCHASE #2	8,588.73	16,596.57
7000.5 WATER PURCHASES HANSONVILLE	5,343.00	10,963.83
7100.0 SEWER FEES	770.49	1,512.72
DIRECTOR FEES	1,000.00	2,000.00
Reimbursements	83.20	166.40
Total Expenses	\$115,527.75	\$206,856.77
NET OPERATING INCOME	\$48,158.35	\$84,502.22
OTHER INCOME		
1255.0 Due From Construction Fund	10,449.67	10,234.99
Total Other Income	\$10,449.67	\$10,234.99
OTHER EXPENSES		
2510.0 N/P SWORDS CREEK	3,609.00	7,218.00
2610.0 N/P DRILL PROJECT	9,275.63	9,275.63

	TOTAL	
	AUG 2017	JUL - AUG, 2017 (YTD)
2612.0 N/P MILLER CREEK/FRANK'S/HONEY		6,925.21
2617.0 N/P ROSEDALE	31,778.61	31,778.61
2620.0 N/P GREEN VALLEY ESTATES	3,397.80	3,397.80
2630.0 N/P SOUTH RIVER PROJECT	1,523.98	1,523.98
2660.0 N/P LYNN SPRING PROJECT	543.00	1,086.00
2930.0 N/P GREEN VALLEY WEST		17,662.75
2939.0 N/P iPerl RRM		2,693.81
2984.0 N/P ALLY NEW TRUCK	589.45	1,178.90
5235.0 CUSTOMER REFUND DEPOSIT	114.97	426.03
Total Other Expenses	\$50,832.44	\$83,166.72
NET OTHER INCOME	\$ -40,382.77	\$ -72,931.73
NET INCOME	\$7,775.58	\$11,570.49

Operating Account Register (Balance as of 09/18/17 \$78,109.89)

Date: 08/01/17 to 08/31/17

Date	Ref No.	Payee	Payment	Deposit	Balance
08/01/2017		RUSSELL COUNTY PSA - CONSTRUCTION		\$1,071.48	\$287,633.62
08/01/2017	24	VA EMPLOY COMM UITAX PAID	\$119.18		\$287,514.44
08/01/2017	19447	RITA C. BOSTIC	\$789.68		\$286,724.76
08/01/2017	19448	RICHARD F. GARRETT	\$416.54		\$286,308.22
08/01/2017	19449	BRANDON GENT	\$390.11		\$285,918.11
08/01/2017	19450	TRACY GRADY	\$854.52		\$285,063.59
08/01/2017	19451	HARVEY D. HART	\$1,264.07		\$283,799.52
08/01/2017	19452	MR TIMOTHY A HONAKER	\$1,027.07		\$282,772.45
08/01/2017	19453	JAMES E. HORN	\$522.25		\$282,250.20
08/01/2017	19454	DAVID W. HUGHES	\$992.25		\$281,257.95
08/01/2017	19455	RHONDA LESTER	\$801.94		\$280,456.01
08/01/2017	19456	CARL H. RHEA	\$337.10		\$280,118.91
08/01/2017	19457	MR DAVID C ROBINSON	\$730.11		\$279,388.80
08/01/2017	19458	EARLY G SAGE	\$367.50		\$279,021.30
08/01/2017	19459	LUTHER SAULS	\$838.32		\$278,182.98
08/01/2017	19460	BRAD SHORTT	\$435.17		\$277,747.81
08/01/2017	19461	EDNA F. VANCE	\$908.72		\$276,839.09
08/01/2017	19462	MR BLAKE S YATES	\$815.81		\$276,023.28
08/01/2017	351129	AFLAC	\$599.26		\$275,424.02
08/02/2017	080217	Global Payments	\$551.06		\$274,872.96
08/03/2017		RUSSELL COUNTY PSA - CONSTRUCTION		\$714.50	\$275,587.46
08/03/2017	25	IRS TAX PAYMENT	\$6.31		\$275,581.15
08/03/2017	25	CHILD SUPPORT PAYMENT	\$144.79		\$275,436.36
08/03/2017	25	IRS TAX PAYMENT	\$4,065.37		\$271,370.99
08/03/2017	752	POSTMASTER-LEBANON	\$946.60		\$270,424.39
08/06/2017	190003	ALLY	\$589.45		\$269,834.94
08/07/2017	26	VA DEPT TAXATION TAX PAYMENT	\$678.42		\$269,156.52
08/07/2017	080717	PSN	\$44.00		\$269,112.52
08/08/2017	755903	DEBIT CARD	\$20.00		\$269,092.52
08/15/2017	19463	RITA C. BOSTIC	\$857.86		\$268,234.66
08/15/2017	19464	RICHARD F. GARRETT	\$358.23		\$267,876.43
08/15/2017	19465	BRANDON GENT	\$385.93		\$267,490.50
08/15/2017	19466	TRACY GRADY	\$833.14		\$266,657.36
08/15/2017	19467	HARVEY D. HART	\$1,335.57		\$265,321.79
08/15/2017	19468	MR TIMOTHY A HONAKER	\$1,136.82		\$264,184.97
08/15/2017	19469	JAMES E. HORN	\$311.30		\$263,873.67
08/15/2017	19470	DAVID W. HUGHES	\$992.26		\$262,881.41
08/15/2017	19471	RHONDA LESTER	\$902.78		\$261,978.63
08/15/2017	19472	CARL H. RHEA	\$337.09		\$261,641.54
08/15/2017	19473	MR DAVID C ROBINSON	\$730.08		\$260,911.46
08/15/2017	19474	EARLY G SAGE	\$548.10		\$260,363.36
08/15/2017	19475	LUTHER SAULS	\$854.70		\$259,508.66
08/15/2017	19476	BRAD SHORTT	\$531.23		\$258,977.43
08/15/2017	19477	EDNA F. VANCE	\$986.12		\$257,991.31
08/15/2017	19478	MR BLAKE S YATES	\$815.81		\$257,175.50
08/15/2017	19479	RHONDA LESTER	\$532.51		\$256,642.99
08/15/2017	019557	APPALACHIAN POWER	\$2,203.53		\$254,439.46
08/15/2017	019558	ARC3 GASES	\$234.50		\$254,204.96
08/15/2017	019559	CARD SERVICES CENTER	\$2,140.43		\$252,064.53

08/15/2017	019560	DANER BUSINESS SOLUTIONS	\$373.83		\$251,690.70
08/15/2017	019561	DOMINION OFFICE PRODUCTS, INC.	\$96.70		\$251,594.00
08/15/2017	019562	G & K SERVICES-KINGSPORT	\$213.18		\$251,380.82
08/15/2017	019563	HD SUPPLY WATERWORKS, LTD	\$5,751.48		\$245,629.34
08/15/2017	019564	Honaker Tire Service	\$5.00		\$245,624.34
08/15/2017	019565	INNOVATIVE TECHNOLOGY SOLUTIONS	\$120.00		\$245,504.34
08/15/2017	019566	J & L ACCOUNTING SERVICE, INC.	\$1,500.00		\$244,004.34
08/15/2017	019567	L & M AUTO PARTS, LTD	\$526.50		\$243,477.84
08/15/2017	019568	LEBANON BLOCK & SUPPLY	\$140.60		\$243,337.24
08/15/2017	019569	SARATOGA TECHNOLOGIES, INC.	\$62.50		\$243,274.74
08/15/2017	019570	AUTHORITY	\$22,253.37		\$221,021.37
08/15/2017	019571	TOWN OF HONAKER	\$865.34		\$220,156.03
08/15/2017	019572	VIRGINIA UTILITY PROTECTION SERVICE	\$37.80		\$220,118.23
08/15/2017	019573	WALLACE FURNITURE & HARDWARE	\$31.94		\$220,086.29
08/16/2017		RCBOS		\$46,730.22	\$266,816.51
08/16/2017	081617	VSP VISION CARE	\$64.41		\$266,752.10
08/16/2017	834612	DEBIT CARD	\$20.00		\$266,732.10
08/17/2017	27	IRS TAX PAYMENT	\$7.06		\$266,725.04
08/17/2017	27	IRS TAX PAYMENT	\$4,376.32		\$262,348.72
08/18/2017	28	CHILD SUPPORT PAYMENT	\$144.79		\$262,203.93
08/20/2017	380334	DEBIT CARD	\$20.00		\$262,183.93
08/21/2017		RUSSELL COUNTY PSA - CONSTRUCTION		\$9,028.91	\$271,212.84
08/21/2017		TIME WARNER CABLE		\$231.15	\$271,443.99
08/21/2017	29	VA DEPT TAXATION TAX PAYMENT	\$728.56		\$270,715.43
08/21/2017	019574	Chris Dye	\$200.00		\$270,515.43
08/21/2017	019575	Clifford Hess	\$200.00		\$270,315.43
08/21/2017	019576	Darrell W. Puckett	\$200.00		\$270,115.43
08/21/2017	019577	Donnie Christian	\$200.00		\$269,915.43
08/21/2017	019578	Larry A. McGlothlin	\$200.00		\$269,715.43
08/21/2017	50ZJ55CHBA16/30-7/31/	TOWN OF LEBANON	\$3.21		\$269,712.22
08/21/2017	KYXJ55CHBA1	TOWN OF LEBANON	\$5,301.64		\$264,410.58
08/21/2017	P3ZJ55CHBA16/30-7/31/	TOWN OF LEBANON	\$46.80		\$264,363.78
08/21/2017	QDZJ55CHBA16/30-7/31/	TOWN OF LEBANON	\$79.00		\$264,284.78
08/21/2017	TWYJ55CHBA1 06/30-7/3	TOWN OF LEBANON	\$41.36		\$264,243.42
08/22/2017	5104	AMERICAN EXPRESS	\$2,030.31		\$262,213.11
08/22/2017	082217	ANTHEM DENTAL	\$83.50		\$262,129.61
08/23/2017		VERIZON		\$53.03	\$262,182.64
08/24/2017	30	VA DEPT TAXATION TAX PAYMENT	\$904.40		\$261,278.24
08/24/2017	082417	RURAL DEVELOPMENT	\$3,609.00		\$257,669.24
08/25/2017	995111	VIRGINIA RESOURCES AUTHORITY	\$31,778.61		\$225,890.63
08/25/2017	17907106	VIRGINIA RESOURCES AUTHORITY	\$9,275.63		\$216,615.00
08/25/2017	17907107	VIRGINIA RESOURCES AUTHORITY	\$1,523.98		\$215,091.02
08/25/2017	17907108	VIRGINIA RESOURCES AUTHORITY	\$3,397.80		\$211,693.22
08/28/2017	082817	RURAL DEVELOPMENT	\$543.00		\$211,150.22
08/28/2017	082817	DEBIT CARD	\$20.00		\$211,130.22
08/29/2017	19481	RITA C. BOSTIC	\$785.93		\$210,344.29
08/29/2017	19482	RICHARD F. GARRETT	\$410.55		\$209,933.74
08/29/2017	19483	BRANDON GENT	\$400.56		\$209,533.18
08/29/2017	19484	TRACY GRADY	\$816.04		\$208,717.14
08/29/2017	19485	HARVEY D. HART	\$1,380.61		\$207,336.53
08/29/2017	19486	MR TIMOTHY A HONAKER	\$1,004.21		\$206,332.32
08/29/2017	19487	JAMES E. HORN	\$414.01		\$205,918.31

08/29/2017	19488	DAVID W. HUGHES	\$992.26	\$204,926.05
08/29/2017	19489	AARON HUNT	\$295.53	\$204,630.52
08/29/2017	19490	RHONDA LESTER	\$893.67	\$203,736.85
08/29/2017	19491	CARL H. RHEA	\$276.10	\$203,460.75
08/29/2017	19492	MR DAVID C ROBINSON	\$730.10	\$202,730.65
08/29/2017	19493	EARLY G SAGE	\$488.16	\$202,242.49
08/29/2017	19494	LUTHER SAULS	\$871.06	\$201,371.43
08/29/2017	19495	BRAD SHORTT	\$403.98	\$200,967.45
08/29/2017	19496	EDNA F. VANCE	\$972.45	\$199,995.00
08/29/2017	19497	MR BLAKE S YATES	\$815.81	\$199,179.19
08/29/2017	019579	ANTHEM BCBS	\$321.10	\$198,858.09
08/29/2017	019580	ANTHEM BLUE CROSS & BLUE SHIELD	\$12,932.00	\$185,926.09
08/29/2017	019581	APPALACHIAN POWER	\$1,069.05	\$184,857.04
08/29/2017	019582	ARC3 GASES	\$153.76	\$184,703.28
08/29/2017	019583	BLUE MEDICARERX	\$152.60	\$184,550.68
08/29/2017	019584	BOGGS MUNICIPAL SERVICES, INC.	\$213.86	\$184,336.82
08/29/2017	019585	BVU OPTINET	\$144.64	\$184,192.18
08/29/2017	019586	CARD SERVICES CENTER	\$941.57	\$183,250.61
08/29/2017	019587	COMMONWEALTH OF VIRGINIA	\$646.65	\$182,603.96
08/29/2017	019588	DIONE LITRELL	\$39.97	\$182,563.99
08/29/2017	019589	DOMINION OFFICE PRODUCTS, INC.	\$249.75	\$182,314.24
08/29/2017	019590	G & K SERVICES-KINGSPORT	\$285.95	\$182,028.29
08/29/2017	019591	HD SUPPLY WATERWORKS, LTD	\$1,903.69	\$180,124.60
08/29/2017	019592	J & L ACCOUNTING SERVICE, INC.	\$1,500.00	\$178,624.60
08/29/2017	019593	JUDY CRANE	\$75.00	\$178,549.60
08/29/2017	019594	L & M AUTO PARTS, LTD	\$250.40	\$178,299.20
08/29/2017	019595	LEBANON BLOCK & SUPPLY	\$29.68	\$178,269.52
08/29/2017	019596	NATIONWIDE EMPLOYEE BENEFITS	\$414.75	\$177,854.77
08/29/2017	019597	NEW PEOPLES BANK	\$514.00	\$177,340.77
08/29/2017	019598	NORTHERN SAFETY	\$233.47	\$177,107.30
08/29/2017	019599	SARATOGA TECHNOLOGIES, INC.	\$62.50	\$177,044.80
08/29/2017	019600	TIME WARNER CABLE	\$184.52	\$176,860.28
08/29/2017	019601	Treasurer of Virginia	\$2,672.08	\$174,188.20
08/29/2017	019602	USA BLUEBOOK	\$18.97	\$174,169.23
08/29/2017	019603	W-L CONSTRUCTION & PAVING, INC.	\$349.33	\$173,819.90
08/29/2017	8201705180004	ALLY	\$927.45	\$172,892.45
08/30/2017	31	IRS TAX PAYMENT	\$7.56	\$172,884.89
08/30/2017	31	CHILD SUPPORT PAYMENT	\$144.79	\$172,740.10
08/30/2017	31	IRS TAX PAYMENT	\$4,199.45	\$168,540.65
08/31/2017		A/R DEPOSITS 8/1 TO 8/31/17		\$109,159.63
08/31/2017		RUSSELL COUNTY PSA - CONSTRUCTION		\$9,128.38
08/31/2017	32	VA DEPT TAXATION TAX PAYMENT	\$699.88	\$286,128.78
08/31/2017	083117	NEW PEOPLES BANK	\$9.95	\$286,118.83

Environmental Waste Account Register (Balance as of 09/18/17 \$154,740.65)

Date: 08/01/17 to 08/31/17

Date	Ref No.	Payee	Payment	Deposit	Balance
08/04/2017				\$672.36	\$148,491.76
08/11/2017				\$2,996.91	\$151,488.67
08/18/2017				\$1,280.53	\$152,769.20
08/25/2017				\$889.94	\$153,659.14
08/31/2017				\$1,081.51	\$154,740.65

Long Term Debt Account Register (Balance as of 09/18/17 \$3,747.94)

Date: 08/01/17 to 08/31/17

Date	Ref No.	Payee	Payment	Deposit	Balance
8/8/2017				\$1,000.00	\$3,497.94
8/16/2017				\$250.00	\$3,747.94

NPB CD #12020 Account Register (Balance as of 09/18/17 \$89,315.83)

Date: 08/01/17 to 08/31/17

Date	Ref No.	Payee	Payment	Deposit	Balance
8/31/2017					\$89,315.83

NPB CD #98737 Account Register (Balance as of 09/18/17 \$91,588.01)

Date: 08/01/17 to 08/31/17

Date	Ref No.	Payee	Payment	Deposit	Balance
8/31/2017					\$91,588.01

Russell County Public Service Authority - Construction

PROFIT AND LOSS

August 2017

	TOTAL	
	AUG 2017	JUL - AUG, 2017 (YTD)
INCOME		
4300.0 Loan Proceeds	66,829.82	66,829.82
4300.4 Route 656	1,167.75	13,512.14
4300.6 iPerl Radio Read Meters	10,107.73	15,414.94
Total 4300.0 Loan Proceeds	78,105.30	95,756.90
4400.0 Misc. Income	1,357.38	1,357.38
4400.1 Misc. Projects	18,350.18	33,494.22
4400.2 Sale of Supplies/Materials		232.72
Total 4400.0 Misc. Income	19,707.56	35,084.32
7200.0 Grant Contributions		
7200.4 Route 656	389.25	4,504.05
7200.5 Fincastle Estates	11,524.01	11,524.01
7200.6 iPerl Radio Read Meters	2,526.93	3,853.73
7200.7 Thompson Creek/Tunnel Road	13,822.51	13,822.51
7200.9 Tunnel Road	11,506.68	12,839.36
Total 7200.0 Grant Contributions	39,769.38	46,543.66
Total Income	\$137,582.24	\$177,384.88
GROSS PROFIT	\$137,582.24	\$177,384.88
EXPENSES		
5500.0 Project Expenses		
5510.0 Materials		
5510.4 Route 656	95.24	95.24
5510.6 iPerl Radio Read Meters	1,341.67	3,451.70
5510.9 Tunnel Road		10,977.53
Total 5510.0 Materials	1,436.91	14,524.47
5520.0 Salaries & Benefits		
5520.4 Route 656	1,145.69	2,331.88
5520.5 Fincastle Estates	317.70	672.69
5520.6 iPerl Radio Read Meters	5,761.91	14,046.68
5520.7 Thompson Creek/Tunnel Road	317.70	521.32
5520.8 Misc. Projects	26,367.86	42,189.11
5520.9 Tunnel Road		523.19
Total 5520.0 Salaries & Benefits	33,910.86	60,284.87
5530.0 Hourly Equipment		
5530.4 Route 656	98.71	153.64
5530.6 iPerl Radio Read Meters	794.76	1,612.04
5530.8 Misc. Projects	4,814.00	7,702.54
5530.9 Tunnel Road		5.96
Total 5530.0 Hourly Equipment	5,707.47	9,474.18
5540.0 Supplies/Miscellaneous		
5540.4 Route 656	75.00	150.00

	TOTAL	
	AUG 2017	JUL - AUG, 2017 (YTD)
5540.6 iPerl Radio Read Meters	135.50	135.50
5540.8 Misc. Projects	6,072.18	10,060.65
Total 5540.0 Supplies/Miscellaneous	6,282.68	10,346.15
5550.0 Legal		
5550.5 Fincastle Estates	656.50	656.50
5550.7 Thompson Creek/Tunnel Road	656.50	656.50
Total 5550.0 Legal	1,313.00	1,313.00
5590.0 Engineering		
5590.4 Route 656	3,000.00	3,000.00
5590.5 Fincastle Estates	800.00	2,800.00
5590.6 iPerl Radio Read Meters	3,000.00	8,000.00
5590.7 Thompson Creek/Tunnel Road	1,000.00	2,000.00
Total 5590.0 Engineering	7,800.00	15,800.00
Total 5500.0 Project Expenses	56,450.92	111,742.67
6000.0 Salaries - General Construction	3,323.19	4,530.29
6030.0 Uniforms	1,340.74	2,325.50
6101.0 Employee Screening	50.00	50.00
6110.0 Telephone Lebanon Shop		-65.10
6120.0 Telephone Cell		440.15
6140.2 Electric Temp Office	5.89	5.89
6200.0 Supplies	142.57	194.21
6220.0 Repair & Maint.	811.90	896.90
6240.0 Gas, Oil, Grease	282.45	930.37
6260.0 Office Supplies	140.98	140.98
6340.0 Small Tools & Equipment		293.64
6390.0 Advertising	53.50	133.75
6420.0 Finance/Service Charges	91.29	204.48
6445.0 License/Tags/Inspections	67.00	99.00
Total Expenses	\$62,760.43	\$121,922.73
NET OPERATING INCOME	\$74,821.81	\$55,462.15
NET INCOME	\$74,821.81	\$55,462.15

General Construction Account Register (Balance as of 09/18/17 \$172.50)

Date: 08/01/17 to 08/31/17

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
08/01/2017		CPPD			1,256.40	1,669.37
08/01/2017		CPPD			11,506.68	13,176.05
08/01/2017	3599	TruckPro, LLC	254RU003	37.48		13,138.57
08/01/2017	3600	Town of Richlands		10,977.53		2,161.04
08/01/2017	3601	Russell County PSA - Operating	Station 5/21 to 7/28/17	714.50		1,446.54
08/01/2017	3602	VACORP		1,165.22		281.32
08/16/2017		RCBOS			15,196.07	15,477.39
08/16/2017	3603	Russell Oil Co., Inc.		315.87		15,161.52
08/16/2017	3604	E-Dillon & Co.		682.54		14,478.98
08/16/2017	3605	Lebanon Block & Supply Co., Inc.	303343	591.29		13,887.69
08/16/2017	3606	Rogers Group, Inc.	37246661	895.95		12,991.74
08/16/2017	3607	McClure Concrete Materials		582.25		12,409.49
08/16/2017	3608	Tim Honaker		200.00		12,209.49
08/16/2017	3609	John Deere Financial	11113-23565	60.00		12,149.49
08/16/2017	3610	Consolidated Steel, Inc.		176.00		11,973.49
08/16/2017	3611	D&T Enterprises		10.98		11,962.51
08/16/2017	3612	Russell County PSA - Operating	Jun-17	9,028.91		2,933.60
08/16/2017	3613	Lebanon Block & Supply Co., Inc.	303343	13.39		2,920.21
08/16/2017	3614	G&K Services - Kingsport		552.58		2,367.63
08/16/2017	3615	John Deere Financial	11113-23565	532.51		1,835.12
08/16/2017	3616	Ditch Witch of Tennessee		293.64		1,541.48
08/16/2017	3617	Tri-County Driving Academy, Inc.		32.00		1,509.48
08/16/2017	3618	Russell Oil Co., Inc.		115.41		1,394.07
08/16/2017	3619	Rogers Group, Inc.	37246661	18.95		1,375.12
08/16/2017	3620	VACORP		300.00		1,075.12
08/16/2017	3621	Cat Financial Commerical Account	6280-7300-0194-5146	988.00		87.12
08/21/2017		RC Schools			1,897.71	1,984.83
08/21/2017	3622	Rogers Group, Inc.	37246661	187.25		1,797.58
08/21/2017	3623	E-Dillon & Co.		1,074.60		722.98
08/21/2017	3624	Lebanon Block & Supply Co., Inc.	303343	635.86		87.12
08/29/2017	3625	Russell County PSA - Operating	6/17/17	9,128.38		-9,041.26
08/29/2017	3626	Wallace Hardware		102.58		-9,143.84
08/29/2017	3627	Core & Main		23.95		-9,167.79
08/29/2017	3628	Rogers Group, Inc.	37246661	7.24		-9,175.03
08/29/2017	3629	E-Dillon & Co.		10.24		-9,185.27
08/29/2017	3630	G&K Services - Kingsport		479.64		-9,664.91
08/29/2017	3631	Lebanon Block & Supply Co., Inc.	303343	38.25		-9,703.16
08/29/2017	3632	The Lebanon News		80.25		-9,783.41
08/29/2017	3633	TruckPro, LLC	254RU003	185.48		-9,968.89
08/29/2017			Reimb Labor on iPerf D/D#10		8,145.35	-1,823.54
08/29/2017			Reimb Equip on iPerf D/D#10		817.28	-1,006.26
08/29/2017			Reimb Labor on Rt 656 D/D#12		983.03	-23.23
08/29/2017			Reimb Equip on Re 656 D/D#12		54.93	31.70
08/31/2017		VACORP			1,357.38	1,389.08

Thompson Cr/Tunnel Rd Project Account Register (Balance as of 09/18/17 \$47.80)

Date: 08/01/17 to 08/31/17

Date	Ref No.	Payee	Payment	Deposit	Balance
08/22/2017		VRA		\$34,556.27	\$34,614.07
08/22/2017	1001	The Lebanon News	\$243.20		\$34,370.87
08/22/2017	1002	Thompson & Litton, Inc.	\$34,313.07		\$57.80
08/22/2017	082217	Wire Transfer	\$10.00		\$47.80

Route 656 Project Account Register (Balance as of 09/18/17 \$47.80)

Date: 08/01/17 to 08/31/17

Date	Ref No.	Payee	Payment	Deposit	Balance
08/29/2017		VRA		\$1,557.00	\$1,604.80
08/29/2017	1062	Core & Main	\$63.31		\$1,541.49
08/29/2017	1063	Blevins Septic Service	\$75.00		\$1,466.49
08/29/2017	1064	Rogers Group, Inc.	\$380.73		\$1,085.76
08/29/2017			\$983.03		\$102.73
08/29/2017			\$54.93		\$47.80

iPerl RRM Project Account Register (Balance as of 09/18/17 \$47.80)

Date: 08/01/17 to 08/31/17

Date	Ref No.	Payee	Payment	Deposit	Balance
08/29/2017		VRA		\$12,634.66	\$12,682.46
08/29/2017	1015	Core & Main	\$3,656.04		\$9,026.42
08/29/2017	1016	Wallace Hardware	\$15.99		\$9,010.43
08/29/2017			\$8,145.35		\$865.08
08/29/2017			\$817.28		\$47.80

Fincastle Estates Project Account Register (Balance as of 09/18/17 \$47.80)

Date: 08/01/17 to 08/31/17

Date	Ref No.	Payee	Payment	Deposit	Balance
08/22/2017		VRA		\$57,620.07	\$57,677.87
08/22/2017	1001	Cumberland Plateau PDC	\$10,000.00		\$47,677.87
08/22/2017	1002	The Lebanon News	\$160.50		\$47,517.37
08/22/2017	1003	Thompson & Litton, Inc.	\$47,459.57		\$57.80
08/22/2017	082217	Wire Transfer	\$10.00		\$47.80

VIRGINIA DEPARTMENT OF HEALTH
 DIVISION OF DRINKING WATER
 MONTHLY REPORT

Month /Year: August, 2017

WATERWORK - Swords Creek -RCPSA
 PWSID ID: 1167900

DISTRIBUTION SYSTEM PERFORMANCE CRITERIA

A	Gallons of water purchased from TCPSA-RAVEN/DORAN	4,400,000
B	Gallons of water purchased from HONAKER ELEM SCHOOL METER	112,330
C	Total gallons of water purchased (A + B)	4,512,330
D	Gallons of water sold to New Garden/Breezer's Branch	
E	Average gallons/day placed into distribution system [C/days in month]	150,411
F	Gallons of water metered to customers - Swords Creek	3,906,616
G	Gallons of water metered for flushing, fire flow, etc.	
H	Total gallons of water unaccounted for [C - (E+F)]	605,714
I	Apparent percent of water lost from the distribution system [100 G/C]	13.42%
J	Number of connections	1293
K	Average gallons/day per connection (C/I)	1309
L	Estimated daily population served	3233

Distribution system performance goals:

- less than 30 percent loss of water placed into the distribution system
- less than 150 gpd of water placed into the distribution system per connection

CHLORINE RESIDUAL (required 3 days/week)

DATE	Mg/L	DATE	Mg/L	DATE	Mg/L	Date	Mg/L
1		9	.56 - 050	17		25	.82 - 030
2	.70 - 020	10		18	.64 - 020	26	
3		11	.74 - 010	19		27	
4	1.02 - 050	12		20		28	.68 - 010
5		13		21	.81 - 010	29	
6		14	.48 - 050	22		30	.84 - 050
7	.65 - 020	15		23	.77 - 040	31	
8		16	.71 - 020	24			

REMARKS (waterline breaks, consumer complaints, service connections made) (may be continued on back):

Signed Name: Tracy Grady
 Printed Name: Tracy Grady
 Title/Operator Class: Operations Class 5

VIRGINIA DEPARTMENT OF HEALTH
DIVISION OF DRINKING WATER
MONTHLY REPORT

Month /Year - August, 2017

WATERWORKS - BELFAST - RCPSA

PWSID ID: 1167051

DISTRIBUTION SYSTEM PERFORMANCE CRITERIA

A	Gallons of water purchased from TCPSA - CLAYPOOL HILL	2,585,600
B	Gallons of water purchased from TOWN OF LEBANON	
C	Total Gallons of water placed into waterworks [A + B]	2,585,600
D	Average gallons/day placed into distribution system [C/days in month]	86,187
E	Gallons of water metered to customers -	1,913,520
F	Gallons of water metered for flushing, fire flow, etc.	
G	Total gallons of water unaccounted for [C - E + F]	672,080
H	Apparent percent of water lost from the distribution system [100 G/C]	25.99%
I	Number of connections	639
J	Average gallons /day per connection (E/I)	2,995
K	Estimated daily population served	1,575

Distribution system performance goals:

.less that 30 percent loss of water placed into the distribution system

.less than 150 gpd of water placed into the distribution system per connection

CHLORINE RESIDUAL (required 3 days/week)

BELFAST/ROSEDALE WATER WORKS

DATE	Mg/L	DATE	Mg/L	DATE	Mg/L	DATE	Mg/L
1		9	1.40 - 010	17		25	1.58 - 020
2	1.01 - 010	10		18	1.52 - 020	26	
3		11	1.47 - 020	19		27	
4	1.20 - 020	12		20		28	1.55 - 030
5		13		21	1.60 - 030	29	
6		14	1.51 - 030	22		30	1.61 - 010
7	1.27 - 030	15		23	1.53 - 010	31	
8		16	1.56 - 010	24			

REMARKS (waterline breaks, consumer complaints, service connections made) (may be continued on back):

Signed Name: _____

Printed Name: Tracy Grady

Title/Operator Class: Operations Class 5

RUSSELL COUNTY P.S.A.

WATER WORKS MONTHLY OPERATION REPORT

Month / Year: August, 2017

Green Valley Waterworks

PWSID #: 1167275

Population Served: 175

No. Connections Served 74

Gallons of Water Pumped: 325,241

Gallons of Water sold: 313,861

Water Loss: 3.50%

Date	Well 27-A	Well 30-C	Master Meter Reading	CL2	CL2 Residual Sample Point	Comments
1						
2	16,100	4,770	39,225	0.54	0 10	
3						
4	15,600	4,649	35,455	0.71	0 20	
5						
6						
7	22,700	6,700	52,440	0.65	0 30	
8						
9	15,900	4,740	38,577	0.77	0 10	
10						
11	15,700	4,665	37,544	0.71	0 20	
12						
13						
14	29,500	8,742	68,841	0.75	0 30	
15						
16	17,500	5,183	44,368	0.70	0 10	
17						
18	26,100	7,729	55,020	0.67	0 20	
19						
20						
21	23,400	6,919	56,250	0.58	0 30	
22						
23	16,900	5,044	383,741	0.74	0 10	
24						
25	15,600	4,647	37,239	0.67	0 20	
26						
27						
28	24,800	7,353	60,981	0.60	0 30	
29						
30	14,600	4,348	32,644	0.54	0 10	
31						
Totals	254,400	75,489	942,325			

Operator in Responsible Charge: Tracy Grady
 Printed Name

Signature: *Tracy Grady*
 Submit by the 10th of the following month to:
 Virginia Department of Health
 Office of Drinking Water, Abingdon Field Office
 454 East Main Street
 Abingdon, Virginia 24210

WW License Class: 5

VIRGINIA DEPARTMENT OF HEALTH
DIVISION OF DRINKING WATER
MONTHLY REPORT

Month /Year - August, 2017

WATERWORKS: HANSONVILLE - RCPSA
PWSID ID: 1167275

DISTRIBUTION SYSTEM PERFORMANCE CRITERIA

A	Gallons of water purchased from TOWN OF LEBANON	1,414,380
B	Galloons of water pumped from GREEN VALLEY ESTATES WELLS	325,241
C	TOTAL gallons of water placed in water works (a+b+c)	1,739,621
D	Average gallons/day placed into distribution system [D/days in month]	57,987
E	Total gallons of water metered to customers - Hansonville	810,249
F	Total gallons of water metered to customers - Green Vally Estate	313,861
G	Total gallons of water metered to customers - Washington County	250,637
H	Gallons of water metered for flushing, fire flow, etc.	
I	Total Gallons of water sold	1,374,747
J	Total gallons of water unaccounted for I - (E+F+G+H]	364,874
K	Apparent percent of water lost from the distribution system [100 G/C]	20.97%
L	Number of connections	394
M	Average gallons/day per connections C/[147
N	Estimated daily population served	985

Distribution system performance goals:
 .less that 30 percent loss of water placed into the distribution system
 .less than 150 gpd of water placed into the distribution system per connection

CHLORINE RESIDUAL (required 3 days/week)

DATE	Mg/L - Station #	DATE	Mg/L - Station #	DATE	Mg/L - Station #	Date	Mg/L - Station #
1		9	.82 - 030	17		25	.84 - 040
2	.61 - 010	10		18	.70 - 030	26	
3		11	.80 - 010	19		27	
4	.58 - 040	12		20		28	.78 - 010
5		13		21	.60 - 010	29	
6		14	.84 - 020	22		30	.70 - 030
7	.54 - 020	15		23	.90 - 020	31	
8		16	.79 - 040	24			

Signed Name: Tracy Grady
 Printed Name : Tracy Grady
 Title/Operator Class: Operations Class 5

VIRGINIA DEPARTMENT OF HEALTH
DIVISION OF DRINKING WATER
MONTHLY REPORT

Month /Year August, 2017

WATERWORK - New Garden/Finney - RCPSA
PWSID ID: 1167540

DISTRIBUTION SYSTEM PERFORMANCE CRITERIA

A	Gallons of water purchased from HONAKER-NEW GARDEN METER	298,170
B	Average gallons/day placed into distribution system (C/days in month)	9,939
C	Gallons of water metered to customers	340,037
D	Gallons of water metered for flushing, fire flow, ect.	
E	Total gallons of water unaccounted for [E - (A-C)]	-41,867
F	Apparent percent of water lost from the distribution system [100 E/A]	-14.04%
G	Number of connections	137
H	Average gallons/day per connection (C/I)	11335
I	Estimated daily population served	343

Distribution system performance goals:

- . less that 30 percent loss of water placed into the distribution system
- . less than 150 gpd of water placed into the distribution system per connection

CHLORINE RESIDUAL (required 3 days/week)

DATE	Mg/L	DATE	Mg/L	DATE	Mg/L	Date	Mg/L
1		9	1.62 - 010	17		25	1.16 - 020
2	.89 - 010	10		18	1.58 - 030	26	
3		11	.51 - 020	19		27	
4	1.71 - 030	12		20		28	.49 - 030
5		13		21	1.52 - 020	29	
6		14	1.61 - 010	22		30	1.65 - 010
7	.43 - 020	15		23	.60 - 010	31	
8		16	.44 - 020	24			

REMARKS (waterline breaks, consumer complaints, service connctions made) (may be continued on back):

Signed Name: Tracy Grady
 Printed Name : Tracy Grady
 Title/Operator Class: Operations Class 5

RUSSELL CO PSA
 PAST DUE BALANCE REPORT
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LOCATION ACCOUNT	NAME ADDRESS	PREVBAL	TOTAL	LASTPAY	NOTE
001-0000078 104449	MOORE, APRIL 5010 HORTON RIDGE RD Mtr#: 75896144	156.94	156.94*	5/3/17	L-0
001-00001890 104150	RAHN, APRIL 5065 HORTON RIDGE RD Mtr#: 75897542	316.35	432.26	7/14/17	9-8 Pd. 100.00
001-00002200 100463	SHREVE, KRIS 10 RABBIT HOLLOW RD Mtr#: 75896157	323.32	323.32*	3/28/17	L-0
001-00008870 104230	LESTER, RHONDA 5040 HORTON RIDGE RD Mtr#: 75896127	1866.60	1980.00*	9/5/17	Pd. 117.40
001-00008948 103300	CARTER, DEBORAH 143 KAIDENS WAY Mtr#: 75897507	75.83	104.83	7/5/17	Pmt. 9/15
001-00009600 100403	CASEY, BARBARA 10191 SWORDS CREEK RD Mtr#: 75897567	142.76	209.14*	8/9/17	9-8 Pd. 150.00
001-00010030 104810	GARRETT, SAMANTHA 10175 SWORDS CREEK RD Mtr#: 75897568	140.62	177.29*	6/20/17	Pd. 89.12
001-00011001 104601	RAY, JERRY 9935 SWORDS CK RD APT # 3 Mtr#: 76123140	238.10	287.10*	5/8/17	9-8 Pd. 287.10
001-00011200 100036	HORTON, DARRELL EUG 9933 SWORDS CK RD APT 4 APARTM Mtr#: 80602784	109.07	109.07*	3/13/17	L-0
001-00012000 100015	CAMPBELL, RALPH 9871 SWORDS CREEK RD 9871 SWOR Mtr#: 75897535	1083.72	1144.39*	7/11/17	Pd. 165303
001-00015900 100384	DEBORD, JAMES B 718 MAPLE GAP RD Mtr#: 82093670	58.52	87.52	6/13/17	
001-00018300 100415	WEIR, MICHAEL 233 MAPLE GAP RD Mtr#: 82094415	95.09	163.30*	8/7/17	Pd. 100.00
001-00019201 104814	HILL, TONY R 15 MAPLE GAP RD Mtr#: 75897252	153.31	194.42	8/7/17	Pmt. 9/15
001-00019800 100093	MESSER, DARREL 101 MONROE DRIVE Mtr#: 75897551	55.43	122.02	8/18/17	Pmt. 9/10 9-15
001-00019900 100092	MESSER, ELIZABETH 149 MONROE DRIVE Mtr#: 75897555	282.07	374.30*	7/5/17	Pd. 100.00
001-00020730 100587	JOHNSON, BENJAMIN F 229 JOHNSON HOLLOW RD Mtr#: 75897553	206.88	303.85*	8/9/17	
001-00023500 104032	HALL, JAMES D. 125 KAIDENS WAY Mtr#: 75897457	293.71	293.71*	4/10/17	L-0
001-00024100 104537	NICHOLS, CURTIS 36 KAIDENS WAY Mtr#: 75897503	33.35	62.35	7/6/17	
002-00027460 104783	PRICE, DONNA C 71 MANCHESTER DRIVE 71 MANCHES Mtr#: 75896125	57.32	88.02	7/6/17	
002-00028010 101012	WHITT, TAMARA 489 ROBINSON RIDGE Mtr#: 75896109	50.47	95.84	8/4/17	
002-00028900 100303	KEEN, BRIAN 37 UPHILL DRIVE Mtr#: 75897465	108.33	152.47	7/10/17	9-8 Pd. 108.33
004-00001707 100518	KEEN, PAUL JR 1707 HORTON RIDGE RD Mtr#: 75896053	109.75	162.53	8/25/17	Pmt. 9/15
004-00003700 100472	HORTON, JOHN DAVID 3449 HORTON RIDGE RD Mtr#: 75896040	247.97	276.97*	8/4/17	
004-00003810 100599	MEADOWS, BRADLEY 3212 HORTON RIDGE RD Mtr#: 75896039	89.97	131.85	8/7/17	
004-00004100 100439	BLANKENSHIP, BYRON 3176 HORTON RIDGE RD Mtr#: 82093907	68.28	108.87	8/4/17	

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004-00004500 100479	HUBBARD, SHANNON 3115 HORTON RIDGE RD Mtr#: 82093909	45.81	75.07 7/18/17	PrvRd:9489
004-00004600 101008	GOODMAN, SAM & RUTH 3007 HORTON RIDGE Mtr#: 82093906	49.20	112.79 8/30/17	PrvRd:15088
004-00005720 100762	MCGHEE, TONY 2100 HORTON RIDGE RD Mtr#: 75896010	33.35	62.35 7/17/17	PrvRd:90312
004-00005750 100314	MCGHEE, DEBBIE 2032 HORTON RIDGE RD Mtr#: 82094338	33.35	62.35 7/11/17	PrvRd:4502
004-00006400 100564	JOHNSON, DANNY 1607 HORTON RIDGE RD Mtr#: 75896084	60.05	107.13 8/8/17	PrvRd:170338
007-00000454 103561	EVANS, BRENDA 454 PINE CREEK RD Mtr#: 82094077	85.62	122.75 6/29/17	PrvRd:503
007-00061600 100746	FREEMAN, MAXINE 441 PINE CREEK RD Mtr#: 41024408	47.43	92.15 7/21/17	PrvRd:698645
007-00061750 100728	HESS, GLEN & BRENDA 941 PINE CREEK RD Mtr#: 79452939	117.73	166.16 8/7/17	PrvRd:60355
007-00062001 103555	HILL, TONY R. 1028 PINE CREEK RD Mtr# NO METER	31.80	31.80* 12/27/16	PrvRd:724
007-00062200 103080	COLEMAN, MICHAEL E.. 1414 PINE CREEK RD Mtr#: 41024425	401.11	442.63* 7/11/17	PrvRd:540950
007-00062850 104291	RICHARDSON, SCOTTY 87 AE LN Mtr#: 75896011	51.72	84.61 8/31/17	PrvRd:106502
007-00062950 100710	RICHARDSON, DENNIS 402 AE LN Mtr#: 31039173	62.35	91.35 7/11/17	PrvRd:552182
007-00063700 100558	MILLER, JONATHAN 2377 PINE CREEK RD. Mtr#: 31039159	97.06	138.44 7/31/17	PrvRd:66400
007-00063900 100588	MILLER, CHRIS 2534 PINE CREEK RD Mtr#: 75896087	179.17	224.01 7/6/17	PrvRd:178987
007-00064270 102625	HUBBARD, HUBERT 2983 PINE CREEK RD Mtr#: 75896088	203.74	251.44* 8/10/17	PrvRd:192727
007-00064550 100532	MEADOWS, ROY 635 HORTON RIDGE RD Mtr#: 75896072	139.01	168.01* 7/21/17	PrvRd:78124
008-00000191 104554	HALL, REBECCA 91 ASPEN CT. Mtr#: 75897145	41.91	70.91 6/19/17	PrvRd:62102
008-00000225 103353	PERKINS, DANIEL 415 CALL VALLEY ROAD Mtr# NO METER	182.90	182.90* 5/4/16	PrvRd:92590
008-00000651 104331	HUGHES, NATASHA 651 CALL VALLEY RD Mtr#: 76222509	44.10	75.23 7/7/17	PrvRd:109635
008-00001462 104552	STEVENS, AMBER 488 CALL VALLEY RD Mtr#: 78799901	59.01	106.71 7/21/17	PrvRd:104296
008-00002200 102720	REYNOLDS, ALIDA 117 PEACEFUL LN Mtr#: 75897175	506.81	547.68* 8/7/17	PrvRd:197137
008-00002300 102721	PECK, TERESA 94 PEACEFUL LN Mtr#: 75897180	1376.78	1407.83* 8/25/17	PrvRd:201349
008-00002500 102809	REYNOLDS, LAURA 441 DRILL RD Mtr# NO METER	304.18	304.18* 4/5/17	PrvRd:128408
008-00007709 104506	RATLIFF, LUKE 56 OAKLAND DR Mtr#: 82094495	100.05	129.05* 5/31/17	PrvRd:2088
008-00081470 100815	COMPTON, AUDREY 58 ASPEN CT Mtr#: 75897150	30.82	62.94 7/11/17	PrvRd:104663

9-11 Pd. 62.35

9-12 Pd. 26.00

9-14 Pd. 92.45

9-7 Pd. 179.73

L-0

9-11 Pd. 100.00

9-7 Pd. 62.35

9-4 Pd. 179.17

L-0.

9-7 Pd. 35.00

Pmt 9/20

Pmt 9/25

L-0.

Pmt. 9/25

9-13 Pd. 62.94

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008-00081561 104781	SIGMON, LISA R SNYD 440 WYSOR VALLEY RD	75.45	176.28	8/8/17	
	Mtr#: 75897266 MID/MXU: 82100738 PrvRd:367252				
008-00081680 104717	BYRD, JEFF 634 DRILL RD	169.10	169.10*	3/8/16	L-0
	Mtr# NO METER MID/MXU: NO MID/MXU PrvRd:147293				
008-00081690 102157	MUSICK, DEANA 125 HICKORY JCT	221.29	256.22*	8/7/17	
	Mtr#: 75897206 MID/MXU: 19015882 PrvRd:170911				
008-00081800 100828	HARRIS, CRAIG 474 DRILL RD	87.23	116.23*	9/5/17	Pd. #60.
	Mtr#: 75897178 MID/MXU: 19014578 PrvRd:70086				
009-00000167 102984	JOYCE, KAREN 167 MAY DR	133.27	162.27*	4/19/17	
	167 MAY DR Mtr#: 66948752 MID/MXU: 16780772 PrvRd:121242				9-18
009-00000500 101427	HERNDON, ORVILLE JO 4659 CLARKS VALLEY	71.66	126.55	7/21/17	Pd. 126.55
	Mtr#: 82094069 MID/MXU: 19023138 PrvRd:33030				
009-00002061 104018	WHITED, TED 2061 CLARKS VALLEY RD	83.66	160.43	7/31/17	
	Mtr#: 82094128 MID/MXU: 19003240 PrvRd:77381				
009-00003610 103303	SHORTBRIDGE, JASON 3610 CLARKS VALLEY RD	32.39	73.14	8/18/17	
	Mtr#: 82094068 MID/MXU: 19003414 PrvRd:21481				
009-00018600 104584	CASEY, DONNA 237 MAPLE GAP RD	181.62	269.46	8/4/17	Pmt 9/1/17
	Mtr#: 78411693 MID/MXU: 19015700 PrvRd:141521				
009-00049110 104877	BURKE, DESARAE 3623 SWORDS CREEK RD	120.54	120.54*	1/6/17	L-0
	Mtr#: 60903745 MID/MXU: 19034000 PrvRd:259422				
009-00090200 100071	WHITED, RODNEY 335 CLARKS VALLEY RD	32.68	61.68	8/7/17	
	Mtr#: 82094111 MID/MXU: 16727280 PrvRd:10096				
009-00091001 104705	DYE, JOEY 1010 CLARKS VALLEY RD	528.96	528.96*	3/10/16	L-0.
	Mtr# NO METER MID/MXU: NO MID/MXU PrvRd:581999				
009-00091400 100201	JOHNSON, BRIAN 1383 CLARKS VALLEY RD	129.54	206.69	6/16/17	Pmt 9/8/17
	Mtr#: 82094135 MID/MXU: 16725318 PrvRd:40886				
009-00091700 100224	DYE, RAYMOND 1937 CLARKS VALLEY RD	58.42	101.46	7/26/17	
	Mtr#: 82094129 MID/MXU: 16724002 PrvRd:13289				
009-00091800 100232	KEEN, HEATHER 2122 CLARKS VALLEY RD	59.73	108.78	7/31/17	Pd. 55.00
	Mtr#: 82094130 MID/MXU: 16783310 PrvRd:41516				
009-00091851 100238	DYE, JOEY 75 MAY DRIVE	165.10	236.44*	4/18/17	
	Mtr#: 82094098 MID/MXU: 16723970 PrvRd:27091				9-7 Pd. 15.70
009-00091950 100244	SHELTON, JODY 276 MAY DRIVE	75.77	130.57	7/20/17	
	Mtr#: 76223169 MID/MXU: 16506958 PrvRd:250545				
009-00092950 100485	HARMAN, JEFF RT 9 LOT 41 CLARKS VALLEY RD	4327.18	4356.18*	9/11/06	
	Mtr#: 54090492 MID/MXU: PrvRd:0				
009-00093000 100487	HARMAN, JEFF RT 9 LOT # 40 CLARKS VALLEY RD	4327.18	4356.18*	9/11/06	
	Mtr#: 54090496 MID/MXU: PrvRd:0				
009-00093050 100488	JEFF HARMAN, RT 9 LOT # 39 CLARKS VALLEY RD	4327.18	4356.18*	9/11/06	
	Mtr#: 54090408 MID/MXU: PrvRd:0				
009-00093100 100496	HARMAN, JEFF RT 9 LOT # 03 CLARKS VALLEY RD	4327.18	4356.18*	9/11/06	
	Mtr#: 54816375 MID/MXU: PrvRd:0				
009-00093300 100543	HARMAN, JEFF RT 9 LOT # 07 CLARKS VALLEY RD	4353.18	4382.18*	9/11/06	
	Mtr#: 54816361 MID/MXU: 19011758 PrvRd:8				
009-00093350 100605	HARMAN & HARMAN LL RT 9 LOT # 08 CLARKS VALLEY RD	4327.18	4356.18*	9/11/06	
	Mtr#: 54816339 MID/MXU: PrvRd:0				
009-00093450 100618	HARMAN & HARMAN LL RT 9 LOT # 09 CLARKS VALLEY RD	4327.18	4356.18*	9/11/06	
	Mtr#: 54816349 MID/MXU: PrvRd:0				
009-00093500 102438	WHITT, JESSICA & AD 390 CLARKS VALLEY ESTES	273.35	318.31*	7/13/17	Pmt 9-15
	Mtr#: 82094058 MID/MXU: 19003208 PrvRd:40050				

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009-00093550 100622	HARMAN & HARMAN LL RT 9 LOT # 29 CLARKS VALLEY RD	4327.18	4356.18*	9/11/06	
009-00093600 100630	HARMAN & HARMAN LL RT 9 LOT # 27 CLARKS VALLEY RD	4327.18	4356.18*	9/11/06	
009-00093650 100665	HARMAN & HARMAN LL RT 9 LOT # 25 CLARKS VALLEY RD	4327.18	4356.18*	9/11/06	
009-00093800 100685	MILLER, MARY 556 CLARKS VALLEY ESTATE	2165.52	2246.16*	5/11/17	<i>Pd. 9-13</i>
009-00093900 100705	SHORTT JR, DENNIS 670 CLARKS VALLEY ESTATES LOT	84.75	128.46	6/21/17	<i>Pd. 9/15</i>
009-00094250 103263	RAY, DEREK 4212 CLARKS VALLEY RD.	59.36	100.98	7/10/17	<i>Pd. 9/10</i>
009-00094280 102804	RATLIFE, EDDIE & JU 4164 CLARKS VALLEY RD	57.45	118.88	8/10/17	<i>Pd. 11/5/17</i>
009-00094700 104608	JOHNSON, SYLVIA 5031 CLARKS VALLEY RD	40.74	76.10	8/8/17	
012-00000031 103229	MUSICK, AMANDA 31 JACKSON CHAPEL RD.	41.93	71.80	7/12/17	<i>Pd. 9-7</i>
012-00000019 103674	HARRIS, CAROLYN 434 DRILL RD HICKORY JU LOT #	57.94	96.74*	4/21/17	
012-00000496 102959	BROWN, BLANCH 490 STONE BRANCH RD	67.51	113.01	7/20/17	<i>Pd. 9-12</i>
012-00000782 102884	STEVENS, ANGELA 782 ROMIA ROAD	94.56	133.23	8/11/17	<i>Pd. 9-10</i>
012-00000812 103947	RAY, TERRI 812 JACKSON CHAPLE RD	38.78	100.80	8/7/17	
012-00001200 101416	VANCE, JOHNNY 1804 DRILL RD	47.45	79.45	8/7/17	
012-00002900 102701	KEATON JR, CLARENCE 237 W M HELTON RD	33.48	64.46	8/7/17	
012-00003100 104613	HELTON, ROGER & DIA 629 W M HELTON RD	33.35	62.35	7/19/17	<i>Pd. 33-35</i>
012-00003337 104151	THARP, CONTESSA 3337 DRILL RD	80.51	115.54	8/8/17	
012-00081860 104576	RICHARDSON, AMANDA 438 DRILL RD	66.70	95.70	7/31/17	<i>Pd. 9-8</i>
012-00120750 103669	SAGE, EARLY G. 351 STONE BRANCH RD	82.14	117.85	7/5/17	<i>Pd. 9/13</i>
012-00121150 104777	BARTON, ROCKY 1734 DRILL RD 1734 DRILL RD.	170.98	170.98*	1/20/17	<i>L-0</i>
012-00121500 101193	DESKINS, DONALD W 2184 DRILL RD CABIN	33.35	62.35	7/12/17	<i>Pd. 62.35</i>
012-00121970 101360	MUSICK, CRYSTAL 23 BISHOP ST	96.95	125.95	7/14/17	
012-00122050 101362	MEADE, WILLARD 52 BISHOP ST 52 BISHOP ST	144.18	176.66	7/10/17	<i>Pd. 144.18</i>
012-00125400 104831	CASEY, MORIAH 64 OLD DRILL RD	85.49	152.41	9/5/17	<i>Pd. 59.00</i>
012-00125750 101301	STILTNER, GARY 320 OLD DRILL RD	52.27	82.77	9/5/17	<i>Pd. 50.00</i>

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012-00125850 104816	BARTON, SUSAN 342 OLD DRILL RD RENTAL Mtr#: 58634776 MID/MXU: 16805668 PrvRd:283239	323.70	323.70*	2/28/17	L-0
012-00125851 105070	SMITH, ASHLEY 342 OLD DRILL RD RENTAL Mtr#: 58634776 MID/MXU: 16805668 PrvRd:289954	40.61	69.61	8/4/17	
012-00126500 101316	SMITH, MARY ANN 6430 DRILL RD Mtr#: 58634846 MID/MXU: 16799684 PrvRd:379941	75.52	111.99	8/31/17	
012-00126700 104239	JACKSON, LOUIS 6637 DRILL RD Mtr#: 82094420 MID/MXU: 16802234 PrvRd:3604	97.53	132.25*	8/4/17	
012-00127851 104734	STILTNER, GARY 57 MAPLE CREST RD Mtr#: 82094398 MID/MXU: 17285208 PrvRd:6718	178.95	229.48*	9/5/17	Pd. 150.00
012-00127900 101284	LESTER, TAULBEE & M 145 MAPLE CREST RD Mtr#: 82094352 MID/MXU: 17285142 PrvRd:3750	39.69	74.80	7/24/17	
012-00128000 101286	THARP, MICHELLE 305 MAPLE CREST RD. Mtr#: 82094358 MID/MXU: 17285076 PrvRd:4916	56.82	98.31	7/21/17	Pd 50.00
012-00128050 101287	OSBORNE, KENT & TER 302 MAPLE CREST RD Mtr#: 82094354 MID/MXU: 17284406 PrvRd:0	697.35	697.35*	1/5/16	L-0
012-00128350 104782	KEATON, STEVE 123 ROMIA RD Mtr#: 82093568 MID/MXU: 17285172 PrvRd:8944	48.07	86.20	7/17/17	Pd. 86.00
012-00128600 101328	MULLINS, LARRY W. 502 ROMIA ROAD Mtr#: 58634878 MID/MXU: 17285108 PrvRd:229903	257.50	303.98*	8/7/17	pmt 9/5
015-00049320 101930	RICHARDSON, BLANCH 3612 KENTS RIDGE RD Mtr# NO METER MID/MXU: NO MID/MXU PrvRd:329851	142.91	142.91*	5/16/17	L-0
015-00049321 104913	SIGMON, MITCHELL 3612 KENTS RIDGE RD Mtr#: 58343251 MID/MXU: 19028170 PrvRd:402484	502.02	546.01*	2/23/17	pmt 25.00
018-00002500 105095	JUSTUS, RANDY 9072 REDBUD HWY 9050 REDBUD HW Mtr#: 82094272 MID/MXU: 16821538 PrvRd:863	83.00	115.38	8/8/17	Pd. 60.00
018-00003400 102361	COMPTON, STEVIE H 184 COMPTON LN Mtr#: 75897194 MID/MXU: 19015202 PrvRd:170928	64.76	114.53	8/4/17	
018-00004100 102368	LESTER, RONNIE 7358 REDBUD HWY Mtr#: 75897197 MID/MXU: 19032278 PrvRd:134993	283.45	320.49*	7/20/17	Pd. 100.00
018-00004600 104623	MCNULTY, MAKENZIE 61 AVONDALE CIRCLE Mtr#: 75897258 MID/MXU: 19023024 PrvRd:75359	33.35	62.35	7/12/17	
018-00005499 103565	ROWE, JASON 5499 FINNEY RD Mtr#: 75897585 MID/MXU: 16959616 PrvRd:158619	48.37	77.37	7/10/17	Pd. 77.37
018-00005600 102387	COMPTON, JERRY 63 COMPTON LN Mtr#: 77618077 MID/MXU: 80970906 PrvRd:94862	87.79	126.05	8/4/17	
018-00006400 104045	GENNETTEN, JENNIFER 17 AUBURN DR Mtr#: 76069308 MID/MXU: 19027708 PrvRd:133758	75.26	106.49	8/11/17	Pd. 75.00 - 3/10/23
018-00009400 104680	COLEMAN, JOEY 8953 REDBUD HWY Mtr#: 61990270 MID/MXU: 16824548 PrvRd:314537	117.40	200.25	8/9/17	Pd. 105.00
018-00012600 104658	BALL, EARNEST 9668 REDBUD HWY # 3 Mtr#: 61990303 MID/MXU: 16803292 PrvRd:277816	210.75	239.75*	6/13/17	
018-00013701 104971	SMITH, JAMES S 331 FULLERS BRANCH RD Mtr#: 82093747 MID/MXU: 16819800 PrvRd:1816	94.69	136.30	7/6/17	
018-00014000 104591	RAY, JOSH 9848 REDBUD HWY Mtr#: 82094390 MID/MXU: 80840886 PrvRd:4027	118.20	154.60*	7/11/17	Pd 60.00
018-00014300 104197	MILLER, JEREMY & BR 737 FULLER BRANCH Mtr#: 82093745 MID/MXU: 16820404 PrvRd:2461	46.80	97.69	8/23/17	
018-00015100 102643	ROSE, WILLIAM HAROL 54 LUMBER LN Mtr#: 61730735 MID/MXU: 16760546 PrvRd:537203	325.52	354.52*	5/8/17	L-0

RUSSELL CO PSA
 PAST DUE BALANCE REPORT
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 REPORTING 30 DAY > 29 AND CYCLE 1
 * Indicates 90 Day Balance

LOCATION ACCOUNT	NAME ADDRESS	PREVBAL	TOTAL LASTPAY	NOTE
018-00015200 102646	ADKINS, RICHARD & L 2047 CAMPBELL HOLLOW RD Mtr#: 82094347 MID/MXU: 16755516 PrvRd:5374	123.04	164.13* 7/31/17	
018-00016600 102676	BALDWIN, GEORGE ALL 229 MURRAYS CHAPEL RD Mtr#: 75897165 MID/MXU: 18998702 PrvRd:29733	132.97	161.97* 7/7/17	9-6 Pd. 50.00
018-00017700 104234	POTTER, SHAUN 9650 REDBUD HWY TRL # 6 Mtr#: 82093596 MID/MXU: 19029186 PrvRd:0	714.79	714.79* 6/27/16	L-0
018-00122750 101214	STEVENS, JC & CAROL 7860 REDBUD HWY 7860 REDBUD HW Mtr#: 82669308 MID/MXU: 16821806 PrvRd:64500	180.05	271.75 7/20/17	
018-00123700 101244	BOYD, GARY 174 AMBERHILL DR Mtr#: 75897210 MID/MXU: 19003416 PrvRd:259681	348.26	377.26* 8/9/17	
018-00123750 101245	HESS, BARBARA A 173 AMBERHILL DR. Mtr#: 75897213 MID/MXU: 19003382 PrvRd:124069	38.69	73.68 7/5/17	9-6 Pd. 73.68
01A-00000018 103073	PRICE, BARBARA 18 VANDYKE CIRCLE 18 VANDYKE C Mtr#: 75896136 MID/MXU: 16861520 PrvRd:152644	102.90	149.93* 8/11/17	
01A-00000043 104880	HOLMES, SCOTTIE 43 NICKEL RD Mtr# NO METER MID/MXU: NO MID/MXU PrvRd:278515	305.65	305.65*	L-0
01A-00000143 105033	SMITH, DESIREE 43 NICKEL RD Mtr#: 76068640 MID/MXU: 16952546 PrvRd:287894	101.40	130.40* 7/6/17	9-6 Pd. 115.00 L-0
01A-00000203 104772	MUSICK, PHILLIP 202 PINE CREEK RD Mtr#: 78411691 MID/MXU: 16724212 PrvRd:87072	216.23	260.75* 8/4/17	9-6 Pd. 30.00
01A-00000448 103352	COOPER, JEFFREY 448 PLASTERS ROAD Mtr#: 82093850 MID/MXU: 16953078 PrvRd:1897	346.07	375.07* 3/16/17	L-0
01A-00000681 104198	HURT, ROY 61 FELLOWSHIP DR LOT # 1 2ND. Mtr#: 76068614 MID/MXU: 16932908 PrvRd:399518	939.00	1018.99* 7/5/17	971-5813
01A-00002701 104452	HURT, ROY 63 FELLOWSHIP DRIVE Mtr# NO METER MID/MXU: NO MID/MXU PrvRd:84658	432.65	432.65* 8/5/15	
01A-00002702 105039	VESTAL, LISA 63 FELLOWSHIP DRIVE Mtr#: 76068615 MID/MXU: 16931706 PrvRd:141145	216.35	216.35* 5/4/17	L-0
01A-00003933 104502	HUBBARD, LONNIE 3933 SWORDS CREEK APT 3 3933 Mtr#: 76068582 MID/MXU: 16933142 PrvRd:89771	33.35	67.18 7/24/17	
01A-00004338 104755	PECK, BRANDON L. 4338 SWORDS CREEK RD Mtr#: 75896138 MID/MXU: 16865600 PrvRd:109805	113.84	148.76* 8/4/17	
01A-00007999 105060	JOHNSON, ANISNA 7999 SWORDS CREEK RD Mtr#: 81818542 MID/MXU: 85573160 PrvRd:25685	235.00	292.55*	9-6 Pd. 235.00
01A-00010200 104803	HESS, PATRICIA 6407 SWORDS CREEK RD Mtr#: 76068669 MID/MXU: 16931490 PrvRd:186431	69.12	100.64 7/6/17	9-6 Pd. 69.12
01A-00011138 105069	DAMRON, CLARA 38 OAKLAND RD Mtr#: 82094380 MID/MXU: 16949010 PrvRd:9764	51.00	83.66 7/20/17	
01A-00016895 104159	JEWELL, BRIAN 50 OAKLAND RD METER # 3 PLAST Mtr#: 82094377 MID/MXU: 16953308 PrvRd:10	53.14	53.14* 3/20/17	L-0
01A-00025400 100125	ADAMS, STANLEY 8827 SWORDS CREEK RD Mtr#: 75897452 MID/MXU: 16933056 PrvRd:304317	108.57	166.09 8/10/17	
01A-00029700 100308	JONES, LORETTA 8546 SWORDS CREEK RD Mtr#: 76068642 MID/MXU: 16952420 PrvRd:362811	250.27	348.04 6/20/17	9-6 Pd. 250.27
01A-00029730 104969	JONES, JESSICA 8464 SWORDS CREEK RD Mtr#: 76068697 MID/MXU: 16952534 PrvRd:77155	96.31	145.81 7/31/17	9-6 Pd. 96.31
01A-00029731 101126	JONES, JON 8464 SWORDS CREEK RD Mtr#: 76068697 MID/MXU: 16952534 PrvRd:0	583.81	583.81* 3/13/17	9-6 Pd. 20.00
01A-00031010 101146	DAVIS, DANNY 8122 SWORDS CREEK RD Mtr#: 75897460 MID/MXU: 18714082 PrvRd:237820	60.88	104.53 7/31/17	

RUSSELL CO PSA
PAST DUE BALANCE REPORT
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01A-00031450 100736	VANDYKE, PAUL 217 SWIFTY JOHN RD 217 SWIFTY	37.48 Mtr#: 76068624	76.04	7/11/17	18708658 PrvRd:126447
01A-00031470 100602	OSBORNE, MATTHEW 103 SWIFTLY JOHN RD	39.83 Mtr#: 76068628	83.87	8/7/17	MID/MXU: 18709240 PrvRd:61580
01A-00031511 104896	WILSON, KEISHA 90 SWIFTLY JOHN RD	346.86 Mtr#: 58865227	375.86*	4/6/17	L-0 9-11 Pd. 07.57 Pd. 301.99
01A-00033480 103658	HORTON, LARRY 6412 SWORDS CREEK RD	33.10 Mtr#: 75897498	67.57	7/10/17	MID/MXU: 16938402 PrvRd:113193
01A-00034700 102223	SAUNDERS, JEREMY 1050 LYNN SPRING RD	307.99 Mtr#: 76068678	357.47*	6/16/17	MID/MXU: 16952144 PrvRd:302552
01A-00035220 100566	BOND JR, CARLOS 549 LYNN SPRINGS RD	739.05 Mtr#: 76068660	795.61*	8/7/17	MID/MXU: 16942290 PrvRd:219084 9-11 Pd. 10.284
01A-00035620 101086	BOYD, LATRICIA M 6297 SWORDS CREEK RD	714.55 Mtr#: 75897502	765.41*	8/9/17	MID/MXU: 16937058 PrvRd:219458
01A-00037050 100596	MILLER, MICHAEL 7451 MILLER CREEK RD	42.65 Mtr#: 76068659	80.30	7/20/17	MID/MXU: 16958246 PrvRd:205629
01A-00037300 105081	HONAKER, KEISHIA 7463 MILLER CREEK RD	62.35 Mtr#: 76068621	91.35	6/8/17	MID/MXU: 16933072 PrvRd:45523
01A-00037320 104258	CRABTREE, ELLEN R 7465 MILLER CREEK RD	555.62 Mtr#: 76068616	605.11*	8/30/17	MID/MXU: 16933132 PrvRd:124456
01A-00037900 100178	PRESLEY, JERRY & JE 5181 SWORDS CREEK RD	101.99 Mtr#: 76068609	143.20	9/4/17	MID/MXU: 16937808 PrvRd:188962
01A-00038500 104821	WHITED, DON 4984 SWORDS CREEK RD	323.47 Mtr# NO METER	323.47*	2/3/17	NO MID/MXU PrvRd:90974
01A-00038501 105104	BROWN SR, LARRY 4984 SWORDS CREEK RD	40.00 Mtr#: 76068598	40.00		MID/MXU: 16938054 PrvRd:90974
01A-00040760 101136	CORDLE, LACY 102 ALPHA ST	33.49 Mtr#: 74661800	62.49	4/12/17	MID/MXU: 16966650 PrvRd:45419
01A-00042200 100358	YOUNG, ANNA LOU 136 VANDYKE CIRCLE	45.98 Mtr#: 75896135	83.74	8/15/17	MID/MXU: 16870680 PrvRd:161178
01A-00042600 100200	CUMBEE, DEBORAH 4382 SWORDS CREEK RD	116.00 Mtr#: 76068592	145.00*	4/11/17	MID/MXU: 16870586 PrvRd:9223
01A-00044800 100208	RAY, TIMOTHY A 26 BOYD DRIVE	33.35 Mtr#: 52126442	62.35	7/20/17	MID/MXU: 16800710 PrvRd:352681
01A-00046200 100236	KENNEDY, KEVIN 184 J WILSON RD	420.99 Mtr#: 76068584	499.09*	8/8/17	MID/MXU: 16933190 PrvRd:375489
01A-00046911 105004	STEVENS, ANGELA 3937 SWORDS CREEK RD APT # 2	34.00 Mtr#: 75897163	66.00	9/5/17	MID/MXU: 16931462 PrvRd:108472
01A-00046921 105005	CARRICO, BOYD 3937 SWORDS CREEK RD APT. #1	33.35 Mtr#: 76068589	62.35	7/6/17	MID/MXU: 16953712 PrvRd:72379
01A-00047100 100581	SMITH, CONNIE 3919 SWORDS CREEK ROAD	80.28 Mtr#: 76068578	114.49	6/5/17	MID/MXU: 16933120 PrvRd:188388
01A-00047150 103334	MCDANIEL, EDWARD 3964 SWORDS CREEK RD #1 APT.	104.46 Mtr#: 75842431	140.62*	7/19/17	MID/MXU: 16937858 PrvRd:114251
01A-00047161 105021	CHARLES, KIMBERLY 3964 SWORDS CREEK RD # 2	198.12 Mtr#: 75897097	230.54	7/12/17	MID/MXU: 16961758 PrvRd:93549
01A-00047171 104776	SHEETZ, DENISE 3964 SWORDS CREEK RD. #3 APT 3	407.60 Mtr#: 75897098	440.02*	8/4/17	MID/MXU: 16932746 PrvRd:108258
01A-00048500 100219	BURKE, JAMIE 3717 SWORDS CREEK RD	158.96 Mtr#: 75896166	223.22	6/27/17	MID/MXU: 16874690 PrvRd:291290

RUSSELL CO PSA
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01A-00049220 102113	MUSICK, JESSIE 18 HONEYSUCKLE LN Mtr#: 75897154	184.90	213.90* 4/5/17	L.O.
01A-00049260 102115	HONAKER, GWENDOLYN 167 HONEYSUCKLE LN Mtr#: 75897283	2098.94	2127.94* 9/14/16	L.O.
01A-00061350 105032	WILSON, JEFF 427 PINE CREEK RD Mtr#: 82094284	32.70	61.70 8/14/17	
01A-00146500 105034	DAY, ERNEST 137 J WILSON RD Mtr#: 76068577	31.90	31.90 5/9/17	L.O.
01B-00003700 101379	RAY, WAYNE - JR 7204 MILLER CREEK RD Mtr#: 82094120	1200.88	1231.40* 7/25/17	pmt 9/8/5
01B-00003800 101380	HUTCHINSON JR, EDDI 92 OAK LEAF LN Mtr#: 82094083	61.81	127.51 8/23/17	
01B-00004100 104560	HOWARD, RODGER 374 OAK LEAF LN Mtr#: 82094081	50.00	99.76 7/7/17	9.0 Pd. 99.76
01B-00004500 101387	RAY, TIM & SANDY 6725 MILLER CREEK RD Mtr#: 82094093	1739.65	1770.94* 8/14/17	pmt 9/2/1
01B-00004900 101391	BRITTS, SMANATHA 7 PERKINS HOLLOW RD Mtr#: 82093974	95.74	134.38 6/29/17	9.0 Pd. 80.00
01B-00005500 101397	EDSON, RONALD & TER 203 PERKINS HOLLOW RD Mtr#: 82094088	40.22	88.48 8/25/17	
01B-00005600 104580	AILER, NATALIE 270 PERKINS HOLLOW RD Mtr#: 82094089	62.35	91.35 6/5/17	
01B-00005700 104742	MCCOY, JACKLYN 184 PERKINS HOLLOW Mtr#: 82094053	53.43	93.94 8/21/17	
01B-00005900 101401	RAY JR, CLAUDE A 188 PERKINS HOLLOW RD Mtr#: 82094052	49.90	81.14 8/21/17	
01B-00006141 104037	MILLER, JAMES D. 6141 MILLER CREEK RD Mtr#: 82093976	33.35	62.35 7/17/17	
01B-00006600 105036	PERKINS, CHRISTY 6000 MILLER CREEK RD 6000 MILL Mtr#: 82093980	33.35	62.35 6/20/17	
01B-00007055 104114	CRABTREE, TRAVIS & 7055 MILLER CREEK RD Mtr#: 75896061	139.97	187.89* 8/4/17	
01B-00007057 104113	TAYLOR, BARBARA- S. 7057 MILLER CREEK RD 7057 MILL Mtr#: 75896057	32.58	74.62 9/5/17	9.5 Pd. 70.00
025-00000438 103405	HONAKER, LUCLINDA 453 CRACKERS NECK Mtr#: 75897603	86.25	134.00 8/8/17	
025-00000572 104747	CRABTREE, TYSON 572 CRACKERS NECK ROAD Mtr#: 76068917	80.39	109.39 8/17/17	
025-00000604 103409	CRABTREE, PHYLLIS 604 CRACKERS NECK ROAD Mtr#: 76068915	1617.64	1646.64* 2/27/17	
025-00000833 103412	CRABTREE, JERRY 833 CRACKERS NECK ROAD Mtr#: 76068894	1160.00	1160.00* 3/12/12	
025-00000911 103413	REYNOLDS, DONALD 911 CRACKERS NECK ROAD Mtr#: 76068895	115.95	144.95* 9/5/17	9.5 Pd. 50.00
025-00001289 103418	HILEMAN, JODY 1289 CRACKERS NECK ROAD Mtr#: 76068901	1043.60	1043.60* 2/17/12	
026-00000004 104276	HALE, CURTIS 4 TILLER ST Mtr#: 76223201	354.20	354.20*	L.O.
026-00000017 104272	DOTSON, GLEN & SAND 17 J C HILLMAN DR Mtr#: 76223262	58.00	87.00 7/5/17	

RUSSELL CO PSA
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026-00000032 104318	NUNN, CHARLES 32 TENNESSE ST Mtr#: 76222559	62.35 MID/MXU: 18866366	91.35	7/5/17 PrvRd:32965	
026-00000054 104203	COOK, GARY & MELISS 54 NEW GARDEN EST RD Mtr#: 76223259	1079.40 MID/MXU: 19011420	1108.40*	5/4/16 PrvRd:32	<i>9-25</i> <i>pd 11.78</i>
026-00000179 104338	MUSICK, WALTER DOUG 179 ROMANS RIDGE RD Mtr#: 77618076	56.26 MID/MXU: 18866190	111.78	7/7/17 PrvRd:173468	
026-00000229 104408	HUGHES, BILLY 229 PEBBLESTONE DR Mtr#: 76222619	1104.25 MID/MXU: 16978824	1133.25*	PrvRd:32	
026-00000428 104465	MEADOWS, ARNOLD & A 428 THACKERS BRANCH Mtr#: 76222584	132.08 MID/MXU: 16802338	132.08*	2/20/17 PrvRd:63468	<i>L-0</i>
026-00000582 104486	JACKSON, SHIRLEY 582 HUBBARD TOWN RD Mtr#: 78230547	363.45 MID/MXU: 16820460	392.45*	PrvRd:99815	<i>L-0</i>
026-00000636 104487	JACKSON, BARRY 636 HUBBARD TOWN RD Mtr#: 78493170	786.60 MID/MXU: 15158908	815.60*	PrvRd:88	
026-00000767 104380	MUSICK, AMANDA & JU 767 FINNEY RD Mtr#: 76222510	45.46 MID/MXU: 16978100	86.84	8/9/17 PrvRd:119095	
026-00000802 104361	BALL, GEORGE 802 FINNEY RD Mtr#: 76222578	33.35 MID/MXU: 19002218	62.35	7/10/17 PrvRd:64101	
026-00000831 104346	HESS, JOE 831 ROMANS RIDGE RD Mtr#: 76222549	76.76 MID/MXU: 18955058	108.36	7/5/17 PrvRd:125720	<i>pd 9/3/17</i>
026-00000956 104511	MUSICK, MICHELLE 956 HUBBARD TOWN RD Mtr#: 78493171	690.00 MID/MXU: 18180908	719.00*	11/16/15 PrvRd:33	
026-00000957 104510	SHORTRIDGE, BETTY <i>L/O</i> 957 HUBBARD TOWN RD Mtr#: 78230548	323.01 MID/MXU: 18180314	360.26*	5/9/17 PrvRd:148600	
026-00000970 104441	DYE, DAVID & TERESA 970 HUBBARD TOWN RD Mtr#: 76222521	49.99 MID/MXU: 16821714	125.63	9/5/17 PrvRd:211409	<i>9-6</i> <i>\$100.00</i> <i>7-14</i> <i>pd 60.97</i>
026-00000983 104514	TAYLOR, DOROTHY 983 BREEZERS BRANCH Mtr#: 78230552	70.51 MID/MXU: 18175470	153.96	7/7/17 PrvRd:166400	<i>9-6</i> <i>pd 42.44</i>
026-00001105 104351	PRICE, ARTHUR 1105 ROMANS RIDGE RD Mtr#: 76222555	42.44 MID/MXU: 18956662	78.49	7/31/17 PrvRd:45653	<i>9-6</i> <i>pd 33.35</i>
026-00001107 104352	PRICE, CHRIS 1107 ROMANS RIDGE RD Mtr#: 76222554	33.35 MID/MXU: 18956640	62.35	7/31/17 PrvRd:119224	
026-00001747 104354	BOYD, MARK 1747 ROMANS RIDGE RD Mtr#: 76222636	33.35 MID/MXU: 18868224	62.35	7/21/17 PrvRd:10	
026-00002466 104476	TURNER, CHRIS & LAU 2466 FINNEY RD Mtr#: 76222585	286.06 MID/MXU: 17285192	401.52*	8/28/17 PrvRd:176820	
026-00002540 104343	BROWN, JOE & MEGAN 2540 JOHN SIMMS HILL RD Mtr#: 76222551	61.93 MID/MXU: 19002412	113.57	8/7/17 PrvRd:181749	
026-00002608 104339	COOK, ROLAND 2608 JOHN SIMMS HILL RD Mtr#: 76222548	586.00 MID/MXU: 19015316	615.00*	3/10/17 PrvRd:48418	
026-00002654 104348	BARTON, THERESA & J 2654 JOHN SIMMS HILL RD Mtr#: 76222581	127.69 MID/MXU: 18956722	187.96	8/28/17 PrvRd:166455	<i>pd 9.32</i>
026-00002689 104422	BARTON, CLARENCE 2689 JOHN SIMMS HILL RD Mtr#: 76222596	1108.60 MID/MXU: 16219358	1137.60*	PrvRd:22	
026-00002720 104366	STINSON, PAUL HENRY 2720 JOHN SIMMS HILL RD Mtr#: 76222595	770.60 MID/MXU: 16975114	799.60*	8/17/15 PrvRd:10	
026-00007550 104306	TAYLOR, ELIZABETH 11494 NEW GARDEN ROAD Mtr#: 75897550	55.17 MID/MXU: 16932772	103.59	8/7/17 PrvRd:208114	
026-00008375 104402	WARREN, ROBERT EARL 8375 NEW GARDEN RD Mtr#: 76222632	36.59 MID/MXU: 16978102	67.74	7/10/17 PrvRd:132111	<i>pd 11.78</i>

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026-00008377 104401	THOMPSON, IRENE 8377 NEW GARDEN RD Mtr#: 78787351	33.35	62.35 7/10/17	9-11 Pd. 62.35
026-00009589 104509	GIBSON, RACHEL 9589 NEW GARDEN RD Mtr#: 78493165	53.97	82.97 5/30/17	
026-00010071 104660	MULLINS, SHELLY D 10071 NEW GARDEN RD Mtr#: 76222512	35.57	64.57 7/17/17	
026-00011221 104208	RICHARDSON, J P 11221 NEW GARDEN ROAD Mtr#: 76222531	111.39	171.04 7/17/17	
026-00012258 104428	HART, KENNETH 12258 NEW GARDEN RD Mtr#: 76222524	1108.60	1137.60*	
027-00003866 104867	MCCOY, JASON & TARA 3866 TUNNEL RD Mtr#: 80594862	96.36	167.99 7/24/17	
02F-00030220 102096	COMPTON, JANICE 219 FRANKS HOLLOW Mtr#: 76068724	85.13	115.91* 6/5/17	
02F-00030240 102097	MOUNTS, AMY 307 FRANKS HOLLOW RD Mtr#: 76068720	126.00	174.85 7/14/17	9-7 Pd. 126.00
02F-00030260 102098	ELSWICK, SCOTT & KE 349 FRANKS HOLLOW RD Mtr#: 76068725	51.32	97.00 6/29/17	9-8 Pd. 97.00
02F-00030300 104741	KEEN, KERRY E 115 FRANKS HOLLOW RD Mtr#: 76068722	110.85	194.29* 8/16/17	
02F-00030430 102105	LEE, DAVID 1315 FRANKS HOLLOW Mtr#: 75897476	548.34	598.33* 9/5/17	9-5 Pd. 50.00
05-00000000 104570	PHILLIPS, ANTHONY LYNN SPRINGS RD Mtr# NO METER	85.97	150.96 7/31/17	
05-00050900 100627	WHITT, LONNIE 2467 LYNN SPRING RD Mtr#: 76069005	277.54	322.16* 8/9/17	
05-00051080 100789	DYE, SCOTT 2585 LYNN SPRING RD RANDALL DY Mtr#: 76069002	68.37	135.69 7/24/17	
05-00051320 100634	WARD, RALPH L-0 2956 LYNN SPRING RD Mtr#: 76068969	228.67	257.67* 3/22/17	L-0
05-00051550 100638	DYE, JEFFREY & JENN 230 DYE HOLLOW Mtr#: 76068971	138.09	173.86 8/8/17	
05-00052400 100655	DYE, RONNIE 232 TRUEL BROWN RD Mtr#: 76069007	73.03	124.21 8/18/17	
05-00052420 100841	DYE, KEVIN & DEDRA 286 TRUEL BROWN RD Mtr#: 76069011	57.15	116.02 8/4/17	
05-00052751 104794	DYE, NIKKI 3940 LYNN SPRINGS RD Mtr#: 76069024	33.35	62.35 7/26/17	
05-00052950 103632	WEBB, LECHONIA J 4113 LYNN SPRING RT 632 Mtr#: 76069026	53.56	100.31 9/5/17	Pd. 80.00
05-00053660 104107	DYE, ASHLEY 4661 LYNN SPRING RD Mtr#: 76069030	40.19	80.39 7/31/17	
05-00054480 102435	KITTS, VIOLET 5903 LYNN SPRINGS RD Mtr#: 76069016	85.07	114.07* 8/9/17	Pd. 85.07
05-00054550 100701	DYE, CECIL E 5247 LYNN SPRING RD Mtr#: 76069020	52.83	90.58 5/25/17	
05-00054610 102733	DYE, KEVIN 370 JACKIE DYE HOLLOW Mtr#: 76068957	172.37	172.37* 7/15/16	L-0
05A-00000479 105049	HALL, AMBER LYNN 479 LONG BRANCH RD Mtr#: 76068888	71.67	100.67 6/22/17	L-0

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05A-00000525 103845	HURT, NATHAN 525 STROUTH CREEK Mtr#: 76068947 MID/MXU: 16874390 PrvRd:266954	42.14	90.61 8/7/17	NOTE 9-8 Pd. 50.00
05A-00000814 104894	SCARBERRY, ANDREA 814 LONG BRANCH RD Mtr#: 76068963 MID/MXU: 17044754 PrvRd:308633	268.65	347.65* 6/14/17	L-0
05A-00000822 103863	WHITED, ROBERT E. 822 LONG BRANCH RD Mtr#: 76068964 MID/MXU: 17049308 PrvRd:160060	242.63	280.98* 8/14/17	
05A-00001484 103858	WHITED, BRIAN 1484 LONG BRANCH RD Mtr#: 76068953 MID/MXU: 17052274 PrvRd:252551	53.80	95.14 7/21/17	
06-00060250 100770	RATLIFF, THOMAS S 4361 PINE CREEK RD Mtr#: 75896174 MID/MXU: 17045446 PrvRd:273267	272.87	336.40* 9/5/17	Pd. 70.00
06-00060400 103213	MILLER, KENNY & CIN 3826 PINE CREEK RD Mtr#: 14108415 MID/MXU: PrvRd:1514400	61.18	118.23 8/4/17	
06-00060850 104386	DYE, AMANDA 3227 PINE CREEK RD 3227 PINE C Mtr#: 75896214 MID/MXU: 17047360 PrvRd:78017	254.54	254.54* 9/21/15	L-0
06-00060900 100783	BALDWIN, RITA JEAN 3201 PINE CREEK RD Mtr#: 75896211 MID/MXU: 17048000 PrvRd:217144	129.46	169.13 7/6/17	NOTE 9-11 Pd. 105.00
06-00060970 100338	COMPTON, JENNIFER 3165 PINE CREEK RD Mtr#: 76069018 MID/MXU: 17048752 PrvRd:204021	49.21	87.55 7/21/17	
08A-00080960 100256	HONAKER, SHIRLEY 909 TIGER TOWN DR. Mtr#: 82093849 MID/MXU: 19034060 PrvRd:3715	62.35	91.35 7/6/17	Pd. 67.35
08A-00081000 100645	MUSICK, JONATHAN 1240 SWORDS CREEK RD Mtr#: 52781247 MID/MXU: 19034178 PrvRd:1396791	222.35	302.48* 8/22/17	
08A-00081190 101141	MILLER, GEORGE W. 764 SWORDS CREEK Mtr#: 63069347 MID/MXU: 19002838 PrvRd:450895	43.57	87.84 9/5/17	Pd. 50.00
08A-00081270 104953	JOHNSON, KRISTOPHER 168 TRACKSIDE DR Mtr#: 82094008 MID/MXU: 19028190 PrvRd:11264	76.48	111.25* 8/8/17	
08A-00081300 104729	WRIGHT, ROBERT 1877 SWORDS CREEK RD Mtr#: 52755911 MID/MXU: 19027000 PrvRd:315042	66.53	112.01 8/18/17	
12A-00001066 103896	FIELDS, ROBERT 1066 MILLER CREEK RD Mtr#: 76068928 MID/MXU: 16864494 PrvRd:24453	105.65	152.81* 5/31/17	L-10 Pd. 105.65
12A-00001232 103889	CLAYBURN, JERRY & R 1232 MILLER CREEK RD Mtr#: 75896175 MID/MXU: 16872458 PrvRd:118479	30.71	59.71 8/8/17	
12A-00001568 103898	HESS, ROGER 1568 MILLER CREEK RD Mtr#: 81468469 MID/MXU: 16870160 PrvRd:19	407.06	436.06* 8/5/16	
12A-00001572 103899	KEEN, PYHILLIS 1572 MILLER CREEK RD Mtr# NO METER MID/MXU: NO MID/MXU PrvRd:5283	672.91	672.91*	
12A-00002033 103901	HESS, STEPHANIE 2033 MILLER CREEK RD Mtr#: 75896181 MID/MXU: 16865582 PrvRd:304980	178.09	256.90 8/7/17	Pd. 186.09
12A-00002765 103911	MEADOWS, JERRY 2765 MILLER CREEK RD Mtr#: 75897593 MID/MXU: 16853466 PrvRd:0	418.60	418.60* 9/12/13	
12A-00011568 104550	LOWE, JERRY W 1572 MILLER CREEK RD Mtr#: 76068926 MID/MXU: 16864698 PrvRd:204352	339.77	372.41* 8/9/17	Pd. 50.00
18A-00018300 102763	BARTON, MELISSA & G 10779 REDBUD HWY Mtr#: 82093646 MID/MXU: 16806308 PrvRd:4625	61.58	106.66 8/11/17	
18A-00018500 102765	BALL, WILLIAM I 11244 REDBUD HWY Mtr#: 63069024 MID/MXU: 16804364 PrvRd:477305	71.29	144.97 7/31/17	
18A-00018900 105112	COLLEY, DONALD 1030 CHIMMNEY ROCK RD FOX LODG Mtr#: 63737710 MID/MXU: 16851526 PrvRd:55522	40.00	69.00	Pd. 69.00
TOTAL	COUNT = 274	101439.75	111967.29	

RUSSELL CO PSA
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010-00000510 104622	PRICE, BEN 510 DILLION ST Mtr#: 81697678 MID/MXU: 19011416 PrvRd:8589	40.95	81.95 7/10/17	<u>Pd. 8/25</u>
010-00112270 100895	CAMPBELL, SHERRY 670 J F TAYLOR RD Mtr#: 53999349 MID/MXU: 19011418 PrvRd:149136	87.00	116.00* 7/12/17	<u>Pmt. 9/14</u>
010-00112311 100896	FLETCHER, JAMES ALL 692 DILLION ST Mtr#: 54090439 MID/MXU: 19003202 PrvRd:411888	53.60	98.37 8/28/17	_____
010-00112340 100897	HORTON, DAVID 652 DILLION ST Mtr#: 54090364 MID/MXU: 19003260 PrvRd:667640	83.00	112.00* 7/17/17	<u>Pmt 9/11</u>
010-00112380 101133	GILBERT, GARY & KAR 651 DILLION ST Mtr#: 58343329 MID/MXU: 19003494 PrvRd:810295	67.91	136.67 8/4/17	_____
010-00112460 103608	COLEMAN, KIERRA 807 J F TAYLOR RD Mtr#: 76222601 MID/MXU: 19003402 PrvRd:209355	61.05	118.91 7/6/17	<u>Pd. 8/25</u>
010-00112580 100905	LESTER, BILLY & DON 1030 J FRANK TAYLOR RD Mtr#: 54090365 MID/MXU: 19034164 PrvRd:33523	196.82	196.82* 11/17/16	_____
011-00000462 103187	BELFAST FULL GOSPE 110 COBBLE STONE DR. Mtr#: 82093862 MID/MXU: 19003526 PrvRd:27301	91.30	235.32 7/17/17	_____
011-00000655 103616	BALL, WESLEY & STEP 655 BELFAST RD Mtr#: 82093939 MID/MXU: 19032470 PrvRd:7478	46.18	92.71 7/24/17	_____
011-00001300 102511	DUTY, TAMMY 18998 US HWY 19 Mtr#: 82093940 MID/MXU: 19003048 PrvRd:4344	32.43	61.43 7/6/17	_____
011-00025216 104493	WHALEY, STEVEN 25216 US HWY 19 25216 US HWY 1 Mtr# NO METER MID/MXU: NO MID/MXU PrvRd:157565	429.72	429.72* 4/20/16	<u>L-0</u>
011-00111061 104663	BOHON, CHARLES III 26489 US HWY 19 GREEN HILLS SU Mtr#: 82093855 MID/MXU: 19013682 PrvRd:13468	51.36	137.38 7/11/17	_____
011-00111420 104562	CLEVINGER, STEPHANI 166 BETHS LN Mtr#: 82094525 MID/MXU: 19011456 PrvRd:2358	32.90	61.90 7/18/17	_____
011-00112910 100916	HOLMES, CHRIS 39 SUNSET LN Mtr#: 82093786 MID/MXU: 19028626 PrvRd:6106	32.26	68.51 8/31/17	_____
011-00113360 104456	CEDAR RIDGE TRUCK 24018 US HWY 19 Mtr#: 82093942 MID/MXU: 16724634 PrvRd:2495	92.00	132.00 6/20/17	_____
013-00000 104827	BLANKENSHIP, MELENA 340 HICKORY ST Mtr#: 78530503 MID/MXU: 80840554 PrvRd:66712	59.72	111.94 9/5/17	<u>\$160.00</u>
013-00000377 105045	FLEMING, JAMES AUST 377 HICKORY ST Mtr#: 78530555 MID/MXU: 82470182 PrvRd:77686	43.49	84.35 8/21/17	<u>Pd. 9/20/17</u>
013-00000509 104644	WESTBROOK, RHONDA 255 HICKORY ST Mtr#: 78530509 MID/MXU: 80839882 PrvRd:171415	115.88	218.97 8/11/17	<u>Pd 218.97</u>
013-00000900 101365	HUBBARD, LEROY & KR 162 SUMMITT DRIVE Mtr#: 82093699 MID/MXU: 19031876 PrvRd:13241	2352.07	2438.69* 6/9/17	<u>Pmt 9/15</u>
013-00001385 105087	LARICHEUTA, MARTINO 385 HICKORY ST Mtr#: 78530505 MID/MXU: 82424852 PrvRd:78728	79.79	108.79 6/16/17	<u>Pd. 108.79</u>
013-00003863 104808	DYE, LEEANN 3863 MOUNTAIN RD Mtr#: 82093625 MID/MXU: 19003322 PrvRd:2161	37.70	66.70 7/31/17	<u>Pd. 66.70</u>
013-00009445 104605	SARGENT, DENNIS & C 324 HICKORY ST Mtr#: 78519445 MID/MXU: 80501392 PrvRd:149130	60.20	108.52 8/8/17	_____
013-00011074 104901	REYNOLDS, MARY 1074 SPRING HILL RD Mtr#: 78787349 MID/MXU: 19037014 PrvRd:48393	118.35	147.35* 6/12/17	_____
013-00113780 100945	JOYCE, TIMOTHY & D 302 SRPING DRIVE Mtr#: 82093701 MID/MXU: 19028316 PrvRd:6117	46.29	85.87 6/27/17	<u>Pd. 85.87</u>
013-00114050 100954	MARTIN, AUSTIN 667 SPRING HILL RD Mtr#: 82094521 MID/MXU: 19043012 PrvRd:15671	73.26	176.00 9/5/17	<u>Pd. 100.00</u>

RUSSELL CO PSA
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013-00114750 100978	BUCKLEN, DAVID 338 SPRING HILL RD Mtr#: 82093671	38.24	67.80 7/17/17	9-11 Pd 48.00
014-00001375 102951	COMPTON, DIANA 13753 US HWY 19 Mtr#: 82093696	33.35	62.35 7/31/17	
016-00005210 104691	CANTRELL, BARBARA C 273 ACRE LANE Mtr#: 82093871	33.70	62.70 8/28/17	
016-00111960 100885	PATRICK, KEITH 2409 OLD HWY 19 Mtr#: 82093881	99.69	129.83* 8/9/17	
016-00161050 102215	LESTER, GREG R. 81 ACRE LANE Mtr#: 82093880	60.50	102.63 7/25/17	
017-00170450 104592	HUBBARD, DOUGLAS 423 YATES ESTATE CIRCLE Mtr#: 82093775	77.26	148.57 7/10/17	9-11 Pd. 71.31
020-00002131 103818	DUTY, JAMES & VICTO 296 SHAW ST Mtr#: 76069378	71.77	120.65 7/24/17	
020-00002566 104282	FOGLEMEN, FRANK 1478 PISTON RD Mtr#: 76222566	1132.40	1161.40*	
020-02020000 102092	BOWMAN, CINDY 382 KENNEDY DRIVE Mtr#: 76222537	39.98	82.66 7/20/17	
020-02020200 101018	FITZSIMMONS, CAROLE 57 STARNES DR GREEN VALLEY Mtr#: 76222560	44.91	80.74 6/21/17	
020-02020800 101030	HENDRICKS, JUDY 45 DYE DRIVE 45 DYE DRIVE Mtr#: 76222495	393.00	435.60* 8/21/17	
020-02021250 101039	SMITH, SHANNON 291 KENNEDY DRIVE Mtr#: 76223239	55.98	116.02 8/4/17	
021-00000497 103090	POWERS, STEVEN 497 TODD HOLLOW ROAD Mtr#: 69101814	88.75	122.00 7/17/17	9-11 Pd 41.71
021-00002000 104466	CORDLE, CAROL 656 POOR FARM RD ROARING SPRIN Mtr#: 63069329	401.71	401.71* 4/6/17	L-P NewAcct Pd 407217
021-00002100 102711	PERKINS, SANDRA 1324 POOR FARM RD Mtr#: 63069297	54.99	98.10 9/5/17	
021-00002500 102715	COOK, MICHAEL 1318 POOR FARM RD Mtr#: 34286922	36.55	65.55 8/14/17	
021-00002801 104778	HUNNELL, NANCY 613 POOR FARM RD ROARING SPRIN Mtr#: 63069327	261.41	298.57* 9/5/17	Pd. 59.00
021-00211250 102294	BENNETT, A J 821 POOR FARM RD Mtr#: 60903711	204.38	271.07* 8/21/17	
021-00212200 105046	ARTRIP, KENDRA DANI 172 AUTUMN CHASE RD Mtr#: 60903497	74.09	119.52 7/25/17	
022-00000300 100275	MILLER, BRANDY 753 GRANDVIEW COURT Mtr#: 82093821	935.43	1102.63* 8/14/17	Pd. 150.11
022-00000389 104653	CHAFIN, MATTHEW 549 MACFARLANE LN Mtr#: 82094325	99.99	142.40* 8/18/17	Pd 9.25
022-00000481 104615	SMITH, KATHLEEN 481 MACFARLANE LN Mtr# NO METER	423.44	423.44* 1/18/16	L-0
022-00001481 102981	MORGAN, BRIAN 481 MACFARLANE LN Mtr#: 68683557	959.54	959.54* 3/18/11	L-0
022-00001800 100396	SAMPLE, JOEL 403 GRANDVIEW COURT Mtr#: 82094424	63.25	94.08 7/12/17	Pd 94.08
022-00003192 104833	KINDER, CHARLES GRACE LANE GRACE LANE Mtr#: 76223192	40.00	40.00*	

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022-00005200 103365	HUFF, JEREMY 24 MOUNTAIN VIEW RD	54.30	88.68	8/7/17	
	Mtr#: 82094319 MID/MXU: 19028946 PrvRd:13515				
022-00007100 101909	REMINES, MITZI 742 OAK CIRCLE DRIVE	39.97	72.75	7/12/17	
	Mtr#: 82094399 MID/MXU: 18963792 PrvRd:8871				
022-00010100 102061	SUTHERLAND, DENVER 426 LAKE HILL DRIVE	648.93	728.89*	7/12/17	
	Mtr#: 82094322 MID/MXU: 19002910 PrvRd:35099				
022-00016500 103360	RASNAKE, KELLY 24 ROSEDALE CIRCLE	94.76	177.24	7/10/17	9-6 Pd. 177.24
	Mtr#: 82094025 MID/MXU: 19033154 PrvRd:24825				
022-00019500 102202	DYE, TIM 19 HIGHLAND ST	184.54	230.68*	7/6/17	9-7 Pd. 75.00
	Mtr#: 82094447 MID/MXU: 19011476 PrvRd:16537				
022-00022700 102470	BOYD, REBECCA 455 MACFARLANE LN	113.11	164.59	6/15/17	202-7839 Pd. 104.59
	Mtr#: 82094288 MID/MXU: 19032964 PrvRd:19528				
023-00000197 103122	PATRICK, TOM & LIND 197 SETTLE LANE	33.35	62.35	6/16/17	
	Mtr#: 75896195 MID/MXU: 17045720 PrvRd:29				
023-00001855 103170	BEAVERS, CONNIE 7187 MOUNTAIN ROAD	66.05	95.05	7/20/17	
	Mtr#: 75896229 MID/MXU: 17028236 PrvRd:0				
023-00003067 104951	KITTS, AMANDA 65 ROLLING HILLS COURT	301.04	387.15*	8/8/17	Ant 9-25
	Mtr#: 75896246 MID/MXU: 17026864 PrvRd:165945				
023-00003909 105001	FULLER, CHRISTINA 3909 MOUNTAIN ROAD	51.94	93.32	5/8/17	
	Mtr#: 80448762 MID/MXU: 85573500 PrvRd:15700				
023-00004343 104579	STANFORD, KRISTOPHE 34 ROLLING HILLS COURT P.O. BO	133.40	133.40*	2/6/17	L-0
	Mtr#: 75896188 MID/MXU: 16941946 PrvRd:131237				
023-00005253 103142	GARRETT, RICKY 8415 MOUNTAIN ROAD	58.00	87.00	7/5/17	
	Mtr#: 75896190 MID/MXU: 16952068 PrvRd:52826				
023-00007108 103996	STEVENS, CHAD 7108 MOUNTAIN RD	64.85	110.60	7/24/17	
	Mtr#: 74661799 MID/MXU: 17001934 PrvRd:223247				
023-00008116 103149	BALL, TERRY 7946 MOUNTAIN ROAD	438.00	467.00*	2/13/17	
	Mtr#: 75896205 MID/MXU: 16941662 PrvRd:4945				
023-00008257 103141	NEECE, SAMANTHA 8459 MOUNTAIN ROAD	3071.36	3155.05*	8/31/17	Ant 9/11
	Mtr#: 75896217 MID/MXU: 16960552 PrvRd:357795				
023-00008673 104217	HOWARD, CHARLES R. 8673 MOUNTAIN ROAD	33.35	62.35	5/22/17	9-9 Pd. 62.35
	Mtr#: 75896243 MID/MXU: 17001984 PrvRd:93779				
024-00003908 104727	HUNT, RICKY & LISA 427 TWIN OAK CIRCLE	41.44	82.82	7/20/17	9-4 Pd. 82.82
	Mtr#: 79428536 MID/MXU: 17063908 PrvRd:57800				
024-00220210 102530	MCGLOTHLIN, DANNY 228 SUNSHINE ST	29.72	65.87	8/7/17	
	Mtr#: 61990370 MID/MXU: 16976824 PrvRd:307228				
024-00220400 102570	HUFF, ROBERT 13747 US HWY 19	1713.19	1713.19*	5/28/09	
	Mtr#: 61990531 MID/MXU: PrvRd:132				
024-00220470 102577	FOGLEMAN, BOBBY 66 NORFIELD RD	142.71	212.67	7/6/17	9-7 Pd. 95.00
	Mtr#: 61990403 MID/MXU: 16870864 PrvRd:1076331				
024-00220490 102580	FOGLEMAN, ELLEN 58 NORFIELD RD	653.46	690.96*	9/5/17	9-5 Pd. 54.30
	Mtr#: 61990336 MID/MXU: 16887440 PrvRd:122290				
024-00220830 102672	DYE, PEGGY 13657 US HWY 19	60.75	89.75	7/5/17	
	Mtr#: 62026140 MID/MXU: 16884212 PrvRd:89467				
024-00220850 102681	COMPTON, DONALD FER 46 HOKIE HILL DR	33.35	62.35	7/27/17	
	Mtr#: 62026219 MID/MXU: 16978740 PrvRd:217141				
024-00220880 102686	HALE, AMANDA 13659 US HWY 19	39.36	73.33	8/7/17	
	Mtr#: 62026138 MID/MXU: 17049664 PrvRd:400346				
141-00024400 102751	POWERS, TERRY 549 HAYTERS GAP RD	51.67	98.04	7/12/17	9-8 Pd. 51.67
	Mtr#: 78787353 MID/MXU: 16979058 PrvRd:26785				

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141-00024600 104307	JENKS, RACHEL 25 WALNUT RIDGE DR Mtr#: 82093709 MID/MXU: 16974882 PrvRd:4462	63.92	95.13 7/13/17	
14R-00117250 101337	BROWN, ADAM 79 SAMUEL RATCLIFF LN Mtr#: 80601109 MID/MXU: 19011754 PrvRd:12500	122.88	196.93* 8/28/17	<i>9-08 Pd. 1930.00</i>
14R-00117750 101349	NEWBERRY, KALYN 817 RATCLIFF LN Mtr#: 81904139 MID/MXU: 19029254 PrvRd:12280	66.67	127.92 7/5/17	
158-00000124 103476	GEMBACH, JACK 124 CLINCHVIEW DR Mtr# NO METER MID/MXU: NO MID/MXU PrvRd:0	91.50	91.50* 7/21/17	<i>9-11 Pd. 91.50</i>
158-00001124 105105	TERRY, NIKI & LES 124 CLINCHVIEW DR Mtr#: 75897275 MID/MXU: 19002342 PrvRd:0	73.35	102.35	
158-00001210 103637	CHAFIN, BENNY 242 CHURCH HILL RD Mtr#: 76223228 MID/MXU: 19023082 PrvRd:55642	88.62	141.85 8/4/17	
19-00000090 102940	RASNAKE, CARLOS L. 90 DAISY DRIVE Mtr#: 75896248 MID/MXU: 16860926 PrvRd:0	37.70	66.70 8/28/17	
19-00000115 103971	MAINE, JOSHUA 115 WARNER SUB. RD. Mtr#: 75896323 MID/MXU: 16867348 PrvRd:88707	56.80	92.45 7/26/17	
19-00000280 104043	PARROTT, ROY 280 DEER RUN RD. Mtr#: 75896316 MID/MXU: 16870926 PrvRd:149251	35.25	68.76 7/21/17	<i>9-6 Pd. 35.25</i>
19-00000342 103095	STALLARD, THOMAS D. 342 SCENIC DRIVE Mtr#: 75896298 MID/MXU: 16874530 PrvRd:0	650.00	650.00* 12/28/16	<i>L-0-</i>
19-00000351 103108	DUTY, MARTHA H. 351 FARMLAND DRIVE Mtr#: 75896249 MID/MXU: 16859678 PrvRd:130618	43.35	77.80 8/4/17	
19-00000354 103006	COLLINS, STEVE & JO 354 FARMLAND DRIVE Mtr#: 75896252 MID/MXU: 16872696 PrvRd:368142	140.06	202.25 6/26/17	<i>9-11 Pd. 140.06</i>
19-00000380 102902	HILL, RODNEY ERIC 380 ROLLING MEADOWS RD Mtr#: 75896294 MID/MXU: 16867582 PrvRd:0	1053.05	1053.05* 2/16/12	
19-00000423 103593	MEISTER, MICHELLE 423 ROLLING MEADOWS RD Mtr#: 75896293 MID/MXU: 16867084 PrvRd:198922	38.47	67.47 7/12/17	<i>9-7 Pd. 38.47</i>
19-00000426 102903	LAMBERT, EDDIE 426 ROLLING MEADOWS RD Mtr#: 75896292 MID/MXU: 16853464 PrvRd:22698	67.21	121.04 6/14/17	<i>9-11 Pd. 121.04</i>
19-00000612 103184	KISER, MELISSA 1875 COAL TIPPLE HOLLOW Mtr#: 75896277 MID/MXU: 16869548 PrvRd:190871	44.67	81.43 8/7/17	
19-00001388 102904	WISE, EARL 1388 GREEN VALLEY RD Mtr#: 76069405 MID/MXU: 16872460 PrvRd:81	95.70	124.70* 5/15/17	
19-00007360 103182	RASNAKE, ANTHONY 1961 COAL TIPPLE HOLLOW Mtr#: 75896271 MID/MXU: 16869632 PrvRd:0	588.00	588.00* 6/10/13	
191-00000034 103055	C L DALE, CONSTRUCT 34 WOODLANDS DR. GARAGE Mtr#: 75897295 MID/MXU: 16860738 PrvRd:292524	87.45	170.23 8/25/17	
191-00000340 103056	DALE, CHRIS 34 WOODLANDS CT Mtr#: 75897299 MID/MXU: 16873906 PrvRd:631397	101.12	159.82 8/25/17	
191-00003409 104677	ELSWICK, DONNIE 3409 US HWY 19 Mtr#: 75897317 MID/MXU: 16870816 PrvRd:206323	47.46	86.95 8/14/17	
191-00008735 104737	SURGUY, REBECCA 3411 US HWY 19 Mtr#: 79428735 MID/MXU: 80736434 PrvRd:47000	29.30	64.08 8/4/17	
191-00008739 104736	COX, PAMELA 3413 US HWY 19 Mtr#: 79428739 MID/MXU: 80737800 PrvRd:107100	68.95	125.18 7/19/17	<i>9-11 Pd. 68.95</i>
192-00000047 103456	PATRICK, PATSY 47 HANSONVILLE LN Mtr#: 75897375 MID/MXU: 16870262 PrvRd:8478	58.00	87.00 6/14/17	
192-00000764 104819	GRIZZLE, TIMOTHY 764 US HWY 19 BRICK HOUSE Mtr#: 75897113 MID/MXU: 18709170 PrvRd:157339	288.15	288.15*	

RUSSELL CO PSA
PAST DUE BALANCE REPORT
REPORTING FOR ACCOUNT BALANCE
ACTIVE ONLY SORTED BY LOCATION
REPORTING 30 DAY > 29 AND CYCLE 2
* Indicates 90 Day Balance

LOCATION ACCOUNT	NAME ADDRESS	PREVBAL	TOTAL	LASTPAY	NOBE
192-00000896 103508	KESTNER, JERRY 896 US HWY 19 Mtr#: 75897124 MID/MXU: 16873168 PrvRd:294235	192.58	267.93*	8/9/17	9-15 Pd. 90.00
192-00001739 103498	LEONARD COMPANY, LE 1739 US HWY 19 EMPTY LOT Mtr#: 5846830 MID/MXU: PrvRd:0	40.00	80.00	8/16/17	9-12 Pd. 80.00
192-0000272 104594	ENGLE, DANIELLE 272 A HANSON DR Mtr#: 75897398 MID/MXU: 16874096 PrvRd:34884	83.62	83.62*	6/19/15	
192-00002846 103531	BROOKS, MICKIE 136 APPLE TREE LN Mtr#: 75897445 MID/MXU: 16861548 PrvRd:0	1063.00	1092.00*	8/4/17	
192-00006996 104872	HESS, TAMATHA 6996 CLINCH MTN RD Mtr#: 75897118 MID/MXU: 16872274 PrvRd:140073	101.20	154.85	7/5/17	Pmt. 112
192-00007088 103563	DOSS, PATRICIA 7088 CLINCH MT. ROAD Mtr#: 75897117 MID/MXU: 16873006 PrvRd:54537	48.77	80.77	8/7/17	
192-00007373 105019	PHILLIPS, PAMELA 7377 CLINCH MOUNTAIN RD METER Mtr#: 75897111 MID/MXU: 18707666 PrvRd:1460049.08	79.89	116.85	7/31/17	9-13 Pd. 99.89
192-00007393 103547	MEADOWS, JAMES 16 HANSONVILLE LN Mtr#: 75897377 MID/MXU: 16867196 PrvRd:190390	100.92	146.22*	8/11/17	Pd. 100.00
192-00008637 104002	CALDERON, JORGE 144 CHRYSLER DR Mtr#: 75897120 MID/MXU: 16873242 PrvRd:113228	42.60	73.11	8/8/17	9-18 Pd. 73.11
192-0000922 104690	FOX, CAROL 922 US HWY 19 Mtr#: 75897126 MID/MXU: 16869196 PrvRd:41907	122.97	151.97*	8/4/17	9-13 Pd. 29.00
192-0001210 103499	FLAT ROCK CHURCH, 1210 US HWY 19 Mtr#: 75897441 MID/MXU: 16871130 PrvRd:28531	66.55	133.68	7/20/17	
192-00017373 104842	CARLTON, JESSICA 7377 CLINCH MOUNTAIN RD METER Mtr# NO METER MID/MXU: NO MID/MXU PrvRd:124721	50.29	50.29*	12/2/16	L.O
193-00000014 103723	RHEA, DENNIS 14 LINDA STREET Mtr#: 75897343 MID/MXU: 16865730 PrvRd:219974	48.29	105.52	8/8/17	
193-00000060 103709	STILTNER, CHARLES 60 CROSSRIDGE ROAD Mtr#: 75897350 MID/MXU: 16874214 PrvRd:282045	58.84	131.80	7/17/17	
193-00000073 103708	HAMPTON, CHRISTINE 73 CROSSRIDGE ROAD Mtr#: 75897331 MID/MXU: 16871636 PrvRd:9999999	1642.15	1671.15*		
193-00000123 103736	STEFFEY, KEITH D. 123 ROSE HILL DR Mtr#: 75897352 MID/MXU: 16859622 PrvRd:256980	67.22	165.71	8/28/17	
193-00000714 103727	COX, TRAVIS 714 PURCELL ROAD Mtr#: 75897345 MID/MXU: 16871900 PrvRd:0	100.05	129.05*	6/16/17	
193-00001038 103722	HOBSON, TIM 1038 PURCELL ROAD Mtr#: 75896274 MID/MXU: 16874698 PrvRd:0	959.00	988.00*	7/19/17	
193-00002033 103752	JESSEE, BUFORD 163 CROSSRIDGE RD Mtr#: 75897333 MID/MXU: 16873410 PrvRd:9999831	1642.15	1671.15*		
193-00002122 103714	KIRBY, TAMMY 1136 PURCELL RD Mtr#: 75897315 MID/MXU: 16869920 PrvRd:9999995	33.35	62.35	7/20/17	
196-00000339 104848	HESS, JONATHAN & SA 339 HIGH MEADOWS DRIVE Mtr#: 80033909 MID/MXU: 17062252 PrvRd:66653	91.66	137.23	7/20/17	9-11 Pd. 137.23
196-00000583 104844	PATTON, BRIAN K 583 FOREST LODGE DRIVE Mtr#: 79428528 MID/MXU: 80967538 PrvRd:114200	49.50	105.73	7/25/17	9-6 Pd. 105.73
TOTAL	COUNT = 122	28984.37	34071.03		

August 14, 2017

A regular monthly meeting of the Castlewood Water & Sewage Authority Board of Directors was held at the Castlewood Water Authority Building in St Paul, Virginia on Monday, August 14, 2017.

PRESENT:

Darrell Johnson, Chairman
Gary Dotson, Secretary / Treasurer
James Kiser, Member
Darrell Puckett, Member
Bradley Patton, Member
Jeff Lewis, Member
Mike Dishman
Stephen Mullins, Counsel
Mike Owens
Christina Rose
Marsha Stanley
Crossroads Engineering
Joshua Fields
Mike Horton

CALLED TO ORDER:

Called to order by Darrell Johnson, Chairman @ 6:00 P.M.
Gary Dotson led the prayer, Darrell Johnson followed with the Pledge of Allegiance.

APPROVAL OF BOARD MEETING AGENDA

Motion

Motion by James Kiser, member, and second by Darrell Puckett, member and duly approved by all Board of Directors to approve the agenda with the addition of closed session.

AYE: Darrell Johnson, Gary Dotson, James Kiser, Bradley Patton, Darrell Puckett, Jeff Lewis.

NAY: None

PUBLIC COMMENTS

Connie Horton inquired about the Herald's Valley Project. She was told that the materials was on hand and project was ready to begin as soon as possible.

Thomas Hensley requested that the authority refund his \$100 reconnect fee due to his water being disconnected for non-payment. The authority advised him that was the normal policy for disconnection.

Stanley Breeding inquired about possible residential service connection at Eagles Nest, when the future tank is installed.

Cynthia Rose inquired about an adjustment on her account.

CROSS ROADS

See Attachment

MIKE OWENS/ POWER OF ATTORNEY FORM 940

Motion

Motion made by Bradley Patton, member, and second by James Kiser, member and duly approved by all Board of Directors to give Mike Owens, power of attorney to make changes to the December 31, 2014 form 940 to the IRS in the amount of \$6,717.44.

AYE: Darrell Johnson, James Kiser, Gary Dotson, Bradley Patton, Darrell Puckett, Jeff Lewis.

NAY: None

CWSA RESOLUTION FOR THE SEWER SYSTEM

Motion

Motion made by James Kiser, member, and second by Jeff Lewis, member and duly approved by all Board of Directors to approve a resolution authorizing the construction and financing of improvements to the sewer system of the CWSA.

AYE: Darrell Johnson, James Kiser, Gary Dotson, Bradley Patton, Darrell Puckett, Jeff Lewis.

NAY:

CWSA RESOLUTION FOR THE SEWER SYSTEM WITHDRAWN

Motion

Motion made by James Kiser, member, and second by Bradley Patton, member and duly approved by all Board of Directors to withdraw the resolution authorizing the construction and financing of improvements to the sewer system of the CWSA upon information received from the bond council during the meeting.

AYE: Darrell Johnson, James Kiser, Gary Dotson, Bradley Patton, Darrell Puckett, Jeff Lewis.

NAY:

PHONE FOR ON CALL EMPLOYEE

Motion

Motion made by Bradley Patton, member, and second by James Kiser, member and duly approved by all Board of Directors to purchase a pre-pay phone for use of on-call employee only.

AYE: Darrell Johnson, James Kiser, Gary Dotson, Bradley Patton, Darrell Puckett, Jeff Lewis.

NAY:

CLOSED SESSION

Motion

Motion made by James Kiser, second by Bradley Patton, and duly approved by all Board of Directors pursuant to 2.2-3711 A-7 of the Virginia Code to go into closed session at 9:30 p.m. to discuss the following exempt purposes: A7-Consultation With Legal Counsel.

A7-Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

AYE: Darrell Johnson, James Kiser, Darrell Puckett, Brad Patton, Gary Dotson, Jeff Lewis.

Nay: None.

OUT OF CLOSED SESSION

Motion

Motion made by Bradley Patton, second by James Kiser, and duly approved by all Board of Directors to come out of closed executive session.

AYE: Darrell Johnson, James Kiser, Darrell Puckett, Brad Patton, Gary Dotson, Jeff Lewis.

Nay: None

Upon coming out of closed session, Chairman Johnson took a roll call vote asking each member to certify that to the best of each member's knowledge (I) only public business matters lawfully exempted from open meeting requirements under Virginia Code Section 2.2-3711 as outlined in the motion were discussed and (II) only such public business matters as were identified in the motion by which the closed meeting was covered or heard, discussed or considered in the meeting by public body to take a roll call vote.

August 28, 2017

On August 28, 2017, the CWSA Board of Directors met for a continuation of the regular meeting held on August 14, 2017.

Present: All board members, Stephen Mullins, and Mike Dishman

Called to order by Darrell Johnson. Invocation by Gary Dotson. Pledge of Allegiance by Darrell Johnson.

Items discussed/acted on:

1. Carbo Water Treatment Plant Funding Resolution – passed unanimously. Motion by James Kiser. Seconded by Gary Dotson.
2. Report by Darrell Johnson on the Russell County BOS meeting held on August 25 regarding the Dante-to-St. Paul sewer project. It is now up to the BOS to act; CWSA has done all it can do for now.
3. On a motion by James Kiser and seconded by ~~Brad Patton~~ ^{Darrell Puckett CMO}, the board unanimously approved promoting Mike Horton to “Field Operations Manager” with a \$2.50/hour raise. Prior to the motion passing, Mr. Kiser and Mr. Patton expressed concern that Mr. Horton was going to leave for another job. Mr. Dishman stated he was not aware of this effort to promote Mr. Horton. Mr. Dishman stated that Mr. Horton along with other employees deserve a raise but he asked the board to not approve the promotion until after he completes the FY18 budget so we can see where we stand financially. Mr. Dishman pointed out that many of our employees’ salaries are too low. Mr. Dishman suggested that if Mr. Horton has a job offer that we ask him to give us a copy so we can have an opportunity to make him a counteroffer.
4. The Board interviewed the only applicant for the advertised Operations Manager position, Floyd Cantrell. Following the interview, on a motion by James Kiser and seconded by Darrell Puckett, the board voted unanimously to not hire Mr. Cantrell and to re-advertise the position.
5. Report by Darrell Johnson about water leaks and purchases.

The meeting was adjourned at 7:45 pm.

MINUTES

Russell County Tourism Committee
Regular Meeting
August 15, 2017 11:30am
Vincent's Vineyard

Members Present: Alice Meade, Jim Lyttle, Betsy Gilmer, Jennifer Chumbley, Jackie Hubbard, Patsy Phillips, Ann Monk, by phone Jeff Hess, by phone Kathy Stewart
Guests: Angela Carpenter
Ex-Officio: Kim Short

Meeting called to order by Alice Meade

Motion to approve agenda by Jennifer Chumbley, seconded by Betsy Gilmer, motion passes.

Motion to approve July 18, 2017 minutes by Jim Lyttle, seconded by Patsy Phillips, motion passes.

Kim Short spoke about the Experience Russell website and the fact it is currently in limbo.

Jim Lyttle spoke about the issue that arose with volunteers for the Cattleman's Association event, and explained the Committee had agreed to volunteer and man the tourism booth at the event. Kim advised that Linda with Stuart Land & Cattle Co, had approved the setup of a booth by tourism and chamber, and Kim only submitted Jeff and Angela to run booth. She was following Linda's protocol. Jim explained that the Tourism Committee voted to send volunteers to the event for working the booth. Jeff explained that it was a misunderstanding.

Jennifer spoke about issues with obtaining resignations from past members, committee discussed sending an email to ask for resignations of Yvonne and Becki, since they have not attended. Jennifer will email them a form to complete and ask them to mail it to the Government Center.

Committee discussed completing an excel attendance listing, Jennifer explained she had gone through and notated the attendance based on minutes.

Kim Short advised the committee about a possible Billboard campaign, to design and locate billboards near 3 major entrances into Russell County. She mentioned applying for a tourism grant with VECTA. Jim Lyttle suggested getting someone to design the billboards and fit elements of the county into the design and possibly rotating the billboards. Jim Lyttle made a motion to meet with the IDA and the Chamber to discuss and extend the invitation to provide a member or two, seconded by Jackie Hubbard, motion passes.

Kim gave an update about approx. 100 miles of trails in Honaker which are currently being utilized, and the need to get landowners involved with a potential of obtaining approx. 300 miles of trails throughout the county. Kim advised the county will try to apply for VECTA Tourism Grant, with \$50,000 local match. Jim spoke about the Dante Trail and utilization of that trail.

Kim advised the committee that the original deal with Stream Sweepers will not be possible due to special DEQ requirements, as well as Nature Conservancy; she advised the county will need to scale

back. They are still mapping the river and obtaining GPS points for trash. The county is hoping to get the Blackford guys and community services workers to help in the cleanup process.

Jackie advised the date for the stage construction is on Sept. 19, 2017 and will be 30x30 stage with electrical, the town will be contracting to complete certain elements of the stage. Jackie advised the committee, that the Farmer's Market "Road Show" will be on Sept. 19th also. He advised the Facebook Page for Town of Lebanon is currently an issue, which they are working on. The POW event will be on 09/23/2017.

Angela Carpenter advised the committee that Brew Fest will be on September 23, 2017 from 12-6pm at the Fairgrounds and will be family orientated, as well as co-sponsored by Russell County Tourism. There will be vendors, crafters, food trucks and a fenced off beer barn with 4oz tasting up to 27 ounces.

Jim advised the RC Fair will be September 2nd through the 9th, and the tourism committee will be sharing a booth with the Chamber.

Alice advised the committee that David Eaton suggested moving the tourism meetings to a more centralized location, for instance the government building. Committee discussed and would like to have more public interest in meetings, and several members feel it's more convenient to have the meetings at Vincent's Vineyard. It was suggested to publish the meeting dates in the Lebanon News each Friday before the meeting to gauge public interest. Jennifer will enter the meeting in the Lebanon News under Public Notice.

Jim Lyttle made a motion to continue to hold tourism meetings at Vincent's Vineyard unless there is an event or special occasion, seconded by Patsy Phillips, motion passes.

Meeting Adjourned.

Next regular meeting date is September 18, 2017 at Vincent's Vineyard beginning at 11:30 am.

Russell County Tourism Committee

Member Listing

BOARD MEMBERS:	TERM EXPIRES:	Renewal Month
Alice Meade	June 30, 2019	April 2019
Ann Monk	June 30, 2019	April 2019
Patsy Phillips	June 30, 2019	April 2019
Donna Meade	June 30, 2019	April 2019
Susan Hilton	June 30, 2019	April 2019
James Lyttle	June 30, 2019	April 2019
Jeff Hess	August 30, 2019	June 2019
Betsy Gilmer	August 30, 2019	June 2019
Town Representatives		
Jackie Hubbard (Lebanon)	February 1, 2020	December 2019
Jennifer Chumbley (Cleveland)	March 7, 2020	January 2020
Kathy Stewart (St. Paul)	March 7, 2020	January 2020
Ex-Officio		
Lou Wallace	December 31, 2019	October 2019
Kim Short	June 30, 2018	April 2018

Russell County Planning Commission

August 21, 2017

The Russell County Planning Commission met on Monday, August 21, 2017, in the lobby of the Board of Supervisors' Meeting Room at the Russell County Government Center, 133 Highland Dr. Lebanon VA.

Members Present

Jack Compton

Charlie Edmonds

John Mason

Chmn. Kirby Meadows

Mark A. Mitchell

Andy Smith

Roger Sword

Wayne Young

Members Absent

Don Cross

Kevin Tiller Esq.

Others Present

Harry Ferguson

Chairman Meadows called the meeting to order at 6:30 p. m.

Invocation and Pledge of Allegiance given.

Agenda approved. Motion by Jack Compton, seconded by Charlie Edmonds.

July meeting minutes approved. Motion by Charlie Edmonds, seconded by Jack Compton.

New Business

By Law Changes

Amend Section 4-4 to delete "Board of Supervisors" and replace with "Planning Commission". Motion by Charlie Edmonds, seconded by John Mason. Passed unanimous.

Add to Section 3-5 "Absences may be excused by the Chairman not to exceed 2 per calendar year. Excused absences are eligible for compensation". Motion by Roger Sword, seconded by Wayne Young. Passed unanimous.

The Comprehensive Plan is due for review.

Mark Mitchell to go before Board of Supervisors to advertise for consulting on Comprehensive Plan.

Review of Plats

Reviewed of 07/18/2017 – 08/21/2017 transactions.

Other Business

Tim Lovelace to be contacted to be guest at next meeting.

Meeting adjourned. Motion by Charlie Edmonds, seconded by Jack Compton. Motion passed.

Kirby Meadows, Chairman

Attest:

Mark A. Mitchell, Secretary

July 18, 2017 to August 21, 2017

1. Anthony Dingus to Michael Kegley .389 for new total of 11.409, Route 720 Gravel Lick.
2. Survey of George and Maxine Whitt house and .745 acres, Swords Creek Route 714 Franks Hollow.
3. Rufus Ray 2.445 added to 5.761 for new total of 8.206 Right of Way adjoining land, Belfast Route 603.
4. Rufus Ray 1.161 added to .674 for new total of 1.835 road frontage adjoining land, Belfast Route 603.
5. Lisa Salyers 2.793 on 20ft Right of Way from Route 58, family exempt.
6. Mollie Yates added 2 tracts for new total of 6.82, Route 640 River Mountain Road.

Russell County Planning Commission

September 18, 2017

The Russell County Planning Commission met on Monday, September 18, 2017, in the lobby of the Board of Supervisors' Meeting Room at the Russell County Government Center, 133 Highland Dr. Lebanon VA.

Members Present

Jack Compton

Charlie Edmonds

Chmn. Kirby Meadows

Mark A. Mitchell

Vice Ch. Andy Smith

Roger Sword

Wayne Young

Members Absent

Don Cross

John Mason

Others Present

Harry Ferguson

Kevin Tiller Esq.

Chairman Meadows called the meeting to order at 6:30 p. m.

Invocation and Pledge of Allegiance given.

Agenda approved. Motion by Charlie Edmonds, seconded by Andy Smith.

August meeting minutes approved as amended. Motion by Andy Smith, seconded by Charlie Edmonds.

August 21, 2017 to September 18, 2017

1. Jerry Plaster 6.5 acres Russell County Raven 6 acres Tazewell survey only.
2. Gary and Fannie Kegley to Jimmy Taylor 1.041 on Route 660 road frontage.

RUSSELL COUNTY CONFERENCE CENTER

September 1, 2017

The following is a list of the Russell County Conference Center events for the month of September

Date	Event	Event Type	Space
09/09/17	Brenda Jackson Class Reunion	Individual Event	Half \$100
09/10-15/17	Tom Anderson Crusade	Individual Event	Full \$760
09/16/17	Anna Vencill Wedding Reception	Individual Event	Full \$260
09/17/17	Pamela Powers Birthday Party	Individual Event	Full \$135
09/18/17	Lonzo Lester Faith Base Form	Community Event	Full Free \$125
09/19/17	Steve Dye We Care	Community Event	Full Free \$135
09/21-22/17	Faith Blankenship Wedding Reception	Individual Event	Full \$260
09/23/17	Bruce Warner Farm Bureau Annual Meeting	Individual Event	Full \$135

09/24/17	Shannon Compton Birthday Party	Individual Event	Full \$125
09/28/17	Becky Robinette Sabika Bingo	Individual Event	Full \$135
09/29-30/17	Miranda Mutter Wedding Reception	Community Event	Full \$260

Total = \$2,430

- \$260

Final Total = \$2,170

Russell County Health & Fitness

Membership									
	January	February	March	April	May	June	July	August	September
Members / Class Packages	124	131	126	129	129	166	145	144	137
Pay Per Class	22	19	26	25	7	22	8	2	8
Total Engagement	146	150	152	154	136	188	153	146	145

Sales									
Sales Month to Date *	\$ 3,423.00	\$ 3,622.00	\$3,438.00	\$3,024.00	\$2,766.00	\$4,094.50	\$3,580.00	\$3,231.00	\$ 2,995.00

Payroll									
Instructor / Trainer Payroll	\$ 1,405.00	\$ 1,635.00	\$1,615.00	\$1,730.00	\$1,235.00	\$1,345.00	\$1,285.00	\$1,405.00	\$ 1,285.00

* Reporting from 8/30/2017 - 9/24/2017

THE RUSSELL COUNTY TRANSPORTATION AND SAFETY COMMISSION MET AT THE BONANZA RESTURANT IN LEBANON VIRGINIA ON SEPT. 12TH 2017

MEMBERS PRESENT

EUGENE FERGUSON	EMORY ALTIZER	HENRY STINSON	GARY DOTSON
TIM LOVELACE	MIKE OQUINN	BARBARA COX	TONY MAXFIELD
MIKE MUSICK	HENRY KINCER	JOHN JESSEE	

GUARD RAILS

1. GUARD RAILS THROUGHTOUT THE COUNTY EMERGENCY AREA'S BEING REPAIRED FIRST
2. RT 604 JUST OFF THE ENTERANCE TO MOLL'S CREEK FOR APPROXIMATELY 400FT. NEEDS TO BE FILLED AND MARKERS INSTALLED
3. DANTE ROANOKE HILL AT THE TOP OF THE HILL APPROXIMATELY 100 FEET OF GUARD RAIL NEEDS TO BE REPLACED RUSTED AND LOW TO THE GROUND
4. GUARD RAIL DAMAGED AT THE WEIGH STATION ON RT. 19
5. BIG A MTN. ½ MILE FROM HONAKER TOWN LIMIT NEEDS GUARD RAIL REPAIRED NEAR MARY'S CHAPEL

SHOULDER REPAIRS AND POT HOLES

1. RT 58 WEST BOUND LANE AT THE CASTLEWOOD RED LIGHT ROAD HOOVED UP
2. RT 19 NORTH AT SOULS HARBOR CHURCH PAVEMENT SUNK DOWN
3. RT80 TOP OF HILL FROM RT 67 INTERSECTION ROAD RUFF & WASHED AT DRAIN PIPE
4. RT 19 SOUTH RIGHT LANE SMALL POT HOLES NEAR BRIDGE AND RT 770
5. RT19/909 NORTH SEVERAL POT HOLES NEAR INDIAN HILLS SUBDIVISION
6. RT19 SOUTH SEVERAL POT HOLES NEAR ROSEDALE INTERSECTION
7. RT672 STUMP TOWN EDGE BREAKING OFF
8. RT613 THREE DROP OFF AREA'S BETWEEN THE FIRST HOUSE ON THE RIGHT & THE SWITCH BACK CURVE NEEDS WARNING SIGNS RIP RAP TO BE PLACED PER VDOT
9. RT19 NORTH/BUSINESS INTERSECTION POT HOLES NEAR RED LIGHT
10. CASTLEWOOD ROLLING HILL SUBV. ON HENLEY ST. POT HOLE & RUFF ROAD NEAR HOUSE #36
11. RT58 WEST SHOULDER BREAKING OFF JUST PASS WEST VIEW SUBDIVISION
12. RT67/634 POT HOLES & WATER CAUSING A PROBLEM AT THE RR CROSSING AROUND CURVE FROM DILLION QUARRY
13. RT669/668 BOOKER ROAD FOUR DEEP POT HOLES
14. RT 645 DEEP POT HOLES NEAR REEDS VALLEY CHURCH
15. RT 646 MARVIN HESS ROAD WASH BOARD & RUFF

SCHOOL BUS SAFETY AND OTHER CONCERNS

1. RT19 CROSSOVER NEAR VALERO LOOSE GRAVEL NEEDS CLEANED & PAVED
2. RT623,816,819 & MOLL'S CR. NEEDS MOWED BRUSH CUT COMING OUT IN THE ROAD

3. RT 635/67 HARD TO SEE ONCOMING TRAFFIC MAY NEED TO WIDEN INTERSECTION VDOT TO EXPLORE
4. RT 19 YATES ESTATE BRUSH NEEDS TO BE CUT
5. RT 728 FLATS CIRCLE RD. A TV SERVICE CABLE IS TOO LOW CROSSING THE ROAD
6. TUMBEZ HOLLOW WATER BACKING UP IN THE ROAD JUST OFF RT. 613 MAY NEED TO CLEAN OR REPLACE THE PIPE VDOT TO EXPLORE . DRAINAGE PERMIT HAS BEEN ISSUED
7. SPRING HILL SUBDIVISION NEEDS A SIGN AT THE S CURVE TRAFFIC GOING INTO A YARD
8. RT 80 ABOVE 672 SOUTH NEEDS A DRAIN PIPE EXTENDED
9. 615/870 CURVE WARNING SIGNS NEED TO BE INSTALLED ON BOTH ENDS OF INTERSECTION
10. RT 19/58 WEST INTERSECTION SAFETY CONCERNS ABOUT MERGING TRAFFIC NEED SIGNS AND/OR BETTER MARKING TO REMIND DRIVERS TO STAY IN LANE VDOT TO EXPLORE
11. RT 622 MILLER CREEK SEVERAL NARROW PLACES NEED WARNING SIGNS INSTALLED
12. ALTIZER DRIVE NEEDS GRAVEL OR PAVED WATER STANDS NEAR THE HIGHWAY RT 19 SOUTH
13. CASTLEWOOD HEIGHTS AT THE TOP OF THE HILL ON DUFF CIRCLE AN OLD CUT ACROSS THE ROAD HAS SUNK DOWN NEEDS TO BE PAVED

ITEMS REPORTE CORRECTED

1. RT 58 WEST NEAR PIZZA HUT POT HOLE REPAIRED
2. RT 19 SOUTH POT HOLE NEAR WEIGH STATION REPAIRED
3. RT 58 EAST POT HOLE AT THE BOTTOM OF THE HILL NEAR BOLTON REPAIRED
4. RT 633 CLARK VALLEY ROAD NEEDS A SCHOOL BUS SIGN IN A BLIND CURVE INSTALLED
5. RT 65 AT THE BUFFALO INTERSECTION BRUSH NEEDS TO BE CUT REPAIRED
6. RT 19 NORTH HUFFMAN HILL WASHING OUT REPAIRED
7. RT 58/71 SOUTH CROSSOVER HAS BEEN PAVED
8. RT 613/676 ON MOCCASIN AT CAMPBELL'S ROAD HAS BEEN REPAIRED

NEXT MEETING WILL BE OCTOBER 10TH 2017. WE THANK ALL WHO ARE INVOLVED IN KEEPING OUR ROADWAYS SAFE AND FOR OUR GUEST PARTICAPTION.

SAFETY MATTERS!!!!!!

PREPARED BY GARY DOTSON

**Russell County Animal Control/Animal Shelter
Monthly Shelter Report**

September 22 2017

	Dog	Cat	Other	Total
Incoming Animal Source				
Animal Control Officers	28	1	0	29
Owner Surrendered	53	1	0	54
Dropped Off Outside Shelter	0	0	0	0
Strays	24	3	0	27
Totals				
Outgoing Animal Type				
Sent to Rescues	64	0	0	64
Adopted	2	7	0	9
Owner Reclaimed	6	0	0	6
Deceased or Died	0	0	0	0
Euthanasia Request	0	0	0	0
Euthanized	0	0	0	0
Sick/Injured – EU	0	0	0	0
Totals				
Investigations				
Rabies Exposure	0	0	0	0
Dangerous Dog	0	0	0	0
Welfare Checks	2	0	0	2
Totals				
Vaccinations Given				
Vaccinations Given	39	0	0	39
Gave Care in Office	11	0	0	11
Dispatch Calls				
Total Calls to Dispatch				49
Total Calls to Shelter	29	0	0	29
Totals				
				78

**Clinch Valley Community Action, Inc. - Family Crisis Services
Monster Mash Kids' Dash**

Saturday, October 21, 2017 7:00 P.M.



**THS Football Field,
Tazewell**

Open to children ages 5-10

**\$10 entry fee.
Registration begins
at 6:00 P.M.**

Quarter Mile Glow Fun Run! Prizes! Costume Contest!

First name: _____ Middle: _____ Last: _____

DOB: ___/___/___ Gender: ___ Male ___ Female ___ Age: _____

Phone: _____ Emergency Contact: _____

Mailing Address: _____

Limitations: Unregistered runners, unauthorized vehicles, bicycles, skateboards, roller skates, and running with dogs are prohibited on the course in order to assure runner safety and to comply with liability insurance requirements.

Waiver: In consideration of the acceptance of this entry, I hereby for myself, my heirs, executors, administrators, and assigns, and anyone entitled to act on my behalf, release and discharge **Halloween Hustle 5K, Clinch Valley Community Action, Inc., Tazewell County Public Schools and their facilities, and the Town of Tazewell**, plus sponsors, their representatives and successors, promoters, managers, directors, officials, agents, employees and volunteers, from any and all claims of injury, or liabilities of any kind, illness or damages suffered by me, or from the participation of the minor for whom I am signing for, as a result of participating in, or traveling to this event. I know running a road race is a potentially hazardous activity. I should not enter and run unless I am medically able and properly trained. I agree to abide by any decision of an event official relative to my ability to safely complete the event. I assume all risks associated with participating in this event, including, but not limited to falls, contact with other participants, the effects of the weather (including high heat or humidity), traffic and the conditions of the road, all such risks being known and appreciated by me. I realize this is a strenuous event which requires proper physical conditions. I hereby certify I am in such physical condition and good health. I also give my permission for the free use of my name and picture in any written account, broadcast or telecast of this event for any legitimate purpose.

Signature _____

Parent or legal guardian -For those under 18 years of age

Date

Refund Policy: Entry fees are non-refundable and entries are non-transferable.

Please submit registration form with payment to CVCA c/o Jennifer Bourne P.O. Box 188
North Tazewell, VA 24630 by Thursday, October 19, 2017. Questions? Call 276-988-5583

Hope On Wheels

The path does not end, but becomes easier to travel...

Sunday, October 1, 2017

3:00 P.M. Burke's Garden

Kids, beginning & experienced bikers welcome!

**Donations accepted to support our Nature Therapy Fund!*



First name: _____ Middle: _____ Last: _____

DOB: ___/___/___ Gender: _____ Male _____ Female _____ Age: _____

Email: _____

Phone: _____ Emergency Contact: _____

Mailing Address: _____

T-Shirt Size: _____ S _____ M _____ L _____ XL _____ 2XL _____ 3XL

**All T-shirt sizes are adult sizes. *Children must be 5 years old or older to participate.*

There is not a registration fee for this event.

Free T-shirts will be available for the first 50 registrations!

**Proud Partner
Outdoor Adventure
Centers, LLC**

Bike rentals are available through Outdoor Adventure Centers, LLC for \$20.00. Please call 276-971-3038 to reserve your bike today!

**MAIL REGISTRATION
FORM TO:
CVCA c/o FCS
P.O. BOX 188
NORTH TAZEWELL, VA
24630**

**Due: September 25, 2017
Questions?
Call Christie Marshall
276-988-5583**

Limitations: Unregistered bikers are prohibited on the trail in order to assure biker safety and to comply with liability insurance requirements. Firearms are prohibited. Please be mindful and respectful of wildlife in the area.

Waiver: In consideration of the acceptance of this entry, I hereby for myself, my heirs, executors, administrators, and assigns, and anyone entitled to act on my behalf, release and discharge **Clinch Valley Community Action, Inc., Outdoor Adventure Centers, LLC, Burke's Garden Community Center**, plus any and all partners, their representatives and successors, promoters, managers, directors, officials, agents, employees and volunteers, from any and all claims of injury, or liabilities of any kind, illness or damages suffered by me, or from the participation of the minor for whom I am signing for, as a result of participating in, or traveling to this event. I know biking is a potentially hazardous activity. I should not enter and bike unless I am medically able. I agree to abide by any decision of an event official relative to my ability to safely complete the ride. I assume all risks associated with participating in this event, including, but not limited to falls, contact with other participants, the effects of the weather (including high heat or humidity), all such risks being known and appreciated by me. I realize this is a strenuous event which requires proper physical conditions. I hereby certify I am in such physical condition and good health. I also give my permission for the free use of my name and picture in any written account, broadcast or telecast of this event for any legitimate purpose.

Signature _____

Parent or legal guardian –For those under 18 years of age

Date _____



Proceeds support our work to end sexual and domestic violence.



GLOW RUN

#getyourGLOWon

THS Football Field at
Tazewell Elementary School

October 21, 2017
Tazewell, VA

Registration 6:00 P.M.
Halloween Hustle 7:00 P.M.

5K Run/Walk \$25.00 _____ Monster Mash Kids' Dash \$10.00 _____

*Entry fee includes T-shirt. T-shirt is only guaranteed to pre-registered 5K participants.

(T-shirts are not included for participants in the Monster Mash Kids' Dash.)

*Rates increase on September 30, 2017. Registration must be postmarked by this date to receive this rate.

5K Run/Walk \$30.00 (Postmarked after September 30, 2017) _____

First name: _____ Middle: _____ Last: _____

DOB: ___/___/___ Gender: ___ Male ___ Female ___ Age: _____

Email: _____ Phone: _____

Address: _____ Emergency contact: _____

City: _____ State: _____ Zip Code: _____

5K Shirt Size: ___ S ___ M ___ L ___ XL ___ 2XL ___ 3XL

Pay By: _____ Cash _____ Check# _____

MAIL ENTRY FORM & CHECK TO:

CVCA c/o FCS

P.O. BOX 188

NORTH TAZEWELL, VA 24630

Questions?

Call Jennifer Bourne 276-988-5583

Halloween Hustle 5K Male & Female Awards:

Overall (Top 3)

Age Group (Top 3)

14 & under, 15-19, 20-24, 25-29, 30-34,
35-39, 40-44, 45-49, 50-54, 55-59, 60+

Strollers Permitted

Costumes encouraged!!!

Limitations: Unregistered runners, unauthorized vehicles, bicycles, skateboards, roller skates, and running with dogs are prohibited on the course in order to assure runner safety and to comply with liability insurance requirements.

Waiver: In consideration of the acceptance of this entry, I hereby for myself, my heirs, executors, administrators, and assigns, and anyone entitled to act on my behalf, release and discharge Halloween Hustle 5K, Clinch Valley Community Action, Inc., Tazewell County Public Schools and their facilities, and the Town of Tazewell, plus sponsors, their representatives and successors, promoters, managers, directors, officials, agents, employees and volunteers, from any and all claims of injury, or liabilities of any kind, illness or damages suffered by me, or from the participation of the minor for whom I am signing for, as a result of participating in, or traveling to this event. I know running a road race is a potentially hazardous activity. I should not enter and run unless I am medically able and properly trained. I agree to abide by any decision of an event official relative to my ability to safely complete the event. I assume all risks associated with participating in this event, including, but not limited to falls, contact with other participants, the effects of the weather (including high heat or humidity), traffic and the conditions of the road, all such risks being known and appreciated by me. I realize this is a strenuous event which requires proper physical conditions. I hereby certify I am in such physical condition and good health. I also give my permission for the free use of my name and picture in any written account, broadcast or telecast of this event for any legitimate purpose.

Signature _____

Parent or legal guardian --For those under 18 years of age

Date

Refund Policy: Entry fees are non-refundable and entries are non-transferable.



A Walk to Remember...

Join us to honor, celebrate, recognize & remember those who have experienced domestic violence & sexual assault.

Wednesday, October 4, 2017

SWCC Walking Track

6:00 PM Registration 7:00 PM Walk

First name: _____ Middle: _____ Last: _____

DOB: ___/___/___ Gender: ___ Male ___ Female ___ Age: _____

Email: _____

Phone: _____ Emergency Contact: _____

Mailing Address: _____

Why Walk?

*I walk to honor my family & friends. I hope that none of them experiences domestic violence or sexual assault, but if they do, I want them to have access to the best help available in our community.

*I walk to celebrate the women, children and men in our community who have experienced domestic violence & sexual assault. Families are living in homes where trauma & fear are a part of their lives every day. I want them to know that I believe in them, that I support them, and that I am here to help eliminate violence in our community.

*I walk because I recognize that domestic violence & sexual assault are wrong, and that everyone deserves a happy, healthy & safe relationship. I walk to remember those who have lost their lives because of domestic violence & sexual assault.

*I walk to raise funds. Clinch Valley Community Action, Inc. – Family Crisis Services needs support from our community each year to provide these services 24 hours a day, 7 days a week, 365 days a year.

*I walk for ME! Peace, tranquility and freedom in my home are my reasons to celebrate every day!

Limitations: Unregistered walkers, unauthorized vehicles, bicycles, skateboards, roller skates, and walking with dogs are prohibited on the course in order to assure walker safety and to comply with liability insurance requirements.

Waiver: In consideration of the acceptance of this entry, I hereby for myself, my heirs, executors, administrators, and assigns, and anyone entitled to act on my behalf, release and discharge Clinch Valley Community Action, Inc., Southwest Virginia Community College and their facilities, plus sponsors, their representatives and successors, promoters, managers, directors, officials, agents, employees and volunteers, from any and all claims of injury, or liabilities of any kind, illness or damages suffered by me, or from the participation of the minor for whom I am signing for, as a result of participating in, or traveling to this event. I know walking is a potentially hazardous activity. I should not enter and walk unless I am medically able. I agree to abide by any decision of an event official relative to my ability to safely complete the walk. I assume all risks associated with participating in this event, including, but not limited to falls, contact with other participants, the effects of the weather (including high heat or humidity), traffic and the conditions of the track, all such risks being known and appreciated by me. I realize this is a strenuous event which requires proper physical conditions. I hereby certify I am in such physical condition and good health. I also give my permission for the free use of my name and picture in any written account, broadcast or telecast of this event for any legitimate purpose.

Signature _____

Parent or legal guardian –For those under 18 years of age

Date _____

MAIL ENTRY FORM TO: CVCA c/o FCS P.O. BOX 188 NORTH TAZEWELL, VA 24630

Questions? Call Jennifer Bourne 276-988-5583