

**RUSSELL COUNTY**  
**BOARD OF SUPERVISOR’S MEETING**  
**AGENDA – NOVEMBER 5, 2018**

**Board Room**

**Regular Meeting**

**6:00 PM**

**Russell County Governmental Center**  
**Lebanon, Virginia 24266**



**CALL TO ORDER – Clerk of the Board**

**ROLL CALL – Clerk of the Board**

**EXECUTIVE SESSION (CLOSED) – Contracts & Legal & Personnel Issues**  
**(SCHEDULED AT 5 P.M. BEFORE REGULAR BOS MEETING -- REGULAR BOS MEETING BEGINS AT 6 P.M.)**

**INVOCATION – Woody Scott – Morning Star Full Gospel Church**

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

**APPROVAL OF AGENDA**

**RECOGNITION**

- 1. Castlewood Club Scout Pack 412 & American Legion Post

**PRESENTATION (Limit 5 Minutes)**

- 1. Charlene Farthing - Friends of RC Animal Shelter
- 2. Tim Addington – ISP Regional Coordinator – VITA – RC PSAP/GIS NG9-1-1
- 3. Jeff Hayton – Pearson Appraisal Services

**BOARD APPOINTMENTS.....A-1**

**Community Policy Management Team**

**Lori Addison**  
**Alice Meade**

**3-Year Term**  
**3-Year Term**

RC Equalization Board

Vacant	4-Year Term
Vacant	4-Year Term
Vacant	4-Year Term

**NEW BUSINESS**

1. **Approval of Minutes. Consider approval of the minutes of the following meeting of the Russell County Board of Supervisors.....B-1**
  - Unapproved minutes of October 1, 2018
2. **Approval of Expenditures. Consider approval of expenditures presented for payment.....B-2**

**CITIZEN’S COMMENT PERIOD (Limit 3 Minutes)**

**CONSTITUTIONAL OFFICER REPORTS AND REQUESTS**

**COUNTY ATTORNEY REPORTS AND REQUESTS**

IDA Financing Loan Agreement – Moral Obligation .....C-1

**COUNTY ADMINISTRATOR REPORTS AND REQUESTS**

REPORTS

1. **Veteran’s Forum at SWCC.....D-1**
2. **County Project List.....D-2**

REQUESTS

3. **Engineering Services (RFP) for Consolidation of RC PSA & CWSA.....D-3**
4. **Legal Services: County Attorney & Public Service Authority Consolidation..D-4**
5. **Authorization of RC Courthouse Pre-Construction Design & Project Management Services Agreement with J.A. Street & Associates, Inc.....D-5**
6. **Maintenance Supervisor Position.....D-6**
7. **Discussion of HVAC & IT Employees or Contracted Services.....D-7**
8. **Authorization of Localities Revenue Sharing Agreements.....D-8**

- 9. Authorization and Appropriation of FY18/FY19 DEQ Litter Prevention Grant.....D-9
- 10. Authorization and Appropriation of VDEM Homeland Security Grant.....D-10
- 11. Authorization of VDOT Resolution Highway System Changes from the Construction of VDOT Project 7058-083-102,C503.....D-11
- 12. Authorization of AASC Letter of Support.....D-12
- 13. Authorization of \$2,500 donation for Thanksgiving Turkey/Ham Gift Certificates to the Roger E. Jessee & Word of Victory Food Pantries.....D-13
- 14. Authorization of the People Inc. Givens School Lease Agreement.....D-14
- 15. Authorization of Travel Requests.....D-15

**MATTERS PRESENTED BY THE BOARD**

**ADJOURNMENT**

**COUNTY AGENCY / BOARD REPORTS:**

- Treasurer’s Report.....E
- RC IDA .....F
- RC PSA .....G
- Castlewood W&S .....H
- RC Tourism.....I
- RC Planning Commission .....J
- Conference Center.....K
- RC Fitness Center.....L
- RC Transportation & Safety.....M
- RC Cannery Reports.....N
- RC Building Inspector Dilapidated Building Report.....O
- RC Building Inspector Litter Control Report.....P

**CLOSED SESSION**

Motion made by \_\_\_\_\_, second by \_\_\_\_\_ and duly approved by the Board of Supervisors enter into closed session to discuss a personnel matters pursuant to Section §2.2-3711(1); to discuss litigation matters pursuant to Section §2.2-3711(7); and to discuss contractual matters pursuant to Section §2.2-3711(29).

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 -

David Eaton -

Steve Breeding -

Harry Ferguson –

Rebecca Dye -

**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: \_\_\_\_\_



**County of Russell  
Request for Proposals (RFP)  
County Attorney**

Date: September 19, 2018

Contract Specifications

Summary of Request

The Board of Supervisors of the County of Russell is seeking proposals for the provision of legal services. Individuals or firms meeting the requirements of this RFP are invited to submit their credentials. The Board of Supervisors will analyze the respondents and select either an individual or firm to represent Russell County as the County Attorney. As an appointment of the Board of Supervisors, the County Attorney serves at the pleasure of the governing body. However, it is proposed that the County Attorney's services and initial term of service be memorialized in the form of a contract set on mutually agreeable terms.

Russell County Profile

Russell County is a community encompassing 477 square miles and home to approximately 28,000 residents. The County is governed by a six (6) member Board of Supervisors, elected by districts to four (4) year terms, with an elected County at-large member to a four (4) year term, as well. Russell County is home to four (4) incorporated towns: Lebanon, Honaker, Cleveland, and Saint Paul. Each town has its own governing body. The County, however, provides many essential services to the town residents.

Russell County through its staff and Constitutional Officers provides a variety of services including, but not limited to: building inspection and code enforcement, judicial services, law enforcement, fire and rescue, water/sewer utilities, solid waste disposal, revenue assessment and collections, economic development and general government administration. Inclusive of Constitutional Officers staff, the County employs approximately 65 full-time employees and has an annual operating budget of approximately \$36 million dollars.

Outline of Services to be Provided

The individual or firm serving as the County Attorney works at the direction and under the general oversight of the Russell County Board of Supervisors. The County Attorney is expected to provide legal counsel to the Board of Supervisors, County staff, Constitutional Officers, and other County Departments agreed upon. Specific workload and commitment of hours will vary based on the needs of the County.

Services to be provided include, but are not limited to, the following:

- Attendance at all regular meetings of the Board of Supervisors and other County Boards as needed. The Board meets at 6:00 p.m. on the first Monday each month. From time to time the County Attorney may be asked to attend special meetings of the Board of Supervisors, advisory boards, commissions, and committees.

- Provide counseling on issues as they arise to the Board of Supervisors and/or County Administrator and staff, Constitutional Officers where the consultation with Constitutional Officers does not conflict with the interests or policies of the Board of Supervisors.
- Prepare and/or review contracts, leases, easements, deeds and other legal instruments on behalf of the County.
- Draft ordinances, resolutions and other legal documents.
- Assist staff in the administration and compliance with public procurement and public financing.
- Provide legal counsel to staff on human resource and personnel related matters.
- Support staff in the interpretation and implementation of the County ordinances and code. Assist in the development of new and amended general county ordinances as needed.
- Keep the Board of Supervisors and senior staff apprised of changes to state and federal law, which potentially impacts Russell County's government.
- Litigating in all state and federal courts as required.

Knowledge, Skills and Abilities

The County Attorney shall possess the following:

- Thorough knowledge of Virginia local government law, legal precedents, court cases and administrative regulations pertaining to, but not limited to: land use, taxation, contracts, real estate, public financing, public sector employment law, civil litigation, constitutional law and related regulatory laws pertaining to local governments within the Commonwealth of Virginia.
- The ability to manage conflict in a professional, diplomatic and courteous manner.
- The ability to provide informed interpretation of Virginia State Code and appropriate application of law as it pertains to local units of government within the Commonwealth.
- Exceptional written and oral communication skills.
- A demonstrated understanding of Russell County.

### Qualifications

The individual appointed either as a sole practitioner or a member of a law firm shall be a member of the Virginia State Bar. The candidate should possess at least ten (10) years of experience as a practicing attorney in the Commonwealth of Virginia within the field of municipal law. The candidate shall be a member in good standing of the Virginia State Bar and have an active license to practice law within the Commonwealth of Virginia. The candidate must be admitted to practice law in all Virginia courts and applicable federal courts.

### Term of Contract

It is the intent of the Russell County Board of Supervisors to memorialize the relationship with the County Attorney in the form of a contract. The term of the contract shall be negotiated with the selected offeror.

The offeror should propose specific payment terms and arrangements (e.g. hourly rate vs. retainer or a combination). During the negotiation phase, Russell County and the offeror will agree on a mutually agreeable payment arrangement and fee structure.

### Submission Requirements

- Name, education and experience of the individual(s).
- Demonstrated areas of practice which illustrate candidate's ability to provide services in the areas identified in the knowledge, skills and abilities portion of the RFP.
- Describe litigation experience involving the representation of local governments or political subdivisions of the Commonwealth of Virginia within local, state and federal courts
- The location and normal operating hours of the offeror's office(s)
- If the offeror is a firm, please include a description of the firm's experience and expertise as identified in the RFP. Please include the name and biographical information including resumes of any partner or associate that may be presented to Russell County to represent the firm as the County Attorney.
- Offerors should provide a minimum of three (3) references in which similar legal service contracts or services have been provided within the last five (5) years.

Written proposals for the scope and terms of the services fully described herein will be accepted until position is filled. Please deliver to Lonzo Lester, County Administrator, 137 Highland Drive, Lebanon, Virginia 24266 or mailed to Post Office Box 1207, Lebanon, Virginia 24266.

The County will utilize competitive negotiation to finalize a selection.

# CHAFIN LAW FIRM, P. C.

**A. Benton Chafin, Jr.**  
bchafin@chafinlaw.com

**M. Katherine Patton**  
kpatton@chafinlaw.com

**Jennifer A. Baker**  
jbaker@chafinlaw.com  
\*Licensed in VA & TN

**Nicholas "Nick" B. Compton**  
ncompton@chafinlaw.com

**A PROFESSIONAL CORPORATION**  
OF  
**ATTORNEYS AT LAW**

Post Office Box 1210  
44 E Main Street  
LEBANON, VA 24266

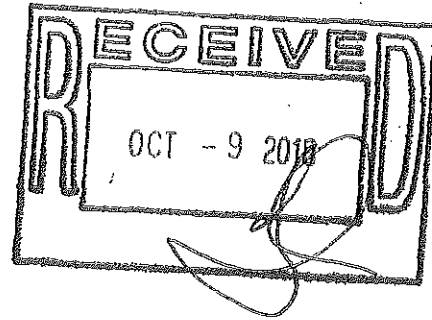
Phone: (276) 889-0143  
Fax: (276) 889-1121  
Fax: (276) 889-1130

Website: <https://www.chafinlaw.com>

October 8, 2018

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

RE: Request for Proposals – Legal Services



Dear Mr. Lester:

Please be advised that my firm is very interested in acting as Legal Counsel to the Russell County Board of Supervisors. Our law firm has four licensed attorneys, six paralegals and a receptionist. We have a fully-staffed real estate division with vast knowledge and experience in areas of real property, including contracts, deeds, leases, easements and title searches. Both the attorneys and the paralegal staff have litigation experience including complex litigation. The average experience of my paralegal staff is twenty-eight years.

## Attorneys

✓ *A. Benton Chafin, Jr.*

I have been a practicing attorney since 1985, with over thirty years of experience. I graduated in 1982 with a Bachelor of Arts Degree from East Tennessee State University, and in 1985 with a Doctor of Jurisprudence from the T. C. Williams School of Law at the University of Richmond. I was elected to the Virginia General Assembly first as a Delegate in 2013 and currently serve as the Senator for the 38<sup>th</sup> Senate District. I began representing the Russell County Department of Social Services in approximately 1986 and continue through today. In addition, our firm currently acts as General Legal Counsel for the Industrial Development Authority of Russell County, Virginia, The First Bank and Trust Company, the Russell County Public Service Authority, the Russell County School Board, the Russell County Department of Social Services, Cumberland Plateau Planning District Commission, and the Cumberland Plateau Company. We have also provided



legal services for, the Town of St. Paul, the Planning Commission of the Town of St. Paul, and various local Boards of Supervisors. Currently, our firm is co-counsel in complex opioid litigation in Federal Court for a total of eight Southwest Virginia counties. In this representation, we have developed a vast knowledge of the procurement law and the development of policies and procedures for various boards.

✓ *M. Katherine Patton*

Katie became a licensed attorney in October 2010. She completed a clerkship with the Honorable Teresa M. Chafin from October 2010 to August 2011 and completed a second clerkship with the Honorable Michael L. Moore from July 2012 to July 2013. She became an associate attorney at the Chafin Law Firm in September 2013. During her five years at the Chafin Law firm her practice has predominately focused on governmental work. She has been primarily responsible for advising and representing the Russell County Department of Social Services and the Russell County School Board. She is also an integral part of this firm's representation of the Industrial Development Authority of Russell County.

✓ *Jennifer A. Baker*

Jenny has been a practicing attorney for thirteen years. She completed a clerkship with the Honorable William J. Cook in Camden, New Jersey from September 2005 to September 2006. She then worked as an insurance defense attorney in Pennsylvania from April 2007 to February 2013. She relocated to Lebanon in February 2013 where she became an associate attorney at Arrington Schelin & Munsey. She worked there from February 2013 until August 2016 when she joined the Chafin Law Firm. During her time at the Chafin Law Firm she has worked on numerous issues involving governmental entities including litigation regarding zoning.

✓ *Nick Compton*

Nick has worked in the legal profession for more than twenty years, eighteen years as an attorney. He began practicing in the fall of 2000 with Compton & Compton, P.C. performing general litigation which included criminal defense (state and federal), domestic relations, contested property disputes, drafting wills, deeds and this included a four-year period of time where the firm represented the Tazewell County School Board. In January 2008, he started working for the Buchanan County Commonwealth's Attorney's Office. He served in that capacity until September 1, 2017. During his time at the Commonwealth's Attorney's Office he was involved in numerous jury trials including three first degree murder trials and one attempted capital murder trial. By the time he left the Commonwealth's Attorney's Office he had been involved in over 40 jury trials (including defense cases prior to prosecuting). He left the Commonwealth's Office and began working for Justice Law Office and worked there for 13 months. While at the Justice Law

Office he continued to work in the same capacity while at the Compton & Compton law firm. Nick began working with Chafin Law Firm in October 2018.

### ✓ Paralegals

✓ Tamara J. Plaster has worked in our law firm thirty-three years. She worked for the Jones and Cody law firm for six months prior to her position here. She has an Associate's Degree in Secretarial Science as well as a Paralegal Certificate, and a Bachelors of Arts Degree in Organizational Management. Tammy is currently the Office Manager in addition to her duties as a paralegal. Over the years she has been involved in every type of case the law firm has handled including real estate, complex civil litigation and municipal work for the firm's governmental clients.

✓ Rhonda Smith began working for Randall Eads and Randall Campbell in February 1984. While she worked there, Randy Campbell served as County Attorney for a while. In 1988 she continued to work for Randall Eads when he began his solo practice. She came to work for the Chafin Law Firm in June 1996. During her twenty-two years at Chafin Law Firm, Rhonda has worked on a wide variety of cases including real estate, complex civil litigation and municipal work for the firm's governmental clients. She has thirty-four years of experience and has performed title work for nearly thirty years.

✓ Teresa Smith began working for Randall Eads and Randall Campbell in 1983. During her time working for Randy Campbell, he served as the County Attorney for Russell County. In 1988 she continued to work for Randall Campbell as he began his solo practice. In 1989 Teresa joined our law firm where she has worked for twenty-nine years. Overall, Teresa has over thirty-five years of experience as a paralegal.

✓ Karen Deel began working for Jones and Godfrey in 1979. When Jones and Godfrey dissolved she worked for Dennis Godfrey until 1984. She then worked for Randy Bolling for approximately one year and then went to work for Gene Cochran in 1985. At Gene Cochran's office she was employed as the Head Personal Injury Paralegal until July 2002. Karen then worked for Dennis Jones in 2006 and worked there until April 2013. During her time working for Dennis Jones she performed paralegal services to Mr. Jones in his capacity as the County Attorney for Russell County. Her employment with the Chafin Law Firm began in October of 2013 and continues to the present. Karen has thirty-five total years of experience working in the legal field.

✓ Julie Huffman has over eighteen years of experience in working in a law firm. Prior to coming to the Chafin Law Firm she worked for James W. Harman, Jr., T. Shea Cook, and C. Eugene Compton. She has worked as a paralegal on a wide variety of cases and has been very involved with the Russell County Department of Social Services during her time at Chafin Law Firm. She began working for Chafin Law Firm in December of 2014.

✓ Carrie Fields began her legal career working for what was formerly known as Arrington Schelin and Herrell in 1998 and remained there until January 2018. During her

time at Arrington Schelin and Herrell she became the Senior Paralegal over the Social Security Department. She joined the Chafin Law Firm in April 2018. Carrie has over twenty years of experience in the legal field.

✓ **Receptionist**

Marie Jones has been with the Chafin Law Firm for over twenty years She has served in the position of Receptionist during the entirety of her employment. She is a courteous organized individual who provides a great deal of assistance to the attorneys and the paralegals She is responsible for all documentation that comes into the firm and distributes it accordingly which thereby allows the other staff members to be more efficient with their duties.

If we are the successful applicant, we will assign primarily one attorney and one paralegal to help perform the tasks you require. With this in mind, we will be able to provide prompt and efficient services as they are required. All attorneys have experience in representing governmental entities and the majority of the paralegals have also performed legal duties for governmental entities not only at the Chafin Law Firm but for other law firms as well.

\* Our billing is done on an hourly basis. Our proposed hourly rate for attorneys is \$150.00 per hour and the paralegal rate is \$90.00 per hour. Billing is done on a monthly basis and payment is expected upon receipt of a bill. In addition to the hourly rates, we bill for any costs we incur in our representation.

I welcome the opportunity to talk with you further regarding our representation of your Board. With kindest regards, I am

Yours very truly,

CHAFIN LAW FIRM, P.C.

By:

  
A. BENTON CHAFIN, JR.

**STEPHEN W. MULLINS, P.C.**

**Attorney at Law**

**P.O. Box 781**

**Clintwood, Virginia 24228**

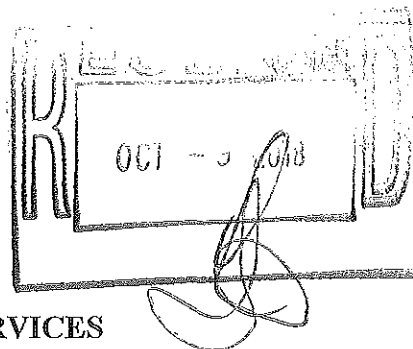
**Telephone  
(276) 926-7116**

**Fax  
(276) 926-4819**

**STEPHEN W. MULLINS**

October 2, 2018

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



**RE: REQUEST FOR PROPOSAL FOR LEGAL SERVICES**

Dear Mr. Lester:


Please find enclosed a copy of my resume for consideration by the Russell County Board of Supervisors. I have served as County Attorney and Assistant County Attorney for Dickenson County for approximately 13 years, as well as representing four local water authorities. In addition to my experience in local government law, I have experience in a wide range of civil litigation cases and workers' compensation law.

While serving as counsel to local government entities, I have drafted resolutions, deeds and easements, personnel policies and contracts. I have participated in civil litigation on behalf of the entities as both plaintiff and defendant, and have experience in eminent domain cases. I have drafted legal opinions on many different matters, including employment matters, the Virginia Freedom of Information Act, the Virginia Public Procurement Act and the State and Local Government Conflict of Interests Act.

My service to Dickenson County and the water authorities has been very rewarding. Both of my parents were public servants; my father having worked for the Virginia Division of Forestry and later as a Dickenson County Deputy Sheriff, and my mother having taught in the Dickenson County school system for 30 years. I am proud to follow in their footsteps in public service.

I look forward to discussing my qualifications with the Board in the future.

With best regards,

  
Stephen W. Mullins

Enclosure

# STEPHEN W. MULLINS

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P.O. Box 781 • Clintwood, Virginia 24228  
(276) 926-6040 • stephen.mullins@dcwin.org

- LICENSURE:** Admitted to practice in Virginia; U.S. District Court, Western District of Virginia
- EDUCATION:** **Appalachian School of Law, Grundy, Virginia**  
Juris Doctor, May 2003
- Legal Process I Book Award
  - Founding member, Moot Court Board
- University of Virginia's College at Wise, Wise, Virginia**  
B.S., psychology; minor, sociology, magna cum laude, May 1998
- Dean's List (all semesters)
  - Leon and Helen Lederer Memorial Award in Applied Psychology
  - Psi Chi, Secretary 1997-98
  - Darden Society
- EXPERIENCE:** **Stephen W. Mullins, P.C., Clintwood, Virginia**  
*President, 2012-present*
- Served as attorney for Dickenson County, Virginia; four local water authorities and two non-profit corporations
  - Advised corporate and local government clients on business matters including employment issues, personnel policies, contracts and procurement
  - Served as member of a legal team responsible for advising local government entities on the construction of a judicial center and school construction
- Clarence E. Phillips, P.C., Castlewood, Virginia**  
*Associate, 2005-2012*
- Served as legal counsel to two local boards of supervisors and three local water authorities
  - Drafted county ordinances
  - Drafted and reviewed contracts
  - Drafted deeds and easements
  - Assisted in civil litigation on behalf of local governments, including eminent domain cases
  - Drafted appellate briefs submitted to the Virginia Supreme Court, Virginia Court of Appeals and Virginia Workers' Compensation Commission
- Gerald Gray Law Firm, Clintwood, Virginia**  
*Associate, April 2004-December 2004, Law Clerk, August 2003-April 2004, Summer 2002*
- Prepared firm for mandatory Electronic Case Filing for federal court
  - Assisted in coal and gas litigation
  - Drafted appellate briefs to United States Court of Appeals for the Fourth Circuit



**REQUEST FOR PROPOSAL (RFP)  
FOR  
PROFESSIONAL ENGINEERING SERVICES**

**SOLICITATION NUMBER:** RFP RC-0001  
**TITLE:** General Management and Engineering Services  
**RFP CLOSING DATE/TIME:** October 9, 2018 at 3:00 p.m. (EST)

In compliance with this RFP and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

---

Company Name

---

Authorized Signature

---

Date

---

Name Printed

---

Phone Number

---

Fax Number

---

**Note:** Russell County does not discriminate against faith-based organizations in accordance with the Code of Virginia § 2.2-4343.1 or against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

**RFP SUBMISSION FORM**

Name of RFP: **General Management and Engineering Services**

RFP Number: **RFP RC-0001**

Closing Date/Time: **October 9, 2018 at 3:00 p.m. (EST)**

**SECTION I - COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE**

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Remittance Address: \_\_\_\_\_ FAX No: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Indicate Which: Corporation [ ] Partnership [ ] Sole Prop. [ ]

Minority Owned/Controlled Bus. Yes [ ] No [ ] Small Bus. Yes [ ] No [ ]

Organized under the laws of the State of \_\_\_\_\_

Principal place of business at \_\_\_\_\_

FEIN: \_\_\_\_\_

Following are the names and address of all persons having an ownership interest of 3% or more in the Company: (Attach more sheets if necessary)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

**SECTION II - CONFLICT OF INTERESTS**

This solicitation is subject to the provisions of Section 2.2-3100 et. seq., Virginia Code Annotated and the State and Local Government Conflict of Interests Act.

The Offeror [ ] is [ ] is not aware of any information bearing on the existence of any potential organizational conflict of interest.

**SECTION III – COLLUSION**

I certify that this submission is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the State and Federal law and may result in fines, prison sentences, and civil damage awards.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this RFP and certify that I am authorized to sign for the Offeror.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name (Printed) Title

**OFFEROR MUST COMPLETE AND RETURN THIS FORM WITH ITS PROPOSAL PACKAGE**



## **PURPOSE**

Russell County seeks a qualified firm to provide professional engineering services relating to the proposed consolidation of the County's Public Services Authorities (PSAs) or development of a County Public Works Department.

**The County's Public Service Authorities consists of the Russell County Public Service Authority (PSA) and Castlewood Water and Sewage Authority (CWSA).**

The consolidation plan will consist of a comprehensive evaluation and analysis of the authority's organizational and operational structures and development of a proposed a phased work plan for the County's evaluation of a potential change in organization of the County's water and sewer authorities ("Authorities Reorganization Work Plan") as follows:

## **SCOPE OF SERVICES**

The Offeror shall be responsible for developing a Public Service Authorities (PSAs) or Public Works Department "**Reorganization Work Plan**" as follows:

- Phase 1:        Engineering Review and Analysis of Existing Authorities – Staffing, management, equipment, infrastructure, and financial.
- Phase 2:        Evaluation of Options for Consolidation of County's Public Service Authorities or development of a County Public Works Department and Comparison of Benefits and Disadvantages

## **COUNTY GOALS AND OBJECTIVES RE. POSSIBLE REORGANIZATION**

To ensure that the Consultant's scope of work is appropriately tailored at each phase of the Work Plan, and to maximize the County's chances for success, the Consultant will identify, prioritize, and ratify the County's goals and objectives into the Work Plan. The County's goals and objectives may include one or more of the following:

- reduce and stabilize customer rates
- improve efficiencies of operations and maintenance of systems
- reduce cost of operating and maintenance of systems
- avoid complexities of operating and maintaining new entity
- improve quantity and quality of service
- other

## **ISSUING OFFICE**

The Russell County Administrator is the issuing officer for this Request for Proposals (RFP) and the point of contact for questions.

Lonzo Lester, County Administrator  
P.O. Box 1207, Lebanon, VA 24266  
Phone: (276) 889-8000  
E-mail: [lonzo.lester@russellcountyva.us](mailto:lonzo.lester@russellcountyva.us)

**ANTICIPATED RFP SCHEDULE**

Issuance of RFP Documents	September 24, 2018
Deadline for Proposal Submission	October 9, 2018
Offeror Interviews if requested	October 19, 2018
Notice of Intent to Award	November 5, 2018
Commencement of Contract	November 15, 2018

**SUBMISSION DATE AND LOCATION**

Each offeror must provide one (1) electronic copy (PDF) and three (3) printed copies of the proposal; one printed copy should be marked "Original." The outside of the sealed envelope or box containing the proposals should be marked with the offeror's name and clearly labeled "**Russell County Public Service Authorities Consolidation Work Plan**" before delivering to the Issuing Office. In order to be considered, all proposals must be physically received by the Issuing Office before 3:00 p.m., EST, on October 9, 2018.

Proposals should be delivered to:

<p><i>If by USPS mail:</i></p> <p>Russell County          Lonzo Lester, County Administrator          P.O. Box 1207          Lebanon, VA 242466</p>	<p><i>If by overnight courier:</i></p> <p>Russell County          Lonzo Lester, County Administrator          137 Highland Drive          Lebanon, VA 24266</p>
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Telephone, facsimile or electronically transmitted proposals will not be accepted. Proposals received after the specified closing time will not be given further consideration.

**ADDITIONAL SERVICES**

The County reserves the right to request services in addition to those specified or implied by this Request for Proposal (RFP), that are within the scope of services normally performed by the Offeror, at any time during the term of the resulting contract.

**OFFEROR QUALIFICATIONS**

All services provided by Offeror shall conform to Federal, State, and local laws and regulations. Offerors shall possess the following qualifications via in-house staff or subconsultants:

- Familiarity with Local, State, and Federal regulations which may affect any aspect of the Work Plan.
- Work must be performed by individuals holding a VA Professional Engineering license or engineering technicians and related staff working under the supervision of an individual with a VA Professional Engineering license. Documentation of licensure shall be provided as a part of the RFP packet.

## **PROPOSAL PREPARATION**

An authorized representative of the Offeror shall sign the proposal. All information requested should be submitted. Failure to submit all information requested may result in the Russell County requiring prompt submission of missing information and/or giving lowered evaluation of the proposal. Proposals which are substantially incomplete or lacking key information may be rejected by Russell County. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. The proposal should contain a table of contents. 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. The offeror's proposal should provide all the information that it considers pertinent to its qualifications for the project and which respond to the Scope of Services described.

Each copy of the proposal should be bound or contained in a single volume where practical. All documents submitted with the proposal should be contained in that single volume.

Ownership of all data, materials and documentation originated and prepared for Russell County pursuant to the RFP will belong exclusively to Russell County and be subject to public inspection in accordance with the Virginia Freedom of Information Act (FOIA). Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia FOIA; however, the Offeror must invoke the protections of Section 2.2-4342(D) of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. Offerors must specifically identify the data or materials to be protected and state the reasons why protection is necessary. Russell County reserves the right to ask for additional clarification prior to establishing protection.

## **PROPOSAL RESPONSE FORMAT**

Offerors shall submit a written proposal that presents the offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Proposals should provide all the information considered pertinent to the qualifications for this project. The proposal format should be in the format outlined below.

A. Introductory Letter

B. Firm Overview

Provide a brief overview of your firm, including size of organization, types of services provided, and a description of organizational structure. State the location of the office(s) from which the work is to be performed and list pertinent information regarding the office(s), such as the number of personnel available to provide services for this project.

C. Project Understanding

Provide information regarding the proposed consolidation of County's Public Service Authorities or development of a County Public Works Department. Include a statement that the offeror will provide all the services necessary to complete the specific Work Plan as outlined in the RFP. The offeror shall describe any services that will be subcontracted.

D. Project Team and Staff Qualifications

Provide a single point of contact. Ease of communication and responsiveness will be critical. The Project Manager should be the key contact for technical matters, as well as for scheduling and budgetary issues. A project management organization chart should be provided as an appendix.

Provide information about staffing and describe the team members who would be involved in the project. Staff should have relevant training and experience in working with similar projects, including program management and corrective action experience for Virginia Public Service Authorities. Condensed resumes of key personnel should be provided as an appendix.

E. Representative Project Descriptions and References

The offeror may submit a list of similar projects undertaken for local governments in Virginia. Provide the dates of services provided, and a brief description of the scope of services provided, and projects completed for each.

Provide a list of three references for similar, current projects in Virginia, including name, title, address and phone number for client contact. Both lists will be submitted as individual appendices.

F. Appendices

- a. Project Management Organization Chart
- b. Condensed Resumes of Key Project Individuals (no longer than one page per individual)
- c. References
- d. List of projects undertaken for local governments in Virginia.

## **SELECTION PROCESS**

This contract will be awarded utilizing the process of competitive negotiation as prescribed in § 2,2-4302.2 (A) (4), *Code of Virginia*.

A proposal evaluation committee shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews may be utilized. At the conclusion of these discussions, on the basis of evaluation factors published in this Request for Proposal and all information developed in the selection process to this point, the proposal evaluation committee shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the evaluation committee, an award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

## **PROPOSAL EVALUATION CRITERIA AND SCORING**

Factors to be considered by the proposal evaluation committee in determining which Offeror(s) will be selected for interviews/discussions will include, but are not necessarily limited to:

- a) Qualification and experience of staff assigned to this contract;
- b) Availability and time commitment of staff assigned to this contract;
- c) Understanding of the project and the scope of services requested in this RFP;
- d) Recent relevant experience relative to publicly owned water and sewer systems;
- e) Approach or method of providing the requested services;
- f) Methods for ensuring accountability and responsiveness to the County;
- g) Non-Binding Estimate of Cost (to be provided at the interview stage);
- h) The results of interviews and/or discussions with Offerors; and
- i) References.

## **REJECTION OF PROPOSALS**

The County of Russell reserve the right to cancel this Request for Proposal or reject any or all proposals received.

## **PROPOSAL ACCEPTANCE PERIOD**

Any proposal in response to this RFP shall be valid for ninety (90) days. At the end of the ninety days, the offer may be withdrawn at the written request of the Offeror. If the offer is not promptly withdrawn (within 5 business days) at that time, it remains in effect until an award is made or the solicitation is canceled.

## **QUESTIONS/COMMENTS CONCERNING THIS RFP**

Pursuant to Virginia Code §2.2-4316, questions or comments concerning this RFP shall be submitted in writing via email to [Lonzo.lester@russellcountyva.us](mailto:Lonzo.lester@russellcountyva.us) or by regular mail to Lonzo Lester, P.O. Box 1207, Lebanon, VA 24266.

## **CONTRACT AWARD**

The award of any contract will be made in accordance with the statutes for competitive negotiation for professional contracts contained in Virginia Code § 2.2-4301. It is the County's intent to enter into a contract with the successful Offeror. If the County determines 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. Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the County will provide email notification to all offerors.

## **NOTICE OF AWARD/PROTEST**

All offerors shall be provided a written Notice of Award via email. Any offeror who desires to protest the decision to award the contract shall submit such protest in writing to Lonzo Lester, County Administrator, P.O. Box 1207, Lebanon, Virginia 242466 no later than ten days after the announcement of the decision to award. The written protest shall include the basis for the protest and the relief sought. The County Administrator shall issue a decision in writing within ten days stating the reasons for the action taken. This decision shall be final unless the offeror appeals within ten days of receipt of such written decision by invoking administrative procedures meeting the standards of § 2.2-4365, *Code of Virginia*, if available, or in the alternative by instituting legal action as provided in § 2.2-4364. Nothing in this subsection shall be construed to permit an offeror to challenge the validity of the terms or conditions of the Request for Proposal.

Pending final determination of any protest or appeal, the validity of a contract awarded and accepted in good faith in accordance with this RFP shall not be affected by the fact that a protest or appeal has been filed.

## **ETHICS IN PUBLIC CONTRACTING**

By submitting a proposal, Offeror certifies that its proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offeror, supplier or subcontractor in connection with their proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Furthermore, the provisions, requirements, and prohibitions contained in Sections 2.2-4367 through 2.2- 4377 of the Virginia Code, pertaining to bidders, offerors, contracts and subcontractors, are applicable to this RFP, as are the provisions, requirements, and prohibitions contained in Sections 2.2-3100 through 2.2-3131 of the Virginia Code.

## **QUALIFICATIONS OF OFFEROR**

The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform/provide the Services/deliverables and the Offeror shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The County further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the

County that such Offeror is properly qualified to carry out the obligations of the contract and to provide the Services and/or furnish the goods contemplated therein.

**DEBARMENT STATUS**

By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia, Russell County, Virginia, or any other locality from submitting bids or proposals on contracts for the type of Services/deliverables covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

In compliance with this Request for Proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon in writing by subsequent negotiation.

Company Name and Address:

Date:

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Name:

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Title:

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Telephone:

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Email:

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Signature:

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## **SCOPE OF SERVICES**

The Lane Group (TLG) proposes to provide the following Professional Engineering Services to the Russell County Board of Supervisors for the proposed project:

**Task 1: PROJECT DEVELOPMENT/COORDINATION MEETINGS:** TLG will attend meetings as required and necessary to complete the project. It is anticipated that meeting(s) could be required with both Authority staffs, the Virginia Department of Health-Office of Drinking Water, the Virginia Department of Environmental Quality, USDA-Rural Development, Virginia Resources Authority, the Virginia Department of Housing and Community Development and others. Additionally, TLG will provide monthly project status reports and will be available to attend Board of Supervisor meetings if requested. A "kick-off" meeting will be held to discuss the Project, the Preliminary Work Plan and information needed from Authority staffs.

**Task 2: PRELIMINARY ENGINEERING REPORT:** A Preliminary Engineering Report (PER) will be prepared to evaluate the Authorities' structures, organization, and water and sewer systems. The PER will include the following items for both Authorities:

- Review of the staffing levels of the two Authorities, including staff experience, expertise, and education. Review of organizational structure of both Authorities relating to the accomplishments of the goals established by the Board of Supervisors.
- Evaluation of existing water distribution and sewage collection system conditions.
- Evaluation of water production and customer billing records with respect to water loss.
- Evaluation of existing water treatment plant and sewage treatment plant conditions.
- Evaluation of sewage discharge and customer billings records with respect to 1/1.
- Evaluation of water and sewer customer rates and system budget finances.
- Evaluation of nearby areas for potential water and sewer service expansions.
- Evaluation of potential water and sewer interconnections with adjacent localities.

The PER will be prepared in the format required by the targeted funding agencies involved in Task 1 above.

**Task 3: REVIEW MEETING:** A Review Meeting will be held with the Authorities to report the findings of the PER, to discuss strengths and weaknesses and to receive input on how to address these in the potential reorganization.

**Task 4: DEVELOP OPTIONS FOR CONSOLIDATION OR DEVELOPMENT OF A NEW AGENCY TO SERVE THE CITIZENS OF RUSSELL COUNTY:** Following completion of the Preliminary Engineering Report and Review Meetings and considering the comments received and issues brought forward, TLG will prepare options for consolidation or reorganization. Each option will be reviewed based upon the ability of the option to meet the goals set by the Board of Supervisors. Positives and negatives of each option will be identified and compared to a "Take No Action" alternative.



**Task 5: FINAL REPORT AND CLOSE OUT MEETING:** After options are developed and evaluated, a final report will be prepared and presented to the Board of Supervisors and others as directed by the Board. The Final Report will also identify costs associated with implementing the recommendations of the Study and will define funding options to implement the recommended course of action. Possible funding sources include USDA-Rural Development and the Virginia Department of Health, among others.

-



## **ENGINEERING SERVICES RFP INTERVIEW QUESTIONS**

### **1. WORK PLAN DEVELOPMENT**

- What experience does your firm have in performing similar consolidation work plans on a project of this scale?
- How do you see the firm's responsibilities starting and ending regarding work plan design and acceptance?
- What does your firm see as the recommended method/process for the development of the consolidation work plan (i.e. collaborating with authorities and partners on the work plan)?
- What is the preliminary engineering and evaluation reports concerning water & sewage systems, equipment, staff, infrastructure, financial, and funding methods the firm will be preparing and presenting to the board?

### **2. WORK PLAN TEAM AVAILABILITY**

- What is the firms schedule and its availability to work on this project?
- Who will be the contact person and assignment during the project?
- What is the amount of time to expect between the different work plan tasks?

- How would you suggest the County expedite the consolidation work plan?

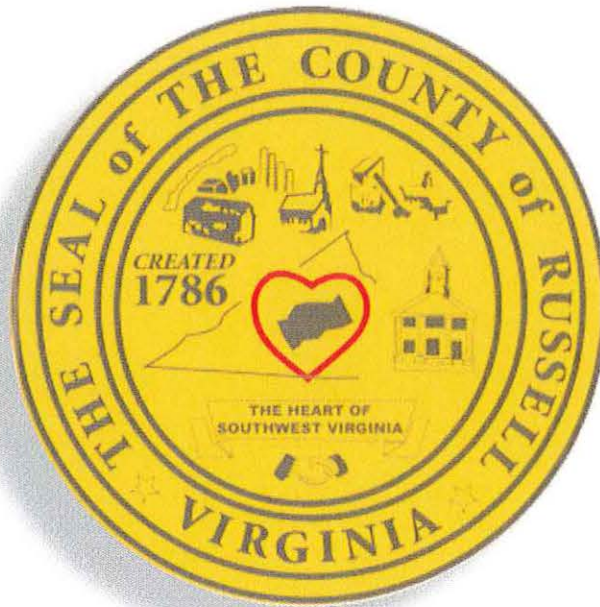
### **3. ADVANTAGES TO USING YOUR FIRM**

- What added value do you see regarding the use of your firm?
- How accurate have your cost estimating efforts concerning consolidation projects been in the past?
- During work plan phase, will the firm be assessing/considering efficiency of operations and maintenance of the systems?

### **4. BASIS OF COMPENSATION**

- Non-Binding Estimate of Cost?
- How would you handle a request for a Change Order?

# Russell County Public Service Authorities Consolidation Work Plan



## Study Approach



October 18, 2018

## Russell County Consolidation Study

We understand that Russell County wishes to consolidate the two Service Authorities currently in operation. To do this, while attaining the goals set for the consolidation, will require a thoughtful and deliberate approach. In our opinion, the keys to this approach are:

- Effective communication
- Evaluation of the strengths and weaknesses of both Authorities
- Development of a plan to maximize the strengths and eliminate weaknesses

# Russell County Consolidation Study

## Effective Communication

- Board of Supervisors
- County legal and financial advisors
- Two Authorities' governing boards
- Authorities' staffs
- Authorities' legal councils and financial advisors
- Potential funding agencies
- Public

# Russell County Consolidation Study

## Evaluation of Strengths and Weaknesses

- Organizational structure
- Staffing levels
- Physical condition of existing systems
- Financial condition of existing systems
- Rates and budgets
- Potential expansions
- Unique funding opportunities
- Legislative requirements

# Russell County Consolidation Study

## Plan Development

- Reorganization
- Consolidation
- Development of a new agency
- Legislative steps



# Russell County Consolidation Study

## Approach

Two Public Service Authorities currently provide utility services in Russell County. These are the Russell County Public Service Authority and the Castlewood Water and Sewer Authority. Both Authorities provide water and sewer service to various residents of the County. Both have some water production capability and both provide water distribution and storage; wastewater collection and transport; and subcontract wastewater treatment. The Russell County Public Service Authority operates a wastewater treatment facility for the community of Dante. Much of the Authorities' water/sewer infrastructure was developed many years ago.

The customer base served by both Authorities is relatively small and thus providing service can be financially challenging. Various funding and regulatory agencies have encouraged the County to consolidate these systems. For these and other reasons, the Russell County Board of Supervisors desires to have a comprehensive evaluation and analysis of the operational and organizational structures of the two Authorities and the development of a two phased Reorganization Work Plan.

The goals of the Russell County Board of Supervisors for this effort would include:

- To reduce and/or stabilize customer rates
- Improve efficiencies of operation and maintenance (O&M)
- Reduce costs of O&M
- Avoid complexities in the operation and maintenance of the new entity
- Improve the quality of service and expand the service area to increase customers.

# Russell County Consolidation Study

## Approach cont'd

### SCOPE OF SERVICES

The Lane Group (TLG) proposes to provide the following Professional Engineering Services to the Russell County Board of Supervisors for the proposed project:

**Task 1: PROJECT DEVELOPMENT/COORDINATION MEETINGS:** TLG will attend meetings as required and necessary to complete the project. It is anticipated that meeting(s) could be required with both Authorities' staffs, Virginia Department of Health-Office of Drinking Water, Virginia Department of Environmental Quality, USDA-Rural Development, Virginia Resources Authority, Department of Housing and Community Development and others. Additionally, TLG will provide monthly project status reports and will be available to attend Board of Supervisor meetings if requested. A "kick-off" meeting will be held to discuss the Project, the Preliminary Work Plan and information needed by the Authorities' staffs.

**Task 2: PRELIMINARY ENGINEERING REPORT:** A Preliminary Engineering Report (PER) will be prepared to evaluate the Authorities' structures, organization and water and sewer systems. The PER will include the following items for both Authorities:

- Review of the staffing levels of the two Authorities including staff experience, expertise, and education
- Review of organizational structures of both Authorities relating to the accomplishment of the goals established by the Board of Supervisors
- Evaluation of existing water distribution and sewage collection system conditions
- Evaluation of water production and customer billing records with respect to water loss

# Russell County Consolidation Study

## Approach cont'd

- Evaluation of existing water treatment plant and sewage treatment plant conditions
- Evaluation of sewage discharge and customer billings records with respect to I/I
- Evaluation of water and sewer customer rates and system budget finances
- Evaluation of nearby areas for potential water and sewer service expansions
- Evaluation of potential water and sewer interconnection with adjacent localities

The PER will be prepared in the format required by the targeted funding agencies involved in Task 1 above.

**Task 3: REVIEW MEETING:** A review meeting will be held with the Authorities to report the findings of the PER, to discuss strengths and weaknesses, and to receive input on how to address these in the potential reorganization.

**Task 4: DEVELOP OPTIONS FOR CONSOLIDATION OR DEVELOPMENT OF A NEW AGENCY TO SERVE THE CITIZENS OF RUSSELL COUNTY:** Following completion of the Preliminary Engineering Report and review meetings and taking into account the

comments received and issues brought forward, TLG will prepare options for consolidation or reorganization. Each option will be reviewed based upon the ability of the option to meet the Goals set by the Board of Supervisors. Positives and negatives of each option will be identified and compared to a "Take No Action" alternative.

# Russell County Consolidation Study

## Approach cont'd

**Task 5: FINAL REPORT AND CLOSE OUT MEETING:** After options are developed and evaluated, a final report will be prepared and presented to the Board of Supervisors and others as directed by the Board. The final report will also identify costs associated with implementing the recommendations of the Study and will define funding options to implement the recommended course of action. Possible funding sources include USDA-Rural Development and the Virginia Department of Health, among others.

# FRANK KILGORE, P. C.

Attorney at Law  
P.O. Drawer 1210  
St. Paul, Virginia 24283  
Telephone: (276) 762-2201 Fax: (276) 762-5593  
Email: frank@fkilgore.net

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October 29, 2018

Rebecca Dye, Chair  
Russell County Board of Supervisors  
137 Highland Drive  
Lebanon, VA 24266

VIA EMAIL & MAIL

Chair Dye:

I enjoyed our recent meeting with Lonzo to discuss the potential legal options regarding the public service entities in Russell County.

Pursuant to the recent vote by county supervisors to retain our law firm to research, advise and possibly represent Russell County in this specific matter our fees are as follows: my prevailing hourly fee is \$225 per hour but for public and non profit entities that fee is reduced to \$150 per hour; my daughter Joyce normally bills at \$175 which will be reduced to \$125 and our senior legal assistants are billed at \$100 per hour which will be reduced to \$75.

We use the lower fee positions when feasible to cut costs. We bill monthly and in addition to our fees we advance and bill for our out of pocket expenses such as filing and depositions fees and expert witnesses if needed.

Before choosing an expert we will consult with the county administrator to see if the County already has someone under retainer that will qualify. I don't expect the need for experts except in the event of audits and related court testimony.

Joyce and I are researching the applicable law and procedures to determine what options are available plus a preliminary review of expenditures and budgets. That way we can lay out options and strategies for the board to consider.

Thank you.

Sincerely,



Frank Kilgore

FK/jk

**From:** [Kim Short](#)  
**To:** [Steve Breeding](#); [tlovelace@russell.k12.va.us](mailto:tlovelace@russell.k12.va.us); [Carl Rhea](#); [david.eaton@russellcountyva.us](mailto:david.eaton@russellcountyva.us); [lou.wallace@russellcountyva.us](mailto:lou.wallace@russellcountyva.us); [rdye@russell.k12.va.us](mailto:rdye@russell.k12.va.us)  
**Cc:** [Lonzo Lester](#)  
**Subject:** Resignation  
**Date:** Tuesday, October 2, 2018 8:39:09 AM

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Good morning, everyone.

It is with a large amount of sadness, I am offering you all my resignation from my position with Russell County. I believe we have moved the needle for this county over the last few years, and I never saw a future that didn't involve fighting for change in this community. However, I have been offered an opportunity to make a difference in other ways, and most importantly, to have my kids covered by health insurance, which has been a huge and constant financial worry for me since February.

Last night's meeting was a very bittersweet one for me, as I sat down and watched my tourism committee step up. You have some good people who want to make a difference. I ask that you please listen to them and help and guide them. They're worth it and they can make the difference I always wanted to make.

Thank you all for the opportunity to serve for these last few years and for your confidence in me to represent Russell County. Because I appreciate that, I am giving you what could be the longest notice in county history. My approximate start date is January 1. I hope that you all will use the next 3 months to find a good candidate and allow me to make sure they are well integrated into the county before I leave, and also to evaluate the priorities of the board before bringing that candidate in.

Thank you again,

Kim Short

October 29, 2018

Dear Lonzo,

Please accept this letter as notice of my resignation from my position as secretary of the Russell County Administrator's Office. My last day of employment will be Friday, November 9, 2018.

Thank you for the opportunities you have provided me during my time with Russell County. I am more than grateful to have had the opportunity of working in this office and with these individuals. The skillsets that I have learned and gained will be greatly used in my future position.

It has been such a pleasure working in this office over the last two years. If I can be of any assistance during this transition, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Kaylin Ervin". The signature is written in black ink and is positioned above the printed name.

Kaylin Ervin

**Russell County Solid Waste Employee Salary & Benefits**

**Current Salary**

<b>M. Lester</b>		<b>Melissa Couch</b>				<b>Chad Shortt</b>				<b>Everett Davis</b>							
<b>Hire Date</b>		<b>11/1/2016</b>				<b>5/1/2017</b>				<b>6/1/2018</b>							
<b>Job Title</b>		<b>Rolloff Driver</b>				<b>Scale Operator</b>				<b>Loader Operator/Backup Rolloff Driver</b>				<b>Rolloff Driver</b>			
<b>Current</b>		<b>Proposed</b>		<b>Current</b>		<b>Proposed</b>		<b>Current</b>		<b>Proposed</b>		<b>Current</b>		<b>Proposed</b>			
<b>Salary</b>	\$ 27,591.41		\$31,200.00	\$ 27,050.40		\$29,640.00	\$ 25,310.69		\$29,120.00	\$ 24,814.40		\$30,160.00					
<b>Fica</b>	\$ 211.07	0.77%	\$238.68	\$ 206.94	0.77%	\$226.75	\$ 193.63	0.77%	\$214.81	\$ 189.83	0.77%	\$230.72					
<b>Ret</b>	\$ 3,228.19	11.70%	\$3,650.40	\$ 3,164.90	11.70%	\$3,467.88	\$ 2,961.35	11.70%	\$3,285.36	\$ 2,903.28	11.70%	\$3,528.72					
<b>GroupLife</b>	\$ 143.48	0.52%	\$162.24	\$ 140.66	0.52%	\$154.13	\$ 131.62	0.52%	\$146.02	\$ 129.03	0.52%	\$156.83					
<b>HIC</b>	\$ 57.94	0.21%	\$65.52	\$ 56.81	0.21%	\$62.24	\$ 53.15	0.21%	\$58.97	\$ 52.11	0.21%	\$63.34					
<b>VLDP</b>	\$ 198.66	0.72%	\$224.64	\$ 194.76	0.72%	\$213.41	\$ 182.24	0.72%	\$202.18	\$ 178.66	0.72%	\$217.15					
<b>Health</b>	\$ 10,105.92		\$ 10,105.92	\$ 14,035.56		\$ 14,035.56	\$ 10,105.92		\$10,105.92	\$ -		\$ -					
<b>Dental</b>	\$ 430.22		\$ 430.22	\$ 253.44		\$ 253.44	\$ 430.22		\$430.22	\$ -		\$ -					
<b>Vision</b>	\$ 40.32		\$ 40.32	\$ 32.76		\$ 32.76	\$ 40.32		\$40.32	\$ -		\$ -					
<b>Total</b>	\$ 42,007.21		\$46,117.94	\$ 45,136.22		\$48,086.17	\$ 39,409.13		\$43,603.79	\$ 28,267.32		\$34,356.76					
Hours	2,080		2,080	2,080		2,080	2,080		2,080	2,080		2,080					
Hourly	\$ 13.27		\$15.00	\$ 13.01		\$14.25	\$ 12.17		\$14.00	\$ 11.93		\$14.50					
<b>Difference</b>			<b>\$4,110.73</b>			<b>\$2,949.94</b>			<b>\$4,194.66</b>			<b>\$6,089.44</b>					

**Total Difference \$17,344.77**

**JOB DESCRIPTION**

**Mike Lester** Roll off Truck Driver, CDL  
**Everett Davis** Roll off Truck Driver, CDL  
**Melissa Couch** Scale Operator, Waste Management Facility Operator License Class 1  
**Chad Short** Loader Operator, Backup Scale, has CDL

**SURROUNDING COUNTIES HOURLY RATES**

**Buchanan** \$ 16.00  
**Scott** \$ 14.50  
**Dickenson** \$ 14.50  
**Washington** \$ 14.37



**VIRGINIA:**

**IN THE CIRCUIT COURT OF THE COUNTY OF RUSSELL**

IN RE: SPECIAL ELECTION FOR THE OFFICE OF TREASURER OF RUSSELL COUNTY, VIRGINIA

**PETITION**

To the Honorable Judge of Said Court:

Comes noe the Petitioner, the Russell County Board of Supervisors, pursuant to Virginia Code 24.2-228.1, and respectfully represents as follows:

1. Patrick L. Thompson, Treasurer of Russell County, Virginia, has submitted to Pettitioner his letter of resignation dated January 5, 2019. Mr. Thompson's resignation is effective February 15, 2019 which is less than 1(one) year of the next general election. A copy of his letter of resignation is attached as Exhibit A.
2. Due to Mr. Thompson's resignation as Treasurer of Russell County, Virginia, there is now a vacancy in the office of Treasurer.
3. Section24.2-228-681(A) requires the Petitioner to file this Petition to request the Court to issue a writ of election to fill the vacancy in the office of Treasurer of Russell County, Virginia as set forth in Article 5 (24.2-681 et seq.) of Chapter 6 of Title 24.2.
4. Since the vacancy in the office of Treasurer of Russell County has occurred less than 1(one) year of the next general election, the Petitioner request that the special election for the office of Treasurer be held on the date of the next general election, on November 5, 2019.

WHEREFORE, your Petitioner, the Russell County Board of Supervisors, respectfully requests that the Court, pursuant to 24.2-228.1 of the Code of Virginia(1950), as amended, issue a writ of election to fill the vacancy in the office of Treasurer of Russell County, Virginia as set forth in Article 5 (24.2-681 et seq.) of Chapter 6 of Title 24.2

RUSSELL COUNTY BOARD OF SUPERVISORS

-By Counsel\_



**Board of Supervisors**  
137 Highland Drive  
Lebanon, VA 24266

Information Item: B-1  
Presenter: BOS

**Meeting: 11/5/17 6:00 PM**

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## Recognition

### 1. **Castlewood Club Scout Pack 412 & American Legion Post**

**Staff Recommendation:**

Presentation – Informational Purposes Only.

**Suggested Motion:**

No Motion Required.

**ATTACHMENTS:**

- Certificates

*Certificate of*  
**Appreciation**

*The Russell County Board of Supervisors honors*

*Castlewood Cub Scout Pack 412*

*Brian Casey, Scout Leader*

*Outstanding contributions on the Buddy Bench Project  
for the Russell County Elementary Schools*



\_\_\_\_\_  
Rebecca Dye, Chair  
Russell County Board of Supervisors

\_\_\_\_\_  
Date

*Certificate of*  
**Appreciation**

*The Russell County Board of Supervisors honors*

***American Legion Post #208***

*Outstanding contributions on the Buddy Bench Project  
for the Russell County Elementary Schools*

\_\_\_\_\_  
Rebecca Dye, Chair  
Russell County Board of Supervisors

\_\_\_\_\_  
Date





**Board of Supervisors**  
137 Highland Drive  
Lebanon, VA 24266

Information Item  
Presenters - Various

**Meeting: 11/5/18 6:00 PM**

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## **Presentations**

### **PRESENTATIONS (Informational Only) (Limit 5 Minutes)**

- 1. Charlene Farthing – Friends of RC Animal Shelter**
- 2. Tim Addington – ISP Regional Coordinator – VITA – RC PSAP/GIS NG9-1-1**
- 3. Jeff Hayton – Pearson Appraisal Services**

#### **Staff Recommendation:**

Presentation – Informational Only.

#### **Suggested Motion:**

No Motion Required.

#### **ATTACHMENTS:**

- Presentation

Virginia Information Technologies Agency



# Commonwealth of Virginia Next Generation 9-1-1

## Russell County PSAP/GIS Specific NG9-1-1 Migration Proposal

July 1, 2018

[www.vita.virginia.gov](http://www.vita.virginia.gov)



## Executive Summary

This migration proposal is being prepared for the **Russell County PSAP** based on the Fairfax County contract with **AT&T**. **Bo Bise** shall be the primary contact.

The Commonwealth has been discussing and planning for next generation 9-1-1 (NG9-1-1) for nearly a decade. With significant advances of the technology, capabilities and functionality of an NG network, now is the time to move from planning to implementation. The question is not if the Commonwealth should deploy NG9-1-1, but rather, how should the Commonwealth deploy NG9-1-1. There is no option for not deploying it. Since 9-1-1 is a local service, it is up to each locality to determine how they will move forward with NG9-1-1 deployment. To aid that decision, the 9-1-1 Services Board (the Board) adopted the Virginia NG9-1-1 Deployment Plan in January 2018. That plan proposed the methodology and process to guide the 9-1-1 Services Board and Commonwealth as a whole, through this deployment. Fortunately, localities in the Commonwealth are able to leverage a project in Northern Virginia for both lessons learned and a procurement vehicle that will make the process significantly easier. Though the Board is recommending the Fairfax County contract with AT&T for NG9-1-1 services since it was awarded through a competitive process, each locality will need to determine the most appropriate path. The Board and VITA are positioned to provide assistance, and to assure a seamless, unified network.

Regardless of the locality's decision, all stakeholders in the 9-1-1 ecosystem must work together on deployment. A primary goal of NG9-1-1 is to ensure calls and information received in one locality can be transferred to any surrounding locality even if it is to another state. Accomplishing that will require continual coordination, communications and cooperation among the stakeholders throughout the deployment process. The cost of failure is too high. Each stakeholder in the 9-1-1 ecosystem must work together and ensure a smooth transition to NG9-1-1.

A Migration Proposal is being developed for each locality (or groups of localities if served by a consolidated public safety answering point or PSAP) to provide information about the AT&T solution, prerequisite work needed within the PSAP and the expected costs and funding provided by the Board. The goal of this document is to provide each PSAP/locality with all of the information needed to evaluate the AT&T solution and determine whether it will meet the local needs. No locality should feel obligated to accept this proposal as they may use an appropriate procurement process for these services. This is simply to provide more information about services that are already available through an existing contract.

The Commonwealth's goal is to have all PSAPs fully deployed with the National Emergency Number Association (NENA) i3 standard. This standard states that all 9-1-1 calls are delivered to the PSAP on IP circuits with associated caller location data. If the equipment or GIS data in the PSAP is not capable of supporting the NENA i3 standard, interim solutions are available. These solutions allow calls to be delivered to the PSAP as IP, but then be converted back to analog for interface with the PSAP's systems. This interim solution established the PSAP's connection to the ESInet and will serve as the initial migration to NG9-1-1. After system and/or GIS data upgrades are complete the PSAP will be able to reach a full i3, NG9-1-1 environment. While AT&T will conduct a more exhaustive assessment after the PSAP executes a participation agreement, the review ISP performed for this proposal indicates that the **Russell County PSAP** will need to upgrade their current Vesta 911 software to version 7.2, or have in place an i3 functional CHE that has been approved on the AT&T ESInet™ to be able to implement the full NENA i3 standard without the need for any interim or transitional steps. Some work on their GIS data will be required, but it should not impact the deployment schedule.

## Solution Overview

AT&T is offering their Next Generation ESInet solution throughout Virginia as a solution that will facilitate a transition from legacy 9-1-1 networks to networks capable of supporting the growing demands of a mobile society. AT&T's solution supports key NENA i3 capabilities today, while forming the basis of a true NG9-1-1 platform that will support multimedia emergency services as standards are solidified in the industry.

The AT&T ESInet™ solution is a combination of a world class IP network and the NG9-1-1 components. Their ESInet solution (delivered as a service) comes complete with a full suite of advanced features, management services and tools to help ensure they provide the best possible service to each PSAP and ultimately the citizens they serve.

The AT&T ESInet™ solution provides the public safety community with an i3 architecture built from the ground up. AT&T's commitment to the NENA i3 standard is based on years of contributions to NENA standards committees and understanding the evolving needs and requirements of the Public Safety community. The AT&T solution is not just "i3 like," or "i3 aligned." As elements of the i3 standard continue to be ratified, updated and enhanced—AT&T will continue its commitment to i3. The AT&T ESInet™ services will provide Virginia everything needed to deliver the critical foundational components of an industry standard i3 solution delivered over the world's most advanced IP network.

### AT&T ESInet™ Included Features

- Initial build-out with expandable capacity
- Nationally distributed, geographically diverse and redundant service architecture
- Pre-deployed ESInet Call Processing Centers in AT&T datacenters across US
- Aggregation Centers (AGC) in AT&T Central Offices across the US to easily augment growth capacity
- Initial call processing capacity more than twice current US E9-1-1 call volumes
- NENA i3 compliant
- High availability design (99.999% availability)
- 6 core redundant architecture
- Redundant ALI database
- Interoperable with neighboring PSAPs
- Defense in depth security
- Text to 911 – National TCC Provider
- IPV6 capable
- Reporting Suite
- Full lifecycle management
- End to end management and monitoring
- Fully resourced team to install and support
- Full Business Continuity/Disaster Recovery organization
- Dedicated Program / Service Manager

The proposed solution provides a secure IP-based network with no single point of failure. With no single point of failure, the solution includes six ESInet data centers located at AT&T facilities throughout the country. The ESInet will provide the core for a robust emergency services IP network that assures call delivery. The AT&T solution enables call delivery into a legacy PSAP environment, an IP-enabled 9-1-1 PSAP, or to peer ESInets. AT&T and West Corporation have deep security and support provisions in



place. AT&T has demonstrated experience in cybersecurity. All of this is backed by AT&T's 24/7/365 Resolution Center, AT&T Labs, AT&T's world class project management and service delivery organizations.

Additional information about the AT&T solutions and the contract with Fairfax County can be found at: <https://www.fairfaxcounty.gov/cregister/ContractDetails.aspx?contractNumber=4400007825>

## PSAP Call Handling Systems and Applications

Each PSAP system and application that interfaces with the 9-1-1 call must be assessed to determine if it will be compatible with NG9-1-1. This section of the migration proposal identifies each major system, assesses its readiness and outlines any upgrades that must or could be implemented with NG9-1-1.

### ✓ Call Handling Equipment

Obviously, the PSAP's call handling equipment (CHE) is the primary system that interfaces with the 9-1-1 network. As such, it is likely the one that will require the deepest assessment and potential upgrades to operate with the NG9-1-1 network. CHE that is non-vendor supported (NVS) (or will become NVS during the transition period) or cannot be upgraded to be NG9-1-1 capable will be identified for replacement, but will be subject to the funding limits currently in place for the PSAP grant program (\$150,000 individual or \$200,000 shared services). This may also apply to technology refreshes of hardware due to becoming NVS or operating systems becoming end-of-support. The current CHE in the PSAP has been identified as:

- CHE manufacturer: **Motorola**
- CHE model: **Sentinel Patriot**
- CHE version number (clients): **Sentinel 3.3**
- CHE version number (server): **Sentinel Patriot 3.3**
- CHE maintenance provider (channel): **Mobile Communications America**
- CHE Geodiversity: **No**
- Number of positions: **4**
- SIP capable: **No**

✓ This CHE will require an upgrade to Vesta 7.2 to implement the full i3 interface. This upgrade will require the purchase of two firewalls to connect to the ESInet. However, if the PSAP deploys text to 9-1-1 with the integrated solution prior to NG9-1-1 migration, these firewalls will already have been purchased and can be used for both purposes. The PSAP has a current PSAP grant to replace this CHE through a shared services project with Tazewell County.

✓ The PSAP indicates the planned replacement of their CHE in **July 2022**. This is during their planned NG9-1-1 migration. Any new CHE will need to be tested and i3 functional on the AT&T ESInet.

### Text to 9-1-1

Text to 9-1-1 can be deployed web-based on a separate computer or integrated with the CHE. While the former is typically at no cost, the latter tends to have a cost associated with it. Though text to 9-1-1 will be a base feature of NG9-1-1, the passage of Senate Bill 418 in the 2018 General Assembly requires all PSAPs to implement text to 9-1-1 by July 1, 2020. The PSAP has not yet deployed text to 9-1-1. Since their deployment for NG9-1-1 is scheduled after the new deadline for text to 9-1-1 deployment, they will need to consider how to deploy before the deadline. The web-based service may be an option until the direct IP service integrated with their CHE can be deployed with NG9-1-1. The cost to implement this will be covered by the Board.

## Computer-Aided Dispatch

A computer-aided dispatch (CAD) system usually receives 9-1-1 location information (ALI) through an interface with the CHE. As a result, the change to NG9-1-1 should not have an impact on a CAD system. However, an assessment is made to determine if that is the case and if any options are available from the CAD vendor that could improve operations after NG9-1-1 is deployed. Any required upgrades would be funded through the Board, but any options to improve operations would be at the PSAP's expense. Additionally, as a reminder, CAD system replacement is no longer funded through the PSAP grant program so PSAPs need to plan for its replacement locally. The current CAD system has been identified as follows:

- CAD vendor: **Southern Software**
- CAD software version: **17.1.29.229**
- CAD interfaces: **Yes**
- Method of data transfer: **Ethernet**

✓ This CAD system has been determined to not require any upgrade or modification with the deployment of NG9-1-1.

## Mapping Display System

Similar to a CAD system, a mapping display system usually receives 9-1-1 location information (ALI) through an interface with the CHE or is part of the CHE or CAD. As a result, the change to NG9-1-1 should not have an impact on a mapping display system. However, an assessment is made to determine if that is the case and if any options are available from the mapping vendor that could improve operations after NG9-1-1 is deployed. The current mapping display system has been identified as follows:

- Dispatch Mapping Vendor: **GeoComm**
- Dispatch Mapping Software Version: **GeoLynx 8.1**
- Method of data transfer: **Ethernet**

✓ This mapping display system has been determined to not require any upgrade or modification with the deployment of NG9-1-1.

## Voice Logging and Recording

Typically, the audio recorded by a voice logging recorder is generated by the CHE. Though not a best practice, it is possible to record audio directly from the incoming 9-1-1 trunks so an assessment must be performed to ensure that audio from 9-1-1 calls will still be recorded after the deployment of NG9-1-1. The current logging system has been identified as follows:

- Logging Recorder Vendor: **Equature**
- Logging Recorder Model: **Viewpoint**
- Logging Recorder Software Version:
- Audio Origination Point: **Both positions and trunks**

✓ It is important to note that with an IP connection, audio is not present on the circuit until the CHE responds with an answer code. This is usually not until it is answered by a call taker, though it could be earlier if an audio message is played for the caller (which technically requires the CHE to answer the call to play the message). This voice logging recorder system has been determined to not require any upgrade or modification with the deployment of NG9-1-1.

## Data Analytics

Though the ECaTS data analytics application is provided to all PSAPs by the 9-1-1 Services Board, some PSAPs still use a second application, native to the CHE, for data analytics in the PSAP. While the Board will directly fund the upgrade to ECaTS to handle NG9-1-1, the local data analytics application may also need to be upgraded. The current data analytics application has been identified as follows:

- Primary Data Analytics System: **ECaTS and Aurora**
- Data Analytics Vendor: **ECaTS and Motorola**

✓ All required upgrades to ECaTS will be handled through the statewide contract at no cost to the PSAP.

## Outcall Notification Systems

*Code Red*  
The PSAP currently uses does not have an outcall notification system. When one is in place, AT&T will provide quarterly subscriber data for use in this system at no cost. It is important to note that this data's use is limited to the outcall notification system and cannot be used for other purposes.

## Other Systems or Applications

✓ No other systems, that interface with the 9-1-1 call flow have been identified that will impact the PSAP's readiness for NG9-1-1.

## Rack Space

The AT&T solution requires four units (4U) of rack space in the PSAP equipment/computer room for networking equipment. The rack must also have available electrical connections and be properly grounded. The PSAP has confirmed that this space is currently available.

## Coordination with Open Grants

The PSAP currently has one open grant.

1. **FY17 – CHE Share Services with Tazewell - \$350,000**
2. **FY18 – Mapping - \$20,950.00**
3. **FY19 – NG9-1-1 GIS - \$182,000.00**

## GIS Data Preparation

### GIS Data Sources

Currently, **Russell County 911** maintains all of the GIS data for the PSAP and will be the source for all GIS data required for NG9-1-1 geospatial routing; however, other departments within the locality may contribute data or manage various processes. It is the responsibility of **Russell County 911** to aggregate the GIS data required for the PSAP and NG9-1-1.

### Locality GIS Data Readiness

Geospatial data drives the routing of NG9-1-1 calls. It is imperative that road centerline and address point data layers are highly accurate and well maintained. In 2016, VITA conducted an analysis of these data against the existing automatic location identification (ALI) database and master street address guide (MSAG) to help determine readiness and provided a report to each PSAP of the results. This analysis has been repeated making adjustment to the logic to ensure it matches the methodology used by AT&T in their analysis. The goal is to have 98% of all addresses in the current ALI database geocode against the locality's road centerline data layer. Once the 98% threshold recommended by NENA is met, the PSAP is ready to deploy NG9-1-1. Since matching to the address point is more accurate, VITA is recommending the additional goal of matching 98% of ALI database addresses when geocoded against

the address point data layer. If either of these goals is not achieved, then GIS data work must be completed to meet or exceed these goals. While financial support from the PSAP grant program may be available to fund this work, localities with GIS programs will be encouraged to make the necessary corrections in house if resources and time before deployment permits.

These are preliminary results based on expected data criteria of AT&T, and will be retested directly by AT&T after the execution of the participation agreement. This analysis provides the PSAP and their GIS support with an estimate of the extent of potential errors and helps identify the issues that need to be resolved. ISP staff including a GIS analyst and/or regional coordinator will begin working with the GIS data maintenance provider (internal or external) to identify and correct the GIS data or ALI data and achieve a higher match rate and thus more accurate geospatial routing.

Though there are other types of errors that may exist in the GIS data used by the PSAP (such as parity or cartography errors), these do not usually impact the routing of a 9-1-1 call. As a result, as part of this effort, only corrections that impact routing the 9-1-1 call will be required. PSAPs, in coordination with their GIS support, are encouraged to look more broadly at their data and work to improve its overall quality as well.

The 2018 MSAG/ALI/GIS analysis for the PSAP (including data from both Henry County and Martinsville City) determined the current match rate to be as follows:

- ✓ • Road Centerline (RCL) – **98.7%**
- Address Point – **98.8%**

✓ The **Russell County PSAP** already meets both goals. If they desire a greater match rate, there are some differences in street names between the ALI and GIS data. Correcting the street names so they match would increase the match rate for RCL to **99.6%**. The analysis also determined that no more than ten addresses were responsible for many of the address point discrepancies. Resolving no more than ten addresses will increase the result to **99.2%**. During July 2018, VITA will send each PSAP and/or GIS manager a report detailing this analysis, and identifying the specific ALI records that could not be matched to the RCL or address point data. To resolve these ALI address discrepancies, there are potentially four actions that will need to take place:

1. **Add a record to the GIS** – When the ALI database has correct addresses that have not been added to the GIS data, the addition of data needs to occur. This may entail adding a road segment to the RCL or a point to the address points.
2. **Change attribution in the GIS** – When an ALI record has a correct address but the RCL or address point attribution is incorrect the discrepancy in the GIS data must be resolved. A common issue is a difference with the street name or street type between the ALI and the GIS data. Often, this issue can be corrected using a batch script process. VITA staff can assist.
3. **Change attribution in the ALI database** – When the RCL or address point has the correct address but the ALI record is incorrect, the discrepancy in the ALI database may need to be resolved. Again, this is often caused by differences in the street name or street type between the records. If necessary, AT&T can make batch changes as they load the ALI database into the ESInet.
4. **Determine that the discrepancy is not an error** – There are often ALI records associated with telephone numbers that can never actually dial 9-1-1. They could be pilot numbers for a multi-line telephone system, foreign exchanges or shell records for wireless calls. While many of those records were filtered out of the analysis, some may still be within the data.

These ALI records need to be identified and removed from the match rate calculation. VITA staff will assist with this process.

In addition to the requirement for ALI address matches, there are five GIS data reviews that AT&T conducts on the GIS data to ensure there are no errors that would cause issues or uncertainty when routing a 9-1-1 call. As an example, duplicate GIS data could cause a search for an address to result in two or more matches. Since certainty of a location is important, checks are performed to ensure no duplicate data exist. The following is a list of the additional analyses performed and the number of records that were found to be in error that will need to be corrected:

- Road centerline has duplicate address ranges - **287**
- Road centerline has right or left side overlapping address range - **1,811**
- Road centerline has street name attributes not meeting Virginia, USPS, & NENA standard - **9**
- Address point is duplicate, has no street name, or no address number - **11**
- Address point street name and road centerline street name mismatch - **163**

✓ All of these errors will be also included in the analysis delivered to the PSAP and GIS Manager in July 2018. This includes geospatial data identifying each specific error that can be viewed in ArcMap. Utilizing this information will assist in error identification and correction.

Regardless of how they are resolved, **Russell County 911** will need to resolve these issues through internal resources, at least three months prior to the targeted deployment date

### PSAP Boundary

This is a GIS polygon data layer that defines the area of responsibility for each PSAP. The PSAP boundary must be agreed to by all adjoining PSAPs, thus its development must be a regional effort. VITA ISP will support the regional development and maintenance of a statewide PSAP boundary. This PSAP boundary layer is essential to routing 9-1-1 calls based on caller location by either civic address or coordinate location. This layer must not have gaps or overlaps to ensure correct call routing. VITA will develop a best practice to guide each PSAP through this process, which can also be facilitated by the VITA ISP regional coordinator.

### Authoritative GIS Data Source Boundary

This polygon layer defines the area of authoritative GIS data sources, with no unintentional gaps or overlaps. The boundary must be agreed to by all adjoining data provisioning providers. Edge-matching conformance is ensuring that one and only one entity is responsible for maintaining each piece of GIS data within a PSAP. Within a PSAP boundary, there may be multiple sources for authoritative GIS data as a combination of cities and counties. The GIS sources within the PSAP need a common and agreed-upon understanding for the maintenance of each feature and the provisioning boundary of responsibility. Making sure there is agreement of that point and ensuring each locality is only providing data where they are the authoritative GIS data source are the purpose of this assessment. External edge-matching conformance addresses boundaries between neighboring PSAPs to ensure that there are no overlaps or gaps in the maintenance of GIS data. Geometric features need to meet at the agreed upon boundary.

### MSAG transition/confirmation

In order to accommodate originating service providers (OSP) that are not fully i3 capable, AT&T will maintain a master street address guide (MSAG) as part of the NG9-1-1 solution. While the existing MSAG can be used and maintained, generating a new MSAG from local GIS data is a better solution since existing GIS data is generally of superior quality than the MSAG. To use GIS data to generate the MSAG, an emergency service number (ESN) data layer must exist or be created. The PSAP has **15 ESNs** for their

area of responsibility. **Russell County** has an ESN boundary layer depicting this area so they will utilize a GIS generated MSAG with the migration to NG9-1-1.

Ultimately, ESN and community name need to be attribute fields in the address points and road centerlines layers to support call routing until the OSP can transition to i3. If these attributes are not part of a locality's existing maintenance workflow or GIS database, they can be created by building a separate polygon layer and transferring these values to the centerline segments (commonly referred to as a spatial join). The spatial join method can be implemented as part of the workflow for preparing to transfer GIS data to AT&T to ensure these fields are accurately populated.

## GIS Ingest Readiness

Localities may choose to implement AT&T's tools and workflows for ongoing maintenance of GIS data, or may choose to continue using internal workflows or third-party support services. As GIS data is updated, regardless of the tool set or service provider, the GIS datasets must be provided to the spatial interface (SI). The SI provisions the updated GIS data to drive location validation and call routing functions in the ESInet.

Localities choosing to adopt or transition to the AT&T toolset will have a defined workflow for providing updated GIS data. Localities wishing to use existing tools, acquire third-party tools, or rely on a service provider will need to ensure the workflows are in place to accept and resolve discrepancy calls (formalized requests to update GIS datasets), and periodically transfer updated GIS datasets to the AT&T spatial interface. This section will establish the path and milestones for completing this work.

## Data maintenance Workflow/Procedures

The quality of GIS data diminishes over time unless it is properly maintained. It is important that localities document GIS data maintenance workflows and validations to ensure synchronization across GIS layers. This can include periodically ensuring conformance of edge matching of GIS data at shared boundaries. VITA has confirmed that the GIS organizations supporting the PSAP have appropriate internal data maintenance procedures/discrepancy management workflows.

## Call Routing

The ultimate goal for all PSAPs is to use geospatial (i3) routing for all 9-1-1 calls. This solution uses all the NENA i3 standards for delivering voice and data directly into the PSAP's CHE. 9-1-1 call routing is based on the PSAP-provided GIS data. The ESInet router hands off the call to the PSAP networking equipment (router or firewall). The PSAP's CHE must be able to receive the voice call via SIP. Location data delivered via SIP using PIDF-LO, and would perform all the i3 protocols such as LoST and HELD.

If the PSAP's CHE is not NG9-1-1 capable or the geospatial data is not ready for deployment, a PSAP can still connect to the ESInet with an interim solution for call delivery. This will allow the PSAP to migrate on schedule, and they can implement geospatial (i3) routing when the GIS data is suitable for this use and the CHE is i3 capable.

The two interim solutions are as follows:

**Legacy PSAP Gateway** - This solution allows the PSAP to be connected to the ESInet through a network gateway. In this call delivery configuration, the call is routed with the legacy MSAG and ALI data, however this is done over the IP network. Once the call reaches the gateway, the voice data is converted to analog and processed over an analog voice circuit to the PSAP's CHE. This does not require any upgrade to the CHE and as mentioned uses a legacy ALI lookup. The ALI

lookup would use a standard serial connection (in this case to the legacy PSAP gateway placed in the PSAP) to retrieve location information.

**Transitional SIP** - This solution uses an IP (SIP) connection to get the voice call directly into the PSAP's CHE. The ESInet router passes the call to the PSAP networking equipment (router or firewall). The PSAP's CHE must be capable of receiving the voice call via SIP. The CHE would still use a legacy ALI lookup. The ALI lookup would use the standard serial connection (in this case to the ESInet routers) to retrieve location information. MSAG and ALI are still used to conduct the routing.

Again, the ultimate goal for all PSAPs is to geospatially route all 9-1-1 calls. If the geospatial data meets the accuracy goals, a PSAP should be able to deploy NG9-1-1 with geospatial routing. If for some reason, this cannot be accomplished, interim solutions are available to allow the PSAP to deploy on schedule, and they can convert to geospatial routing later.

Based on an assessment of the CHE and GIS data, geospatial routing can be implemented initially with NG9-1-1 and no interim solution will be necessary. While some GIS data correction must take place, the PSAP is committed to correcting those issues well in advance of the required milestone and to maintain that data through the transition period.

## Call Transfers

During the transition to NG9-1-1, the AT&T ESInet will be interconnected with all selective routers from Verizon and CenturyLink to ensure that calls received by PSAPs that have deployed NG9-1-1 can be transferred to PSAPs on the legacy E9-1-1 network and vice versa. No ability to transfer calls will be lost during the transition when neighboring PSAPs may be on different networks.

Post deployment, all Virginia PSAPs should be on an ESInet and should be able to transfer calls among PSAPs with accompanying location data. Even if more than one ESInet is deployed from different solution providers, the goal is that they are interconnected and calls can be transferred between them.

## Network

The NG9-1-1 solution offered by AT&T is a service; therefore, the network is provided as part of that service. However, there are several issues impacting the network that may be outside of this service that must be considered. The configuration of the PSAP's connection to the network will be based on the legacy E9-1-1 network information as follows:

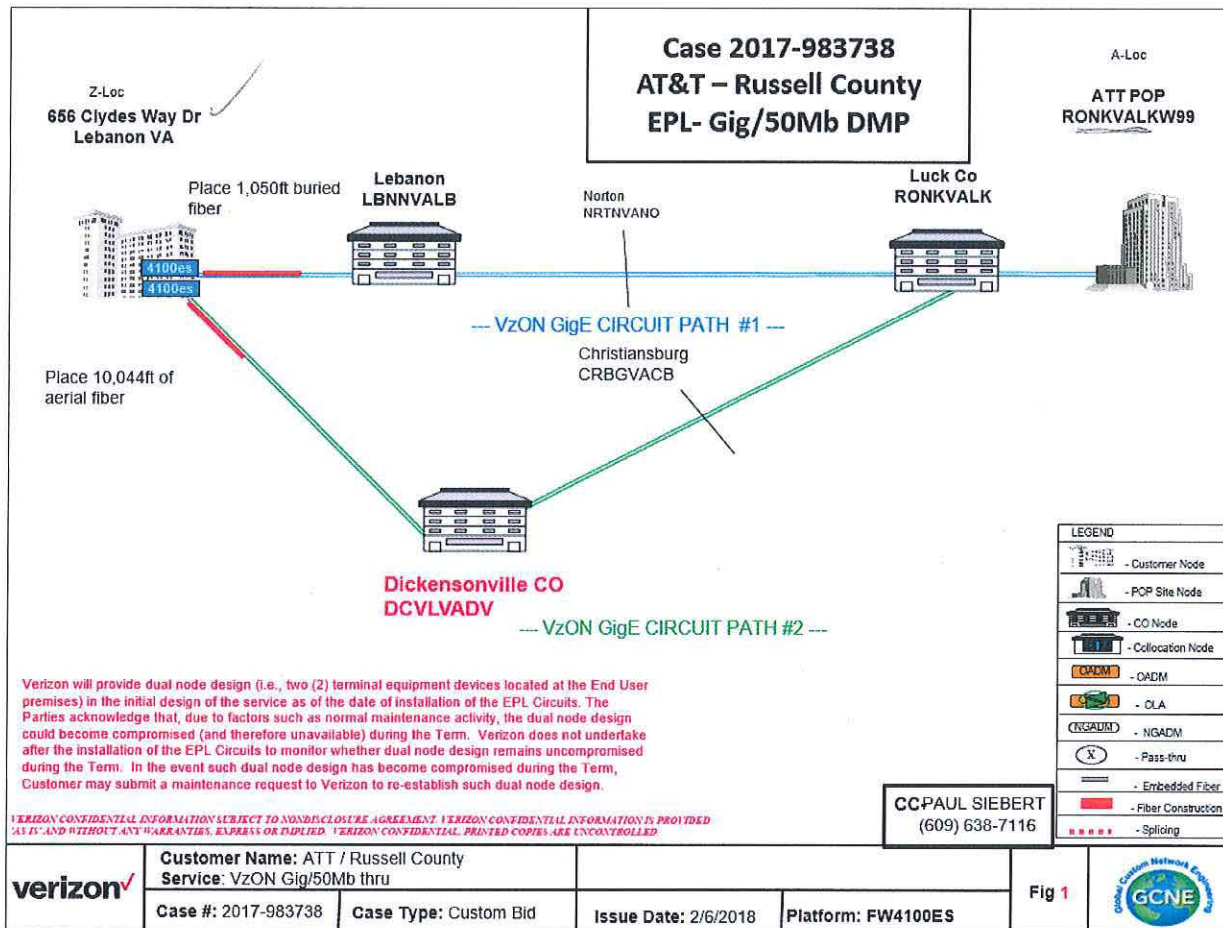
- Legacy E9-1-1 service provider: **Verizon**
- ALI database provider: **Verizon**
- Selective router pair(s): **Blacksburg/Norton**
- Trunk counts (all): **13**
  - Wireline: **4**
  - Wireless: **4**
  - SIP:
  - Administrative: **5**

The NG9-1-1 network will be designed to support the same number of concurrent 9-1-1 calls as can be supported on the legacy network (wireline and wireless trunks). The PSAP can designate what happens to calls that exceed this number. This setting is determined in the PSAP CHE, but the options will be discussed with AT&T during system configuration. The options include providing the caller with a fast

busy signal, routing the call to another PSAP, or overflowing the call to another line. As a best practice, VITA ISP recommends routing the call to a fast busy signal or rerouting calls to another PSAP.

## Redundancy and Diversity

In order to provide 99.999% availability of the NG9-1-1 service, each PSAP must have diverse and redundant IP connections to the ESInet. Having redundant connectivity means having two connections, but they could be co-located or follow the same path. Having diversity means that those redundant connections follow different paths that never touch from origin to destination. To achieve the 99.999% availability, diverse connectivity is planned for all PSAPs. There is a chance the diversity is simply not available to all PSAPs. AT&T has conducted a diversity study for each PSAP. The results for the **Russell County PSAP** are as follows:



The total cost for this diverse connectivity is **\$43,845.00**, which will be provided by the Board as part of the PSAP's funding submission. The timing of the implementation of the diverse connectivity may not be completed until after initial NG9-1-1 deployment.

## Disaster Recovery

Though the NG9-1-1 solution is designed to provide 99.999% availability, disaster recovery plans still need to be in place for instances when the network becomes unavailable or the PSAP is otherwise inoperable (evacuation, structural damage, etc.). Broadly, when the PSAP must be abandoned, there are two approaches to disaster recovery, a) having a backup PSAP within the locality or b) partnering with a neighboring PSAP to take the calls. Additionally, if only the network is impacted and the PSAP is still operable, 9-1-1 calls can be forwarded to a 10-digit telephone number in the same PSAP. Location data is lost, but that call can still be answered and processed.



Currently, the PSAP has a disaster recovery plan that states if the PSAP must be evacuated for any reason, calls will be rerouted to the Buchanan County PSAP. Should just the 9-1-1 network be unavailable calls are rerouted to administrative lines or receive a fast busy signal.

Based on the current disaster recovery plan, no additional steps must be taken in order for this plan to continue to be viable with NG9-1-1. The PSAP need only inform AT&T of their disaster recovery plan during the detailed planning after the participation agreement is signed. AT&T will then build those routes in the configuration files both for during the transition and post-migration to NG9-1-1.

While support will be available to maintain the current disaster recovery capability for the PSAP, it is important to note that there are aspects of disaster recovery that are beyond the scope of this migration proposal. As an example, while the NG9-1-1 network can be configured to route calls to a neighboring PSAP in the event of a PSAP evacuation, getting the 9-1-1 call to another PSAP to be answered is only part of the dispatching process. The call for service then needs to be sent to first responders through a radio channel or mobile data. Assuming that capability already exists, nothing about the deployment of NG9-1-1 should impact that. In cases where disaster recovery does not exist currently, this migration proposal only deals with getting the 9-1-1 call routed to another PSAP (backup or neighboring) and does not address radio or CAD interoperability needed to effect the dispatch of first responders. VITA ISP can assist with that process, but outside of NG9-1-1 deployment. Additionally, VITA ISP can assist with the exercising of disaster recovery plans, which should be done at least once a year to make sure they are fully functional when needed.

## ✓ Secondary PSAP

There are no secondary PSAP(s) identified within the service area of the primary PSAP.

## Network Security

AT&T employs a defense-in-depth security strategy to protect sensitive information. Security mechanisms are deployed throughout the service in addition to the multi-layered security provided by the network itself, in order to provide seamless and effective security. AT&T's world-class experience in both IP and Telephony Security provides the following key security elements.

- Availability of the VoIP Service: Stop denial or deterioration of service functionality
- Integrity of the VoIP environment: Prevent system functions or data from being corrupted
- Confidentiality and Data Privacy in VoIP: Keep information secure and private

The AT&T IP/MPLS Converged Network deploys the same attention to state-of-the-art security measures as have been provided on traditional PSTN networks:

- AT&T Security Policy and Requirements (ASPR) and AT&T OneProcess provide the security foundation.
- AT&T Internet Protect helps protect against worm/virus attacks and offers DoS (denial of service) protection.
- A 24x7 Security Network Operations Center (SNOOC).
- AT&T MPLS Voice Aware Network provides security and QoS.
- AT&T Global Fraud Management System protects AT&T VoIP against fraud.
- AT&T hub-and-spoke MPLS VoIP VPN for customer access helps to provide security and QoS for AT&T.

In the AT&T MPLS network, customer services are provisioned on specific interfaces of an MPLS VPN by using known IP addresses. This approach enables AT&T to authenticate users and traffic. Rather than

supporting signaling or voice encryption, AT&T relies on the MPLS security and secured IP tunnels to provide confidentiality for signaling and voice.

The data privacy and data integrity of an MPLS VPN is not dependent on encryption or address space-based access controls. AT&T protects the core network against compromise by:

- Hardening the routers and turning off unnecessary services.
- Implementing TACACS+ authentication, authorization and accounting for router access/commands.
- Automated provisioning of router configuration driven from ordering systems, to minimize human error, complimented by daily discord reports and investigation.
- 24/7 monitoring and DoS mitigation tools.
- Route dampening and/or limiting total number of routers learned to protect routing stability.
- Firewalls, IDS, token based authentication, encrypted remote access for network and service management systems/work centers.

The AT&T security culture assures that these architectural protections are enforced by audits, employee awareness training, penetration testing and enforcement of architectural principles and policy.

In addition, AT&T MPLS VPN service is a transport only service, with the data integrity and data privacy protection as described above. AT&T monitors the core network for traffic anomalies and shared resource consumption thresholds to protect the core network and assure that traffic storms do not impact the performance of other customers. AT&T network management and service management systems are hardened, require authentication and authorization control, and are instrumented with intrusion detection to assure that they are not compromised, and cannot serve as a vector to attack the network or customers.

## Schedule for Deployment

A clear and accurate schedule is essential to ensure cost effective and coordinated deployment throughout the Commonwealth. For that reason, this section identifies all milestones that must be met in order to successfully deploy. To manage costs, a six-month deployment window has been established for each selective router pair regardless of whether the PSAPs choose the AT&T or another NG9-1-1 solution. The following chart identifies the deployment periods for each selective router pair:

Selective Routers	9-1-1 Service Provider	Population	Time Period
Fairfax/Alexandria	Verizon	2,494,184	June 2018 - December 2018
High St Portsmouth/Jefferson	Verizon	1,662,247	January 2019 – June 2019
Stuart/Chester	Verizon	1,660,182	July 2019 – December 2019
Charlottesville/Farmville	CenturyLink	403,369	January 2020 – June 2020
Fredericksburg/Winchester	Verizon	343,031	January 2020 – June 2020
Danville/Lynchburg Church St	Verizon	320,247	January 2020 – June 2020
Staunton/Salem	Verizon	453,065	July 2020 – December 2020
Shenandoah County ECC	Shentel	43,175	July 2020 – December 2020
Covington	Ntelos	21,556	July 2020 – December 2020
New Castle	TDS Telecom	5,158	July 2020 – December 2020
Floyd County	Citizens	15,651	July 2020 – December 2020
Monterey-Highland Telephone	Highland Telephone	2,216	July 2020 – December 2020
<b>Blacksburg/Norton</b>	<b>Verizon</b>	<b>340,101</b>	<b>January 2021 – June 2021</b>

Johnson City/Wytheville	CenturyLink	338,311	January 2021 – June 2021
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The **Russell County PSAP's** deployment window will be **January 2021 – June 2021**. A specific date will be determined after all PSAPs have made the NG9-1-1 decision and AT&T develops the master schedule. Regardless of the specific date, any CHE upgrades, diverse connectivity enhancements and GIS data corrections must be completed at least **three months** before the deployment date. If they are not completed by this date, migration can still occur on schedule, but it will require the deployment of an interim solution instead of full i3.

## Cost Estimates for NG9-1-1 Funding

The 9-1-1 Services Board has committed to funding the transitional costs for NG9-1-1 deployment so it is important that all such costs are identified and made part of the overall budget. It is also important that the funding be provided on a fair basis across all PSAPs in Virginia. While most costs will be fully funded, others like replacement of non-vendor supported CHE will continue to be funded at the same levels as has been provided through the PSAP grant program in prior years. Based on all of the information provided in this migration proposal, the following budget is for your deployment of NG9-1-1:

Category	Amount	Notes
NG9-1-1 non-recurring cost	\$4,000	Flat rate from AT&T
CHE upgrade	\$30,000	i3 licenses and services
CHE replacement	\$0	Currently being replaced
Text-to-911	\$0	Currently have grant to deploy
CAD upgrade	\$0	Not required
Mapping upgrade	\$0	Not required
Voice logging upgrade	\$0	Not required
ECaTS Data analytics expansion	\$1,000	i3 logging and text to 9-1-1
Other system upgrades	\$0	Not required
Rack space	\$0	Rack space is available
Diverse connectivity costs	\$43,845.00	
Disaster recovery upgrade	\$0	Not required
Secondary PSAPs	\$0	None
GIS data preparation	\$0	Currently using grant funds
Legacy 9-1-1 transition costs	\$2,648.10	Verizon costs
Project management assistance	\$0	None requested
<b>Total</b>	<b>\$81,493.10</b>	

The monthly recurring cost for the AT&T solution is **\$5,566.60** which is set for the ten-year term of the Fairfax County contract. The current monthly recurring cost for the legacy E9-1-1 solution is approximately **\$1,283.68**. The estimated monthly increase to the PSAP after deployment is approximately **\$4,282.92**. This increase will be covered by the Board for a period of 24 months after deployment is complete. At the end of this period, the entire cost will be the responsibility of the PSAP. Copies of invoices from the current 9-1-1 service provider must be provided to substantiate the current monthly cost. This will be the basis for determining whether monthly funding is provided and in what amount.

The monthly recurring cost is impacted by the bandwidth into the PSAP. Bandwidth is primarily impacted by the number of concurrent calls each PSAP wants to be able to process. As the PSAP grows and adds bandwidth to handle more concurrent calls, the increased monthly cost will be the obligation of the PSAP even if during the 24 months following transition. Additionally, the recurring maintenance costs for PSAP equipment and GIS data will remain the responsibility of the PSAP.

**Projected Board Funding**

The Board will begin awarding funding for NG9-1-1 in late 2018. Until the Board approves the funding request from the PSAP, all funding levels shown are just projected. Based on the funding guidelines approved by the Board (or will be approved by the Board), the following funding would be awarded to the PSAP:

Type of Funding	Amount
Non-recurring	\$81,493.10
Recurring (over 24 months)	\$102,790.08
Data Analytics (monthly)	\$415.12

The funding amount shown is based on estimates at this point. As binding quotes are received, the budget will be adjusted. The approval from the Board will be for the specific equipment or services and contingency funding will be available should the final cost be slightly higher so long as the original scope of the effort does not change. Similarly, if the final cost is lower, the budget will be adjusted lower. That additional funding cannot be shifted to another part of the project.



## VITA-ISP Summary Sheet: Fairfax County Contract for NG9-1-1 ESInet and Core Services

Please note: This document was created by the Virginia Information Technology Agency (VITA) Integrated Services Program (ISP) as an informational resource that summarizes high level information about the Fairfax County Next Generation 9-1-1 (NG9-1-1) contract.

Procurement is a local decision. If PSAP or local procurement officials have questions about the contract, they should be directed to the Fairfax County Department of Procurement and Material Management (DPMM) contact listed below.

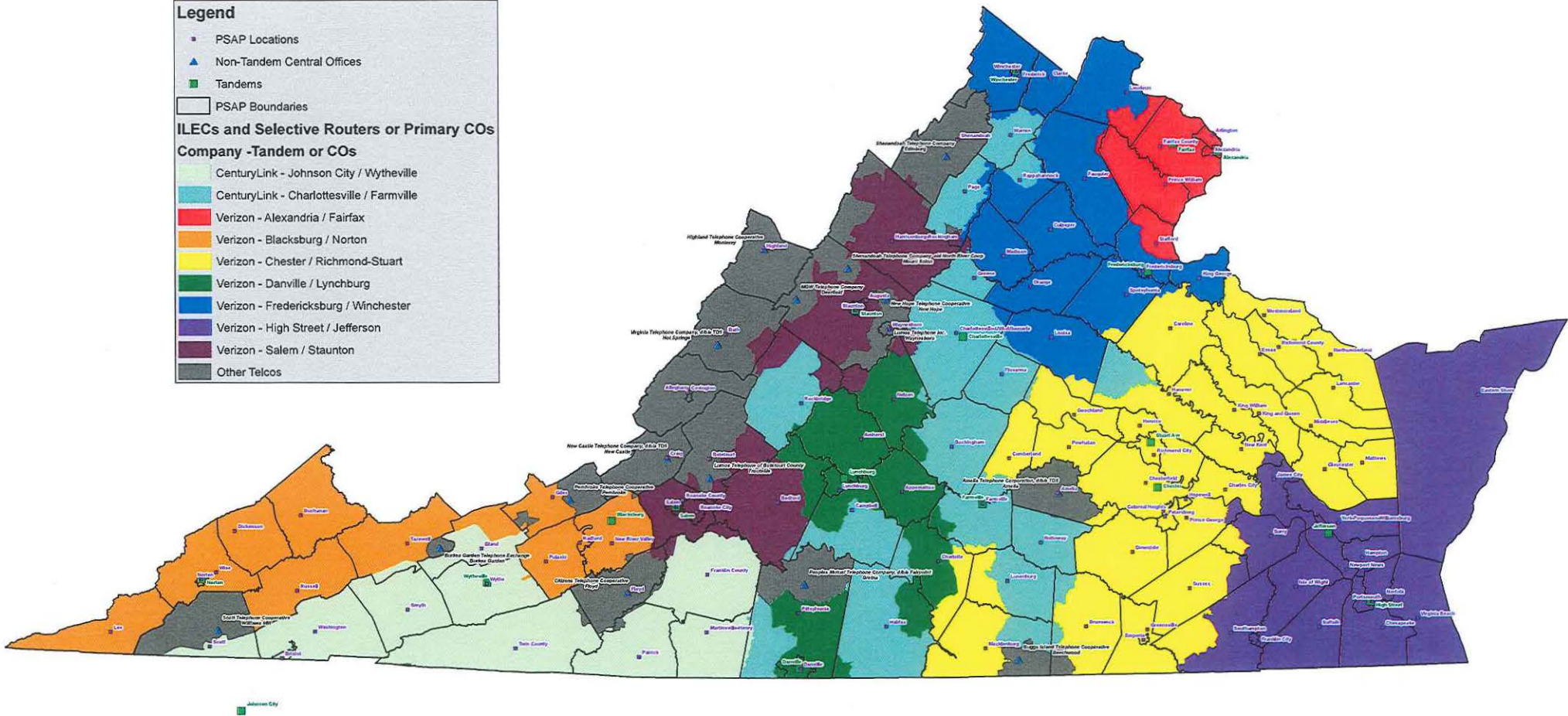
<b>Fairfax Contract Number</b>	<a href="#">4400007825</a> (Click contract number to open contract website)
<b>RFP Number</b>	RFP2000002010
<b>Contract Type</b>	Requirement (RQ)
<b>Contract Title / Description</b>	Next Generation 9-1-1 ESInet and Core Services
<b>Contractor</b>	AT&T Corp Db a AT&T P.O. Box 5095 Carol Stream, IL 60197-5095
<b>NIGP Code</b>	83883, 93972, 91576, 91579, 95889
<b>Supplier Code</b>	1000011437
<b>Fairfax County DPMM Contact</b>	Jamie Pun, Contract Specialist Telephone: (703) 324-3653 Fax: (703) 324-3224 Email: <a href="mailto:jamie.pun@fairfaxcounty.gov">jamie.pun@fairfaxcounty.gov</a>
<b>Date Awarded</b>	8/8/2017
<b>Contract Period</b>	Five years from date of award
<b>Remaining Renewals</b>	Five (5) One-year options or combination not to exceed five (5) additional years.
<b>Buyer Code</b>	G1T
<b>Prices</b>	See Attached Pricing (via <a href="#">Fairfax County Notice of Award</a> )
<b>Supplier Contact</b>	Asif Iqbal Sales Manager – AT&T Government & Education Solutions (703) 474-6025 (office) (866) 380-2566 (fax) <a href="mailto:ai001f@att.com">ai001f@att.com</a>

**Legend**

- PSAP Locations
- ▲ Non-Tandem Central Offices
- Tandems
- PSAP Boundaries

**ILECs and Selective Routers or Primary COs  
Company - Tandem or COs**

- CenturyLink - Johnson City / Wytheville
- CenturyLink - Charlottesville / Farmville
- Verizon - Alexandria / Fairfax
- Verizon - Blacksburg / Norton
- Verizon - Chester / Richmond-Stuart
- Verizon - Danville / Lynchburg
- Verizon - Fredericksburg / Winchester
- Verizon - High Street / Jefferson
- Verizon - Salem / Staunton
- Other Telcos



**Virginia NG9-1-1 Planning Map**

Map Updated: March 5, 2018 to include PSAP locations

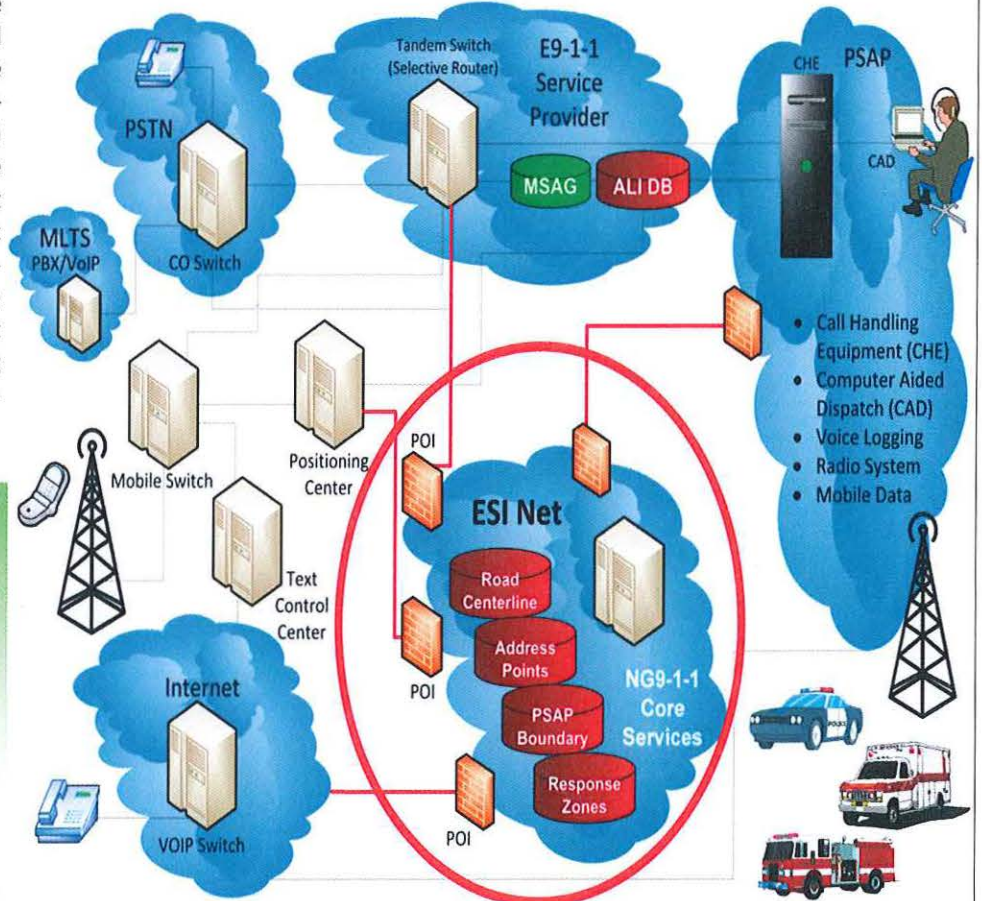


# Next Generation 9-1-1

Currently, the 9-1-1 system in the commonwealth is dependent on decades old technology and is tethered to voice-centric communications. It relies on an analog network that is quickly going out of service and places limitations on the reliable delivery of 9-1-1 service. The commonwealth must move forward now to evolve 9-1-1 and ensure quality service to its citizens and visitors. To accomplish this, the Virginia 9-1-1 Services Board has begun the planning and preparation to move to a Next Generation 9-1-1 (NG9-1-1) system. NG9-1-1 is based on a modern internet protocol (IP) network, that has the ability to deliver calls to the appropriate 9-1-1 center faster, transfer 9-1-1 calls and associated data anywhere needed, interconnect with other public safety systems and databases, and to securely receive multimedia communications like text, photos and videos. As service providers begin abandoning the legacy circuit-switched technology, the urgency to update the 9-1-1 infrastructure to NG9-1-1 will increase tremendously. Actions to transform the outdated system into a digital network that is faster, more efficient, and has greater capabilities to serve Virginia's citizens and visitors must begin now.

## Transition Planning

Recognizing the need to ensure a timely and comprehensive deployment of this important service, the Virginia 9-1-1 Services Board contracted for the development of a internet protocol based 9-1-1 network feasibility study. The study, developed through statewide stakeholder input, recommended the commonwealth implement an emergency services internet protocol (IP) network (ESInet), essentially a network-of-networks (much like the Internet), to advance toward NG9-1-1. Like the internet, there will need to be standards in place to ensure all participants interoperate in a secure and appropriate manner. The study recommended over 100 tasks the commonwealth needs to complete to accomplish this goal. Key among them was the establishment of governance for required standards. Working with all stakeholder groups, the board determined that it is in the best position to provide that governance and to coordinate with surrounding states to ensure seamless interoperability. As a result, they have adopted guiding principles (below), and a legislative position that was enacted by the General Assembly. That legislation defined the board's authority with NG9-1-1. As shown in the diagram below, this authority only includes those areas within the red circle which are part of the existing 9-1-1 system and have governance through the State Corporation Commission (SCC), Federal Communications Commission (FCC) or local governments. As one of the board's guiding principles states, it will take full stakeholder engagement for NG9-1-1 to be successfully implemented. While the Board's legislative positions addressed governance, it does not address sustainable funding for NG9-1-1. This will need to be addressed in the future.



- Call Handling Equipment (CHE)
- Computer Aided Dispatch (CAD)
- Voice Logging
- Radio System
- Mobile Data

### Guiding Principles For a Successful NG9-1-1 Transition

- 9-1-1 & GIS are essential, local/regional, public safety services
- Address all of 9-1-1 not just NG
- Stakeholder engagement is needed
- Services must not be degraded.
- Economies need to be leveraged.
- Doing nothing is NOT an option

GIS User Group region IV and Selective Router Pair Meeting for Verizon- Blacksburg/Norton Selective Router Pair NG9-1-1 Migration Proposal Meeting. (Lee, Wise, Dickenson, Norton, Buchanan, Russell, Tazewell, Giles, Radford, Pulaski and New River Valley)

- Region IV GIS User Group Meeting
- Date: Thursday, September 27, 2018 @ 9:00AM
- Location: SWVA Higher Education Center, One Partnership Circle, Abingdon VA
  - Room 222
  
- Verizon- Blacksburg/Norton Selective Router Pair NG9-1-1 Migration Proposal Meeting.
- Date: Thursday, September 27, 2018 @ 1:30PM
- Location: SWVA Higher Education Center, One Partnership Circle, Abingdon VA
  - Room 222

(EOC)



**From:** [comrev@bvu.net](mailto:comrev@bvu.net)  
**To:** [randy.williams@bvu.net](mailto:randy.williams@bvu.net)  
**Subject:** FW: Board of Equalization Member Training for 2019  
**Date:** Wednesday, October 24, 2018 8:50:36 AM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[image003.jpg](#)  
[image004.jpg](#)  
[image005.jpg](#)  
[image006.jpg](#)  
[image007.jpg](#)  
[image008.jpg](#)

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**From:** Virginia Tax <[vatax@public.govdelivery.com](mailto:vatax@public.govdelivery.com)>  
**Sent:** Tuesday, October 23, 2018 1:51 PM  
**To:** [comrev@bvu.net](mailto:comrev@bvu.net)  
**Subject:** Board of Equalization Member Training for 2019

Image removed by sender. virginia tax



PO Box 1115  
Richmond, VA 23218-1115  
804.367.8031 (Individual)  
804.367.8037 (Business)

## Board of Equalization Member Training for 2019

# Dear Commissioners of the Revenue and Real Estate Assessors:

As we approach 2019, those localities with reassessments will be forming new Boards of Equalization. In order to be eligible for appointment, new Board members are required to participate in a basic course of instruction provided by the Department of Taxation. Returning members are required to take our instruction at least once in every four years of service.

Please let me know as soon as possible if your locality has a reassessment effective for tax year 2019, and if your Board members will require the mandated training.

The training begins with Board members studying the attached Manual. The Manual provides an overview of the assessment process, the role of the Board, the role of the Department of Taxation, and a brief discussion of Conflict of Interest and Freedom of Information statutes. An Appendix with information useful to a Board of Equalization is also included.

Where possible we offer training remotely. That is, we will connect with your office over the internet and the phone line. You will not be charged for the phone connection. An instructor from the Department will review material from the Manual with Board members, and will answer questions. The training utilizes the material from the Manual, and requires that your offices have reliable internet connectivity. It is recommended that Board members meet in your office, and that speaker phone(s), and a projector that can be connected to a computer with internet access be utilized for the presentation. Requests for onsite training will be reviewed on a case by case basis.

As early as possible, I ask that you distribute the Manual to Board members, and contact me to schedule a training session.

Terry Born

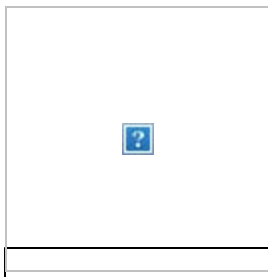
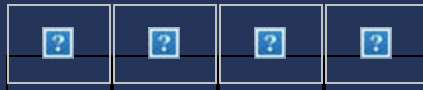
Sr. Property Appraisal Consultant

804-786-4091

[Theresa.born@tax.virginia.gov](mailto:Theresa.born@tax.virginia.gov)

Click [here](#) view the attachment.

Contact us by phone or secure email



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**Board of Supervisors**  
137 Highland Drive  
Lebanon, VA 24266

Action Item A-1  
Presenter: Chairperson

**Meeting: 11/5/18 6:00 PM**

---

## **Board Appointments**

### **Community Policy Management Team**

**Lori Addison 3-Year Term**  
**Alice Meade 3-Year Term**

### **RC Equalization Board**

**Vacant 4-Year Term**  
**Vacant 4-Year Term**  
**Vacant 4-Year Term**

**STAFFRECOMMENDATION(s): Board Discretion.**

**SUGGESTED MOTION(s): Motion to appoint Board Members.**

**Board/ Committee Appointments**

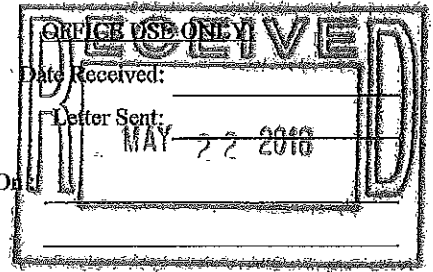
<b>Name</b>	<b>Term</b>	<b>Term Ending</b>	<b>Phone Number</b>
<b>Community Policy Management Team</b>			
Lori Gates Addison	Three Years	November 4, 2018	
Alice Meade	Three Years	November 4, 2018	
*Need a Health Department appointment to CPMT, currently no one serving			
<b>Castlewood Water and Sewage Authority</b>			
Brad Patton	Three Year	December 14, 2018	870-0178
<b>Cumberland Mountain Community Service Board</b>			
Dr. Barbara Fuller	Three Year	December 31, 2018	964-2555
Mr. Steve Givens	Three Year	December 31, 2018	883-8000
<b>Drill Community Center</b>			
Rachel Helton	Two Year	December 31, 2018	873-6746
Doug Lester	Two Year	December 31, 2018	873-5410
Harold Dean Thomas	Two Year	December 31, 2018	873-6367
Betty Sue Hess	Two Year	December 31, 2018	
<b>People Inc. Development Financial Board</b>			
Alicia McGlothlin	Three Year	December 31, 2018	
<b>Drill Community Center</b>			
Charlene Blankenship	Two Year	December 31, 2018	873-5811
Rachel Helton	Two Year	December 31, 2018	873-6746
Doug Lester	Two Year	December 31, 2018	873-5410
Harold Dean Thomas	Two Year	December 31, 2018	873-6367
Betty Sue Hess	Two Year	December 31, 2018	



COUNTY OF RUSSELL, VIRGINIA

Print Form

COMMITTEE APPLICATION



Currently Serving On

NAME: Meade Alice D. Mrs. (Last) (First) (Middle Initial) (Mr., Mrs., Miss, Rank)

HOME ADDRESS: 28 Major St. Lebanon, VA 24266 alicebdbernard@verizon.net (Email Address)

TELEPHONE NUMBERS: 276-889-1663 276-880-5275 (Home) (Business) cell (FAX)

PROFESSION/VOCATION: Administrative position for Russell Co.

BOARDS/COMMISSIONS ON WHICH YOU WISH TO SERVE: Appalachian Agency for Senior Citizens CPMI - Nov. 2018 (List no more than 3 -- in order of preference:)

OTHER INTERESTS: Volunteering and traveling

EDUCATION: High School Graduate - J. D. Burton High

JOB EXPERIENCE: 10 years in Russell Co. Treas. Office - 33 years in Russell County Board of Supervisors - Asst. Co. Adm.

CIVIC OR SERVICE ORGANIZATION EXPERIENCE: Christian Center Board, Russell Co Medical Center Board, People, Inc.

ARE YOU CURRENTLY A MEMBER OF A RUSSELL COUNTY BOARD OR COMMISSION? Yes

IF YES, PLEASE NAME: Tourism Board & CPMI

HAVE YOU PREVIOUSLY SERVED AS A MEMBER OF A RUSSELL COUNTY BOARD OR COMMISSION? Yes

IF YES, PLEASE NAME: Several boards as Asst. Co. Adm.

ARE YOU A REGISTERED VOTER? Yes DISTRICT NUMBER: 5

OTHER INTERESTS (Continued):

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JOB EXPERIENCE (Continued):

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---

CIVIC OR SERVICE ORGANIZATION EXPERIENCE (Continued):

*Former Chairperson for  
Heart of Appalachia representing Russell County*

## Loretta Vance

---

**From:** Wimmer, Pamela <pamela.wimmer@dss.virginia.gov>  
**Sent:** Monday, October 29, 2018 8:26 AM  
**To:** Loretta Vance  
**Subject:** Fwd: CPMT

Loretta-here is the email he sent me--if this will suffice. I also sent you his phone number!! Thanks! Pam

----- Forwarded message -----

**From:** Bob Carpenter <bcarpenter54@outlook.com>  
**Date:** Thu, Oct 11, 2018 at 12:22 AM  
**Subject:** CPMT  
**To:** "Wimmer, Pamela" <pamela.wimmer@dss.virginia.gov>

Dear Pam,

As per our discussion on 10/10/2018 I will no longer be able to participate on the Russell County CPMT. I have enjoyed the time I served on the CPMT. My health issues are such that I spend a great deal of time going to Dr.'s appointments and seeing the specialists at the UVA Hospital. I will continue to provide services in the area of Adult Mentoring and on a more limited basis I will continue to provide mentoring services for the youth of Russell County.

---

**Pamela Hendrickson-Wimmer**  
**Russell County CSA Coordinator**  
**Ph: (276) 883-5229**  
**Fx: (276) 889-2662**

*October 25, 2018*

*Dear Mrs. Vance:*

*Please be advised that I resigned the Russell County CPMT effective August 2018. Although happy to have served for many years, I felt that a younger person would be more familiar with the Department of Social Services and would better serving in that capacity. If any further assistance is needed, please let me know.*

*Sincerely,*

*Patrica D. Gray*





**Board of Supervisors**  
137 Highland Drive  
Lebanon, VA 24266

Action Item B-1  
Presenter: Chairperson

**Meeting: 11/5/18 6:00 PM**

---

## Approval of Minutes

Request approval of the minutes from the following meeting:

- **Unapproved minutes of October 1, 2018**

### STAFF RECOMMENDATION(s):

Board discretion

### SUGGESTED MOTION(s):

Motion to approve Board Minutes.

### ATTACHMENTS:

- Board Minutes

October 01, 2018

A regular monthly meeting of the Russell County Board of Supervisors was held on Monday, October 01, 2018 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  
Harry Ferguson

Lonzo Lester, Clerk  
Vicki Porter, Deputy Clerk  
Matt Crum, County Attorney

**Absent:**

None

Invocation by Roy Harrison, Lebanon Baptist Church followed by the Pledge of Allegiance to the Flag.

**APPROVAL OF THE AGENDA**

Motion made by Steve Breeding, second Tim Lovelace and duly approved by the Board of Supervisors to approve the agenda as amended.

The vote was:

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

Nay: None

**Presentations**

**Betsy Gilmer**, Russell County Tourism Committee gave an overview of the tourism board's accomplishments and activities over the past year.

**John Michael McCoy and Brad Cook**, Lebanon Fire Department asked the Board to consider supporting a grant application for the purchase of a ladder truck for fire departments in the county to use.

**AUTHORIZATION FOR THE FIRE DEPARTMENTS TO PROCEED WITH A GRANT APPLICATION FOR THE PURCHASE OF A LADDER TRUCK**

Motion made by Steve Breeding, second Carl Rhea and duly approved by the Board of Supervisors to authorize the County Fire Departments to proceed with a grant application to purchase a ladder truck.

The vote was:

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

Nay: None

### **Board Appointments**

#### **ERNIE MCFADDIN RE-APPOINTED TO THE RUSSELL COUNTY IDA**

Carl Rhea nominated Ernie McFaddin

Motion made by David Eaton, second Steve Breeding that nominations cease and Ernie McFaddin be appointed by acclamation to the Russell County Industrial Development Authority for a (4) four-year term, said term ending October 01, 2022.

The vote was;

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

Nay: None

#### **TIM LOVELACE RE-APPOINTED TO THE HIGHWAY AND SAFETY COMMISSION**

David Eaton nominated Tim Lovelace

Motion made by Steve Breeding, second David Eaton that nominations cease and Tim Lovelace be appointed to the Russell County Highway and Safety Committee by acclamation for a (2) two-year term, said term ending October 01, 2020.

The vote was:

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

Nay: None

#### **MARK MITCHELL RE- APPOINTED TO THE PLANNING COMMISSION**

Tim Lovelace nominated Mark Mitchell

Motion made by David Eaton, second Tim Lovelace that nominations cease and Mark Mitchell be appointed by acclamation to the Russell County Planning Commission for a (4) four-year term, said term ending October 01, 2022.

The vote was:

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

Nay: None

**HARRY FERGUSON APPOINTED TO THE PLANNING COMMISSION**

David Eaton nominated Harry Ferguson

Motion made by Steve Breeding, second Tim Lovelace that nominations cease and Harry Ferguson be appointed to the Russell County Planning Commission to run concurrent with his appointment to the Board of Supervisors.

The vote was:

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

Nay: None

**RESIGNATION OF HARRY FERGUSON AS COUNTY LIAISON TO THE PLANNING COMMISSION**

Motion made by David Eaton, second Lou Wallace and duly approved by the Board of Supervisors to approve the resignation of Harry Ferguson as county liaison to the Russell County Planning Commission.

The vote was:

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

Nay: None

**CRYSTAL WHITE APPOINTED AS COUNTY LIAISON TO THE PLANNING COMMISSION**

Motion made by David Eaton, second Lou Wallace and duly approved by the Board of Supervisors to appoint Crystal White as the county liaison to the Russell County Planning Commission.

The vote was:

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

Nay: None

**APPROVAL OF THE SEPTEMBER 10, 2018 MINUTES**

Motion made by David Eaton, second Steve Breeding and duly approved by the Board of Supervisors to approve the September 10, 2018 minutes as corrected and dispense with the reading thereof.

The vote was:

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

Nay: None

**APPROVAL OF THE SEPTEMBER 17, 2018 MINUTES**

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to approve the September 17, 2018 minutes as corrected and dispense with the reading thereof.

The vote was:

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

Nay: None

#### **APPROVAL OF GENERAL COUNTY INVOICES**

Motion made by David Eaton, second Carl Rhea and duly approved by the Board of Supervisors to approve general county invoices in the amount of \$797,786.86 including reoccurring and withholdings.

The vote was:

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

Nay: None

#### **Citizens Comment**

**Pearlie Ramsey**, Rosedale asked that the Board take some kind of action to slow the vehicles down on Rt. 80.

**Donna Owens**, Honaker voiced her concerns over a sign that will be placed near her home. She felt that the sign ordinance and correct protocol had not been followed before the permit was issued.

**Les and Amanda Hale**, Honaker commented that they had followed all the necessary steps to get the permit for the sign that they are putting up near their business.

**Amy Hamilton and Crystal Breeding**, Lebanon are concerned about the future of the fitness center. They also stated that they needed better communication between the instructors and the Board to keep all the members informed.

**Billy Lowe**, Swords Creek asked that the Board address the issue of a blind curve near his home. Many accidents have occurred over the last few years and it is dangerous for the school bus to stop.

The Chair closed citizens comment and called a (5) five-minute recess.

The Chair called the meeting back to order.

#### **County Attorney Reports and Requests**

Matt Crum noted that Rick Thompson has revoked his resignation and will continue to serve as Treasurer of Russell County.

#### **County Administrator Reports and Requests**

#### **COMMITTEES APPOINTED BY THE CHAIRPERSON**

Harry Ferguson and Lou Wallace to consider the engineering RFP's for evaluation of the CWSA and PSA.

Tim Lovelace and Harry Ferguson to consider the RFP's for legal services for the County.  
Tim Lovelace and Carl Rhea to consider applicants for the Maintenance Supervisor Position.

**APPROVAL TO PAVE THE DOGTOWN SOLID WASTE SITE**

Motion made by Tim Lovelace, second Lou Wallace and duly approved by the Board of Supervisors to authorize the paving of the Dogtown Solid Waste Site by W & L Construction and Paving.

The vote was:

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

Nay: None

**AUTHORIZATION OF THE CUMBERLAND MT. COMMUNITY SERVICES CONTRACT**

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to authorize the signing of the Cumberland Mountain Community Services Performance Contract.

The vote was:

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

Nay: None

**APPROVAL OF A LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT**

Motion made by Carl Rhea, second Harry Ferguson and duly approved by the Board of Supervisors to accept and appropriate a Local Emergency Management Performance Grant from the U. S. Department of Homeland Security and the Federal Emergency Management Agency.

The vote was:

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

Nay: None

**AUTHORIZATION OF A VDOT SAFETY IMPROVEMENT RESOLUTION**

Motion made by David Eaton, second Tim Lovelace and duly approved by the Board of Supervisors to authorize a VDOT Highway Safety Improvement Program Resolution.

The vote was:

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

Nay: None

**APPROVAL TO SURPLUS (5) FIVE VEHICLES**

Motion made by Tim Lovelace, second David Eaton and duly approved by the Board of Supervisors to approve a list of surplus vehicles which includes:

1. 1997 Chevrolet Pickup
2. 2011 Ford 4-door Sedan
3. 2009 Ford 4-door Sedan
4. 2000 Ford Pickup
5. 2007 Ford Pickup

The vote was:

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

Nay: None

**APPROVAL TO AMEND THE AGENDA**

Motion made by Steve Breeding, second Lou Wallace and duly approved by the Board of Supervisors to amend the agenda to allow the Board to appoint (2) two members to the Sunset Digital Advisory Committee.

The vote was:

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

Nay: None

**ANGELA CARPENTER AND ANDY SMITH APPOINTED TO THE SUNSET DIGITAL ADVISORY COMMITTEE**

Motion made by Lou Wallace, second David Eaton and duly approved by the Board of Supervisors to appoint Angela Carpenter to represent the business sector and Andy Smith to represent the residents to the Sunset Digital Advisory Committee.

The vote was:

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

Nay: None

**APPROVAL TO AMEND THE AGENDA**

Motion made by Harry Ferguson, second Steve Breeding and duly approved by the Board of Supervisors to amend the agenda to include a vote on a consultant attorney for the consolidation of the Castlewood Water and Sewage Authority and The Russell County Public Service Authority.

The vote was:

Aye: Harry Ferguson, Steve Breeding, Carl Rhea, Tim Lovelace, Rebecca Dye and David Eaton

Nay: Lou Wallace

**APPROVAL TO HIRE FRANK KILGORE FOR THE CONSOLIDATION OF THE CASTLEWOOD WATER AND SEWAGE AUTHORITY AND THE RUSSELL COUNTY PSA**

Motion made by Harry Ferguson, second Steve Breeding and duly approved by the Board of Supervisors to hire Frank Kilgore as a consultant attorney for the consolidation of the Castlewood Water and Sewage

Authority and The Russell County Public Service Authority and report back to the Board in (30) thirty days.

The vote was:

Aye: Harry Ferguson, Steve Breeding, Carl Rhea and David Eaton

Nay: Lou Wallace, Rebecca Dye and Tim Lovelace

**APPROVAL TO ADJOURN**

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

The vote was:

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

Nay: None

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Clerk of the Board

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Chairperson





**Board of Supervisors**  
137 Highland Drive  
Lebanon, VA 24266

Action Item B-1- B-2  
Presenter: Chairperson

**Meeting: 11/5/18      6:00 PM**

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## **Approval of Expenditures**

Request approval of the County's October 2018 Monthly Expenditures:

### **STAFF RECOMMENDATION(s):**

County's October 2018 Monthly Expenditures are in compliance with budget and operational services.

### **SUGGESTED MOTION(s):**

Motion to approve County's October 2018 Monthly Expenditures.

### **ATTACHMENTS:**

- October 2018 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>
11/05/2018	9/24/2018	002615 A & A ENTERPRIS	60892		99.90	99.90	4100-031020-5410-	-
11/05/2018	10/02/2018	002615 A & A ENTERPRIS	60966		849.15	849.15	4100-031020-5410-	-
11/05/2018	10/02/2018	002615 A & A ENTERPRIS	60967		366.55	366.55	4100-031020-5410-	-
11/05/2018	10/04/2018	002615 A & A ENTERPRIS	60985		596.40	596.40	4100-031020-5410-	-
					1,912.00	1,912.00 *		
11/05/2018	8/21/2018	004154 A-Z OFFICE RESO	4741291-0		3,290.00	3,290.00	4100-021010-7002-	-
11/05/2018	8/21/2018	004154 A-Z OFFICE RESO	4744357-0		4,223.00	4,223.00	4100-021010-7002-	-
11/05/2018	10/17/2018	004154 A-Z OFFICE RESO	4745068-0		8,037.00	8,037.00	4100-021010-7002-	-
					15,550.00	15,550.00 *		
11/05/2018	9/21/2018	003325 ADVANCED DIAGNO	18368		1,565.60	1,565.60	4100-031020-5408-	-
					1,565.60	1,565.60 *		
11/05/2018	9/26/2018	003845 ALSCO	LROA847310		125.20	125.20	4100-072010-3008-	-
11/05/2018	10/10/2018	003845 ALSCO	LROA849839		210.17	210.17	4100-072010-3008-	-
					335.37	335.37 *		
11/05/2018	9/16/2018	003754 AMAZON	435354779435	10	63.93	63.93	4100-073010-5411-	-
11/05/2018	10/03/2018	003754 AMAZON	435497456369	10	21.05	21.05	4100-073010-5411-	-
11/05/2018	9/15/2018	003754 AMAZON	437759336954	10	129.42	129.42	4100-073010-5411-	-
11/05/2018	9/21/2018	003754 AMAZON	447838656457	10	12.35	12.35	4100-073010-5411-	-
11/05/2018	9/18/2018	003754 AMAZON	448573434958	10	26.28	26.28	4100-073010-5411-	-
11/05/2018	9/21/2018	003754 AMAZON	448869445574	10	35.73	35.73	4100-073010-5411-	-
11/05/2018	9/13/2018	003754 AMAZON	448995897486	10	15.98	15.98	4100-073010-5401-	-
11/05/2018	9/21/2018	003754 AMAZON	464966896849	10	19.78	19.78	4100-073010-5411-	-
11/05/2018	9/15/2018	003754 AMAZON	466446593948	10	10.28	10.28	4100-073010-5411-	-
11/05/2018	9/17/2018	003754 AMAZON	469486859355	10	362.15	362.15	4100-073010-5411-	-
11/05/2018	9/21/2018	003754 AMAZON	469965597574	10	30.94	30.94	4100-073010-5411-	-
11/05/2018	10/10/2018	003754 AMAZON	476973847338	10	24.18	24.18	4100-073010-5411-	-
11/05/2018	9/21/2018	003754 AMAZON	555495895797	10	32.79	32.79	4100-073010-5411-	-
11/05/2018	9/24/2018	003754 AMAZON	633756358384	10	70.98	70.98	4100-073010-5411-	-
11/05/2018	10/12/2018	003754 AMAZON	676865498777	10	50.11	50.11	4100-073010-5411-	-
11/05/2018	9/21/2018	003754 AMAZON	759846353788	10	205.70	205.70	4100-073010-5411-	-
11/05/2018	9/18/2018	003754 AMAZON	769369344349	10	12.51	12.51	4100-073010-5411-	-
11/05/2018	9/16/2018	003754 AMAZON	835774784643	10	61.37	61.37	4100-073010-5411-	-
11/05/2018	10/10/2018	003754 AMAZON	845979864479	10	10.08	10.08	4100-073010-5411-	-
11/05/2018	9/14/2018	003754 AMAZON	898739348438	10	148.22	148.22	4100-073010-5411-	-
11/05/2018	9/24/2018	003754 AMAZON	934568836798	10	48.65	48.65	4100-073010-5411-	-
11/05/2018	10/07/2018	003754 AMAZON	956448776375	10	16.61	16.61	4100-073010-5411-	-
11/05/2018	9/23/2018	003754 AMAZON	957579646746	10	2.07-	2.07-	4100-073010-5411-	-
					1,407.02	1,407.02 *		
11/05/2018	12/07/2018	003880 AMERICAN BANKER	12072018		1,513.00	1,513.00	4100-043020-5303-	-
					1,513.00	1,513.00 *		
11/05/2018	9/18/2018	003103 AUTO MOTION SER	15193		16.00	16.00	4100-031020-5408-	-
11/05/2018	9/20/2018	003103 AUTO MOTION SER	15201		54.99	54.99	4100-031020-5408-	-
11/05/2018	10/02/2018	003103 AUTO MOTION SER	15224		623.94	623.94	4100-031020-5408-	-
11/05/2018	10/04/2018	003103 AUTO MOTION SER	15233		1,013.96	1,013.96	4100-031020-5408-	-
11/05/2018	10/05/2018	003103 AUTO MOTION SER	15234		559.99	559.99	4100-031020-5408-	-
					2,268.88	2,268.88 *		
11/05/2018	9/18/2018	003032 B & H RENTALS I	112628		35.00	35.00	4100-094010-7056-	-
11/05/2018	10/18/2018	003032 B & H RENTALS I	112772		38.79	38.79	4100-094010-7056-	-
					73.79	73.79 *		
11/05/2018	10/01/2018	000007 BAKER & TAYLOR, NS18100077		10	1,500.00	1,500.00	4100-073010-5411-	-
11/05/2018	9/17/2018	000007 BAKER & TAYLOR, 5015167540		10	222.72	222.72	4100-073010-5411-	-
11/05/2018	9/17/2018	000007 BAKER & TAYLOR, 5015167541		10	29.71	29.71	4100-073010-5411-	-
11/05/2018	9/24/2018	000007 BAKER & TAYLOR, 5015178346		10	44.49	44.49	4100-073010-5411-	-
11/05/2018	9/24/2018	000007 BAKER & TAYLOR, 5015178347		10	104.28	104.28	4100-073010-5411-	-
11/05/2018	9/24/2018	000007 BAKER & TAYLOR, 5015178348		10	37.77	37.77	4100-073010-5411-	-

DUE DATE	INV DATE	VENDOR	INVOICE	CLASS	GROSS AMT.	NET AMOUNT	G/L ACCOUNT	P.O.#
11/05/2018	9/24/2018	000007 BAKER & TAYLOR,	5015178349	10	117.28	117.28	4100-073010-5411-	-
11/05/2018	9/24/2018	000007 BAKER & TAYLOR,	5015178350	10	43.57	43.57	4100-073010-5411-	-
11/05/2018	10/04/2018	000007 BAKER & TAYLOR,	5015191413	10	61.89	61.89	4100-073010-5411-	-
11/05/2018	10/04/2018	000007 BAKER & TAYLOR,	5015191414	10	122.06	122.06	4100-073010-5411-	-
11/05/2018	10/04/2018	000007 BAKER & TAYLOR,	5015191415	10	16.31	16.31	4100-073010-5411-	-
11/05/2018	10/04/2018	000007 BAKER & TAYLOR,	5015191416	10	34.77	34.77	4100-073010-5411-	-
11/05/2018	10/04/2018	000007 BAKER & TAYLOR,	5015191417	10	20.50	20.50	4100-073010-5411-	-
11/05/2018	10/04/2018	000007 BAKER & TAYLOR,	5015191418	10	26.96	26.96	4100-073010-5411-	-
11/05/2018	10/04/2018	000007 BAKER & TAYLOR,	5015191419	10	18.49	18.49	4100-073010-5411-	-
					2,400.80	2,400.80 *		
11/05/2018	9/23/2018	004549 BAKER ROOFING O	902307571		9,800.00	9,800.00	4100-094010-7056-	-
					9,800.00	9,800.00 *		
11/05/2018	10/15/2018	000052 BLEVINS SEPTIC	32660		375.00	375.00	4100-042010-5413-	-
					375.00	375.00 *		
11/05/2018	9/24/2018	004407 BLUE 360 MEDIA	INV-31039		64.25	64.25	4100-022010-5401-	-
					64.25	64.25 *		
11/05/2018	9/24/2018	003808 BMS DIRECT INC	128654		285.00	285.00	4100-012130-5401-	-
11/05/2018	10/10/2018	003808 BMS DIRECT INC	129006		6,863.09	6,863.09	4100-012130-5802-	-
					7,148.09	7,148.09 *		
11/05/2018	10/09/2018	000092 BONANZA RESTAUR	344127		130.29	130.29	4100-011010-5413-	-
					130.29	130.29 *		
11/05/2018	10/11/2018	004161 BREEDING, CRYST	10112018		255.00	255.00	4100-072030-3009-	-
					255.00	255.00 *		
11/05/2018	9/27/2018	000101 BRISTOL HERALD	020000591459.	10	280.80	280.80	4100-073010-5411-	-
					280.80	280.80 *		
11/05/2018	10/31/2018	001177 CAMPBELL PHILLI	10312018		400.00	400.00	4100-013010-3002-	-
					400.00	400.00 *		
11/05/2018	10/10/2018	003898 CARD SERVICES C	10102018	1	2,051.96	2,051.96	4100-031020-5503-	-
11/05/2018	9/10/2018	003898 CARD SERVICES C	3967	2	100.00	100.00	4100-022010-5401-	-
					2,151.96	2,151.96 *		
11/05/2018	9/21/2018	002337 CASKIE GRAPHICS	33718		324.13	324.13	4100-021060-3006-	-
					324.13	324.13 *		
11/05/2018	11/05/2018	003438 CASTLEWOOD WATE	OCT-2018	1	5,321.42	5,321.42	4100-082010-8025-	-
11/05/2018	10/06/2018	003438 CASTLEWOOD WATE	10062018		31.00	31.00	4100-071040-5103-	-
11/05/2018	10/06/2018	003438 CASTLEWOOD WATE	10062018		59.00	59.00	4100-043020-5103-	-
11/05/2018	10/06/2018	003438 CASTLEWOOD WATE	10062018		62.00	62.00	4100-071040-5103-	-
11/05/2018	10/06/2018	003438 CASTLEWOOD WATE	10062018		62.00	62.00	4100-071040-5103-	-
11/05/2018	10/06/2018	003438 CASTLEWOOD WATE	10062018		31.00	31.00	4100-043020-5103-	-
11/05/2018	10/06/2018	003438 CASTLEWOOD WATE	10062018		62.00	62.00	4100-071040-5103-	-
11/05/2018	10/06/2018	003438 CASTLEWOOD WATE	10062018		31.00	31.00	4100-043020-5103-	-
11/05/2018	10/06/2018	003438 CASTLEWOOD WATE	10062018		62.30	62.30	4100-071040-5103-	-
11/05/2018	10/06/2018	003438 CASTLEWOOD WATE	10062018		118.00	118.00	4100-071040-5103-	-
					5,839.72	5,839.72 *		
11/05/2018	10/01/2018	004450 CINTAS CORPORAT	4010332521		16.20	16.20	4100-043020-3008-	-
11/05/2018	10/04/2018	004450 CINTAS CORPORAT	4010527832		44.36	44.36	4100-043020-3008-	-
11/05/2018	10/04/2018	004450 CINTAS CORPORAT	4010527838		63.69	63.69	4100-043020-3008-	-
11/05/2018	10/04/2018	004450 CINTAS CORPORAT	4010527841		130.14	130.14	4100-043020-3008-	-
11/05/2018	10/04/2018	004450 CINTAS CORPORAT	4010527887		214.99	214.99	4100-043020-3008-	-
11/05/2018	10/08/2018	004450 CINTAS CORPORAT	4010618854		16.20	16.20	4100-043020-3008-	-
11/05/2018	10/04/2018	004450 CINTAS CORPORAT	401527830		39.84	39.84	4100-043020-3008-	-
11/05/2018	10/11/2018	004450 CINTAS CORPORAT	4010790543		63.69	63.69	4100-043020-3008-	-
11/05/2018	10/11/2018	004450 CINTAS CORPORAT	4010790581		39.84	39.84	4100-043020-3008-	-
11/05/2018	10/11/2018	004450 CINTAS CORPORAT	4010790599		44.36	44.36	4100-043020-3009-	-
11/05/2018	10/11/2018	004450 CINTAS CORPORAT	4010790606		240.49	240.49	4100-043020-3009-	-
11/05/2018	10/11/2018	004450 CINTAS CORPORAT	4010790647		130.14	130.14	4100-043020-3008-	-

DUE DATE	INV DATE	VENDOR	INVOICE	CLASS	GROSS AMT.	NET AMOUNT	G/L ACCOUNT	P.O.#
11/05/2018	10/15/2018	004450	CINTAS CORPORAT 4010895653		16.20	16.20	4100-043020-3008-	-
11/05/2018	10/18/2018	004450	CINTAS CORPORAT 4011077714		48.00	48.00	4100-043020-3008-	-
11/05/2018	10/18/2018	004450	CINTAS CORPORAT 4011077775		242.80	242.80	4100-043020-3008-	-
11/05/2018	10/18/2018	004450	CINTAS CORPORAT 4011077786		68.19	68.19	4100-043020-3008-	-
11/05/2018	10/18/2018	004450	CINTAS CORPORAT 4011077798		150.48	150.48	4100-043020-3008-	-
11/05/2018	10/18/2018	004450	CINTAS CORPORAT 4011077806		49.72	49.72	4100-043020-3008-	-
11/05/2018	10/22/2018	004450	CINTAS CORPORAT 4011189404		16.20	16.20	4100-043020-3008-	-
11/05/2018	10/25/2018	004450	CINTAS CORPORAT 4011364182		48.00	48.00	4100-043020-3004-	-
11/05/2018	10/25/2018	004450	CINTAS CORPORAT 4011364228		68.19	68.19	4100-043020-3004-	-
11/05/2018	10/25/2018	004450	CINTAS CORPORAT 4011364231		49.72	49.72	4100-043020-3004-	-
11/05/2018	10/25/2018	004450	CINTAS CORPORAT 4011364246		240.54	240.54	4100-043020-3004-	-
11/05/2018	10/25/2018	004450	CINTAS CORPORAT 4011364273		150.48	150.48	4100-043020-3004-	-
					2,192.46	2,192.46 *		
11/05/2018	10/18/2018	003569	CLARK PRINT SHO 3961		93.70	93.70	4100-035010-5401-	-
					93.70	93.70 *		
11/05/2018	10/16/2018	003671	CLINCH VALLEY P W-01302		480.00	480.00	4100-081040-3006-	-
					480.00	480.00 *		
11/05/2018	10/18/2018	002756	COMPUTER PROJEC 18-10-221ME		173.40	173.40	4100-022010-5401-	-
					173.40	173.40 *		
11/05/2018	9/27/2018	004452	CRYSTAL SPRINGS 16982561092718		62.34	62.34	4100-031020-5401-	-
11/05/2018	9/27/2018	004452	CRYSTAL SPRINGS 16981298 092718		24.74	24.74	4100-013010-5401-	-
					87.08	87.08 *		
11/05/2018	10/16/2018	000171	CUMBERLAND PLAT 119		61,398.43	61,398.43	4100-042010-3002-	-
					61,398.43	61,398.43 *		
11/05/2018	11/05/2018	003520	DANTE COMMUNITY APPR. 2018		1,263.62	1,263.62	4100-071040-5609-	-
					1,263.62	1,263.62 *		
11/05/2018	10/07/2018	003403	DAVIS KLAY 2210		90.00	90.00	4100-022010-5401-	-
					90.00	90.00 *		
11/05/2018	9/24/2018	000184	DEMCO 6458964	10	257.48	257.48	4100-073010-5401-	-
11/05/2018	10/02/2018	000184	DEMCO 64645720	10	334.00	334.00	4100-073010-5414-	-
11/05/2018	10/08/2018	000184	DEMCO 6469255	10	19.21	19.21	4100-073010-5401-	-
					610.69	610.69 *		
11/05/2018	9/24/2018	000193	DISCOUNT TIRE C 5013		68.00	68.00	4100-031020-5408-	-
11/05/2018	10/17/2018	000193	DISCOUNT TIRE C 5123		243.00	243.00	4100-031020-5408-	-
11/05/2018	10/19/2018	000193	DISCOUNT TIRE C 5139		100.22	100.22	4100-043020-5408-	-
11/05/2018	10/16/2018	000193	DISCOUNT TIRE C 5119		809.99	809.99	4100-043020-5408-	-
					1,221.21	1,221.21 *		
11/05/2018	9/25/2018	000198	DOMINION OFFICE 99317		39.90	39.90	4100-012010-5401-	-
11/05/2018	9/27/2018	000198	DOMINION OFFICE 99444		23.99	23.99	4100-021060-5401-	-
11/05/2018	10/01/2018	000198	DOMINION OFFICE 99583		69.29	69.29	4100-021020-5401-	-
11/05/2018	10/03/2018	000198	DOMINION OFFICE 99665		40.73	40.73	4100-032050-5401-	-
11/05/2018	10/03/2018	000198	DOMINION OFFICE 99672		16.98	16.98	4100-021060-5401-	-
11/05/2018	10/03/2018	000198	DOMINION OFFICE 99675		67.39	67.39	4100-035050-5401-	-
11/05/2018	9/12/2018	000198	DOMINION OFFICE 98758		39.90	39.90	4100-099000-5000-	-
11/05/2018	9/27/2018	000198	DOMINION OFFICE 99319		39.90	39.90	4100-012010-5401-	-
11/05/2018	9/25/2018	000198	DOMINION OFFICE 99320		26.90	26.90	4100-021060-5401-	-
11/05/2018	10/02/2018	000198	DOMINION OFFICE 99604		119.70	119.70	4100-012010-5401-	-
11/05/2018	10/02/2018	000198	DOMINION OFFICE 99640		26.39	26.39	4100-012010-5401-	-
11/05/2018	10/05/2018	000198	DOMINION OFFICE 99793		1.99	1.99	4100-012010-5401-	-
11/05/2018	10/09/2018	000198	DOMINION OFFICE 99889		11.79	11.79	4100-034010-5401-	-
11/05/2018	10/09/2018	000198	DOMINION OFFICE 99896		64.69	64.69	4100-021060-5401-	-
11/05/2018	9/18/2018	000198	DOMINION OFFICE 99040	10	7.85	7.85	4100-073010-5401-	-
11/05/2018	9/18/2018	000198	DOMINION OFFICE 99040	10	9.50	9.50	4100-073010-5401-	-
11/05/2018	9/21/2018	000198	DOMINION OFFICE 992288	10	39.90	39.90	4100-073010-5401-	-
11/05/2018	9/27/2018	000198	DOMINION OFFICE 99313	10	19.58	19.58	4100-073010-5401-	-

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11/05/2018	10/11/2018	000198 DOMINION OFFICE	99895	10	18.53	18.53	4100-073010-5401-	-
11/05/2018	10/16/2018	000198 DOMINION OFFICE	100146		110.77	110.77	4100-031020-5401-	-
11/05/2018	9/19/2018	000198 DOMINION OFFICE	2821CM		285.36-	285.36-	4100-031020-5401-	-
11/05/2018	9/13/2018	000198 DOMINION OFFICE	98895		96.29	96.29	4100-031020-5401-	-
11/05/2018	9/28/2018	000198 DOMINION OFFICE	99515		454.48	454.48	4100-031020-5401-	-
11/05/2018	10/01/2018	000198 DOMINION OFFICE	99651		24.20	24.20	4100-031020-5401-	-
11/05/2018	10/03/2018	000198 DOMINION OFFICE	99674		37.95	37.95	4100-031020-5401-	-
11/05/2018	10/05/2018	000198 DOMINION OFFICE	99817		56.84	56.84	4100-031020-5401-	-
11/05/2018	10/16/2018	000198 DOMINION OFFICE	100137		39.90	39.90	4100-032050-5401-	-
11/05/2018	10/16/2018	000198 DOMINION OFFICE	100145		33.63	33.63	4100-021060-5401-	-
11/05/2018	10/16/2018	000198 DOMINION OFFICE	100153		39.90	39.90	4100-042010-5401-	-
11/05/2018	10/16/2018	000198 DOMINION OFFICE	100159		177.72	177.72	4100-035050-5401-	-
11/05/2018	10/16/2018	000198 DOMINION OFFICE	100230		11.90	11.90	4100-021060-5401-	-
11/05/2018	10/16/2018	000198 DOMINION OFFICE	100239		24.60	24.60	4100-021060-5401-	-
11/05/2018	10/18/2018	000198 DOMINION OFFICE	10028510182018		387.70	387.70	4100-012130-5401-	-
11/05/2018	10/17/2018	000198 DOMINION OFFICE	100302		139.50	139.50	4100-012130-5401-	-
11/05/2018	10/19/2018	000198 DOMINION OFFICE	100335		38.28	38.28	4100-022010-5401-	-
11/05/2018	3/16/2018	000198 DOMINION OFFICE	92097		98.49	98.49	4100-013020-5401-	-
11/05/2018	9/21/2018	000198 DOMINION OFFICE	99219		11.94	11.94	4100-012130-5401-	-
11/05/2018	9/25/2018	000198 DOMINION OFFICE	99318		39.90	39.90	4100-013020-5401-	-
11/05/2018	9/27/2018	000198 DOMINION OFFICE	99467		382.60	382.60	4100-022010-5401-	-
11/05/2018	10/01/2018	000198 DOMINION OFFICE	99646		235.80	235.80	4100-012130-5401-	-
11/05/2018	10/09/2018	000198 DOMINION OFFICE	99892		4.98	4.98	4100-013020-5401-	-
11/05/2018	10/09/2018	000198 DOMINION OFFICE	99893		92.67	92.67	4100-022010-5401-	-
					2,939.58	2,939.58 *		
11/05/2018	9/30/2018	003938 DRAPER ADEN ASS	2018090557		2,199.50	2,199.50	4100-042010-3090-	-
					2,199.50	2,199.50 *		
11/05/2018	10/10/2018	001894 DYNAMARK SECURI	15078		216.00	216.00	4100-021060-3005-	-
					216.00	216.00 *		
11/05/2018	10/26/2018	001664 ELK GARDEN ALUM	10262018		465.00	465.00	4100-071040-5600-	-
					465.00	465.00 *		
11/05/2018	11/05/2018	004419 EQUATURE/DSS CO	18714		4,475.00	4,475.00	4100-032050-3005-	-
					4,475.00	4,475.00 *		
11/05/2018	9/25/2018	002162 FIRST IMPRESSIO	065318/1		50.00	50.00	4100-011010-5413-	-
					50.00	50.00 *		
11/05/2018	10/19/2018	001445 FISHER AUTO PAR	397-239068		514.90	514.90	4100-042400-5407-	-
					514.90	514.90 *		
11/05/2018	8/27/2018	000978 FOGLEMAN'S CARP	13378		73.50	73.50	4100-094010-7056-	-
11/05/2018	8/30/2018	000978 FOGLEMAN'S CARP	13556		71.00	71.00	4100-094010-7056-	-
					144.50	144.50 *		
11/05/2018	6/26/2018	000243 FREE SERVICE TI	278903		497.28	497.28	4100-031020-5408-	-
11/05/2018	8/24/2018	000243 FREE SERVICE TI	285882		973.35	973.35	4100-031020-5408-	-
11/05/2018	9/04/2018	000243 FREE SERVICE TI	286801		538.32	538.32	4100-031020-5408-	-
11/05/2018	9/24/2018	000243 FREE SERVICE TI	289984		1,000.76	1,000.76	4100-031020-5408-	-
11/05/2018	9/26/2018	000243 FREE SERVICE TI	289985		1,000.76	1,000.76	4100-031020-5408-	-
11/05/2018	10/16/2018	000243 FREE SERVICE TI	293915		1,000.76-	1,000.76-	4100-031020-5408-	-
11/05/2018	10/16/2018	000243 FREE SERVICE TI	293917		1,000.76-	1,000.76-	4100-031020-5408-	-
11/05/2018	10/16/2018	000243 FREE SERVICE TI	293919		973.35-	973.35-	4100-031020-5408-	-
11/05/2018	10/16/2018	000243 FREE SERVICE TI	293923		470.88	470.88	4100-031020-5408-	-
11/05/2018	10/16/2018	000243 FREE SERVICE TI	293924		470.88	470.88	4100-031020-5408-	-
11/05/2018	10/16/2018	000243 FREE SERVICE TI	293925		531.36	531.36	4100-031020-5408-	-
11/05/2018	10/19/2018	000243 FREE SERVICE TI	294537		538.32-	538.32-	4100-031020-5408-	-
11/05/2018	10/19/2018	000243 FREE SERVICE TI	294540		497.28-	497.28-	4100-031020-5408-	-
11/05/2018	10/19/2018	000243 FREE SERVICE TI	294544		465.84	465.84	4100-031020-5408-	-
11/05/2018	10/19/2018	000243 FREE SERVICE TI	294547		504.28	504.28	4100-031020-5408-	-
					2,443.24	2,443.24 *		

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11/05/2018	8/21/2018	003310 FREEDOM FORD	9732		339.96	339.96	4100-031020-5408-	-
11/05/2018	8/27/2018	003310 FREEDOM FORD	9814		868.58	868.58	4100-031020-5408-	-
11/05/2018	8/31/2018	003310 FREEDOM FORD	9837		573.38	573.38	4100-031020-5408-	-
					1,781.92	1,781.92 *		
11/05/2018	10/25/2018	004179 FRYE ROOFING IN	17657		89,215.28	89,215.28	4100-094010-7056-	-
					89,215.28	89,215.28 *		
11/05/2018	9/12/2018	000854 GALL'S, LLC	10747424		26.00	26.00	4100-031020-5410-	-
11/05/2018	9/18/2018	000854 GALL'S, LLC	10792927		20.05	20.05	4100-031020-5409-	-
11/05/2018	9/20/2018	000854 GALL'S, LLC	10811112		113.00	113.00	4100-031020-5409-	-
11/05/2018	9/25/2018	000854 GALL'S, LLC	10847251		159.00	159.00	4100-031020-5409-	-
11/05/2018	9/25/2018	000854 GALL'S, LLC	3		139.00	139.00	4100-031020-5409-	-
					457.05	457.05 *		
11/05/2018	10/22/2018	001862 GREAT AMERICA L	23567143		263.22	263.22	4100-012100-3006-	-
					263.22	263.22 *		
11/05/2018	10/12/2018	004163 HAMILTON, AMY	10122018		385.00	385.00	4100-072030-3009-	-
					385.00	385.00 *		
11/05/2018	10/01/2018	000308 HONAKER TIRE SE	101108		30.00	30.00	4100-042400-5408-	-
11/05/2018	7/05/2018	000308 HONAKER TIRE SE	879		79.66	79.66	4100-031020-5408-	-
					109.66	109.66 *		
11/05/2018	9/24/2018	003866 INNOVATIVE TECH	1693		495.00	495.00	4100-031020-3005-	-
11/05/2018	10/26/2018	003866 INNOVATIVE TECH	1725		285.00	285.00	4100-072010-3009-	-
11/05/2018	10/26/2018	003866 INNOVATIVE TECH	1726		2,197.50	2,197.50	4100-012300-3002-	-
11/05/2018	10/26/2018	003866 INNOVATIVE TECH	1728		650.00	650.00	4100-094010-7056-	-
11/05/2018	10/26/2018	003866 INNOVATIVE TECH	1740		395.00	395.00	4100-042400-5413-	-
					4,022.50	4,022.50 *		
11/05/2018	3/01/2018	000337 JOHNSON PEST CO	1141		458.00	458.00	4100-043020-3004-	-
11/05/2018	4/01/2018	000337 JOHNSON PEST CO	1178		458.00	458.00	4100-043020-3004-	-
11/05/2018	5/01/2018	000337 JOHNSON PEST CO	1191		458.00	458.00	4100-043020-3004-	-
					1,374.00	1,374.00 *		
11/05/2018	9/25/2018	003245 KENDALL ELECTRI	S107233573.005		2,091.41-	2,091.41-	4100-043020-5407-	-
					2,091.41-	2,091.41-*		
11/05/2018	10/18/2018	000359 KWIK KAFE	3510-541442		35.00	35.00	4100-012010-5401-	-
					35.00	35.00 *		
11/05/2018	10/15/2018	004528 L & W SUPPLY CO	258105548		320.42	320.42	4100-043020-5407-	-
					320.42	320.42 *		
11/05/2018	10/17/2018	004546 LEAF	8741382	10	83.88	83.88	4100-073010-3002-	-
					83.88	83.88 *		
11/05/2018	9/28/2018	000370 LEBANON AUTO SU	277284		4.90	4.90	4100-094010-7056-	-
					4.90	4.90 *		
11/05/2018	9/04/2018	000367 LEBANON BLOCK &	273176		5.97	5.97	4100-043020-5407-	-
11/05/2018	9/06/2018	000367 LEBANON BLOCK &	273611		21.58	21.58	4100-071040-5600-	-
11/05/2018	9/06/2018	000367 LEBANON BLOCK &	273653		1.15	1.15	4100-035010-5401-	-
11/05/2018	9/06/2018	000367 LEBANON BLOCK &	273706		19.06	19.06	4100-043020-5407-	-
11/05/2018	9/07/2018	000367 LEBANON BLOCK &	273933		16.20	16.20	4100-042400-5407-	-
11/05/2018	9/10/2018	000367 LEBANON BLOCK &	274130		99.90	99.90	4100-072010-5407-	-
11/05/2018	9/10/2018	000367 LEBANON BLOCK &	274174		41.17	41.17	4100-094010-7056-	-
11/05/2018	9/12/2018	000367 LEBANON BLOCK &	274533		21.84	21.84	4100-043020-5407-	-
11/05/2018	9/12/2018	000367 LEBANON BLOCK &	274566		119.80	119.80	4100-094010-7056-	-
11/05/2018	9/13/2018	000367 LEBANON BLOCK &	274822		49.79	49.79	4100-094010-7056-	-
11/05/2018	9/17/2018	000367 LEBANON BLOCK &	275385		9.81	9.81	4100-043020-5407-	-
11/05/2018	9/17/2018	000367 LEBANON BLOCK &	275386		49.95	49.95	4100-094010-7056-	-
11/05/2018	9/18/2018	000367 LEBANON BLOCK &	275546		24.39	24.39	4100-043020-5407-	-
11/05/2018	9/18/2018	000367 LEBANON BLOCK &	275567		18.58	18.58	4100-043020-5407-	-
11/05/2018	9/24/2018	000367 LEBANON BLOCK &	276372		5.50	5.50	4100-094010-7056-	-
11/05/2018	9/24/2018	000367 LEBANON BLOCK &	276439		11.49	11.49	4100-094010-7056-	-

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11/05/2018	9/25/2018	000367	LEBANON BLOCK & 276617		23.64	23.64	4100-094010-7056-	-
11/05/2018	9/26/2018	000367	LEBANON BLOCK & 276776		26.29	26.29	4100-043020-5407-	-
11/05/2018	9/27/2018	000367	LEBANON BLOCK & 276950		10.86	10.86	4100-043020-5407-	-
11/05/2018	9/27/2018	000367	LEBANON BLOCK & 277010		92.57	92.57	4100-043020-5407-	-
11/05/2018	9/28/2018	000367	LEBANON BLOCK & 277144		24.85	24.85	4100-094010-7056-	-
11/05/2018	9/28/2018	000367	LEBANON BLOCK & 277247		54.78	54.78	4100-094010-7056-	-
11/05/2018	9/24/2018	000367	LEBANON BLOCK & 276392	10	5.99	5.99	4100-073010-5413-	-
11/05/2018	9/06/2018	000367	LEBANON BLOCK & 273777		35.80	35.80	4100-031020-5409-	-
11/05/2018	9/28/2018	000367	LEBANON BLOCK & 277161		65.63	65.63	4100-031020-5409-	-
					856.59	856.59	*	
11/05/2018	10/09/2018	003595	LIBRARIAN'S CHO 1310851	10	156.26	156.26	4100-073010-5411-	-
					156.26	156.26	*	
11/05/2018	10/15/2018	003374	MCMASTER-CARR S 76299611		197.59	197.59	4100-043020-5407-	-
					197.59	197.59	*	
11/05/2018	9/20/2018	000428	MIKE'S COMPUTER 34376		79.90	79.90	4100-031020-5409-	-
					79.90	79.90	*	
11/05/2018	10/22/2018	004145	MILLER, CYNTHIA 10112018		150.00	150.00	4100-072030-3009-	-
					150.00	150.00	*	
11/05/2018	10/01/2018	003387	MOBILE COMMUNIC 80014452		919.10	919.10	4100-032050-3005-	-
					919.10	919.10	*	
11/05/2018	9/27/2018	000430	MODERN CHEVROLE 2227		341.13	341.13	4100-031020-5408-	-
					341.13	341.13	*	
11/05/2018	10/12/2018	004144	MONK, BARBARA J 10122018		540.00	540.00	4100-072030-3009-	-
					540.00	540.00	*	
11/05/2018	9/17/2018	002304	MUMPOWER SIGN S 279128		310.49	310.49	4100-031020-5408-	-
					310.49	310.49	*	
11/05/2018	10/26/2018	003238	NASH GWYN REIMB/TRAVEL		513.00	513.00	4100-011010-5501-	-
11/05/2018	10/26/2018	003238	NASH GWYN REIMB/TRAVEL		378.78	378.78	4100-011010-5504-	-
11/05/2018	10/26/2018	003238	NASH GWYN REIMB/TRAVEL		40.00	40.00	4100-011010-5504-	-
11/05/2018	10/26/2018	003238	NASH GWYN REIMB/TRAVEL		30.00	30.00	4100-011010-5504-	-
11/05/2018	10/26/2018	003238	NASH GWYN REIMB/TRAVEL		350.00	350.00	4100-011010-5504-	-
					1,311.78	1,311.78	*	
11/05/2018	9/29/2018	003123	O'REILLY AUTO P 1943-267216		93.85	93.85	4100-031020-5408-	-
11/05/2018	10/01/2018	003123	O'REILLY AUTO P 1943-267473		110.83	110.83	4100-031020-5408-	-
11/05/2018	10/19/2018	003123	O'REILLY AUTO P 1943-270400		26.98	26.98	4100-031020-5408-	-
11/05/2018	10/22/2018	003123	O'REILLY AUTO P 1943-270869		122.52	122.52	4100-022010-5415-	-
					354.18	354.18	*	
11/05/2018	8/15/2018	001996	OWENS FUNERAL S 977		800.00	800.00	4100-053010-6001-	-
					800.00	800.00	*	
11/05/2018	10/10/2018	004487	PEARSON APPRAIS #7		76,055.31	76,055.31	4100-012100-3002-	-
					76,055.31	76,055.31	*	
11/05/2018	10/17/2018	001587	POSTMASTER 10172018		1,000.00	1,000.00	4100-013010-5201-	-
					1,000.00	1,000.00	*	
11/05/2018	10/10/2018	000513	PRINTECH 30797		768.99	768.99	4100-031020-5409-	-
					768.99	768.99	*	
11/05/2018	9/17/2018	004473	PRO-VISION 315976		61.55	61.55	4100-031020-5409-	-
					61.55	61.55	*	
11/05/2018	10/11/2018	004420	PROBILLING & FU 26L158912		51.32	51.32	4100-042400-5408-	-
11/05/2018	8/29/2018	004420	PROBILLING & FU 26L155897		42.82	42.82	4100-042400-5408-	-
					94.14	94.14	*	
11/05/2018	9/17/2018	003016	PURCHASE POWER 09172018		510.50	510.50	4100-021060-5201-	-
11/05/2018	9/17/2018	003016	PURCHASE POWER 09172018		510.49	510.49	4100-031020-5201-	-
					1,020.99	1,020.99	*	
11/05/2018	10/10/2018	001451	QUAILIFICATION 21803336		223.59	223.59	4100-031020-5409-	-
					223.59	223.59	*	

<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>
11/05/2018	8/09/2018	004533 RAPPAHANNOCK RE	1819TU015		2,800.00	2,800.00	4100-031020-5409-	- -
					2,800.00	2,800.00 *		
11/05/2018	10/04/2018	004001 REDBUD CONSTRUC	0020618		449.50	449.50	4100-094010-7056-	- -
11/05/2018	10/04/2018	004001 REDBUD CONSTRUC	0020618.		801.95	801.95	4100-071040-5607-	- -
					1,251.45	1,251.45 *		
11/05/2018	9/21/2018	002812 RICOH AMERICAS	5054577422	10	129.98	129.98	4100-073010-3002-	- -
11/05/2018	10/13/2018	002812 RICOH AMERICAS	30835151		188.84	188.84	4100-031020-3005-	- -
11/05/2018	10/13/2018	002812 RICOH AMERICAS	30835218		273.97	273.97	4100-012010-3005-	- -
11/05/2018	10/13/2018	002812 RICOH AMERICAS	30835277		176.15	176.15	4100-022010-5401-	- -
11/05/2018	10/13/2018	002812 RICOH AMERICAS	30835459		112.67	112.67	4100-032050-3005-	- -
11/05/2018	10/13/2018	002812 RICOH AMERICAS	30836706		159.44	159.44	4100-013020-3005-	- -
11/05/2018	10/13/2018	002812 RICOH AMERICAS	30837228		41.67	41.67	4100-022010-5415-	- -
11/05/2018	10/13/2018	002812 RICOH AMERICAS	30837433		100.98	100.98	4100-034010-5401-	- -
11/05/2018	10/13/2018	002812 RICOH AMERICAS	30837507		111.06	111.06	4100-013020-3005-	- -
11/05/2018	10/13/2018	002812 RICOH AMERICAS	30838036		210.51	210.51	4100-021020-3005-	- -
					1,505.27	1,505.27 *		
11/05/2018	6/29/2018	003192 ROBINSON FARMER	06292018		3,800.00	3,800.00	4100-012080-3009-	- -
					3,800.00	3,800.00 *		
11/05/2018	10/18/2018	000574 RUSSELL COUNTY	0000594-IN		14,619.51	14,619.51	4100-043020-5308-	- -
					14,619.51	14,619.51 *		
11/05/2018	10/01/2018	000578 RUSSELL COUNTY	2170191		57.48	57.48	4100-031020-5409-	- -
					57.48	57.48 *		
11/05/2018	10/18/2018	000663 RUSSELL COUNTY	BOS 101818		11,885.22	11,885.22	4100-095010-9130-	- -
11/05/2018	11/01/2018	000663 RUSSELL COUNTY	NOV-18		28,830.14	28,830.14	4100-095010-9130-	- -
					40,715.36	40,715.36 *		
11/05/2018	10/08/2018	003554 S.E.P.T.I.C. IN	38792		53.00	53.00	4100-071040-5407-	- -
11/05/2018	10/15/2018	003554 S.E.P.T.I.C. IN	38794		51.35	51.35	4100-094010-7056-	- -
					104.35	104.35 *		
11/05/2018	9/24/2018	003455 SAFELITE AUTO G	01516-882159		230.21	230.21	4100-031020-5408-	- -
					230.21	230.21 *		
11/05/2018	9/26/2018	000594 SAM'S CLUB/GEGR	826900281733	1	72.66	72.66	4100-031020-5409-	- -
11/05/2018	10/03/2018	000594 SAM'S CLUB/GEGR	10032018		166.46	166.46	4100-012010-5401-	- -
					239.12	239.12 *		
11/05/2018	10/08/2018	000601 SECURITY ELECTR	13202		409.70	409.70	4100-094010-7056-	- -
					409.70	409.70 *		
11/05/2018	10/25/2018	001299 SIGN SHOP OF SO	3152		360.00	360.00	4100-081040-3006-	- -
					360.00	360.00 *		
11/05/2018	10/17/2018	000610 SIRCHIE	368957-IN		114.82	114.82	4100-031020-5409-	- -
					114.82	114.82 *		
11/05/2018	10/01/2018	001941 SOUTHERN SOFTWA	241789		9,020.00	9,020.00	4100-032050-3005-	- -
					9,020.00	9,020.00 *		
11/05/2018	10/05/2018	001700 SOUTHWEST VA VE	113390		121.04	121.04	4100-031020-5409-	- -
					121.04	121.04 *		
11/05/2018	9/21/2018	004268 STANDARD PRINTI	071173		209.55	209.55	4100-012010-5401-	- -
11/05/2018	10/22/2018	004268 STANDARD PRINTI	071305		300.11	300.11	4100-012010-5401-	- -
					509.66	509.66 *		
11/05/2018	10/01/2018	004491 STRATEGIC SOLUT	3218760	10	55.00	55.00	4100-073010-3002-	- -
					55.00	55.00 *		
11/05/2018	10/01/2018	001817 SUPPLYWORKS	45691770		1,046.47	1,046.47	4100-043020-5405-	- -
11/05/2018	10/22/2018	001817 SUPPLYWORKS	461103269		654.03	654.03	4100-043020-5405-	- -
11/05/2018	10/22/2018	001817 SUPPLYWORKS	461103277		342.53	342.53	4100-043020-5405-	- -
					2,043.03	2,043.03 *		
11/05/2018	9/26/2018	002028 THE HANOVER COM	20613		2,132.00	2,132.00	4100-031020-5409-	- -
					2,132.00	2,132.00 *		
11/05/2018	10/01/2018	003698 THE HOME DEPOT	4392028		1,033.08	1,033.08	4100-094010-8030-	- -



DUE DATE	INV DATE	VENDOR	INVOICE	CLASS	GROSS AMT.	NET AMOUNT	G/L ACCOUNT	P.O.#
11/05/2018	10/01/2018	003698 THE HOME DEPOT	4542535		39.91	39.91	4100-094010-8030-	-
11/05/2018	10/10/2018	003698 THE HOME DEPOT	5010058		659.94	659.94	4100-094010-8030-	-
11/05/2018	9/28/2018	003698 THE HOME DEPOT	7171210		1,196.42	1,196.42	4100-094010-8030-	-
11/05/2018	10/08/2018	003698 THE HOME DEPOT	7262331		417.83	417.83	4100-094010-8030-	-
11/05/2018	9/27/2018	003698 THE HOME DEPOT	8370304		842.23	842.23	4100-094010-8030-	-
11/05/2018	9/26/2018	003698 THE HOME DEPOT	9014981		38.74	38.74	4100-043020-5407-	-
11/05/2018	9/26/2018	003698 THE HOME DEPOT	9060114		78.00	78.00	4100-043020-5407-	-
					4,306.15	4,306.15 *		
11/05/2018	9/26/2018	000366 THE LEBANON NEW	128854		53.50	53.50	4100-011010-3007-	-
11/05/2018	9/26/2018	000366 THE LEBANON NEW	128855		133.75	133.75	4100-011010-3007-	-
11/05/2018	9/26/2018	000366 THE LEBANON NEW	128856		149.80	149.80	4100-011010-3007-	-
11/05/2018	9/05/2018	000366 THE LEBANON NEW	128598		48.15	48.15	4100-031020-3002-	-
11/05/2018	11/05/2018	000366 THE LEBANON NEW	10112018		29.00	29.00	4100-013020-3007-	-
					414.20	414.20 *		
11/05/2018	10/05/2018	003513 THE SHERWIN-WIL	4683-6		26.06	26.06	4100-043020-5407-	-
					26.06	26.06 *		
11/05/2018	10/15/2018	002966 THERMCO	12821		813.37	813.37	4100-043020-3004-	-
11/05/2018	10/15/2018	002966 THERMCO	12823		312.74	312.74	4100-043020-3004-	-
11/05/2018	10/17/2018	002966 THERMCO	12825		530.14	530.14	4100-043020-3004-	-
11/05/2018	10/19/2018	002966 THERMCO	12834		581.84	581.84	4100-043020-3004-	-
11/05/2018	10/23/2018	002966 THERMCO	12843		944.42	944.42	4100-043020-3004-	-
					3,182.51	3,182.51 *		
11/05/2018	9/20/2018	000977 TOP LINE ADVERT	7197		95.00	95.00	4100-031020-5410-	-
					95.00	95.00 *		
11/05/2018	10/10/2018	001580 TOWN OF CLEVELA	LITTER 2018		1,034.00	1,034.00	4100-031030-5414-	-
					1,034.00	1,034.00 *		
11/05/2018	10/10/2018	000680 TOWN OF HONAKER	LITTER 2018		1,034.00	1,034.00	4100-031030-5414-	-
					1,034.00	1,034.00 *		
11/05/2018	10/10/2018	000376 TOWN OF LEBANON	LITTER 2018		1,862.00	1,862.00	4100-031030-5414-	-
					1,862.00	1,862.00 *		
11/05/2018	10/02/2018	001079 TREASURER OF VI	LV201901		206.75	206.75	4100-034010-5401-	-
					206.75	206.75 *		
11/05/2018	9/20/2018	002133 TREASURER OF VI	09202018		40.00	40.00	4100-035030-3001-	-
11/05/2018	9/27/2018	002133 TREASURER OF VI	09272018		20.00	20.00	4100-035030-3001-	-
11/05/2018	9/23/2018	002133 TREASURER OF VI	09232018		20.00	20.00	4100-035030-3001-	-
					80.00	80.00 *		
11/05/2018	10/03/2018	000669 TREASURER VA TE	1ST QTR 2019		11,625.02	11,625.02	4100-083050-1003-	-
11/05/2018	10/03/2018	000669 TREASURER VA TE	1ST QTR 2019		4,126.88	4,126.88	4100-083050-2003-	-
11/05/2018	10/03/2018	000669 TREASURER VA TE	1ST QTR 2019		747.26	747.26	4100-083050-1003-	-
					16,499.16	16,499.16 *		
11/05/2018	9/17/2018	000700 TRI CITY BUSINE	AR8063	10	24.00	24.00	4100-073010-3002-	-
11/05/2018	9/26/2018	000700 TRI CITY BUSINE	AR8310	10	166.00	166.00	4100-073010-3002-	-
					190.00	190.00 *		
11/05/2018	9/21/2018	000706 TWO WAY RADIO I	312455		224.00	224.00	4100-031020-7003-	-
11/05/2018	9/21/2018	000706 TWO WAY RADIO I	312461		5.50	5.50	4100-031020-7003-	-
11/05/2018	10/01/2018	000706 TWO WAY RADIO I	31757		65.00	65.00	4100-031020-7003-	-
11/05/2018	10/01/2018	000706 TWO WAY RADIO I	31770		684.00	684.00	4100-031020-7003-	-
11/05/2018	10/08/2018	000706 TWO WAY RADIO I	60769		28.00	28.00	4100-031020-7003-	-
					1,006.50	1,006.50 *		
11/05/2018	9/18/2018	001708 WAL MART COMMUN	2769		13.20	13.20	4100-012010-5401-	-
11/05/2018	9/24/2018	001708 WAL MART COMMUN	490		47.49	47.49	4100-043020-5405-	-
11/05/2018	10/09/2018	001708 WAL MART COMMUN	4964		103.51	103.51	4100-043020-5405-	-
11/05/2018	9/21/2018	001708 WAL MART COMMUN	8678		124.06	124.06	4100-021020-5401-	-
11/05/2018	9/19/2018	001708 WAL MART COMMUN	9652		8.64	8.64	4100-012010-5401-	-
					296.90	296.90 *		

<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>
11/05/2018	9/14/2018	004278 WELLS FARGO VEN	101108868		251.13	251.13	4100-012090-5401-	- -
11/05/2018	11/05/2018	004278 WELLS FARGO VEN	1012463495		514.82	514.82	4100-012090-5401-	- -
					765.95	765.95 *		
11/05/2018	9/05/2018	000219 XPRESS LUBE	09052018		34.99	34.99	4100-031020-5408-	- -
11/05/2018	9/06/2018	000219 XPRESS LUBE	09062018		22.99	22.99	4100-031020-5408-	- -
11/05/2018	9/06/2018	000219 XPRESS LUBE	09062018.		65.99	65.99	4100-031020-5408-	- -
11/05/2018	9/19/2018	000219 XPRESS LUBE	09192018		20.99	20.99	4100-031020-5408-	- -
11/05/2018	9/19/2018	000219 XPRESS LUBE	09192018.		73.99	73.99	4100-031020-5408-	- -
11/05/2018	9/26/2018	000219 XPRESS LUBE	09262018		81.99	81.99	4100-031020-5408-	- -
11/05/2018	9/26/2018	000219 XPRESS LUBE	09262018.		20.99	20.99	4100-031020-5408-	- -
					321.93	321.93 *		
11/05/2018	10/01/2018	002546 YEARY LANNIS	4TH QTR 2018		1,650.00	1,650.00	4100-032050-5413-	- -
					1,650.00	1,650.00 *		
11/05/2018	9/28/2018	004383 1ST CHOICE IT	10176		150.00	150.00	4100-032050-5203-	- -
11/05/2018	10/18/2018	004383 1ST CHOICE IT	10201		95.00	95.00	4100-022010-5401-	- -
					245.00	245.00 *		
		TOTAL FOR DUE DATE 11/05/2018			429,361.13	429,361.13		
		TOTAL DUE FOR FUND- 4100			429,361.13	429,361.13		

<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>
11/05/2018	9/04/2018	004401 THOMSON REUTERS	838918420		79.48	79.48	4713-021080-6012-	- -
					79.48	79.48 *		
		TOTAL FOR DUE DATE 11/05/2018			79.48	79.48		
		TOTAL DUE FOR FUND- 4713			79.48	79.48		

<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>
11/05/2018	9/07/2018	000580 RUSSELL OIL COM	90617		142.09	142.09	4839-083990-5407-	- -
11/05/2018	9/21/2018	000580 RUSSELL OIL COM	90633		128.29	128.29	4839-083990-5407-	- -
					270.38	270.38 *		
11/05/2018	9/17/2018	000758 WALLACE FURNITU	124857		72.07	72.07	4839-083990-5407-	- -
					72.07	72.07 *		
11/05/2018	10/08/2018	003033 WHOLESALE SUPPL	432348		31.49	31.49	4839-083990-5407-	- -
					31.49	31.49 *		
		TOTAL FOR DUE DATE 11/05/2018			373.94	373.94		
		TOTAL DUE FOR FUND- 4839			373.94	373.94		
		NON-DIRECT DEPOSIT			429,814.55	429,814.55		
		DIRECT DEPOSIT			.00	.00		
		FINAL DUE			429,814.55	429,814.55		
						.00		



**Board of Supervisors**  
137 Highland Drive  
Lebanon, VA 24266

Action Items  
Presenters - Attorney

**Meeting: 11/5/18 6:00 PM**

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## County Attorney Reports

### 1. **IDA Financing Loan Agreement – Moral Obligation .....C-1**

#### **Staff Recommendation:**

Board Discretion.

#### **Suggested Motion:**

Motion Required.

#### **ATTACHMENTS:**

- Various



**Board of Supervisors**  
137 Highland Drive  
Lebanon, VA 24266

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

**Meeting: 11/5/18 6:00 PM**

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**County Administrator Reports & Requests for October 2018:**

**REPORTS**

- 1. **Veteran’s Forum at SWCC.....D-1**
- 2. **County Project List.....D-2**

**REQUESTS**

- 3. **Engineering Services (RFP) for Consolidation of RC PSA & CWSA.....D-3**
- 4. **Legal Services (RFP) – County Attorney.....D-4**
- 5. **Authorization of RC Courthouse Pre-Construction Design & Project Management Services Agreement with J.A. Street & Associates, Inc.....D-5**
- 6. **Maintenance Supervisor Position.....D-6**
- 7. **Discussion of HVAC & IT Employees or Contracted Services.....D-7**
- 8. **Authorization of Localities Revenue Sharing Agreements.....D-8**
- 9. **Authorization and Appropriation of FY18/FY19 DEQ Litter Prevention Grant.....D-9**
- 10. **Authorization and Appropriation of VDEM Homeland Security Grant.....D-10**
- 11. **Authorization of VDOT Resolution Highway System Changes from the Construction of VDOT Project 7058-083-102,C503.....D-11**
- 12. **Authorization of AASC Letter of Support.....D-12**
- 13. **Authorization of \$2,500 donation for Thanksgiving Turkey/Ham Gift Certificates to the Roger E. Jessee & Word of Victory Food Pantries.....D-13**
- 14. **Authorization of the People Inc. Givens School Lease Agreement.....D-14**
- 15. **Authorization of Travel Requests.....D-15**

**STAFFRECOMMENDATION(s):**

Board Discretion.

**SUGGESTEDMOTION(s)**

Board Discretion.



JOIN US  
TO

# *Celebrate Veterans*

**Tuesday, November 13, 2018**

**10:00 am - 2:00 pm**

**Southwest Virginia Community College  
Ratliff Commons in Dellinger Hall**

---

Events include: Dedication of the POW-MIA chair, VFW flag ceremony, Free health screenings, resources for veterans, and lunch provided for veteran attendees

RSVP [Gwendalyn.Slone@sw.edu](mailto:Gwendalyn.Slone@sw.edu)



## **Tentative Agenda**

**Free Health Screenings & Resources Fair      10:00 – 2:00      Buchanan Hall Lobby**

**POW-MIA Chair of Honor Ceremony      12:00 – 12:30      SWCC QUAD**

11:45	Patriotic music	The Jubilaires
12:00	Opening Remarks	Dr. Tommy Wright, SWCC President
12:05	Welcome	Governor Ralph Northam John Newby, Commissioner, Dept. of Veterans Services
12:10	Chair Dedication	Jim Ray, Former SSG, US Marines
12:15	Chair Installation	Veterans & Dignitaries
12:25	Posting of the Colors	VFW Post 9640
	National Anthem	Emily Farmer

### **Free Lunch Available in Ratliff Commons**

11:00      Lunch Provided  
              Music by SWCC Jazz Band



# COUNTY PROJECTS ACTIVITY LIST

## COMPLETED PROJECTS

1. **Judge Moore & Judge Patton Office Renovation** – Extend Office Space/Remove Walls/Change Entrance/Carpet/Security Cameras & Door Alarms – **Completed.**
2. **Courthouse Media Room/Hallways** – Painted. – **Completed.**
3. **Dante Depot** – Removed Roof – **Completed.** Small debris cleanup. – **Completed.**
4. **Oak Grove Community** – HVAC/Refrigerator/Stove – Move Refrigerator/Stove/Microwave to Center – Cleanup, tile, electrical, paint, door facings. – **Completed.**
5. **Finney Community Center** – Awning, chairs, and swing seats replaced. – **Completed.**
6. **Dante Community Center** – Stove (Fire Suppression System) (VDH Inspection). - **Completed.**
7. **Altrip & Castlewood Boat Docks** – Landscaped. - **Completed.**
8. **Dante - Dilapidated Houses** – Bunch Town (**2 Houses**) (**2 Completed**); Completing legal requirements for removal of other listed dilapidated buildings (In-Process).
9. **RC Government Center** – Roof Repair. Roof repair and HVAC leaks. Roof inspected and “Fair” condition (See attached report). TEMPCO and maintenance staff repaired. - **Completed.**
10. **RC Fair Grounds** – Motor Graded, cleaned, and mowed. - **Completed.**
11. **CGI/DSS Offices** – Removed carpet and other structure cleanup. – **Completed.**
12. **Dogtown Disposal Site** – Disposal Wall Constructed and Paved. – **Completed.**

## IN-PROGRESS PROJECTS

13. **Commonwealth Attorney Office** – Painted. – **In-Progress.**
14. **Sheriff/911 Offices Remodeled** – DSS Building – **Scheduled.**
15. **Cleveland Ball Park** - Electrical/Ice machine. **Scheduled.**
16. **Castlewood Community Center** – Roof replaced, upper floor remodeled, & lower floor cleaned. - **Scheduled.**
17. **Animal Shelter Floor** – Clean & Paint. **Scheduled.**



# Commonwealth of Virginia

CIRCUIT COURT JUDGES:

MICHAEL L. MOORE  
Russell County Circuit Court  
P.O. Box 435  
Lebanon, VA 24266  
(276) 889-8049  
(276) 889-8090 Fax



## TWENTY-NINTH JUDICIAL CIRCUIT

COUNTIES OF BUCHANAN, DICKENSON, RUSSELL AND TAZEWELL

PATRICK R. JOHNSON  
Buchanan County Circuit Court  
P.O. Box 1995  
Grundy, VA 24614  
(276) 935-6564  
(276) 935-8516 Fax

BRIAN K. PATTON  
Dickenson County Circuit Court  
P.O. Box 190  
Clintwood, VA 24228  
(276) 926-1635  
(276) 926-5580 Fax

JACK S. HURLEY, JR.  
RICHARD C. PATTERSON  
Tazewell County Circuit Court  
135 Court Street  
Suite 202  
Tazewell, VA 24651  
(276) 385-1230  
(276) 988-3081 Fax

October 29, 2018

Russell County Board of Supervisors  
c/o Lonzo Lester, County Administrator  
Lebanon, Virginia 24266

RE: Courthouse

Dear Board Members,

At the June 5, 2017 Board of Supervisors meeting this Board approved a request from Judge Bush, Judge Ketron and me to partner with the Russell County IDA to move forward with planning and financing much needed updates and renovations to the Russell County Courthouse. For various reasons we have held off with pushing this initiative until now.

Several recent developments have made it imperative that we move forward with this project.

1. As a result of the increased case load in the 29<sup>th</sup> Judicial Circuit, a third J & DR Court judge was appointed last year resulting in more court dates needed for Russell County.
2. A Courthouse Evaluation Report conducted by the Department of General Services found that our courthouse was non-compliant in 108 out of 183 items. (Find report attached)
3. With the appointment of Judge Patton, we are adding 8 additional court dates per month to the Russell County Circuit Court docket to better serve our large caseload. A second courtroom or hearing room is necessary.
4. The General District Court and J & DR Courts are currently combined, but the judges from those courts are moving toward having separate courts which will require separate courtrooms and clerk's offices. The Supreme Court is encouraging courts to move away from combined courts.
5. For the month of September, the average number of people entering the courthouse was 494. There were 863 people in the courthouse on September 11, 2018. (Find attached report.)

**Remember that there is only one women's toilet and one men's toilet on the main floor.**

6. The public is often required to wait in the hallways where there is no air conditioning.
7. The J & DR Court is required by law to have private hearings. This requires everyone else to be removed from the courtroom to wait in the hall. Often victims of domestic violence and other crimes are required to sit in the same hallway as the defendants.
8. The chimney to the courthouse was torn down last month because it was leaning heavily and in danger of falling.

To address these, and many other issues, the IDA has obtained a Pre-Construction Design & Project Management Services Agreement with J. A. Street and Associates, Inc. This agreement would provide a project design and preliminary budget, along with necessary geotechnical and environmental investigations. (I have attached a copy of this proposal to this letter.)

I very much appreciate the work that the Board and the IDA have done on this project and I am requesting that the Board approve this Service Agreement so that we can move forward with bringing the courthouse in compliance with state standards and better serve the citizens of Russell County.

Please contact me if the board or any member has any questions or concern.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Michael L. Moore".

Michael L. Moore



**COMMONWEALTH of VIRGINIA**  
*Department of General Services*

DIVISION OF ENGINEERING AND BUILDINGS  
BUREAU OF CAPITAL OUTLAY MANAGEMENT

1100 BANK STREET, 6<sup>th</sup> FLOOR  
RICHMOND, VIRGINIA 23219-3424  
VOICE (804) 786-3581  
FAX (804) 225-4709

**COURTHOUSE EVALUATION REPORT**  
Russell County Court House

To: W. Michael Coppa, Director  
From: Michael H. Gray  
Date: May 31, 2017

Inspection Date: May 30, 2017  
Recommendation: Non-Compliance with Code of Virginia § 17.1-281

Evaluation Form received by DGS/BCOM on May 3, 2016

On May 30, 2017 I met with Kathy Vance, Court Clerk, General District Court who accompanied me on the inspection and pointed out to me some of the more notable deficiencies in the courthouse facility.

The completed Evaluation form was reviewed following the inspection. The Evaluation Form contains 183 check list items of which 48 are compliant, 27 were not applicable, leaving 108 non-compliant. The not applicable items were due to the nature of the court. The walk through verified the non-compliant items. 39 changes were made to the Evaluation Form based upon observations during the inspections. These changes were made to indicate non-compliance on items that the applicant had indicated as compliant.

The most notable deficiencies were:

- 1) Item 2.1.3 Parking: Parking for judges and staff is segregated from public parking. However, this parking area is not secured. There is no dedicated jury parking lot and no dedicated jury parking spaces.
- 2) Item 2.1.4 Circulation Patterns: All parties utilize the same entrance. There is no restricted circulation for judges, staff & support. In addition, there is no secure circulation for prisoners.
- 3) Item 2.1.5 Handicapped Access: Courtrooms are generally not accessible. There are no designated handicap/wheel chair areas in the courtroom or jury box. There are steps to the witness stands, judges' benches, and court reporter stations.
- 4) Item 2.2.5 Witness Waiting Rooms: There are no dedicated witness waiting rooms. Witness waiting areas are shared spaces that are not secured or separate from general waiting.
- 5) Item 2.2.1 Circuit Courtroom – Does not meet accessibility standards. Inadequate space/furnishings, environmental controls, technology provisions.
- 6) Item 2.2.2 General District Court Courtroom – All parties utilize the same entrance except for access to Judge's Chambers. Does not meet accessibility standards. Inadequate space/furnishings, environmental controls, technology provisions.

There are no additional comments.

PC: C33-17C33 – Courthouse Evaluation Report

E-MAILED  
10/5/17



COMMONWEALTH of VIRGINIA  
*Department of General Services*

Christopher L. Beschler  
Director

Joseph F. Damico  
Deputy Director

1100 Bank Street  
Suite 420  
Richmond, Virginia 23219  
Voice (804) 786-3311  
FAX (804) 371-8305

May 31, 2017

Lonzo Lester  
County Administrator  
53 East Main Street  
Lebanon, VA 24266

RE: Russell County - Courthouse Facility – General District, Circuit Court & Juvenile and Domestic Relations Court  
Compliance with Virginia Courthouse Facility Guidelines

Dear Mr. Lester:

Your application for the Department of General Services to evaluate whether your courthouse is operated in compliance with the current safety and security guidelines contained in the Virginia Courthouse Facility Guidelines, submitted in accord with Code of Virginia §17.1-281, was received May 3, 2016. Your submittal and supporting documents were reviewed, and a site visit was made on May 30, 2017.

I certify that the County of Russell - Courthouse Facility – General District, Circuit Court & Juvenile and Domestic Relations Court facilities are in noncompliance with the Virginia Courthouse Facility Guidelines, Second Edition.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Beschler", written over the typed name and title.

Christopher L. Beschler  
Director

# SEPTEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	
2	3 <i>Holliday</i>	4 <i>388</i>	5 <i>465</i>	6 <i>396</i>	7 <i>292</i>	
9	10 <i>354</i>	11 <i>863</i>	12 <i>554</i>	13 <i>700</i>	14 <i>706</i>	
16	17 <i>537</i>	18 <i>626</i>	19 <i>568</i>	20 <i>420</i>	21 <i>495</i>	
23	24 <i>533</i>	25 <i>488</i>	26 <i>417</i>	27 <i>321</i>	28 <i>267</i>	
30	1	2	3	4	5	

Printable Calendars From **123Calendars.Com**

*9390 total for the month  
494 per day average.*

# AUGUST 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	
5	6	7	8	9	10	
12	13	14	15	16	17	
			382	347	313	
19	20	21	22	23	24	
	272	446	378	384	359	
26	27	28	29	30	31	
	321	403	274	248	577	

Printable Calendars From **123Calendars.Com**

*4658 total for the month  
358 perday average.*



# PRE-CONSTRUCTION DESIGN & PROJECT MANAGEMENT SERVICES AGREEMENT

Date: October 3<sup>rd</sup>, 2018

Owner/Client: Russell County IDA  
PO Box 2378  
Lebanon, VA 24266

Contractor: J. A. Street & Associates, Inc.

Project: Russell County Courthouse

## The Contractor Will Perform the Following Pre-Construction Design & Project Management Services:

### Pre-Construction Design

- A. Perform geotechnical and environmental investigations.
- B. Provide a preliminary site development plan (if required), thereby allowing property evaluation with regard to access, parking, drainage, expandability and final prepared cost.
- C. Perform an as-built survey of the existing building.
- D. Provide schematic floor plans in coordination with the Owner. Owner criteria, space requirements and logistical flow will be taken into consideration to confirm building size, features and layout.
- E. Provide exterior elevations in a two-dimensional line drawing.

### Pre-Construction Project Management

- A. Attend and coordinate regular meetings with the Architect, Engineers, Consultants and Owner/Client during the development of the project design, plans and specifications.
- B. Make recommendations on project design and engineering including: Site plan lay-out, floor plan, elevations, site improvements, interior improvements, finishes, materials, building systems, constructability, short-term and long-term feasibility, marketability and project schedule.
- C. Prepare preliminary budget, advise on potential alternate materials and provide value engineering.

### Pre-Construction Schedule

- A. Develop a project schedule for review and approval.
- B. Update the project schedule based on design changes and project updates.
- C. Identify any long lead items requiring early procurement to expedite the completion date.
- D. Review and incorporate Owner and tenant occupancy needs and any early move-in requirements.

### Pre-Construction Review of Plans and Specifications

- A. Review plans and specifications as they are being prepared, updated and completed.
- B. Recommend alternate solutions when design affects construction feasibility, budget or schedule.
- C. Coordinate the architect, engineers and consultants during design.

**Pre-Construction Budget**

- A. **PRELIMINARY Budget** – Prepare a preliminary cost estimate from preliminary plans and specifications.
- B. Review the preliminary budget with the Owner/Client for input, direction and approval.
- C. Make recommendations regarding the project lay-out, design, engineering or materials to incorporate the project requirements within the Owner's budget.

**Additional Services/Clarifications**

*Reference JASA Letter Dated 9/26/18*

**Construction Contract and Agreement**

- A. The Owner agrees to execute a construction contract with the Contractor, provided the following:
  - 1. The construction estimate is consistent with the Owner's desired cost and project funding capabilities.
  - 2. The Owner is satisfied with the Contractor's performance.
  - 3. The project is not abandoned.
- B. Owner and Contractor shall execute a construction contract: "Cost of the Work Plus a Fee with a Guaranteed Maximum Price," using a mutually-agreed modified AIA Document A111.
- C. The executed contract shall include the following:
  - 1. Contractor's Fixed Fee: 7% of the cost of the work
  - 2. Final Cost Savings: 50% Owner and 50% Contractor

**Pre-Construction Services Fee**

- A. As compensation for the pre-construction services provided, the Owner agrees to pay the Contractor a Pre-Construction Services Fee in the amount of \$81,075.
- B. Pre-Construction Services shall be billed on a monthly basis based on progress and due within (30) days of billing.
- C. If the Owner executes a contract with the Contractor, all technical efforts performed during the Pre-Construction phase are integrated into the final design effort, with the exception of owner-directed revisions which require redesign effort.

Agreed:

Contractor: \_\_\_\_\_

Owner: \_\_\_\_\_



## RUSSELL COUNTY JOB DESCRIPTION

### **BUILDING MAINTENANCE SUPERVISOR**

#### **General Summary:**

Under the direction of the Facilities Manager, performs a variety of skilled carpentry repair, design, remodeling and construction projects. Performs a variety of plumbing, electrical and HVAC, maintenance projects on county buildings, grounds and equipment. Performs detailed lock repairs on electronic and mechanical locks, re-keys and maintains key schedule for assigned County buildings. Oversees contractors and serves as lead worker to maintenance staff.

#### **Essential Functions:**

1. Oversees staff on assigned projects, includes assigning work and reviewing and evaluating work in progress. Assists and advises staff on the more complex or difficult tasks. May supervise inmate trustees and other special program staff as assigned.
2. Performs finish carpentry work including construction of detailed items such as bookcases, cabinets, custom counter tops, laminate work and other customized items.
3. Performs carpentry and construction work such as constructing stud walls, hanging doors, installing drywall, carpet, tile flooring and vinyl wall coverings.
4. Receives calls for troubleshooting on building and mechanical systems. Reviews requests for service, determines whether problems can be resolved in-house, sets priorities, performs or assigns work to other maintenance staff.
5. Oversees staff on assigned projects and serves as Facilities Manager in his/her absence.
6. Oversees and participates in office remodeling projects which may include design and installation of specialized equipment, counter tops, cabinets, etc.
7. Plans labor and material needs for designated maintenance and repair projects, which may include meeting with appropriate County staff to determine their needs, assisting in obtaining necessary outside bids, reading blueprints, and planning other project needs. Maintains records regarding time, materials and equipment usage.
8. Determines the need for outside contractors and assists in preparation of bid specifications and the selection of contractors. Serves as liaison with contractors and reviews work of contractors for conformity to standards.

9. Oversees and participates in electrical repairs to County buildings, fixtures, and equipment, includes testing circuits to locate problems, replacing switches, outlets, and ballasts, repairing and replacing motors and pumps, installing and repairing exhaust fans, relays, pressure switches, pneumatic/electric devices, and related tasks.
10. Oversees and participates in the preventative maintenance and monitoring of the operation of heating and air conditioning (HVAC) units, checking filters, adding boiler chemicals, trouble-shooting problems, cleaning evaporators and condenser cells, changing belts and motors, installing and repairing water pumps, lubricating bearings and monitoring the operation of air handler units. Performs pipe fitting and steam line repairs on all steam and condensate pipes. Inputs data into personal computer for temperature, time of day and energy savings for the energy management system.
11. Schedules, assigns and performs grounds maintenance functions such as mowing grass, trimming lawns and shrubs, raking, blowing leaves, shoveling snow, spreading salt, patching holes in asphalt, repairing sidewalks and curbs, and related grounds tasks.
12. Performs repairs to specialized mechanical equipment such as security systems, includes installing and maintaining electronic and manual locking systems and electronic security and video surveillance systems.
13. Works with outside contractors as assigned to ensure that work is completed according to specifications and to deal with problems occurring on the project.
14. Assists in the drafting of project specifications for plumbing, electrical, and HVAC components of projects.
15. Orders supplies and materials from County vendors and develops alternative sources of suppliers to minimize interruptions with inventory.
16. Develops and maintains a preventative maintenance program for all mechanical equipment. Organizes manufacturer's suggested systems and parts checks on all facility equipment into an ongoing preventative maintenance schedule.
17. Maintains emergency standby power, fire apparatus, and other safety equipment. Performs weekly testing on all emergency generators.
18. Performs on-call duties for after-hour emergencies, such as reviewing nature of emergency and either performing maintenance repair or contacting appropriate supervisor/staff to resolve the problem.
19. May be responsible for the yearly disassembly and assembly of the boilers for the yearly state inspection.

20. May be responsible for the maintenance of the cooling towers and the proper chemical levels.
21. Performs repairs to County buildings, rental properties and County equipment as necessary.
22. Performs detailed lock repairs, including rebuilding and repairing electronic locks. Also, re-keys and sets-up locks for different applications. Maintains key schedule for assigned buildings.
23. Performs plumbing repairs, such as repairing leaks, unplugging drains, installing fixtures, such as urinals and toilets.
24. Serves as back-up to the Maintenance Supervisor in that individual's absence.

### **Other Functions**

25. May be responsible for the transportation of inmate workers to and from work site.
26. May be responsible for maintaining security procedures for all county facilities.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

### **Employment Qualifications**

**Education:** High school graduation or equivalent with advanced skills training in electrical, HVAC, plumbing and other building trades areas.

**Experience:** Three to five years of experience in the maintenance and repair of mechanical, heating, cooling and ventilation systems, plumbing and other building maintenance areas. Some supervisory experience preferred.

**Other Requirements:** Possession of a valid Michigan Driver's License. Mechanical and electrical certifications preferred.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job- related selection or promotional criteria.*

## **Physical Requirements**

- Walks over uneven terrain to maintain equipment and remove snow.
- Squatting, stooping, kneeling to maintain and repair facilities and equipment.
- Climbing ladders to make repairs.
- Climbing into trucks and onto other equipment.
- Operating trucks with snow removal equipment and to haul equipment.
- Lifting ability to remove and replace parts on building mechanical systems.
- Ability to lift, push and pull office furniture.
- Ability to lift boxes of supplies, equipment, and other items weighing up to 100 lbs.
- Ability to lift and move plumbing fixtures and other equipment involved in repair tasks

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

## **Working Conditions:**

- Works in confined spaces.
- Works outside in varying weather conditions.
- Works in all areas of County buildings.
- Works in cramped body positions to perform maintenance and repairs.
- Works in areas with loud noise.
- Exposure to equipment where risk exists of getting burned, bruised or scraped.
- Exposure to environmental allergens such as grass, weeds and pollens.
- Contact with oil and petroleum products.
- Exposure to solvents, pesticides and herbicides.
- Exposure to gases and fumes.
- Exposure to communicable diseases in the course of some maintenance assignments.

	Qualifications	Current Employment	Years	Job Responsibilities	Salary	Requested Pay
<b>HVAC</b>						
<b>1</b>	SVCC-HVAC, EPA, OSHA, MSHA Certificates	Thermco	2005-Current			
	Mechanical Services, HVAC, Electrical, Plumbing	Dale's Heating & Air	2005	Installer		
	Roofer	Bobby Boothe Roofing	2003-2005	Shingle Installer, basic construction skills		
	Machinery Operator	Bush Industries	1992-2003	Fork Lift, Calibration of Machinery, Production		
	High School Graduate		1987-1991			
	RCCTC		1988-1991	Carpentry		
<b>2</b>	RCCT-Electrical Certificate	McNutly's Hear and Air, LLC	2008-Current			
	VHCC- HVACR Certificate	Automotive Cable Assembly	1992-2005			
	EPA, Trac Pipe Gas Piping Certificate	Russell Manufacturing	1992-1992			
	Keyboarding, Microsoft	Food City	1990-1992			
	High School Graduate		1985-1990			
<b>3</b>	SVCC-HVAC	Starnes Refrigeration	February-Presen	HVAC Technician	\$40,800	\$50,000
		Headwaters	2012-2018	Traveling Supervisor overseeing construcion	\$60,000	
		Starnes Refrigeration	1998-2000	Service Technician	\$35,000	
<b>4</b>	VHCC- HVACR Assoc. Degree	Comfort Assured	2018-Current	Service Technician/Installer		\$15.00 Hour
	OSHA 10, EPA Certification	Sumter Utilities	2001-2009	Power Line/Construction		
	High School Graduate	Pike Electric	2001-2002	Groundman, Equipment Operator		

IT	Education/Qualifications	Employment	Years	Job responsibilities	Salary	Requested Pay
1	SVCC Associates Degree	Goodwill Industries SCSEP	2018-Current	Clerical/Custodial		
	Admin. Support Tech/Specializaion Business	Fast Break	2001-2002	Clerk		
	Certificate in Electronic Medical Records, Keyboarding,	Subway	1997-2001	Restaurant Manager		
	Windows Microcomputer, Word, Excel, Access, Power Point	Oakway Diner	1999-2000	Owner/ Manager		
	Accounting, Business & Office Administration					
2	King University, Bachelor, Computer Science	Self-employed	2014-Present	IT Support & Repair		
		Self-employed	2014-Present	Real Estate and Securities Investing		
		Sprint Telecom/Centurylink	1994-2014	Senior IT Field Support Tech Call Center		
				Reg. IT Support Manager		
				Geographic Information Administrator		
				Forecasting and Budget Analyst		
		Sprint Telecom	1989-1994	Programmer Analyst		
		SmithKline Pharmaceuticals	1987-1989	Programmer Analyst/Tech Support		
3	UVA Wise BS Degree Computer Information Systems	IT Assistant WDB	2013-2013	Daily maintainance & troubleshooting		
		Super 8	2009-2010	Night Auditor		
		Magic Mart	2007-2008	Store Clerk		
4	SVCC Two Associates and Career Readiness Certif.	Starlis LLC	2018-Present	Game/Network Developer		
	High School Diploma	Mercy Ambulance	2016-Present	Medical Taxi Driver		
5	SVCC, Associates Business Management &	BVU/Sunset Digital	2018-Present	Network Support		
	Network & Internet Administration	BVU	2008-2018	Ttech support		
	University of Central Missouri, Windows Operation System	AT&T	2005-2008	Help Desk & Customer Service Rep.		
	Adv. Operation Systems & Utilities, Quick Basic					
	Hyper Text Markup Language, IST Essentials Hardware,					
	ETA Network Technician					



IT	Education/Qualifications	Employment	Years	Job responsibilities	Salary	Requested Pay	
6	Liberty University, Associates in Interdisciplinary Studies	SAIC/Northrop Grumman	2018-Present	Information Systems Admin Generalis	\$60,000	\$65,000-\$70,000	
	High School Diploma	Northrop Grumman	2014-2018	Education Supervisor/IT Support	\$63,000		
		Appalachian Teen Challenge	2007-2014	Education Supervisor/IT Support	\$25,000		
7	ETSU	Tazewell County Schools	2005- Present	Sr. Network Eng./Admin/Network Arc	\$77,600	\$80,000	
	Tri-Cities Tech	Tazewell County Schools	1997-2005	Setup network to join School System	\$60,000		
		Bristol City Public Schools	1997-2005				
8	Roanoke College, BA Spanish	CGI Technologies, Lebanon	2017-Present				
		APEX, Lynchburg	2016-2017	Life Insurance/Technical Services			
		CGI, San Antonio, TX	2013-2016	Deskside Support technician			
				Provided Tier 1,2,3 support using SCCM			
				Installed and maintained software & hardware			
			CGI Technologies	2014-2016	Technical Support Representative		
			Atterro/CGI	2013-2014	Performed Tier 1,2,3 support for CGI		
9	King University, BA	Northrop Grumman	2018-Present	Tier 1 Help Desk	\$ 34,000.00		
	SVCC, Associates Degree in Business Admin.	Cuz's Uptown BBQ	2016-2017	Cook			
	High School diploma	Ramey Automotive	2016-2016	Salesman			
		Norfolk Southern Railway	2011-2016	Clerical			
		Heintzmann Corp.	2010-2011	Fabrication			
		Cuz's Uptown Barbeque	2001-2010	Chef			
		Sheetz	2005-2006	Sales Associate			
		Big Lots	2003-2004	Sales Associate			
10	King University	VADOC	2015-Present	Computer Literacy Instructor	\$37,000		
	High School	Coca-Cola	2014-2015	Merchandiser	\$12,000		
		Anchorage Photo-RadioShack		Customer It needs	\$15,000		

**From:** [Delegate Morefield](#)  
**To:** [lonzo.lester@russellcountyva.us](mailto:lonzo.lester@russellcountyva.us)  
**Subject:** Fwd: Revenue Sharing Agreements  
**Date:** Monday, October 1, 2018 3:35:24 PM  
**Attachments:** [MEMORANDUM OF UNDERSTANDING.docx](#)  
[Untitled attachment 00244.html](#)  
[SUMMARY.docx](#)  
[Untitled attachment 00247.html](#)

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Lonzo, please see below. I didn't have your address on the last email. Thank you! Will

**CONFIDENTIALITY NOTE:** The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.

Begin forwarded message:

**From:** Delegate Morefield <[delegatemorefield@gmail.com](mailto:delegatemorefield@gmail.com)>  
**Date:** October 1, 2018 at 3:33:38 PM EDT  
**To:** Eric Young <[eyoung@tazewellcounty.org](mailto:eyoung@tazewellcounty.org)>  
**Cc:** James W Morefield <[DelJMorefield@house.virginia.gov](mailto:DelJMorefield@house.virginia.gov)>, [davideaton@russellcountyva.us](mailto:davideaton@russellcountyva.us), [jstreet@westriverconveyors.com](mailto:jstreet@westriverconveyors.com), [sparham@petersburg-va.org](mailto:sparham@petersburg-va.org), [whowardmyers@petersburg-va.org](mailto:whowardmyers@petersburg-va.org), [bbonner@dinwiddieva.us](mailto:bbonner@dinwiddieva.us), [mingram@dinwiddieva.us](mailto:mingram@dinwiddieva.us), Lashrecse Aird <[dellaird@house.virginia.gov](mailto:dellaird@house.virginia.gov)>, Reginald Tabor <[rtabor@petersburg-va.org](mailto:rtabor@petersburg-va.org)>, Tom Lester Personal Email <[thomaslester88@gmail.com](mailto:thomaslester88@gmail.com)>, "Delegate James W. (Will) Morefield" <[jameswmorefield@yahoo.com](mailto:jameswmorefield@yahoo.com)>, [craig.horn@buchanancounty-va.gov](mailto:craig.horn@buchanancounty-va.gov)  
**Subject: Revenue Sharing Agreements**

Hello Everyone:

I hope you all are doing well! On behalf of Delegate Aird and myself, we wanted to touch base and see if your localities had a chance to review the draft MOU and summary that Eric Young sent on August 24th? Please see the email below. I have also attached those documents for your convenience. Delegate Aird and I would like to reach an agreement on this by December 1st. I will request that Russell, Tazewell, and Buchanan Counties (the counties made up of the newly created Cumberland Industrial Facilities Authority) sign the draft MOU attached. Once I have received them, I will email them to the representatives from the City of Petersburg and Dinwiddie.

Craig, Lonzo, and Eric, can your county sign this and send this to me at your next scheduled board meeting? Craig, please add Buchanan County to the signature page. I can then forward this to the City of Petersburg and Dinwiddie for their consideration.

Again, thank you all and please do not hesitate to contact me if you have any questions.

Sincerely,

Will Morefield  
Virginia House of Delegates  
(940)782-1981 Mobile

## SUMMARY

The Cumberland Industrial Facilities Authority has proposed to offer revenue sharing agreements with Virginia localities that participate in or contribute to economic development projects in the Cumberland region and invites other localities or regional Authorities in the region benefited by HB222 to join Cumberland in similar agreements. If a Virginia locality assists with economic development in the affected region that creates employment opportunities for the region's residents and taxable private investment in the region, the Cumberland Authority is willing to share the resulting tax revenues with the assisting locality. Essentially the locality members of the region would offer the future tax revenues anticipated from new development to localities that either refer the project to the region or actually contribute financially to economic development incentives provided to the developer to encourage them to locate in the region.

This would be accomplished through participation agreements with localities' Industrial Development Authorities or new Regional Industrial Facilities Authorities, like CIFA, the amount of revenue shared would be determined on a case by case basis depending on the amount contributed by the locality toward the project.

Some projects or some developments may not be right for every community. Also recognize localities in the affected region standing alone cannot finance the incentives necessary to land larger projects.

However, through these agreements localities outside the affected region can invest in large projects in the region, at a time when there may not be any projects on the horizon in their locality, and realize a return on that investment later. Likewise, localities in the affected region whose chose to participate on a case by case basis can invest in development located in the affected region where their residents may be willing to commute but not located within the boundaries of their locality.

This proposal compliments HB222. The legislation gives economically challenged localities a powerful new tool for recruiting businesses. The legislation benefits economically challenged localities. Those

localities now need to partner together to maximize the benefits of this legislation by sharing resources and providing a vehicle for localities outside the region to invest in development in the region. In the bigger picture the participation agreements we propose would be available to any Virginia locality that may have cash but not territory suited for the project, or that may simply have a development their zoning will not accommodate, and may be willing to influence the project to stay in the Commonwealth where the business can take advantage of HB222. In the affected region we need the jobs and are willing to share the revenues with localities that can help make those jobs happen.

The agreement also would allow localities situated in the region affected by HB222 to have reciprocal agreements with any locality in Virginia to invest in localities outside the affected region. This would allow localities in the HB222 region to create revenue streams from diverse industries and developments elsewhere in the Commonwealth that would fund future development within the region.

# Russell County Virginia

## "The Heart of Southwest Virginia"

Harry Ferguson  
At-Large

Lou Ann Wallace  
District 2

Carl Rhea  
District 3

**Rebecca Dye, Chairperson**  
District 6

**Tim Lovelace, Vice-Chairman**  
District 1

David Eaton  
District 4

Steve Breeding  
District 5

Lonzo Lester  
County Administrator

---

### **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding ("MoU") is entered into by the below named governing bodies of the participating Virginia localities on this the 5th day of October, 2018 to set forth the parties' mutual understanding and commitment to assist other participating localities in the economic development of properties situate in other participating localities, while creating opportunities for their respective locality to benefit financially from such development. This MoU is intended to outline and define the types of revenue sharing agreements the parties will support and consider for public funding, while recognizing that each transaction will require specific terms particular to the transaction, depending on the incentives required to recruit the business and the various contributions each party may or may not chose to make to the particular transaction.

To Wit;

1. The parties hereto agree to encourage and enable their respective Industrial Development Authority, or Economic Development Authority, created pursuant to Section 15.2-4900 et seq. of the Code of Virginia ("Authority"), to enter into revenue sharing economic development participation agreements ("Revenue Agreements") with one or more of the below named participating localities.

2. The parties intend that such Revenue Agreements shall provide for a given private company or firm to locate within the territory of one of the participating localities and create a certain number of jobs and taxable investment, as the company may agree in a separate Performance Agreement between the host locality and the company. The parties further intend that pursuant to the Revenue Agreement one or more of the participating localities may jointly fund incentives to the company to locate in the host locality; the host locality in turn would agree to share the tax revenues from the company with the localities that chose to participate in the Revenue Agreement.

3. The parties intend that the specific terms of each Performance Agreement and Revenue Agreement shall be tailored to each transaction and that each participating locality may choose how and whether to participate in a particular transaction. Moreover, the host locality likewise shall choose on a case by case basis how much revenue to offer to the other participating localities in exchange for their respective contribution.

4. The parties agree that Revenue Agreements may include consideration to participating localities for in kind contributions such as land, business referrals, support with various federal, regional, and state funding agencies, and other non-monetary contributions as such agreement may recognize.

5. The parties agree that if their Authority recommends a Revenue Agreement to them as a host locality that they will give due consideration to such agreement and, if approved by their local governing body, fund their Authority, from the new tax revenues generated by the company, to meet their Authority's revenue sharing obligations set forth in the Revenue Agreement.

6. The parties agree that if their Authority recommends a Revenue Agreement to them as a participating locality they will give due consideration to the Revenue Agreement and, if approved, fund the contribution required of their Authority by such agreement and/or authorize and endorse such expenditure by their Authority.

7. The parties agree that any other localities within or outside the Commonwealth may join in this MoU and will negotiate with them in good faith as with all of the below named localities to accomplish the purposes herein set forth.

The foregoing Memorandum of Understanding was approved by the governing body of the below indicated locality on the date below indicated, by public vote at a public meeting of the governing body of said locality.

IN WITNESS WHEREOF:

Tazewell County, Virginia  
Board of Supervisors

\_\_\_\_\_  
Maggie Asbury, Chairperson

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

Dinwiddie County, Virginia  
Board of Supervisors

\_\_\_\_\_

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

Russell County, Virginia  
Board of Supervisors

\_\_\_\_\_

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

City of Petersburg  
City Council

\_\_\_\_\_

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



## FY2019 Litter Grant Award Letter

Prina Chudasama [prina.chudasama@deq.virginia.gov]

Sent: 10/15/2018 12:38 PM

To: brian.ferguson@russellcountyva.us



### COMMONWEALTH of VIRGINIA

#### DEPARTMENT OF ENVIRONMENTAL QUALITY

**Matthew J. Strickler**  
Secretary of Natural Resources

Street address: 629 East Main Street, Richmond, Virginia  
23219

**David K. Paylor**  
Director

**(804) 698-4020**  
**1-800-592-5482**

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

[www.deq.virginia.gov](http://www.deq.virginia.gov)

October 10, 2018

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

Dear Mr. Lester:

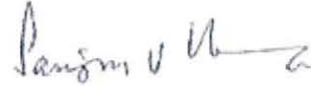
I am pleased to inform you that a grant award of **\$12,731.00** has been approved for the Litter Prevention and Recycling Program activities for the period from July 1, 2018 to June 30, 2019. DEQ's calculation of your grant award was based upon the following distribution:

**County of Russell: \$8,801.00**  
**Town of Cleveland: \$1,034.00**  
**Town of Honaker: \$1,034.00**  
**Town of Lebanon: \$1,862.00**

Processing of the grant awards is underway, and a payment for this amount should be received within the next two weeks if funds can be transferred electronically (EDI) or in thirty days if processing by check is required.

If you have any questions or need additional information, please contact Prina Chudasama at [prina.chudasama@deq.virginia.gov](mailto:prina.chudasama@deq.virginia.gov) or at (804)698-4159.

Sincerely,

A handwritten signature in black ink, appearing to read "Sanjay Thirunagari".

Sanjay Thirunagari  
Manager, Recycling and Litter Programs  
Division of Land Protection & Revitalization

Cc: Grant file

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JEFFREY D. STERN, Ph.D.  
State Coordinator

CURTIS C. BROWN  
Chief Deputy Coordinator/  
Acting Deputy Coordinator – Mission Support



JOHN SCRIVANI  
Deputy Coordinator – Disaster Services

## **COMMONWEALTH of VIRGINIA**

### *Department of Emergency Management*

10501 Trade Court  
North Chesterfield, Virginia 23236-3713  
Tel: (804) 897-6500 TDD (804) 674-2417 FAX (804) 897-6506

October 01, 2018

Mr. Lonzo Lester  
County Administrator  
Russell County  
137 Highland Drive  
Lebanon, VA 24266

RE: FY 2018 State Homeland Security Program Grant (SHSP)

Dear Mr. Lester:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a **2018 State Homeland Security Program Grant (SHSP) CFDA 97.067** from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). Appropriation authority for this program is *The Department of Homeland Security Appropriations Act, 2018 (Public Law 115-141)*. Your locality has been allocated funding for:

**Project Title: Regional CERT Program**  
**Federal Grant Allocation: \$45,776.00**  
**Subrecipient's Required Cost Share/Match Amount: N/A**  
**Total Grant Award: \$45,776.00**  
**Obligation Period: October 01, 2018 to March 31, 2020**

**\*This letter serves as notification of your allocation and is not an authorization to incur expenditures.** Funds will be formally awarded to your locality through a Grant Agreement issued by VDEM upon its satisfactory review of your application package submission and approval of a budget application in VDEM's electronic Grants Management System (eGMS).\* You must initiate these steps, described under *Accessing Your Allocation*, **within 30 days from the date of this notification.**

*Saving lives through effective emergency management and homeland security.  
"A Ready Virginia is a Resilient Virginia."*

Mr. Lonzo Lester  
Page 2 of 6  
October 01, 2018

*OPT-Out Notice*

Complete and return this form via email to: [vdemgrants@vdem.virginia.gov](mailto:vdemgrants@vdem.virginia.gov) with the subject line: "OPT-Out Notice", **before November 01, 2018.**

I **do not** want to be a recipient of the LEMPG funds at this time, but reserve the right to enter the program next fiscal year.

Please note that your decision will not be made effective until **November 01, 2018.**

PRINT Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
CITY/TOWN or COUNTY OFFICIAL

Date: MM/DD/YYYY

*Program Purpose*

The purpose of the State Homeland Security Program is to assist state and local preparedness activities that address high-priority preparedness gaps across all core capabilities that support terrorism preparedness. All supported investments are based on capability targets and gaps identified during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and assessed in the State Preparedness Report (SPR).

The FY 2018 Homeland Security Grant Program (HSGP) supports state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. References to these priorities can be found throughout this document. The FY 2018 HSGP provides funding to implement investments that enhance terrorism preparedness and serve to build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The allowable costs under FY 2018 HSGP support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery.

*Important Award Terms and Conditions*

Subrecipients must comply with the following federal requirements:

- FY 2018 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity [Homeland Security Grant Program \(HSGP\) NOFO](#)
- Department of Homeland Security Standard Terms and Conditions for 2018 [DHS Standard Terms and Conditions](#)
- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [2 CFR Part 200 Uniform Administrative Requirements](#)

*Saving lives through effective emergency management and homeland security.  
"A Ready Virginia is a Resilient Virginia."*

### *Management and Administration (M&A)*

Your local emergency management agency may retain and use up to five percent of the award for local management and administration purposes. M&A activities are those directly related to managing and administering LEMPG Program funds, such as financial management and monitoring. It should be noted that salaries of local emergency managers are not typically categorized as M&A, unless the local emergency management agency chooses to assign personnel to specific M&A activities.

### *Indirect (Facilities & Administrative [F&A]) Costs*

Indirect costs are allowable under this program, as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated, indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application, and must be provided to FEMA before indirect costs are charged to the award.

### *Accessing Your Allocation*

To access your allocation, you must complete the following steps **within 30 days from the date of this notification**:

**Step 1:** Log in to the VDEM electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to download your subaward acceptance documents from the home page. Re-upload all required forms to eGMS. Read how to upload required forms by [clicking here](#) to view the home page of your eGMS user account. Below is the list of required items that comprise the VDEM subaward acceptance package:

- Application Checklist [cover sheet]
- LEMPG Project Form [Only required for LEMPG subawards]
- Online Budget (to be built and submitted in [eGMS](#))
- Points of Contact (POC) Form
- FEMA Environmental and Historic Preservation (EHP) Screening Form
  - All projects must comply with EHP requirements. Subrecipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. For more information, please visit <http://www.vaemergency.gov/em-community/grants/> or contact your Grants Administrator.
- Grant Assurances Form
- FEMA 20-16C Form
- SF-LLL – Certification Regarding Lobbying Form
- \*Work Elements Agreement – [\*Only required for LEMPG subawards]

- **\*\*Federally Negotiated Indirect Cost Rate Agreement – [\*\*Only required if you intend to charge indirect costs. Must be valid for the period of performance and federally signed]**

**Step 2:** Log in to the VDEM electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to complete and submit a budget application for your allocation. If you do not have access to eGMS, please contact your Grants Administrator. [Click on Grant Management, Budget Application, from the drop-down menu. Click the link named 2018 State Homeland Security Program Grant (SHSP) to complete your budget application.]

Following review and approval of the budget by the Grants Administrator, notification will be sent through an eGMS automated email message to the subrecipient point of contact entered in the budget application.

### Reporting

Subrecipients are obligated to submit [Quarterly Progress Reports](#) as a condition of their subaward. Quarterly progress reports must be uploaded directly into your eGMS account within **15 days** following the end of the quarter. The schedule for reporting is as follows:

### **Timetable and Deadlines for 2018 HSGP Progress Reporting** (includes SHSP, UASI and NSGP subawards):

[Quarter 1 of 6] Time Period: September 1, 2018 to November 30, 2018

**Quarter 1 Report Due: On or Before December 15, 2018**

[Quarter 2 of 6] Time Period: December 1, 2018 to February 28, 2019

**Quarter 2 Report Due: On or Before March 15, 2019**

[Quarter 3 of 6] Time Period: March 1, 2019 to May 31, 2019

**Quarter 3 Report Due: On or Before June 15, 2019**

[Quarter 4 of 6] Time Period: June 1, 2019 to August 31, 2019

**Quarter 4 Report Due: On or Before September 15, 2019**

[Quarter 5 of 6] Time Period: September 1, 2019 to November 30, 2019

**Quarter 5 Report Due: On or Before December 15, 2019**

[Quarter 6 of 6] Time Period: December 1, 2019 to February 28, 2020

**Quarter 6 Report Due: On or Before March 15, 2020**

### **HSGP Final Progress Reports:**

Due: On or Before April 30, 2020

**Within 30 days following the end of the period of performance**, subrecipients must upload a [Final Progress Report](#) detailing all accomplishments throughout the period of performance along with the completed Work Elements Final Report into their eGMS account. After these reports have been submitted, reviewed and approved by the Grants Office and Chief Regional Coordinators, a close-out notice will be issued which will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the record retention requirements for grant records. The subrecipient must return any funds that have been drawn down, but remain unliquidated in its financial records.

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### **Period of Performance Extensions**

Extensions to this program are allowed. Extensions to the initial period of performance identified in the subaward will only be considered through formal, written requests addressed to VDEM, and must contain specific and compelling justifications as to why an extension is required. Subrecipients are advised to coordinate with the Grant Administrator, as needed, when preparing an extension request. All extension requests must address the following:

1. Grant program, fiscal year, and subaward ID number in eGMS
2. Reason for delay that must include details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the applicable deadline
3. Current status of the activity/activities
4. Approved period of performance termination date and new project completion date
5. Amount of funds drawn down to date
6. Remaining available funds, both Federal and non-Federal
7. Budget outlining how remaining Federal and non-Federal funds will be expended
8. Plan for completion, including milestones and timeframes for achieving each milestone, and the position/person responsible for implementing the plan for completion
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work, as described in the approved budget.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

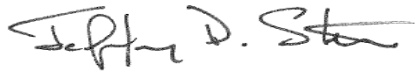
- Contractual commitments by the grant recipient with vendors or subrecipients prevent completion of the project within the existing period of performance
- The project must undergo a complex environmental review that cannot be completed within existing period of performance
- Projects are long-term by design and therefore acceleration would compromise core programmatic goals
- Where other special circumstances exist

Recipients must submit all extension requests to VDEM via upload into eGMS **no later than 90 days prior to March 31, 2020.**

Mr. Lonzo Lester  
Page 6 of 6  
October 01, 2018

Please initiate the steps described under *Accessing Your Allocation* **within 30 days from the date of this notification**. If you have any questions regarding this award, please contact Lisa Foley in the Grants Office at (804) 897-9767 or [lisa.foley@vdem.virginia.gov](mailto:lisa.foley@vdem.virginia.gov).

Sincerely,

A handwritten signature in black ink that reads "Jeffrey D. Stern". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke at the end.

Jeffrey D. Stern, Ph.D.

JDS/laf

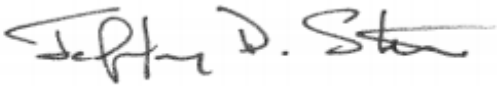
cc: Mr. Jess Powers, Emergency Management Coordinator  
Mr. Ted Costin, Director of Regional Support, West Division  
Mr. Timothy Estes, Chief Regional Coordinator, Region 4





Virginia Department of Emergency Management  
 10501 Trade Court  
 North Chesterfield, VA 23236

SUBAWARD AGREEMENT

<p>1. SUBRECIPIENT NAME AND ADDRESS:</p> <p>Russell County          137 Highland Drive          Lebanon, VA 24266</p>	<p>4a. SUBAWARD ID NUMBER: «<b>7835</b>»          4b. Federal Award Identification Number: EMW-2018-SS-00093-S01          5. SUBAWARD DATE: 10/26/2018          6. PROJECT PERIOD: «10/01/2018» to «03/31/2020»          BUDGET PERIOD: «10/01/2018» to «03/31/2020»          7. TOTAL AMOUNT OF THIS SUBAWARD: <b>\$45,776.00</b></p>
<p>2. SUBRECIPIENT DUNS Number:          040157851</p> <p>SUBRECIPIENT EIN:          5460015890</p>	<p>8. FEDERAL AMOUNT OF THIS SUBAWARD: <b>\$45,776.00</b></p> <p>9. SUBRECIPIENT NON-FEDERAL COST SHARE REQUIREMENT:N/A</p> <p>10. INDIRECT COST RATE (If applicable): N/A</p>
<p>3. SUBAWARD NAME: Virginia Department of Emergency Management  <b>2018 State Homeland Security Grant Program (SHSP)</b>          CFDA: 97.067 Homeland Security Grant Program (HSGP)          U.S. Department of Homeland Security (DHS)          Federal Emergency Management Agency (FEMA)</p>	
<p>11. STANDARD TERMS AND CONDITIONS &amp; SPECIAL CONDITIONS          The above subaward is approved subject to the 2018 Department of Homeland Security (DHS) Standard Terms and Conditions and VDEM Special Conditions as set forth on the attached pages.</p>	
<p>12. APPROPRIATION AUTHORITY FOR GRANT          The project is supported under the <i>Department of Homeland Security Appropriations Act, 2018 (Public Law No. 115-141)</i>.</p>	
<p>13. METHOD OF PAYMENT          Commonwealth of Virginia Cardinal Accounting System</p>	
<p style="text-align: center;"><b>AGENCY APPROVAL</b> <span style="float: right;"><b>SUBRECIPIENT ACCEPTANCE</b></span></p>	
<p>14. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL</p> <p>Jeffrey D. Stern Ph.D.          State Coordinator</p>	<p>16. NAME AND TITLE OF AUTHORIZED OFFICIAL          Lonzo Lester          County Administrator</p>
<p>15. SIGNATURE OF APPROVING VDEM OFFICIAL</p> 	<p>17. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL</p> <p>18. DATE:</p>



Virginia Department of  
Emergency Management

10501 Trade Court  
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 2 of 8

Subaward Name: **2018 State Homeland Security Grant Program (SHSP)**

Subaward Date: 10/26/2018

***SPECIAL CONDITIONS***

1. The Subrecipient shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 CFR Part 200](#), and adopted by DHS at [2 CFR Part 3002](#) and the U.S. Department of Homeland Security Grant Program (HSGP) Notice of Funding Opportunity ([NOFO](#)).
2. The Subrecipient agrees to permit the pass-through entity and auditors to have access to its records and financial statements as necessary for the pass-through entity to meet the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 CFR Part 200](#).
3. The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
4. The Subrecipient shall comply with the indirect costs provisions of [2 CFR§ 200.414](#). With the exception of subrecipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), subrecipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this subaward.
5. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, the Subrecipient will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.
6. Subrecipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, **must** participate in the FEMA Environmental Planning and Historic Preservation (EHP) review process. Subrecipients must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the Subrecipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the Subrecipient will immediately cease construction in that area and notify FEMA and the State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.
7. The Subrecipient agrees that federal funds under this award will be used to supplement, not supplant, state or local funds for emergency preparedness.

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"A Ready Virginia is a Resilient Virginia."*



Virginia Department of Emergency Management

10501 Trade Court  
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 3 of 8

Subaward Name: **2018 State Homeland Security Grant Program (SHSP)**

Subaward Date: 10/26/2018

8. The Subrecipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."
9. The Subrecipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
10. The Subrecipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
11. The Subrecipient must submit a Quarterly Progress Report for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Reports are due within fifteen (15) days following the end of the quarter. A Final Progress Report is due thirty (30) days after the end date of the performance period. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure and prevent future awards to the Subrecipient.
12. National Incident Management System (NIMS) Implementation Compliance  
  
In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the Subrecipient has made sufficient progress to disburse funds.
13. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The Subrecipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. The Trip Report template can be found at [www.vaemergency.gov](http://www.vaemergency.gov) under [Reporting Forms](#). These reports must be remitted with your request for reimbursement. Failure to do so will result in a delay of payment until received.
14. The Subrecipient agrees that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, preapproval is required by the state and FEMA through the SAA office.  
  
Please reference [2 CFR 200.403](#), in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative ([http://www.dhs.gov/files/programs/gc\\_1200693579776.shtm](http://www.dhs.gov/files/programs/gc_1200693579776.shtm)).

# The Department of Homeland Security Standard Terms and Conditions 2018

The FY 2018 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2018. The DHS financial assistance awards terms and conditions flow down to subrecipients, unless a particular award term or condition specifically indicates otherwise.

## **Assurances, Administrative Requirements, Cost Principles, and Audit Requirements**

DHS financial assistance recipients must complete either the OMB Standard Form) [Standard Form 424B Assurances – Non-Construction Programs](#), or [OMB Standard Form 424D Assurances – Construction Programs](#) as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [Title 2, Code of Federal Regulations, Part 200](#), and adopted by DHS at [2 C.F.R. Part 3002](#).

## **DHS Specific Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations *and* other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS must complete the *DHS Civil Rights Evaluation Tool* within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. Recipients are required to provide this information once every two (2) years, not every time an award is made. After the initial submission, recipients are only required to submit updates. Recipients should submit the completed tool, including supporting materials to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.

The United States has the right to seek judicial enforcement of these obligations.

### **Acknowledgment of Federal Funding from DHS**

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

### **Activities Conducted Abroad**

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

### **Age Discrimination Act of 1975**

Recipients must comply with the requirements of the *Age Discrimination Act of 1975* ([Title 42 U.S. Code, § 6101 et seq.](#)), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

# The Department of Homeland Security Standard Terms and Conditions 2018

## **Americans with Disabilities Act of 1990**

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. ([42 U.S.C. §§ 12101–12213](#)).

## **Best Practices for Collection and Use of Personally Identifiable Information (PII)**

Recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#) as useful resources respectively.

## **Civil Rights Act of 1964 – Title VI**

Recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* ([42 U.S.C. § 2000d et seq.](#)), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at [6 C.F.R. Part 21](#) and [44 C.F.R. Part 7](#).

## **Civil Rights Act of 1968**

Recipients must comply with [Title VIII of the Civil Rights Act of 1968](#), which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (See [42 U.S.C. § 3601 et seq.](#)), as implemented by the Department of Housing and Urban Development at [24 C.F.R. Part 100](#). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See [24 C.F.R. § 100.201](#).)

## **Copyright**

Recipients must affix the applicable copyright notices of [17 U.S.C. §§ 401 or 402](#) and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

## **Debarment and Suspension**

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) [12549](#) and [12689](#), and [2 C.F.R. Part 180](#). These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

## **Drug-Free Workplace Regulations**

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of [2 C.F.R. Part 3001](#), which adopts the Government-wide implementation ([2 C.F.R. Part 182](#)) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; [41 U.S.C. 8101](#)).

# The Department of Homeland Security Standard Terms and Conditions 2018

## **Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in [2 C.F.R. Part 200, Subpart E](#) may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

## **Education Amendments of 1972 (*Equal Opportunity in Education Act*) – Title IX**

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972 ([20 U.S.C. § 1681 et seq.](#)), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at [6 C.F.R. Part 17](#) and [44 C.F.R. Part 19](#)

## **Energy Policy and Conservation Act**

Recipients must comply with the requirements of The Energy Policy and Conservation Act ([42 U.S.C. § 6201](#)) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

## **False Claims Act and Program Fraud Civil Remedies**

Recipients must comply with the requirements of The False Claims Act ([31 U.S.C. § 3729-3733](#)) which prohibits the submission of false or fraudulent claims for payment to the federal government. (See [31 U.S.C. § 3801-3812](#) which details the administrative remedies for false claims and statements made.)

## **Federal Debt Status**

Recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See [OMB Circular A-129](#).)

## **Federal Leadership on Reducing Text Messaging while Driving**

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in [E.O. 13513](#), including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

## **Fly America Act of 1974**

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under [49 U.S.C. § 41102](#)) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* ([49 U.S.C. § 40118](#)) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 [amendment](#) to Comptroller General Decision B-138942.

## **Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, ([15 U.S.C. § 2225a](#)), recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, ([15 U.S.C. § 2225](#)).

# The Department of Homeland Security Standard Terms and Conditions 2018

## Limited English Proficiency (*Civil Rights Act of 1964, Title VI*)

Recipients must comply with the *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. § 2000d et seq.](#)) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

## Lobbying Prohibitions

Recipients must comply with [31 U.S.C. § 1352](#), which provides that none of the funds provided under an federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

## National Environmental Policy Act

Recipients must comply with the requirements of the [National Environmental Policy Act](#) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

## Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in [6 C.F.R. Part 19](#) and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

## Non-supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

## Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. Recipients must comply with any such requirements set forth in the program NOFO.

## Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the [Bayh-Dole Act, Pub. L. No. 96-517](#), as amended, and codified in [35 U.S.C. § 200](#) et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at [37 C.F.R. Part 401](#) and the standard patent rights clause located at 37 C.F.R. § 401.14.

## Procurement of Recovered Materials

Recipients must comply with Section 6002 of the [Solid Waste Disposal Act](#), as amended by the [Resource Conservation and Recovery Act](#). The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 C.F.R. Part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

# The Department of Homeland Security Standard Terms and Conditions 2018

## **Rehabilitation Act of 1973**

Recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, ([29 U.S.C. § 794](#)), as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

## **Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at [2 C.F.R. Part 200, Appendix XII](#), the full text of which is incorporated here by reference in the award terms and conditions.

## **Reporting Subawards and Executive Compensation**

Recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at [2 C.F.R. Part 170, Appendix A](#), the full text of which is incorporated here by reference in the award terms and conditions.

## **SAFECOM**

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the [SAFECOM](#) Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

## **Terrorist Financing**

Recipients must comply with [E.O. 13224](#) and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

## **Trafficking Victims Protection Act of 2000**

Recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000*, (TVPA) as amended by [22 U.S.C. § 7104](#). The award term is located at [2 C.F.R. § 175.15](#), the full text of which is incorporated here by reference.

## **Universal Identifier and System of Award Management (SAM)**

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at [2 C.F.R. Part 25, Appendix A](#).

## **USA Patriot Act of 2001**

Recipients must comply with requirements of the [Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act \(USA PATRIOT Act\)](#), which amends [18 U.S.C. §§ 175–175c](#).

## **Use of DHS Seal, Logo and Flags**

Recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

## **Whistleblower Protection Act**

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at [10 U.S.C § 2409](#), [41 U.S.C. 4712](#), and [10 U.S.C. § 2324](#), [41 U.S.C. §§ 4304](#) and [4310](#).



# Russell County Virginia

“The Heart of Southwest Virginia”

Harry Ferguson  
At-Large

Lou Ann Wallace  
District 2

Carl Rhea  
District 3

**Rebecca Dye, Chairperson**  
District 6

**Tim Lovelace, Vice-Chairman**  
District 1

David Eaton  
District 4

Steve Breeding  
District 5

Lonzo Lester  
County Administrator

The Board of Supervisors of Russell County, in regular meeting on the 5<sup>th</sup> day of November 2018 adopted the following:

**RESOLUTION FOR HIGHWAY SYSTEM CHANGES RESULTING FROM THE CONSTRUCTION OF VIRGINIA DEPARTMENT OF TRANSPORTATION PROJECT 7058-083-102, C503**

WHEREAS, the Virginia Department of Transportation has constructed Route 58 on a new alignment under Project(s) 7058-083-102, C503; and

WHEREAS, the project sketch and VDOT Form(s) AM4.3, attached and incorporated herein as a part of this resolution, defines adjustments required in the primary and secondary systems of state highways as a result of that construction, and

WHEREAS, the new road serves the same citizens as served by those portions of old road identified on the project sketch and VDOT Form(s) AM4.3 to be abandoned, which portions no longer serve a public need, and

NOW, THEREFORE, BE IT RESOLVED, this Board hereby requests the Virginia Department of Transportation to abandon segments B-C and D-E from the secondary system of state highways, pursuant to §33.2-912 of the Code of Virginia, and

BE IT FURTHER RESOLVED, this Board requests the Virginia Department of Transportation to add segments A-B to the secondary system of state highways, pursuant to §33.2-705 of the Code of Virginia, for which sections this Board hereby guarantees the right of way to be clear and unrestricted, including any necessary easements for cuts, fills, and drainage; and

BE IT FURTHER RESOLVED, this Board hereby concurs with and supports the Commonwealth Transportation Board's abandonment of segment(s) C-D from the primary system of state highways, as identified on the attached sketch, pursuant to §33.2-906 of the Code of Virginia, and

BE IT FINALLY RESOLVED, this Board orders that a certified copy of this resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

Recorded Vote

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

Yeas: \_\_\_\_\_

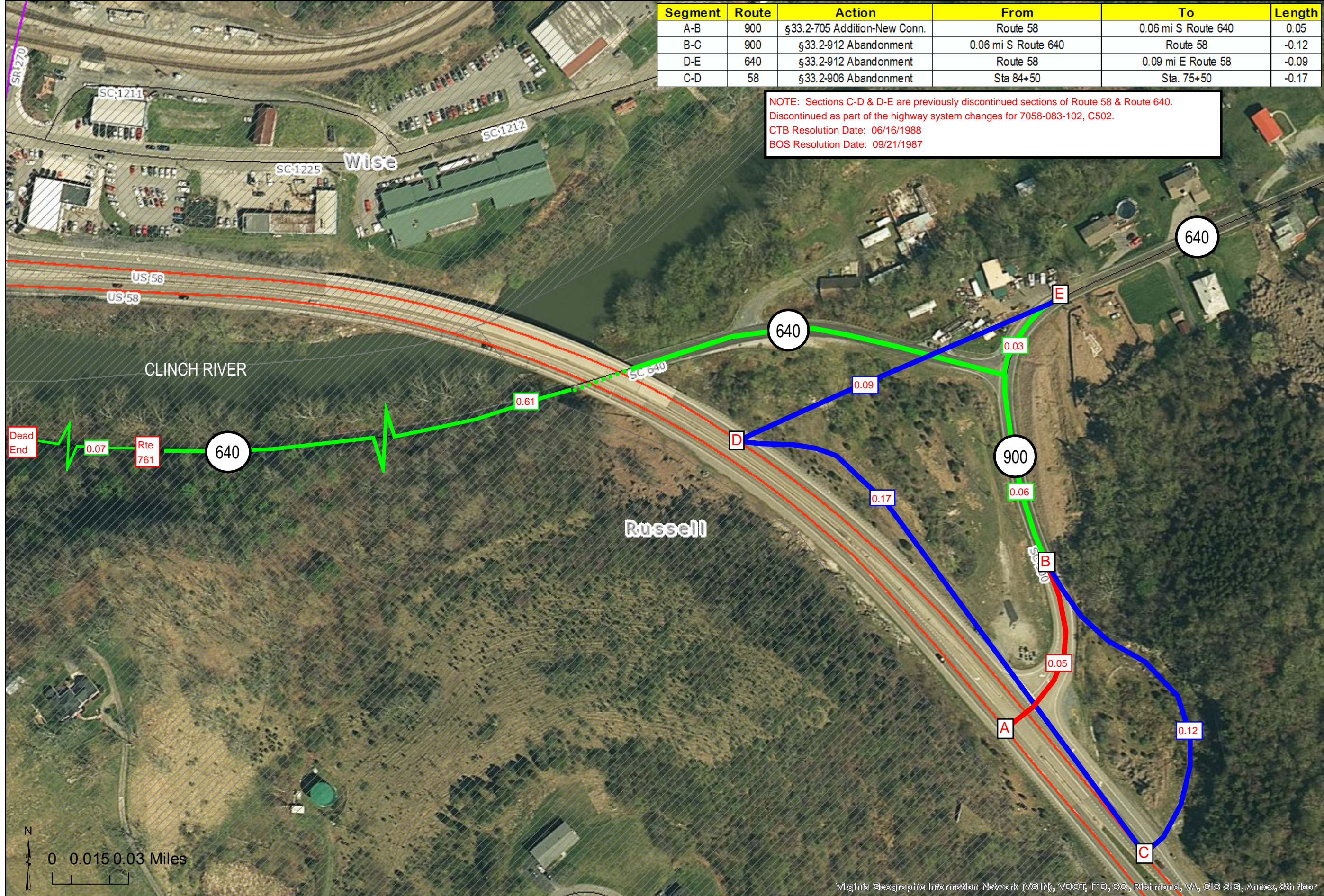
Nays: \_\_\_\_\_

Rebecca Dye, Chairperson

Russell/Wise Co. line is center line of the Clinch River. Hatched area is corporate limits of the Town of St. Paul

Segment	Route	Action	From	To	Length
A-B	900	§33.2-705 Addition-New Conn.	Route 58	0.06 mi S Route 640	0.05
B-C	900	§33.2-912 Abandonment	0.06 mi S Route 640	Route 58	-0.12
D-E	640	§33.2-912 Abandonment	Route 58	0.09 mi E Route 58	-0.09
C-D	58	§33.2-906 Abandonment	Sta 84+50	Sta. 75+50	-0.17

NOTE: Sections C-D & D-E are previously discontinued sections of Route 58 & Route 640.  
 Discontinued as part of the highway system changes for 7058-083-102, C502.  
 CTB Resolution Date: 06/16/1988  
 BOS Resolution Date: 09/21/1987



Abandonment  
 Addition  
 Mileage Split

**RUSSELL COUNTY (083)**  
 Changes in the Primary & Secondary Systems of  
 Highways resulting from construction on:  
 Route 58  
 Project 7058-083-102, C503

**VDOT**  
 Virginia Department of Transportation  
**BRISTOL DISTRICT**  
**LEBANON RESIDENCY**

In the County of Russell

By resolution of the governing body adopted November 5, 2018

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes in the secondary system of state highways.

A Copy Testee

Signed (County Official): \_\_\_\_\_

Report of Changes in the Secondary System of State Highways

Project/Subdivision 7058-083-102, C503

Type Change to the Secondary System of State Highways:

Abandonment

The following facilities of the Secondary System of State Highways are hereby ordered abandoned, pursuant to the statutory authority cited:

Reason for Change: Abandonment, VDOT Project Related

Pursuant to Code of Virginia Statute: §33.2-912

Street Name and/or Route Number

◆ , State Route Number 900

Old Route Number: 0

- From: 0.06 mi. S. Route 640 (B)
To: Route 58 (C), a distance of: 0.12 miles.

Street Name and/or Route Number

◆ , State Route Number 640

Old Route Number: 0

- From: Route 58 (D)
To: 0.09 mi E. Route 58 (E), a distance of: 0.09 miles.

---

## Report of Changes in the Secondary System of State Highways

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**Project/Subdivision 7058-083-102, C503**

**Type Change to the Secondary System of State Highways:**

**Addition**

The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Reason for Change: VDOT Project

Pursuant to Code of Virginia Statute: §33.2-705

---

**Street Name and/or Route Number**

**◆ , State Route Number 900**

Old Route Number: 0

-----  
● From: Route 58 (A)

To: 0.06 mi. S. Route 640 (B), a distance of: 0.05 miles.

Recordation Reference: Project Plans

Right of Way width (feet) = 40+

## **Senior Friends Café and Senior Friends Mobile Health Grant Project Summary**

A menu of services incorporates healthy living with healthy aging. The cornerstones are a kitchen remodel and mobile medical unit providing hot meals, health care access, evidence-based programs, remote health and telemedicine to address social determinants of health and support whole person health.

Senior Friends Café and Mobile Health are designed to help build healthier communities by addressing unmet needs of aging adults and individuals with disabilities. A primary focus is nutrition since it is a foundation for good health. The remodeled commercial kitchen will not only serve nutritious meals at the cafe, but homebound seniors living within a 5-mile radius will receive hot, home-delivered meals. Meals will be provided to another nutrition site operated by AASC and to participants at the adult day center and child care center at the agency's central office location.

The café will afford older adults an opportunity to build social connections by making new friends, engaging in fun activities, participating in fitness sessions and learning about health issues that impact their quality of life. Chronic disease, diabetes and medication management health coaches will be trained to teach seniors to be engaged in their health care in order to remain in their own homes as long as possible. Transportation will be provided by Four County Transit to allow older adults access to services and to connect people to resources and specifically address social isolation and depression. The PEARLS Depression Program will encourage active and rewarding lives to at-risk participants so they will become empowered to solve problems to help reduce depression.

Telemedicine and remote home monitoring will help decrease hospital readmissions and emergency room visits for seniors in the rural four-county area. Tele-monitoring equipment will be delivered to patients' homes and a health coach will visit and utilize an evidence-based assessment of behavioral health and chronic disease challenges. Remote health information will be transmitted to the hospital and values outside acceptable ranges will be evaluated by phone or home visits.

A mobile medical unit will work in tandem with the café to provide a variety of health services to unserved communities. A medical director will oversee a nurse practitioner, LPN/CNA, case manager, and driver staffing the mobile unit that will visit centralized locations once a month on dedicated days in each of the four counties. The mobile unit will provide primary health care, telemedicine services and other supports to older individuals who previously had to travel at least an hour to receive services. Four County Transit can provide transportation as part of the regular routes to grocery stores, shopping centers and other public locations.

# Russell County Virginia

## “The Heart of Southwest Virginia”

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District 4

Steve Breeding  
District 5

Lonzo Lester  
County Administrator

---

October 22, 2018

Regina Sayers, Executive Director  
Appalachian Agency for Senior Citizens  
P.O. Box 765  
Cedar Bluff, VA 24609

Dear Regina:

I am writing in support of Appalachian Agency for Senior Citizens’ proposal for a grant to fund Front Street Senior Friends Café and Senior Friends Mobile Health — a project that will provide a menu of services incorporating healthy living with healthy aging in order to address the social determinants of health and support whole person health in communities located in the four-county service region of Buchanan, Dickenson, Russell and Tazewell.

I strongly support this grant application in which AASC plans to help build healthier communities by addressing unmet needs of aging adults and individuals with disabilities so they are empowered and engaged in their own health care in order to remain happy and healthy at home as long as possible. The training and education this grant would fund will be instrumental in allowing these older adults an opportunity to build social connections in an effort to help alleviate social isolation and depression.

In the rural area of Southwest Virginia where AASC operates, there is a great need for public outreach and education about nutrition, chronic disease, diabetes and medication management. There is also a tremendous need for access to health care. In particular, the mobile health unit will provide access to primary and preventive health care to individuals who previously had to travel at least an hour in order to receive services. The mobile unit will help breach the barriers of remote locations and lack of transportation by delivering services and other supports to some of the most disadvantaged and vulnerable individuals in the region.

I am aware that Appalachian Agency has a strong history of successfully implementing innovative programs for the older adults in their service area and I am pleased to provide support for this latest endeavor. I look forward to hearing about the positive impact this project will have on the lives of these citizens.

Sincerely,

Rebecca Dye, Chairperson

October 15, 2018

Russell County Board of Supervisors  
Lonzo Lester, Jr., MBA, VCO  
County Administrator  
P O Box 1208  
Lebanon, VA 242266

Dear Mr. Lester,

Enclosed is the People Incorporated of Virginia Head Start agreement for program year July 1, 2018 through June 30, 2019.

Please sign and return one original to me using the enclosed, self-addressed envelope for your convenience.

First quarter rent installment of \$6,000 will be processed and paid upon return of signed agreement.

Thank you for your continued cooperation in serving the children and families of our region.

If you have any questions concerning this agreement, please feel free to contact our Director, Donna Buckland, at 276-619-2209 or you may contact me at 276-619-2225.

Sincerely,



Donna Edwards  
Operations/Contract Specialist  
Child and Family Development Program

Enclosures (2)

**People Incorporated of Virginia**

**Headquarters** 1173 West Main Street, Abingdon, VA 24210 **Phone** 276.623.9000 or 276.466.6527 **Fax** 276.628.2931 **Email** info@peopleinc.net

**Bristol Office** 800 Martin Luther King, Jr. Boulevard, Bristol, VA 24201 **Phone** 276.466.5587 **Fax** 276.466.0728 **Email** bristol@peopleinc.net

**Clintwood Office** P.O. Box 1439, Clintwood, VA 24228 **Phone** 276.926.5600 **Fax** 276.926.8244 **Email** dickenson@peopleinc.net

**Grundy Office** 20694 Riverside Drive, Grundy, VA 24614 **Phone** 276.935.4747 **Fax** 276.935.4368 **Email** buchanan@peopleinc.net

**Lebanon Office** 122 Price Street, Lebanon, VA 24266 **Phone** 276.889.0999 **Fax** 276.889.0117 **Email** russell@peopleinc.net

**Manassas Office** 9324 West St., Manassas, VA 20110 **Phone** 571.445.3020 **Fax** 571.445.3030 **Email** pwc@peopleinc.net

**Woodstock Office** 150 South Main Street, Woodstock, VA 22664 **Phone** 540.459.9096 **Fax** 540.459.8732 **Email** woodstock@peopleinc.net



## LEASE AGREEMENT

This agreement is between People Incorporated of Virginia, hereinafter referred to as People Incorporated and Russell County. The agreement, effective July 1, 2018 to June 30, 2019, may be terminated with 60 days written notice for cause.

The purpose of this agreement is to define the responsibilities of People Incorporated and Russell County. This agreement is in effect for twelve (12) months and People Incorporated retains the right to renew this agreement for five years after July 1, 2019. Renewal of this agreement and continued operation of the Child Development Center by People Incorporated is contingent on continued funding from the Department of Health and Human Services and any other additional funding sources to maintain a Head Start Center in the community based upon community need.

It is the intention of People Incorporated and Russell County to ensure that all at-risk children in Russell County have an opportunity to receive high quality early childhood education services. To this end, People Incorporated of Virginia and Russell County Public Schools enter into an annual Memorandum of Understanding which includes coordination of recruitment strategies to ensure that services are provided to the highest number of at-risk children in Russell County. (Section 1.B.) People Incorporated's Head Start program selection criteria include the prioritization of three-year olds. Additionally, Russell County supports the Virginia Department of Education and their analysis that the vast majority of four-year olds are best served in public school divisions' Pre-K programs.

***People Incorporated of Virginia*** agrees to the following requirements to occupy space in the Givens Elementary School owned and managed by Russell County:

1. People Incorporated will pay **\$6,000.00** per quarter to provide for maintenance, heat, electric, and water for the space occupied by the Child Development Center.
2. People Incorporated will pay quarterly payments to by the end of July, October, January and April.
3. People Incorporated agrees to provide up to \$500 per year, between August and June, for building maintenance including kitchen equipment repair, floor tiles, painting of walls, lawn maintenance or heating repairs.
4. People Incorporated agrees to clean the space designated for the operation of Child Development Center.
5. People Incorporated will provide aggregate liability insurance in the amount of \$3,000,000.
6. People Incorporated will maintain fire extinguishers located in the areas used by Child Development Center.
7. People Incorporated will provide extermination services for the kitchen and classroom areas occupied by Child Development Center.



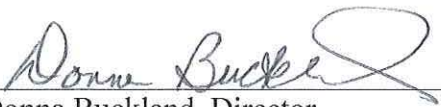
**Russell County** agrees to provide the following services to People Incorporated of Virginia for operation of a Child Development Center.

1. Exclusive use of two classrooms located on the first floor, the administrative offices and library for administrative and service operations of the Child Development Center, use of the kitchen and cafeteria/gym and the Child Development Center playground. People Incorporated will maintain keys for the specified areas. One copy of the keys will be provided to Russell County to gain access in case of emergency and delivery area.
2. People Incorporated will be given consideration of including one additional Head Start Classroom should the need arise. People Incorporated of Virginia will provide thirty (30) day notice of an increase in the space required.
3. Access to the water fountain.
4. Lawn maintenance in all areas to assure safe access to the building.
5. Parking space for eleven vehicles.
6. Maintenance of heating systems to assure safe operation.
7. Stripping and waxing of floors once per year during the month of July.
8. An individual knowledgeable about the building's heating system to start the boiler by 6:45 a.m. daily.
9. Maintenance of the security system installed in the building (if applicable).
10. Building maintenance to electrical and plumbing systems, floor tiles, concrete material, heating systems, lighting, doors and locks, walls and water fountains to comply with state and local fire and building codes.
11. Russell County will be responsible for all activities related to the management and operation of the building but understand People Incorporated is totally responsible for the operation of the Child Development Center.
12. Russell County will provide the name and telephone number of authorized contact person for People Incorporated.
13. Russell County will assure People Incorporated that no activity that has a potential to place Child Development Center participants in jeopardy is operated on the premises. This includes activities involving guns, ammunition, firecrackers, archery, knives, etc. If these activities are conducted they must be conducted in areas not accessible to Child Development Center participants and during all times when program participants are not present.

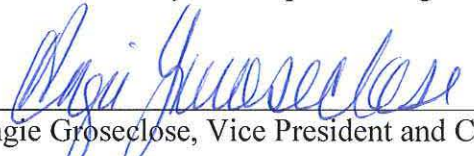
Termination of this agreement by either party must be in writing. The designated representative of Russell County or the President and C.E.O. of People Incorporated of Virginia or their designee, with the agreement of both parties, may make amendments to the agreement.

Entered into by and for:

**People Incorporated of Virginia**

  
\_\_\_\_\_  
Donna Buckland, Director  
Child and Family Development Program

10/12/2018  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Angie Groseclose, Vice President and COO

10-12-18  
\_\_\_\_\_  
Date

**Russell County**

\_\_\_\_\_  
Lonzo Lester, County Administrator

\_\_\_\_\_  
Date



**RUSSELL COUNTY  
EMERGENCY MANAGEMENT**  
131 Highland Drive, Room 183 ~ P.O. Box 911 ~ Lebanon, VA 24266  
T: (276) 889-8247 ~ F: (276) 889-8248



## Travel Request - Governor's EMS Awards

**Employee information**

Name	<u>Jess Powers</u>	Department	<u>Emergency Management</u>
Employee ID	<u>xxx-xx-6542</u>	Approval:	<u>Mr. Lonzo Lester</u>
Position	<u>Emergency Management Coordinator</u>		

**Pay period**

From	<u>11/10/2018</u>
To	<u>11/11/2018</u>

Date	Description	Meals	Per Diem	Hotel	Mileage	Expense	Fuel	TOTAL
11/10/2018	Travel and attend Governor's EMS Awards, Norfolk Waterside Marriott	\$55.00	\$55.00		425.00	\$10.00	\$66.48	\$131.48
9/21/2017	Return from Governor's EMS Awards	\$55.00	\$55.00	\$112.80	425.00		\$66.48	\$234.28
								\$0.00
								\$0.00
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								\$0.00
								\$0.00
		\$110.00	\$110.00	\$112.80		\$10.00	\$132.96	\$365.76
								<b>Russell County Subtotal</b>
								<b>RUSSELL COUNTY TOTAL</b>
								\$365.76

Approved by	Notes
	Russell County Emergency Management Coordinator was nominated and received the 2018 Southwest Virginia Emergency Medical Service Council Regional Award on June 23, 2018 (please see attached). Now, Russell County Emergency Management Coordinator has been nominated for the Virginia 39th Annual Governor's EMS Awards and invited to attend the Governor's EMS Awards Ceremony and Reception. The Governor's EMS Awards ceremony and reception will be held at the Norfolk Waterside Marriott November 10, 2018, Norfolk, VA. Invitation, Regional Award, and completed travel request is attached for your consideration to approve travel.

For Office Use Only

EMPLOYEE SIGNATURE:

*Jess R. Powers*

17-Oct-18

Subject: You're Invited to the 39th Annual Governor's ^\_EMS^\_ Awards Ceremony & Reception

From: VDH-emstechasst, rr (emstechasst@vdh.virginia.gov)

Bcc: jess\_powers.rcem@yahoo.com

Date: Tuesday, October 2, 2018, 12:08 PM EDT

*Dear Governor's EMS Award Nominee,*

*Congratulations on your recent nomination for the 2018 Virginia Governor's EMS Awards! Attached you will find your official invitation to the 39th Annual Governor's EMS Awards Banquet, Saturday, November 10, 2018. Please review all information. If you have any questions please feel free to contact the Office of EMS at 804-888-9100 or email Tristen Graves at [Tristen.Graves@vdh.virginia.gov](mailto:Tristen.Graves@vdh.virginia.gov).*

*Thank you,*

**Virginia Department of Health**

Office of Emergency Medical Services

1041 Technology Park Drive

Glen Allen, VA 23059

[www.vdh.virginia.gov/emergency-medical-services/](http://www.vdh.virginia.gov/emergency-medical-services/)

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Governor's EMS Awards Banquet Invitation.pdf

493.9kB

You are invited to attend

*The 39th Annual Governor's EMS Awards  
Ceremony & Reception*

.....

Congratulations on your recent nomination for the Virginia Governor's EMS Awards! The Virginia Office of EMS cordially invites you and up to five guests to the 39th Annual Governor's EMS Awards Ceremony & Reception.

Saturday, November 10 at 6:45 p.m.  
at the  
Norfolk Waterside Marriott

Please RSVP no later than Friday, October 26, 2018  
To RSVP please email  
[Tristen.Graves@vdh.virginia.gov](mailto:Tristen.Graves@vdh.virginia.gov)

Please include the number of guests that will be attending and the name of your Regional EMS Council. The event format will be a ceremony/reception and dinner will be provided. Doors will open for all award nominees and their guests at 5:45 p.m. and reserved seating will be provided.

We encourage you to arrive early.

.....

**Note: If you are not registered for the EMS Symposium please also provide your mailing address so that we may send you a ribbon and name badge for early entry into the banquet.**



Subject: CONGRATULATIONS JESS POWERS ON YOUR 2018 EMS AWARD NOMINATION

From: Maggie Long (mlong@vaems.org)

To: jess\_powers.rcem@yahoo.com

Date: Monday, June 4, 2018, 10:30 AM EDT

**CONGRATULATIONS!**


You are receiving this email because you have been nominated for a 2018 Regional EMS Award. The awards ceremony will be held on June 23, 2018 at 12:00PM at Washington County Park in Abingdon, VA. We will be celebrating the success of providers and agencies in our region and look forward to you and your family joining us. Please be there as we celebrate the outstanding contributions made to your regional EMS system by individuals and agencies from across our region. The picnic is family friendly, but registration is required to guarantee a meal ticket for everyone in your party (because the event is catered). Please go [here](#) to register. Also see the attached flyer for more information.

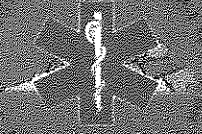
**Please reply that you received this email or to let me know if you are unable to attend.**

Thank you for all that you do for our region's EMS system.

Maggie Haynes, BS, NRP  
Field Coordinator  
Southwest Virginia EMS Council Inc.  
306 Piedmont Ave  
Bristol, VA 24201  
276.628.4151 ex 210  
[mlong@vaems.org](mailto:mlong@vaems.org)  
[www.southwest.vaems.org](http://www.southwest.vaems.org)

*The Southwest Virginia EMS Council is dedicated to providing excellent customer service. Please click here to complete a brief survey to tell us how we are doing.*

 Invite.jpg  
370kB



# EMS AWARD'S PICNIC

June 23, 2018 12:00 PM

Washington County Park

19482 County Park Rd, Abingdon, VA 24211

Prizes, inflatables, lunch and entertainment



We will be celebrating the success of providers and agencies in our region during our 2018 Regional EMS Awards Picnic. Please be there as we celebrate the outstanding contributions made to our regional EMS system by individuals and agencies from across our region. The picnic is family friendly. The picnic is free, but you must register in order to receive a meal ticket.

To Register go to: [www.southwest.vaems.org](http://www.southwest.vaems.org) and click on training calendar

For more information or questions contact Maggie Haynes 276.628.4151  
or [mlong@vaems.org](mailto:mlong@vaems.org)



## RC Emergency Management And HazMat Coordinator Receives Awards For Outstanding Contribution

The Southwest Virginia Emergency Medical Services (EMS) Council Inc. annually recognizes the dedication and devotion of Emergency Medical Service providers who support the EMS system.

"The Virginia EMS system is full of dedicated, competent, and professional providers and agencies," said Gregory Woods, executive director of Southwest Emergency Medical Services Council. "These individuals and agencies from our region exemplify the true spirit of our commitment to saving lives and providing high quality patient care, and we believe they will do very well at the state level!" Winners of the regional awards will compete at the state level for a chance to receive a Governor's EMS



Maggie Haynes, Field Coordinator - Southwest Virginia EMS Council Inc. is presenting the Preparedness and Response recognition award to Jess Powers.

Award. "The Regional EMS Awards program gives each council the opportunity to showcase the remarkable acts of service demonstrated by their local EMS providers. Congratulations, and thank you, to this year's recipients who have proven their excellence by going above and beyond the call

of duty," said Gary Brown, director of the Virginia Office of EMS.

This year on June, 23, 2018, for the Emergency Preparedness and Response category, the Southwest Virginia EMS Council Inc. has recognized Jess Powers, Russell County Emergency Management and HazMat Coordinator, for his outstanding contribution of over 14 years to the Southwest Virginia EMS Council in preparedness, prevention, protection, recovery, response, support, grant writing, and continuing dedication to the Southwest Virginia EMS Council region. The Southwest Virginia Council congratulates Jess on his remarkable and demonstrated acts of service and proven excellence by going above and beyond the call of duty.





2018 REGIONAL  
AWARD

*For Outstanding  
Achievement In  
EMS*

AWARD FOR  
OUTSTANDING  
CONTRIBUTION TO  
EMS PREPAREDNESS & RESPONSE

JESS POWERS



Southwest Virginia  
Emergency Medical  
Service Council

# Mountain Movers

November 19, 2018

6:00 PM

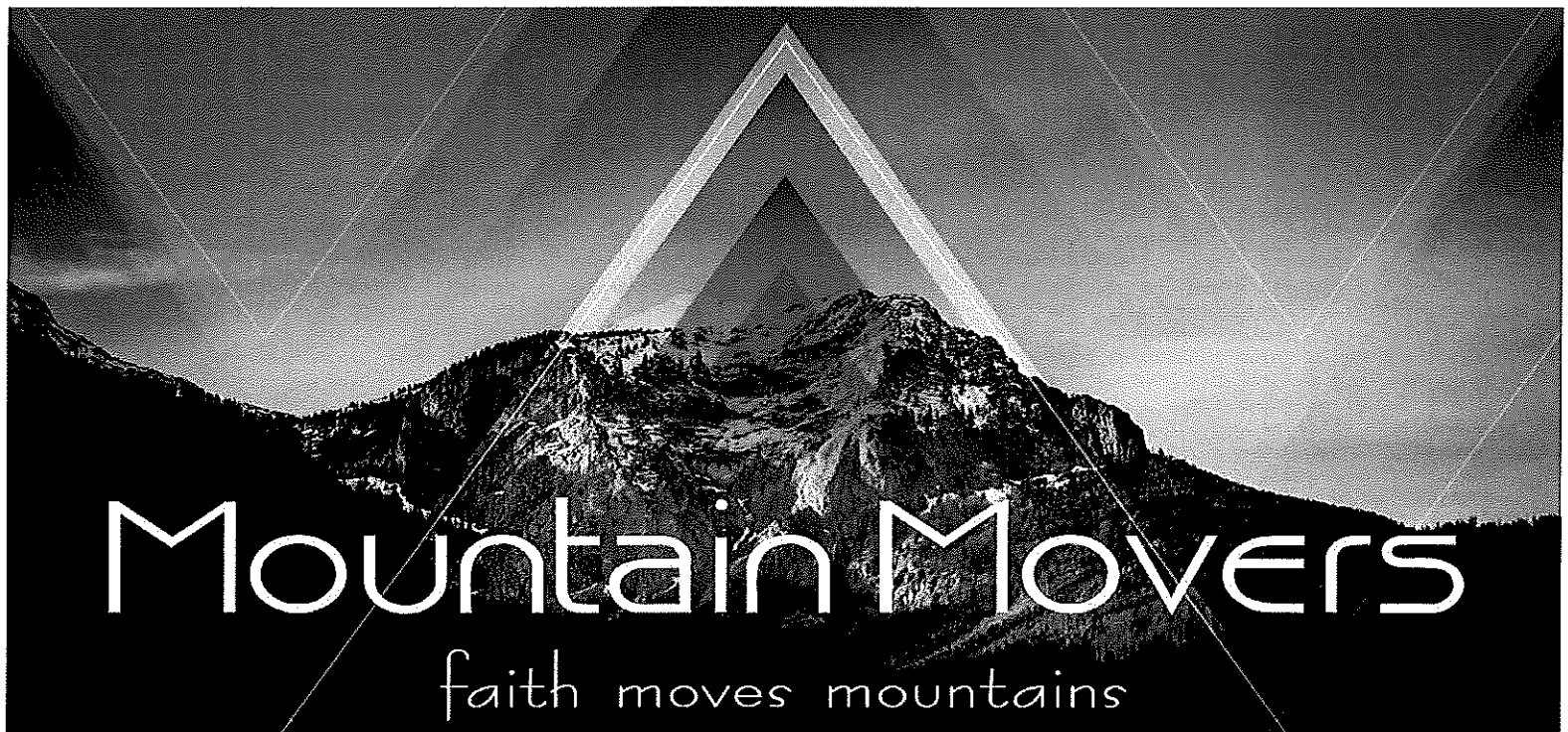
Russell County Conference Center

139 Highland Drive

Lebanon, VA 24266

**“You have been assigned this mountain to show others it  
can be moved.”**

**If you are interested in learning more about how to make a  
difference in your community, please contact  
[russellco.mountainmovers@gmail.com](mailto:russellco.mountainmovers@gmail.com).**



**Mountain Movers**  
faith moves mountains

## *SWCC Festival of the Arts*

*April 5-17, 2019*

### *Spotlight on the Movies: The Music, the Dance, the Fashions, the Stories*

- Friday, April 5:**      *Remember the Titanic: The Facts, the Fiction and the Fare*  
Music and script by Arvel Bird  
**6:30 p.m.:** *Dining on the Titanic: First Class and Steerage*  
**7:30 p. m.:** *Remember the Titanic: The Facts and the Fiction*  
Russell County Conference Center
- Saturday, April 6:      Opening Reception of Festival Exhibit:  
11:00 a.m.-2:00 p.m.: Elmes Gallery, SWCC King Community Center  
and Appalachian Arts Center  
*Go Back in Time: A Movie at the Raven Theater and Wilson's Ice Cream Parlor*  
3:00 p.m.: *Family Matinee: A Cartoon Carnival*  
7:00. p.m.: *Old Western Movies*
- Sunday, April 7:      *Festival Fanfare: Piano x Three*, featuring Pavlina Dokovska, Vladimir Valjarevic and  
Joseph Trivette  
3:00 p.m., SWCC King Community Center  
Reception, hosted by Kathy and Larry Mitchell, to follow Concert
- Monday, April 8:      *Arvel Bird* at CBES and RES (10:30 a.m. and 1:00 p.m.)  
*Spotlight on Dance and Fashions from the Movies:* 7:30 p.m., SWCC Community Center
- Tuesday, April 9:**      *Arvel Bird* at N. Tazewell and Tazewell Elementary schools (10:00 a.m. and 1:00 p.m.)  
*Festival Café*, Lunch: 11:30 a.m-1:15 p.m. (\$6; students \$5)  
Sponsored by the SWCC Music Program  
SWCC King Community Center  
**Camerata Virtuosi New York with Arvel Bird**  
**Gaynelle Lockhart Albert Memorial Concert**  
**7:30 p.m., Elk Garden United Methodist Church, Elk Garden**
- Thursday, April 11:**      *Square Dance/Virginia Reel with Joan Yates and string band:*  
**10:00 a.m./1:00 p.m., Honaker Elementary /Middle School**  
*Camerata Virtuosi New York*  
Jan McClure Memorial Concert/Tim McClure, special guest violinist  
7:30 p.m., Tazewell Baptist Church, Tazewell
- Friday, April 12:      Open (CART performance)
- Saturday, April 13:      *Camerata Virtuosi New York* in memory of Betty T. Corte  
Featuring Sharin Apostolou, soprano  
7:30 p.m., First United Methodist Church, College Avenue, Bluefield, VA
- Sunday, April 14:      *Festival Finale: Knoxville Symphony Chamber Orchestra*  
*Featuring Pavlina Dokovska, Sharin Apostolou and SWCC Community Chorus*  
4:00 p.m., SWCC King Community Center

- Monday, April 15: *Hot Club of San Francisco*: 1:00 p.m.: *Gypsy Jazz for Young Audiences*  
Richlands Middle School
- Tuesday, April 16: *Hot Club of San Francisco*: 10:30 a.m.: THERE IT IS, Bus in Buchanan County
- Tuesday, April 16: 7:30 p. m.: *Hot Club of San Francisco: Cinema Vivant*:  
An early 20<sup>th</sup> century European Gypsy tradition with live gypsy swing and black and white silent films
- Wednesday, April 17: *Hot Club of San Francisco*, 10:00 a.m.: THERE IT IS, Bus in students  
OR: *Gypsy Jazz for Young Audiences* (take to school)

**Schedule, events and performances may change. Please contact 276-964-7348 for confirmation of the final Festival schedule.  
The Festival brochure will be mailed in early March.**

## MONTHLY BANK BALANCES

September 30, 2018

Regular Account	(206,080.74)
Honaker Library Donations	0.00
IDA Debt Reduction	1.00
Employee Insurance	1,069,812.52
Employee Claims Account	1,000.00
Knox Coal Insurance Fund	414.84
Russell Co. Housing Fund	4,424.36
School Textbook	72,242.03
Sheriff Domestic Violence	2,687.12
Petty Cash Treasurer	658.00
Sheriff Seized Assets	290,821.68
Sheriff Restitution	7,901.29
Sheriff Forfeited Assets	7,052.80
Comm Attorney Forfeited Assets	30,713.37
Sheriff Federal Forfeited Assets	21,432.05
Comm Attorney Fed Justice Forfeited Assets	262,558.32
Commonwealth Attorney Abandoned Property	500.00
Sheriff Federal Justice Forfeited Assets	52,851.29
SSI Recipients	0.00
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	3,570,020.06
Certificate of Deposit Library Donations	24,788.80
Certificates of Deposit Knox Creek Ins.	0.00
Certificate of Deposit Employee Insurance	0.00
<b>Total Cash In Bank</b>	<b>5,266,373.79</b>
<b>Cash In Office</b>	<b>1,600.00</b>
<b>Petty Cash</b>	<b>100.00</b>
<b>TOTAL CASH</b>	<b>5,268,073.79</b>

ACCOUNT	DATE	September 30, 2018
	DEBIT	CREDIT
Cash in Office	1,600.00	
Cash in Bank	5,266,373.79	
Petty Cash	100.00	
General Fund		924,457.08
Sheriff In State Trip		30,042.35
Sheriff Dare Fund		100.00
Sheriff Seized Assets		290,821.68
Sheriff Restitution		7,901.29
Sheriff Forfeited Assets		7,052.80
Comm Attorney Forfeited Assets		30,713.37
Honaker Library Donations		24,783.87
Russell County Housing Fund		4,424.36
Sheriff Federal Forfeited Assets		21,432.05
Sheriff Domestic Violence		2,687.12
Comm Attorney Abandoned Prop		500.00
Comm Attorney Fed Justice		262,558.32
Sheriff Fed Justice Forfeited		52,851.29
Social Services		(232,549.09)
Swva Asap		17,037.60
Coal Road Improvement		151,898.52
CSA		(591,696.23)
School Fund		2,520,315.89
School Food		173,297.53
School Textbook		72,242.03
Regional Adult Education		300,513.24
Petty Cash Treasurer		658.00
Litter Fund Trash Pickup		(19,983.65)
Current Credit		(0.79)
Current Debit		14.44
Title XX		11,321.05
SSI Recipients		0.00
Damage Stamp Fund		2,823.98
IDA Debt Reduction		1.00
Valley Heights		50,651.79
Dante Sewer		49,575.00
Employee Health Insurance		1,070,227.36
Employee Insurance Claims		1,000.00
Law Library		48,629.61
Special Welfare		47,166.74
Housing Fund #2		7,700.00
Russell Co Health & Fitness		82,153.24
Cannery		(86,443.16)
WIB		(68,805.89)
<b>Total</b>	<b>5,268,073.79</b>	<b>5,268,073.79</b>

**September 13, 2018**

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on September 13, 2018, 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  
David Mullins, Member  
Jarred Glass, Member  
Tony Dodi, Member  
Mike Hinchler, Member

**ABSENT:** Scott Gilmer, Member

**STAFF:** Katie Patton, Attorney

The Chairman called the meeting to order at 5:33 P.M.

Secretary called the roll and recorded the roll call.

**APPROVAL OF MINUTES**

Upon motion made by Richard Lockridge, second by David Mullins and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the minutes of the August 9, 2018.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

**FINANCIAL REPORT**

Upon motion made by Roger Sword, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the Financial Report of September 13, 2018.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

### **PUBLIC COMMENT**

No Comments

### **ATTORNEY'S REPORT**

No report

### **CHAIRMAN'S REPORT**

The Chairman presented the progress of the DSS relocation to the government center. The projected cost of the remodel is approximately \$400,000.00. FB&T is offering to loan the money at 4.6% for a 6-year period.

Upon motion made by Richard Lockridge, second by Tony Dodi, and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing The Chairman to secure financing from a lending institution for the DSS construction project and authorizing The Chairman to sign any and all documents relating to the DSS construction project.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

The CPRWMA has occupied office space in the government center and a lease agreement with the authority must be approved.

Upon motion made by Roger Sword, second by Mike Hinchler, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the lease agreement with CPRWMA for a term of 3 years.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None



The USDA grant for the revolving loan fund must have a resolution adopted to complete the grant process.

Upon motion made by Roger Sword, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the resolution presented by The Chairman for the USDA revolving loan fund grant. (Resolution Attached)

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

Upon motion made by Tony Dodi, second by David Mullins, and duly approved by the Industrial Development Authority of Russell County, Virginia to authorizing the Chairman or Vice-Chairman to write a letter of support for a grant to VA Tech from the Tobacco Commission for a regional workforce analysis.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

Upon motion made by Richard Lockridge, second by Jarred Glass, and duly approved by the Industrial Development Authority of Russell County, Virginia to authorizing the Chairman or Vice-Chairman to write a letter of support for Go Virginia's grant application for a coal to graphene study.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

Upon motion made by Jarred Glass, second by David Mullins, and duly approved by the Industrial Development Authority of Russell County, Virginia to authorizing the Chairman or Vice-Chairman to write a letter of support for Dante Community Association's grant application to AML.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

Upon motion made by Richard Lockridge, second by Tony Dodi, and duly approved by the Industrial Development Authority of Russell County, Virginia directing the Attorney to draft a Memorandum of Understanding with the Russell County PSA for pipe storage on Parcel # 117R2709B1D in the Industrial Park and authorize the Chairman to sign all related documents.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

Upon motion made by Mike Hinchler, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, directing the Attorney to draft a lease for the 911 Center with Russell County.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

### **CLOSED SESSION**

Upon motion made by Tony Dodi, second by Roger Sword and duly approved by the Industrial Development Authority of Russell County, Virginia to enter Closed Session as permitted by, VA Code #2.2-3711 (1) Personnel (5) Prospective unannounced industry (7) & (8) Legal Counsel.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

### **RECONVENE TO PUBLIC SESSION**

Upon motion made by Richard Lockridge, second by Mike Hinchler, 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: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

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	Yes
Carlton Elliott	Yes	Mike Hinchler	Yes
Scott Gilmer	Absent	Jarred Glass	Yes
Tony Dodi	Yes	David Mullins	Yes
		Richard Lockridge	Yes

### **MOTIONS FROM CLOSED SESSION**

Upon motion made by Richard Lockridge, second by Roger Sword, and duly approved by the Industrial Development Authority of Russell County, modifying the standing resolution, removing the max limitation of 12 meetings for member reimbursement for official representation of the IDA, pursuant to VA Code #15.2-4904 sub section D.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

Upon motion made by Carlton Elliott, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, approving the Memorandum of Agreement with the TDEC Corporation locating in the government center, and authorizing the Chairman to sign all documents relating to this project.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

Upon motion made by Richard Lockridge, second by Tony Dodi, and duly approved by the Industrial Development Authority of Russell County, moving to amend the bylaws to give the Chairman the continuing authority to sign any and all documents of any kind, including but not limited to contracts, deeds, deeds of trust, promissory notes, memorandums of understanding, moral obligations in connection with projects that have been approved by the Industrial Development Authority.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

Upon motion made by Mike Hinchler, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, authorizing the Attorney to write a summary of the motel agreement and to include provisions for default and remedies.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

### **ADJOURNMENT**

Upon motion made by Roger Sword, second by Mike Hinchler, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 9:46 PM.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, D. Mullins, J. Glass, M. Hinchler, T Dodi

Absent: S. Gilmer

Nay: None

RESOLUTION OF GOVERNING BODY OF  
The Industrial Development Authority of Russell County, Virginia

The Governing Body of the Industrial Development Authority of Russell County, Virginia, consisting of 9 members, in a duly called meeting held on the 13 day of September, 2018 at which a quorum was present, RESOLVED as follows:

BE IT HEREBY RESOLVED that, in order to facilitate obtaining financial assistance through a Rural Business Development Grant from the USDA, Rural Development, in order to provide financing to small and emerging businesses in Russell County, Virginia, the governing body does hereby adopt and abide by the covenants contained in the following agreements:

1. "Letter of Conditions", dated July 11, 2018.
2. Scope of Work,
3. Form RD 1942-46, "Letter of Intent To Meet Conditions"
4. Form RD 1940-1, "Request For Obligation of Funds"
5. Form RD 400-1, "Equal Opportunity Agreement"
6. Form RD 400-4, "Assurance Agreement"
7. Form AD-1047, "Certification Regarding Debarment, Suspension, and other responsibility Matters-Primary Covered Transactions"
8. Form AD-1049, "Certification Regarding Drug-Free Workplace Requirements (Grants)"
9. RD Instruction 1940-Q, Exhibit A-1, "Certification for Contracts, Grants, and Loans Regarding Lobbying"
10. SF-LLL, "Disclosure Form to Report Lobbying"

BE IT FURTHER RESOLVED that the Chairman of The Industrial Development Authority of Russell County, Virginia, be authorized to execute, on behalf of the governing board, the above agreements and to execute such other documents including, but not limited to, debt or grant instruments and security instruments as may be required in obtaining the said financial assistance.

This Resolution, along with a copy of the above-named documents, is hereby entered into the permanent minutes of the meeting of this Committee.

The Industrial Development Authority of Russell County, Virginia

Attest:

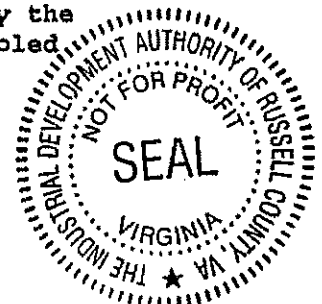
9/13/18

By: ES McFarland Chairman

CERTIFICATION

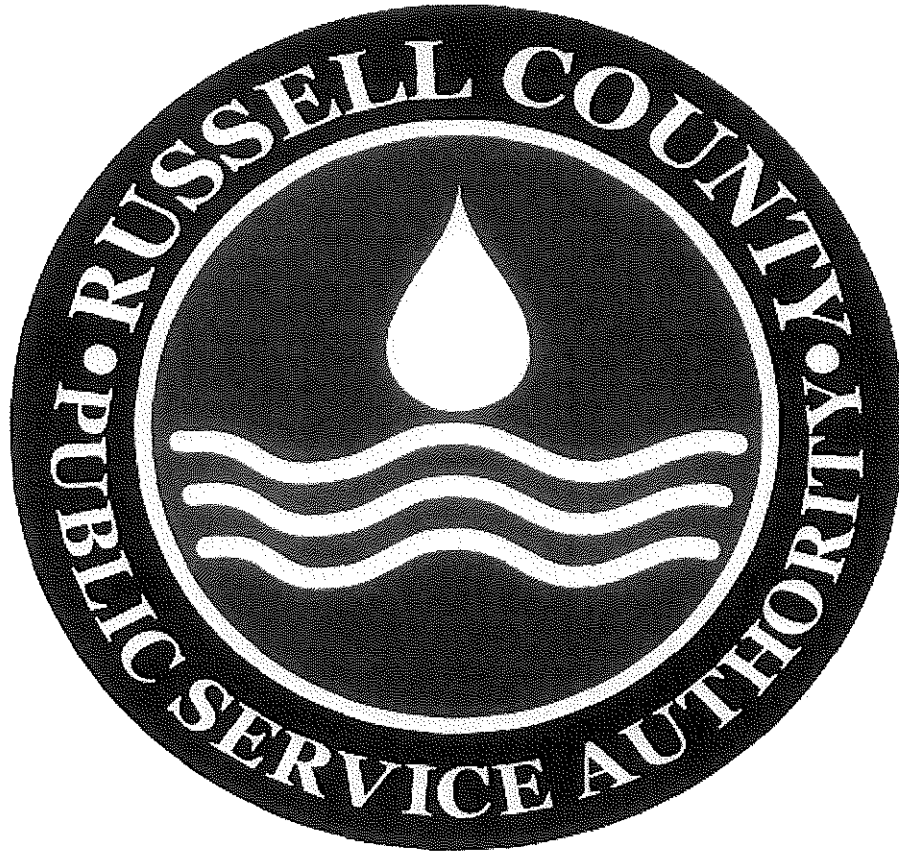
I hereby certify that the above resolution was duly adopted by the IDA of Russell County, in a duly assembled meeting on the 13 day of Sept, 2018.

Anthony E. Dwyer  
Secretary/Clerk



**RUSSELL COUNTY P.S.A.**

**MONTHLY BOARD MEETING  
OCTOBER 15, 2018**



RUSSELL COUNTY P.S.A.  
 Monthly Meeting - The Board of Director  
 October 15, 2018

**AGENDA**

1. Call to Order
2. Welcome -
3. Visitors: Rita Baker & James Baker with T&L
4. Pledge of Allegiance
5. Minutes of September 2018
6. Financial Report – Harvey Hart

General Acct (Register: 1010)	Sept 2018	Check #	20255	20295	\$ 2,848.38
Environmental Waste Acct. (Register 1060)	Sept 2018	Check #	120	121	\$ 233,369.16
Long Term Operating Debt Acct	Sept 2018	Check #		1104	\$ 3,822.4
NPB CD # 12020	Sept 2018				\$ 68,064.60
NPB CDD # 98737	Sept 2018				\$ 92,554.74
Equipment Replacement	Sept 2018				\$ 4,202.20

7. Profit & Loss Review
8. Water Loss Review
9. Past due Water Customers Review

**PROGRESS REPORT ON WATER PROJECTS:**

1. Rt. 656 (Creekside Dr.) – Installed 40’ of 6” line; (4) meters; (1) hydrant.
2. Tunnel Rd/Thompson Creek – Installed (1) meter and done clean up. Project is complete.
3. Town of Cleveland – No work done on project since last reported. Still need to install a yard hydrant, tie meter into a house and pave.
4. Fincastle Estates – Installed 1,120’ of 8” line.

**New Business:**

1. **Have (2) office trailers and old Loader to put up for seal bids to sell.**
2. **Letter for County (RCBOS) to acquire the RCPSA building at 7341 Swords Creek Rd**
3. **Purchase of a new Excavator**

**Old Business:**

**Next board meeting November 19, 2018 - 6:00 pm - 137 Highland Dr. Lebanon, VA.**

**RUSSELL COUNTY PUBLIC SERVICE AUTHORITY**  
 Monthly Meeting of the Board of Directors

September 17, 2018

**MEMBERS PRESENT**

Carter McGlothlin  
 Clifford Hess  
 Chris Dye  
 Larry McGlothlin  
 James Kiser  
 Darrell Puckett  
 Harvey Hart

**MEMBERS ABSENT**

Visitor's: Rita Baker and James Baker with T&L

Meeting called to order by Clifford Hess at 5:55 p.m.

Prayer: Rita Baker

Pledge of Allegiance: James Kiser

Minutes – August 2018- suspended reading – Motion to approve by Clifford Hess, second by James Kiser, motion passed Yay-6 – Nay-0

Adjournment – Motion made by Jamie Kiser, second by Chris Dye at 6:25 pm

**Financial Report:**

Financial Report given by Harvey Hart.

Motion to approve by Darrell Puckett, second by James Kiser – Motion passed Yay-6 - Nay-0

Amendments to Agenda - Tabled Teddy Dye water bill – Chris Dye going to check about getting some help.

Operations Acct.	Aug, 2018	Check #	20780	20798
Environmental Waste Acct.	Aug, 2018	Check#	120	121
Long Term Debt Acct	Aug, 2018	Check #		1104
NPB CD # 12020				
NPB CD # 98737				

**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:**

Project update giving by Rita Baker on all projects.



Route 656 (Creekside Drive) – Installed 2,542’ of 6” Line, 100’ of 2” Line, (2) meters installed:  
Done paving

Thompson Creek/Tunnel Road – Have done paving. Still need to install (1) meter and do clean-up.

Fincastle Project – Will Start project after Route 656/Creekside Drive & Thompson Creek/Tunnel Road projects are complete

Town of Cleveland – Have hooked up power, installed 1,350’ of 2” water/sewer line, (2) meters (5) yard hydrants installed.

Glade Hollow/Glade Hill –

**NEW PROJECTS:**

Waiting on funding:

Route 603

Tank to Arrowhead Subdivision

**NEW BUSINESS:**

Motion to nominate Carter McGlothlin as Chairman – by James Kiser, second by Larry McGlothlin Yay-5 – Nay-0 (he will replace Donnie Christian who was not reappointed as a Board Member – also Donnie Christian will be removed as a designated signer of checks for RCPSA

Motion to nominate Clifford Hess as Vice Chairman – by James Kiser, second by Larry McGlothlin Yay-6 – Nay-0

Motion to nominate Chris Dye as Secretary /Treasurer – by James Kiser, second by Larry McGlothlin Yay-6 – Nay-0

The Board members designated to sign checks for RCPSA:

Carter McGlothlin – Chairman

Clifford Hess – Vice Chairman

Harvey Hart – Operations Manager

Carter McGlothlin going to set meeting with Budget Committee to see about equipment rates

Larry McGlothlin and Harvey Hart going to inventory equipment and replacement cost.

**OLD BUSSINESS:**

Next Board meeting October 17, 2018 6:00 p m – 137 Highland Dr. Lebanon, VA

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Carter McGlothlin  
Chairman RCPSA

**Russell County Public Service Authority - Operating  
Profit and Loss  
September 2018**

	Total	
	Sep 2018	Jul - Sep, 2018 (YTD)
<b>Income</b>		
4000.0 Water Revenue	\$89,275.68	\$301,753.77
4100.0 Sewer Revenue	\$535.24	\$1,832.78
4200.0 Trash Revenue	\$5,491.10	\$22,289.28
4300.0 Hookup & Reconnect Revenue	\$201.78	\$898.51
4400.0 Credit Card Fees	\$123.00	\$456.00
4500.0 Job Income	\$3,500.00	\$8,550.75
4600.0 Government Income (Reimbursement)	\$31,859.99	\$89,667.42
4900.0 Other Operating Revenue	\$2,007.61	\$25,508.88
Return Check/Return Check Fee		\$37.67
Sales of Product Income		\$286.64
<b>Total Income</b>	<b>\$132,994.40</b>	<b>\$451,281.70</b>
<b>Cost of Goods Sold</b>		
5000.0 Water Purchase	\$28,112.42	\$75,621.75
5100.0 Sewer Fees	\$814.86	\$2,345.65
<b>Cost of Goods Sold</b>		<b>\$0.00</b>
<b>Total Cost of Goods Sold</b>	<b>\$28,927.28</b>	<b>\$77,967.40</b>
<b>Gross Profit</b>	<b>\$104,067.12</b>	<b>\$373,314.30</b>
<b>Expenses</b>		
2430.0 401K Contributions	\$1,756.52	\$5,134.85
6030.0 Uniforms	\$256.88	\$858.08
6050.0 Employee Health Insurance	\$5,125.08	\$14,664.44
6055.0 Health Insurance Credit	\$28.09	\$83.56
6070.0 Retirement Plan	\$1,594.36	\$4,084.59
6080.0 Short Term Disability	\$184.20	\$489.68
6100.0 Insurance	\$5,129.17	\$5,787.68
6110.0 Telephone	\$2,398.75	\$6,211.25
6120.0 Electric	\$93.54	\$293.52
6120.3 Electric - Pumps	\$1,200.20	\$5,340.80
6120.4 Electric - Tanks	\$53.15	\$357.49
6130.0 Other Utilities	\$126.10	\$202.20
6180.0 Chemicals		\$195.00
6185.1 Samples-Pump 1		\$369.86
6185.2 Samples-Pump 2		\$309.11
6185.5 Samples-Pump 5		\$886.56
6185.6 Samples-Pump 6		\$60.75
6185.7 Samples - Cleveland School		\$64.48
6185.8 Samples - Thompson Creek		\$60.75
6190.0 Monitoring		\$119.70

6200.0 Materials & Supplies	\$236.44	\$1,524.37
6206.0 R&M Office	\$458.83	\$855.83
6210.0 R&M System	\$2,461.20	\$6,510.98
6210.1 R&M Pump 1	\$190.04	\$282.24
6210.2 R&M Pump 2	\$3,850.00	\$4,398.74
6210.5 R&M Pump 5		\$16.17
6215.2 R&M Big A Tank	\$5.94	\$12.23
6215.3 R&M Call Valley Tank (832)		\$5.14
6220.0 R&M Equipment	\$1,323.68	\$2,234.42
6240.0 Gas, Oil, Grease	\$2,427.39	\$6,049.91
6245.0 Vehicle/Equipment Tires		\$47.91
6260.0 Office Supplies	\$136.84	\$23.89
6270.0 Postage & Delivery	\$1,047.55	\$2,944.84
6300.0 Accounting Fees	\$475.00	\$1,354.00
6320.1 Water Works Operation Swords Creek		\$3,814.35
6320.2 Water Works Operation Belfast		\$2,011.90
6320.5 Water Works Operation Hansonville		\$1,156.40
6320.6 Water Works Operation New Garden		\$365.80
6320.7 Water Works Operation Thompson Creek		\$23.60
6370.1 Rent- Lebanon Shop	\$514.00	\$1,567.70
6420.0 Service Charges	\$327.50	\$1,033.94
6430.0 Dues & Subscriptions		\$450.00
66000 Payroll Expenses	\$44,188.38	\$151,486.12
Director Fees	\$1,000.00	\$3,000.00
Purchases		\$22,148.85
Reimbursements	\$83.20	\$349.60
Total Expenses	\$76,672.03	\$259,243.28
Net Operating Income	\$27,395.09	\$114,071.02
Other Income		
1255.0 Due To/From Construction Fund	\$3,072.57	\$56,452.81
8000.1 Interest Income		\$466.60
Total Other Income	\$3,072.57	\$56,919.41
Other Expenses		
2300.0 N/P New Peoples Bank LC	\$214.90	\$39,439.60
2510.0 N/P Swords Creek	\$3,609.00	\$10,827.00
2610.0 N/P Drill Project		\$9,275.63
2612.0 N/P Miller Creek/Frank's/Honeysuckle		\$6,925.21
2616.0 N/P Belfast	\$27,707.99	\$27,707.99
2617.0 N/P Rosedale		\$31,778.61
2620.0 N/P Green Valley Estates		\$3,397.81
2630.0 N/P South River		\$1,523.98
2660.0 N/P Lynn Spring	\$543.00	\$1,629.00
2930.0 N/P Green Valley West		\$17,662.75
2938.0 N/P Back Valley	\$5,420.45	\$5,420.45
2939.0 N/P iPerl RRM		\$6,858.47
2940.0 N/P Rt 656	\$10,389.02	\$10,389.02
2982.0 Ally 2016 Chev		\$1,854.90

2984.0 N/P Ally Truck (Operations)	\$589.45	\$1,768.35
5235.0 Customer Deposit Refund	\$28.90	\$137.06
5235.1 Customer Over Payment Refund		\$134.39
<b>Total Other Expenses</b>	<b>\$48,502.71</b>	<b>\$176,730.22</b>
<b>Net Other Income</b>	<b>(\$45,430.14)</b>	<b>(\$119,810.81)</b>
<b>Net Income</b>	<b>(\$18,035.05)</b>	<b>(\$5,739.79)</b>

Accrual Basis

**Operating Account Check Register**  
**09/01/18 to 09/30/18**  
**Balance as of 10/12/18 \$30,999.97**

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
09/01/2018	913473	AFLAC		\$376.14		\$13,286.56
09/04/2018		RUSSELL COUNTY PSA - CONSTRUCTION	Construction Labor Honaker/General 4/22 to 7/28/18		\$4,330.91	\$17,617.47
09/04/2018	090418	EPX		\$228.05		\$17,389.42
09/04/2018	090418	VRS		\$126.48		\$17,262.94
09/04/2018	E-090418	CARD SERVICES CENTER		\$1,730.17		\$15,532.77
09/05/2018		A/R			\$7,057.01	\$22,589.78
09/05/2018	011528	POSTMASTER-LEBANON	Postage	\$721.63		\$21,868.15
09/05/2018	020256	APPALACHIAN POWER		\$1,984.14		\$19,884.01
09/05/2018	020257	CINTAS		\$418.45		\$19,465.56
09/05/2018	020258	CONSOLIDATED PIPE & SUPPLY CO., INC.		\$2,472.00		\$16,993.56
09/05/2018	020259	CORE & MAIN LP		\$825.72		\$16,167.84
09/05/2018	020260	EDILLON & COMPANY		\$92.20		\$16,075.64
09/05/2018	020261	INNOVATIVE TECHNOLOGY SOLUTIONS		\$272.00		\$15,803.64
09/05/2018	020262	J & L ACCOUNTING SERVICE, INC.		\$400.00		\$15,403.64
09/05/2018	020263	L & M AUTO PARTS, LTD		\$1,557.41		\$13,846.23
09/05/2018	020264	LEBANON BLOCK & SUPPLY		\$16.49		\$13,829.74
09/05/2018	020265	NEW PEOPLES BANK		\$514.00		\$13,315.74
09/05/2018	020266	SARATOGA TECHNOLOGIES, INC.	RUSS11	\$62.60		\$13,253.24
09/05/2018	020267	Sunset		\$145.00		\$13,108.24
09/05/2018	020268	TIME WARNER CABLE		\$143.01		\$12,965.23
09/05/2018	020269	TOWN OF HONAKER		\$2,566.19		\$10,399.04
09/05/2018	020270	Treasurer of Virginia		\$1,751.51		\$8,647.53
09/05/2018	020271	USA BLUEBOOK		\$91.57		\$8,555.96
09/05/2018	020272	VERIZON		\$126.77		\$8,429.19
09/05/2018	020273	VIRGINIA RURAL WATER ASSOCIATION		\$450.00		\$7,979.19
09/05/2018	020274	VIRGINIA UTILITY PROTECTION SERVICE, INC.		\$51.45		\$7,927.74
09/05/2018	020275	W-L CONSTRUCTION & PAVING		\$548.74		\$7,379.00
09/05/2018	090518	PSN		\$39.50		\$7,339.50
09/05/2018	MO25266477 960	JEAN PENLEY			\$50.00	\$7,389.50
09/06/2018		A/R			\$3,350.53	\$10,740.03
09/06/2018	20170519001 6	ALLY		\$589.45		\$10,150.58
09/07/2018		A/R			\$3,693.00	\$13,843.58
09/07/2018	090718	DEBIT CARD		\$20.00		\$13,823.58
09/10/2018		A/R			\$4,798.76	\$18,622.34
09/11/2018		A/R			\$10,632.77	\$29,255.11
09/11/2018	20217	MICHAEL L. BALL	P/R	\$518.92		\$28,736.19
09/11/2018	20218	RITA C. BOSTIC	P/R	\$912.22		\$27,823.97
09/11/2018	20219	BRANDON GENT	P/R	\$423.46		\$27,400.51
09/11/2018	20220	TRACY GRADY	P/R	\$947.74		\$26,452.77
09/11/2018	20221	HARVEY HART	P/R	\$1,367.93		\$25,084.84
09/11/2018	20222	CODY HESS	P/R	\$409.39		\$24,675.45
09/11/2018	20223	TIMOTHY HONAKER	P/R	\$1,026.54		\$23,648.91
09/11/2018	20224	JAMES HORN	P/R	\$674.44		\$22,974.47

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
09/11/2018	20225	DAVID HUGHES	P/R	\$1,053.08		\$21,921.39
09/11/2018	20226	RHONDA L. LESTER	P/R	\$948.59		\$20,972.80
09/11/2018	20227	CARL RHEA	P/R	\$241.85		\$20,730.95
09/11/2018	20228	MR DAVID C ROBINSON	P/R	\$808.55		\$19,922.40
09/11/2018	20229	EARLY SAGE	P/R	\$597.81		\$19,324.59
09/11/2018	20230	LUTHER SAULS	P/R	\$905.83		\$18,418.76
09/11/2018	20231	BRAD SHORTT	P/R	\$639.38		\$17,779.38
09/11/2018	20232	GREGORY A. SIMERLY	P/R	\$513.88		\$17,265.50
09/11/2018	20233	EDNA F. VANCE	P/R	\$956.53		\$16,308.97
09/11/2018	20234	BLAKE YATES	P/R	\$854.87		\$15,454.10
09/11/2018	091118	NEW PEOPLES BANK		\$50.00		\$15,404.10
09/12/2018		A/R			\$8,279.72	\$23,683.82
09/12/2018	218		IRS Tax Payment	\$4,443.66		\$19,240.16
09/12/2018	219		IRS Tax Payment	\$4,443.66		\$14,796.50
09/13/2018		A/R			\$8,359.35	\$23,155.85
09/14/2018		A/R			\$5,784.08	\$28,939.93
09/14/2018	20235	JAMES KISER	Director Fees	\$144.70		\$28,795.23
09/14/2018	091418	VRS		\$126.48		\$28,668.75
09/14/2018		DIANA MANN			\$100.00	\$28,768.75
09/17/2018		A/R			\$12,693.64	\$41,462.39
09/17/2018	4209	WAYNE DAVIS			\$200.00	\$41,662.39
09/17/2018	020276	Carter McGlothlin	Director Fees	\$200.00		\$41,462.39
09/17/2018	020277	Chris Dye	Director Fees	\$200.00		\$41,262.39
09/17/2018	020278	Clifford Hess	Director Fees	\$200.00		\$41,062.39
09/17/2018	020279	Darrell W. Puckett	Director Fees	\$200.00		\$40,862.39
09/17/2018	020280	Larry A. McGlothlin	Director Fees	\$200.00		\$40,662.39
09/17/2018	091718	VRS		\$5,130.97		\$35,531.42
09/17/2018	091718	DEBIT CARD		\$20.18		\$35,511.24
09/18/2018		A/R			\$4,280.98	\$39,792.22
09/18/2018	VISA	DONNIE TACKETT			\$253.00	\$40,045.22
09/19/2018		A/R			\$7,291.71	\$47,336.93
09/20/2018		A/R			\$6,982.32	\$54,319.25
09/20/2018	092018	DEBIT CARD		\$20.00		\$54,299.25
09/21/2018		A/R			\$8,964.47	\$63,263.72
09/21/2018		RUSSELL COUNTY PSA - CONSTRUCTION	Construction Labor/Visa Co. &Rt 656		\$7,281.86	\$70,545.58
09/21/2018		RCBOS			\$31,859.99	\$102,405.57
09/21/2018	020281	ANTHEM BCBS		\$349.60		\$102,055.97
09/21/2018	020282	APPALACHIAN POWER		\$931.12		\$101,124.85
09/21/2018	020283	BLUE MEDICARERX		\$50.70		\$101,074.15
09/21/2018	020284	CINTAS		\$91.90		\$100,982.25
09/21/2018	020285	COMMONWEALTH OF VIRGINIA	6167000	\$851.33		\$100,130.92
09/21/2018	020286	J & L ACCOUNTING SERVICE, INC.		\$400.00		\$99,730.92
09/21/2018	020287	KRISTIN SALTZ		\$28.90		\$99,702.02
09/21/2018	020288	Russell County Treasurer's Office		\$277.42		\$99,424.60
09/21/2018	020289	SARATOGA TECHNOLOGIES, INC.	RUSS11	\$62.60		\$99,362.10
09/21/2018	020290	TAZEWELL CO PUBLIC SERVICE AUTHORITY		\$19,757.58		\$79,604.52
09/21/2018	020291	TOWN OF LEBANON		\$6,914.36		\$72,690.16
09/21/2018	020292	VACORP		\$4,782.75		\$67,907.41
09/21/2018	020293	NEW PEOPLES BANK		\$500.00		\$67,407.41

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
09/21/2018	020294	BLUE MEDICARERX		\$110.30		\$67,297.11
09/21/2018	092118	ANTHEM DENTAL		\$83.50		\$67,213.61
09/21/2018	092118	VERIZON WIRELESS		\$967.30		\$66,246.31
09/21/2018	W7828	AMERICAN EXPRESS		\$714.35		\$65,531.96
09/24/2018		A/R			\$4,490.76	\$70,022.72
09/24/2018	092418	RURAL DEVELOPMENT		\$3,609.00		\$66,413.72
09/25/2018		A/R			\$817.44	\$67,231.16
09/25/2018	21300	MICHAEL L. BALL	P/R	\$580.70		\$66,650.46
09/25/2018	21301	RITA C. BOSTIC	P/R	\$821.06		\$65,829.40
09/25/2018	21302	BRANDON GENT	P/R	\$421.88		\$65,407.52
09/25/2018	21303	TRACY GRADY	P/R	\$950.84		\$64,456.68
09/25/2018	21304	HARVEY HART	P/R	\$1,490.48		\$62,966.20
09/25/2018	21305	CODY HESS	P/R	\$529.11		\$62,437.09
09/25/2018	21306	TIMOTHY HONAKER	P/R	\$1,029.74		\$61,407.35
09/25/2018	21307	JAMES HORN	P/R	\$687.84		\$60,719.51
09/25/2018	21308	DAVID HUGHES	P/R	\$1,116.82		\$59,602.69
09/25/2018	21309	RHONDA L. LESTER	P/R	\$968.41		\$58,634.28
09/25/2018	21310	CARL RHEA	P/R	\$351.28		\$58,283.00
09/25/2018	21311	MR DAVID C ROBINSON	P/R	\$783.16		\$57,499.84
09/25/2018	21312	EARLY SAGE	P/R	\$575.94		\$56,923.90
09/25/2018	21313	LUTHER SAULS	P/R	\$899.58		\$56,024.32
09/25/2018	21314	BRAD SHORTT	P/R	\$606.60		\$55,417.72
09/25/2018	21315	GREGORY A. SIMERLY	P/R	\$512.32		\$54,905.40
09/25/2018	21316	EDNA F. VANCE	P/R	\$943.32		\$53,962.08
09/25/2018	21317	BLAKE YATES	P/R	\$854.86		\$53,107.22
09/26/2018		A/R			\$919.29	\$54,026.51
09/26/2018	220		IRS Tax Payment	\$4,523.79		\$49,502.72
09/27/2018		A/R			\$1,125.55	\$50,628.27
09/27/2018	221		VA Tax Payment	\$801.65		\$49,826.62
09/27/2018	020295	M. Richard Epps, PC	Brandon Gent	\$4,600.00		\$45,226.62
09/28/2018		A/R			\$1,712.27	\$46,938.89
09/28/2018	13266	VIRGINIA RESOURCES AUTHORITY		\$15,809.47		\$31,129.42
09/28/2018	13267	VIRGINIA RESOURCES AUTHORITY		\$27,707.99		\$3,421.43
09/28/2018	092818	RURAL DEVELOPMENT		\$543.00		\$2,878.43
09/28/2018	092818	DEBIT CARD		\$20.10		\$2,858.33
09/28/2018	092818	NEW PEOPLES BANK		\$9.95		\$2,848.38

**NPB CD #12020 Account Register**  
**09/01/18 to 09/30/18**  
**Balance as of 10/12/18 \$68,064.60**  
**No Activity**

**NPB CD #198737 Account Register**  
**09/01/18 to 09/30/18**  
**Balance as of 10/12/18 \$92,891.28**  
**No Activity**

**Environmental Waste Account Check Register**  
**09/01/18 to 09/30/18**  
**Balance as of 10/12/18 \$233,369.16**

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
09/07/2018					\$196.80	\$228,430.50
09/14/2018					\$2,147.47	\$230,577.97
09/28/2018					\$2,791.19	\$233,369.16

**Long Term Debt Account Check Register**  
**09/01/18 to 09/30/18**  
**Balance as of 10/12/18 \$4,572.94**

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
09/12/2018	1006	GARY STINSON			\$250.00	\$1,572.94
09/12/2018	1361	PAUL HARRIS			\$250.00	\$1,822.94
09/12/2018	2995	ALLEN FERRELL SANDERS			\$250.00	\$2,072.94
09/19/2018	152	STEVE YOUNG			\$250.00	\$2,322.94
09/19/2018		ALDEN ROWE			\$250.00	\$2,572.94
09/21/2018	4457	CHESTER YATES			\$250.00	\$2,822.94
09/26/2018	5023	KIRBY YATES			\$250.00	\$3,072.94
09/28/2018	2159	VERLIN HALE			\$500.00	\$3,572.94
09/28/2018	5778	SAMMY JONES			\$250.00	\$3,822.94

**Equipment Replacement Account Check Register**  
**09/01/18 to 09/30/18**  
**Balance as of 10/12/18 \$4,202.20**

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
09/28/2018			Sale of Scrap Steel		\$183.20	\$4,202.20



**Russell County Public Service Authority - Construction**  
**Profit and Loss**  
September 2018

	Total	
	Sep 2018	Jul - Sep, 2018 (YTD)
<b>Income</b>		
4145.0 Contributions - Govt		\$11,077.21
<b>4300.0 Loan Proceeds</b>		
4300.4 Route 656	\$9,022.99	\$36,837.54
4300.6 iPerl Radio Read Meters		\$6,282.01
4300.7 Thompson Creek/Tunnel Road		\$25,107.50
<b>Total 4300.0 Loan Proceeds</b>	<b>\$9,022.99</b>	<b>\$68,227.05</b>
<b>4400.0 Misc. Income</b>		
4400.1 Misc. Projects	\$8,526.39	\$37,263.98
4400.2 Sale of Supplies/Materials	\$210.00	\$210.00
<b>Total 4400.0 Misc. Income</b>	<b>\$8,736.39</b>	<b>\$37,473.98</b>
<b>7200.0 Grant Contributions</b>		
7200.4 Route 656	\$3,007.67	\$12,279.18
7200.6 iPerl Radio Read Meters		\$1,570.51
7200.7 Thompson Creek/Tunnel Road		\$16,738.33
<b>Total 7200.0 Grant Contributions</b>	<b>\$3,007.67</b>	<b>\$30,588.02</b>
<b>Total Income</b>	<b>\$20,767.05</b>	<b>\$147,366.26</b>
<b>Gross Profit</b>	<b>\$20,767.05</b>	<b>\$147,366.26</b>
<b>Expenses</b>		
<b>5500.0 Project Expenses</b>		
<b>5510.0 Materials</b>		
5510.4 Route 656		\$1,623.05
5510.8 Misc. Projects	\$127.44	\$127.44
<b>Total 5510.0 Materials</b>	<b>\$127.44</b>	<b>\$1,750.49</b>
<b>5520.0 Salaries &amp; Benefits</b>		
5520.4 Route 656	\$14,364.19	\$35,949.07
5520.5 Fincastle Estates	\$125.06	\$125.06
5520.7 Thompson Creek/Tunnel Road	\$4,641.88	\$25,346.77
5520.8 Misc. Projects	\$11,899.33	\$34,347.90
<b>Total 5520.0 Salaries &amp; Benefits</b>	<b>\$31,030.46</b>	<b>\$95,768.80</b>
<b>5530.0 Hourly Equipment</b>		
5530.4 Route 656	\$10,945.33	\$14,928.68
5530.7 Thompson Creek/Tunnel Road	\$1,978.78	\$12,069.48
5530.8 Misc. Projects	\$2,334.29	\$4,017.50
<b>Total 5530.0 Hourly Equipment</b>	<b>\$15,258.40</b>	<b>\$31,015.66</b>
<b>5540.0 Supplies/Miscellaneous</b>		
5540.4 Route 656	\$2,338.55	\$7,636.65
5540.5 Fincastle Estates	\$1,560.00	\$1,560.00
5540.7 Thompson Creek/Tunnel Road	\$1,340.22	\$2,390.36

5540.8 Misc. Projects	\$3,383.09	\$7,331.12
<b>Total 5540.0 Supplies/Miscellaneous</b>	<b>\$8,621.86</b>	<b>\$18,918.13</b>
5590.0 Engineering		
5590.4 Route 656		\$500.00
5590.7 Thompson Creek/Tunnel Road		\$18,650.00
<b>Total 5590.0 Engineering</b>	<b>\$0.00</b>	<b>\$19,150.00</b>
<b>Total 5500.0 Project Expenses</b>	<b>\$55,038.16</b>	<b>\$166,603.08</b>
6000.0 Salaries - General Construction	\$3,294.36	\$9,764.31
6030.0 Uniforms	\$325.92	\$1,338.30
6090.0 Contract Labor	\$75.00	\$75.00
6101.0 Employee Screening		\$50.00
6120.0 Telephone Cell		\$1,311.69
6140.2 Electric Temp Office		\$27.89
6200.0 Supplies	\$33.50	\$430.25
6220.0 Repair & Maint.	\$9,393.76	\$12,485.97
6240.0 Gas, Oil, Grease	\$1,466.83	\$9,642.64
6260.0 Office Supplies	\$24.03	\$1,211.91
6270.0 Postage & Delivery		\$42.50
6340.0 Small Tools & Equipment	\$31.34	\$163.84
6420.0 Finance/Service Charges	\$19.93	\$206.82
6430.0 Dues/Subscriptions		\$225.00
6445.0 License/Tags/Inspections	\$16.00	\$64.00
6446.0 Permit Fees		\$750.00
9001.0 Transfer Out To PSA		\$11,077.21
<b>Total Expenses</b>	<b>\$69,718.83</b>	<b>\$215,470.41</b>
<b>Net Operating Income</b>	<b>(\$48,951.78)</b>	<b>(\$68,104.15)</b>
<b>Net Income</b>	<b>(\$48,951.78)</b>	<b>(\$68,104.15)</b>

Accrual Basis

**Russell County PSA - Construction  
Outstanding Receivables as of 10/12/18**

Description	Materials	Labor	Hourly Equip.	Supplies/Misc	Engineering	Other	Total
Route 656 D/D#24	0.00	15,402.30	10,945.33	5,771.92	500.00	0.00	\$32,619.55
Route 656 D/D#25	0.00	14,364.19	9,646.83	0.00	0.00	0.00	\$24,011.02
Thompson Creek/Tunnel Rd D/D#15	0.00	4,434.67	1,978.78	134.22	18,650.00	0.00	\$25,197.67
Thompson Creek/Tunnel Rd D/D#16	0.00	4,641.88	595.53	0.00	0.00	0.00	\$5,237.41
Town of Cleveland Aug-18	0.00	5,902.11	1,659.33	1,409.81	0.00	897.13	\$9,868.38
Town of Cleveland Sep-18	0.00	5,651.68	1,132.13	258.23	0.00	0.00	\$7,042.04
Town of Cleveland Oct-18	0.00	5,327.88	724.72	0.00	0.00	0.00	\$6,052.60
County Projects	0.00	6,503.17	493.62	0.00	0.00	0.00	\$6,996.79
US Hwy/Hicks	594.76	2,430.99	1,648.51	539.83	0.00	785.91	\$6,000.00
Castlewood Main Meter Project	0.00	537.69	10.72	0.00	0.00	0.00	\$548.41
Castlewood Admin. Services 5/14 to 8/24/18	0.00	10,897.75	0.00	61.51	0.00	0.00	\$10,959.26
Misc./Glenview/East Crossroads Meters	0.00	0.00	0.00	0.00	0.00	5,198.59	\$5,198.59
<b>Total</b>	<b>\$594.76</b>	<b>\$76,094.31</b>	<b>\$28,835.50</b>	<b>\$8,175.52</b>	<b>\$19,150.00</b>	<b>\$6,881.63</b>	<b>\$139,731.72</b>

<b>Total Due to General Construction</b>	<b>\$113,007.54</b>
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**General Construction Account Check Register**  
**09/01/18 to 09/30/18**

**Balance as of 10/12/18 \$16,745.94**

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
09/04/2018					\$6,590.55	\$10,817.37
09/04/2018	3949	Russell County PSA - Operating	Construction Labor	\$4,330.91		\$6,486.46
09/14/2018	E-Check 9.18.18	Cat Financial Commerical Account	6280-7300-0194-5146	\$2,000.00		\$4,486.46
09/17/2018	3950	Kenny A. Taylor		\$75.00		\$4,411.46
09/21/2018		RCBOS			\$2,145.84	\$6,557.30
09/21/2018	3951	D&R Enterprise, Inc.		\$600.00		\$5,957.30
09/21/2018	3952	Rogers Group, Inc.	37246661	\$72.68		\$5,884.62
09/21/2018	3953	J&J Enterprises		\$350.00		\$5,534.62
09/21/2018	3954	Russell County PSA - Operating	Construction Labor/Visa Co. & Rt 656	\$7,281.86		(\$1,747.24)
09/21/2018	3955	ARCET Equipment Co.		\$124.93		(\$1,872.17)
09/21/2018	3956	Jerry's Truck Repair		\$100.00		(\$1,972.17)
09/21/2018	3957	TruckPro, LLC	254RU003	\$102.93		(\$2,075.10)
09/21/2018	3958	Cintas		\$325.92		(\$2,401.02)
09/21/2018	3959	Russell Oil Co., Inc.		\$2,957.20		(\$5,358.22)
09/21/2018	3960	Wallace Hardware		\$65.90		(\$5,424.12)
09/21/2018	3961	HD Supply Construction and Industrial		\$63.81		(\$5,487.93)
09/21/2018	3962	Wytheville Office Supply, Inc.		\$43.96		(\$5,531.89)
09/21/2018	3963	Dominion Office		\$90.91		(\$5,622.80)
09/21/2018	3964	Fisher Auto Parts	741610	\$202.60		(\$5,825.40)
09/21/2018	3965	Ditch Witch of Tennessee		\$757.85		(\$6,583.25)
09/21/2018	3966	Holston Medical Group		\$50.00		(\$6,633.25)
09/21/2018	3967	Honaker Tire		\$295.50		(\$6,928.75)
09/21/2018	3968	Wholesale Supply Group, Inc.	417595	\$31.50		(\$6,960.25)
09/21/2018	3969	Core & Main		\$47.54		(\$7,007.79)
09/21/2018	3970	Jeff Stiltner		\$100.00		(\$7,107.79)
09/21/2018	3971	Carter Machinery Co., Inc.		\$29.11		(\$7,136.90)
09/21/2018	3972	Rogers Group, Inc.	37246661	\$7.65		(\$7,144.55)
09/21/2018	3973	Cat Financial Commerical Account	6280-7300-0194-5146	\$1,225.42		(\$8,369.97)
09/21/2018	3974	New Peoples Bank, Inc.	25042930	\$396.36		(\$8,766.33)
09/21/2018	3975	Lebanon Block & Supply Co., Inc.	303343	\$27.22		(\$8,793.55)
09/21/2018	E-Check 9.21.18	Verizon Wireless	713153824-00001	\$1,268.05		(\$10,061.60)
09/21/2018			Reimb Labor on Rt 656 D/D#23		\$6,182.58	(\$3,879.02)
09/21/2018			Reimb Equip on Rt 656 D/D#23		\$3,983.35	\$104.33

**Route 656 Project Account Check Register**

**09/01/18 to 09/30/18**

**Balance as of 10/12/18 \$47.80**

<b>Date</b>	<b>Ref No.</b>	<b>Payee</b>	<b>Memo</b>	<b>Payment</b>	<b>Deposit</b>	<b>Balance</b>
09/21/2018		VRA			\$12,030.66	\$12,078.46
09/21/2018	1092	Rogers Group, Inc.	37246661	\$1,128.64		\$10,949.82
09/21/2018	1093	Blevins Septic Service		\$150.00		\$10,799.82
09/21/2018	1094	W-L Construction & Paving, Inc.		\$586.09		\$10,213.73
09/21/2018			Reimb Labor on Rt 656 D/D#23	\$6,182.58		\$4,031.15
09/21/2018			Reimb Equip on Rt 656 D/D#23	\$3,983.35		\$47.80

**Thompson Creek/Tunnel Road Project Account Check Register**

**09/01/18 to 09/30/18**

**Balance as of 10/12/18 \$47.80**

**No Activity**

**iPerl RRM Project Account Check Register**

**09/01/18 to 09/30/18**

**Balance as of 10/12/18 \$47.80**

**No Activity**

**Fincastle Estates Project Account Check Register**

**09/01/18 to 09/30/18**

**Balance as of 10/12/18 \$450.10**

**No Activity**

VIRGINIA DEPARTMENT OF HEALTH  
DIVISION OF DRINKING WATER  
MONTHLY REPORT

Month /Year: September, 2018

WATERWORK - Swords Creek -RCPSA  
PWSID ID: 1167900

DISTRIBUTION SYSTEM PERFORMANCE CRITERIA

A	Gallons of water purchased from TCPSA-RAVEN/DORAN	4,030,000
B	Gallons of water purchased from HONAKER ELEM SCHOOL METER	143,949
C	Total gallons of water purchased (A + B )	4,173,949
D	Gallons of water sold to New Garden/Breezer's Branch	347,762
E	Average gallons/day placed into distribution system [C/days in month]	139,132
F	Gallons of water metered to customers - Swords Creek	3,614,911
G	Gallons of water metered for flushing, fire flow, etc.	
H	Total gallons of water unaccounted for [C - (E+F)]	559,038
I	Apparent percent of water lost from the distribution system [100 H/C]	13.39%
J	Number of connections	1299
K	Average gallons/day per connection (F/J)	2783
L	Estimated daily population served	3248

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		17	1.30 - 010	25	
2		10	1.45 - 050	18		26	1.05 - 010
3	1.45 - 010	11		19	1.15 - 020	27	
4		12	.40 - 020	20		28	.97 - 040
5	1.42 - 020	13		21	1.05 - 050	29	
6		14	.47 040	22		30	
7	1.48 - 030	15		23		31	
8		16		24	.78 - 030		

REMARKS (waterline breaks, consumer complaints, service connctetions made) (may be continued on back):

Signed Name: \_\_\_\_\_  
 Printed Name : Tracy Grady  
 Title/Operator Class: Operations Class 5

VIRGINIA DEPARTMENT OF HEALTH  
DIVISION OF DRINKING WATER  
MONTHLY REPORT

Month /Year - September, 2018

WATERWORKS - BELFAST - RCPSA

PWSID ID: 1167051

DISTRIBUTION SYSTEM PERFORMANCE CRITERIA

A	Gallons of water purchased from TCPSA - CLAYPOOL HILL	2,806,100
B	Gallons of water purchased from TOWN OF LEBANON	0
C	Total Gallons of water placed into waterworks [A + B]	2,806,100
D	Average gallons/day placed into distribution system [C/days in month]	93,537
E	Gallons of water metered to customers -	1,771,020
F	Gallons of water metered for flushing, fire flow, etc.	
G	Total gallons of water unaccounted for [C - E + F]	1,035,080
H	Apparent percent of water lost from the distribution system [100 G/C]	36.89%
I	Number of connections	695
J	Average gallons /day per connection (E/I)	2,548
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		DATE	Mg/L	Date	Mg/L
1		9		17	1.42 - 010	25	
2		10	1.40 - 010	18		26	1.30 - 020
3	1.41 - 010	11		19	1.30 - 020	27	
4		12	1.43 - 020	20		28	1.37 - 030
5	1.46 - 020	13		21	1.34 - 030	29	
6		14	1.32 - 030	22		30	
7	1.35 - 030	15		23		31	
8		16		24	1.28 - 010		

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

Month / Year: September, 2018

RUSSELL COUNTY P.S.A.

WATER WORKS MONTHLY OPERATION REPORT

**Green Valley Estates Waterworks**

PWSID #: 1167275

Population Served: 225

No. Connections Served 90

Gallons of Water Pumped 321,313

Gallons of Water sold: 299,632

Water Loss: 7.00%

Date	Well 27-A	Well 30-C	Master	CL2	CL2 Residual Sample	Comments
1						
2						
3				0.42	0 10	
4						
5				0.38	0 20	
6						
7				0.40	0 30	
8						
9						
10				0.41	0 10	
11						
12				0.60	0 20	
13						
14				0.58	0 30	
15						
16						
17				0.37	0 10	
18						
19				0.39	0 20	
20						
21				0.40	0 10	
22						
23						
24				0.37	0 20	
25						
26				0.35	0 30	
27						
28				0.44	0 10	
29						
30						
31						
Totals	0	0	0			

Operator in Responsible Charge: Tracy Grady  
Printed Name

Signature: \_\_\_\_\_

WW License Class: 5

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



VIRGINIA DEPARTMENT OF HEALTH  
DIVISION OF DRINKING WATER  
MONTHLY REPORT

Month /Year - September, 2018

WATERWORKS: HANSONVILLE - RCPSA  
PWSID ID: 1167275

DISTRIBUTION SYSTEM PERFORMANCE CRITERIA

A	Gallons of water purchased from TOWN OF LEBANON	1,657,230
B	Galloons of water pumped from GREEN VALLEY ESTATES WELLS	220,690
C	TOTAL gallons of water placed in water works (a+b+c)	1,877,920
D	Average gallons/day placed into distribution system [D/days in month]	62,597
E	Total gallons of water metered to customers - Hansonville	806,862
F	Total gallons of water metered to customers - Green Vally Estate	299,632
G	Total gallons of water metered to customers - Washington County	475,180
H	Gallons of water metered for flushing, fire flow, etc.	
I	Total Gallons of water sold (E+F+G+H )	1,581,674
J	Total gallons of water unaccounted for	296,246
K	Apparent percent of water lost from the distribution system [100 J/C]	15.78%
L	Number of connections	392
M	Average gallons/day per connections I/L	4,035
N	Estimated daily population served	980

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		17	.74 - 010	25	
2		10	.58 - 010	18		26	.59 - 020
3	.64 - 010	11		19	.59 - 020	27	
4		12	.60 - 020	20		28	.97 - 030
5	.63 - 020	13		21	.60 - 030	29	
6		14	.61 - 030	22		30	
7	.61 - 030	15		23		31	
8		16		24	.58 - 010		

Signed Name: \_\_\_\_\_  
 Printed Name : Tracy Grady  
 Title/Operator Class: Operations Class 5

VIRGINIA DEPARTMENT OF HEALTH  
DIVISION OF DRINKING WATER  
MONTHLY REPORT

Month /Year Sept, 2018

WATERWORK - New Garden  
PWSID ID: 1167540

DISTRIBUTION SYSTEM PERFORMANCE CRITERIA

A	Gallons of water purchased from HONAKER-NEW GARDEN METER	347,762
B	Average gallons/day placed into distribution system {C/days in month}	11,592
C	Gallons of water metered to customers	285,695
D	Gallons of water metered for flushing, fire flow, ect.	
E	Total gallons of water unaccounted for [E - (A-C)]	62,067
F	Apparent percent of water lost from the distribution system [100 E/A]	17.85%
G	Number of connections	128
H	Average gallons/day per connection (C/I)	9523
I	Estimated daily population served	320

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		17	.35 - 010	25	
2		10	.63 - 010	18		26	.43 - 020
3	.61 - 010	11		19	.51 - 020	27	
4		12	.47 - 020	20		28	1.47 - 030
5	.58 - 020	13		21	.37 - 030	29	
6		14	.59 - 030	22		30	
7	.52 - 030	15		23		31	
8		16		24	.32 - 010		

REMARKS (waterline breaks, consumer complaints, service connctions made) (may be continued on back):

Signed Name: \_\_\_\_\_  
 Printed Name : Tracy Grady  
 Title/Operator Class: Operations Class 5

VIRGINIA DEPARTMENT OF HEALTH - OFFICE OF DRINKING WATER  
MONTHLY REPORT

Month - September  
Year 2018

County: Russell  
Waterworks: Thompson Creek - RCPSA  
PWSID No: 1167814

DISTRIBUTION SYSTEM PERFORMANCE

A	Gallons of water purchased from Town Of Honaker	46,540
B	Gallons of water placed into distribution from other sources	0
C	Total Gallons of water placed into waterworks (A + B)	46,540
D	Gallons of water metered to primary customers	50,131
E	Gallons of water placed into the distribution system that are not transferred to primary customers (C - D)	-3,591
F	Gallons of water metered to other customers	
G	Gallons of water used for flushing distribution system, leaks, etc.	
H	Total gallons of water unaccounted for (E - F - G)	-3,591
I	Apparent percent of water lost from distribution system	-8%
J	Average gallons per day placed into distribution system for customers other than primary customers (E / days per Month)	1,671
K	Number of connections	9
L	Average gallons/day per other waterworks customers (J / K)	186
M	Estimated daily population served	23

Distribution system performance goals:

- \* Less than 30% loss of water placed into distribution system

(CHLORINE RESIDUAL (Required 3 days/week))

DATE	Mg/L	DATE		DATE	Mg/L	Date	
1		9		17	.84 - 010	25	
2		10	.82 - 010	18		26	.86 - 010
3	.64 - 010	11		19	.82 - 010	27	
4		12	.78 - 010	20		28	.74 - 010
5	.71 - 010	13		21	.76 - 010	29	
6		14	.69 - 010	22		30	
7	.61 - 010	15		23		31	
8		16		24	.68 - 010		

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 CO PSA  
PAST DUE BALANCE REPORT  
REPORTING FOR ACCOUNT BALANCE  
ACTIVE ONLY SORTED BY ACCOUNT  
REPORTING 30 DAY > 45 AND CYCLE 1  
\* Indicates 90 Day Balance

ACCOUNT LOCATION	NAME ADDRESS	PREVBAL	TOTAL LASTPAY	NOTE
100015 001-00012000	CAMPBELL, RALPH 9871 SWORDS CREEK RD 9871 SWOR Mtr#: 75897535	1302.44	1362.77* 9/11/18	<u>Pmt 10/21</u> 197427
100071 009-00090200	WHITED, RODNEY 335 CLARKS VALLEY RD Mtr#: 82094111	68.33	98.33 8/8/18	_____
100092 001-00019900	MESSER, ELIZABETH 149 MONROE DRIVE Mtr#: 75897555	148.81	198.49* 9/17/18	<u>Pmt 10/21</u> 363044
100093 001-00019800	MESSER, DARRYL & PH 101 MONROE DRIVE Mtr#: 75897551	49.97	107.56 9/27/18	_____
100125 01A-00025400	ADAMS, STANLEY 8827 SWORDS CREEK RD Mtr#: 75897452	124.51	212.72 8/7/18	<u>Pd. 10-15</u> <u>Pd. 125.00</u> 16-0.
100178 01A-00037900	PRESLEY, JERRY & JE 5181 SWORDS CREEK RD Mtr#: 76068609	87.94	118.90* 8/6/18	<u>Pd. 50.00</u>
100200 01A-00042600	CUMBEE, DEBORAH 4382 SWORDS CREEK RD 4382 SWOR Mtr#: 76068592	48.00	78.00 9/13/18	_____
100208 01A-00044800	RAY, TIMOTHY A 26 BOYD DRIVE Mtr#: 82094152	84.46	123.06 8/21/18	_____
100211 007-00063450	RICHARDSON, LINDA 1903 PINE CREEK RD Mtr#: 75896037	298.15	328.15* 7/26/18	<u>Pmt 10/22</u> 214102
100212 01A-00045500	HESS, FLORENCE 163 BOYD DRIVE Mtr#: 82094221	67.99	126.21 8/31/18	<u>Pd. 10-12</u> <u>Pd. 59.12</u>
100219 01A-00048500	BURKE, JAMIE 3717 SWORDS CREEK RD Mtr#: 75896166	171.22	240.66 8/8/18	<u>Pd. \$173.00</u> 10-9
100236 01A-00046200	KENNEDY, KEVIN 184 J WILSON RD Mtr#: 76068584	880.24	928.60* 8/7/18	<u>Pd. 62.00</u>
100238 009-00091851	DYE, JOEY 75 MAY DRIVE Mtr#: 82094098	120.24	167.17 10/3/18	_____
100245 009-00092000	DYE, TEDDY M 2223 CLARKS VALLEY RD Mtr#: 82094101	948.78	1009.18 7/10/18	_____
100274 002-00026900	WHITE, GLEN & MELIS 212 ROBINSON RIDGE RD Mtr#: 75897469	61.51	113.30 8/24/18	<u>10-12</u> <u>Pd. \$113.30</u>
100303 002-00028900	KEEN, BRIAN 37 UPHILL DRIVE Mtr#: 75897465	59.25	112.55 8/8/18	_____
100341 007-00063200	MAYS, ROLAND 1801 PINE CREEK RD. Mtr#: 75896034	81.17	138.81 9/6/18	_____
100360 009-00092550	SHORTT, ERIC WILLIA 2789 CLARKS VALLEY RD Mtr#: 76222605	53.43	98.84 8/29/18	<u>10-9</u> <u>Pd. 100.00</u>
100384 001-00015900	DEBORD SR, JAMES B 718 MAPLE GAP RD Mtr#: 82093670	90.00	120.00* 6/22/18	<u>L.O</u>
100390 01A-00035200	MAYS, PAULA 800 LYNN SPRINGS RD Mtr#: 76068676	69.00	99.00 7/16/18	_____
100403 001-00009600	CASEY, BARBARA 10191 SWORDS CREEK RD Mtr#: 75897567	352.10	483.27* 9/13/18	<u>10-11</u> <u>Pd. 100.00</u>
100415 001-00018300	WEIR, MICHAEL 233 MAPLE GAP RD Mtr#: 82094415	56.63	115.59 9/7/18	<u>10-12</u> <u>Pd. \$65.00</u>
100418 01A-00047000	MILLER, CHARLIE W 3953 SWORDS CREEK RD Mtr#: 75897102	46.33	88.06 8/13/18	<u>10-15</u> <u>Pd. 88.06</u>
100483 004-00005200	ROBINETTE, KENNY 2480 HORTON RIDGE RD Mtr#: 82093904	92.11	126.33 8/13/18	<u>Pmt 10/14</u>
100485 009-00092950	HARMAN, JEFF RT 9 LOT 41 CLARKS VALLEY RD Mtr#: 54090492	4766.48	4796.48* 9/11/06	_____

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100487 009-00093000	HARMAN, JEFF RT 9 LOT # 40 CLARKS VALLEY RD	4766.48 Mtr#: 54090496	4796.48*	9/11/06 MID/MXU: PrvRd:0	
100488 009-00093050	JEFF HARMAN, RT 9 LOT # 39 CLARKS VALLEY RD	4766.48 Mtr#: 54090408	4796.48*	9/11/06 MID/MXU: PrvRd:0	
100496 009-00093100	HARMAN, JEFF RT 9 LOT # 03 CLARKS VALLEY RD	4766.48 Mtr#: 54816375	4796.48*	9/11/06 MID/MXU: PrvRd:0	
100532 007-00064550	MEADOWS, ROY 635 HORTON RIDGE RD	101.48 Mtr#: 75896072	131.48*	9/17/18 MID/MXU: 16685784 PrvRd:117545	
100543 009-00093300	HARMAN, JEFF RT 9 LOT # 07 CLARKS VALLEY RD	4792.48 Mtr#: 54816361	4822.48*	9/11/06 MID/MXU: 19011758 PrvRd:8	
100554 002-00027500	GOODMAN, DARRELL 19 MANCHESTER DRIVE	147.13 Mtr#: 75896119	223.98	8/3/18 MID/MXU: 17046596 PrvRd:460468	<i>Pd. 14/11</i>
100558 007-00063700	MILLER, JONATHAN 2377 PINE CREEK RD.	49.35 Mtr#: 82094307	94.77	9/7/18 MID/MXU: 16672810 PrvRd:34484	
100566 01A-00035220	BOND JR, CARLOS 549 LYNN SPRINGS RD	1022.62 Mtr#: 76068660	1088.01*	9/17/18 MID/MXU: 16942290 PrvRd:323931	
100581 01A-00047100	SMITH, CONNIE 3919 SWORDS CREEK ROAD	81.67 Mtr#: 76068578	115.96	8/3/18 MID/MXU: 16933120 PrvRd:226522	
100587 001-00020730	JOHNSON, BENJAMIN F 229 JOHNSON HOLLOW RD	253.25 Mtr#: 75897553	286.25*	9/7/18 MID/MXU: 16937804 PrvRd:402704	
100599 004-00003810	MEADOWS, BRADLEY 3212 HORTON RIDGE RD	139.56 Mtr#: 75896039	181.39*	8/24/18 MID/MXU: 16733296 PrvRd:344894	<i>Pd. 10-9. Pd. 100.00</i>
100602 01A-00031470	OSBORNE, MATTHEW 103 SWIFTLY JOHN RD	89.24 Mtr#: 76068628	119.24*	9/10/18 MID/MXU: 18709240 PrvRd:105660	<i>Pd. 10-10 Pd. \$100.00</i>
100605 009-00093350	HARMAN & HARMAN LL RT 9 LOT # 08 CLARKS VALLEY RD	4766.48 Mtr#: 54816339	4796.48*	9/11/06 MID/MXU: PrvRd:0	
100618 009-00093450	HARMAN & HARMAN LL RT 9 LOT # 09 CLARKS VALLEY RD	4766.48 Mtr#: 54816349	4796.48*	9/11/06 MID/MXU: PrvRd:0	
100622 009-00093550	HARMAN & HARMAN LL RT 9 LOT # 29 CLARKS VALLEY RD	4766.48 Mtr#: 54090495	4796.48*	9/11/06 MID/MXU: PrvRd:0	
100627 05-00050900	WHITT, LONNIE 2467 LYNN SPRING RD	80.67 Mtr#: 76069005	120.73	9/7/18 MID/MXU: 16886646 PrvRd:251744	<i>Pd. 10-9. Pd. \$25.00</i>
100630 009-00093600	HARMAN & HARMAN LL RT 9 LOT # 27 CLARKS VALLEY RD	4766.48 Mtr#: 54090422	4796.48*	9/11/06 MID/MXU: PrvRd:0	
100634 05-00051320	WARD, RALPH 2956 LYNN SPRING RD	71.15 Mtr#: 76068969	101.15	7/25/18 MID/MXU: 16886724 PrvRd:145344	
100665 009-00093650	HARMAN & HARMAN LL RT 9 LOT # 25 CLARKS VALLEY RD	4766.48 Mtr#: 54090409	4796.48*	9/11/06 MID/MXU: PrvRd:0	
100672 05-00053250	PRICE, ADAM 4334 LYNN SPRING RD	111.47 Mtr#: 76068987	162.38	8/13/18 MID/MXU: 16942132 PrvRd:241284	
100685 009-00093800	MILLER, MARY 556 CLARKS VALLEY ESTATE	2319.75 Mtr#: 82094134	2358.06*	10/3/18 MID/MXU: 19011570 PrvRd:101529	<i>Pd. 10-10. Pd. 50.00</i>
100740 007-00063000	ROWE, JOSH 483 AE LN	872.92 Mtr#: 82093432	904.42*	9/11/18 MID/MXU: 16803674 PrvRd:309102	<i>Pmt 10/20.</i>
100746 007-00061600	KISER, RITA 441 PINE CREEK RD	49.94 Mtr#: 82093953	92.64	8/20/18 MID/MXU: 16941010 PrvRd:42473	
100770 06-00060250	RATLIFF, THOMAS S 4361 PINE CREEK RD	322.65 Mtr#: 75896174	352.65*	10/4/18 MID/MXU: 17045446 PrvRd:334057	<i>Pd. 10-4. Pd. 40.00</i>
100783 06-00060900	BALDWIN, RITA JEAN 3201 PINE CREEK RD	48.37 Mtr#: 75896211	84.41	9/13/18 MID/MXU: 17048000 PrvRd:265569	

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101008 004-00004600	GOODMAN, SAM & RUTH 3007 HORTON RIDGE Mtr#: 82093906 MID/MXU: 16764406 PrvRd:79159	137.55	214.09 7/3/18	
101012 002-00028010	WHITT, TAMARA 489 ROBINSON RIDGE Mtr#: 75896109 MID/MXU: 17048152 PrvRd:273261	50.08	95.24 9/5/18	
101126 01A-00029731	JONES, JON 8464 SWORDS CREEK RD Mtr#: 76068697 MID/MXU: 16952534 PrvRd:0	562.31	562.31* 9/6/17	L.O. 10-10 Pd. 73.17
101141 08A-00081190	MILLER, GEORGE W. 764 SWORDS CREEK Mtr#: 82094014 MID/MXU: 19002290 PrvRd:24398	126.19	175.75* 8/8/18	
101146 01A-00031010	DAVIS, DANNY 8122 SWORDS CREEK RD Mtr#: 75897460 MID/MXU: 18714082 PrvRd:287487	115.65	201.22* 9/27/18	10-11 Pd. \$60.00
101154 009-00090460	BROWN, ELIZABETH 436 RICHARDSON RD Mtr#: 82094117 MID/MXU: 16727734 PrvRd:8760	60.71	90.71 8/4/16	10-9. Pd. 109.20
101213 018-00122700	COMPTON, GERALD 243 LAUREL BRANCH RD 243 LAURE Mtr#: 82093573 MID/MXU: 16821622 PrvRd:44959	109.20	154.19* 7/6/18	Pd. #154.73
101227 018-00123450	JACKSON, HARLEY 111 AMBERHILL DR COMPTON SUB Mtr#: 75897229 MID/MXU: 19003476 PrvRd:150647	124.73	154.73* 6/19/18	
101286 012-00128000	THARP, MICHELLE 305 MAPLE CREST RD. Mtr#: 82094358 MID/MXU: 88580340 PrvRd:55945 58313824	52.95	97.45 8/24/18	
101308 012-00126100	GODSEY, JASON & BET 518 OLD DRILL RD Mtr#: 82093498 MID/MXU: 16803730 PrvRd:47057	52.47	82.47 9/7/18	10-15 Pd. 50.00
101316 012-00126500	SMITH, MARY ANN 6430 DRILL RD Mtr#: 82093500 MID/MXU: 16799684 PrvRd:25165	61.60	91.60 9/7/18	10-21 Pd. 50.00
101328 012-00128600	MULLINS, LARRY W 502 ROMIA ROAD Mtr#: 82094169 MID/MXU: 17285108 PrvRd:31311	188.05	240.39* 9/21/18	
101379 01B-00003700	RAY, WAYNE - JR 7204 MILLER CREEK RD Mtr#: 82094120 MID/MXU: 19002888 PrvRd:63550	1209.38	1249.06* 7/17/18	
101380 01B-00003800	HUTCHINSON JR, EDDI 92 OAK LEAF LN Mtr#: 82094083 MID/MXU: 19027930 PrvRd:142665	56.78	93.10 9/14/18	10-3 Pd. \$50.00
101387 01B-00004500	RAY, TIM & SANDY 6725 MILLER CREEK RD Mtr#: 82094093 MID/MXU: 19023094 PrvRd:47512	1438.91	1470.49* 10/3/18	10-11 Pd. \$100.00
101391 01B-00004900	BRITTS, SMANATHA 7 PERKINS HOLLOW RD Mtr#: 82093974 MID/MXU: 19002550 PrvRd:83729	183.95	253.07* 8/14/18	
101397 01B-00005500	EDSON, RONALD & TER 203 PERKINS HOLLOW RD Mtr#: 82094088 MID/MXU: 19002540 PrvRd:78951	54.49	95.80 9/20/18	
101416 012-00001200	VANCE, JOHNNY 1804 DRILL RD Mtr#: 75897141 MID/MXU: 19034204 PrvRd:89388	71.31	101.31 8/6/18	Pmt 11/3
101417 012-00001300	BALL, FRANK 5445 DRILL RD Mtr#: 82093961 MID/MXU: 16803802 PrvRd:44605	83.91	113.91 8/7/18	Pd. 113.91
102096 02F-00030220	COMPTON, JANICE 219 FRANKS HOLLOW Mtr#: 76068724 MID/MXU: 18715384 PrvRd:158624	176.39	206.39* 4/9/18	Pmt 10/15
102097 02F-00030240	MOUNTS, AMY 307 FRANKS HOLLOW RD Mtr#: 76068720 MID/MXU: 16964266 PrvRd:314627	64.07	133.11 9/14/18	Pmt 10/20 10/8
102105 02F-00030430	LEE, ALBERTA 1315 FRANKS HOLLOW Mtr#: 75897476 MID/MXU: 16960632 PrvRd:134089	159.55	189.55 10/8/18	Pd. 50.00
102358 018-00003100	REYNOLDS, HEATHER 7513 FINNEY RD Mtr#: 82093379 MID/MXU: 16850870 PrvRd:51792	55.84	108.45 8/23/18	
102368 018-00004100	LESTER, DIANA 7358 REDBUD HWY Mtr#: 75897197 MID/MXU: 19032278 PrvRd:205070	414.37	484.08* 9/7/18	Pd. \$100.00
102377 018-00005000	ROSE, AVERY & SHERR 144 COMPTON LN Mtr#: 75897195 MID/MXU: 19025926 PrvRd:250580	57.42	105.95 8/3/18	

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102387 018-00005600	COMPTON, JERRY 63 COMPTON LN Mtr#: 77618077 MID/MXU: 80970906 PrvRd:135362 60903863	48.53	86.91 8/31/18	
102438 009-00093500	WHITT, JESSICA & AD 390 CLARKS VALLEY ESTES Mtr#: 82094058 MID/MXU: 19003208 PrvRd:101914	66.65	117.72 10/3/18	<u>Pd. 10-3</u> <u>70.00</u>
102625 007-00064270	HUBBARD, HUBERT 2983 PINE CREEK RD Mtr#: 75896088 MID/MXU: 16765604 PrvRd:249438	242.36	290.38* 6/13/18	<u>pmt. 10/21</u>
102646 018-00015200	ADKINS, RICHARD & L 2047 CAMPBELL HOLLOW RD Mtr#: 82094347 MID/MXU: 16755516 PrvRd:38219	75.44	107.93 7/30/18	
102676 018-00016600	BALDWIN, GEORGE ALL 229 MURRAYS CHAPEL RD Mtr#: 75897165 MID/MXU: 18998702 PrvRd:34003	72.27	102.27 9/5/18	<u>10-9</u> <u>Pd. 40.00</u>
102701 012-00002900	KEATON JR, CLARENCE 237 W M HELTON RD Mtr#: 82093579 MID/MXU: 16802972 PrvRd:31938	76.77	106.77* 9/10/18	<u>pmt. 10/20</u>
102720 008-00002200	REYNOLDS, ALIDA 117 PEACEFUL LN Mtr#: 75897175 MID/MXU: 19017286 PrvRd:254476	575.78	622.64* 8/8/18	<u>10-4</u> <u>Pd. 40.00</u>
102721 008-00002300	PECK, TERESA 94 PEACEFUL LN Mtr#: 75897180 MID/MXU: 19014730 PrvRd:234080	1400.28	1430.28* 10/4/18	
102756 18A-00017900	HARRIS, KEITH 1530 CHIMMEY ROCK RD Mtr#: 82093659 MID/MXU: 17021610 PrvRd:73222	62.29	113.34 9/7/18	
102763 18A-00018300	BARTON, MELISSA & G 10779 REDBUD HWY Mtr#: 82093646 MID/MXU: 16806308 PrvRd:43116 LAST TRAILER ON LEFT BEFORE COUNTY LINE	217.28	247.28* 8/30/18	<u>pmt \$100.00 10-10</u>
102765 18A-00018500	BALL, WILLIAM I 11244 REDBUD HWY Mtr#: 82094218 MID/MXU: 16804364 PrvRd:32977	58.22	109.56 8/31/18	
102815 01A-00047050	HOWELL, KARTINA 3975 SWORDS CREEK RD Mtr#: 75897101 MID/MXU: 16937052 PrvRd:238775	139.52	189.10 8/16/18	
102884 012-00000782	STEVENS, ANGELA 782 ROMIA ROAD Mtr#: 82093809 MID/MXU: 17284128 PrvRd:42187	75.97	110.19 8/3/18	<u>Pd. \$75.00 10-10</u>
103213 06-00060400	MILLER, KENNY & CIN 3826 PINE CREEK RD Mtr#: 14108415 MID/MXU: PrvRd:1605000	64.00	145.00 9/7/18	<u>Pd. 145.00 10-12</u>
103303 009-00003610	SHORTRIDGE, JASON 3610 CLARKS VALLEY RD Mtr#: 82094068 MID/MXU: 19003414 PrvRd:66890 70589201	327.49	368.34* 7/3/18	<u>pmt 10/8</u>
103334 01A-00047150	MCDANIEL, EDWARD 3964 SWORDS CREEK RD #1 APT. Mtr#: 75842431 MID/MXU: 16937858 PrvRd:147877	134.65	171.10* 9/17/18	
103352 01A-00000448	COOPER, JEFFREY 448 PLASTERS RD Mtr#: 82093850 MID/MXU: 16953078 PrvRd:1900	317.07	317.07* 12/19/17	<u>L.O.</u>
103409 025-00000604	CRABTREE, PHYLLIS 604 CRACKERS NECK ROAD Mtr#: 76068915 MID/MXU: 16967626 PrvRd:89474 METER # 2	1930.91	1930.91* 7/11/18	<u>L.O.</u>
103433 025-00000974	EADS, IRA K 974 NAT WRIGHT TRAIL Mtr#: 75897606 MID/MXU: 16951412 PrvRd:182386	300.26	330.26* 7/9/18	<u>Pd. 100.00 10-9</u>
103561 007-00000454	EVANS, BRENDA 454 PINE CREEK RD Mtr#: 82094077 MID/MXU: 16952032 PrvRd:35544	112.72	148.79* 9/6/18	<u>pmt 10/12</u>
103565 018-00005499	ROWE, JASON 5499 FINNEY RD Mtr#: 75897585 MID/MXU: 16959616 PrvRd:199908	45.83	81.72 9/6/18	
103632 05-00052950	WEBB, LECHONIA J 4113 LYNN SPRING RT 632 Mtr#: 76069026 MID/MXU: 16958228 PrvRd:255685	51.98	92.75 9/5/18	<u>Pd. 44.00 10-10</u>
103669 012-00120750	SAGE, EARLY G. 351 STONE BRANCH RD Mtr#: 75897187 MID/MXU: 19002210 PrvRd:153451	144.13	177.68* 8/6/18	
103697 01A-00031650	HAYES, DANIELLE & N 7727 SWORDS CREEK RD Mtr#: 76068649 MID/MXU: 16930636 PrvRd:134994	144.04	178.52* 9/10/18	

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103701 018-00013200	O'DONNELL, JOHN L 200 DON STEVENS DR Mtr#: 82093734 MID/MXU: 16820402 PrvRd:87717	328.47	358.47* 3/23/18	L.O.
103846 05A-00000527	MCGLOTHLIN, SHAWN & 527 STROUTH CREEK Mtr#: 76068948 MID/MXU: 16873030 PrvRd:293733	50.28	93.78 8/20/18	Pd. 10-1 Pd. \$93.75
103848 05A-00000844	DEEL, JAMES 844 STROUTH CREEK Mtr#: 76068942 MID/MXU: 16872308 PrvRd:189394	47.20	93.30 8/20/18	
103863 05A-00000822	WHITED, ROBERT E. 822 LONG BRANCH RD Mtr#: 76068964 MID/MXU: 17049308 PrvRd:197363	128.66	160.19* 7/19/18	Pmt 10/16
103882 05A-00000803	PERKINS, JONATHAN 803 LONG BRANCH RD Mtr#: 76068959 MID/MXU: 17042424 PrvRd:268488	45.31	85.53 9/6/18	10-9 Pd. 109.46
103889 12A-00001232	CLAYBURN, JERRY & R 1232 MILLER CREEK RD Mtr#: 75896175 MID/MXU: 16872458 PrvRd:155654	109.46	139.46 8/7/18	10-3 Pd. 100.00
103896 12A-00001066	FIELDS, ROBERT 1066 MILLER CREEK RD Mtr#: 76068928 MID/MXU: 16864494 PrvRd:84375	88.94	144.13 10/3/18	10/12 Pd. 167.49
103901 12A-00002033	HESS, STEPHANIE 2033 MILLER CREEK RD Mtr#: 75896181 MID/MXU: 16865582 PrvRd:374849	123.99	167.49 8/6/18	
103935 025-00003237	DONOVAN, CHARLOTTE 3477 FINNEY RD Mtr#: 75897561 MID/MXU: 16932724 PrvRd:170790	45.43	82.26 9/5/18	10-9 Pd. 91.0
103947 012-00000812	RAY, TERRI 812 JACKSON CHAPLE RD Mtr#: 75897233 MID/MXU: 19028888 PrvRd:169934 72045217	91.03	133.41 8/6/18	
104112 01B-00007061	WHITED, FERRELL 7061 MILLER CREEK RD Mtr#: 75896058 MID/MXU: 19003430 PrvRd:60871	60.67	60.67 7/25/18	10-15 Pd. 92.57
104113 01B-00007057	TAYLOR, BARBARA- S. 7057 MILLER CREEK RD 7057 MILL Mtr#: 75896057 MID/MXU: 19011676 PrvRd:207778	52.34	92.57 9/18/18	
104114 01B-00007055	CRABTREE, TRAVIS & <u>7055 MILLER CREEK RD</u> Mtr#: 75896061 MID/MXU: 19004152 PrvRd:256026	409.24	448.72* 6/5/18	L.O.
104150 001-00001890	RAHN, APRIL 5065 HORTON RIDGE RD Mtr#: 75897542 MID/MXU: 16865570 PrvRd:339394	834.42	930.40* 9/28/18	
104197 018-00014300	MILLER, JEREMY & BR 737 FULLER BRANCH Mtr#: 82093745 MID/MXU: 16820404 PrvRd:57165	<del>95.92</del>	142.61 8/21/18	
104208 026-00011221	RICHARDSON, J P 11221 NEW GARDEN ROAD Mtr#: 76222531 MID/MXU: 19003184 PrvRd:624300	76.10	141.19 8/27/18	Pmt 10/20 10-9 Pd. 75.03
104211 026-00000196	STILTNER, ESTIL 196 NEW GARDEN EST RD Mtr#: 76223206 MID/MXU: 19011616 PrvRd:160653	101.19	142.07 8/9/18	
104230 001-00008870	LESTER, RHONDA 5040 HORTON RIDGE RD Mtr#: 75896127 MID/MXU: 16864926 PrvRd:346835	2197.27	2304.96* 6/21/18	771.1533 Pmt 10/19 10-3 Pd. \$100.
104243 002-00027490	PRICE, DUSTY 22 NATURES WAY Mtr#: 75896126 MID/MXU: 17047490 PrvRd:225898	88.89	128.92 10/3/18	
104258 01A-00037320	CRABTREE, ELLEN R 7465 MILLER CREEK RD 7465 MILL Mtr#: 76068616 MID/MXU: 16933132 PrvRd:152030 68945093 52126413	819.20	849.20* 10/5/18	Pd. 30.00
104291 007-00062850	RICHARDSON, SCOTTY 87 AE LN Mtr#: 75896011 MID/MXU: 16622670 PrvRd:142148	172.71	202.71* 7/16/18	
104338 026-00000179	MUSICK, WALTER DOUG 179 ROMANS RIDGE RD Mtr#: 77618076 MID/MXU: 18866190 PrvRd:233585	97.21	147.17 8/3/18	Pd.
104339 026-00002608	COOK, ROLAND 2608 JOHN SIMMS HILL RD Mtr#: 76222548 MID/MXU: 19015316 PrvRd:48424	968.00	998.00* 3/10/17	
104348 026-00002654	BARTON, THERESA & J 2654 JOHN SIMMS HILL RD Mtr#: 76222581 MID/MXU: 18956722 PrvRd:231693	74.85	228.57 9/24/18	



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104366 026-00002720	STINSON, PAUL HENRY 2720 JOHN SIMMS HILL RD Mtr#: 76222595 MID/MXU: 16975114 PrvRd:10	1209.90	1239.90* 8/17/15	
104380 026-00000767	MUSICK, AMANDA & JU 767 FINNEY RD Mtr#: 76222510 MID/MXU: 16978100 PrvRd:157398	77.46	127.08 8/31/18	
104408 026-00000229	HUGHES, BILLY 229 PEBBLESTONE DR Mtr#: 76222619 MID/MXU: 16978824 PrvRd:41	1543.55	1573.55*	
104413 026-00008955	MCGLOTHLIN, PATRICI 8955 NEW GARDEN RD Mtr#: 76222620 MID/MXU: 16961672 PrvRd:16	59.00	89.00 7/30/18	
104418 02F-00030470	BLANKENSHIP, TAMMY 1403 FRANKS HOLLOW Mtr#: 75897477 MID/MXU: 16933140 PrvRd:127700	80.00	118.78* 8/20/18	
104428 026-00012258	HART, KENNETH 12258 NEW GARDEN RD Mtr#: 76222524 MID/MXU: 16821568 PrvRd:10	1547.90	1577.90*	
104447 05-00000001	BUCHANAN COUNTY PS LYNN SPRINGS M.M. Mtr# NO METER MID/MXU: NO MID/MXU PrvRd:3415635	<u>561.01</u>	1283.48 8/23/18	
104476 026-00002466	TURNER, CHRIS & LAU 2466 FINNEY RD Mtr#: 76222585 MID/MXU: 17285192 PrvRd:212865	363.15	404.32* 9/21/18	<i>pmt 10/10</i>
104506 008-00007709	RATLIFF, LUKE 56 OAKLAND DR 56 OAKLAND DR Mtr#: 82094495 MID/MXU: 16952632 PrvRd:19848 63737709	245.79	275.79* 8/7/18	<i>pmt 19/10</i>
104507 026-00000185	FIELDS, MELISSA 185 TILLER ST Mtr#: 78230550 MID/MXU: 18181134 PrvRd:3700	159.45	159.45*	
104509 026-00009589	GIBSON, RACHEL 9589 NEW GARDEN RD Mtr#: 78493165 MID/MXU: 18181968 PrvRd:65538	57.13	117.30 9/20/18	
104511 026-00000956	MUSICK, MICHELLE 956 HUBBARD TOWN RD Mtr#: 78493171 MID/MXU: 18180908 PrvRd:17758	1102.19	1161.64* 11/16/15	
104517 026-00000041	HONAKER, ROY & BEVE 41 TUNNEL RD Mtr#: 78480006 MID/MXU: 18174414 PrvRd:239507	79.66	175.72 8/8/18	<i>10-10 Pd. 175.72</i>
104526 001-00011100	EMILY'S COUNTRY, CO 9929 SWORDS CREEK RD Mtr#: 76123144 MID/MXU: 16949380 PrvRd:101904	156.12	217.12 8/13/18	
104527 007-00061950	MUSICK, LACY J 1022 PINE CREEK RD Mtr#: 82093960 MID/MXU: 16949320 PrvRd:59361	69.48	171.36 9/14/18	
104550 12A-00011568	LOWE, JERRY W 1572 MILLER CREEK RD Mtr#: 76068926 MID/MXU: 16864698 PrvRd:330323 76068930	<u>920.79</u>	963.14* 8/31/18	<i>pmt 19/10</i>
104584 009-00018600	CASEY, DONNA 237 MAPLE GAP RD Mtr#: 78411693 MID/MXU: 19015700 PrvRd:186486	103.22	138.23* 8/13/18	
104591 018-00014000	RAY, JOSH 9848 REDBUD HWY Mtr#: 82094390 MID/MXU: 80840886 PrvRd:37166	155.12	186.43* 9/21/18	
104658 018-00012600	BALL, EARNEST 9668 REDBUD HWY # 3 Mtr#: 82094190 MID/MXU: 16803292 PrvRd:28288	241.26	283.36* 10/3/18	<i>10-3 Pd. 80.00</i>
104675 08A-00002916	JOHNSON, CHRIS SWORDS CREEK RD APART #2 Mtr#: 79452916 MID/MXU: 16760650 PrvRd:3854	52.62	52.62	
104680 018-00009400	COLEMAN, JOEY 8953 REDBUD HWY Mtr#: 82094146 MID/MXU: 16824546 PrvRd:64956	246.13	315.20* 8/22/18	<i>10-3 Pd. 150.00</i>
104701 001-00020100	MESSER, ALEXA 9463 SWORDS CREEK RD Mtr#: 75897534 MID/MXU: 16862546 PrvRd:176363	79.72	109.72 9/27/18	
104728 018-00008000	HONAKER, CYNTHIA 286 DON STEVENS DRIVE Mtr#: 82093731 MID/MXU: 16803416 PrvRd:49507	46.00	76.19 8/15/18	
104734 012-00127851	STILTNER, GINGER 57 MAPLE CREST RD Mtr#: 82094398 MID/MXU: 17285208 PrvRd:62454	169.72	214.27* 6/7/18	<i>pmt 10/10</i>

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104747 025-00000572	CRABTREE, TYSON 572 CRACKERS NECK ROAD Mtr#: 76068917 MID/MXU: 16938118 PrvRd:78907	100.70	130.70 8/10/18	
104748 008-00008736	OWENS, PHILLIP 130 OAKLAND RD Mtr#: 79428736 MID/MXU: 17066792 PrvRd:63100	61.87	122.47 8/20/18	16-12. Pd. \$122.47
104755 01A-00004338	PECK, BRANDON L. 4338 SWORDS CREEK RD Mtr#: 75896138 MID/MXU: 16865600 PrvRd:171665	208.05	291.25 8/3/18	
104768 018-00017100	BALDWIN, DANIEL 396 MURRAY CHAPELS RD Mtr#: 75897160 MID/MXU: 19001936 PrvRd:184530 METER ID 63069343	50.16	85.18 8/27/18	
104776 01A-00047171	SHEETZ, RAY E & DEN 3964 SWORDS CREEK RD. #3 APT 3 Mtr#: 75897098 MID/MXU: 16932746 PrvRd:131364 3964 SWORD CREEK RD APT. # 3	652.46	652.46* 2/23/18	L.O.
104781 008-00081561	SIGMON, LISA R SNYD 440 WYSOR VALLEY RD Mtr#: 75897266 MID/MXU: 82100738 PrvRd:467114	122.41	184.53 9/26/18	pmt 10/26.
104783 002-00027460	PRICE, DONNA C 71 MANCHESTER DRIVE 71 MANCHES Mtr#: 75896125 MID/MXU: 17042794 PrvRd:97919	49.36	81.44 9/5/18	
104814 001-00019201	HILL, TONY R 15 MAPLE GAP RD Mtr#: 75897252 MID/MXU: 19014722 PrvRd:114944	288.00	324.34* 10/3/18	10.3 Pd. 130.00
104831 012-00125400	CASEY, MORIAH 64 OLD DRILL RD Mtr#: 82093400 MID/MXU: 16803132 PrvRd:113823	85.04	154.30 9/5/18	10/16. Pd. 154.30
104867 027-00003866	MCCOY, JASON & TARA 3866 TUNNEL RD Mtr#: 80594862 MID/MXU: 80950076 PrvRd:211141	72.85	135.92 8/21/18	
104913 015-00049321	SIGMON, MITCHELL 3612 KENTS RIDGE RD Mtr#: 82093385 MID/MXU: 19028170 PrvRd:54578	1206.18	1236.18* 4/4/18	L.O.
104934 008-00044100	STEVENS, RHONDA 946 CALL VALLEY RD Mtr#: 82093410 MID/MXU: 16917926 PrvRd:52743	56.75	103.01 8/17/18	
104971 018-00013701	SMITH, JAMES S 331 PULLERS BRANCH RD Mtr#: 82093747 MID/MXU: 16819800 PrvRd:41481	198.65	231.96* 7/17/18	971-4757
104981 018-00010600	CLIFTON, DEBBY 41 MAPLE LEAF DRIVE Mtr#: 82094385 MID/MXU: 16805724 PrvRd:43842	53.53	83.53 9/6/18	
105004 01A-00046911	STEVENS, ANGELA 3937 SWORDS CREEK RD APT # 2 Mtr#: 82093688 MID/MXU: 16931462 PrvRd:32157	192.04	239.16* 8/7/18	385-5361
105018 18A-00015900	COXTON, PATRICIA 10698 REDBUD HYW Mtr#: 82094460 MID/MXU: 16805208 PrvRd:84670	54.52	115.45 9/28/18	
105032 01A-00061350	WILSON, JEFF 427 PINE CREEK RD Mtr#: 82094284 MID/MXU: 16803646 PrvRd:17722	67.40	100.40 9/24/18	
105060 01A-00007999	JOHNSON, ANISIA 7999 SWORDS CREEK RD Mtr#: 81818542 MID/MXU: 85573160 PrvRd:72519	144.18	174.18* 6/14/18	701-4297-
105081 01A-00037300	HONAKER, KEISHIA & 7463 MILLER CREEK RD Mtr#: 76068621 MID/MXU: 16933072 PrvRd:78459	287.57	320.86* 8/10/18	10-16 Pd. 50.05
105171 01A-00002702	HURT, CHRISTOPHER E 63 FELLOWSHIP DRIVE Mtr#: 76068615 MID/MXU: 16931706 PrvRd:202303 76068615 16931706	50.33	126.43 10/4/18	10-24 Pd. \$75.00
105183 01A-00037100	BOARDWINE, DEBRA 7455 MILLER CREEK RD Mtr#: 76068619 MID/MXU: 16953098 PrvRd:118042	214.32	250.61* 9/7/18	701-9943 pmt 10/11
105209 01A-00001143	HERRERA, WILMA JEAN 43 NICKEL RD Mtr#: 76068640 MID/MXU: 16952546 PrvRd:357480	73.75	137.16 9/24/18	
105215 007-00062201	HONAKER, DONALD 1414 PINE CREEK RD Mtr#: 82093434 MID/MXU: 16785158 PrvRd:74014	387.87	461.48* 6/12/18	L.O.
105224 018-00017700	HUNT, JEREMY 9650 REDBUD HWY TRL # 6 Mtr#: 82093596 MID/MXU: 19029186 PrvRd:11203 61990305 (61990305)	94.04	94.04* 3/9/18	L.O.

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105240 12A-00001568	VANOVER, CATHERINE 1568 MILLER CREEK RD Mtr#: 81468469 MID/MXU: 16870160 PrvRd:35749	101.39	131.39* 10/5/18	NOTE 10-5 Pd. 50.00
105257 001-00011002	RAY, KIMBERLY M 9935 SWORDS CK RD APT # 3 Mtr#: 76123140 MID/MXU: 16931478 PrvRd:61380	49.08	149.08 9/5/18	
105270 001-00022680	HALSEY, CHRIS 9059 SWORDS CREEK RD Mtr#: 75897513 MID/MXU: 16976182 PrvRd:84413 73562775	115.44	145.44* 7/5/18	pmt. 10/18
105272 012-00003337	MILLER, AMANDA 3337 DRILL RD Mtr#: 82093650 MID/MXU: 19003112 PrvRd:41209	57.41	107.51 8/30/18	
105304 01A-00016897	BROWN, ANNA 50 OAKLAND RD METER # 3 PLAST Mtr#: 82094377 MID/MXU: 16953308 PrvRd:53556	72.60	107.31 9/10/18	pmt 10/18
105337 008-00081710	SMITH, JEFFERY 636 DRILL RD Mtr#: 75897204 MID/MXU: 19032952 PrvRd:75145 75897204 19032952	69.00	99.00 7/6/18	
105344 018-00004910	CRABTREE, JAMES 4910 FINNEY RD Mtr#: 84281748 MID/MXU: 88457827 PrvRd:2976	69.00	99.00	
105346 01A-00026100	CORDLE, JACKIE 8740 SWORDS CREEK RD Mtr#: 75897467 MID/MXU: 16949704 PrvRd:216373	69.20	127.80 8/24/18	
105352 01A-00001751	QUDOOS, ABDUL 4041 SWORDS CREEK RD Mtr#: 84281751 MID/MXU: 88456990 PrvRd:17357	53.59	106.00 7/19/18	
105360 01A-00047161	CALDWELL, CRYSTAL 3964 SWORDS CREEK RD # 2 3964 APT. # 2 ID# 60903542 Mtr#: 75897097 MID/MXU: 16961758 PrvRd:122431	194.13	224.13* 7/6/18	L.O.
105399 05A-00001025	MUSICK, PHILLIP 1025 LONG BRANCH RD Mtr#: 76068940 MID/MXU: 17050520 PrvRd:116408	204.71	250.95	
105402 01A-00037150	HESS, BETTY 7461 MILLER CREEK RD Mtr#: 76068620 MID/MXU: 16938192 PrvRd:56742 METER ON LEFT (TRAILER)	66.23	96.23	
TOTAL	COUNT = 183	93493.89	102133.01	

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100275 022-00000300	MILLER, BRANDY 753 GRANDVIEW COURT Mtr#: 82093821	774.82	836.41* 10/5/18	pd. 10-5 81.59
100885 016-00111960	PATRICK, KEITH 2409 OLD HWY 19 Mtr#: 82093881	114.84	144.84* 8/31/18	880-1397
100895 010-00112270	CAMPBELL, SHERRY 670 J F TAYLOR RD Mtr#: 82093654	50.00	80.00 9/14/18	
100896 010-00112311	FLETCHER, JAMES ALL 692 DILLION ST Mtr#: 82094248	58.93	102.48 9/7/18	
100897 010-00112340	HORTON, DAVID 652 DILLION ST Mtr#: 82093375	159.30	159.30* 4/24/18	L.O. 10-5
100916 011-00112910	HOLMES, CHRIS 39 SUNSET LN Mtr#: 82093786	96.21	133.49 10/5/18	pd. 120.00
100954 013-00114050	MARTIN, AUSTIN 667 SPRING HILL RD Mtr#: 82094521	298.37	358.47* 9/10/18	pd. 10/19.
101030 020-02020800	HENDRICKS, JUDY 45 DYE DRIVE 45 DYE DRIVE Mtr#: 76222495	484.39	536.63* 6/15/18	pd. 10/19.
101048 020-02022150	BROWN, CHARLENE K 198 DEEL ST Mtr#: 76223168	53.87	101.19 8/16/18	
101133 010-00112380	GILBERT, GARY & KAR 651 DILLION ST Mtr#: 82094252	143.38	220.61 9/18/18	
101365 013-00000900	HUBBARD, LEROY & KR 162 SUMMITT DRIVE Mtr#: 82093699	2357.84	2421.43* 10/3/18	pd. 10/30 10-09.
102061 022-00010100	SUTHERLAND, DENVER 426 LAKE HILL DRIVE Mtr#: 82094322	801.70	888.10* 6/28/18	pd. 2300.00
102092 020-02020000	BOWMAN, CINDY 382 KENNEDY DRIVE Mtr#: 76222537	63.70	118.03 9/24/18	
102132 022-00013200	CURRY, DAVID 187 ARCH BARRETT DR Mtr#: 82094015	49.49	87.78 9/5/18	
102145 022-00014500	CLECO CORPORATION, 544 REDBUD HWY Mtr#: 82094375	89.83	255.21 8/22/18	
102202 022-00019500	DYE, TIM 19 HIGHLAND ST Mtr#: 82094447	50.74	104.67 10/5/18	
102294 021-00211250	BENNETT, A J 821 POOR FARM RD Mtr#: 82093505	338.43	399.08* 7/23/18	pd. 10/20.
102301 021-00211600	WHITT, ANTHONY & TA 961 POOR FARM RD Mtr#: 82093544	48.85	82.47 8/20/18	
102317 021-00212500	GARRETT, QUENTIN 402 AUTUMN CHASE RD Mtr#: 82093456	53.87	93.14 9/6/18	
102321 021-00212700	WILLIS, SHAWN 438 AUTUMN CHASE RD Mtr#: 82093455	222.77	317.91 8/31/18	pd. 10/21. 10-15
102470 022-00022700	BOYD, REBECCA 455 MACFARLANE LN Mtr#: 82094288	70.68	100.68 7/6/18	pd. 100.68
102523 024-00220140	KENNEDY, HAROLD 190 TWIN OAK CIRCLE Mtr#: 82094158	67.88	97.88 8/3/18	10-3
102574 024-00220440	GOBBLE, KYLE 810 TWIN OAK CIRCLE Mtr#: 82094229	158.00	188.00* 10/3/18	pd. 50.00
102577 024-00220470	FOGLEMAN, BOBBY 66 NORFIELD RD Mtr#: 82094162	76.38	139.52 8/30/18	
102580 024-00220490	FOGLEMAN, ELLEN 58 NORFIELD RD Mtr#: 82094234	378.79	430.76* 10/3/18	pd. 76.99 10-5

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102633 024-00220790	VAN DE VEN, DALE 73 WOODBRIAR DRIVE #1 Mtr#: 82094236 MID/MXU: 17066304 PrvRd:32890	65.83	123.51 8/23/18	
102668 024-00220820	TAYLOR, BRYAN C 14543 US HWY 19 Mtr#: 82094238 MID/MXU: 89094572 PrvRd:32093	127.60	196.68 <sup>880-1113</sup> 8/6/18	
102826 19-00003860	HAWKINS, JOSEPH F 3993 US HWY 19 Mtr#: 75897300 MID/MXU: 16859742 PrvRd:246291	121.50	171.93 8/3/18	<u>Pd. 121.50</u> 10-8
102904 19-00001388	WISE, EARL 1388 GREEN VALLEY RD Mtr#: 76069405 MID/MXU: 16872460 PrvRd:85	477.70	507.70* 5/15/17	
102981 022-00001481	MORGAN, BRIAN 481 MACFARLANE LN Mtr#: 82093687 MID/MXU: 88458370 PrvRd:143320	423.11	668.61* 7/3/18	
102982 022-00000480	OWENS, BILL 163 GRACE LN 163 GRACE LN Mtr#: 82094573 MID/MXU: 19031920 PrvRd:71636	62.59	113.71 9/12/18	<u>Pd. 113.71</u> 10-11
103022 19-00002336	MOUNTAIN VIEW, RETI 2336 COAL TIPPLE HOLLOW Mtr#: 79865130 MID/MXU: 16933214 PrvRd:2049812 76068671 16933214	456.65	893.95 8/24/18	
103057 19-00001318	KISER, CHRIS 1318 GREEN VALLEY RD Mtr#: 76069400 MID/MXU: 16864518 PrvRd:285271	62.27	106.51 8/30/18	
103090 021-00000497	POWERS, STEVEN 497 TODD HOLLOW ROAD Mtr#: 82093462 MID/MXU: 17046288 PrvRd:34261	72.86	115.95 9/24/18	
103141 023-00008257	NEECE, SAMANTHA 8459 MOUNTAIN ROAD Mtr#: 75896217 MID/MXU: 16960552 PrvRd:454479	3627.72	3704.23* 9/10/18	<u>Pmt 10/13</u>
103142 023-00005253	GARRETT, RICKY 8415 MOUNTAIN ROAD Mtr#: 75896190 MID/MXU: 16952068 PrvRd:82460	76.39	111.77 8/6/18	
103170 023-00001855	BEAVERS, CONNIE 7187 MOUNTAIN ROAD Mtr#: 75896229 MID/MXU: 17028236 PrvRd:0	138.00	168.00* 8/3/18	
103214 010-00000940	HELBERT, KAYLA 940 J FRANK TAYLOR Mtr#: 82093911 MID/MXU: 19034172 PrvRd:107796	78.95	146.21 8/15/18	
103360 022-00016500	RASNAKE, KELLY- 24 ROSEDALE CIRCLE Mtr#: 82094025 MID/MXU: 88582070 PrvRd:64097 58865212	86.50	124.29 8/6/18	
103382 19-00001364	PRICE, DONALD & CAT 1364 GREEN VALLEY RD. Mtr#: 75896307 MID/MXU: 16860448 PrvRd:354829	49.13	110.24 8/13/18	
103456 192-00000047	PATRICK, PATSY 47 HANSONVILLE LN Mtr#: 75897375 MID/MXU: 16870262 PrvRd:8478	214.00	244.00* 4/9/18	
103494 192-00000226	ADVANCED DIAGNOSTI 1708 US HWY 19 Mtr#: 75897403 MID/MXU: 16874762 PrvRd:502471	62.46	111.31 8/16/18	
103497 192-00001738	FAS MART # 467, GPM 1738 US HWY 19 Mtr#: 75896071 MID/MXU: 16725074 PrvRd:1727352	45.76	337.14 10/3/18	<u>Pd. 337.53</u> 10-10
103508 192-00000896	KESTNER, JERRY 896 US HWY 19 Mtr#: 75897124 MID/MXU: 16873168 PrvRd:392566	212.70	287.98* 8/14/18	<u>Pd. \$55.00</u>
103531 192-00002846	BROOKS, MICKIE 136 APPLE TREE LN Mtr#: 75897445 MID/MXU: 16861548 PrvRd:0	1130.00	1160.00* 10/4/18	<u>Pd. \$35.00</u> 10-11
103546 192-00007562	RASNAKE, JOY 134 MOUNTAIN CREEK RD Mtr#: 75897362 MID/MXU: 16860802 PrvRd:119990 11627397	60.00	90.00 8/3/18	
103563 192-00007088	DOSS, PATRICIA 7088 CLINCH MT ROAD Mtr#: 75897117 MID/MXU: 16873006 PrvRd:81272	179.16	209.16* 5/9/18	<u>L.O.</u>
103663 023-00002456	DUTY, WILLIAM & KAY 14 ROLLING HILLS COURT Mtr#: 75896184 MID/MXU: 16960728 PrvRd:258314	98.76	134.36 10/3/18	<u>Pd. \$75.00</u>
103709 193-00000060	STILTNER, CHARLES 60 CROSSRIDGE ROAD Mtr#: 75897350 MID/MXU: 16874214 PrvRd:366612	202.11	261.89 10/3/18	<u>Pd. 70.00</u>

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103736 193-00000123	STEFFEY, KEITH D. 123 ROSE HILL DR Mtr#: 75897352 MID/MXU: 16859622 PrvRd:393960	155.28	314.49 9/21/18	
103752 193-00002033	JESSEE, BUFORD 163 CROSSRIDGE RD Mtr#: 75897333 MID/MXU: 16873410 PrvRd:9997534	60.00	90.00 8/6/18	
103818 020-00002131	DUTY, JAMES & VICTO 296 SHAW ST Mtr#: 76069378 MID/MXU: 16874422 PrvRd:276179	71.91	118.37 8/20/18	
104129 191-00000226	DUTY, LEO 226 FOREST LODGE DR. Mtr#: 76222498 MID/MXU: 19022826 PrvRd:731638	197.72	356.93 8/16/18	
104456 011-00113360	CEDAR RIDGE TRUCK 24018 US HWY 19 Mtr#: 82093942 MID/MXU: 16724634 PrvRd:18669	47.15	88.15 7/12/18	
104483 014-00016800	CLINE, JANIE 59 OLD DOMINION DRIVE Mtr#: 82094442 MID/MXU: 19011682 PrvRd:75460	48.35	94.90 8/24/18	
104562 011-00111420	CLEVINGER, STEPHANI 166 BETHS LN Mtr#: 82094525 MID/MXU: 19011456 PrvRd:25574	103.50	133.50* 8/29/18	<u>10-11</u> <u>Pd. 133.50</u>
104644 013-00000509	WESTBROOK, RHONDA 255 HICKORY ST Mtr#: 78530509 MID/MXU: 80839882 PrvRd:285994	137.81	231.03 8/14/18	<u>10-9</u> <u>Pd. 137.81</u>
104653 022-00000389	CHAFIN, MATTHEW 549 MACFARLANE LN Mtr#: 82094325 MID/MXU: 19032456 PrvRd:78510	146.36	185.17* 9/6/18	<u>10-9</u> <u>Pd. 70.00</u>
104677 191-00003409	ELSWICK, DONNIE 3409 US HWY 19 Mtr#: 75897317 MID/MXU: 16870816 PrvRd:240517 11142493	91.91	125.94* 8/7/18	
104690 192-0000922	FOX, CAROL 922 US HWY 19 Mtr#: 75897126 MID/MXU: 16869196 PrvRd:583737	404.53	472.23* 10/5/18	<u>Pd. 40.00</u>
104691 016-00005210	CANTRELL, BARBARA C 273 ACRE LANE Mtr#: 82093871 MID/MXU: 19011414 PrvRd:20388	83.65	113.65* 10/3/18	
104697 19-00000310	ROBERTS, JOSHUA 310 DEER RUN RD Mtr#: 75897303 MID/MXU: 16873764 PrvRd:272647 75897303	56.18	111.08 8/24/18	
104716 020-02021000	RAY, BRADLEY 171 KENNEDY DR Mtr#: 76222492 MID/MXU: 80366968 PrvRd:158095	49.77	91.58 8/29/18	
104736 191-00008739	COX, PAMELA 3413 US HWY 19 Mtr#: 79428739 MID/MXU: 80737800 PrvRd:178200	61.08	119.58 9/12/18	
104778 021-00002801	HUNNELL, NANCY 613 POOR FARM RD ROARING SPRIN Mtr#: 82093491 MID/MXU: 17027960 PrvRd:24790	127.73	157.73* 6/5/18	<u>Pd. 10.00</u>
104792 014-00117851	COX, GAILEN 21081 US HWY 19 Mtr#: 82093736 MID/MXU: 19002090 PrvRd:12609	68.33	98.33 8/9/18	
104827 013-00000340	BLANKENSHIP, MELENA 340 HICKORY ST Mtr#: 78530503 MID/MXU: 80840554 PrvRd:96403	218.33	248.33* 3/19/18	<u>L.O.</u>
104901 013-00011074	REYNOLDS, MARY 1074 SPRING HILL RD Mtr#: 78787349 MID/MXU: 19037014 PrvRd:69629	76.70	76.70* 6/12/17	<u>10-1</u>
104951 023-00003067	KITTS, AMANDA 65 ROLLING HILLS COURT Mtr#: 75896246 MID/MXU: 17026864 PrvRd:276717	199.89	292.78* 9/11/18	<u>Pd. 25.00</u>
105027 024-00220651	STREET, ISAAC 102 HILL TOP AVE Mtr#: 82094198 MID/MXU: 16885210 PrvRd:54162	119.86	208.78 8/30/18	<u>10-12</u>
105046 021-00212200	ARTRIP, KENDRA DANI 172 AUTUMN CHASE RD Mtr#: 82093481 MID/MXU: 16947990 PrvRd:50679	64.91	114.32 9/5/18	<u>Pd. 43.65</u>
105101 020-02020500	LIST, CINTHIA 254 KENNEDY DR Mtr#: 76222540 MID/MXU: 80398550 PrvRd:231621	180.60	228.49 9/18/18	<u>10-8</u> <u>Pd. 100.00</u>
105121 197-00001894	MUSICK, MIRANDA 892 ELK GARDEN RD Mtr#: 80601894 MID/MXU: 85576490 PrvRd:122260	769.53	811.90* 4/20/18	

RUSSELL CO PSA  
 PAST DUE BALANCE REPORT  
 REPORTING FOR ACCOUNT BALANCE  
 ACTIVE ONLY SORTED BY ACCOUNT  
 REPORTING 30 DAY > 45 AND CYCLE 2  
 \* Indicates 90 Day Balance

ACCOUNT LOCATION	NAME ADDRESS	PREVBAL	TOTAL LASTPAY	NOTE
105124 014-00117900	YEAPLES, GARY 21128 US HWY 19 Mtr#: 82094215	68.33	98.33 8/3/18	
105129 197-00003984	AUSTIN, DONNA & JOE 1314 ELK GARDEN RD Mtr#: 82093984	439.30	469.30*	N/usu.
105130 197-00004615	OWENS, CHERYL L 1310 ELK GARDEN RD Mtr#: 82094615	439.78	469.78*	
105135 197-00004056	RAY, DONALD & TANYA 491 MAJESTIC VALLEY RD Mtr#: 82094056	103.50	133.50* 6/11/18	
105138 197-00004618	COOK, ROBERT 1399 CREEKSIDE DR Mtr#: 82094618	241.50	271.50*	
105144 197-00003965	MUSICK, CHESTER & C 1499 CREEKSIDE DR Mtr#: 82093965	88.67	119.96 9/18/18	
105213 14R-00005277	HALE, TRAVIS 679 RATCLIFF LN Mtr#: 83475277	47.12	77.12	
105275 011-00117950	DIMPFL, CARRIE E 21124 US HWY 19 Mtr#: 82094171	91.35	91.35* 4/4/18	
105288 192-0000261A	WILLIS, KRISTA 261 A HANSON DRIVE Mtr#: 75897396	58.31	88.31 9/12/18	
105353 192-00000764	CARRICO, BOYD 764 US HWY 19 BRICK HOUSE Mtr#: 75897113	101.22	131.22*	
105357 19-00001081	THOMAS, REBECCA 108 SUNNY HILL DRIVE Mtr#: 75897320	72.05	72.05	
TOTAL	COUNT = 84	===== 20487.02	===== 25403.59	

**RUSSELL COUNTY PUBLIC SERVICE AUTHORITY  
P. O. BOX 3219  
LEBANON, VIRGINIA 24266**

**276-883-4030      Fax 276-889-2196      e-mail [rcpsa@bvu.net](mailto:rcpsa@bvu.net)**

October 15, 2018

Russell County Board of Supervisors  
137 Highland Drive  
Lebanon, Virginia 24266

Re:    RCPSA Office Building – 7341 Swords Creek Road

Dear Members of the Board of Supervisors:

It was recently brought to my attention that there has been interest in acquiring the vacant RCPSA office building, located at 7341 Swords Creek Road, for use as a community center for the Swords Creek area. On behalf of Russell County Public Service Authority and its Board of Directors, I would like to propose the following:

In exchange for the RCPSA office building, located at 7341 Swords Creek Road, the County would agree to assume the current New Peoples Bank loan for the RCPSA office/shop located at 264 Clydesway Drive in Lebanon. The payoff of this loan as of today is \$29,513.30. I have been advised by the land appraiser that the Swords Creek office building would value at approximately \$50.00 per square foot (equivalent to around \$89,000.00), therefore being a significant savings for the County to assume the debt on the New Peoples Bank loan rather than purchasing the property directly.

Should you have any questions or require further information, please feel free to contact me at your earliest convenience. In the meantime, I look forward to your response.

Sincerely,

Harvey Hart  
Operations Manager

cc:    Lonzo Lester, Russell County Administrator  
      Carter McGlothlin, RCPSA Chairman



RCPSA – Project Updates:

Rt. 656 (Creekside Drive) – Have installed 40' of 6" line; (4) meters; (1) hydrant.

Town of Cleveland – No work done on project since last reported. Still need to install a yard hydrant, tie meter into a house, and pave.

Thompson Creek/Tunnel Road – Installed (1) Meter and done clean up. Project is complete.

Fincastle Estates – Have installed 1,120' of 8" line.

**Castlewood Water and Sewage Authority**

**OCTOBER 8, 2018**

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, October 8, 2018 at 6:00 PM.

Present

Brad Patton, Chairman	Jamie Kiser, Vice Chairman
Gary Dotson	Darrell Puckett
Jeff Lewis	Darrell Johnson
Ron Bostic - Bostic & Tucker	Stephen Mullins, Counsel
Melissa Wilson	Elizabeth West
Crossroads Engineering	

**CALLED TO ORDER:**

The CWSA meeting was called to order by Chairman Brad Patton and invocation followed by the Pledge of Allegiance.

**APPROVAL OF BOARD MEETING AGENDA**

**Motion**

Motion by Darrell Puckett, and second by Jeff Lewis, member and duly approved by all Board of Directors to approve the agenda.

**Motion**

Motion by Darrell Puckett, and second by Jeff Lewis, member and duly approved by the Board of Directors to approve the agenda.

Aye: Brad Patton, Jamie Kiser, Gary Dotson, Darrell Puckett, Jeff Lewis, Darrell Johnson

Nay: None

Prior to public comments, Chairman Brad Patton addressed those in attendance of the meeting regarding the efforts that have been taken by Castlewood Water and Sewage Authority to assure that customers were billed correctly.

**PUBLIC COMMENTS**

Shy Kennedy - addressed board with questions and concerns regarding billing

McNeil Phillips - addressed board regarding billing and meters.

Thomas Hensley - addressed board regarding meter, billing, consumption, and prior disconnection.

Joseph Gregg - addressed board regarding meter, consumption, and billing.

Naticia Proffitt - addressed board concerning actions after meters are audited regarding water bill.

Roy Glovier - addressed board concerning consumption read on meter.

Krystal Ramsey - addressed board regarding consumption and billing.

Sammy Banner - addressed board concerning sister's bill. Was billed for water and sewer. Sewer is not available to that area.

Lou Wallace- addressed board with questions and concerns about billing and consumption.  
Gwen Jordan - addressed board on behalf of three homeowners on GB Shortt Street. Customers were being charged for water and sewer. Sewer will not be available to them. Customers would like a refund on the amount that they paid for sewer.

**Motion**

Motion by Gary Dotson and second by Jamie Kiser to consider the three homes on GB Shortt Street in service area when it comes to sewer and to refund the three customers. .

Aye: Brad Patton, Jamie Kiser, Gary Dotson, Darrell Puckett, Jeff Lewis, Darrell Johnson

Nay: None

Bobbie J Bryant - addressed board about a flat rate for customers until accounts corrected.

Mary McGlothlin - addressed board concerning the amount she was billed for her and her mother's home.

Mrs. House - addressed board concerning the bill for First Mount Calvary Church.

**Motion**

Motion by Jamie Kiser and second by Darrell Johnson to amend the agenda for the meeting so that Steve Sabo could present findings regarding meters.

Aye: Brad Patton, Jamie Kiser, Gary Dotson, Darrell Puckett, Jeff Lewis, Darrell Johnson

Nay: None

**REPORT ON METERS**

Steve Sabo - customers not getting double billed for water. Going to 30 day cycle for billing. Corrective steps being taken. Meters are correct. Some meters will be pulled for testing.

**BOSTIC & TUCKER**

Ron Bostic - Bostic & Tucker - Bank statements. Audit preparation. Advised not to pay IRS notice until researched to see if it had already been paid. Unbilled water.

**Motion**

Motion by Jamie Kiser and second by Gary Dotson to pay IRS notice if it is found to be owed.

Aye: Brad Patton, Jamie Kiser, Gary Dotson, Darrell Puckett, Jeff Lewis, Darrell Johnson

Nay: None

**Crossroads**

See Attachment

**OFFICE REPORT**

Melissa Wilson addressed board regarding customer issues.

-Thomas and Charlene Adams

-Regina Shelton

**Motion**

Motion by Jamie Kiser and second by Gary Dotson to waive the reconnection fee for the

Adams' due to extenuating circumstances.

Aye: Brad Patton, Jamie Kiser, Gary Dotson, Darrell Puckett, Jeff Lewis, Darrell Johnson

Nay: None

Consult Ron Bostic about the writing off of bad debt.

**MIKE HORTON**

Mike Horton - 28 leaks have been found and repaired. Accountability should increase next month. Service truck #5 needs to have transmission replaced. Cost through Morgan McClure would be \$2300.00.

**Motion**

Motion by Jamie Kiser and second by Darrell Johnson to appoint Brad Patton and Darian Musick from Crossroads to check on USDA grant for purchase of 1 truck.

Aye: Brad Patton, Jamie Kiser, Gary Dotson, Darrell Puckett, Jeff Lewis, Darrell Johnson

Nay: None

**Motion**

Motion by Jamie Kiser and second by Darrell Puckett to pursue USDA grant for purchase of truck.

Aye: Brad Patton, Jamie Kiser, Gary Dotson, Darrell Puckett, Jeff Lewis, Darrell Johnson

Nay: None

**Motion**

Motion by Gary Dotson and second by Darrell Johnson to get quote to rebuild the transmission for truck #5.

Aye: Brad Patton, Jamie Kiser, Gary Dotson, Darrell Puckett, Jeff Lewis, Darrell Johnson

Nay: None

Chad Slep - needs to update software at the water plant. Cost is approximately \$3000-5000.

Need to obtain 3 quotes for software and will be addressed at November board meeting.

**Approval of Board Minutes**

**Motion**

Motion made by Jamie Kiser to and second by Darrell Puckett to approve the minutes as presented with the exception of changes.

Aye: Brad Patton, Jamie Kiser, Gary Dotson, Darrell Puckett, Jeff Lewis, Darrell Johnson

Nay: None

**Motion**

Motion by Jamie Kiser and second by Darrell Johnson to increase boot allowance to \$100.00 per year. Employee may carry over for one year. Will pay \$50 annually for prescription safety glasses.

Aye: Brad Patton, Jamie Kiser, Gary Dotson, Darrell Puckett, Jeff Lewis, Darrell Johnson

Nay: None

**APPROVAL OF ACCOUNTS PAYABLE WITH ADD ONS**

**Motion**

Motion made by Jamie Kiser, and second by Darrell Puckett, and duly approved by all Board of Directors to approve accounts payable with add ons.

Aye: Brad Patton, Jamie Kiser, Gary Dotson, Darrell Puckett, Jeff Lewis, Darrell Johnson

Nay: None

**APPROVAL OF ACCOUNTS RECEIVABLE**

**Motion**

Motion made by Jamie Kiser, and second by Gary Dotson, and duly approved by all Board of Directors to approve accounts receivable.

Aye: Brad Patton, Jamie Kiser, Gary Dotson, Darrell Puckett, Jeff Lewis, Darrell Johnson

Nay: None

**Executive Session**

**Motion**

Motion made by Jamie Kiser and second by Darrell Puckett to enter into executive session pursuant to 2.2-3711(A)(1) and 2.7-3711(A)(8) of the Virginia Code to go into closed session to discuss the following exempt purposes: A1-Personnel and consult with legal counsel.

**AYE:** Darrell Johnson, Jamie Kiser, Darrell Puckett, Bradley Patton, Gary Dotson, Jeff Lewis

**Nay:** None

**Motion**

Motion made by Jamie Kiser second by Gary Dotson and duly approved by all Board of Directors to come out of closed executive session pursuant to 2.2-3711(A)(1) and 2.7-3711(A)(8) of the Virginia Code to go into closed session to discuss the following exempt purposes: A1-Personnel and consult with legal counsel.

**AYE:** Darrell Johnson, Jamie Kiser, Darrell Puckett, Bradley Patton, Gary Dotson, Jeff Lewis

**Nay:** None

Upon coming out of closed session, Chairman Patton took a roll call vote asking each member to certify that to the best of each members knowledge (I) only public business matters lawfully exempted from open meeting requirements under Virginia Code Section 2.2-3711(A)(1) and 2.7-3711(A)(7) 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.

Darrell Johnson: confirmed

Jamie Kiser: confirmed

Darrell Puckett: confirmed

Jeff Lewis: confirmed

Gary Dotson: confirmed

**Motion**

Motion by Jamie Kiser and second by Darrell Johnson to offer Andrew Mullins as part time/interim executive director at \$23.00 per hour for as many hours available.

Aye: Brad Patton, Jamie Kiser, Gary Dotson, Darrell Puckett, Darrell Johnson

Nay: Jeff Lewis

**ADJOURN**

**Motion**

Motion made to adjourn made by Jamie Kiser and second by Darrell Puckett.

Aye: Brad Patton, Jamie Kiser, Gary Dotson, Darrell Puckett, Jeff Lewis, Darrell Johnson

Nay: None

## **MINUTES**

Russell County Tourism Committee  
Meeting  
September 19, 2018 1:00pm  
Vincent's Vineyard

Members Present: Betsy Gilmer, Jim Lyttle, Donna Meade, Susan Hilton

Guests:

Ex-Officio: Kim Short

Meeting called to order by Betsy Gilmer

No Quorum

No meeting held in August 2018

**Food Truck Festival** – The food truck festival was success.

**Trail Signs** – We discussed prepayment to Mr. Stoots for trail signs. Betsy contacted The Sign Shop to find out where Jackie Hubbard left off in July.

**Community Tourism** - First Community tourism meeting will be Jim and Donna at Copper Creek the 2<sup>nd</sup> or 3<sup>rd</sup> week in October. Jim to announce.

**Cemetery Project** - We will scratch the Cemetery Project since Jackie is no longer with the town

Farm to Table – Donna touched on it being rescheduled to 9/28/18

BOS Meeting – Betsy to call County Admin office to request placement on the BOS agenda for Oct 1<sup>st</sup> meeting, any members that can attend the meeting.

### **NEW Business:**

Kim still working on the Art Gallery at the Government Center. She is waiting on a waiver from county before moving forward.

Jim mentioned there is a new business at Elk Garden, the Bates Family Farm.

Meeting Adjourned.

Next regular meeting date is October 16, 2018 at Vincent's Vineyard beginning at 1:00pm.

# Russell County Tourism Committee

## Member Listing

<b>BOARD MEMBERS:</b>	<b>TERM EXPIRES:</b>	<b>Renewal Month</b>
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
Betsy Gilmer	August 30, 2019	June 2019
<b>Town Representatives</b>		
Jackie Hubbard (Lebanon)	February 1, 2020	December 2019
Jennifer Chumbley (Cleveland)	March 7, 2020	January 2020
Jeff Hess (Honaker)	August 30, 2019	June 2019
<b>Ex-Officio</b>		
Lou Wallace	December 31, 2019	October 2019
Kim Short	June 30, 2018	April 2018
Angela Carpenter	September 19, 2021	July 2021



# RUSSELL COUNTY TOURISM COMMITTEE

## ATTENDANCE RECORD

# 2017-2018

	Alice Meade	Ann Monk	Betsy Gilmer	Jackie Hubbard	Jennifer Chumbley	Jeff Hess	Jim Lyttle	Patsy Phillips	Donna Meade	Susan Hilton	Kathy Stewart
01/17/2017	√	√	√	√	no	√	√	√	√	√	√
02/21/2017	√	√	√	√	√	√	√	√	√	√	no
03/21/2017 ®	no	√	√	no	√	no	√	√	√	no	no
04/18/2017 ®	√	√	√	√	√	no	√	no	no	√	no
04/26/2017 *	√	√	√	√	√	no	√	no	√	√	no
05/16/2017	√	√	√	√	√	√	√	√	√	√	√
06/20/2017	No	No	√	√	√	no	√	no	no	√	√
07/18/2017	√	√	√	√	√	√	√	√	√	no	no
08/15/2017	√	√	√	√	√	√	√	√	No	√	√
09/19/2017	√	√	√	√	√	√	√	no	√	√	√
10/17/2017	√	√	√	√	√	√	√	√	√	√	no
** 11/30/2017	√	√	√	√	√	no	√	no	√	√	no
12/19/2017	√	√	√	√	√	√	√	no	√	√	no
01/23/2018	√	√	√	√	√	√	√	√	√	√	no
02/20/2018	√	√	√	√	√	√	√	√	√	√	-----
03/19/2018	√	√	√	no	√	no	no	no	√	√	-----
04/20/2018	√	√	√	√	√	√	√	no	√	√	-----
05/15/2018	√	√	√	√	√	√	√	no	no	√	-----
06/19/2018	no	no	√	√	√	√	√	no	√	√	-----
07//18/201 8	√	√	no	√	√	no	√	-----	√	√	-----
A											

- Special meeting \* - passed bylaws (04/26/2017)
- No quorum ® (03/21/2017, 04/18/2017)
- WITH UPDATES BY MEMBERS
- Special called meeting \*\*- yearly elections
- Jim Lyttle , Jeff Hess, and Jackie Hubbard excused for 03/19/2018 meetings
- August 2018 – NO meeting
- September 2018 changed – notes provided no official meeting

# **RUSSELL COUNTY PLANNING COMMISSION**

TELEPHONE: (276) 889-8000

## **AGENDA**

**November 19, 2018**

- I. Call to Order – Chairman Meadows
- II. Invocation
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Minutes of October 15, 2018
- VI. New Business
- VII. Review of Plats
- VIII. Other Business
- IX. Adjourn

# Russell County Planning Commission

## October 15, 2018

The Russell County Planning Commission met on Monday, October 15, 2018 in the lobby of the Board of Supervisors' Meeting Room at the Russell County Government Center, 133 Highland Drive Lebanon VA.

### Members Present

Jack Compton

Charlie Edmonds

Harry Ferguson

John Mason

Chmn. Kirby Meadows

Vice Ch. Andy Smith

Roger Sword

Wayne Young

### Members Absent

Mark A. Mitchell (excused)

Dustin Keith (excused)

### Others Present

Crystal White

Carlos Garrett

Chairman Meadows called the meeting to order at 6:30 p. m.

Invocation and Pledge of Allegiance given.

October Agenda approved. Motion by Charlie Edmonds, seconded by Jack Compton.

September meeting minutes approved. Motion by Roger Sword, seconded by John Mason.

## **New Business**

Discussion about the Outdoor Sign Ordinance as it applies to the Nationwide Insurance in Honaker. Matt Crum and Kevin Tiller are discussing this issue further.

No further action taken by the Board of Supervisors in regards to the Parks and Rec Ordinance as of this meeting.

## **Review of Plats**

Reviewed 7 transactions.

## **Other Business**

The Department of Social Services is moving to the Government Center.

The renovation plans for the Courthouse is still a go.

Russell County Planning Commission elections have been tabled until November.

Meeting adjourned. Motion by Charlie Edmonds, seconded by John Mason.

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Kirby Meadows, Chairman

Attest:

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Vice Chairman Andy Smith

## **PLANNING COMMISSION**

**SEPTEMBER 18, 2018- OCTOBER 15, 2018**

- 1. Marvis White 3.261AC Road Frontage Carterton RD Remaining acreage 83.589AC**
- 2. Wayne Helton 1.80AC to Richard Gillespie Adjoining Land Owner Corn Valley RD Remaining acreage for Wayne Helton 16.82AC, Richard Gillespie new acreage 17.62AC**
- 3. Jeffrey Counts .54AC to Dakota White Family Division Griffith DR off of Mew RD Remaining acreage for Jeffrey Counts .836AC**
- 4. Larry Marshall .88AC to Johnny Edwards Adjoining Land Owner Old Temple Drive (off of Memorial Drive) Remaining acreage for Larry Marshall 17.13Ac. New acreage for Johnny Edwards 1.17Ac (.88+.29)**
- 5. John Proffitt 1AC to Keith Osborne Road Frontage Remaining acreage 1.803AC Rt640 Clifton Farm RD**
- 6. Ira & Rita J. McClanahan 1.70AC to Tim McClanahan Remaining acreage 31.973AC Family Rt698 Sykes Drive**
- 7. Joann Crouse .60AC Remaining AC added to adjoining tract New total acreage .96AC Road Frontage, has public water and septic Swords Creek RD**

# RUSSELL COUNTY CONFERENCE CENTER

October 1, 2018

The following is a list of the Russell County Conference Center events for the month of October.

Date	Event	Event Type	Space
10/02/18	SWVRJA Board Meeting Jeannie Patrick	Individual Event	Full \$305
10/04/18	Star Ministries Sabika Bingo Rebecca Robinette	Community Event	Full \$135
10/06/18	Russell CO Farm Bureau Annual Meeting Bruce Warner	Community Event	Full \$135
10/07/18	Family Portraits David Owens	Community Event	Quarter \$75
10/08/18	Tru-Point Bank Corporate Training Day Garnette Owens	Individual Event	Full \$405
10/10/18	DMLR In-Service Training Teresa Altizer	Individual Event	Full \$125
10/11/18	Quilt Bingo Vanessa Dye	Community Event	Full \$125

10/13/18	Class Reunion Nancy Burkett	Individual Event	Full \$140
10/14/18	Birthday Party Heather Jordon	Individual Event	Full \$125
10/15/18	Mountain Movers Kaylin Ervin	Community Event	Full Free \$135
10/16/18	@ Work Job Fair Kristi Kelley	Community Event	Quarter \$75
10/17/18	DMME Impoundment Training Chris Whitt	Individual Event	Full \$125
10/20/18	Wedding Reception Beth Smith	Individual Event	Full \$615
10/21/18	Pastor Appreciation Dinner Acacia Nunley	Individual Event	Full \$135
10/22/18	Girl Scout Powder Puff derby Sammi Lambert	Community Event	Full \$125
10/25/18	Election Officer Training Yvonne Cook	Individual Event	Full Free \$135
10/26/18	The Addicted Brain The Recovery Process Judge Martha Ketron	Individual Event	Full \$135

(Total: \$3,050.00)

- \$270

**Final Total = \$2,780.00**

**Russell County Health & Fitness**

**Membership**

**2018**

	February	March	April	May	June	July	August	September	October
Members / Class Packages	214	223	230	240	236	230	222	224	217
Pay Per Class	11	8	10	3	12	4	2	16	4
Total Engagement	225	231	240	243	248	234	224	240	221

**Sales**

Sales Month to Date *	\$ 4,957.00	\$ 6,500.50	\$ 5,778.00	\$ 3,806.00	\$ 5,051.00	\$ 4,496.00	\$ 4,828.00	\$ 4,868.00	\$ 4,778.00
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**Payroll**

Instructor / Trainer Payroll	\$ 1,290.00	\$ 1,065.00	\$ 1,125.00	\$ 1,145.00	\$ 1,300.00	\$ 1,150.00	\$ 1,290.00	\$ 1,260.00	\$ 1,330.00
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\* Reporting from 9/27/2018 - 10/23/2018



THE RUSSELL COUNTY TRANSPORTATION AND SAFETY COMMISSION MET AT THE BONANZA RESTAURANT IN LEBANON VIRGINIA ON October 8th 2018

**MEMBERS & GUEST PRESENT**

EUGENE FERGUSON    EMORY ALTIZER    LINDA CROSS    Tim Lovelace  
HENRY STINSON    BARBARA COX    MIKE OQUINN    GARY DOTSON

**GUARD RAILS**

1-GUARD RAILS THROUGHOUT THE COUNTY EMERGENCY AREA'S BEING REPAIRED FIRST  
2-RT 615 RED OAK RIDGE NEEDS GUARD RAIL INSTALLED BETWEEN THE METHODIST CHURCH AND CLINCH RIVER ESPECIALLY ABOVE THE COOK CONSTRUCTION BUILDING

**SHOULDER REPAIRS AND POT HOLES**

- 1-Rt 19 N near souls harbor water stands in the road
- 2-Rt 635 Horton Ridge/ Rabbit Hollow road needs filled in to widen a curve
- 3- RT. 672 near stump town a lot of pot holes and ruff road breaking off
- 4-RT 651 pot holes and ruff road before chestnut bridge
- 5-RT 58W across from QuarryRd. shoulder needs patched old patch breaking up
- 6-Rt 80 in Honaker near the funeral home several holes in road
- 7-Rt 71S/Molls creek needs weeds cut at the intersection
- 8-RT 615 JUST ACROSS THE CLINCH RIVER BRIDGE TOWARDS RED OAK RUFF PAVEMENT FOR approximately 500FT some has been patched
- 9-RT 58W BETWEEN CHURCH HILL RD. AND EVERGREEN RUFF AREA
- 10- Rosedale estates needs speed limit signs
- 11- Cleveland at the Baptist church needs chevron signs placed in a curve
- 12-Rt 58W just before West Hills View two spots about the hump area shoulder breaking down
- 13-Red oak Ridge high potential accident area

**SCHOOL BUS SAFETY AND OTHER CONCERNS**

- 1-RT 71 S/604 MOLLS CREEK ENTERENCE NEEDS BANK SCALED BACK FOR VISIBILITY – INSTEAD AT STOP BAR WILL BE INSTALLED
- 2-RT 645 ONE MILE AFTER CROSSING CLINCH RIVER DITCH LINE HIGHER THAN THE ROAD
- 3- RT 80 ABOVE 672 A DEEP HOLE IN THE DITCH LINE NEEDS RIP/ RAP
- 4-Rt 635 Horton Ridge NEEDS A SCHO9OL BUS SIGN PLACED IN A STEEP CURVE

**TEMS REPORTED CORRECTED**

- 1- Rt 676 Clinch mtn. road a few pot holes
- 2- Rt. 621 Bostic Hollow needs rock put back on shoulder

- 3- Dante sawmill hollow just across the R.R. tracks pipe plugged washing out the road
- 4- Rt 604 Molls Creek several pot holes

**FUTURE MAJOR SAFETY PROJECTS**

- 1-RT 645/640 INTERSECTION ON COMING TRAFFIC IN BOTH LANES A VISIBILITY PROBLEM WIDEN THE ROAD IN THIS AREA WILL CORRECT THE PROBLEM
- 2-Rt 58 Castlewood near the fair ground exit median needs to be lowered for better visibility

**NEXT MEETING WILL BE NOV 20th 2018 WE THANK ALL WHO ARE INVOLVED IN KEEPING OUR ROADWAYS SAFE AND OUR GUEST PARTICAPTION**

**SAFETY IS A COMMITMENT !!!!!!!!!!!!!!!PREPARED BY GARY DOTSON**

To: Loretta Vance and Eugene Ferguson

10/28/2018

Additions to the October 2018 Highway Safety Minutes

TRACTOR SIGNS

1- For 1.5 miles from Rt. 615 Red Oak Ridge intersection and Rt. 640 Reeds Valley Rd. signs needed between Rt. 690 Russian Rd. and Rt. 667 Century Farm Rd.

2-Rt.640 Reeds Valley Rd. pot holes located in a curve between Rt. 1075 Duff Circle and Rt. 690 Russian Rd.

3-Rt 627 Sawmill Hollow in Dante Approximately 200 ft. From R.R. crossing road partiality washed out leaving soft shoulder and one lane traffic

Thanks Gary Dotson

## Cannery Revenue Report FY 2018/2019

### Castlewood

Month	Resident Customers	OutofCounty Customers	Combined Revenues	Resident Customers	Cans Used	Glass Jars	Non-Resident Customers	Cans Used	Glass Jars
July	16	2	\$ 456.70	\$ 324.80	161	765	\$ 131.90	0	344
August	21	8	\$ 964.10	\$ 694.85	300	1436	\$ 269.25	0	695
September	12	7	\$ 706.40	\$ 280.30	75	953	\$ 426.10	20	1029
October									
November									
December									
<b>Total</b>	<b>49</b>	<b>17</b>	<b>\$ 2,127.20</b>	<b>\$ 1,299.95</b>	<b>536</b>	<b>3154</b>	<b>\$ 827.25</b>	<b>20</b>	<b>2068</b>

### Honaker

Month	Resident Customers	OutofCounty Customers	Combined Revenues	Resident Customers	Cans Used	Glass Jars	Non-Resident Customers	Cans Used	Glass Jars
July	17	2	\$ 356.90	\$ 307.40	145	647	\$ 49.50	0	53
August	19	3	\$ 514.90	\$ 482.30	215	891	\$ 32.60	0	38
September	9	3	\$ 457.90	\$ 212.45	118	357	\$ 245.45	113	159
October									
November									
December									
<b>Total</b>	<b>45</b>	<b>8</b>	<b>\$ 1,329.70</b>	<b>\$ 1,002.15</b>	<b>478</b>	<b>1895</b>	<b>\$ 327.55</b>	<b>113</b>	<b>250</b>
<b>Season Totals</b>		<b>Combined Customers</b>	<b>Combined Revenues</b> \$ 3,456.90	<b>Total Resident</b> \$ 2,302.10	<b>Total Cans</b> 1014	<b>Total Jars</b> 5049	<b>Total Non-Resident</b> \$ 1,154.80	<b>Total Cans</b> 133	<b>Total Jars</b> 2318

Total Cans Used: 1,147      Total Glass Jars Used: 7,367

## Cannery Revenue Report FY 2017/2018

### Castlewood

Month	Resident Customers	OutofCounty Customers	Combined Revenues	Resident Customers	Cans Used	Glass Jars	Non-Resident Customers	Cans Used	Glass Jars
July	7	2	\$ 265.55	\$ 243.05	205	149	\$ 22.50	0	88
August	32	11	\$ 1,894.45	\$ 1,296.85	978	1456	\$ 597.60	111	1364
September	12	24	\$ 1,685.35	\$ 558.80	313	1369	\$ 1,126.55	236	2012
October	12	30	\$ 1,474.60	\$ 328.40	132	984	\$ 1,146.20	0	2270
November	18	17	\$ 1,536.51	\$ 804.80	384	1653	\$ 731.71	20	1450
December	19	6	\$ 994.40	\$ 515.50	200	848	\$ 478.90	158	551
<b>Total</b>	<b>100</b>	<b>90</b>	<b>\$ 7,850.86</b>	<b>\$ 3,747.40</b>	<b>2212</b>	<b>6459</b>	<b>\$ 4,103.46</b>	<b>525</b>	<b>7735</b>

### Honaker

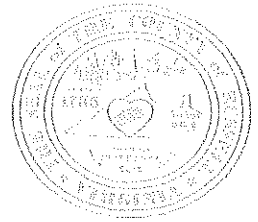
Month	Resident Customers	OutofCounty Customers	Combined Revenues	Resident Customers	Cans Used	Glass Jars	Non-Resident Customers	Cans Used	Glass Jars
July	8	1	\$ 95.85	\$ 70.85	0	323	\$ 25.00	0	68
August	23	7	\$ 423.70	\$ 229.50	0	976	\$ 194.20	0	108
September	17	5	\$ 873.95	\$ 638.45	393	946	\$ 235.50	80	88
October	10	2	\$ 596.75	\$ 345.40	189	544	\$ 251.35	0	582
November	9	2	\$ 505.65	\$ 477.35	284	352	\$ 28.30	0	87
December	6	3	\$ 493.05	\$ 421.05	421	547	\$ 72.00	0	220
<b>Total</b>	<b>73</b>	<b>20</b>	<b>\$ 2,988.95</b>	<b>\$ 2,182.60</b>	<b>1287</b>	<b>3688</b>	<b>\$ 806.35</b>	<b>80</b>	<b>1153</b>

<b>Season Totals</b>		<b>Combined Customers</b>	<b>Combined Revenues</b>	<b>Total Resident</b>	<b>Total Cans</b>	<b>Total Jars</b>	<b>Total Non-Resident</b>	<b>Total Cans</b>	<b>Total Jars</b>
			<b>\$ 10,839.81</b>	<b>\$ 5,930.00</b>	<b>3499</b>	<b>10147</b>	<b>\$ 4,909.81</b>	<b>605</b>	<b>8888</b>

Total Cans Used: 4,104

Total Jars Used: 19,035

Russell County Board of Supervisors  
 Russell County Building Official  
 137 Highland Dr.  
 Lebanon, VA 24266  
 Phone: 276-889-8012 Fax: 276-889-8009



## DILAPIDATED HOUSE/STRUCTURE REPORT

Property Owner	Address	Tax Map I.d	Evaluation Date	Cert. Notification Letter Sent	Response Date	Public Notification Date(s)	Publication Source
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Warren & Lesha Kiser	4478 Red Oak Ridge Rd. Castlewood, VA 24224	158 RSB 1831	11/21/2017	04/11/2018		04/18/2018	The Lebanon News
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**Comments:**

11/21/2017 Observation of Mickey Rhea, Russell Co. Building Official, Building was unsecure- doors were open to allow public access, had holes in the roof, which would allow the elements to enter the structure, no electrical service to the structure, unsure of septic system existence. Structure, in my opinion, is unsafe, uninhabitable, and a danger, as well as a safety hazard to public, due to accessibility.

04/11/2018 Certified Letter of Notification, Report from Building Official observation and County Ordinance, sent to property owner.

04/16/2018 Certified Letter received and signed for by owner

04/18/2018 1<sup>st</sup> Public Notification published in The Lebanon News

04/25/2018 2<sup>nd</sup> Public Notice in The Lebanon News

05/01/2018 Property Owner contacted the Building Official's office to request an extension to come into compliance, due to her current work schedule.

5/25/2018 No further contact from property owner, expiration of all notices.

5/29/2018 As of the current date, I have been unable to schedule follow up inspections.

6/4/2018 Property Owner stated working on it.

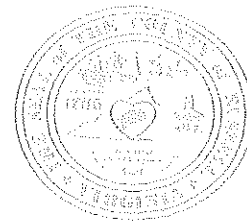
7/25/2018 Ms. Kiser contacted Russell County Building Office, stated that she was continuing to remove vehicles from property and working on home/structure, but was experiencing delays due to work schedule and rain.

8/27/2018: Follow up visit by Mickey Rhea, Building Official, could not see improvement or progress on clean-up/compliance, 2<sup>nd</sup> notice will be sent to property owner.

9/28/2018: Ms. Kiser contacted the Russell County Building Office to report that progress is continuing to be made on site.

**\*\*Denotes recent activity**

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## DILAPIDATED HOUSE/STRUCTURE REPORT

Property Owner	Address	Tax Map I.d	Evaluation Date	Cert. Notification Letter Sent	Response Date	Public Notification Date(s)	Publication Source
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Jamie McCoy	540 Upper Bear Wallow Dante, VA 24283	160 RIE 2327	6/27/2018	7/5/2018		8/8/18 8/15/18	
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Contacted Russell County Building Official regarding steps to bring home to compliance

8/27/18: Owner contacted Mickey Rhea, is in process of hiring an individual to remove structure

Martin & Rebecca Bellamy	6594 Dante Rd. Dante, VA 24283	159 RIC 2253	6/27/2018	7/5/2018		8/8/18 8/15/18	
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Russell County Building Office received response card from certified letter delivery.

8/8/18: 1<sup>st</sup> Public Notice in The Lebanon News

8/15/18: 2<sup>nd</sup> Public Notice in The Lebanon News

8/27/18: No response from listed property owner

Wanda Farmer	609 Lower Bear Wallow Dante, VA 24283	159 RIC 2250	6/27/2018	7/5/2018		8/8/18 8/15/18	
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8/6/18: Certified Letter received notification letter back as "Unclaimed "

8/14/18: Ms. Farmer contacted Russell County Building Office regarding her inability to financially/physically bring structure to compliance.

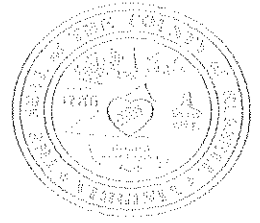
8/16/18: Building Official, Mickey Rhea attempted to contact Ms. Farmer to discuss situation, No Answer

8/20/18: Ms. Farmer contacted R.C. Building Office and spoke with Mr. Rhea, discussed options and time extension to bring structure to compliance.

10/26/2018: No further communication from Ms. Farmer.

**\*\*Denotes recent activity**

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## DILAPIDATED HOUSE/STRUCTURE REPORT

Property Owner	Address	Tax Map I.d	Evaluation Date	Cert. Notification Letter Sent	Response Date	Public Notification Date(s)	Publication Source
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<b>Boyd &amp; Stella Dishman</b>	35 Brandy Hollow Rd. Dante, VA 24283	159 RIC 2251	6/27/2018	7/5/2018		8/8/18 8/15/18	
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8/2/18: Certified Letter returned, unable to deliver

8/27/18: No response from listed property owner

<b>Freddie &amp; Karen Mullins</b>	4218 Dante Rd. Dante, VA 24283	159 R 6096	6/22/2018	7/5/2018		8/8/18 8/15/18	
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7/19/18: Russell County Building Office received response card from certified letter delivery.

8/27/18: Russell County Administrator received documentation indicating a discrepancy in the matter of the listed property owner(s).

10/26/2018: No updates or information has been received by this office as of the current date.

<b>Freddie &amp; Karen Mullins</b>	4234 Dante Rd. Dante, VA 24283	159 R 6096	6/22/2018	7/5/2018		8/8/18 8/15/18	
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7/19/18: Russell County Building Office received response card from certified letter delivery.

8/27/18: Russell County Administrator received documentation indicating a discrepancy in the matter of the listed property owner(s).

10/26/2018: No updates or information has been received by this office as of the current date.

**\*\*Denotes recent activity**



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## DILAPIDATED HOUSE/STRUCTURE REPORT

Property Owner	Address	Tax Map I.d	Evaluation Date	Cert. Notification Letter Sent	Response Date	Public Notification Date(s)	Publication Source
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<b>Terry F. Ramsey</b>	2740 Dante Rd. Dante, VA 24237	158 R SC 2070	6/22/2018	7/5/2018	7/23/2018		
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**Comments:**

7/23/18: Mr. Ramsey contacted the Russell County Building Office, stated that he was not the property owner. Records do seem to show some discrepancy in property and mapping. The Russell County Assessment and Mapping office is currently reviewing the records.  
 10/26/2018: Unable to determine the property owner.

<b>Golden Rule Family Management</b>	U.S. Hwy. 58 Castlewood, VA 24224	157 L 3325	6/22/2018	7/5/2018			
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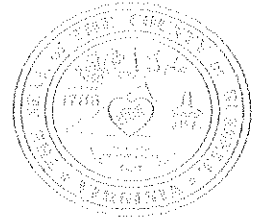
7/19/2018: Russell County Building Office received response card from certified letter delivery.  
 7/30/2018: Contacted Russell County Building Office, stated property has not been released from insurance due to continuing litigation, will promptly clean property once property is released.

<b>Richard Amburgey</b>	29530 U.S. Hwy 58 Lebanon, VA 24266	120 L 1367 A	6/22/2018	7/5/2018			
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7/17/2018: Mr. Amburgey contacted Russell County Building Office, stated property did not belong to him. Information obtained from the Real Estate Assessment Office, states Mr. Ambergey is the current owner, there is no record of change of ownership.  
 8/22/2018: Further review of available records indicate that Mr. Amburgey is the listed property owner.  
 8/23/2018: Follow-up letter was sent to Mr. Amburgey stating findings.  
 10/22/2018: Site revisited by Russell County Building Official, Mickey Rhea, site has been cleared, **CLOSED**

**\*\*Denotes recent activity**

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## DILAPIDATED HOUSE/STRUCTURE REPORT

Property Owner	Address	Tax Map I.d	Evaluation Date	Cert. Notification Letter Sent	Response Date	Public Notification Date(s)	Publication Source
----------------	---------	-------------	-----------------	--------------------------------	---------------	-----------------------------	--------------------

<b>Richard Amburgey</b>	29548 U.S. Hwy 58 Lebanon, VA 24266	120 L 1367 A	6/22/2018	7/5/2018			
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7/17/2018: Mr. Amburgey contacted Russell County Building Office, stated property did not belong to him. Information obtained from the Real Estate Assessment Office, states Mr. Amburgey is the current owner, there is no record of change of ownership.

8/22/2018: Further review of available records indicate that Mr. Amburgey is the listed property owner.

8/23/2018: Follow-up letter was sent to Mr. Amburgey stating findings.

10/22/2018: Site revisited by Russell County Building Official, Mickey Rhea, to determine the possibility of continued use, if sold.

<b>Tim &amp; Rendy Hale</b>	192 Lower Bear Wallow Dante, VA 24237	159 R 2189	6/22/2018	7/5/2018	7/25/18		
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Russell County Building Office received response card from certified letter delivery.

7/25/2018 Ms. Hale contacted the Russell County Building Office, stated that she was working on cleaning up property, due to work and trying to find assistance in hauling/removing debris, Ms. Hale has asked for an extension to complete the remainder of the clean-up.

Building Official, Mickey Rhea to follow-up

10/26/2018: Russell County Building Official, Mickey L. Rhea, granted a 30 day extension to continue work on site.


**\*\*Denotes recent activity**

**Russell County Animal Control/Animal Shelter  
Monthly Shelter Report**

**OCTOBER 21, 2018**

	Dog	Cat	Other	Total
<b>Incoming Animal Source</b>				
Owner Surrendered	26	2	0	28
Dropped Off Outside Shelter	0	1	0	1
Strays	19	5	0	24
Stray w/Collar	15	0	0	15
Bite Case	0	0	0	0
Seized	0	0	0	0
Other	0	2	0	2
<b>Totals</b>				70
<b>Outgoing Animal Source</b>				
Sent to Rescues in VA	37	4	0	41
Sent to Rescues Out-of-State	5	0	0	5
Adopted	3	4	0	7
Owner Reclaimed	4	0	0	4
Deceased or Died	1	3	0	4
Euthanized	2	0	0	2
Euthanized for Rabies testing	0	0	0	0
Sick/Injured	0	0	0	0
Escaped	0	0	0	0
<b>Totals</b>				63
<b>Investigations</b>				
Rabies Exposure	0	0	0	0
Dangerous Dog	1	0	0	1
Welfare Checks	8	0	3	11
<b>Totals</b>				12
<b>Vaccinations Given</b>				
Vaccinations Given	31	0	0	31
Gave Care in Office	11	10	0	21
<b>Totals</b>				52
<b>Dispatch Calls</b>				
Total Calls to Dispatch				109
Total Calls to Shelter	10	0	1	11
<b>Totals</b>				120