

NEW BUSINESS

- 1. **Approval of Minutes. Consider approval of the minutes of the following meeting of the Russell County Board of Supervisors.....B-1**
 - a. **Unapproved minutes of January 9, 2019**
- 2. **Approval of Expenditures. Consider approval of expenditures presented for payment.....B-2**

CITIZEN’S COMMENT PERIOD (Limited to 3 minutes)

CONSTITUTIONAL OFFICER REPORTS AND REQUESTS

COUNTY ATTORNEY REPORTS AND REQUESTS

- 1. **Cleveland School Property transfer to RC IDA.....C-1**
- 2. **County Unsafe Building Ordinance.....C-2**
- 3. **County Litter Ordinance.....C-3**
- 4. **County By-Laws.....C-4**

COUNTY ADMINISTRATOR REPORTS AND REQUESTS

REPORTS

- 1. **2019 Rural Caucus & VACo County Government Day.....D-1**
- 2. **CPRWMA FY18 Financial Audit.....D-2**
- 3. **CIFA/VDOT/SVCC Smart Scale Training.....D-3**
- 4. **Elk Garden School.....D-4**
- 5. **Swords Creek Community Center.....D-5**

REQUESTS

- 6. **Authorization to Award County’s IT Service Contract.D-6**
- 7. **Authorization of Travel Requests.....D-7**

MATTERS PRESENTED BY THE BOARD

ADJOURNMENT

COUNTY AGENCY / BOARD REPORTS:

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

CLOSED SESSION

Motion made by _____, second by _____ and duly approved by the Board of Supervisors enter into closed session to discuss Prospective Business matters pursuant to Section 2.2-3712(A)(5) and to discuss Legal matters pursuant to Section 2.2-3712(A)(7).

The vote was:

Aye: _____

Nay: _____

CERTIFICATION OF CLOSED SESSION

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

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

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

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

Tim Lovelace -

Lou Ann Wallace -

Carl Rhea -

Steve Breeding -

David Eaton -

Rebecca Dye -

Harry Ferguson -

APPROVAL TO RETURN TO REGULAR SESSION

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

The vote was:

Aye: _____

Nay: _____



Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Action Item
Presenters - Chairperson

Meeting: 2/4/19 6:00 PM

Public Hearing

1. Transfer Cleveland School Property to RC IDA

Staff Recommendation:

Board Discretion.

Suggested Motion:

Motion Required.

ATTACHMENTS:

- Resolution

Russell County Virginia

“The Heart of Southwest Virginia”

Harry Ferguson
At-Large

Tim Lovelace
District 1

Lou Ann Wallace
District 2

Rebecca Dye, Chairperson
District 6

Steve Breeding, Vice-Chairman
District 5

Carl Rhea
District 3

David Eaton
District 4

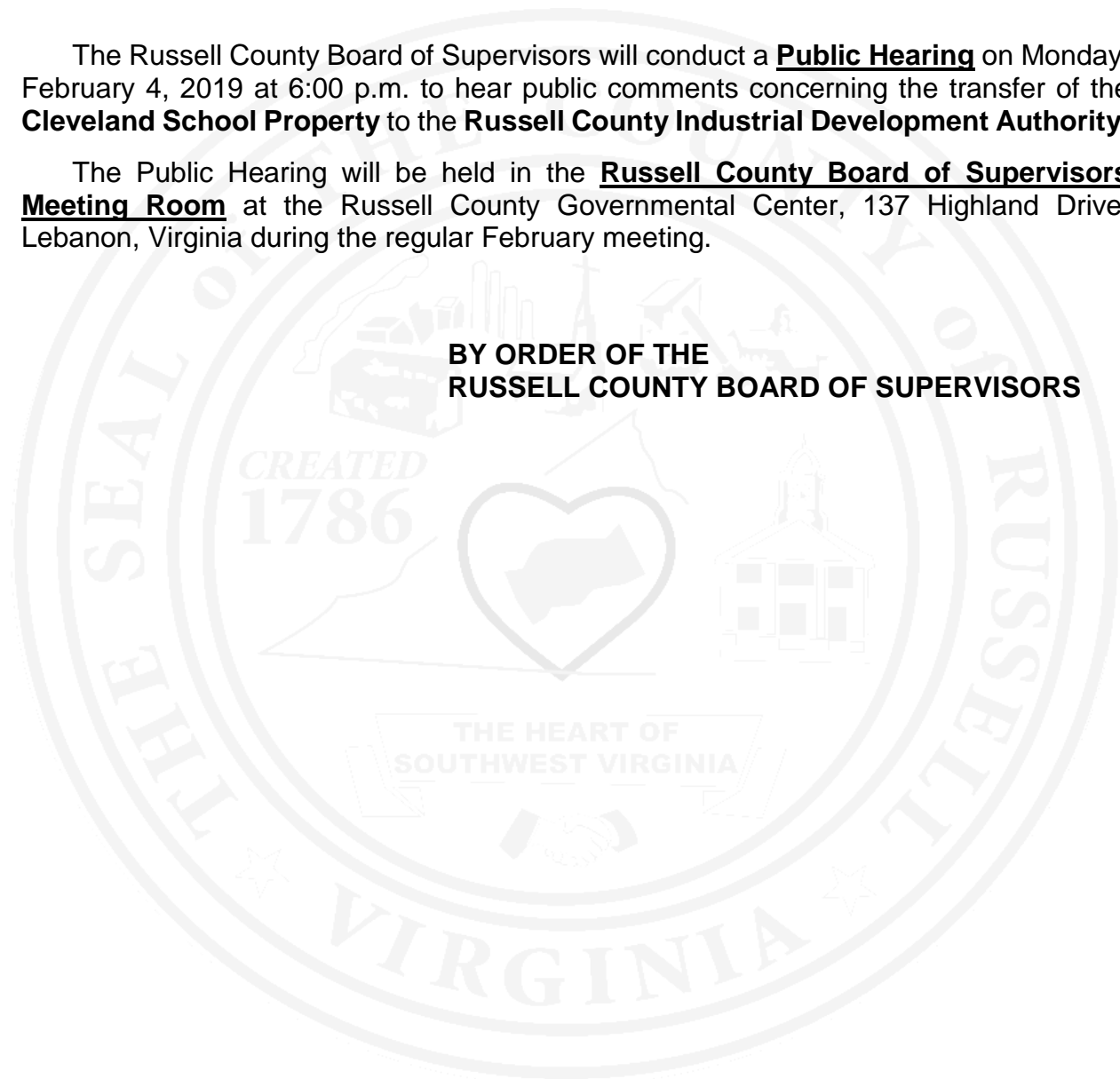
Lonzo Lester
County Administrator

PUBLIC NOTICE

The Russell County Board of Supervisors will conduct a **Public Hearing** on Monday, February 4, 2019 at 6:00 p.m. to hear public comments concerning the transfer of the **Cleveland School Property** to the **Russell County Industrial Development Authority**.

The Public Hearing will be held in the **Russell County Board of Supervisors Meeting Room** at the Russell County Governmental Center, 137 Highland Drive, Lebanon, Virginia during the regular February meeting.

**BY ORDER OF THE
RUSSELL COUNTY BOARD OF SUPERVISORS**





Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Action Item A-1
Presenter: Chairperson

Meeting: 2/4/19 6:00 PM

Board Appointments

BOARD APPOINTMENTS.....A-1

CPRWM Board

Tim Lovelace 4-Year Term

RC Equalization Board

Cuba Porter 4-Year Term
Kemper Fuller (Alternate) 4-Year Term

STAFFRECOMMENDATION(s): Board Discretion.

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

BUCHANAN COUNTY:

Mr. Earl Rife
Mr. Trey Adkins

CUMBERLAND PLATEAU RWMA:

Mr. Andrew Chafin, RWMA Representative

Mr. Toby F. Edwards, Director of
Waste Management Services



DICKENSON COUNTY:

Mr. Damon Rasnick
Mr. Ronald Peters

RUSSELL COUNTY:

Mr. David Eaton
Mr. Tim Lovelace

January 24, 2019

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

Dear Mr. Lester:

The Cumberland Plateau Regional Waste Management Board term of office for Mr. Tim Lovelace will expire *March 1, 2019*. According to our By-Laws and Articles, your representative is eligible to serve additional terms on our Board, or continue to serve until his replacement is named or can name a new board member to represent the Russell County Board of Supervisors.

Let me take this time to thank the Russell County Board of Supervisors for appointing Mr. Tim Lovelace to serve. Mr. Lovelace has exemplified his knowledge of the waste management business and his regionalism. Mr. Lovelace assisted in the Authority becoming a stand alone agency this past year. Again, Mr. Lovelace is a true asset not only to Russell County but to the Cumberland Plateau Regional Waste Management Authority. I truly hope your board of supervisors considers reappointing Mr. Lovelace to serve another term.

The term of this board appointment or reappointment is for four years, expiring on March 1, 2023. Thank you for your attention to this matter.

Sincerely,

Toby F. Edwards
Director of Waste Services

cc: Mr. Trey Adkins, CPRWMA Chairman
cc: Mr. David Eaton, CPRWMA Vice Chairman and Russell County Representative
cc: Mr. Tim Lovelace, Russell County Board of Supervisors

137 Highland Drive / P. O. Box 386 Lebanon, VA 24266
Phone 276-698-9414 FAX 276-889-8011
www.cprwma.com



RECYCLED PAPER



Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Action Item B-1
Presenter: Chairman

Meeting: 2/4/2019 6:00 PM

Approval of Minutes

Request approval of the minutes from the following meeting:

- **January 9, 2019 Board Minutes**

STAFF RECOMMENDATION(s):

Board discretion

SUGGESTED MOTION(s):

Motion to approve Board Minutes.

ATTACHMENTS:

- Board Minutes

January 09, 2019

A regular monthly meeting of the Russell County Board of Supervisors was held on Wednesday, January 09, 2019 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 of the Board
Vicki Porter, Deputy Clerk
Katie Patton, Chafin Law Firm

Absent:

None

Invocation by Chairperson Rebecca Dye, followed by the Pledge of Allegiance to the Flag.

APPROVAL OF THE AGENDA

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

The vote was:

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

Nay: None

Public Hearing

Pursuant to having been advertised in a local newspaper for (2) two consecutive weeks, a public hearing was held on the transfer of County property (the old Lebanon Cannery) to the Town of Lebanon. The public hearing was opened to comments, hearing none the public hearing was closed.

APPROVAL OF THE AGENDA

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

The vote was:

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

Nay: None

Rebecca Dye relinquished the Chair to County Administrator Lonzo Lester.

Board Appointments

REBECCA DYE ELECTED AS CHAIRPERSON

David Eaton nominated Steve Breeding

Tim Lovelace nominated Rebecca Dye

Motion made by Lou Wallace, second Tim Lovelace that nominations cease and call for a vote.

The vote was:

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

Rebecca Dye - (4) Four votes: Tim Lovelace, Rebecca Dye, Lou Wallace and Harry Ferguson

Steve Breeding - (3) three votes: David Eaton, Steve Breeding and Carl Rhea

Rebecca Dye was appointed Chairperson for the 2019 Calendar year.

The County Administrator relinquished the Chair to Rebecca Dye.

STEVE BREEDING ELECTED VICE-CHAIRMAN

Lou Wallace nominated Tim Lovelace

Carl Rhea nominated Steve Breeding

Motion made by David Eaton, second Harry Ferguson that nominations cease and call for a vote.

The vote was:

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

Nay: None

Steve Breeding – (4) four votes: David Eaton, Steve Breeding, Harry Ferguson and Carl Rhea

Tim Lovelace – (3) three votes: Lou Wallace, Rebecca Dye and Tim Lovelace

Steve Breeding was elected Vice-Chairman for the 2019 calendar year.

LONZO LESTER APPOINTED CLERK OF THE BOARD, VICKI PORTER APPOINTED DEPUTY CLERK

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to appoint Lonzo Lester as Clerk of the Board and Vicki Porter as Deputy Clerk for the 2019 calendar year.

The vote was:

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

Nay: None

The Chairperson appointed Rebecca Dye and Harry Ferguson to the Budget/Finance Committee. Lou Wallace and Steve Breeding were appointed as alternates.

ROBERT'S RULES OF ORDER ADOPTED BY THE BOARD

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to adopt Robert's Rules of Order.

The vote was:

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

Nay: None

APPROVAL OF THE BYLAWS TABLED UNTIL THE FEBRUARY 2019 BOARD MEETING

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to table the approval of the Bylaws until the next meeting and to follow the Bylaws currently in place until that time.

The vote was:

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

Nay: None

APPROVAL OF BOARD MEETING DATES FOR CALENDAR YEAR 2019

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to adopt the Board of Supervisors regular meeting schedule as the first Monday of each month beginning at 6:00 pm unless otherwise noted.

The vote was:

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

Nay: None

Acknowledgements

Maxie Skeen, Cleveland Rescue Squad was recognized for receiving the Governor's EMS Award for Outstanding Prehospital Provider.

Johnny Skeen, Captain of Cleveland Rescue Squad was recognized for his 57 years of service, his award was presented to his wife, Maxie Skeen.

Fallen Warriors - The Southwest Virginia Wall of Fallen Warriors was on display at the Board meeting. Representatives from the Fallen Warriors group asked that the Board consider funding them \$1000 per district.

Presentations

Helen Owens, Russell County Historical Society asked the Board to consider their request to hang a plaque on the wall of the Old Courthouse. The plaque will be funded by the Wilderness Trail Chapter National Society of Colonial Dames XVII Century.

AUTHORIZATION TO MOUNT A PLAQUE ON THE WALL OF THE OLD COURTHOUSE

Motion made by Steve Breeding, second Tim Lovelace and duly approved by the Board of Supervisors to authorize the mounting of a plaque on the wall of the Old Courthouse.

The vote was:

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

Nay: None

Presentations, Cont'd.

Mickey Rhea, Russell County Building Official gave a report on the abandoned and dilapidated structures in the County.

New Business

APPROVAL OF THE DECEMBER 03, 2018 MINUTES

Motion made by Tim Lovelace, second Lou Wallace and duly approved by the Board of Supervisors to approve the December 03, 2018 minutes and dispense with the reading thereof.

The vote was:

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

Nay: None

Abstain: Rebecca Dye

APPROVAL OF GENERAL COUNTY INVOICES

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to approve general county invoices in the amount of \$756,497.34, including withholdings and reoccurring.

The vote was:

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

Nay: None

APPROVAL OF PRE-AUTHORIZED PAYMENT LIST FOR 2019

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to approve the 2019 pre-authorized payment list.

The vote was:

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

Nay: None

APPROVAL OF A LETTER OF SUPPORT

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to authorize the Chairperson to sign a letter of support for another entry to the Clinch Mountain Wildlife Management Area from the Russell County side to The Department of Game and Inland Fisheries.

The vote was:

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

Nay: None

Citizens Comment

The Chair opened citizens comment period.

Charlie Hess, Lebanon stated that the County needed a litter control officer.

Citizens comment period was closed by the Chair.

County Attorney Reports and Requests

Katie Patton, Chafin Law Firm asked that the Board pass a formal resolution on the transfer of property to the Town of Lebanon.

APPROVAL OF A RESOLUTION TO TRANSFER PROPERTY TO THE TOWN OF LEBANON

Motion made by Tim Lovelace, second Steve Breeding and duly approved by the Board of Supervisors to authorize the Chairperson to sign a Resolution transferring county property (old Lebanon Cannery) to the Town of Lebanon.

The vote was:

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

Nay: None

APPROVAL OF A MOU BETWEEN THE COUNTY AND THE RUSSELL COUNTY DRUG COURT

Motion made by Steve Breeding, second Carl Rhea and duly approved by the Board of Supervisors to approve a Memorandum of Understanding between Russell County and the Russell County Drug Court.

The vote was:

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

Nay: None

County Administrator Reports and Requests

APPROVAL OF THE 2019 COUNTY BUDGET MEETING SCHEDULE

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to authorize the 2019 County Budget meeting schedule.

The vote was:

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

Nay: None

APPROVAL TO APPOINT LONZO LESTER AND VICKI PORTER TO WDB

Motion made by Carl Rhea, second Harry Ferguson and duly approved by the Board of Supervisors to authorize the appointment of Lonzo Lester and Vicki Porter to the Workforce Development Board.

The vote was:

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

Nay: None

APPROVAL OF THE ABSTRACT OF VOTES FOR THE NOVEMBER 06, 2018 ELECTION

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to approve the Abstract of Votes for the November 06, 2018 election.

The vote was:

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

Nay: None

APPROVAL OF TREASURER RICK THOMPSON'S RETIREMENT AND THE APPOINTMENT OF ALICIA MCGLOTHLIN AS TREASURER EFFECTIVE FEBRUARY 28, 2019

Motion made by Harry Ferguson, second Lou Wallace and duly approved by the Board of Supervisors to accept the retirement of Treasurer Rick Thompson effective February 28, 2019 and approve his designation of Alicia McGlothlin as Treasurer.

The vote was:

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

Nay: None

APPROVAL TO PETITION THE CIRCUIT COURT FOR A WRIT OF ELECTION

Motion made by Tim Lovelace, second Steve Breeding and duly approved by the Board of Supervisors to direct the County Attorney to file a petition with Circuit Court for issuance of a writ of election to be held in November 2019 to fill the Treasurer of Russell County seat vacated by the retirement of Rick Thompson.

The vote was:

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

Nay: None

APPROVAL TO ACCEPT AND APPROPRIATE A BYRNE JUSTICE/JAG FEDERAL GRANT IN THE AMOUNT OF \$45,054.00

Motion made by David Eaton, second Steve Breeding and duly approved by the Board of Supervisors to accept and appropriate a Byrne/JAG Federal Grant in the amount of \$45,054.00.

The vote was:

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

Nay: None

APPROVAL TO ADVERTISE AND HIRE FOR A HOUSEKEEPING POSITION

Motion made by David Eaton, second Tim Lovelace and duly approved by the Board of Supervisors to advertise and hire for a housekeeping position vacated by the retirement of Nina Cox.

The vote was:

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

Nay: None

APPROVAL OF A PLAT FOR WHITE'S SUB-DIVISION

Motion made by David Eaton, second Steve Breeding and duly approved by the Board of Supervisors to authorize the signing of a plat for White's Sub-Division as requested by the Russell County Planning Commission.

The vote was:

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

Nay: None

APPROVAL OF A PLAT FOR THE CLEVELAND RESCUE SQUAD

Motion made by Carl Rhea, second Harry Ferguson and duly approved by the Board of Supervisors to authorize the Chairperson to sign a plat for Cleveland Rescue Squad as requested by the Russell County Planning Commission.

The vote was:

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

Nay: None

APPROVAL OF A TRAVEL REQUEST FROM THE EMERGENCY MANAGEMENT DEPARTMENT

Motion made by Tim Lovelace, second Steve Breeding and duly approved by the Board of Supervisors to approve a travel request from the Emergency Management Department.

The vote was:

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

Nay: None

APPROVAL OF A TRAVEL REQUEST FROM THE TOURISM DEPARTMENT

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to approve a travel request from the Russell County Tourism Department.

The vote was:

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

Nay: None

APPROVAL TO HIRE A FULL TIME HVAC EMPLOYEE FOR THE COUNTY

Motion made by Carl Rhea, second Steve Breeding and duly approved by the Board of Supervisors to hire a full time HVAC employee for the County.

The vote was:

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

Nay: Lou Wallace

APPROVAL TO ENTER INTO EXECUTIVE (CLOSED) SESSION

Motion made by Harry Ferguson, second David Eaton and duly approved by the Board of Supervisors to enter into Executive (closed) session pursuant to Section 2.2-3712(5) of the Code of Virginia to discuss prospective business matters and litigation matters pursuant to 2.2-3712(7)(8).

The vote was:

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

Nay: None

CERTIFICATION OF EXECUTIVE (CLOSED SESSION)

Motion made by Harry Ferguson, second Tim Lovelace and duly approved by the Board of Supervisors to return to regular session.

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

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

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

Tim Lovelace – AYE
Lou Wallace – AYE
Carl Rhea – AYE
David Eaton – AYE
Rebecca Dye - AYE
Steve Breeding – AYE
Harry Ferguson – AYE

APPROVAL TO ADJOURN TO RECONVENE ON JANUARY 31, 2019

Motion made by Lou Wallace, second David Eaton and duly approved by the Board of Supervisors to adjourn to reconvene in Richmond, Virginia on January 31, 2019.

The vote was:

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

Nay: None

Clerk of the Board

Chairperson



Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Action Item B-2
Presenter: Chairman

Meeting: 2/4/19 6:00 PM

Approval of Expenditures

Request approval of the County's January 2019 Monthly Expenditures:

STAFF RECOMMENDATION(s):

County's January 2019 Monthly Expenditures are in compliance with budget and operational services.

SUGGESTED MOTION(s):

Motion to approve County's January 2019 Monthly Expenditures.

ATTACHMENTS:

- January 2019 Monthly Expenditures

DUE DATE	INV DATE	VENDOR	INVOICE	CLASS	GROSS AMT.	NET AMOUNT	G/L ACCOUNT	P.O.#
2/04/2019	12/19/2018	002615 A & A ENTERPRIS	61683		16.00	16.00	4100-031020-5410-	- -
2/04/2019	12/19/2018	002615 A & A ENTERPRIS	61684		126.80	126.80	4100-031020-5410-	- -
2/04/2019	12/19/2018	002615 A & A ENTERPRIS	61685		360.65	360.65	4100-031020-5410-	- -
2/04/2019	1/02/2019	002615 A & A ENTERPRIS	61837		1,020.95	1,020.95	4100-031020-5410-	- -
2/04/2019	1/09/2019	002615 A & A ENTERPRIS	61912		48.89	48.89	4100-031020-5410-	- -
					1,573.29	1,573.29 *		
2/04/2019	12/17/2018	004154 A-Z OFFICE RESO	C4805163-0		218.00-	218.00-	4100-021060-7002-	- -
2/04/2019	11/30/2018	004154 A-Z OFFICE RESO	4805163-0		1,874.00	1,874.00	4100-021060-7002-	- -
2/04/2019	1/23/2019	004154 A-Z OFFICE RESO	4825006-0		318.00	318.00	4100-021060-7002-	- -
					1,974.00	1,974.00 *		
2/04/2019	1/06/2019	003754 AMAZON	435764438736	10	19.99	19.99	4100-073010-5411-	- -
2/04/2019	12/28/2018	003754 AMAZON	44754938955	10	14.96	14.96	4100-073010-5411-	- -
2/04/2019	12/15/2018	003754 AMAZON	456869857854	10	31.50	31.50	4100-073010-5411-	- -
2/04/2019	12/29/2018	003754 AMAZON	464556744593	10	19.95	19.95	4100-073010-5411-	- -
2/04/2019	12/14/2018	003754 AMAZON	574558387347	10	119.99	119.99	4100-073010-5411-	- -
2/04/2019	1/04/2019	003754 AMAZON	664833563937	10	10.77	10.77	4100-073010-5411-	- -
2/04/2019	1/05/2019	003754 AMAZON	856735775734	10	131.23	131.23	4100-073010-5411-	- -
2/04/2019	12/17/2018	003754 AMAZON	884757468799	10	19.96	19.96	4100-073010-5411-	- -
					368.35	368.35 *		
2/04/2019	1/29/2019	002589 AMERICAN STEEL	015952		165.00	165.00	4100-043020-5407-	- -
					165.00	165.00 *		
2/04/2019	12/27/2018	000732 APPALACHIAN NAT	12272018		1,590.28	1,590.28	4100-043020-5102-	- -
2/04/2019	12/27/2018	000732 APPALACHIAN NAT	12272018		782.56	782.56	4100-043020-5102-	- -
2/04/2019	12/27/2018	000732 APPALACHIAN NAT	12272018		364.07	364.07	4100-043020-5102-	- -
2/04/2019	12/27/2018	000732 APPALACHIAN NAT	12272018		200.67	200.67	4100-043020-5102-	- -
					2,937.58	2,937.58 *		
2/04/2019	1/15/2019	000046 AT & T	01152019		20.69	20.69	4100-031020-5203-	- -
2/04/2019	1/15/2019	000046 AT & T	01152019		45.18	45.18	4100-031020-5203-	- -
					65.87	65.87 *		
2/04/2019	12/17/2018	000047 AT & T	299004	1	125.00	125.00	4100-031020-5409-	- -
					125.00	125.00 *		
2/04/2019	11/30/2018	003103 AUTO MOTION SER	15359		116.99	116.99	4100-031020-5408-	- -
2/04/2019	12/06/2018	003103 AUTO MOTION SER	15384		617.94	617.94	4100-031020-5408-	- -
2/04/2019	12/17/2018	003103 AUTO MOTION SER	15402		56.00	56.00	4100-031020-5408-	- -
2/04/2019	12/28/2018	003103 AUTO MOTION SER	15419		110.00	110.00	4100-031020-5408-	- -
2/04/2019	12/31/2018	003103 AUTO MOTION SER	15430		471.51	471.51	4100-031020-5408-	- -
2/04/2019	1/07/2019	003103 AUTO MOTION SER	15432		1,074.98	1,074.98	4100-031020-5408-	- -
					2,447.42	2,447.42 *		
2/04/2019	11/13/2018	003032 B & H RENTALS I	112877		35.00	35.00	4100-043020-5407-	- -
2/04/2019	1/09/2019	003032 B & H RENTALS I	113046		35.00	35.00	4100-022010-5415-	- -
					70.00	70.00 *		
2/04/2019	12/20/2018	002535 BAKER & TAYLOR	5015299258	10	32.62	32.62	4100-073010-5411-	- -
2/04/2019	12/20/2018	002535 BAKER & TAYLOR	5015299259	10	34.77	34.77	4100-073010-5411-	- -
2/04/2019	12/28/2018	002535 BAKER & TAYLOR	5015309684	10	32.94	32.94	4100-073010-5411-	- -
2/04/2019	1/10/2019	002535 BAKER & TAYLOR	5015327611	10	16.21	16.21	4100-073010-5411-	- -
2/04/2019	1/10/2019	002535 BAKER & TAYLOR	5015327612	10	16.21	16.21	4100-073010-5411-	- -
2/04/2019	1/10/2019	002535 BAKER & TAYLOR	5015327613	10	22.41	22.41	4100-073010-5411-	- -
					155.16	155.16 *		
2/04/2019	1/09/2019	004494 BENTLEY DISTRIB	181120		17.25	17.25	4100-012130-5401-	- -
2/04/2019	1/09/2019	004494 BENTLEY DISTRIB	181120		17.25	17.25	4100-034010-5401-	- -
2/04/2019	1/09/2019	004494 BENTLEY DISTRIB	181120		34.50	34.50	4100-012010-5401-	- -
2/04/2019	1/30/2019	004494 BENTLEY DISTRIB	189244		20.65	20.65	4100-012130-5401-	- -
2/04/2019	1/30/2019	004494 BENTLEY DISTRIB	189244		20.65	20.65	4100-034010-5401-	- -
2/04/2019	1/30/2019	004494 BENTLEY DISTRIB	189244		34.45	34.45	4100-012100-5401-	- -
					144.75	144.75 *		

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2/04/2019	12/23/2018	000052	BLEVINS SEPTIC 32879		375.00	375.00	4100-042010-5413-	-
2/04/2019	1/12/2019	000052	BLEVINS SEPTIC 32917		375.00	375.00	4100-042010-5413-	-
					750.00	750.00	*	
2/04/2019	1/10/2019	004161	BREEDING, CRYST 01102019		195.00	195.00	4100-072030-3009-	-
					195.00	195.00	*	
2/04/2019	1/03/2019	000101	BRISTOL HERALD 01032019	10	260.00	260.00	4100-073010-5411-	-
					260.00	260.00	*	
2/04/2019	1/22/2019	000760	C W WARTHEN 53892		174.38	174.38	4100-021060-5401-	-
					174.38	174.38	*	
2/04/2019	2/28/2019	001177	CAMPBELL PHILLI 02282019		400.00	400.00	4100-013010-3002-	-
					400.00	400.00	*	
2/04/2019	1/07/2019	003816	CAMPBELL PRINTI 61		245.00	245.00	4100-012010-5401-	-
2/04/2019	1/24/2019	003816	CAMPBELL PRINTI 103		60.00	60.00	4100-081040-3006-	-
2/04/2019	1/22/2019	003816	CAMPBELL PRINTI 167		450.00	450.00	4100-012010-5401-	-
					755.00	755.00	*	
2/04/2019	1/10/2019	003898	CARD SERVICES C 01102019	1	3,013.46	3,013.46	4100-031020-5503-	-
					3,013.46	3,013.46	*	
2/04/2019	1/15/2019	002337	CASKIE GRAPHICS 33892		566.23	566.23	4100-021060-3006-	-
					566.23	566.23	*	
2/04/2019	1/11/2019	003438	CASTLEWOOD WATE 01112019	1	62.00	62.00	4100-071040-5103-	-
2/04/2019	1/11/2019	003438	CASTLEWOOD WATE 01112019	1	31.00	31.00	4100-071040-5103-	-
2/04/2019	1/11/2019	003438	CASTLEWOOD WATE 01112019	1	118.00	118.00	4100-071040-5103-	-
2/04/2019	1/11/2019	003438	CASTLEWOOD WATE 01112019	1	62.00	62.00	4100-071040-5103-	-
2/04/2019	1/11/2019	003438	CASTLEWOOD WATE 01112019	1	62.00	62.00	4100-071040-5103-	-
2/04/2019	1/11/2019	003438	CASTLEWOOD WATE 01112019	1	62.00	62.00	4100-071040-5103-	-
2/04/2019	1/11/2019	003438	CASTLEWOOD WATE 01112019	1	31.00	31.00	4100-043020-5103-	-
2/04/2019	1/11/2019	003438	CASTLEWOOD WATE 01112019	1	31.00	31.00	4100-043020-5103-	-
2/04/2019	1/11/2019	003438	CASTLEWOOD WATE 01112019	1	233.48	233.48	4100-043020-5103-	-
2/04/2019	1/11/2019	003438	CASTLEWOOD WATE 01112019	1	31.00	31.00	4100-043020-5103-	-
2/04/2019	1/25/2019	003438	CASTLEWOOD WATE JANUARY 2019	1	3,010.01	3,010.01	4100-082010-8025-	-
					3,733.49	3,733.49	*	
2/04/2019	1/24/2019	000138	CHAFIN LAW FIRM 01242019		3,163.00	3,163.00	4100-011010-3002-	-
					3,163.00	3,163.00	*	
2/04/2019	1/17/2019	004450	CINTAS CORPORAT 12239350		49.72	49.72	4100-043020-3008-	-
2/04/2019	1/03/2019	004450	CINTAS CORPORAT 4014624324		48.00	48.00	4100-043020-3008-	-
2/04/2019	1/03/2019	004450	CINTAS CORPORAT 4014624357		150.48	150.48	4100-043020-3008-	-
2/04/2019	1/03/2019	004450	CINTAS CORPORAT 4014624431		68.19	68.19	4100-043020-3008-	-
2/04/2019	1/03/2019	004450	CINTAS CORPORAT 4014624450		240.54	240.54	4100-043020-3008-	-
2/04/2019	1/03/2019	004450	CINTAS CORPORAT 4014624458		49.72	49.72	4100-043020-3008-	-
2/04/2019	1/07/2019	004450	CINTAS CORPORAT 4014691262		16.20	16.20	4100-043020-3008-	-
2/04/2019	1/10/2019	004450	CINTAS CORPORAT 4014904864		48.00	48.00	4100-043020-3008-	-
2/04/2019	1/20/2019	004450	CINTAS CORPORAT 4014904893		49.72	49.72	4100-043020-3008-	-
2/04/2019	1/10/2019	004450	CINTAS CORPORAT 4014904925		240.54	240.54	4100-043020-3008-	-
2/04/2019	1/10/2019	004450	CINTAS CORPORAT 4014904935		68.19	68.19	4100-043020-3008-	-
2/04/2019	1/10/2019	004450	CINTAS CORPORAT 4014904977		150.48	150.48	4100-043020-3008-	-
2/04/2019	1/14/2019	004450	CINTAS CORPORAT 4014979259		16.20	16.20	4100-043020-3008-	-
2/04/2019	1/17/2019	004450	CINTAS CORPORAT 4015206055		240.54	240.54	4100-043020-3008-	-
2/04/2019	1/17/2019	004450	CINTAS CORPORAT 4015206142		48.00	48.00	4100-043020-3008-	-
2/04/2019	1/17/2019	004450	CINTAS CORPORAT 4015206149		68.19	68.19	4100-043020-3008-	-
2/04/2019	1/21/2019	004450	CINTAS CORPORAT 4015431518		16.20	16.20	4100-043020-3008-	-
2/04/2019	1/17/2019	004450	CINTAS CORPORAT 410004015206177		150.48	150.48	4100-043020-3008-	-
2/04/2019	1/24/2019	004450	CINTAS CORPORAT 4015551131		48.00	48.00	4100-043020-3004-	-
2/04/2019	1/24/2019	004450	CINTAS CORPORAT 4015551135		162.14	162.14	4100-043020-3004-	-
2/04/2019	1/24/2019	004450	CINTAS CORPORAT 4015551146		68.19	68.19	4100-043020-3004-	-
2/04/2019	1/24/2019	004450	CINTAS CORPORAT 4015551148		240.54	240.54	4100-043020-3004-	-

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2/04/2019	1/24/2019	004450 CINTAS CORPORAT	4015551166		62.00	62.00	4100-043020-3004-	- -
					2,300.26	2,300.26 *		
2/04/2019	12/10/2018	003569 CLARK PRINT SHO	3990		502.10	502.10	4100-012090-5401-	- -
					502.10	502.10 *		
2/04/2019	1/08/2019	004565 CLARK, AMY	01082019	10	50.00	50.00	4100-073010-5413-	- -
					50.00	50.00 *		
2/04/2019	11/29/2018	003671 CLINCH VALLEY P W-01416			78.00	78.00	4100-081040-3007-	- -
					78.00	78.00 *		
2/04/2019	1/10/2019	004045 CODE3 TECHNOLOG	RCS0014		545.00	545.00	4100-031020-5408-	- -
					545.00	545.00 *		
2/04/2019	2/28/2019	003076 COMBS ARCHIE	NOV-FEB 2018-19		716.04	716.04	4100-011010-5501-	- -
					716.04	716.04 *		
2/04/2019	11/26/2018	000153 COMM OF THE REV	1260		150.00	150.00	4100-012090-5401-	- -
					150.00	150.00 *		
2/04/2019	12/17/2019	002921 COOK YVONNE	12172019		205.13	205.13	4100-013010-5401-	- -
					205.13	205.13 *		
2/04/2019	1/07/2019	004044 CRAIG'S FIREARM	16917		1,384.44	1,384.44	4100-031020-5409-	- -
					1,384.44	1,384.44 *		
2/04/2019	1/17/2019	004452 CRYSTAL SPRINGS	16981294011719		30.22	30.22	4100-021060-5401-	- -
2/04/2019	1/17/2019	004452 CRYSTAL SPRINGS	16981300011719		27.64	27.64	4100-021020-5401-	- -
2/04/2019	1/17/2019	004452 CRYSTAL SPRINGS	16981452011719		16.37	16.37	4100-012090-5401-	- -
2/04/2019	1/17/2019	004452 CRYSTAL SPRINGS	16981785011719		36.67	36.67	4100-021010-5401-	- -
2/04/2019	1/17/2019	004452 CRYSTAL SPRINGS	16983012011719		12.50	12.50	4100-032050-7002-	- -
					123.40	123.40 *		
2/04/2019	1/22/2019	000167 CSX TRANSPORTAT	8365969		100.00	100.00	4100-043020-8001-	- -
					100.00	100.00 *		
2/04/2019	1/15/2019	000172 CUMBERLAND MOUN	01152019		1,650.00	1,650.00	4100-021050-3009-	- -
					1,650.00	1,650.00 *		
2/04/2019	1/16/2019	000171 CUMBERLAND PLAT	128		57,864.93	57,864.93	4100-042010-3002-	- -
					57,864.93	57,864.93 *		
2/04/2019	12/11/2018	004079 CYPRESS INFORMA	2194	10	250.00	250.00	4100-073010-5411-	- -
					250.00	250.00 *		
2/04/2019	1/09/2019	003403 DAVIS KLAY	913657		90.00	90.00	4100-022010-5401-	- -
2/04/2019	1/13/2019	003403 DAVIS KLAY	913658		40.00	40.00	4100-022010-5401-	- -
2/04/2019	1/23/2019	003403 DAVIS KLAY	913661		30.00	30.00	4100-022010-5401-	- -
					160.00	160.00 *		
2/04/2019	1/14/2019	001871 DELPH KELLY MCB	01142019	10	600.00	600.00	4100-073010-5413-	- -
					600.00	600.00 *		
2/04/2019	12/13/2018	000184 DEMCO	6513990	10	106.56	106.56	4100-073010-5401-	- -
					106.56	106.56 *		
2/04/2019	9/11/2018	000193 DISCOUNT TIRE C	4944		16.00	16.00	4100-031020-5408-	- -
2/04/2019	12/12/2018	000193 DISCOUNT TIRE C	5452		68.00	68.00	4100-031020-5408-	- -
2/04/2019	12/13/2018	000193 DISCOUNT TIRE C	5466		68.00	68.00	4100-031020-5408-	- -
2/04/2019	12/17/2018	000193 DISCOUNT TIRE C	5482		68.00	68.00	4100-031020-5408-	- -
2/04/2019	12/17/2018	000193 DISCOUNT TIRE C	5484		68.00	68.00	4100-031020-5408-	- -
2/04/2019	12/17/2018	000193 DISCOUNT TIRE C	5485		60.00	60.00	4100-031020-5408-	- -
					348.00	348.00 *		
2/04/2019	12/12/2018	000198 DOMINION OFFICE	102160		39.90	39.90	4100-099000-5000-	- -
2/04/2019	12/28/2018	000198 DOMINION OFFICE	102667		111.97	111.97	4100-035050-5401-	- -
2/04/2019	12/27/2018	000198 DOMINION OFFICE	102668		149.06	149.06	4100-012130-5401-	- -
2/04/2019	12/27/2018	000198 DOMINION OFFICE	102668.		7.64	7.64	4100-012130-5401-	- -
2/04/2019	12/27/2018	000198 DOMINION OFFICE	102671		39.90	39.90	4100-099000-5000-	- -
2/04/2019	1/02/2019	000198 DOMINION OFFICE	102795		39.90	39.90	4100-035050-5401-	- -
2/04/2019	1/02/2019	000198 DOMINION OFFICE	102800		37.92	37.92	4100-021060-5401-	- -
2/04/2019	1/08/2019	000198 DOMINION OFFICE	103006		79.80	79.80	4100-032050-5401-	- -

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2/04/2019	1/08/2019	000198	DOMINION OFFICE 103011		61.07	61.07	4100-021060-5401-	-
2/04/2019	1/09/2019	000198	DOMINION OFFICE 103167		65.19	65.19	4100-035010-5401-	-
2/04/2019	1/15/2019	000198	DOMINION OFFICE 103325		19.99	19.99	4100-021010-5401-	-
2/04/2019	1/15/2019	000198	DOMINION OFFICE 103341.		190.33	190.33	4100-021060-5401-	-
2/04/2019	1/21/2019	000198	DOMINION OFFICE 103556		112.09	112.09	4100-035010-5401-	-
2/04/2019	1/22/2019	000198	DOMINION OFFICE 103608		17.99	17.99	4100-032050-5401-	-
2/04/2019	12/27/2018	000198	DOMINION OFFICE 102666		35.34	35.34	4100-034010-5401-	-
2/04/2019	1/02/2019	000198	DOMINION OFFICE 102793		206.89	206.89	4100-012010-5401-	-
2/04/2019	1/04/2019	000198	DOMINION OFFICE 102922		39.90	39.90	4100-013020-5401-	-
2/04/2019	1/08/2019	000198	DOMINION OFFICE 103004		10.35	10.35	4100-034010-5401-	-
2/04/2019	1/08/2019	000198	DOMINION OFFICE 103078		86.25	86.25	4100-021020-5401-	-
2/04/2019	1/02/2019	000198	DOMINION OFFICE 102801	10	24.84	24.84	4100-073010-5401-	-
2/04/2019	1/08/2019	000198	DOMINION OFFICE 103007	10	43.58	43.58	4100-073010-5401-	-
2/04/2019	12/13/2018	000198	DOMINION OFFICE 102284		128.18	128.18	4100-031020-5401-	-
2/04/2019	12/13/2018	000198	DOMINION OFFICE 102285		49.24	49.24	4100-031020-5401-	-
2/04/2019	12/26/2018	000198	DOMINION OFFICE 102606		204.00	204.00	4100-031020-5401-	-
2/04/2019	1/09/2019	000198	DOMINION OFFICE 103145		53.31	53.31	4100-031020-5401-	-
2/04/2019	1/14/2019	000198	DOMINION OFFICE 103289		147.25	147.25	4100-031020-5401-	-
2/04/2019	1/15/2019	000198	DOMINION OFFICE 103342		115.18	115.18	4100-031020-5401-	-
2/04/2019	1/16/2019	000198	DOMINION OFFICE 103469		15.60	15.60	4100-031020-5401-	-
2/04/2019	12/27/2018	000198	DOMINION OFFICE 2908CM		333.29-	333.29-	4100-031020-5401-	-
2/04/2019	12/18/2018	000198	DOMINION OFFICE 102404		39.90	39.90	4100-022010-5401-	-
2/04/2019	12/17/2018	000198	DOMINION OFFICE 102410		29.00	29.00	4100-022010-5401-	-
2/04/2019	12/27/2018	000198	DOMINION OFFICE 102664		48.51	48.51	4100-012090-5401-	-
2/04/2019	12/27/2018	000198	DOMINION OFFICE 102670		46.05	46.05	4100-022010-5401-	-
2/04/2019	1/08/2019	000198	DOMINION OFFICE 103012		825.29	825.29	4100-022010-5401-	-
2/04/2019	1/10/2019	000198	DOMINION OFFICE 103151		12.00	12.00	4100-012090-5401-	-
2/04/2019	1/15/2019	000198	DOMINION OFFICE 103323		49.69	49.69	4100-022010-5401-	-
2/04/2019	1/15/2019	000198	DOMINION OFFICE 103327		75.40	75.40	4100-012090-5401-	-
2/04/2019	1/14/2019	000198	DOMINION OFFICE 103360		95.00	95.00	4100-012090-5401-	-
2/04/2019	1/17/2019	000198	DOMINION OFFICE 103517		39.90	39.90	4100-022010-5401-	-
2/04/2019	1/22/2019	000198	DOMINION OFFICE 103607		35.04	35.04	4100-021060-5401-	-
2/04/2019	1/22/2019	000198	DOMINION OFFICE 103609		39.50	39.50	4100-043020-5407-	-
2/04/2019	1/25/2019	000198	DOMINION OFFICE 103770		200.68	200.68	4100-032050-5401-	-
					3,335.33	3,335.33	*	
2/04/2019	1/09/2019	003674	DYE REBECCA 01092019		415.50	415.50	4100-011010-5501-	-
					415.50	415.50	*	
2/04/2019	1/21/2019	003504	ELK NECK SALES 2021		1,308.00	1,308.00	4100-031020-5408-	-
					1,308.00	1,308.00	*	
2/04/2019	1/08/2019	004566	ELSWICK, REBECC 01082019	10	50.00	50.00	4100-073010-5413-	-
					50.00	50.00	*	
2/04/2019	1/07/2019	003957	EUROFINS LANCAS 10633925		486.00	486.00	4100-042010-3090-	-
					486.00	486.00	*	
2/04/2019	1/14/2019	004007	EVIDENT, INC 140349A		161.76	161.76	4100-031020-5409-	-
2/04/2019	1/15/2019	004007	EVIDENT, INC 140349B		15.90	15.90	4100-031020-5408-	-
					177.66	177.66	*	
2/04/2019	11/28/2018	004110	FAST GARAGE, IN 11282018		20.00	20.00	4100-031020-5408-	-
					20.00	20.00	*	
2/04/2019	1/02/2019	002162	FIRST IMPRESSIO 01022019		48.00	48.00	4100-011010-5413-	-
2/04/2019	1/02/2019	002162	FIRST IMPRESSIO 01022019		100.00	100.00	4100-011010-5413-	-
2/04/2019	1/02/2019	002162	FIRST IMPRESSIO 01022019		50.00	50.00	4100-011010-5413-	-
2/04/2019	1/02/2019	002162	FIRST IMPRESSIO 01022019		55.00	55.00	4100-011010-5413-	-
2/04/2019	1/02/2019	002162	FIRST IMPRESSIO 01022019		75.00	75.00	4100-011010-5413-	-
2/04/2019	1/02/2019	002162	FIRST IMPRESSIO 01022019		38.00	38.00	4100-011010-5413-	-
2/04/2019	1/02/2019	002162	FIRST IMPRESSIO 01022019		40.00	40.00	4100-011010-5413-	-
					406.00	406.00	*	

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2/04/2019	12/13/2018	000239 FOOD CITY	1635		27.32	27.32	4100-031020-5409-	- -
					27.32	27.32 *		
2/04/2019	12/13/2018	000854 GALL'S, LLC	1152251		280.00	280.00	4100-031020-5409-	- -
2/04/2019	12/05/2018	000854 GALL'S, LLC	11428926		75.99	75.99	4100-031020-5409-	- -
2/04/2019	12/05/2018	000854 GALL'S, LLC	11430339		117.00	117.00	4100-031020-5409-	- -
2/04/2019	12/11/2018	000854 GALL'S, LLC	11474626		53.50	53.50	4100-031020-5409-	- -
2/04/2019	12/13/2018	000854 GALL'S, LLC	11501902		112.00	112.00	4100-031020-5409-	- -
2/04/2019	12/13/2018	000854 GALL'S, LLC	11504278		47.50	47.50	4100-031020-5409-	- -
2/04/2019	12/18/2018	000854 GALL'S, LLC	11539359		122.00	122.00	4100-031020-5409-	- -
2/04/2019	12/18/2018	000854 GALL'S, LLC	11540238		26.00	26.00	4100-031020-5409-	- -
2/04/2019	12/26/2018	000854 GALL'S, LLC	11583452		74.00	74.00	4100-031020-5409-	- -
					907.99	907.99 *		
2/04/2019	1/11/2019	004418 GILMER, ELLEN	01112019		30.00	30.00	4100-072030-3009-	- -
					30.00	30.00 *		
2/04/2019	1/21/2019	001862 GREAT AMERICA L	24099791		263.22	263.22	4100-012100-3006-	- -
					263.22	263.22 *		
2/04/2019	1/11/2019	003505 GREEN VALLEY TO	5025		125.00	125.00	4100-031020-5408-	- -
					125.00	125.00 *		
2/04/2019	1/11/2019	004163 HAMILTON, AMY	01112019		300.00	300.00	4100-072030-3009-	- -
					300.00	300.00 *		
2/04/2019	9/07/2018	004545 HARPERCOLLINSPU	26329B	10	1,000.00	1,000.00	4100-073010-5413-	- -
					1,000.00	1,000.00 *		
2/04/2019	1/10/2019	000867 HOLIDAY INN EXP	01102019	10	104.62	104.62	4100-073010-5413-	- -
					104.62	104.62 *		
2/04/2019	11/26/2018	000308 HONAKER TIRE SE	101760		500.00	500.00	4100-042400-5408-	- -
2/04/2019	11/27/2018	000308 HONAKER TIRE SE	101770		490.00	490.00	4100-042400-5408-	- -
					990.00	990.00 *		
2/04/2019	1/05/2019	000314 HUFFMAN'S TIRE	01052019		524.00	524.00	4100-031020-5408-	- -
2/04/2019	1/05/2019	000314 HUFFMAN'S TIRE	01052019		105.00	105.00	4100-031020-5408-	- -
					629.00	629.00 *		
2/04/2019	12/21/2018	003866 INNOVATIVE TECH	1787		760.00	760.00	4100-031020-3005-	- -
2/04/2019	1/25/2019	003866 INNOVATIVE TECH	1821		1,750.00	1,750.00	4100-012300-3002-	- -
2/04/2019	1/25/2019	003866 INNOVATIVE TECH	1839		225.00	225.00	4100-094010-7056-	- -
2/04/2019	1/25/2019	003866 INNOVATIVE TECH	1846		150.00	150.00	4100-035010-5401-	- -
2/04/2019	1/25/2019	003866 INNOVATIVE TECH	1850		225.00	225.00	4100-022010-5401-	- -
					3,110.00	3,110.00 *		
2/04/2019	1/09/2019	000337 JOHNSON PEST CO	2032		458.00	458.00	4100-043020-3004-	- -
2/04/2019	1/09/2019	000337 JOHNSON PEST CO	2033		458.00	458.00	4100-043020-3004-	- -
					916.00	916.00 *		
2/04/2019	1/04/2019	004199 JONES PETROLEUM	132-SO		350.00	350.00	4100-042400-5408-	- -
					350.00	350.00 *		
2/04/2019	1/23/2019	003355 JONES, MICHELLE	01232019		6,320.00	6,320.00	4100-035010-5404-	- -
					6,320.00	6,320.00 *		
2/04/2019	12/26/2018	001381 KAPCO	1368250	10	137.70	137.70	4100-073010-5401-	- -
					137.70	137.70 *		
2/04/2019	12/13/2018	000353 KEGLEY SERVICE	12823		397.56	397.56	4100-031020-5408-	- -
2/04/2019	12/27/2018	000353 KEGLEY SERVICE	32605		50.00	50.00	4100-031020-5408-	- -
2/04/2019	1/02/2018	000353 KEGLEY SERVICE	32622		799.31	799.31	4100-031020-5408-	- -
2/04/2019	1/10/2019	000353 KEGLEY SERVICE	33551		60.90	60.90	4100-031020-5408-	- -
2/04/2019	12/03/2018	000353 KEGLEY SERVICE	34628		16.00	16.00	4100-031020-5408-	- -
2/04/2019	12/07/2018	000353 KEGLEY SERVICE	34648		92.60	92.60	4100-031020-5408-	- -
					1,416.37	1,416.37 *		
2/04/2019	1/08/2019	003245 KENDALL ELECTRI	S107584432.001		363.58	363.58	4100-043020-5407-	- -
2/04/2019	1/08/2019	003245 KENDALL ELECTRI	S107584432.002		273.88	273.88	4100-043020-5407-	- -
2/04/2019	1/02/2019	003245 KENDALL ELECTRI	S107537448.004		42.03	42.03	4100-043020-5407-	- -

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2/04/2019	1/15/2019	003245 KENDALL ELECTRI	S107584432.003		51.94	51.94	4100-043020-5407-	- -
					731.43	731.43 *		
2/04/2019	1/04/2019	002142 KESTNER MAX	1265.		40.00	40.00	4100-035050-5401-	- -
2/04/2019	1/20/2019	002142 KESTNER MAX	1290		100.00	100.00	4100-043020-5407-	- -
					140.00	140.00 *		
2/04/2019	1/28/2019	000359 KWIK KAFE	3510-518111		35.00	35.00	4100-012010-5401-	- -
					35.00	35.00 *		
2/04/2019	12/23/2018	004546 LEAF	9022421		139.74	139.74	4100-073010-3002-	- -
					139.74	139.74 *		
2/04/2019	12/04/2018	000367 LEBANON BLOCK &	287866		21.39	21.39	4100-043020-5407-	- -
2/04/2019	12/13/2018	000367 LEBANON BLOCK &	289145		.69	.69	4100-043020-5407-	- -
2/04/2019	12/18/2018	000367 LEBANON BLOCK &	289675		23.72	23.72	4100-043020-5407-	- -
2/04/2019	12/20/2018	000367 LEBANON BLOCK &	28998312202018		15.45	15.45	4100-043020-5407-	- -
2/04/2019	12/20/2018	000367 LEBANON BLOCK &	290009		18.29	18.29	4100-043020-5407-	- -
2/04/2019	12/22/2018	000367 LEBANON BLOCK &	290255		19.90	19.90	4100-043020-5405-	- -
2/04/2019	12/26/2018	000367 LEBANON BLOCK &	290368		15.10	15.10	4100-043020-5407-	- -
2/04/2019	12/26/2018	000367 LEBANON BLOCK &	290394		5.97	5.97	4100-043020-5405-	- -
2/04/2019	12/26/2018	000367 LEBANON BLOCK &	290431		82.80	82.80	4100-043020-5407-	- -
2/04/2019	12/26/2018	000367 LEBANON BLOCK &	290487		2.75	2.75	4100-043020-5407-	- -
2/04/2019	12/27/2018	000367 LEBANON BLOCK &	290598		.88	.88	4100-043020-5407-	- -
2/04/2019	12/28/2018	000367 LEBANON BLOCK &	290770		245.35	245.35	4100-043020-5407-	- -
2/04/2019	1/10/2019	000367 LEBANON BLOCK &	292621		68.00	68.00	4100-031020-5409-	- -
					520.29	520.29 *		
2/04/2019	1/18/2019	000419 MCI	300062206		12.22	12.22	4100-032050-5203-	- -
					12.22	12.22 *		
2/04/2019	1/02/2019	004131 MEDWORKS OCCUPA	283069		90.00	90.00	4100-031020-5409-	- -
					90.00	90.00 *		
2/04/2019	11/21/2018	000428 MIKE'S COMPUTER	34395		79.95	79.95	4100-031020-5409-	- -
2/04/2019	1/22/2019	000428 MIKE'S COMPUTER	34404		179.92	179.92	4100-031020-5409-	- -
					259.87	259.87 *		
2/04/2019	1/10/2019	004145 MILLER, CYNTHIA	01102019		180.00	180.00	4100-072030-3009-	- -
					180.00	180.00 *		
2/04/2019	1/04/2019	003951 MILLIMAN, INC	923-JAN/19-RCV		7,350.00	7,350.00	4100-012080-3002-	- -
					7,350.00	7,350.00 *		
2/04/2019	12/18/2018	000430 MODERN CHEVROLE	139767		146.13	146.13	4100-031020-5408-	- -
2/04/2019	1/18/2019	000430 MODERN CHEVROLE	3804		48.08	48.08	4100-031020-5408-	- -
					194.21	194.21 *		
2/04/2019	2/28/2019	003474 MONK HARRY J	NOV-FEB 2018-19		1,432.08	1,432.08	4100-011010-5501-	- -
					1,432.08	1,432.08 *		
2/04/2019	1/11/2019	004144 MONK, BARBARA J	01112019		450.00	450.00	4100-072030-3009-	- -
					450.00	450.00 *		
2/04/2019	1/17/2019	001284 NORTHERN SAFETY	903287793		256.17	256.17	4100-031020-5409-	- -
					256.17	256.17 *		
2/04/2019	12/13/2018	003123 O'REILLY AUTO P	1943-278176		50.02	50.02	4100-031020-5408-	- -
2/04/2019	12/14/2018	003123 O'REILLY AUTO P	1943-278418		8.48	8.48	4100-031020-5408-	- -
2/04/2019	12/14/2018	003123 O'REILLY AUTO P	1943-278419		4.49	4.49	4100-031020-5408-	- -
2/04/2019	12/20/2018	003123 O'REILLY AUTO P	1943-279266		15.98	15.98	4100-031020-5408-	- -
2/04/2019	12/22/2018	003123 O'REILLY AUTO P	1943-279606		24.99	24.99	4100-031020-5408-	- -
2/04/2019	1/02/2019	003123 O'REILLY AUTO P	1943-281035		113.61	113.61	4100-031020-5408-	- -
2/04/2019	1/07/2019	003123 O'REILLY AUTO P	1943-281679		8.99	8.99	4100-031020-5408-	- -
2/04/2019	1/09/2019	003123 O'REILLY AUTO P	1943-281945		14.99	14.99	4100-031020-5408-	- -
2/04/2019	1/09/2019	003123 O'REILLY AUTO P	1943-281967		17.98	17.98	4100-031020-5408-	- -
2/04/2019	1/28/2019	003123 O'REILLY AUTO P	1943-284468		36.41	36.41	4100-043020-5408-	- -
					295.94	295.94 *		
2/04/2019	1/15/2019	000904 OLD DOMINION PO	01152019		286.92	286.92	4100-071040-5101-	- -
					286.92	286.92 *		

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2/04/2019	1/11/2019	004487 PEARSON APPRAIS	#10		20,860.66	20,860.66	4100-012100-3002-	-
2/04/2019	1/09/2019	004487 PEARSON APPRAIS	3978B	1	6,157.00	6,157.00	4100-012100-3002-	-
					27,017.66	27,017.66 *		
2/04/2019	1/11/2019	002812 RICOH AMERICAS	31243780		188.84	188.84	4100-031020-3005-	-
2/04/2019	1/11/2019	002812 RICOH AMERICAS	31243799		100.98	100.98	4100-034010-5401-	-
2/04/2019	1/11/2019	002812 RICOH AMERICAS	31244620		159.44	159.44	4100-021030-5401-	-
2/04/2019	1/11/2019	002812 RICOH AMERICAS	31244730		273.97	273.97	4100-012010-3005-	-
2/04/2019	1/11/2019	002812 RICOH AMERICAS	31244986		176.15	176.15	4100-022010-5401-	-
2/04/2019	1/11/2019	002812 RICOH AMERICAS	31245002		112.67	112.67	4100-032050-3005-	-
2/04/2019	1/11/2019	002812 RICOH AMERICAS	31245240		41.67	41.67	4100-022010-5415-	-
2/04/2019	1/11/2019	002812 RICOH AMERICAS	3124529		210.51	210.51	4100-021020-3005-	-
2/04/2019	1/11/2019	002812 RICOH AMERICAS	31245587		111.06	111.06	4100-013020-3005-	-
2/04/2019	1/11/2019	002812 RICOH AMERICAS	31289624		210.50	210.50	4100-013020-3005-	-
2/04/2019	12/21/2018	002812 RICOH AMERICAS	5055423960	10	57.65	57.65	4100-073010-3002-	-
2/04/2019	1/22/2019	002812 RICOH AMERICAS	5055700255		156.79	156.79	4100-012010-3005-	-
					1,800.23	1,800.23 *		
2/04/2019	12/19/2018	002332 ROWMAN & LITTLE	11006355	10	193.82	193.82	4100-073010-5411-	-
					193.82	193.82 *		
2/04/2019	10/27/2018	000576 RUSSELL COUNTY	APPROP. 2018		7,500.00	7,500.00	4100-081050-5610-	-
					7,500.00	7,500.00 *		
2/04/2019	12/03/2018	000578 RUSSELL COUNTY	12032018.		37.56	37.56	4100-031020-5409-	-
					37.56	37.56 *		
2/04/2019	1/25/2019	000663 RUSSELL COUNTY	BOS012519	2	1,244.21	1,244.21	4100-095010-9130-	-
2/04/2019	2/01/2019	000663 RUSSELL COUNTY	FEB.-19	1	46,730.25	46,730.25	4100-095010-9130-	-
					47,974.46	47,974.46 *		
2/04/2019	1/18/2019	003554 S.E.P.T.I.C. IN	39908		56.20	56.20	4100-094010-7056-	-
					56.20	56.20 *		
2/04/2019	12/17/2018	003455 SAFELITE AUTO G	01516-893359		223.31	223.31	4100-031020-5408-	-
					223.31	223.31 *		
2/04/2019	12/13/2018	000594 SAM'S CLUB/GEGR	001013		305.36	305.36	4100-031020-5409-	-
2/04/2019	12/03/2018	000594 SAM'S CLUB/GEGR	006471		196.90	196.90	4100-031020-5409-	-
2/04/2019	12/18/2018	000594 SAM'S CLUB/GEGR	12132018		39.99	39.99	4100-031020-5409-	-
2/04/2019	12/18/2018	000594 SAM'S CLUB/GEGR	12132018		17.20	17.20	4100-031020-5409-	-
2/04/2019	1/17/2019	000594 SAM'S CLUB/GEGR	009627	1	58.60	58.60	4100-043020-5405-	-
2/04/2019	1/10/2019	000594 SAM'S CLUB/GEGR	01102019	1	280.91	280.91	4100-012010-5401-	-
					898.96	898.96 *		
2/04/2019	9/28/2019	004017 SCOTT, HERBERT	NOV-FEB 2018-19		716.04	716.04	4100-011010-5501-	-
					716.04	716.04 *		
2/04/2019	1/22/2019	003380 SHENTEL	01222019		97.94	97.94	4100-035050-5413-	-
2/04/2019	1/22/2019	003380 SHENTEL	01222019		89.94	89.94	4100-031020-5203-	-
2/04/2019	1/22/2019	003380 SHENTEL	01222019		89.94	89.94	4100-013020-5413-	-
2/04/2019	1/22/2019	003380 SHENTEL	01222019		89.94	89.94	4100-012010-5413-	-
2/04/2019	1/22/2019	003380 SHENTEL	01222019		98.67	98.67	4100-022010-5415-	-
					466.43	466.43 *		
2/04/2019	12/28/2018	001809 SHIELDS ELECTRO	BP188886		77.86	77.86	4100-094010-7056-	-
					77.86	77.86 *		
2/04/2019	1/07/2019	004146 SHORT KIM	REIMB TRAVEL		282.01	282.01	4100-081040-3007-	-
2/04/2019	1/07/2019	004146 SHORT KIM	REIMB TRAVEL		15.54	15.54	4100-072030-5413-	-
					297.55	297.55 *		
2/04/2019	12/31/2018	001700 SOUTHWEST VA VE	115220		5,048.44	5,048.44	4100-035010-5404-	-
2/04/2019	1/25/2019	001700 SOUTHWEST VA VE	115733		2,547.55	2,547.55	4100-035010-5404-	-
					7,595.99	7,595.99 *		
2/04/2019	1/01/2019	004491 STRATEGIC SOLUT	3219412	10	55.00	55.00	4100-073010-3002-	-
					55.00	55.00 *		
2/04/2019	2/04/2019	003952 SUMMERFIELD, BE	02042019		126.52	126.52	4100-011010-5504-	-
					126.52	126.52 *		

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2/04/2019	1/07/2019	001817	SUPPLYWORKS		847.05	847.05	4100-043020-5405-	- -
2/04/2019	1/28/2019	001817	SUPPLYWORKS		414.36	414.36	4100-043020-5405-	- -
2/04/2019	1/28/2019	001817	SUPPLYWORKS		475217410	192.36	4100-043020-5405-	- -
2/04/2019	1/28/2019	001817	SUPPLYWORKS		475217436	267.45	4100-043020-5405-	- -
					1,721.22	1,721.22 *		
2/04/2019	1/18/2019	000660	SVCC	01182019	500.00	500.00	4100-091000-5085-	- -
					500.00	500.00 *		
2/04/2019	1/24/2019	004121	TELE-OPTICS COM	0067910-IN	1,680.00	1,680.00	4100-094010-7056-	- -
					1,680.00	1,680.00 *		
2/04/2019	12/14/2018	003698	THE HOME DEPOT	23313	103.19	103.19	4100-043020-5407-	- -
2/04/2019	12/18/2018	003698	THE HOME DEPOT	6562993	10.40	10.40	4100-043020-5407-	- -
					113.59	113.59 *		
2/04/2019	12/05/2018	000366	THE LEBANON NEW	129792	139.10	139.10	4100-011010-3007-	- -
2/04/2019	12/05/2018	000366	THE LEBANON NEW	129793	139.10	139.10	4100-011010-3007-	- -
					278.20	278.20 *		
2/04/2019	1/11/2019	002966	THERMCO	13036	92.88	92.88	4100-043020-3004-	- -
2/04/2019	1/14/2019	002966	THERMCO	13041	140.00	140.00	4100-043020-3004-	- -
2/04/2019	1/02/2019	002966	THERMCO	13012	813.37	813.37	4100-043020-3004-	- -
2/04/2019	1/17/2019	002966	THERMCO	13052	115.00	115.00	4100-043020-3004-	- -
2/04/2019	1/23/2019	002966	THERMCO	13066	1,051.49	1,051.49	4100-043020-3004-	- -
					2,212.74	2,212.74 *		
2/04/2019	12/27/2018	000977	TOP LINE ADVERT	7307	824.00	824.00	4100-031020-5410-	- -
2/04/2019	12/27/2018	000977	TOP LINE ADVERT	7308	355.00	355.00	4100-031020-5410-	- -
2/04/2019	12/27/2018	000977	TOP LINE ADVERT	7309	35.00	35.00	4100-031020-5410-	- -
2/04/2019	12/27/2018	000977	TOP LINE ADVERT	7310	35.00	35.00	4100-031020-5410-	- -
2/04/2019	1/23/2019	000977	TOP LINE ADVERT	7333	170.00	170.00	4100-031020-5410-	- -
					1,419.00	1,419.00 *		
2/04/2019	1/14/2019	001079	TREASURER OF VI	LV201902	189.78	189.78	4100-034010-5401-	- -
					189.78	189.78 *		
2/04/2019	12/14/2018	002133	TREASURER OF VI	01092019	20.00	20.00	4100-035030-3001-	- -
2/04/2019	1/24/2019	002133	TREASURER OF VI	01062019	20.00	20.00	4100-035030-3001-	- -
					40.00	40.00 *		
2/04/2019	1/07/2019	000669	TREASURER VA TE	01072019	11,775.11	11,775.11	4100-083050-1003-	- -
2/04/2019	1/07/2019	000669	TREASURER VA TE	01072019	4,180.16	4,180.16	4100-083050-2003-	- -
					15,955.27	15,955.27 *		
2/04/2019	12/27/2018	000700	TRI CITY BUSINE	AR9685	166.00	166.00	4100-073010-3002-	- -
					166.00	166.00 *		
2/04/2019	12/13/2018	000706	TWO WAY RADIO I	26203	64.00	64.00	4100-031020-7003-	- -
2/04/2019	1/03/2019	000706	TWO WAY RADIO I	26281	975.00	975.00	4100-031020-7003-	- -
2/04/2019	12/14/2018	000706	TWO WAY RADIO I	312664	73.50	73.50	4100-031020-7003-	- -
2/04/2019	12/27/2018	000706	TWO WAY RADIO I	312692	360.00	360.00	4100-031020-7003-	- -
2/04/2019	1/02/2019	000706	TWO WAY RADIO I	32322	65.00	65.00	4100-031020-7003-	- -
2/04/2019	1/02/2019	000706	TWO WAY RADIO I	32336	684.00	684.00	4100-031020-7003-	- -
					2,221.50	2,221.50 *		
2/04/2019	1/12/2019	003229	VERIZON WIRELES	9822111496	3,267.98	3,267.98	4100-031020-5203-	- -
					3,267.98	3,267.98 *		
2/04/2019	1/10/2019	003115	VIRGINIA ELECTR	2971703-IN	381.94	381.94	4100-094010-7056-	- -
					381.94	381.94 *		
2/04/2019	1/11/2019	000730	VIRGINIA EMPLOY	01112019	186.06	186.06	4100-099000-5000-	- -
					186.06	186.06 *		
2/04/2019	12/14/2018	001708	WAL MART COMMUN	005587	359.94	359.94	4100-022010-5415-	- -
2/04/2019	12/18/2018	001708	WAL MART COMMUN	005807	121.83	121.83	4100-035010-5405-	- -
2/04/2019	1/08/2019	001708	WAL MART COMMUN	006862	181.97	181.97	4100-043020-5405-	- -
					663.74	663.74 *		
2/04/2019	12/19/2018	000758	WALLACE FURNITU	125390	41.31	41.31	4100-073010-5413-	- -
					41.31	41.31 *		

<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>
2/04/2019	1/08/2019	004166 WALLACE, LOU AN	01082019		347.00	347.00	4100-011010-5501-	- -
					347.00	347.00 *		
2/04/2019	1/17/2019	004278 WELLS FARGO VEN	101633547		251.13	251.13	4100-012090-5401-	- -
					251.13	251.13 *		
2/04/2019	1/23/2019	003033 WHOLESALE SUPPL	4855895		285.00	285.00	4100-043020-5407-	- -
					285.00	285.00 *		
2/04/2019	1/11/2019	004405 WORLDWIDE EQUIP	261164199		78.06	78.06	4100-042400-5407-	- -
					78.06	78.06 *		
2/04/2019	1/11/2019	000219 XPRESS LUBE	01112019		70.99	70.99	4100-031020-5408-	- -
2/04/2019	12/12/2018	000219 XPRESS LUBE	12122018		20.99	20.99	4100-031020-5408-	- -
2/04/2019	12/13/2018	000219 XPRESS LUBE	12132018		20.99	20.99	4100-031020-5408-	- -
2/04/2019	12/19/2018	000219 XPRESS LUBE	12192018		65.99	65.99	4100-031020-5408-	- -
2/04/2019	12/20/2018	000219 XPRESS LUBE	12202018		20.99	20.99	4100-031020-5408-	- -
2/04/2019	12/27/2018	000219 XPRESS LUBE	12272018		81.99	81.99	4100-031020-5408-	- -
2/04/2019	12/28/2018	000219 XPRESS LUBE	12282018		78.99	78.99	4100-031020-5408-	- -
					360.93	360.93 *		
2/04/2019	1/02/2019	002546 YEARY LANNIS	01022019		1,725.00	1,725.00	4100-032050-5413-	- -
					1,725.00	1,725.00 *		
2/04/2019	1/02/2019	004383 1ST CHOICE IT	10270		118.75	118.75	4100-032050-5203-	- -
2/04/2019	1/15/2019	004383 1ST CHOICE IT	10290		67.50	67.50	4100-032050-5203-	- -
2/04/2019	1/15/2019	004383 1ST CHOICE IT	10292		393.70	393.70	4100-032050-5203-	- -
					579.95	579.95 *		
2/04/2019	1/21/2019	004567 10-33 COMMUNICA	1017		1,120.00	1,120.00	4100-031020-5409-	- -
					1,120.00	1,120.00 *		
		TOTAL FOR DUE DATE 2/04/2019			256,193.41	256,193.41		
		TOTAL DUE FOR FUND- 4100			256,193.41	256,193.41		

<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>
2/04/2019	12/27/2018	000732 APPALACHIAN NAT	12272018		338.40	338.40	4839-083990-5102-	- -
					338.40	338.40 *		
		TOTAL FOR DUE DATE	2/04/2019		338.40	338.40		
		TOTAL DUE FOR FUND-	4839		338.40	338.40		
		NON-DIRECT DEPOSIT			256,531.81	256,531.81		
		DIRECT DEPOSIT			.00	.00		
		FINAL DUE			256,531.81	256,531.81		
						.00		



Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Action Item
Presenters - Attorney

Meeting: 2/4/19 6:00 PM

County Attorney Reports

1. **Cleveland School Property transfer to RC IDA.....C-1**
2. **County Unsafe Building Ordinance.....C-2**
3. **County Litter Ordinance.....C-3**
4. **County By-Laws.....C-4**

Staff Recommendation:

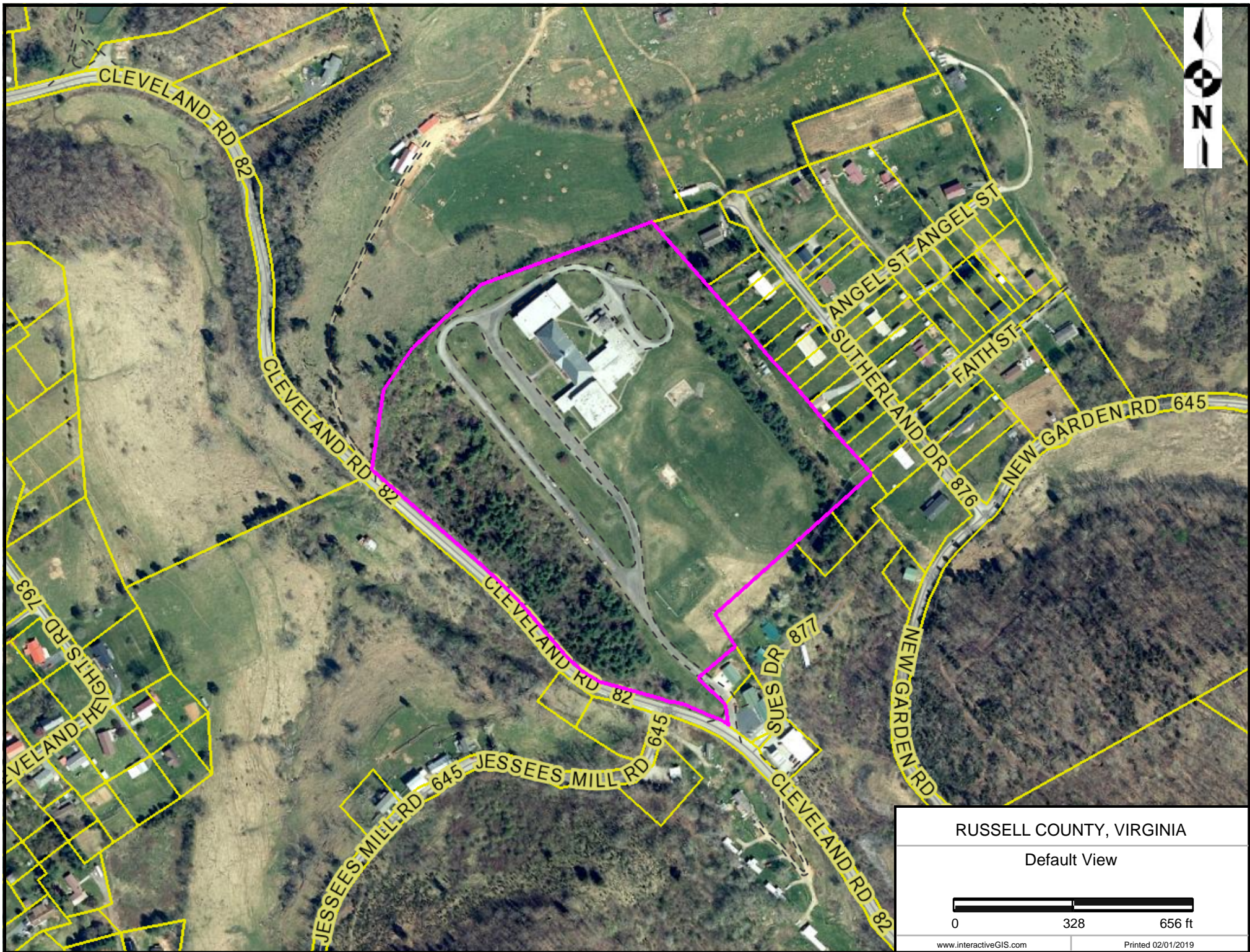
Board Discretion.

Suggested Motion:

Motion Required.

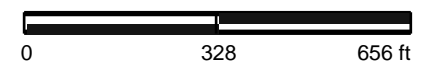
ATTACHMENTS:

- Various



RUSSELL COUNTY, VIRGINIA

Default View



**BOARD OF SUPERVISORS
COUNTY OF RUSSELL
LEBANON, VIRGINIA**

Ordinance

At a regular meeting of the Russell County Board of Supervisors held in the Russell County Government Center, Lebanon, Virginia, on the 7th day of November, 2016.

<u>Present</u>	<u>Vote</u>
Steve Breeding, Chairman	Aye
David Eaton, Vice-Chairman	Aye
Tim Lovelace	Aye
Lou Ann Wallace	Aye
Carl Rhea	Aye
Rebecca Dye	Aye
Mark Mitchell	Aye

On motion of Mark Mitchell, seconded by Lou Ann Wallace, which carried 7-0, the following ordinance was adopted:

**ORDINANCE TO COMPEL THE REPAIR OR REMOVAL OF
BUILDINGS AND OTHER STRUCTURES**

WHEREAS, **Section 15.2-906** of the Code of Virginia, 1950, as amended, authorizes Russell County to enact an **ordinance to compel property owners to remove, repair or secure any building, wall or any other structure which might endanger the public health or safety** of other residents of Russell County; and

WHEREAS, in order to properly **enforce the Virginia Uniform Statewide Building Code**, the Russell County Board of Supervisors deems it necessary to enact such an ordinance.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Russell County Board of Supervisors:

1. The owners of any property located within Russell County shall, at such time or times as the Board of Supervisors, acting through its Building Inspector, may prescribe, remove, repair or secure any building, wall or any other structure which might endanger the public health or safety of other residents of the County.
2. The County, acting through its Building Inspector and other agents or employees, may remove, repair, or secure any building, wall or any other structure which might endanger the public health or safety of other residents of the County if the owner and lienholder of such property, after reasonable notice and a reasonable time to do so, has failed to remove, repair, or secure the building, wall or other structure. Notice shall be given by: (i) a written notice mailed by certified or registered mail, return receipt requested, to the last known address of the property owner; and (ii) publication once a week for two successive weeks in a newspaper having general circulation in the County. The County shall not remove, repair or secure any building or structure without first presenting a recommendation for same to the Board of Supervisors in an open meeting for discussion and approval. The requisite notice to the landowner may precede or follow presentation to and approval by the Board of Supervisors. No action shall be taken by the County to remove, repair, or secure any building, wall or other structure for at least thirty (30) days following the later of the return of the receipt or newspaper publication.
3. In the event the County, acting through its agents or employees, removes, repairs, or secures any building, wall or any other structure after complying with the notice provisions of this Ordinance, the cost or expenses thereof shall be chargeable to and paid by the owners of such property and may be collected by the locality as taxes are collected.
4. Every charge authorized by this Ordinance with which the owner of any such property has been assessed and which remains unpaid shall constitute a lien against such property ranking

on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Articles 3 (§ 58.1-3940 *et seq.*) and 4 (§ 58.1-3965 *et seq.*) of Chapter 39 of Title 58.1. The County may waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

5. Failure of a landowner to remove, repair, or secure any building, wall, or any other structure which might endanger the public health or safety or other residents of the County, after having been provided the aforementioned notice and compliance period shall be punishable by a \$1,000.00 civil penalty.

6. This Ordinance shall supersede and take the place of all previous ordinances covering the repair or removal of buildings and structures, as previously adopted.

7. All ordinances and portions of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

8. Should any part or provision of this Ordinance be found to be invalid due to conflict with federal or state law or regulation, or found to be otherwise invalid by any court of competent jurisdiction, such invalidity shall in no way affect any other provision of this Ordinance, and the invalid portion of such Ordinance shall be deemed to be deleted here from without affecting any other provision of this Ordinance.

This ordinance shall become effective 7th November, 2016.

Compliance Period -
Timeframe to Complete &
Percentage of Completion

Adopted this 7th day of November, 2016.

STEVE BREEDING, CHAIRMAN
Russell County Board of Supervisors

Attest: _____
Lonzo Lester
County Administrator & Clerk

Russell County Litter Control and Disposal Ordinance

§ 17.2-200. Authorization.

This Ordinance is adopted and enacted pursuant to § 15.2-901; Article 2 Waste and Recycling, §§ 15.2-927 et seq and § 33.1-346 of the Code of Virginia, 1950, as amended, for the purpose of promoting the public safety, health, welfare, convenience and enjoyment of the general public, public travel, it is hereby declared to be in the public interest to regulate and restrict the disposal of trash, garbage refuse, litter or other unsightly matter on public highways, right-of-way, property adjacent to such highway or right-of-way, on private property, and solid waste facilities of the County, including but not limited to convenience centers, transfer stations and solitary landfills.

Sec. 17.2-201. Title.

This chapter shall be know and may be cited as the “**Russell County Litter Control and Disposal Ordinance.**”

Sec. 17.2-202. Definitions.

For purposes of this ordinance, the following words and phrases shall have the meaning respectively ascribed by this section.

Administrator means the Russell County Administrator or his or her duly authorized designee.

Ashes means the residue resulting from the burning of wood, coal, coke or other combustible material.

Board of Supervisors means the Russell County Board of Supervisors.

Brush means bushes, briars, branches, leaves and similar material.

Brush, pruning and tree trimmings means trimmings from growing or dead trees or bushes no more than six inches in diameter. Any such trimmings over four inches will not be accepted. These items will only be accepted at the transfer

station, with the applicable tipping fee being paid. This shall not include roots or stumps that exceed four inches in diameter.

Bulk waste means appliances, furniture, bedding material, automobile parts, mechanical equipment, mechanical parts, and carpet.

Commercial establishment means a building or other structure and/or lot or tract of land used for or as a part of the operation of a business enterprise, whether for profit or not, which is not used in whole as a residential unit. For the purposes of this ordinance, any structure which is used by the same owner or tenant for both residential and business purposes shall be deemed to be a commercial establishment, provided however, that if the Administrator determines that a mixed use structure generates a volume of solid waste that does not exceed the average amount of waste generated by a residence in Russell County, then such mixed use structure may be deemed to be a residential unit.

Compacted waste means refuse or waste which has been reduced in volume by mechanical or hydraulic means and remains in this state of reduced volume until deposited at the transfer station.

Containers mean any of the following:

1. Residential Reusable Curbside Receptacle: a receptacle made of plastic, metal or fiberglass with a capacity not to exceed thirty-nine (39) gallons, a loaded weight of no more than thirty-five (35) pounds, having a tight fitting lid, and handles of adequate strength to allow for the container to be lifted.
2. Non-Reusable: Plastic sacks designed for refuse disposal with sufficient wall strength to maintain physical integrity when lifted by the top; securely tied at the top for collection, with a capacity not to exceed thirty (30) gallons and a loaded weight not to exceed thirty-five (35) pounds. Non-reusable containers shall also include garbage compactor bags which meet the capacity and weight requirements for plastic sacks. Both reusable and non-reusable containers shall also be referred to as standard containers in this Ordinance.
3. Bulk: Bins of metal construction capable of being emptied by mechanical equipment operated by solid waste disposal operators, the Cumberland Plateau Regional Waste Management Authority, the County, towns located in the County and their contractors, generally referred to as dumpsters, which

have a capacity of at least two and not more than eight cubic yards. Also included are large capacity roll on dumpsters.

Curbside means that portion of the street or highway right of way adjacent to the paved or traveled portion of a primary or secondary roadway as established by the Virginia Department of Transportation.

Contractor means the person with whom Russell County may contract for the collection of solid waste generated within Russell County, however nothing shall be deemed to require the County to contract for collection of all or part of its solid waste. In the event that the County shall contract for collection of all or part of its solid waste, then the term "Contractor" shall be substituted for Russell County where appropriate in the Ordinance.

Convenience Center means a collection point designated and operate by Russell County at which designated solid waste may be deposited.

County the term "County" shall be deemed to refer to Russell County unless the text of the Ordinance specifically refers to some other county.

Disposal means the storage, collection, disposal or handling of refuse.

Garbage means discarded materials composed of animal, vegetable or other organic matter.

Litter means any solid waste that is disposed of as prohibited herein or allowed to be carelessly discarded or scattered about in unsightly matter. Litter shall include, but not be limited to, garbage, trash, refuse and rubbish as referred to within the Ordinance.

Litter bag means a bag or sack, of durable material, which is large enough to serve as a receptacle for litter inside a vehicle or watercraft which is similar in size and capacity to a state approved litter bag.

Litter receptacle means a container with a capacity of not less than ten gallons constructed of such quality as to maintain the original shape when placed at an outdoor location; reasonably resistant to rust and corrosion; and placed for use as a depository for litter. Appliances (refrigerators, etc.) cannot be used as litter receptacles.

Open dump means a site on which any solid waste is placed, discharged, deposited, injected, dumped, or spilled, so as to create a nuisance or so as to pose within the

determination of the Administrator for substantial present or potential hazard to human health or the environment, including the pollution of air, land, surface water or ground water. A disposal facility operation without all permits required by the state and/or federal governments shall be considered an open dump.

Operator means the person responsible for the overall operation and site management of a solid waste facility.

Owner means the person, corporation, or other legal entity in whom is vested the title to and interest in the land on which a solid waste management facility is located; the person, corporation or other legal entity in whom is vested title to and interest in the land upon which a residence, residential unit, multi-unit residential unit, commercial establishment or industry is located.

Permit means the written permission issued by the state or federal government to own, operate, or construct a solid waste management facility; and any licenses issued pursuant to the provisions of this Ordinance.

Person means an individual, corporation, partnership, association, a governmental body, a municipal corporation, or any other legal entity.

Recycling means the process of separating a given waste material from the waste stream and processing it so that it is used again as a raw material for a product, which may or may not be similar to the original thereof.

Refuse means discarded waste materials in a solid or semi-solid state, consisting of garbage, rubbish, or a combination thereof.

Residential unit means a group of rooms located within a building and forming in single inhabitable unit with facilities which are used or are intended to be used for living, sleeping, cooking and/or eating. A residential unit shall also include buildings containing multiple single-family dwelling units, however each unit shall be deemed to be a separate dwelling unit for billing purposes. The term "residential unit" shall also be deemed to include mobile home parks.

Salvage means the authorized, controlled removal of waste materials from a solid waste management facility.

Scavenge means the unauthorized or uncontrolled removal of waste materials from a solid waste management facility.

Sludge means any solid, semi-solid or liquid waste generated from the a municipal, commercial or industrial wastewater treatment plant, air pollution control facility, or other waste producing facility, but as used in this Ordinance the term does not include the treated effluent from a Wastewater Treatment Plant.

Solid Waste means any garbage, refuse, sludge, or other discarded material, including solid, liquid, semi-solid or contained gaseous material, resulting from residential, industrial, commercial, mining or agricultural operations and from community activities but does not include (i) solid or dissolved material in domestic sewage, (ii) solid or dissolved material in irrigation return flows or in industrial discharges which are sources subject to a permit from the State Water Control Board, or (iii) source, special nuclear, or byproduct material as defined by the Federal Atomic Energy Act of 1954, as amended.

The solid waste herein defined also may refer to the following further defined types, i.e.:

1. *Coal Mine Waste*: Any commercial waste, construction/ demolition waste, debris waste, inert waste, metals, garbage, mining equipment and/or machinery and any other waste generated prior, during, or after mining activities and which may be disposed of in compliance with this Ordinance and all other applicable state and federal laws and regulations.
2. *Commercial Waste*: All solid waste generated by establishments engaged in business operations other than manufacturing or construction. This category includes, but is not limited to, solid waste resulting from the operation of stores, markets, office buildings, restaurants, and shopping centers.
3. *Construction/Demolition Waste*: The waste building material, packaging and rubble, resulting from construction, remodeling, repair and demolition operations on pavement, houses, commercial buildings, and other structures,
4. *Debris Waste*: Waste resulting from land clearing operations, including but not limited to stumps, wood, brush, leaves, soil and road spoils.
5. *Household Waste*: Any waste material, including garbage, trash, and refuse normally produced or derived from single and/or multiple residential

households and residences. Household wastes do not include sanitary waste in septic tanks (septage).

6. *Hazardous Waste*: A solid waste or combination of solid waste which, because of its quantity, concentration or physical, chemical or infectious characteristics may:
(a) cause or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible illness; or (b) pose a substantial present or potential hazard to human health, the Collection/Disposal System, or the environment from improperly treated, stored, transported, disposed of or otherwise managed. The foregoing definition is intended to include any waste now or hereafter designated as such by state or federal agencies with jurisdiction and authority to promulgate and enforce rules and regulations for the handling and disposal of hazardous and other waste.
7. *Ignitable Waste*:
 - a. Liquids having a flash point of less than 140 degrees Fahrenheit (60 degrees Centigrade).
 - b. non-liquids liable to cause fires through friction, absorption of moisture, spontaneous chemical change or retained heat, or which are liable, when ignited, to burn so vigorously and persistently as to create a hazard.
 - c. Ignitable compressed gases, and/or oxidizers.
8. *Industrial Waste*: Any solid waste generated by manufacturing or industrial process that is not a regulated hazardous waste. Such waste may include, but is not limited to, waste resulting from the following manufacturing processes: Electric power generation; fertilizer/agricultural chemicals; food and related products/byproducts; inorganic chemicals; iron and steel manufacturing; mining or oil and gas operations; leather and leather products; nonferrous metals manufacturing/foundries; organic chemicals; plastics and resins manufacturing; pulp and paper industry; rubber and miscellaneous plastic products; stone, glass, clay, and concrete products; textile manufacturing; transportation equipment; and water treatment.
9. *Inert Waste*: Solid waste which is chemically and biologically stable from further degradation and considered to be non-reactive. Inert waste includes rubble, concrete, broken bricks, bricks, and blocks.
10. *Infectious Waste*: Any solid waste if it is capable of producing an infectious disease in humans; is one of the controlled infectious wastes listed in any relevant section or sections of the Infectious Waste Management regulations of

the Virginia Department of Environmental Quality as applicable at any given time, or is identified as infectious by a licensed physician or registered nurse. A waste shall be considered to be capable of producing an infectious disease if it has been, is or may have been contaminated by an organism that is or may be pathogenic to humans and if such organism has a significant probability of being present in sufficient quantities and with sufficient virulence to transmit disease. If the exact cause of a disease is unknown, but the health care professional in charge suspects the presence of a pathogen in the waste is the case, such waste shall be managed as if the pathogen were identified and such waste shall be considered to be infectious waste.

11. *Institutional/Government Waste*: All solid waste emanating from institutions such as, but not limited to, hospitals, nursing homes, orphanages, and public or private schools. It can include infectious waste from health care facilities and research facilities which has not been classified as a hazardous waste by the Virginia Hazardous Waste Regulations or the United States Environmental Protection Agency. Infectious waste which has been defined by state and federal law, rule or regulation as hazardous waste must be excluded from the waste stream.
12. *Putrescible Waste*: Solid waste which contains organic material capable of being decomposed by microorganism, and which causes odors.
13. *Residential Waste*: Household waste.
14. *Waste Oil*: A spent petroleum product or lubricating fluid from vehicles or equipment.

Solid waste management facility means any facility which engages in a planned program for effectively controlling the storage, collection, transportation, processing and reuse, conversion or disposal of solid waste in a safe, sanitary, aesthetically acceptable, environmentally sound and economic manner, in full compliance with all applicable local, state and federal regulations. The Russell County Transfer Station and Russell County Convenience Centers are Solid Waste Management Facilities.

Trash means non-combustible discarded materials including, but not limited to, ashes, scrap metal, glass, brick, concrete or other construction materials.

Uncompacted waste means refuse or waste which has not been reduced in volume by mechanical or hydraulic means, or if so, has not been maintained in this reduced volume state during the transportation to the landfill.

Waste generator means the person who actually produces waste intended for disposal at the landfill.

Waste management facility (See also Solid Waste Management Facility) means that area designated by the County Administrator for the collection of refuse intended for disposal at the Transfer Station or Collection Centers.

White goods means refrigerators, stoves, clothes dryers, washing machines, water heaters, window air conditioners and other large appliances of similar size or character, and waste metal products.

Yard waste means decomposable waste materials generated by yard and lawn care, and include leaves, grass trimmings, brush up to six inches in diameter and shrubs and tree trimmings arising from general landscaping maintenance. This shall not include roots or stumps that exceed four inches in diameter.

Where terms are not defined in this Ordinance and the context or practice requires definition they shall have the meaning specified in Chapter 14 of Title 10.1 of the Code of Virginia, 1950, as amended and/or specified in other relevant statutes, and/or the Solid Waste Management Regulations of the Virginia Department of Environmental Quality, as now or hereafter adopted as are applicable.

In case of conflict, the statutes and regulations applicable to the particular requirement involved shall prevail over those in this Ordinance.

Sec. 17.2-203. General prohibitions.

A. Moving Violations

1. Littering Prohibited: Penalties

It shall be unlawful for any person to drop, deposit, discard or otherwise dispose of litter in or upon any public or private property within Russell County, with or without permission of the owner, including, but not limited to any street, sidewalk, park, body of water, vacant or unoccupied lot, except in public litter receptacles, or in authorized private litter receptacles provided for public use, or in an area designated by the State Department of Health as a permitted disposal site.

When a violation of the provisions of this section has been observed by any person, and the matter dumped or disposed of in the highway, right-of-way,

property adjacent to such highway or right-of-way, or private property has been ejected from a motor vehicle, the owner or operator of such motor vehicle shall be presumed to be the person ejecting such trash, garbage, refuse or other unsightly matter; provided, however, that such presumption shall be rebuttable by competent evidence.

Any person found guilty of a violation of this section shall be guilty of a Class 2 misdemeanor as punishable as provided in Section 17.2-206 of this Ordinance. Any second or subsequent offense shall constitute a Class 1 misdemeanor punishable as provided in Section 17.2-206 of this Ordinance.

2. Uncovered Vehicles, Escape of Load

No vehicle shall be driven or moved on any highway unless such vehicle is constructed or loaded to prevent any of its load from dropping, sifting, leaking, or otherwise escaping therefrom; provided, however, that sand or any substance to increase traction or water or other substance may be applied on a roadway in the cleaning or maintaining of such roadway by the state or local government agency having such responsibilities.

No person in an aircraft shall throw out, drop or deposit within the County any litter or other object.

Any operator of a vehicle from which an object has escaped, that may cause an obstruction or damage a vehicle or endanger travelers on such public property, shall immediately cause the public property to be cleaned of all objects and shall be responsible for all the costs of removal.

Any person found guilty of a violation of this section shall be guilty of a Class 2 misdemeanor as punishable as provided in Section 17.2-206 of this Ordinance. Any second or subsequent offense shall constitute a Class 1 misdemeanor punishable as provided in Section 17.2-206 of this Ordinance.

B. Stationary Violations

1. Areas Surrounding Commercial Establishments and Institutions

It shall be the duty of each proprietor and each operator of any business, industry, or institution to keep the adjacent and surrounding area clear and free of litter. These areas include, but are not limited to, public and private sidewalks, roads, and alleys, grounds, parking lots, loading and unloading areas, and all vacant lots which are owned or leased by said establishment or institution.

Any person found guilty of a violation of this section shall be guilty of a Class 2 misdemeanor punishable as provided in Section 17.2-206 of this Ordinance.

2. Keeping Exterior of Residential and Commercial Property Clean

It shall be the duty of each residential property owner and tenant to keep all exterior private property free of litter. The owner or occupant of any premises within the County shall be responsible for sanitary conditions of such premises, and it shall be unlawful for any person to place, deposit or allow to be placed or deposited on his premises any solid waste, except as designated by the terms of this Ordinance. It shall be the duty of each owner and tenant to keep all exterior property free of litter or waste, these areas shall include, but not be limited to: sidewalks, public roads, alleys and driveways; yards and grounds; fences; walls and property lines; drainages and vacant lots in both residential and commercial areas. Any violation of this subsection shall constitute a Class 2 misdemeanor punishable as provided in Section 17.2-206 of this Ordinance.

No person shall sweep into or deposit in any gutter, public road, street or water body within the County the accumulation of litter from any building or lot or from any public or private sidewalk or driveway. This includes, but is not limited to, rubbish, which includes grass clippings, hedge trimmings, leaves, pine needles, paper, plastic or other materials classified as litter or waste must be placed in an approved container and properly disposed. Persons owning or occupying property shall keep the sidewalk in front of their premises free of litter. Any violation of this subsection shall constitute a Class 3 misdemeanor punishable as provided in Section 17.2-206 of this Ordinance.

Upon violation of this section, the County may proceed against either the tenant, owner or person in control or against all such persons. A warning citation as provided in Section 17.2-204(b) of this Ordinance shall be served on the owner or occupant of any premises upon which solid waste is found in violation of this section, giving the owner or occupant ten (10) days to remove such solid waste. If the owner or occupant does not comply with the terms of

such citation, he or she shall be served a summons for violation of this section.

This section shall not be deemed to prohibit the accumulation of litter awaiting the next regularly scheduled refuse or garbage collection if such property is served by the regularly scheduled garbage, refuse or litter collection. Such collections shall be deemed to be regular if such collection regularly occurs at least once per week or more frequently.

3. Indiscriminate Dumping or Discarding of Litter and Solid Waste

It shall be unlawful for any person to discard or dump along any street or road, on or off the right-of-way, any form of solid waste, rubbish, refuse, junk, motor vehicle or vehicle part, rubber tires, appliances, furniture, or any other material or equipment, on public or private property, with or without permission of the property owner, except in County approved receptacles provided for public use for the deposit of said material, or except in an area designated by the State Department of Health as a permitted solid waste disposal site or collection facility.

C. Cleanup of Improperly Disposed Litter or Solid Waste

1. Cleanup of Premises by County Authorization

The owners of property within the County shall, within fourteen (14) days of receiving written notice from the County, remove from the property any and all trash, garbage, refuse, litter and other substances which might endanger the health or safety of other residents of the County.

If after fourteen (14) days of receiving the notice, the owners of such property have failed to take action as directed by the notice, the County may have such trash, garbage, refuse, litter and other substances which might endanger the health or safety of other residents of the County, removed by its own agents or employees, in which event the cost or expense thereof shall be chargeable to and paid by the owners of such property and may be collected by the County as taxes are collected.

Execution of the notice to remove litter shall be in writing and shall be in the form set forth in Section 17.2-204 (b) of this ordinance and served by personal service, posted service or sent by registered mail.

Every charge authorized by this section with which the owner of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Articles 3 (§58.1-3940 *et seq*) and 4 (§ 58.1-3965 *et seq*) of Chapter 39 of Title 58.1 of the Code of Virginia, 1950, as amended. The County may waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

A violation of this section shall be subject to a civil penalty, not to exceed \$50.00 for the first violation, or violations arising from the same set of operative facts. The civil penalty subsequent violations not arising from the same set of operative facts within 12 months of the first violation shall not exceed \$200.00. Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violation arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000.00 in a 12-month period.¹

In the event three civil penalties have previously been imposed on the same defendant for the same or similar violation, not arising from the same set of operative facts, within a 24-month period a violation of this subsection shall be a Class 3 misdemeanor.²

D. Litter Receptacles

1. Use of Receptacles

- a. It shall be unlawful to deposit any item or items except litter in any receptacle placed for public use as a depository for litter. Any item or items, including litter, which are expressly prohibited from being placed in said receptacle by a sign or other writing located on or

¹ See §15.2-901 (C) for enabling act authorizing civil penalty by ordinance.

² See §15.2-901 (D) for enabling act authorizing Class 3 misdemeanor when three civil penalties have occurred.

around the receptacle, shall not be placed or deposited in said receptacle.

- b. Any violation of this subsection shall constitute a Class 2 misdemeanor. A second or subsequent offense shall constitute a Class 1 misdemeanor.

2. Providing Adequate Litter Receptacles for Businesses

It shall be the duty of any person owning or operation any commercial establishment to provide receptacles adequate to contain the litter generated at said establishment. The penalty established for violation of this subsection shall be twenty-five (\$25.00) dollars for each day of violation. The offender shall receive a summons from the enforcement officer for any violation of this subsection. The offender may pay the fine in lieu of appearing in court on any first offense.

3. Providing Adequate Litter Receptacles for Residences

- a. All household solid waste shall be contained in receptacles or containers which conform to standards established by the Russell County Board of Supervisors.
- b. It shall be unlawful for any person to use an old appliance or other container deemed unacceptable by the County for trash collection.
- c. Any violation of this subsection shall constitute a Class 3 misdemeanor.

E. Improper Disposal of Waste

1. Depositing Improper Waste in Receptacles or Facilities

- a. It shall be unlawful to improperly dispose of any solid waste as defined in this Ordinance at a facility operated for or in a receptacle placed for public or private use. Improper disposal shall mean and include the depositing in such facility of solid waste which is not accepted or authorized for disposal by such facility. The types of waste not accepted at any such facility shall be displayed at the entrance of such facility or on the receptacle.

F. Enforcement of Litter Laws; Prosecution; Presumption

1. Enforcement

- a. Prosecution for a violation of any provision of this act may be initiated by the County Building Inspector, law enforcement officer, litter control officer, or private citizen.

2. Authorization of County Litter Control Office to Bring Civil Action

Whereas Section 10.1-1418.1 of the Code of Virginia, 1950, as amended authorizes the County to bring a civil action against any person who improperly disposes of solid waste on the property of the County, without the County's permission. Whenever a court of competent jurisdiction finds that a person has improperly disposed of solid waste upon the County's property, without the County's permission, the court shall assess a civil penalty of up to five thousand dollars (\$5,000.00) against such defendant, along with costs and reasonable attorney's fees. Any civil penalty assessed pursuant to this subsection shall be paid into the Russell County treasury.

3. Assign –A-Highway Roadside and Illegal Dump Cleanup

For Cleanup of roadside litter and identified illegal dumps within the County, it is hereby established a program pursuant to Section 53.1-129 of the Code of Virginia, 1950, as amended, and the Sheriff of the County and any of his deputies and any Special Conservator of the Peace/Litter Office who has been approved by a court of competent jurisdiction shall be permitted to utilize probationers or remove inmates from the County or Regional Jail under their supervision to work in this program providing that any such inmate has been specifically approved to be permitted to participate in this program by the Sheriff and by the Court. Probationers will be assigned to two-mile designated sections of highway, cleaned up every two weeks for the duration of their assignment to this program. Inmates shall be utilized only for the cleanup for illegal dumps identified by the County Litter Control Department. During the cleanup of illegal dumps, the Special Conservator of the Peace/Litter Control Officer or the Sheriff or his deputies will be present during this volunteer work.

Sec. 17.2-204. Removal, disposal of trash and garbage.

(a) The owners of property in the county shall not accumulate thereon and shall remove there from any and all trash, garbage, refuse, litter and other substances which might endanger the health or safety of other residents of the county.

(b) Notice to property owner:

- 1) The Board of Supervisors may, when it deems it necessary, give written notice to the owner of any property in the county, and to the person primarily responsible for such property, if different from the owner and if

know, stating the facts that constitute a violation of subsection (a) of this section and directing such person or persons to take such action as may be necessary to rectify the conditions within 14 days from the date of the notice.

- 2) The notice required by the section shall be certified or registered mail to the last known address, or by hand delivery by the Sheriff of the County, his deputy, the county sanitation office or the designee of the County Administrator, to the owner of the property and to the person primarily responsible for such property, if different from the owner and if known, The notice shall be substantially in the following form:

<p>NOTICE TO REMOVE TRASH, GARBAGE, REFUSE, LITTER AND OTHER SUBSTANCES</p>	
<p>To: _____ Responsible Party</p>	<p>AT: _____ _____ Address of property _____ Tax Map Number</p>
<p>Pursuant to Code of Virginia §15.2-802 of the Ordinances of Russell County, Virginia, you are hereby notified to remove, within 14 days after the date of this notice, all trash, garbage, refuse, litter and other substances that endanger the health or safety of other residents of the county, in particular (<u>describe the conditions</u>). Upon your failure to remove the same, the county’s agents or employees may remove such trash, garbage, refuse, litter and other substances that endanger the health or safety of other residents of the county, and the cost and expenses of such removal shall be chargeable to and paid by the owner of such property and may be collected by the county as taxes and levies are collected and shall constitute a lien on the property.</p>	

- (c) If the property is not cleaned up after receiving the notice required in subsection (b) of this section, the Board of Supervisors may have such trash, garbage, refuse, litter and other like substances that might endanger the health of other residents of the county removed by the county’s own agents and employees, in which event the cost and expenses thereof shall be chargeable to and paid by the

owners of such property and may be collected by the county as taxes and levies are collected.

- (d) Every charge authorized by this section with which the owner and lien holder of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with lien for unpaid local taxes and enforceable in the same manner as provided in Code of Virginia, §§ 58.1-3940 et seq. and 58.1-3965 et seq.
- (e) Trash, garbage, refuse, litter and other debris shall be disposed of in personally owned or privately owned receptacles that are provided for such use and for the use of the persons and disposing such matter or in authorized facilities provided for such purpose, and in no other manner not authorized by law.

§ 17.2-205. Dumping Trash on Highway, Right-Of-Way or Private Property.

- (a) It shall be unlawful for any person to dump or otherwise dispose of trash, garbage, refuse, litter or other unsightly matter, on public property, including a public highway, right-of-way, property adjacent to such highway or right-of-way, or on private property without the written consent of the owner thereof or his agent.
- (b) When any persons is arrested for a violation of this section, and the matter alleged to have been illegally dumped or disposed of has been ejected from a motor vehicle or transported to the disposal site in a motor vehicle, the arresting officer may comply with the provisions of Code of Virginia, §46.2-936, in making such arrest.
- (c) When a violation of the provisions of this section has been observed by any person, and the matter illegally dumped or disposed of has been ejected or removed from a motor vehicle, the owner or operator of such motor vehicle shall be presumed to be the person ejecting or disposing of such matter. However, such presumption shall be rebuttable by competent evidence.
- (d) Any person who violates this section shall, upon conviction, be guilty of a Class 1 misdemeanor punishable by confinement in jail for not more than twelve (12) months and a fine of not less than \$250.00 nor more than \$2,500.00, either or both.
- (e) The provisions of this section shall not apply to the lawful disposal of such matter in landfills, the county transfer station or county convenience stations.
- (f) The Commonwealth Attorney of Russell County, Virginia or his designee shall be responsible for all prosecutions under this section.

§17.2-206. Penalties.

The authorized punishments for a conviction of a misdemeanor are:

- (a) For Class 1 misdemeanors, confinement in jail for not more than twelve months and a fine of not more than \$2,500.00, either or both.
- (b) For Class 2 misdemeanors, confinement in jail for not more than six months and fine of not more than \$1,000.00, either or both.
- (c) For Class 3 misdemeanors, a fine of not more than \$500.00.
- (d) For Class 4 misdemeanors, a fine of not more than \$250.00.

§17.2-207. Effective Date of Ordinance.

This ordinance shall be effective on the ____ day of _____, 2018. The County Administrator is directed to file a certified copy of this Ordinance in the Offices of the Clerk of the General District Court of Russell County and the Clerk of the Circuit Court of Russell County.

Adopted this the ____ day of _____, 2018.

By Laws

Russell County

- Adopted May 5, 2014

Article I

Russell County Board of Supervisors, Officers & Their Selection

A. There shall be seven (7) members of the Board of Supervisors, six (6) elected for four-year terms by citizen vote of each of the six (6) Districts of Russell County and one (1) member elected at-large by the entire County for four years.

B. The Officers of the Board of Supervisors shall consist of a Chairman and Vice Chairman, each of whom shall serve for a term of one (1) calendar year.

C. Nomination of Officers shall be made from the Board at the first meeting of each calendar year. Election of Officers shall follow immediately.

D. A standing Budget/Finance Committee shall be appointed by the newly elected Board Chairman. This committee shall consist of two (2) Board members and two (2) staff members.

Article II

Duties of Officers

A. The Chairman shall:

- (1) Preside at all meetings;
- (2) Work closely with the County Administrator on day to day matters, approve appropriate financial documents, and approve the agenda for all meetings;
- (3) Carry out such other duties as assigned by the Board.

B. The Vice-Chairman shall act in the absence or inability of the Chairman to act.

C. The Budget/Finance Committee shall be responsible for preparation of the annual County budget and for presentation during a regular or special Board meeting before a vote is taken on the Budget each year. Other financial matters shall be considered by this committee before presentation to the full Board.

Article III

Agenda Preparation Policy

A. The County Administrator shall prepare an agenda for each regular meeting of the Board of Supervisors. Supervisors, staff, and others may submit to the County Administrator items for the agenda at any time prior to Noon Wednesday of the week preceding the regular meeting to which such item relates. Emergency items will be added as an amendment to the agenda.

B. Copies of the agenda shall be made available electronically for each Supervisor by close of business on Tuesday prior to the Board meeting and an agenda complete with a packet of materials for the Board members and News Media serving the County and the public not later than close of business on Thursday preceding the meeting to which it relates.

Article IV

Meetings

A. The time and place of Board Meetings shall be set from time to time by resolution of the Board in conformance with State Law. The regular meeting schedule shall be set at the organizational meeting held in January each year.

B. Minutes from the previous meeting shall be delivered to the Board members with the agenda prior to the next meeting. Unless requested by a Board member, the minutes will not be read and will be approved upon motion and vote of the Board.

C. Order of Business

(1) Commencement of Meetings:

At the time established in accordance with Article IV (A) of these By-Laws for the commencement of regular meetings or at the hour specified for continued or special meetings, the Chairman shall call the meeting to order and shall direct the clerk to note the absence of any Board members by roll call. A quorum shall be required for commencement of any meeting.

(2) Agenda:

An agenda shall be prepared by the County Administrator in accordance with Article III under these By-laws. The proposed agenda shall be adopted by the Board at each meeting. The agenda will include under New Business "Reports from Designated Standing Committees". Should the chairman or any member of the Board have a matter which he or she feels needs to be brought to the attention of the Board but which is not on the agenda, or if there is an amendment to the order of the agenda, he or she may make a motion that an addition or amendment be made to the agenda. Such amended agenda must be approved by a majority of the Board members present.

D. Presentations:

Matters to be presented to the Board may be arranged by persons prior to the meetings and placed on the Agenda. The County Administrator must be notified by Wednesday of the week prior to the Board meeting. Any materials to be used for the presentation must be provided and included in agenda packet. Additional materials presented at the Board meeting must be approved by the Chairman prior to dissemination. These presentations are strongly encouraged to be limited to five (5) minutes and when four (4) minutes has elapsed, the Chairman may instruct the speaker that one (1) minute is remaining.

E. Quorum & Method of Voting

A majority of the members of the Board of Supervisors shall constitute a quorum of the Board. All questions submitted to the Board for decision shall be determined by voice vote of a majority of the supervisors voting on any such questions, unless otherwise provided by law. The name of each member voting and how he or she voted must be recorded. Roll Call votes may be requested by any Board member.

F. Procedure for Roll Call of Board Members

(1) The Members of the Board of Supervisors shall cast votes in district order on a rotating basis per meeting.

(2) The Chairman of the Board of Supervisors shall cast the last vote.

(3) The Chairman/Clerk shall restate all motions before a vote is taken and the result of the

vote shall be announced following each vote.

G. General Rules of Procedure

The Board's Parliamentary Procedures shall be Robert's Rules of Order, Newly Revised, 11th edition, specifically to include Section 49, Conduct of Business in Boards, pages 486 – 488, in all matters not covered by the Board's bylaws, to the extent compatible with law and the historical practices of the Board. The County Attorney, or his or her designee, shall act as Parliamentarian to the Board. Any questions involving the interpretation or application of Robert's Rules shall be addressed to the County Attorney. The Board may amend, by Resolution, the rules as it deems appropriate. The following rules shall apply:

- (1) Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- (2) All motions require a second except for nominations for appointments to other boards, authorities or commissions.
- (3) There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
- (4) Informal discussion of a subject is permitted while no motion is pending.
- (5) The Chairman can speak in discussion without leaving the chair, can vote on all questions, but cannot make motions unless by consent of a majority of Board members present.
- (6) No Board member is required to vote on any issue. If any Board member determines, prior to the calling of any issue before the Board, that he, because of conflict or otherwise, will abstain from voting on such issue, he shall announce such intention at the time the issue comes before the Board and shall not participate in the discussion on such issue or question. An abstention shall be counted for the purpose of determining a quorum. An abstention defeats a motion requiring a unanimous vote.
- (7) In the incidence of a tie vote, the issue voted upon by the Board is dead and therefore voted down.
- (8) If a primary or substitute motion is made at a Board meeting where at least six (6) members are present and the motion is voted on and fails, the same or a substantively similar motion cannot be reconsidered by the Board within the following twelve (12) months except by a primary or substitute motion made by a member of the Board who voted on the prevailing side where there are no less than six (6) Board members present, and only if two-thirds (2/3) of the Board members present vote to reconsider the action previously decided.
- (9) Only Board members and the Parliamentarian shall have standing to raise noncompliance with these General Rules of Procedure, and only during the current meeting at the time of violation. Failure of the Board to comply with these General Rules of Procedure shall not invalidate any action taken by the Board.

H. Member Absenting Himself from Meeting Prior to Adjournment

After the name of any member of the Board has been recorded as present at any meeting of the Board, he shall not absent himself from the remainder of the meeting prior to adjournment unless by consent of the Board.

I. Board to Sit with Open Doors

The Board of Supervisors shall sit with open doors and all persons conducting themselves in an orderly manner may attend the meetings; however, the Board may hold closed sessions as permitted by law and when deemed necessary by a majority vote of the Board.

A consent agenda shall be introduced by a motion "to approve" by any Board member, and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the consent agenda. The Clerk or his/her designee shall provide a brief written summary or memo on each item included in the consent agenda. Upon request of any Board member who wishes to question or discuss an item, that item shall be removed from the Consent Agenda. This item shall be transferred onto the agenda for consideration.

J. Citizens Comment Period

Rules for Citizen Comment Period

To ensure that the affairs of the Board and its committees may be conducted in an orderly manner, to ensure that all persons desiring to address the Board on matters pertinent to it are afforded an opportunity to do so, to permit persons in attendance to observe and hear the proceedings of the Board without distraction, and to permit to the fullest extent the Board to conduct County business with minimal disruption, the following rules are established.

(1) Each person desiring to speak during the Citizens' Comment period on the agenda must provide name and address prior to their comments.

(2) Each speaker is strongly encouraged to limit remarks to a period of three (3) minutes per comment period; when two (2) minutes have passed the speaker may be reminded that there is one (1) minute remaining.

(3) Speakers may not donate their time to other speakers.

(4) Speakers will not be permitted to use audiovisual materials or other visual displays, but may present written and photographic materials to the Board members.

(5) Comments must be confined to matters germane to the business of the Board of Supervisors and shall not be cumulative or repetitive.

(6) Speakers should address the Board with decorum – loud, boisterous, and disruptive behavior, obscenity, and vulgarity should be avoided as well as other words or acts tending to evoke violence or deemed to be a breach of the peace.

(7) The Citizens' Comment period is not intended to be a question and answer period or time for dialogue with County officials. Questions which are raised during a comment period may at the discretion of the Board be responded to by County officials after sufficient time for appropriate investigation.

(8) Speakers shall remain at the podium while addressing the Board.

(9) Speakers shall not be interrupted by audience comments, calls/whistles, laughter, or other gestures. Individuals in the audience who do not abide by this policy after a warning will be asked to leave the meeting.

(10) Expressive activities including, but not limited to, petitioning, picketing, displaying signs and posters, solicitation, demonstrating, pamphlet distribution, and conducting polls shall not be permitted within the Governmental Center Building or in any other building that the Board is meeting.

These rules do not preclude persons from delivering to the Board or its Clerk written materials including reports, statements, exhibits, letters, or signed petitions or to prohibit persons from presenting oral or written comments on any subject germane to the business of the Board to individual Board members or to the Board through its Clerk outside the context of the public meeting.

K. Agenda Item Procedure

The following guidelines shall be followed for comment addressed to specific agenda items:

(1) In order to prevent obvious questions from consuming Board Meeting time, the Chairman and/or designated person(s) will advise the speaker if a matter is to be considered during some other time during the meeting.

Article V

Procedure for Dealing with Items Not on the Agenda

A. All matters not on the agenda must be raised during citizens comment period. Any matter not on the agenda shall not be considered unless approved for consideration by the majority of the Board present in accordance with Article IV, C (2).

B. For any special meeting, the business to be discussed shall be stated in the call for such meeting. The Chairman or Administrator shall prepare a written agenda listing all items to be considered for every special meeting. No other business shall be discussed or acted upon unless approved for consideration by the majority of the Board present in accordance with Article IV, C (2).

Article VI

Public Hearings

A. All public hearings will be advertised in accordance with the Virginia Code. Public hearings may be postponed, continued or canceled at the discretion of the Board.

B. In addition to those required by law, the Board at its discretion may hold public hearings when it decides that a hearing will be in the public interest.

C. The case before the Board shall be summarized by the Chairman or designated person(s). If there is expected to be many speakers on the issue, interested parties wishing to speak must sign the register at the rear of the room prior to the start of the hearing. Each person wishing to speak will be called to the podium by the Chairman or designated person(s) in the order such person signed the register and must state his or her name and address for the record. Generally, each citizen should be provided an opportunity to speak. Each speaker shall be limited to three (3) minutes, unless waived by the Board.

D. Board Members shall limit their comments in public hearings to insure participation by the public without Board interference.

Article VII

Appointment of Committees

Appointments to committees of the Board may be made by the Chairman. Appointments to other authorities, boards, and commissions, shall be made only by member motion adopted by a majority of the full Board. Prior to consideration of the nomination, the nominee shall be notified to determine his or her willingness to serve and to determine if he or she meets the qualifications for such appointment.

Article VIII

Duties of the County Administrator

The County Administrator shall:

- A. Prepare the agenda for each meeting for approval in conformance with the agenda preparation procedure outlined in these bylaws.
- B. Keep a written record of all business transacted by the Board.
- C. Administer the financial control procedures of the County.
- D. Advise and inform the Board on all matters affecting County government.
- E. Execute all formal documents authorized by the Board of Supervisors.
- F. Provide and supervise all staff services directly under the control of the Board of Supervisors.
- G. The County Administrator shall be responsible for all personnel management of the County. Department Directors, Coordinators, Supervisors or Managers will be hired and dismissed with the consent of a majority of the Board of Supervisors.
- H. Prepare an annual operating budget for the County government in accordance with guidelines established by the State auditor's office for approval by the Board of Supervisors. He shall be responsible for maintaining adequate financial and accounting records on all County business under his control.
- I. Serve as the Board's representative in all circumstances where the Chairman, Vice Chairman, or a majority of the Board Members are not available.
- J. Perform all other duties delegated by the Board as required by law.

Article IX

Amendments

A. The Bylaws may be amended by a recorded majority vote of the entire membership of the Board provided that written notice has been given to all members of the Board and a copy of the proposed amendment is sent with the notice, prior to said meeting.

B. The Bylaws may be suspended in whole or in part only upon the unanimous vote of Board members present, relating to any matter before it.



Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Action Item D-1 – D-7
Presenter: Administrator

Meeting: 2/4/19 6:00 PM

County Administrator Reports & Requests

The County Administrator Reports & Request for February 2019:

REPORTS

1. **2019 Rural Caucus & VACo County Government Day.....D-1**
2. **CPRWMA FY18 Financial Audit.....D-2**
3. **CIFA/VDOT/SVCC Smart Scale Training.....D-3**
4. **Elk Garden School.....D-4**
5. **Swords Creek Community Center.....D-5**

REQUESTS

6. **Authorization to Award County’s IT Service Contract.D-6**
7. **Authorization of Travel Requests.....D-7**

STAFFRECOMMENDATION(s):

Board Discretion.

SUGGESTEDMOTION(s):

Board Discretion.

ATTACHMENTS:

- Various



VACo and the Center for Rural Virginia 2019 Rural Caucus Reception

Wednesday, January 30th | Omni Richmond Hotel | 5:30 to 8:00 pm

REGISTRATION FORM

*** Registration closes January 18 ***

\$60 per person Room block at the Omni Richmond closes January 11

The 2019 Rural Caucus Reception is an evening of collaboration and discussion on the issues that impact rural Virginia. Attendees acquire a healthy understanding of matters affecting rural Virginia and their possible solutions as well as make personal connections across the region. Registration fee includes two drink tickets; heavy hors d'oeuvres will be served.

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

County or Organization _____

Mailing address _____

Contact Phone _____ City _____ State _____ Zip Code _____
Email _____

My guest's name is _____ (Add \$60)
Leave blank if no guest.

Total enclosed _____ (\$60 per person)
Make checks payable to: **Virginia Association of Counties or VACo.**

CHARGE: VISA American Express MasterCard Discover

Card number _____ Expiration date _____
MONTH YEAR

Print cardholder's name as it appears on the card _____

Authorized Signature _____

Email for credit card receipt if different from above _____

Register today by faxing this completed form with credit card information to 804.788.0083 or mail with a check to: Virginia Association of Counties, 1207 East Main Street, Suite 300, Richmond, VA 23219.

Hotel Information

Officials can stay overnight at the Omni Richmond Hotel with special rates from \$147. For reservations, call 1.800.THE.OMNI **by January 11, 2019** with the following code: [VACo County Government Day](#) or make reservations online at this [Omni Richmond Hotel link](#).

Refund Policy

Requests for registration refunds are honored if received by 10 a.m. on January 18, 2019. However, substitutions are accepted at any time. For questions, please call VACo at 804.788.6652.

*** Registration deadline is January 18, 2019 ***

**CUMBERLAND PLATEAU REGIONAL WASTE
MANAGEMENT AUTHORITY**

**FINANCIAL STATEMENTS FOR THE FISCAL
YEAR ENDED JUNE 30, 2018**



**BOSTIC, TUCKER
& COMPANY, P.C.**

Certified Public Accountants
**P. O. Box 505, Lebanon, VA 24266
(276) 889-3103**

MEMBER
VIRGINIA SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

MEMBER
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

**CUMBERLAND PLATEAU
REGIONAL
WASTE MANAGEMENT
AUTHORITY**

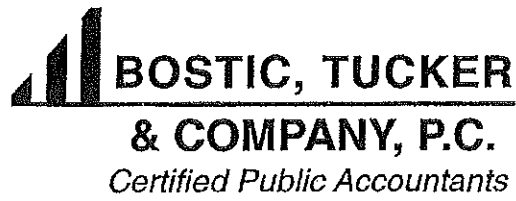
FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2018

**CUMBERLAND PLATEAU REGIONAL WASTE MANAGEMENT
AUTHORITY
FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2018**

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RONALD C. BOSTIC, CPA
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INDEPENDENT AUDITORS' REPORT ON FINANCIAL STATEMENTS

The Board of Directors of the
Cumberland Plateau Regional Waste Management Authority
Lebanon, Virginia.

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Cumberland Plateau Regional Waste Management Authority as of June 30, 2018; and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions* issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly in all material respects, the respective financial position of the Cumberland Plateau Regional Waste Management Authority, as of June 30, 2018, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. ✓

Other Matters

Required Supplementary Information

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Report on Other Legal and Regulatory Requirements

In accordance with *Government Auditing Standards*, we have also issued a report dated November 20, 2018, on our consideration of the Cumberland Plateau Waste Management Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Cumberland Plateau Waste Management Authority's internal control over financial reporting and compliance.

Bostic, Tucker & Company, PC

November 20, 2018
Lebanon, Virginia



RONALD C. BOSTIC, CPA
GREGORY D. TUCKER, CPA

P.O. Box 505, Lebanon, VA 24266
(276) 889-3103 Fax: (276) 889-0229
www.bthcpa.com

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT
AUDITING STANDARDS***

The Board of Directors of the
Cumberland Plateau Regional Waste Management Authority
Lebanon, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions* issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the accompanying statement of net position of the Cumberland Plateau Regional Waste Management Authority, as of and for the year ended June 30, 2018; and the related statements of revenues, expenditures, and changes in net position and cash flows for the year then ended, which collectively comprise the Cumberland Plateau Regional Waste Management Authority's basic financial statements, and have issued our report thereon dated November 20, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Cumberland Plateau Regional Waste Management Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion of the effectiveness of the Cumberland Plateau Regional Waste Management Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Cumberland Plateau Regional Waste Management Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Cumberland Plateau Regional Waste Management Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Bastie, Tucker & Company, PC

November 20, 2018

Lebanon, Virginia

Cumberland Plateau Regional Waste Management Authority
Statement of Net Position
At June 30, 2018

Exhibit 1

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

	<u>Amount</u>
Current Assets	
Cash and cash equivalents	\$ 437,567 ✓
Accounts receivable - net	258,057
Accounts receivable - intergovernmental	-
Prepaid expenses	13,394
Total Current Assets	<u>709,018</u>
Restricted Assets:	
Cash	<u>22,875</u>
Capital Assets	
Capital assets, non-depreciable	-
Capital assets, depreciable, net	1,765,771
Total Capital Assets	<u>1,765,771</u>
Total Assets	<u>2,497,664</u>
Deferred Outflows of Resources	
Deferred interest charges	<u>722</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 2,498,386</u> ✓

LIABILITIES AND NET POSITION

Current Liabilities	
Accounts payable	\$ 154,982
Accrued interest payable	753
Bonds and notes payable	67,738 ✓
Total Current Liabilities	<u>223,473</u>
Long Term Liabilities	
Bonds and notes payable	<u>190,416</u> ✓
Total Long-Term Liabilities	<u>190,416</u>
Total Liabilities	<u>413,889</u>
Net Position	
Invested in capital assets, net of related debt	1,507,617
Restricted for other purposes	22,875
Unrestricted	554,005
Total Net Position	<u>2,084,497</u>
Total Liabilities and Net Position	<u>\$ 2,498,386</u> ✓

Cumberland Plateau Regional Waste Management Authority
Statement of Revenue, Expenses and Changes in Net Position
For Year Ended June 30, 2018

Exhibit 2

	<u>Amount</u>
Operating Revenues:	
Management fees	\$ 475,009
Tipping fees	1,548,999
Waste tire re-imburement	38,692
Miscellaneous income	<u>10,904</u>
Total Operating Revenues	<u>2,073,603</u> ✓
Operating Expenses:	
Disposal costs	1,599,868
Station fees and permits	18,108
Administrative and personnel services	206,658
Fuel costs	14,369
Repairs and maintenance	92,239
Contracted services	1,000
Utilities	16,008
Supplies	5,576
Telephone and pager	2,667
Insurance	13,642
Travel	275
Legal and accounting	3,858
Advertising	1,387
Miscellaneous expenses	2,322
Meeting expenses	972
Depreciation and amortization	<u>240,097</u> ✓
Total Operating Expenses	<u>2,219,045</u> ✓
Net Operating Income	<u>(145,442)</u> ✓
Other Non-Operating Revenue (Expenses):	
Interest income	1,036
Bond issuance costs	-
Gain on sale of fixed assets	-
Interest expense	<u>(9,480)</u>
Total Other Non-Operating Revenue (Expenses)	<u>(8,444)</u>
Change in net position	(153,886)
Net Position at Beginning of Year	<u>2,238,383</u> ✓
Net Position at End of Year	<u>\$ 2,084,497</u> ✓

The accompanying Notes to Financial Statements are an integral part of this statement

Cumberland Plateau Regional Waste Management Authority
Statement of Cash Flows
For Year Ended June 30, 2018

Exhibit 3

	<u>Amount</u>
Cash Flows from Operating Activities:	
Cash received from customers	\$ 2,090,279
Cash payments to suppliers for goods and services	(1,939,311)
Cash payments to employees for services and benefits	<u>(31,658)</u>
Net Cash Provided By Operating Activities	<u>119,310</u> ✓
Cash Flows From Investing Activities	
Interest income	<u>1,036</u> ✓
Cash Flows From Capital and Related Financing Activities:	
Purchase of assets	-
Gain on sale of fixed assets	-
Principal proceeds/(payments) for loans and bonds	(65,145)
Interest payments on debt	<u>(10,202)</u>
Net Cash Used By Capital and Related Financing Activities	<u>(75,347)</u> ✓
Change In Cash	44,999
Cash At Beginning Of Year	<u>415,443</u>
Cash At End of Year	<u>\$ 460,442</u> ✓
Net Cash Flows From Operating Activities:	
Net operating income (Loss)	\$ (145,442) ✓
Adjustments to reconcile net operating income (Loss) to net cash provided by operating activities:	
Depreciation and amortization	240,097 ✓
Changes in operating assets and liabilities:	
Accounts receivable	16,676 ✓
Prepaid expenses	248 ✓
Accounts payable	<u>7,731</u> ✓
Net Cash Provided By Operating Activities	<u>\$ 119,310</u> ✓

The accompanying Notes to Financial Statements are an integral part of this statement

CUMBERLAND PLATEAU REGIONAL WASTE MANAGEMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Cumberland Plateau Regional Waste Management Authority was incorporated under the *Virginia Water and Sewer Authorities Act of 1973*. The Authority operates under a Board of Directors appointed by the Board of Supervisors of the three-member governments: Buchanan, Dickenson, and Russell Counties. The Authority provides waste management for the three-member governments.

Reporting Entity

The Authority complies with GASB Statement No. 14, *The Financial Reporting Entity*. The Authority considered all potential component units in determining what organizations should be included in the financial statements. Based on these criteria, there are no component units to include in the Authority's financial statements.

Financial Statement Presentation

The accompanying financial statements are prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

PROPRIETARY FUND TYPE

Proprietary Funds account for operations that are financed in a manner similar to private business enterprises. The proprietary fund measurement focus is upon determination of net income, financial position, and cash flows. The proprietary fund of the Authority is an Enterprise Fund.

Enterprise Fund accounts for the financing of services to the general public where all or most of the operating expenses involved are recovered in the form of charges to users of such services. All activity of the Authority is accounted for in the Enterprise Fund.

Basis of Accounting

The Authority uses the accrual basis of accounting. Under this method revenues are recognized in the accounting period in which they are earned, while expenses are recognized in the accounting period in which the related liability is incurred.

Budgets and Budgetary Accounting:

The budget for the Authority is adopted and maintained on the cash basis. ✓

Cash and Cash Equivalent

For the purposes of the Statement of Cash Flows, cash and cash equivalents are defined as short term highly liquid investments that are both rapidly convertible to known amounts of cash and investments with original maturities of 90 days or less.

CUMBERLAND PLATEAU REGIONAL WASTE MANAGEMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles include the use of estimates that affect the financial statements. Accordingly, actual results could differ from these estimates.

Property, Plant, and Equipment

Fixed Assets: Property, plant, and equipment are stated at cost. Expenditures for maintenance, repairs and minor renewals are charged to expense as incurred; major improvements or betterments are capitalized. Depreciation is provided over estimated useful lives of the respective assets on the straight-line basis are 5 to 30 years.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then. The Authority's deferred outflow is net bond issue cost of \$722. ✓

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Authority does not have any deferred inflows.

Net Position

Net position is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation, less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position. ✓

Equity Classifications

Equity is classified as net position and displayed in three components:

Invested in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

CUMBERLAND PLATEAU REGIONAL WASTE MANAGEMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Equity Classifications (Continued)

Restricted – Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations or other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted – All other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

Long-term Obligations

Long-term debt and other long-term obligations are reported as liabilities in the Authority’s balance sheets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest rate method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred outflows and amortized over the term of the related debt.

NOTE 2. CASH AND INVESTMENTS

Deposits

All cash of the Authority is maintained in accounts collateralized in accordance with the Virginia Security for Public Deposits Act, Section 201-359 et. Seq. of the Code of Virginia or covered by federal depository insurance. Since the Authority does not have any investments, there is no formal policy concerning the types of investments allowed.

Restricted Cash

Restricted cash consisted of a certificate of deposit required to be held by the Department of Environmental Quality.

NOTE 3. ACCOUNTS RECEIVABLE

There has not been an allowance for uncollectible accounts as all receivables are from the members of the Authority.

NOTE 4. RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of self-insured liability plan sponsored by the state of Virginia for local political subdivisions. The plan provides \$1,000,000 coverage against public official liability claims. The Authority also participates in a local government group self-insurance pool. The pool will provide coverage in the areas of general liability, property, business interruption, and employee’s criminal acts. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Authority. Settled claims have not exceeded coverage in previous fiscal years. ✓

CUMBERLAND PLATEAU REGIONAL WASTE MANAGEMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 5. FIXED ASSETS

A summary of the changes in fixed assets follows:

	Balance beginning	Additions	Retirements	Balance ending
Buildings	\$ 3,367,325	\$ -	\$ -	\$ 3,367,325
Equipment	1,736,187	-	-	1,736,187
Total cost	<u>5,103,512</u>	<u>-</u>	<u>-</u>	<u>5,103,512</u> ✓
Accumulated depreciation:				
Buildings	(2,011,772)	(112,244)	-	(2,124,016)
Equipment	(1,086,595)	(127,130)	-	(1,213,725) ✓
Total accumulated de	<u>(3,098,367)</u>	<u>(239,374)</u>	<u>-</u>	<u>(3,337,741)</u>
Net capital assets	<u>\$ 2,005,145</u>	<u>\$ (239,374)</u> ✓	<u>\$ -</u>	<u>\$ 1,765,771</u>

For the current year depreciation expense amounted to \$235,202. ✓

NOTE 6. LONG-TERM DEBT

The following is a summary of long-term debt transactions for the year:

	Amounts Payable beginning	Additional Borrowings	Principal Reduction	Amounts Payable ending	Amounts Due within One Year
Bonds/Loans	\$ 323,299	\$ -	\$ 65,145	\$ 258,154	\$ 67,738

Details of indebtedness:

The Authority received a \$406,500 loan on February 1, 2016 to purchase equipment. The loan has monthly payments of \$6,219. The interest rate is 3.2%. The balance of the loan at year end was \$258,154.

NOTE 7. SUBSEQUENT EVENTS

Management has evaluated subsequent events through November 20, 2018, the date which the financial statements were available to be issued.



Cumberland Industrial Facilities Authority (Counties of Buchanan, Tazewell, and Russell)



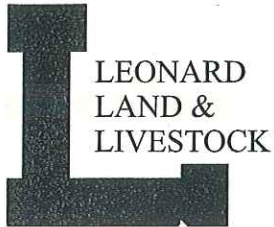
Local Legislators
Board of Supervisors
Planning Districts & Commissions
Industrial Development Authorities

The Cumberland Industrial Facilities Authority (CFIA), Southwest Virginia Community College (SWCC), and Virginia Department of Transportation (VDOT) is hosting a training session on the SMART SCALE application process and Smart Portal scheduled for Tuesday, February 12, 2019 from 8 a.m.- 5 p.m. at the SWCC Campus Auditorium.

This training will be led by the SMART SCALE team and targeted towards each County's SMART PORTAL organizational administrator and jurisdiction staff working on SMART SCALE applications. The purpose of SMART SCALE is to fund the right transportation projects through a prioritization process that evaluates each project's merits using key factors, including: safety improvements, congestion reduction, accessibility, land use, economic development and the environment. The evaluation focuses on the degree to which a project addresses a problem or need relative to the requested funding for the project.

Please plan to attend and invite your staff as appropriate. For planning purposes, please email the list of attendees from your organization by February 8th, 2019 to Lonzo.Lester@russellcountyva.us.

LEONARD COMPANIES, Ltd.



DAVID A. LEONARD

President

1780 East Main Street, Box 10
276-889-4252
276-889-5655 Fax
leonardcompanies@bvunet.net
www.leonardcompanies.net

August 3, 2018

Russell County Board of Supervisors

Lonzo Lester, Administrator
Rebecca Dye, Chairman, Belfast/Rosedale
Tim Lovelace, Vice Chairman, Moccasin
Lou Wallace, Castlewood
Carl Rhea, Cleveland
David Eaton, Honaker
Steve Breeding, Lebanon
Harry Ferguson, At Large

Ladies and Gentlemen,

Regarding the attached letter to Reverend Sandra Johnson, District Superintendent, Clinch Mountain District Holston Conference, United Methodist Church, I am interested to purchase the former Elk Garden Elementary School property for the purpose of continuing the ministry there.

Thank you for your consideration in granting this request. I look forward to working with you in facilitating the continued future of this much needed community service.

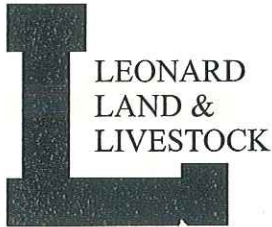
Sincerely,

A handwritten signature in black ink, appearing to read 'D. Leonard', written in a cursive style.

David A. Leonard

Enclosure

LEONARD COMPANIES, Ltd.



DAVID A. LEONARD

President

1780 East Main Street, Box 10
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leonardcompanies@bvunet.net
www.leonardcompanies.net

March 1, 2018

Rev. Sandra Johnson, District Superintendent
Clinch Mountain District Office
P. O. Box 263
Abingdon, VA 24212

Dear Rev. Johnson,

The Elk Garden School opened in 1916 and is a special place for me. My father went to seventh grade there that year, the last year he attended school. My mom taught there many years to send my brother and me to Virginia Tech. My brother and I and his grandchildren went there. Governor Henry C. Stuart and Senator Harry C. Stuart were instrumental in its establishment. If not for Senator Harry C. Stuart and the Elk Garden Methodist Church, I would not have gone to Virginia Tech.

The Elk Garden School Ministry is serving hundreds of people with the support of twenty-five churches, twenty organizations and businesses, and scores of volunteers. The future of this ministry will benefit unknown families and individuals.

My understanding is that if The Holston Conference of The United Methodist Church owned the property, the ministry could accomplish even more and improve the property. Improvements such as heating in the cafeteria, plumbing enhancements, and outdoor storage space would greatly enhance the current ministries and allow for future ministries to be developed.

In conversation with Russell County Administrator, Lonzo Lester, we have discussed the possibility of my purchasing the school and 4.5 acres to give to the Conference. I have faith that the Conference would continue and expand the outstanding work progressing here under the leadership of Brooke Atchley.

If this transition takes place, I would like a contract that the ministry would continue for a minimum of ten years and hopefully forever.

Sincerely,

A large, handwritten signature in black ink, appearing to read 'David A. Leonard', is written over the typed name.

David A. Leonard

cc: Rev Brooke Atchley
Lonzo Lester, Russell County Administrator
Rebecca Dye, Russell County Board of Supervisors Chairman and Board members
Offices: The Shopping Center of Russell County, Lebanon, Virginia 24266

**RUSSELL COUNTY PUBLIC SERVICE AUTHORITY
P. O. BOX 3219
LEBANON, VIRGINIA 24266**

276-883-4030

Fax 276-889-2196

e-mail rcpsa@bvu.net

January 4, 2019

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:

Per our letter dated October 15, 2018 regarding your 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, the Russell County Public Service Authority Board of Directors have been polled and have approved the following:

In exchange for the possession of the vacant RCPSA office building, located at 7341 Swords Creek Road, the County would agree to reimburse RCPSA \$514.02 per month for the current New Peoples Bank loan for the RCPSA office/shop located at 264 Clydesway Drive in Lebanon. The reimbursement would occur until such time the loan is paid in full. The payoff as of today is \$29,513.30.

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

Information Technology (IT)

Comparison Cost Analysis

IT Contract vs. IT Employee

ANNUAL COST FOR IT SERVICES

Technician Hourly Rates

	<u>INNOVATIVE</u>	<u>WIZE</u>
TECHNICIAN		
Hourly Rate/Annual	\$ 58.00/\$58,000	\$ 198.00/\$198,000

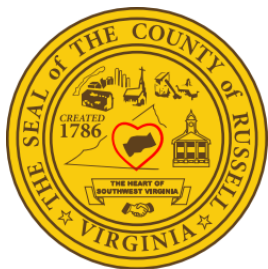
IT Contract vs. IT Employee:

INNOVATIVE

\$58,000 PER YEAR

County Employee (w/Benefits):

\$75,000 salary & benefits \$29,587 = \$104,587



**REQUEST FOR PROPOSAL (RFP)
FOR
INFORMATIONAL TECHNOLOGY (IT) SERVICES**

SOLICITATION NUMBER: RFP RC-0003
TITLE: IT Services Contract
RFP CLOSING DATE/TIME: December 7, 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

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: **IT Services Contract**
RFP Number: **RFP RC-0003**
Closing Date/Time: **December 7, 2018 at 3:00 p.m. (EST)**

SECTION I - COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company: _____ Contact Person: _____

Title: _____
Address: _____ Telephone No: _____

FAX No: _____
Remittance
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 contractor to provide Informational Technology Services for its governmental facilities. Russell County desires to establish a three-year service contract, with option of two re-negotiated "one-year extensions" for informational technology services for the County's non-school related IT systems and equipment.

The primary purpose of the RFP for Russell County IT services is to ensure system maintenance service of all County's non-school related IT systems on a timely and consistent basis.

SCOPE OF SERVICES

1. Services

- a) Contractor agrees to perform to the County's satisfaction the technical services set forth in the attached "Specification of Services" ("Services") with the standard of care and skill customarily provided in the industry for performance of such services, and to devote such amount of its business during the Term as is necessary to fulfill all of its duties and obligations hereunder.
- b) Contractor agrees that should County determine, in its sole discretion, that any of Contractor's agents or employees has been unable to discharge duties for any cause or has failed or refused to perform Services under this Agreement in a manner satisfactory to County, then County shall notify Contractor in writing of such opinion. Contractor shall immediately substitute the agent or employee with a replacement acceptable to County.

A description of various IT Scope of Services under consideration is attached to this document as **Appendix 1**. Location of Services to be provided is attached as **Appendix 2**.

2. Payment for Services

- a) In full consideration for the Services, County shall pay Contractor a fee of \$_____per annum payable in equal monthly installments in accordance with the rates and guidelines set forth in the attached "Specification of Compensation."
- b) Contractor shall issue a monthly invoice to the County detailing all work performed during the previous month. County shall pay these monthly invoices within 30 days of receipt.
- c) On notice to Contractor, County may withhold payments for unsatisfactory performance results and/or question any item reflected on Contractor's invoice. Pending settlement or resolution of the issue, County's nonpayment shall not constitute a default of this Agreement. County shall pay all invoiced amounts not in dispute.
- d) County must consent in writing prior to Contractor's working in excess of the maximum work values set forth in the attached Specifications.

3. Contractor's Capacity and Responsibilities

- a) It is expressly understood that Contractor shall perform the Services as an independent contractor and is not an agent, associate, partner, joint venture or employee of the County. Contractor agrees that the manner in which it performs its obligations under this Agreement is solely within its direction and control subject to the terms and conditions of the attached Specifications, and that it is not entitled to tax withholding, Worker's Compensation, unemployment compensation or any employee benefits, statutory or otherwise.
- b) Contractor understands and agrees that its employees, agents and representatives will not be treated as employees of the County for any purpose and are not entitled to receive pension or other retirement benefits, medical, dental, severance, leaves of absence, sick leave, death, disability, vacations, tuition assistance or any other County benefit.

- c) Contractor shall not have the authority to enter into any contract or agreement to bind County and shall not represent to third parties that Contractor has such authority.
- d) Contractor represents and warrants that it has / its personnel have or will obtain and maintain all necessary licenses, permissions, certifications, authorizations, registrations and approvals required for the provision of Services under this Agreement; that all Services included in the Specifications shall be performed in a professional manner by qualified personnel in accordance with recognized industry standards, and that all projects will be timely completed, even if doing so requires Contractor to work evenings and weekends.

4. Confidentiality of Information

- a) Contractor acknowledges and agrees to make best efforts to maintain in a secure fashion the confidentiality of any tangible or intangible information revealed, obtained or developed during the course of or in connection with the performance of the Services, including without limitation any information (in whatever media) contained in any staff or health, personnel record, or about the operations, programs, finances, administration, or any other information or data about which Contractor becomes aware which is or may be a confidential and proprietary nature ("Confidential Information").
- b) Contractor acknowledges and agrees that it shall treat all Confidential Information with the strictest confidence and secrecy and shall not disclose any Confidential Information to any third party, or use Confidential Information for Contractor's own purposes or other than for the benefit of County in performing the Services under this Agreement, during the term of this Agreement and at all times, without the prior written consent of County. Contractor also agrees that any dissemination of Confidential Information within its own business operation shall be restricted to "a need to know basis" for the purpose of performing the Services hereunder.
- c) This provision shall survive expiration or termination of this Agreement. All notes, memoranda, records and writings consisting of any Confidential Information or made by Contractor relative to the business of County shall be and remain the property of County and shall be destroyed or handed over to County on demand and in any event on the termination of this Agreement.

5. Property Rights

- a) Contractor agrees that all work product, tangible or intangible, including any image, computer program, report, document, data, copyrightable work, invention, improvement, discovery, design or other intellectual property right conceived, created or developed by Contractor, solely or with others, related to the performance of Services under this Agreement, and all copies of any of the foregoing ("Deliverables"), are the sole, exclusive and absolute property of County and shall be disclosed thereto, it being intended that such Deliverables shall be deemed „works made for hire". Contractor agrees to assign all rights therein to County.

6. Assignment

Contractor may not assign, transfer, subcontract, delegate or otherwise dispose of its interest or delegate any part of its duties hereunder without the prior written consent of County. No such assignment shall relieve Contractor from liability with respect to any of its obligations or liabilities hereunder. This Agreement shall be binding on any assigns.

7. Compliance with Laws

Contractor agrees to comply at its expense with all applicable federal, state, county and local laws, ordinances, regulations and codes in the performance of its obligations under this Agreement, including but not limited to the procurement of licenses, permits and certificates where required.

Contractor warrants to County that it has full legal right to enter this Agreement and that neither the Services to be performed nor any work product (Deliverable) to be provided will violate any agreement or infringe the rights of any third party, including any contract right, patent, copyright, or other property right.

8. **Insurance**

Consultant will secure, purchase and maintain, at its own expense, the following insurance policies in full force and effect during all periods of Service covered by this Agreement:

Statutory workers compensation covering the Service will be performed, disability benefits and employer's liability coverage in amounts not less than \$500,000 per accident or disease.

Commercial general liability insurance with limits of \$500,000 per occurrence, bodily injury and property damage \$500,000 per occurrence. This policy shall be written on an "occurrence" basis, shall apply on a primary basis irrespective of any other insurance, whether collectible or not.

Each insurance policy described above shall be endorsed to name Russell County Virginia as an "Additional Insured" for all activities covered by this Agreement. The definition of Additional Insured shall include all of County's trustees, officers, employees, agents and representatives. Further, coverage for the Additional Insureds shall apply on a primary basis irrespective of any other insurance, whether collectible or not.

Contractor will, at least ten (10) days before the initial period of Services undertaken pursuant to this Agreement, and prior to any expiration or anniversary of the respective policy terms, deposit the certificates of insurance evidencing compliance with all insurance provisions noted above. Contractor accepts that failure to provide adequate or proper certification of insurance, specifically including County as "Additional Insured", shall immediately be deemed a breach of contract.

It is further agreed that Contractor will require all subcontractors and others acting under its direction or control in performing the Services to: (a) execute an insurance and indemnification agreement in favor of County with the Indemnifying Parties agreeing to the same terms and conditions as is contained herein, (b) maintain the same insurance coverage set forth herein, and (c) provide certificates of insurance evidencing the required coverage and naming County as "Additional Insured."

Indemnification

Contractor shall, at its own expense, defend, indemnify and hold harmless the County, its officers, employees, representatives and agents, from and against any loss, liability, damages, costs or expenses (including attorney's fees) of any nature whatsoever arising from any claim or action, including any claim or action against County for infringement of any patent, copyright, trade secret or other intellectual property, related to Contractor's provision of the Services contemplated by this Agreement or breach of any obligation, representation or warranty set forth herein. Contractor shall have the right to conduct the defense of any such claim or action and all negotiations for its settlement. County may participate in any such defense or negotiations to protect its interest.

9. **Breach of Agreement: Termination**

- a) Any of the following events shall be deemed an event of default:
 - (i) Contractor does not fulfill its obligations to [*maintain and install software/equipment*] in accordance with the Specification of Services;
- b) In any case where Contractor has failed to perform or has delivered non-conforming goods or services, County may deliver a "Notice to Cure" to Contractor, detailing the instances of noncompliance. Contractor shall have 10 days to reply and recommend remedial action. If Contractor and County agree, Contractor shall have 30 days after receipt of the Notice to cure the noncompliance. If a solution cannot be reached within 10 days after Contractor's receipt of the Notice, County may terminate this Agreement.

- c) The County may terminate this Agreement, in whole or in part, at its convenience, on no less than thirty 30 days' written notice to Contractor.
- d) On any termination of this Agreement, Contractor shall stop work, terminate all subcontracts and deliver to County all Confidential Information, County property, works for hire and such work in process as the County may request. County shall have no liability to Contractor beyond payment for Services rendered to and accepted by County prior to the effective date of the termination. Contractor may recover actual cancellation costs incurred before the effective date of termination if Contractor submits a claim for such costs, supported by third party invoices, to County within thirty (30) days of receipt of the termination notice. The remedies provided herein with respect to any termination are exclusive and in lieu of any other remedies available at law or equity.
- e) Any cancellation or termination by County, whether for default or otherwise, shall be without prejudice to any claims or damages or other rights of County against Contractor. If any fees or expenses have been prepaid by County, Contractor shall refund a pro rata portion of such fees or expenses.

SPECIFICATION OF COMPENSATION

I. COST ESTIMATE STATEMENT

Contractor shall prepare and submit to County for approval the Specification of Services statement annexed hereto. The Specification of Services statement shall include:

- (i) Description of the overall services to be performed,
- (ii) Estimated costs,
- (iii) Names and billing rates of the individuals.

II. MANAGEMENT AND MONITORING RESPONSIBILITY

The Contractor and County Administrator will review the progress of the work each month.

III. GENERAL BUSINESS CONSIDERATIONS:

Bid proposals will be evaluated on several criteria deemed to be in the best interests of Russell County, including, but not limited to, contract price, experience level of employees, company business profile, and ability to meet specific IT needs as detailed in Appendix 1 on a timely and consistent basis.

Considerations for the informational technology services of this RFP includes, but not limited to, the following:

1. Bidder business profile, including bidder company history, length of time in business, number and qualifications of IT service technicians, at both a senior and apprentice level.
2. Capability to provide routine IT services on a timely and auditable basis.
3. Ability to service the entire range of vendors and unit types to be found in the County's base of installed equipment.
4. Availability of trained and experienced service technicians and helpers.
5. Price for delivery of services for the contract period described in the RFP.

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

ANTICIPATED RFP SCHEDULE

Issuance of RFP Documents	November 20, 2018
Deadline for Proposal Submission Offeror	December 7, 2018
Interviews	December 19, 2018
Notice of Intent to Award Commencement of Contract	January 7, 2019 February 1, 2019

Each offeror must provide 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 IT Services Contract**" 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 December 7, 2018.

Proposals should be delivered to:

<i>If by USPS mail:</i> Russell County Lonzo Lester, County Administrator P.O. Box 1207 Lebanon, VA 242466	<i>If by overnight courier:</i> Russell County Lonzo Lester, County Administrator 137 Highland Drive Lebanon, VA 24266
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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.

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. 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.

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 based on 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, based on 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 scope of services requested in this RFP;
- d) Recent relevant experience relative to IT 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;
- 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 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 24266 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.

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:

Name:

Title:

Telephone:

Email:

Signature:

Appendix 1 -

List of Informational Technology Services

Informational Technology Services

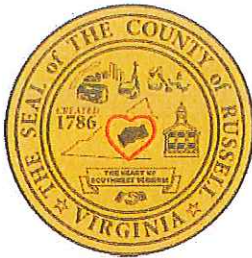
- Cabling
- Surveillance Site Planning/Mapping
- Surveillance System Installation
- Surveillance System Management
- PC Installation
- PC Repair
- PC Setup
- Printer Installation
- Printer Repair
- Copier Repair
- AS400
 - Work with Varying Devices
 - Various Network Settings
 - Client Access Installation
 - IBM Line Printer Repair
 - Legasuite Maintenance
 - Virtual Printer Setup
 - Work with Outque
- Microsoft Office Installation
- Microsoft Office Repair
- Cell Phone Setup
- Cell Phone Repair
- Data Recovery
- Data Backup
- Setup and Maintenance of BrightSign
- VPN Setup and Maintenance
- Various Firewall Support
- Work with POE Phones
- Email and Internet Security
- Norton and Malwarebytes Maintenance
- Maintenance of Registrar Voting Machines
- Access Point Setup, Installation, and Maintenance
- Installation and Maintenance of Cell Phone Extenders
- Switch and Patch Panel Installation and Maintenance
- Various Visual Aid Installations
- Guard911 Installation and Maintenance
- Network Scanning
- Complete Cabling Renovation
- Aid Virginia Supreme Court in Maintaining Circuit Court Clerk and District Court Clerk
- Audio Visual Installation and Maintenance
- Technical Contact for BVU 20 Accounts
- Telemetry Support
- Maintain GoDaddy Accounts
- Maintain dotgov Account
- Maintain IIS Server

Appendix 2 -

Maintenance Service Specifications

Informational Technology Service Locations

- Russell County Government Center
 - Board of Supervisors Office
 - Treasurer's Office
 - Commissioner's Office
 - Assessor's Office/Reassessment Contractor
 - Building Inspector's Office
 - Community Work Program
 - Fitness Center
 - Conference Center
 - Virginia Tech Extension Office
 - Emergency Management Office
 - Maintenance Department
- Russell County Courthouse
 - Commonwealth Attorney's Office
 - Circuit Court Clerk's Office
 - Circuit Court Judge's Office
 - District Court Clerk's Office
 - Court Security
- Russell County Sheriff's Office
- Russell County 911 Center
- Russell County Registrar's Office
- Russell County Social Services
- Russell County Public Library
 - Lebanon Library
 - Honaker Library
- Russell County PSA
 - Administrative Office
 - Warehouse Site
- Russell County Canneries
 - Castlewood Cannery
 - Honaker Cannery
- Russell County Community Centers
 - Cleveland Community Center
 - Finney Community Center
- Russell County Animal Shelter
- Russell County Solid Waste Department



REQUEST FOR PROPOSAL (RFP)
FOR
INFORMATIONAL TECHNOLOGY (IT) SERVICES

Original

SOLICITATION NUMBER: RFP RC-0003
TITLE: IT Services Contract
RFP CLOSING DATE/TIME: December 7, 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.

Innovative Technology Solutions, Inc.
Company Name
Jacob Musick, Pres. 11/29/18 Jacob Musick, Pres
Authorized Signature Date Name Printed
276-202-0727 _____
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.

Original

RFP SUBMISSION FORM

Name of RFP: **IT Services Contract**
RFP Number: **RFP RC-0003**
Closing Date/Time: **December 7, 2018 at 3:00 p.m. (EST)**

SECTION I - COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company: Innovative Technology Solutions, Inc. Contact Person: Jacob Musick
Title: President/Owner
Address: 1158 Thackers Branch Rd Telephone No: 276-202-0727
Honaker, VA 24260 FAX No: _____
Remittance Address: _____ Email: musick.jacob@gmail.com

Indicate Which: Corporation Partnership Sole Prop.
Minority Owned/Controlled Bus. Yes No Small Bus. Yes No

Organized under the laws of the State of Virginia
Principal place of business at Russell County, VA
FEIN: 81-19169052

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)

Jacob Musick
Name
1158 Thackers Branch Road
Address
Honaker, VA 24260

Original

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.

Jacob Musick
Signature

11/29/18
Date

Jacob Musick
Name (Printed)

President
Title

OFFEROR MUST COMPLETE AND RETURN THIS FORM WITH ITS PROPOSAL PACKAGE

Original

PURPOSE

Russell County seeks a qualified contractor to provide Informational Technology Services for its governmental facilities. Russell County desires to establish a three-year service contract, with option of two re-negotiated "one-year extensions" for informational technology services for the County's non-school related IT systems and equipment.

The primary purpose of the RFP for Russell County IT services is to ensure system maintenance service of all County's non-school related IT systems on a timely and consistent basis.

SCOPE OF SERVICES

1. Services

- a) Contractor agrees to perform to the County's satisfaction the technical services set forth in the attached "Specification of Services" ("Services") with the standard of care and skill customarily provided in the industry for performance of such services, and to devote such amount of its business during the Term as is necessary to fulfill all of its duties and obligations hereunder.
- b) Contractor agrees that should County determine, in its sole discretion, that any of Contractor's agents or employees has been unable to discharge duties for any cause or has failed or refused to perform Services under this Agreement in a manner satisfactory to County, then County shall notify Contractor in writing of such opinion. Contractor shall immediately substitute the agent or employee with a replacement acceptable to County.

A description of various IT Scope of Services under consideration is attached to this document as **Appendix**

1. Location of Services to be provided is attached as **Appendix 2.**

2. Payment for Services

- a) In full consideration for the Services, County shall pay Contractor a fee of \$ 58,000 JM per year ~~75,000~~ per annum payable in equal monthly installments in accordance with the rates and guidelines set forth in the attached "Specification of Compensation."
- b) Contractor shall issue a monthly invoice to the County detailing all work performed during the previous month. County shall pay these monthly invoices within 30 days of receipt.
- c) On notice to Contractor, County may withhold payments for unsatisfactory performance results and/or question any item reflected on Contractor's invoice. Pending settlement or resolution of the issue, County's nonpayment shall not constitute a default of this Agreement. County shall pay all invoiced amounts not in dispute.
- d) County must consent in writing prior to Contractor's working in excess of the maximum work values set forth in the attached Specifications.

3. Contractor's Capacity and Responsibilities

- a) It is expressly understood that Contractor shall perform the Services as an independent contractor and is not an agent, associate, partner, joint venture or employee of the County. Contractor agrees that the manner in which it performs its obligations under this Agreement is solely within its direction and control subject to the terms and conditions of the attached Specifications, and that it is not entitled to tax withholding, Worker's Compensation, unemployment compensation or any employee benefits, statutory or otherwise.
- b) Contractor understands and agrees that its employees, agents and representatives will not be treated as employees of the County for any purpose and are not entitled to receive pension or other retirement benefits, medical, dental, severance, leaves of absence, sick leave, death, disability, vacations, tuition assistance or any other County benefit.

Original

- c) Contractor shall not have the authority to enter into any contract or agreement to bind County and shall not represent to third parties that Contractor has such authority.
- d) Contractor represents and warrants that it has / its personnel have or will obtain and maintain all necessary licenses, permissions, certifications, authorizations, registrations and approvals required for the provision of Services under this Agreement; that all Services included in the Specifications shall be performed in a professional manner by qualified personnel in accordance with recognized industry standards, and that all projects will be timely completed, even if doing so requires Contractor to work evenings and weekends.

4. Confidentiality of Information

- a) Contractor acknowledges and agrees to make best efforts to maintain in a secure fashion the confidentiality of any tangible or intangible information revealed, obtained or developed during the course of or in connection with the performance of the Services, including without limitation any information (in whatever media) contained in any staff or health, personnel record, or about the operations, programs, finances, administration, or any other information or data about which Contractor becomes aware which is or may be a confidential and proprietary nature ("Confidential Information").
- b) Contractor acknowledges and agrees that it shall treat all Confidential Information with the strictest confidence and secrecy and shall not disclose any Confidential Information to any third party, or use Confidential Information for Contractor's own purposes or other than for the benefit of County in performing the Services under this Agreement, during the term of this Agreement and at all times, without the prior written consent of County. Contractor also agrees that any dissemination of Confidential Information within its own business operation shall be restricted to "a need to know basis" for the purpose of performing the Services hereunder.
- c) This provision shall survive expiration or termination of this Agreement. All notes, memoranda, records and writings consisting of any Confidential Information or made by Contractor relative to the business of County shall be and remain the property of County and shall be destroyed or handed over to County on demand and in any event on the termination of this Agreement.

5. Property Rights

- a) Contractor agrees that all work product, tangible or intangible, including any image, computer program, report, document, data, copyrightable work, invention, improvement, discovery, design or other intellectual property right conceived, created or developed by Contractor, solely or with others, related to the performance of Services under this Agreement, and all copies of any of the foregoing ("Deliverables"), are the sole, exclusive and absolute property of County and shall be disclosed thereto, it being intended that such Deliverables shall be deemed „works made for hire“. Contractor agrees to assign all rights therein to County.

6. Assignment

Contractor may not assign, transfer, subcontract, delegate or otherwise dispose of its interest or delegate any part of its duties hereunder without the prior written consent of County. No such assignment shall relieve Contractor from liability with respect to any of its obligations or liabilities hereunder. This Agreement shall be binding on any assigns.

7. Compliance with Laws

Contractor agrees to comply at its expense with all applicable federal, state, county and local laws, ordinances, regulations and codes in the performance of its obligations under this Agreement, including but not limited to the procurement of licenses, permits and certificates where required.

Original

Contractor warrants to County that it has full legal right to enter this Agreement and that neither the Services to be performed nor any work product (Deliverable) to be provided will violate any agreement or infringe the rights of any third party, including any contract right, patent, copyright, or other property right.

8. Insurance

Consultant will secure, purchase and maintain, at its own expense, the following insurance policies in full force and effect during all periods of Service covered by this Agreement:

Statutory workers compensation covering the Service will be performed, disability benefits and employer's liability coverage in amounts not less than \$500,000 per accident or disease.

Commercial general liability insurance with limits of \$500,000 per occurrence, bodily injury and property damage \$500,000 per occurrence. This policy shall be written on an "occurrence" basis, shall apply on a primary basis irrespective of any other insurance, whether collectible or not.

Each insurance policy described above shall be endorsed to name Russell County Virginia as an "Additional Insured" for all activities covered by this Agreement. The definition of Additional Insured shall include all of County's trustees, officers, employees, agents and representatives. Further, coverage for the Additional Insureds shall apply on a primary basis irrespective of any other insurance, whether collectible or not.

Contractor will, at least ten (10) days before the initial period of Services undertaken pursuant to this Agreement, and prior to any expiration or anniversary of the respective policy terms, deposit the certificates of insurance evidencing compliance with all insurance provisions noted above. Contractor accepts that failure to provide adequate or proper certification of insurance, specifically including County as "Additional Insured", shall immediately be deemed a breach of contract.

It is further agreed that Contractor will require all subcontractors and others acting under its direction or control in performing the Services to: (a) execute an insurance and indemnification agreement in favor of County with the Indemnifying Parties agreeing to the same terms and conditions as is contained herein, (b) maintain the same insurance coverage set forth herein, and (c) provide certificates of insurance evidencing the required coverage and naming County as "Additional Insured."

Indemnification

Contractor shall, at its own expense, defend, indemnify and hold harmless the County, its officers, employees, representatives and agents, from and against any loss, liability, damages, costs or expenses (including attorney's fees) of any nature whatsoever arising from any claim or action, including any claim or action against County for infringement of any patent, copyright, trade secret or other intellectual property, related to Contractor's provision of the Services contemplated by this Agreement or breach of any obligation, representation or warranty set forth herein. Contractor shall have the right to conduct the defense of any such claim or action and all negotiations for its settlement. County may participate in any such defense or negotiations to protect its interest.

9. Breach of Agreement: Termination

- a) Any of the following events shall be deemed an event of default:
 - (i) Contractor does not fulfill its obligations to [*maintain and install software/equipment*] in accordance with the Specification of Services;
- b) In any case where Contractor has failed to perform or has delivered non-conforming goods or services, County may deliver a "Notice to Cure" to Contractor, detailing the instances of noncompliance. Contractor shall have 10 days to reply and recommend remedial action. If Contractor and County agree, Contractor shall have 30 days after receipt of the Notice to cure the noncompliance. If a solution cannot be reached within 10 days after Contractor's receipt of the Notice, County may terminate this Agreement.

Original

- c) The County may terminate this Agreement, in whole or in part, at its convenience, on no less than thirty 30 days' written notice to Contractor.
- d) On any termination of this Agreement, Contractor shall stop work, terminate all subcontracts and deliver to County all Confidential Information, County property, works for hire and such work in process as the County may request. County shall have no liability to Contractor beyond payment for Services rendered to and accepted by County prior to the effective date of the termination. Contractor may recover actual cancellation costs incurred before the effective date of termination if Contractor submits a claim for such costs, supported by third party invoices, to County within thirty (30) days of receipt of the termination notice. The remedies provided herein with respect to any termination are exclusive and in lieu of any other remedies available at law or equity.
- e) Any cancellation or termination by County, whether for default or otherwise, shall be without prejudice to any claims or damages or other rights of County against Contractor. If any fees or expenses have been prepaid by County, Contractor shall refund a pro rata portion of such fees or expenses.

Original

SPECIFICATION OF COMPENSATION

I. COST ESTIMATE STATEMENT

Contractor shall prepare and submit to County for approval the Specification of Services statement annexed hereto. The Specification of Services statement shall include:

- (i) Description of the overall services to be performed,
- (ii) Estimated costs,
- (iii) Names and billing rates of the individuals.

II. MANAGEMENT AND MONITORING RESPONSIBILITY

The Contractor and County Administrator will review the progress of the work each month.

III. GENERAL BUSINESS CONSIDERATIONS:

Bid proposals will be evaluated on several criteria deemed to be in the best interests of Russell County, including, but not limited to, contract price, experience level of employees, company business profile, and ability to meet specific IT needs as detailed in Appendix 1 on a timely and consistent basis.

Considerations for the informational technology services of this RFP includes, but not limited to, the following:

1. Bidder business profile, including bidder company history, length of time in business, number and qualifications of IT service technicians, at both a senior and apprentice level.
2. Capability to provide routine IT services on a timely and auditable basis.
3. Ability to service the entire range of vendors and unit types to be found in the County's base of installed equipment.
4. Availability of trained and experienced service technicians and helpers.
5. Price for delivery of services for the contract period described in the RFP.

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

ANTICIPATED RFP SCHEDULE

Issuance of RFP Documents	November 20, 2018
Deadline for Proposal Submission Offeror	December 7, 2018
Interviews	December 19, 2018
Notice of Intent to Award Commencement of Contract	January 7, 2019 February 1, 2019

Original

Each offeror must provide 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 IT Services Contract**" 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 December 7, 2018.

Proposals should be delivered to:

<i>If by USPS mail:</i> Russell County Lonzo Lester, County Administrator P.O. Box 1207 Lebanon, VA 242466	<i>If by overnight courier:</i> Russell County Lonzo Lester, County Administrator 137 Highland Drive Lebanon, VA 24266
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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.

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. 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.

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 based on initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews may be utilized. At the conclusion of these

Original

discussions, based on 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 scope of services requested in this RFP;
- d) Recent relevant experience relative to IT 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;
- 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 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.

Original

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 24266 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.

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: Innovative Technology Solutions, Inc.

Date: 11/29/18

Name: Jacob Musick

Title: President

Telephone: 276-202-0727

Email: musick.jacob@gmail.com

Signature: Jacob Musick, Pres.

Original

Appendix 1 -

List of Informational Technology Services

Informational Technology Services

- Cabling
- Surveillance Site Planning/Mapping
- Surveillance System Installation
- Surveillance System Management
- PC Installation
- PC Repair
- PC Setup
- Printer Installation
- Printer Repair
- Copier Repair
- AS400
 - Work with Varying Devices
 - Various Network Settings
 - Client Access Installation
 - IBM Line Printer Repair
 - Legasuite Maintenance
 - Virtual Printer Setup
 - Work with Outque
- Microsoft Office Installation
- Microsoft Office Repair
- Cell Phone Setup
- Cell Phone Repair
- Data Recovery
- Data Backup
- Setup and Maintenance of BrightSign
- VPN Setup and Maintenance
- Various Firewall Support
- Work with POE Phones
- Email and Internet Security
- Norton and Malwarebytes Maintenance
- Maintenance of Registrar Voting Machines
- Access Point Setup, Installation, and Maintenance
- Installation and Maintenance of Cell Phone Extenders
- Switch and Patch Panel Installation and Maintenance
- Various Visual Aid Installations
- Guard911 Installation and Maintenance
- Network Scanning
- Complete Cabling Renovation
- Aid Virginia Supreme Court in Maintaining Circuit Court Clerk and District Court Clerk
- Audio Visual Installation and Maintenance
- Technical Contact for BVU 20 Accounts
- Telemetry Support
- Maintain GoDaddy Accounts
- Maintain dotgov Account
- Maintain IIS Server

Original

Appendix 2 -

Maintenance Service Specifications

Informational Technology Service Locations

- Russell County Government Center
 - Board of Supervisors Office
 - Treasurer's Office
 - Commissioner's Office
 - Assessor's Office/Reassessment Contractor
 - Building Inspector's Office
 - Community Work Program
 - Fitness Center
 - Conference Center
 - Virginia Tech Extension Office
 - Emergency Management Office
 - Maintenance Department
- Russell County Courthouse
 - Commonwealth Attorney's Office
 - Circuit Court Clerk's Office
 - Circuit Court Judge's Office
 - District Court Clerk's Office
 - Court Security
- Russell County Sheriff's Office
- Russell County 911 Center
- Russell County Registrar's Office
- Russell County Social Services
- Russell County Public Library
 - Lebanon Library
 - Honaker Library
- Russell County PSA
 - Administrative Office
 - Warehouse Site
- Russell County Canneries
 - Castlewood Cannery
 - Honaker Cannery
- Russell County Community Centers
 - Cleveland Community Center
 - Finney Community Center
- Russell County Animal Shelter
- Russell County Solid Waste Department

} Oak Grove



Original

REQUEST FOR PROPOSALS (RFP)
Informational Technology (IT) Services

ADVERTISEMENT & PUBLIC NOTICE REQUEST FOR PROPOSALS (RFP)

The Russell County Board of Supervisors is seeking proposals for the provision of Informational Technology (IT) services. Firms meeting the requirements of this RFP are invited to submit their proposal. Proposals are due no later than 3:00 p.m., Friday, December 7th, 2018. Any proposals received after this deadline may be returned to the offeror unopened. The County reserves the right to reject any and all proposals.

Disadvantaged Business Enterprises (small or minority and/or women owned firms) are encouraged to submit proposals. MBE/WBE firms are encouraged to submit proposals.

The County is an equal opportunity/affirmative action employer and will not discriminate on the basis of race, creed, color, national origin, age, or handicap. The Attorney must certify that they do not, or will not, maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed, or national origin; that they will not discriminate against any employee or applicant for employment because of race, religion, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Attorney. The County does not discriminate against faith-based organizations.

The Firm shall comply with the President's Executive Order #11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President's Executive Orders #12138 and #11625 regarding utilization of MBE/WBE firms; and the Civil Rights Act of 1964.

Inquiries and proposal packets should be addressed to:

Lonzo Lester, MBA, CPC, VCO
County Administrator
137 Highland Drive
Russell, VA 24266
276-889-8000
276-889-8011 (FAX)

**BY ORDER OF THE
RUSSELL COUNTY
BOARD OF SUPERVISORS**



REQUEST FOR PROPOSAL (RFP)
FOR
INFORMATIONAL TECHNOLOGY (IT) SERVICES

SOLICITATION NUMBER: RFP RC-0003
TITLE: IT Services Contract
RFP CLOSING DATE/TIME: December 7, 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.

Wize Solutions LLC

Company Name

12/7/2018

Mark Eschle

Authorized Signature

Date

Name Printed

276-477-2161

276-698-3070

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: **IT Services Contract**
RFP Number: **RFP RC-0003**
Closing Date/Time: **December 7, 2018 at 3:00 p.m. (EST)**

SECTION I - COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company: Wize Solutions LLC Contact Person: Mark Eschle
Title: VP Operations
Address: 851 French Moore Jr. Blvd. Telephone No: 276-477-2161
Abingdon, VA 24210 FAX No: 276-698-3070
Remittance Address: 851 French Moore Jr. Blvd Abingdon Email: meschle@wizesolutionsva.com

Indicate Which: Corporation [] Partnership [] Sole Prop. [x]
Minority Owned/Controlled Bus. Yes [x] No [] Small Bus. Yes [x] No []

Organized under the laws of the State of Virginia

Principal place of business at 851 French Moore Jr. Blvd.

FEIN: Abingdon, VA 24211

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)

Dario & Wendy Marquez

Name

851 French Moore Jr. Blvd. Abingdon, VA 24211

Address

SECTION II - CONFLICT OF INTERESTS

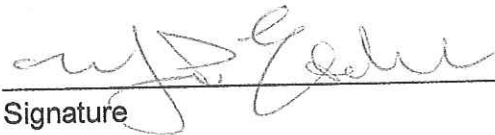
This solicitation is subject to the provisions of Section 2.2-3100 et. seq., Virginia Code Annotated and the State and Local Government Conflict of Interests Act.

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

12/7/2018

Date

Mark Eschle

Name (Printed)

VP Operations

Title

OFFEROR MUST COMPLETE AND RETURN THIS FORM WITH ITS PROPOSAL PACKAGE

PURPOSE

Russell County seeks a qualified contractor to provide Informational Technology Services for its governmental facilities. Russell County desires to establish a three-year service contract, with option of two re-negotiated "one-year extensions" for informational technology services for the County's non-school related IT systems and equipment.

The primary purpose of the RFP for Russell County IT services is to ensure system maintenance service of all County's non-school related IT systems on a timely and consistent basis.

SCOPE OF SERVICES

1. Services

- a) Contractor agrees to perform to the County's satisfaction the technical services set forth in the attached "Specification of Services" ("Services") with the standard of care and skill customarily provided in the industry for performance of such services, and to devote such amount of its business during the Term as is necessary to fulfill all of its duties and obligations hereunder.
- b) Contractor agrees that should County determine, in its sole discretion, that any of Contractor's agents or employees has been unable to discharge duties for any cause or has failed or refused to perform Services under this Agreement in a manner satisfactory to County, then County shall notify Contractor in writing of such opinion. Contractor shall immediately substitute the agent or employee with a replacement acceptable to County.

A description of various IT Scope of Services under consideration is attached to this document as **Appendix 1**. Location of Services to be provided is attached as **Appendix 2**.

2. Payment for Services

- a) In full consideration for the Services, County shall pay Contractor a fee of \$16,500.00 per annum payable in equal monthly installments in accordance with the rates and guidelines set forth in the attached "Specification of Compensation."
- b) Contractor shall issue a monthly invoice to the County detailing all work performed during the previous month. County shall pay these monthly invoices within 30 days of receipt.
- c) On notice to Contractor, County may withhold payments for unsatisfactory performance results and/or question any item reflected on Contractor's invoice. Pending settlement or resolution of the issue, County's nonpayment shall not constitute a default of this Agreement. County shall pay all invoiced amounts not in dispute.
- d) County must consent in writing prior to Contractor's working in excess of the maximum work values set forth in the attached Specifications.

3. Contractor's Capacity and Responsibilities

- a) It is expressly understood that Contractor shall perform the Services as an independent contractor and is not an agent, associate, partner, joint venture or employee of the County. Contractor agrees that the manner in which it performs its obligations under this Agreement is solely within its direction and control subject to the terms and conditions of the attached Specifications, and that it is not entitled to tax withholding, Worker's Compensation, unemployment compensation or any employee benefits, statutory or otherwise.
- b) Contractor understands and agrees that its employees, agents and representatives will not be treated as employees of the County for any purpose and are not entitled to receive pension or other retirement benefits, medical, dental, severance, leaves of absence, sick leave, death, disability, vacations, tuition assistance or any other County benefit.

- c) Contractor shall not have the authority to enter into any contract or agreement to bind County and shall not represent to third parties that Contractor has such authority.
- d) Contractor represents and warrants that it has / its personnel have or will obtain and maintain all necessary licenses, permissions, certifications, authorizations, registrations and approvals required for the provision of Services under this Agreement; that all Services included in the Specifications shall be performed in a professional manner by qualified personnel in accordance with recognized industry standards, and that all projects will be timely completed, even if doing so requires Contractor to work evenings and weekends.

4. Confidentiality of Information

- a) Contractor acknowledges and agrees to make best efforts to maintain in a secure fashion the confidentiality of any tangible or intangible information revealed, obtained or developed during the course of or in connection with the performance of the Services, including without limitation any information (in whatever media) contained in any staff or health, personnel record, or about the operations, programs, finances, administration, or any other information or data about which Contractor becomes aware which is or may be a confidential and proprietary nature ("Confidential Information").
- b) Contractor acknowledges and agrees that it shall treat all Confidential Information with the strictest confidence and secrecy and shall not disclose any Confidential Information to any third party, or use Confidential Information for Contractor's own purposes or other than for the benefit of County in performing the Services under this Agreement, during the term of this Agreement and at all times, without the prior written consent of County. Contractor also agrees that any dissemination of Confidential Information within its own business operation shall be restricted to "a need to know basis" for the purpose of performing the Services hereunder.
- c) This provision shall survive expiration or termination of this Agreement. All notes, memoranda, records and writings consisting of any Confidential Information or made by Contractor relative to the business of County shall be and remain the property of County and shall be destroyed or handed over to County on demand and in any event on the termination of this Agreement.

5. Property Rights

- a) Contractor agrees that all work product, tangible or intangible, including any image, computer program, report, document, data, copyrightable work, invention, improvement, discovery, design or other intellectual property right conceived, created or developed by Contractor, solely or with others, related to the performance of Services under this Agreement, and all copies of any of the foregoing ("Deliverables"), are the sole, exclusive and absolute property of County and shall be disclosed thereto, it being intended that such Deliverables shall be deemed „works made for hire". Contractor agrees to assign all rights therein to County.

6. Assignment

Contractor may not assign, transfer, subcontract, delegate or otherwise dispose of its interest or delegate any part of its duties hereunder without the prior written consent of County. No such assignment shall relieve Contractor from liability with respect to any of its obligations or liabilities hereunder. This Agreement shall be binding on any assigns.

7. Compliance with Laws

Contractor agrees to comply at its expense with all applicable federal, state, county and local laws, ordinances, regulations and codes in the performance of its obligations under this Agreement, including but not limited to the procurement of licenses, permits and certificates where required.

Contractor warrants to County that it has full legal right to enter this Agreement and that neither the Services to be performed nor any work product (Deliverable) to be provided will violate any agreement or infringe the rights of any third party, including any contract right, patent, copyright, or other property right.

8. Insurance

Consultant will secure, purchase and maintain, at its own expense, the following insurance policies in full force and effect during all periods of Service covered by this Agreement:

Statutory workers compensation covering the Service will be performed, disability benefits and employer's liability coverage in amounts not less than \$500,000 per accident or disease.

Commercial general liability insurance with limits of \$500,000 per occurrence, bodily injury and property damage \$500,000 per occurrence. This policy shall be written on an "occurrence" basis, shall apply on a primary basis irrespective of any other insurance, whether collectible or not.

Each insurance policy described above shall be endorsed to name Russell County Virginia as an "Additional Insured" for all activities covered by this Agreement. The definition of Additional Insured shall include all of County's trustees, officers, employees, agents and representatives. Further, coverage for the Additional Insureds shall apply on a primary basis irrespective of any other insurance, whether collectible or not.

Contractor will, at least ten (10) days before the initial period of Services undertaken pursuant to this Agreement, and prior to any expiration or anniversary of the respective policy terms, deposit the certificates of insurance evidencing compliance with all insurance provisions noted above. Contractor accepts that failure to provide adequate or proper certification of insurance, specifically including County as "Additional Insured", shall immediately be deemed a breach of contract.

It is further agreed that Contractor will require all subcontractors and others acting under its direction or control in performing the Services to: (a) execute an insurance and indemnification agreement in favor of County with the Indemnifying Parties agreeing to the same terms and conditions as is contained herein, (b) maintain the same insurance coverage set forth herein, and (c) provide certificates of insurance evidencing the required coverage and naming County as "Additional Insured."

Indemnification

Contractor shall, at its own expense, defend, indemnify and hold harmless the County, its officers, employees, representatives and agents, from and against any loss, liability, damages, costs or expenses (including attorney's fees) of any nature whatsoever arising from any claim or action, including any claim or action against County for infringement of any patent, copyright, trade secret or other intellectual property, related to Contractor's provision of the Services contemplated by this Agreement or breach of any obligation, representation or warranty set forth herein. Contractor shall have the right to conduct the defense of any such claim or action and all negotiations for its settlement. County may participate in any such defense or negotiations to protect its interest.

9. Breach of Agreement: Termination

a) Any of the following events shall be deemed an event of default:

(i) Contractor does not fulfill its obligations to *[maintain and install software/equipment]* in accordance with the Specification of Services;

b) In any case where Contractor has failed to perform or has delivered non-conforming goods or services, County may deliver a "Notice to Cure" to Contractor, detailing the instances of noncompliance. Contractor shall have 10 days to reply and recommend remedial action. If Contractor and County agree, Contractor shall have 30 days after receipt of the Notice to cure the noncompliance. If a solution cannot be reached within 10 days after Contractor's receipt of the Notice, County may terminate this Agreement.

- c) The County may terminate this Agreement, in whole or in part, at its convenience, on no less than thirty 30 days' written notice to Contractor.
- d) On any termination of this Agreement, Contractor shall stop work, terminate all subcontracts and deliver to County all Confidential Information, County property, works for hire and such work in process as the County may request. County shall have no liability to Contractor beyond payment for Services rendered to and accepted by County prior to the effective date of the termination. Contractor may recover actual cancellation costs incurred before the effective date of termination if Contractor submits a claim for such costs, supported by third party invoices, to County within thirty (30) days of receipt of the termination notice. The remedies provided herein with respect to any termination are exclusive and in lieu of any other remedies available at law or equity.
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- (i) Description of the overall services to be performed,
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Considerations for the informational technology services of this RFP includes, but not limited to, the following:

1. Bidder business profile, including bidder company history, length of time in business, number and qualifications of IT service technicians, at both a senior and apprentice level.
2. Capability to provide routine IT services on a timely and auditable basis.
3. Ability to service the entire range of vendors and unit types to be found in the County's base of installed equipment.
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Lonzo Lester, County Administrator
P.O. Box 1207, Lebanon, VA 24266
Phone: (276) 889-8000
E-mail: lonzo.lester@russellcountyva.us

ANTICIPATED RFP SCHEDULE

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Contract	February 1, 2019

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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. 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.

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 based on 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, based on 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 scope of services requested in this RFP;
- d) Recent relevant experience relative to IT 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;
- 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 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 24266 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.

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: Wize Solutions LLC

Date: 12/7/2018


Name: Mark Eschle

Title: VP Operations

Telephone: 276-477-2161

Email: meschle@wizesolutionsva.com

Signature:





RFP RC-0003 IT Services Contract for Russell County VA Response and Specification of Services

Executive Summary

Wize Solutions is pleased to submit this proposal and specification of services in response to RFP RC-003 – IT Services Contract. We believe we are uniquely qualified to provide the required Information Technology (IT) services to Russell County as demonstrated in our proposal.

Our Company

Wize Solutions is a SWaM (Small, Women-owned, and Minority-owned) certified business operating entirely within the Commonwealth of Virginia. It was established by business and IT professionals with a goal of providing quality IT services while bringing 21st century careers to rural communities in Virginia. Founded in 2017, the company is headquartered in Abingdon, the gateway to Southwest Virginia, where it is home to a talented and professional team with expertise in desktop support, software application development and support, software quality assurance and testing, information management, systems engineering, and cloud consulting.

The mission of the Wize Solutions team is to create sustainable IT employment opportunities for workers in economically distressed rural communities. By providing our clients with highly trained and qualified rural talent, Wize Solutions creates a cost-effective alternative to other models that offer only onsite and/or offshore sourcing. Under this business model, both our clients and American workers win.

Working in conjunction with Virginia Highlands Community College, Radford University, UVA-Wise and East Tennessee State University, Wize Solutions offers its customers the most advanced IT solutions while enabling rural IT professionals to garner the real-world experience and expertise that customers demand.

In essence, Wize Solutions provides the economic bridge which allows both urban centers and rural communities to prosper.

Our senior leadership team has decades of experience in managing large-scale IT projects:

Mark Eschle – Mark is the VP of Operations for the Abingdon, Virginia headquarters office and has over 30 years of experience in the information technology and business process service industry. During his last 10 years at CGI, a \$10B IT and business process services company, he led the site selection, planning, and operational start-up for 4 delivery centers across the United States, including IT service delivery and customer contact centers in Lebanon, Virginia and Troy, Alabama. These centers provide jobs for over 1600 people in economically depressed areas while providing world class IT and contact center services to customers at below-market costs.

Dario Marquez – Dario is the Founder of Wize Solutions. From 1980 to present Dario has been the founder and current Chairman of Board of MVM Inc., a company with over 2600 nationwide employees. MVM operates major contact centers in San Antonio, McAllen and Phoenix, where hundreds of MVM employees are coordinating internal and external communications with MVM personnel, government employees and the general public.



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Our Team

Wize Solutions is committed to providing timely, IT services that meet the highest quality standards. We believe the key to this commitment is our investment in people. We have built a relatively small, but hand-selected team of experts – each of whom brings decades of experience in the IT field, backed up by relevant certifications. Equally important, we share a common set of values that results in a culture of quality, teamwork, and active community involvement.

Our Solution Approach

We understand from the RFP that Russell County has a broad array of technical support needs. And as with most government organizations, we can only assume the budget available to meet these needs is constrained. It is thus important to create a support model that is priority-sensitive while providing responsive support at all levels of the organization. It should also be comprehensive in its coverage such that contacting support about virtually any IT issue is a simple, one-step process.

With these goals in mind, our solution will provide a single point of contact approach to managing all IT-related service requests. We will assign a full-time field service technician – Brian Williams – to be the primary contact. Brian brings over 11 years of experience in IT field support. He will be backed up by two highly experienced systems engineers – Brian Twomey and David Maloney, each of which has over 20 years' experience providing software development and systems engineering services directly to clients. Brian and Dave will provide support with more complex issues and/or during peak periods of support. Brian Williams will spend the majority of his time on-site at Russell County facilities providing the support services listed in the Statement of Services below. Our systems engineers will provide back up support from our center in Abingdon but will also have the ability to come on-site if necessary.

We will also employ a robust ticket tracking system to log and manage all incidents and other requests. This system will enable prioritization of service requests based on client provided parameters, while also ensuring full visibility into ticket backlog via a customizable reporting tool. By using such a tool, we will ensure a common approach and methodology for all reported incidents, regardless of whether they are assigned to Wize or a third-party service provider.

While Wize Solutions is not aware of current service level agreements that may exist, we will have the capability to establish such metrics and provide regular dashboard reporting to ensure service level objectives are being met. This would typically begin with a service level baselining process that would establish a set of key metrics, supported by actual ticket-related data gathered over a period of at least 6 months. While this is not something we are proposing as part of this RFP, it is a best practice that we would recommend the County consider adopting in the future, and something that Wize can assist with.



RFP RC-0003 IT Services Contract for Russell County VA Response and Specification of Services

Finally, we will assign an experienced IT project manager – Tammy McCoy to oversee the contract and customer relationship. Tammy will have primary responsibility for ensuring client satisfaction, managing resource allocation, addressing any issues, and overseeing the change control process.

In the following section, we will address each of the individual IT service areas requested in the RFP, providing our approach and indicating the experience level we bring for each area. We would note that a key assumption we made in preparing our response is that the support coverage requested will primarily involve on-site support during normal Russell County business hours. Providing support after hours, on weekends and/or during holiday on a regular basis would involve additional costs and is not included in our pricing.

Information Technology Services provided by Wize Solutions

As indicated above, Wize Solutions will be using a service management and ticketing tool for tracking, reporting, maintaining, logging and noting resolution on all issues encountered across all areas of service. This tool will provide for proper documentation of each incident, where it was found, its priority, its current status, as well as relevant dates and resolution notes. We have included the licensing cost for this tool in our price proposal based on an assumption that a maximum of 10 people (including both Russell County and Wize Solutions staff) will have access to this tool at any given time. If more than 10 users are anticipated, the cost will be higher.

Wize solutions will track all tickets, regardless of service provider; however, there are certain service activities that will require third-party vendor support. We assume that any service contracts for such support will be negotiated directly between Russell County and the third-party service provider. Wize Solutions will coordinate with these providers to ensure work is performed in accordance with service level agreements and will manage the escalation process to Russell County for any issues encountered. Wize Solutions can also provide Russell County with assistance in the vendor identification and selection process where third party support is indicated but no contract currently exists.

The scope of the support service areas to be covered by our support model are provided in the table below along with an indication of the role Wize Solutions will play in supporting each area. Also provided for each service are any assumptions we have made regarding the delivery of that service. Except where noted in the assumptions column, Wize Solutions will perform the service indicated using its own staff.



**RFP RC-0003 IT Services Contract for Russell County VA
Response and Specification of Services**

Statement of Services to be Provided

Service	Method of Providing Service	Wize Team Experience of Service	Assumptions
Cabling	Cabling related to normal business operations.	60 years combined experience	Cabling is limited to basic requirements of hardware needs (i.e., adding a new employee, moving an employee to a different location, etc.). Larger projects (such as complete rewiring or new facility stand-up) are outside the scope. It is assumed such projects will be handled via separate procurement.
Surveillance Site Planning/Mapping/System Installation/Management	Maintain management of current basic needs of surveillance system.	9 years combined experience	Surveillance Site Planning/Mapping/System installation of any new systems are not included in the scope of services to be provided.
PC Installation/Repair/Setup	Install/repair/setup basic PC hardware & software.	60 years combined experience	We assume the County will be responsible for the cost and ownership of license and maintenance agreements for all software installed on County-owned computers.
Printer Installation	Basic local/network printer install. Incident tracking for all printers.	60 years combined experience	Issues which involve workgroup/enterprise printers require maintenance contract(s) with a third-party vendor.
MS Office Installation/Repair	Perform basic install/repair of MS office	60 years combined experience	We assume the County will be responsible for the cost and ownership of license and maintenance agreements for all software installed on



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			County-owned computers.
Cell Phone Setup	Basic support and install of apps to cellphones.	30 years combined experience	Cell phone setup is limited to application install or basic troubleshooting. It is assumed initial setup and data transfer would be handled by phone provider as part of service contract.
Cell Phone Repair	Cell phone incidents will be tracked but not repaired by Wize Solutions	None.	Third-party service contract required for all cell phone equipment.
Data Recovery/Backup	Will support basic data backup and recovery processes for PC equipment.	40 years combined experience	Development and support of enterprise level disaster recovery or business continuity plans are outside the scope.
Setup and Maintenance BrightSign	Setup/change basic display content.	No years of experience but the team has a basic knowledge of Brightsign	Any issues related to BrightSign branded hardware (displays and or control boxes) will be serviced by BrightSign.
VPN Setup and Maintenance	Setup client-side VPNs and perform client VPN Maintenance	30 years combined experience	Back office VPN Setup and Maintenance done by third party.
Various Firewall Support	Support local software firewall systems (firewall, Windows Firewall, etc.)	15 years combined experience	Firewall hardware configuration will be handled by a third-party hardware vendor.
Work with POE Phones	Basic setup/install & troubleshoot of POE phones at client site.	5 years combined experience	Repair of POE phones will be provided by POE phone third-party vendor.
Norton and Malwarebytes Maintenance	Install and troubleshoot detected Norton and Malwarebytes issues.	15 years combined experience with AV and Malware applications	Norton and Malwarebytes Maintenance back office components, if required, will need to be licensed by the County and maintained by third party.



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Access Point Setup, Installation and Maintenance	Install and maintain basic access points	25 years combined experience.	Wize will do basic Access Point Setup Installation and Maintenance. It is assumed a third-party vendor will perform required installs of APs and Switches.
Installation and Maintenance of cell Phone Extenders	Install basic cellphone extenders	10 years combined experience.	Installation and Maintenance of cell phone extenders which require installation of rack components require third-party support.
Switch and Patch Panel Installation and Maintenance	Maintain physical switch and patch panels.	25 years combined experience	Configuration of new switches as a result of re-organization or major equipment upgrade is outside the scope.
Aid VA Supreme Court in Maintaining Circuit Court Clerk and District Court Clerk	Perform basic support to Circuit & District court clerk's office aided by the Virginia Supreme count	30 years combined experience on desktop support	
Technical Contact for BVU-20 Accounts	Serve as primary contact for BVU-20 accounts.	30 years combined experience	
Maintain GoDaddy and dotgov accounts	Manage GoDaddy and dotgov accounts	20 years combined experience	
Maintain IIS Server	Maintain IIS Server	20 years combined experience	
Email and Internet Security	Administer policy and tools for Email and Internet Security	20 years combined experience	State maintains the main Exchange internet email service and internet security for the same. While Wize solutions will assist with "email and internet security" we will not assume liability for attacks, data loss or security.
Various Visual Aid Installations			Various Visual Aid Installations can be provided by Wize subject



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			to training on Visual Aid tools to be provided during knowledge transfer.
Audio Visual Installation and Maintenance	Install and maintain basic audio visual equipment	60 years combined experience	Audio Visual Installation and Maintenance – Wize assumes that this refers to basic equipment such as slide show projectors, PC video cameras, etc. which can be handled by our support staff.
Guard911 Installation and Maintenance	Support with assistance from third-party vendors		Wize Solutions technicians may be able to provide support for Guard 911 assuming County can provide the necessary training.
AS400: Work with Varying devices Various Network Setup Client Access Installation IBM Line Printer Repair Legasuite Maintenance Virtual Printer Setup Work with Outque	Support with assistance from third-party vendors		Training for AS400 for Wize staff will be required. Wize is willing to cover some or all of the cost, depending on the level of training required.
Maintenance of Registrar Voting Machines	Support with assistance from third-party vendors		Wize can potentially provide support for voting machines assuming the team receives appropriate training; however, Wize cannot assume liability for the accuracy of voting.
Network Scanning	Support with assistance from third-party vendors		Wize assumes this is in reference to network security to include things like threat monitoring and penetration testing which are outside the scope of our proposal.
Complete Cabling Renovation	Support with assistance from third-party vendors		Assume large cabling projects (i.e., a new building or major renovation) will be



**RFP RC-0003 IT Services Contract for Russell County VA
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			handled via separate procurement.
Telemetry Support	Support with assistance from third-party vendors		Wize is uncertain on what the scope of Telemetry support is. We would need further information to determine if this is something we could support.

Knowledge Transfer Process

In order to support the needs of the Russell County Information Technology Services (IT), Wize Solutions will utilize knowledge transfer (KT) sessions performed during the first month of the contract. Wize Solutions will require access to and availability of existing support and other relevant County resources during the knowledge transfer process. Knowledge transfer will be performed via a combination of in-person, live web session, and over the phone conversations where applicable.

During the 30-day KT period, Wize Solutions will observe and assist current provider in the performance of service activities; however, current provider will retain primary support responsibility. Upon completion of KT, Wize Solutions will take over and assume full responsibility for all support functions.

Pricing

Our price for providing the services proposed in this response will be a fixed rate of \$16,500 per month based on a contract duration of 36 months. Invoices will be delivered on the first day of each month for services to be provided during that month. Payment is due 30 days from invoice date. *The initial month of service (assumed to be dedicated to Knowledge Transfer) will be performed at no charge.*

Pricing is based on the staffing and solution approach along with the list of assumptions provided herein. It assumes that on average the resource time commitment to perform all proposed services will equate to roughly 1.5 FTEs during each month. Should additional services be required or should the level of service requested exceed the workload that can be provided by 1.5 FTEs, this pricing may need to be revised.

The price also covers the cost of Wize Solution-owned PC equipment issued to Wize Solutions staff as well as license cost for the ticketing system provided by us. It does not include the cost of any IT equipment or software installed/used by Russell County or any of its employees.



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Resumes for proposed Wize team members are attached. Individual rates are provided below as required by the RFP; however, as requested, the pricing proposed is a flat monthly rate based on a blend of these resources. Wize Solutions may substitute resources based on availability and employment status; however, Wize will ensure that any substituted resources will possess similar skills and experience level as the resource being replaced and will be fully qualified to perform the work for which they are assigned.

Resource Name	Role	Full or Part time	Standard Bill Rate
Brian Williams	Sr. IT Service Technician	Full Time	\$75.00/hr
Brian Twomey	Sr. IT Systems Engineer	Part Time	\$105.00/hr
David Maloney	Sr. IT Systems Engineer	Part Time	\$105.00/hr
Tammy McCoy	IT PM and Quality Assurance	Part Time	\$95.00/hr

Conclusion

On behalf of Wize Solutions, we want to thank you again for the opportunity to provide our response to this RFP. We are excited about the opportunity to serve Russell County and we hope that our response has demonstrated that we bring all the required qualifications.

We would also stress the importance we place on becoming a trusted, long-term partner to the County. Our mission is to serve clients both locally and nationally by hiring local talent and forging public and private partnerships within the Appalachian region that will result in creating new jobs and fostering economic growth across SWVA. By choosing Wize Solutions, Russell County will become a partner in achieving that mission, while also tapping into some of the best IT talent that can be found anywhere in the country.

Our management is available at your convenience to answer any questions. Resumes are attached to this proposal representing key resources targeted for this work.



Brian E. Williams

Background

With nearly 20 years in the Information Technology industry, Mr. Williams has handled a broad range of responsibilities such as management of technical and functional teams, systems administration, process optimization, analysis and testing. He has worked on medium to large projects in state government, telecommunications, environmental services and financial industries

Professional Experience

Subject Matter Expert, CGI - (2013 - 2018) As a Subject Matter Expert, Mr. Williams was a member of a team that provided local and remote desktop support for thousands of US-based employees. His responsibilities included:

- Windows 7 & 10 image development and validation
- High/Critical problem detection, prevention/resolution and root cause analysis
- Problem resolution for escalations from Level 2 technicians
- Work with various global and regional IS/IT departments to resolve high impact problems
- Development of scripts/methods for GPO/ePO deployment to resolve/prevent problems
- Development of scripts/methods to automate resolutions for field technicians/Helpdesk
- Support of local and remote end-user applications and environments
- Setup, deployment, and maintenance of hardware assets
- Software and hardware troubleshooting, repair, and documentation
- Vendor coordination for support of hardware and infrastructure

Field Repair Technician, ASM Computer Consulting, Inc - (2007 - 2013)

- Field Repair of Laptops, Desktops and Workstations
- Onsite troubleshooting of PC's

IT Support Technician, U.S. Solutions Group, Inc - (2002 - 2005)

- Microsoft Access database design, development and maintenance
- Report development using Microsoft Access, Microsoft Excel & Crystal Reports
- Software roll-outs and updates using Symantec Ghost
- End-user support of applications including MS-Office, Symposium and FedEx applications
- Monitoring and maintenance of Symposium Call Center Server
- Telescript project development and maintenance
- LAN maintenance, troubleshooting, and repair
- Server & PC maintenance, troubleshooting, and repair

- Vendor and Client coordination
- Design of in-house web applications using Active Server Pages and VB-Script

Teleconsultant, Sprint PCS - (1999 - 2002) As a teleconsultant for Sprint PCS, Mr. Williams was responsible for the handling of calls for Federal Express - Domestic Revenue Services

- IT systems integration of client applications
- Process calls for billing adjustments, account maintenance and invoice information
- Coordinate with departments within FedEx to ensure customer satisfaction and quality of service

Additional education and certifications

- CompTIA A+ Certified
- Microsoft Certified Systems Engineer – Windows NT Workstation 4.01
- Virginia Highlands Community College



David Maloney

Background

With over 20 years in the Information Technology industry, Mr. Maloney has handled a broad range of responsibilities such as management of technical and functional teams, systems administration, process optimization, analysis and testing. He has worked on medium to large projects in telecommunications, healthcare, federal government and financial industries.

Professional experience

Senior Systems Engineer, Wize Solutions – (2018 – present) As a Senior Systems Engineer, Mr. Twomey is responsible for configuration and maintenance of Cisco networking equipment, physical and virtual servers, SAN, and backup and disaster recovery procedures. He is also responsible for daily maintenance of office equipment which includes local printer, employee desktops, and POE phones. Mr. Twomey is also an Oracle DBA for a state government client and provides regular support and troubleshooting for databases running on 40+ servers in a production environment.

Senior Consultant, CGI – (1996 – 2018) As a Senior Consultant, Mr. Maloney has served as a Manager of Systems Engineering and Software Developer as well as providing mentorship and guidance to junior employees and representing the company at career fairs, college advisory committees, and in the community.

Manager of Systems Engineering:

From 2009 through 2018, Mr. Maloney led a System Engineer team of 2-5 people, which involved installing and configuring Solaris servers, patching the systems, management of the hardware resources: systems performance, memory utilization, and SAN storage space management. The role also involved Oracle Database Administration tasks such as installing new Oracle products and their maintenance, creating and managing Oracle databases, and implementing changes to the product data model. He implemented an LDAP system to centralize user authentication from several disparate systems. The hardware stack also includes several Dell blade servers running VMware vSphere with roughly 200 VMs of every operating system imaginable. Mr. Maloney was also responsible for providing ongoing technical support and expertise to other members of the group.

Software Developer:

- Mr. Maloney was a development team lead for a conversion project for a top 10 North American bank. Mr. Maloney led a team of 6 developers in creating a mixture of COBOL and Java applications to extract a subset of bank data from mainframes, SQL Server databases, Oracle databases, and proprietary systems in order to allow a subset of bank branches to break off and form their own independent bank.
- For the prior six years, Mr. Maloney had been assigned to a development role on a large, next-generation customer care and billing system project. In this role, Mr. Maloney wrote and reviewed Detailed Designs and C++ and SQL code, reviewed System Requirements and Business Requirements Documents, and supported System Test activities.
- For three months in 2005, Mr. Maloney worked with a client in the healthcare industry. His tasks included website development using PHP, MySQL, MSSQL, and Macromedia Fireworks.
- For two years, Mr. Maloney was a development co-lead for a large North American telecommunications client. With teams of as many as 11 developers comprised of AMS employees, client employees, and consultants from other firms, Mr. Maloney successfully delivered into production two major software releases. The delivered software is the processing logic in a multi-tier client-server platform.
- For over three years (including the two years detailed above), Mr. Maloney worked in development roles for a large North American telecommunications client. Mr. Maloney worked on multiple releases of software for the business processing layer of a multi-tier client-server platform utilizing Oracle 8i, C/C++ and SQL; the software interfaces with GUI and EDI front-ends as well as multiple back-end systems. In this role, Mr. Maloney has written and reviewed Detailed Designs and C/C++ and SQL code, reviewed System Requirements and Business Requirements Documents, supported System Test, Deployment, and Production activities, and worked as a development co-lead.
- Mr. Maloney spent four months on a different project for the same client. The technical architecture of that project was a multi-tier client-server platform utilizing Oracle7, software languages C, C++, and Visual C++, and Tuxedo as a transaction processor. The system was developed to streamline processing for Repair staff while laying the groundwork for the next generation Repair operations support system. During Mr. Maloney's assignment on the project he was a member of the design team and was responsible for working with user contacts to define requirements and develop use cases. Mr. Maloney also was responsible for defining the requirements and architecture options for a Management Information System to accompany the system.
- Mr. Maloney has also worked on COBOL applications for large telecommunication companies. These applications were large-scale customer care and collections systems.

Education

- B.Sc. DeVry University, Computer Information Systems 1996

Additional education and certifications

- Effective Supervisor Training UVA/WISE 2012
- VMWare Certified Associate
- Advanced Communicator Silver, Advanced Leader Bronze, Toastmasters International



Brian Twomey

Background

With nearly 20 years in the Information Technology industry, Mr. Twomey has handled a broad range of responsibilities such as management of technical and functional teams, systems administration, process optimization, analysis and testing. He has worked on medium to large projects in state government, telecommunications, environmental services and financial industries

Professional Experience

Senior Consultant, CGI - (2008 - Present) As a Senior Consultant Mr. Twomey has served as a Manager of Systems Engineering, Systems Administrator and Test Manager as well as providing mentorship and guidance to junior employees.

Manager of Systems Engineering

Currently as a Manager of Systems Engineering, he is responsible for the management of resources, who support client applications and infrastructure. As a manager he provides leadership in the areas of administration, analysis, security, implementation, and modernization. He is also responsible the following roles & duties:

- Analysis of current systems and providing paths to modernization
- Responsible for planning database server migration from physical to virtual hosts
- Redesign and implementation of disaster recovery procedures
- Forecasting and demand planning for resource needs
- Coordination with applications maintenance and development teams
- Redesign and implementation of automated build & deploy processes
- Project estimation, status and risk assessment
- Daily reporting via JIRA and confluence
- Interfacing with stakeholders and upper level management daily
- Working across teams to establish cost saving synergies
- Streamlining communication process and reduced service gaps
- Development departmental plans, including business, production and organizational priorities

Systems Administrator:

- Installation and configuration of Oracle Database single instance and RAC, ASM, EMCC12c
- Installation and configuration of SQL Server instances
- Administration and set up of Linux, Unix, Windows physical and virtual hosts.
- Implementation of VMware products and features including vCenter and High Availability

- Experience in database performance tuning and optimization
- Configuration of backup and restores using rman and datapump
- Load testing and change recommendations
- Setup, Design and configurations of SSIS and SSRS reports
- Responsible for Datacenter hardware refresh & network redesign that included new ESXI hosts, SAN, tape robot, and additional blade enclosures.
- Design and implement disaster recovery procedures
- Configuration and management of Veritas Netbackup & Dell Netvault
- Installation and configuration of security and monitoring tools.

Test Manager:

- Management of test teams - Onshore & Offshore
- Built relationships across Business and third-party vendors - Onshore/Offshore
- Reporting testing progress and defects status to clients (HP Quality Center)
- Lead Client, IT and Test Team calls to work issues
- Coordination of Client, Business and Test teams to work issues
- Project estimation, status and risk assessment
- Planning and managing test execution strategies and timelines
- Analysis of business and functional requirements
- Automation test planning and set up

Automation Administrator, Fidelity National Information Services - (2007 - 2008)

- Management the automation & administration team members
- Analyzed internal systems & processes providing recommendations to improve efficiency
- Administration of the sales force automation Goldmine application for 200 plus users
- Administration of SharePoint 2003/2007 server
- Creation of business and functional requirements, work plans, and communications plans
- Automation of manual tasks to reduce cost and streamline processes
- Developing content for external & internal SharePoint sites

Team Lead Quality Assurance, Southern Datacomm - (2006 - 2007)

- Analyzed client requirements
- Designed manual and automated test cases
- Led SCRUM meetings
- Creating and updating batch and shell script files for automated testing
- Debugging and inspection of encrypted data
- Creation and modification of API's

Lead Software Tester, Jackson Hewitt Corporate - (2002 - 2006)

- Created and maintained manual test cases
- Used in house automation test tools
- Coordination of testing scenarios for multiple development teams

- Review of requirements, code, design and other documentation for issues
- Configuration of all aspects the staging environment-40 plus test machines

Quality Assurance Software Tester, Systems support Analyst Level III, Arthur Andersen - (2000-2002)

- Troubleshoot network, internet, intranet, remote access, Lotus Notes R5, and desktop issues
- Created and updated technical knowledge base documents
- Developing and executing test cases from requirements
- Providing leadership, training, and direction to team members

Education

- B.A. Virginia Wesleyan College Social Science - Concentration Psychology 1997

Additional education and certifications

- CompTIA A+ Certified 2003
- Effective Supervisor Training UVA/WISE 2012 Security Clearance
- FTI - Federal Tax Information



Tammy J. McCoy

Background

With over 16 years in the Information Technology industry, Ms. McCoy has proven success in business and client management, project management, test management, software testing, automated testing, pilot programs and team leadership in diverse environments in the software and IT consulting industry. Tammy is an effective leader able to motivate her teams and organizations for success with new and long-term strategies. Tammy is corporately recognized as an award winner for building relationships and bridges with clients.

Professional Experience

Senior Quality Assurance Engineer, Wize Solutions – (2018 – present) Hired by Wize Solutions as part of their top executive team to help build and expand their company, Ms. McCoy is responsible for writing contractual proposals for client work for quality assurance including requirements, assisting with determining quality assurance services for customers, build strong client relationships and build the companies Quality Assurance team from the ground up. Interview and determine best possible team members for hire. In charge of running the companies entire Quality Assurance team.

Senior Consultant, CGI - (2006 - 2018) As a Senior Consultant at CGI, Ms. McCoy worked directly with a global Telecom clients. For this client she personally delivered countless software releases on time and on budget as a project manager. Due to her unwavering success with this client she was chosen to pilot four additional possible contracts for CGI. These pilot projects were delivered with much success winning multimillion dollar contractual agreements for CGI. Her experience as a software test analyst team lead, software project manager and her ability to have a personal high energy drive to deliver projects paired with her ability to motivate her team and effectively interact with clients makes her an asset to any IT project team.

Software Test Analyst Team Lead, TEDS, Inc - (2001 – 2006) Ms. McCoy led the Quality Assurance software testing team by planning, monitoring and coordinating all QA responsibilities. She developed and implemented processes and procedures to improve productivity and quality. Ms. McCoy provided progress reports and points of concern to the executive team. She also interfaced with offshore quality assurance and development teams.

Education

- AAS Virginia Highlands Community College, Information Systems Technology 2001

Additional education and certifications

- Six Sigma Yellow Belt Certified
- SAFe® 4 Certified Agilist
- Effective Supervisor Certification – (UVA) University of Virginia
- Business Essentials Certification – (UVA) University of Virginia
- Certification in Leadership and Team Building – Merit Systems LLC

Russell County Board of Supervisors

276-889-8000

Travel Request Approval Form

Date Submitted	1/7/2019				
Employee Name(s)	Kimberly Short				
Department	Tourism				
Phone	276-254-0745				
Email (optional)					
Destination	Richmond, VA				
Purpose of Travel	Meeting with NS & Todd Pillion on February 11th. HOA / Regional DMO meeting with VTC, VEDP, and legislators - February 12, 2019				
Anticipated Expenses					
Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses	Amt Approved
Airfare					
Ground Transportation	Gas			\$80.00	
Conf/Registration Fees					
Lodging	The Berkely Hotel		2	\$416.00	
Meals and Tips				\$40.00	
Mileage					
Other					
			Grand Total	\$536.00	
Employee Signature			Date Signed		
Co Admin Signature			Date Approved		

***** Employee must submit two signed copies at time of request*****

Russell County Board of Supervisors

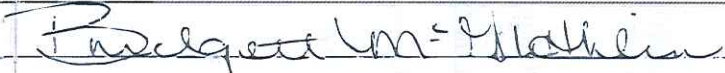
276-889-8000

Travel Request Approval Form

Date Submitted	1/25/2019
Employee Name(s)	Bridgett S. McGlothlin
Department	Russell County Building Dept.
Phone	276-889-8012
Email (optional)	bridgett.mcglathlin@russellcountyva.us
Destination	Roanoke, VA
Purpose of Travel	Conference/Training

Anticipated Expenses

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses	Amt Approved
Airfare					
Ground Transportation					
Conf/Registration Fees		\$125.00		\$125.00	
Lodging	Room	\$121.00	1	\$121.00	
Meals and Tips	Meals	\$61.00	2	\$122.00	
Mileage					
Other					
Grand Total				\$368.00	

Employee Signature		Date Signed	1/23/2019
Co Admin Signature		Date Approved	



2019 VBCOA Mid-Year Conference
March 31-April 1
Hotel Roanoke, Roanoke Virginia

Sunday, March 31

- 10 a.m.-12:00 p.m. **Region Chairs Meeting**
- Lunch **Board of Directors Lunch**
- 1:00-5:00 p.m. **Board of Directors Meeting**
Presiding: Pete Mensinger Presiding
- 3:00-5:00 p.m. **Registration- *Conference Hall Foyer***
- 5:00-6:30 p.m. **Networking Reception (outdoor patio/officers club, weather dictates)**
- 6:30 p.m. **Dinner on your own**

Monday, April 1

- 7:00-9:00 a.m. **Registration and Continental Breakfast**
Conference Hall Foyer
- 8:00-10:00 a.m. **General Membership meeting**
- 10:00 a.m.-noon **Training Sessions**
- 12:00-1:00 p.m. **Lunch (included in registration)**
- 1:00-4:00 p.m. **Afternoon Sessions**
- 4 p.m. **Adjourn**

**RUSSELL COUNTY PUBLIC SERVICE AUTHORITY
P. O. BOX 3219
LEBANON, VIRGINIA 24266**

276-883-4030

Fax 276-889-2196

e-mail rcpsa@bvuv.net

January 4, 2019

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:

Per our letter dated October 15, 2018 regarding your 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, the Russell County Public Service Authority Board of Directors have been polled and have approved the following:

In exchange for the possession of the vacant RCPSA office building, located at 7341 Swords Creek Road, the County would agree to reimburse RCPSA \$514.02 per month for the current New Peoples Bank loan for the RCPSA office/shop located at 264 Clydesway Drive in Lebanon. The reimbursement would occur until such time the loan is paid in full. The payoff as of today is \$29,513.30.

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

MONTHLY BANK BALANCES

December 31, 2018

Regular Account	1,970,263.82
Honaker Library Donations	0.00
IDA Debt Reduction	1.00
Employee Insurance	1,779,582.07
Employee Claims Account	1,000.00
Knox Coal Insurance Fund	414.84
Russell Co. Housing Fund	4,424.36
School Textbook	57,660.04
Sheriff Domestic Violence	2,429.31
Petty Cash Treasurer	651.30
Sheriff Seized Assets	290,931.77
Sheriff Restitution	2,355.30
Sheriff Forfeited Assets	19,106.96
Comm Attorney Forfeited Assets	30,724.99
Sheriff Federal Forfeited Assets	21,440.15
Comm Attorney Fed Justice Forfeited Assets	225,223.92
Commonwealth Attorney Abandoned Property	500.00
Sheriff Federal Justice Forfeited Assets	57,889.41
SSI Recipients	82.76
First Sentinel Bank	2,806.75
Bank of Honaker	1,000.00
New Peoples Bank	4,660.85
Certificates of Deposit General	49,575.00
Treasurer's Money Market	5,403,014.37
Certificate of Deposit Library Donations	24,788.80
Certificates of Deposit Knox Creek Ins.	0.00
Certificate of Deposit Employee Insurance	0.00
Total Cash In Bank	9,950,527.77
Cash In Office	1,600.00
Petty Cash	100.00
TOTAL CASH	9,952,227.77

ACCOUNT	DATE	December 31, 2018
	DEBIT	CREDIT
Cash in Office	1,600.00	
Cash in Bank	9,950,527.77	
Petty Cash	100.00	
General Fund		6,189,740.34
Sheriff In State Trip		30,551.95
Sheriff Dare Fund		100.00
Sheriff Seized Assets		290,931.77
Sheriff Restitution		2,355.30
Sheriff Forfeited Assets		19,106.96
Comm Attorney Forfeited Assets		30,724.99
Honaker Library Donations		24,783.87
Russell County Housing Fund		4,424.36
Sheriff Federal Forfeited Assets		21,440.15
Sheriff Domestic Violence		2,429.31
Comm Attorney Abandoned Prop		500.00
Comm Attorney Fed Justice		225,223.92
Sheriff Fed Justice Forfeited		57,889.41
Social Services		(261,321.06)
Swva Asap		9,673.88
Coal Road Improvement		179,403.08
CSA		(469,752.46)
School Fund		1,211,849.89
School Food		83,032.81
School Textbook		57,660.04
Regional Adult Education		265,480.31
Petty Cash Treasurer		651.30
Litter Fund Trash Pickup		(21,207.58)
Current Credit		2,570.21
Current Debit		14.44
Title XX		11,321.05
SSI Recipients		82.76
Damage Stamp Fund		2,823.98
IDA Debt Reduction		1.00
Valley Heights		53,069.34
Dante Sewer		49,575.00
Employee Health Insurance		1,779,996.91
Employee Insurance Claims		1,000.00
Law Library		49,792.07
Special Welfare		47,729.18
Housing Fund #2		7,700.00
Russell Co Health & Fitness		91,698.12
Cannery		(99,966.03)
WIB		(852.80)
Total	9,952,227.77	9,952,227.77

December 17, 2018

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on December 17, 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
Jarred Glass, Member
Mike Hincer, Member
Tony Dodi, Member

ABSENT: Scott Gilmer, Member
David Mullins, Member

STAFF: Katie Patton, Attorney

GUESTS: Jonathan Belcher, VCEDA

The Chairman called the meeting to order at 5:49 P.M.

Secretary called the roll and recorded the roll call.

APPROVAL OF MINUTES

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 minutes of the November 8, 2018.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, M. Hincer, T. Dodi, J. Glass

Absent: S. Gilmer, D. Mullins

Nay: None

FINANCIAL REPORT

Upon motion made by Tony Dodi, second by Mike Hincer, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the Financial Report of December 17, 2018.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, M. Hinchler, T. Dodi, J. Glass

Absent: S. Gilmer, D. Mullins

Nay: None

PUBLIC COMMENT

No Comments

ATTORNEY'S REPORT

The attorney and the chairman presented preliminary terms for the Revolving Loan Program.

CHAIRMAN'S REPORT

The chairman reported VCEDA negotiated a facilities lease agreement with Lebanon Inn LLC.

Upon motion made by Tony Dodi, second by Roger Sword and duly approved by the Industrial Development Authority of Russell County, Virginia approving the 6th amendment to the facilities lease agreement between VCEDA and Lebanon Inn, LLC.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, M. Hinchler, T. Dodi, J. Glass

Absent: S. Gilmer, D. Mullins

Nay: None

The chairman advised the IDA the Russell county Health Department did not wish to relocate to the 911 Center. They would possibly consider a move to the Government Center in the future.

The Regional IDA discussed completing a feasibility study for a regional events center.

Upon motion made by Tony Dodi, second by Richard Lockridge and duly authorizing a letter of support for a feasibility study pertaining to a regional event center.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, M. Hinchler, T. Dodi, J. Glass

Absent: S. Gilmer, D. Mullins

Nay: None

Upon motion made by Tony Dodi, second by Roger Sword and duly approved by the Industrial Development Authority of Russell County, Virginia directing the attorney to draft an agreement between the IDA and Darrell Stoots granting 1 +/- acre lot in the Russell County Industrial Park to Mr. Stoots.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, M. Hinchler, T. Dodi, J. Glass

Absent: S. Gilmer, D. Mullins

Nay: None

CLOSED SESSION

Upon motion made by Carlton Elliott, second by Mike Hinchler and duly approved by the Industrial Development Authority of Russell County, Virginia to enter Closed Session as permitted by, VA Code #2.2-3711 (5) Prospective unannounced industry (7) & (8) Legal Counsel.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, M. Hinchler, T. Dodi, J. Glass

Absent: S. Gilmer, D. Mullins

Nay: None

RECONVENE TO PUBLIC SESSION

Upon motion made by Carlton Elliott, second by Tony Dodi, 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, M. Hinchler, T. Dodi, J. Glass

Absent: S. Gilmer, D. Mullins

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	Absent
		Richard Lockridge	Yes

MOTIONS FROM CLOSED SESSION

Upon motion made by Carlton Elliott, second by Richard Lockridge and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the chairman to apply for VCEDA funds for project "Blue Jay".

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, M. Hinchler, T. Dodi, J. Glass

Absent: S. Gilmer, D. Mullins

Nay: None

Upon motion made by Carlton Elliott, second by Richard Lockridge and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the chairman to apply for any and all necessary funds through the Commonwealth of Virginia in reference to project "Blue Jay".

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, M. Hinchler, T. Dodi, J. Glass

Absent: S. Gilmer, D. Mullins

Nay: None

ADJOURNMENT

Upon motion made by Carlton Elliott, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 9:03 PM.

The Vote was:

Aye: R. Lockridge, R. Sword, C. Elliott, M. Hinchler, T. Dodi, J. Glass

Absent: S. Gilmer, D. Mullins

Nay: None

RUSSELL COUNTY P.S.A.
 Monthly Meeting - The Board of Director
 January 21, 2019

AGENDA

1. Call to Order
2. Welcome -
3. Visitors: Rita Baker & James Baker with T&L
4. Pledge of Allegiance
5. Minutes of December 2018
6. Financial Report – Harvey Hart

General Acct (Register: 1010)	Dec 2018	Check #	20915	21462	\$ 33,578.41
Environmental Waste Acct. (Register 1060)	Dec 2018	Check #	121	122	\$ 221,512.95
Long Term Operating Debt Acct	Dec 2018	Check #		1104	\$ 4,847.94
NPB CD # 12020	Dec 2018				\$ 68,441.49
NPB CDD # 98737	Dec 2018				\$ 93,229.04
Equipment Replacement	Dec 2018				\$ 6,049.00

7. Profit & Loss Review
8. Water Loss Review
9. Past due Water Customers Review

PROGRESS REPORT ON WATER PROJECTS:

1. Rt. 656 (Creekside Dr.) – Project Complete. Final VDH site visit to close out project is scheduled for 01/24/19.
2. Town of Cleveland – Done clean up on project since last reported.
3. Fincastle Estates – Finished both directional bores, installed 60” concrete vault, installed (1) 6” monitoring meter, installed (1) hydrant, installed 400’ of 6” line, and tied into main line since last reported.
4. SERCAP (Rabbit Hollow) – Installed (3) meters. Project Complete
5. SERCAP (Fields) – Installed (1) meter. Project Complete

New Business:

1. Joint Software Upgrade RCPSA & CWSA
2. Review 2017 – 2018 Audit from Owens CPA

Old Business:

Next board meeting February 18, 2019 - 6:00 pm - 137 Highland Dr. Lebanon, VA.

RUSSELL COUNTY PUBLIC SERVICE AUTHORITY
Monthly Meeting of the Board of Directors

December 17, 2018

MEMBERS PRESENT

Clifford Hess
Chris Dye
Larry McGlothlin
James Kiser
Darrell Puckett
Harvey Hart

Visitor's: Rita Baker and James Baker with T&L

MEMBERS ABSENT

Carter McGlothlin

Meeting called to order by Clifford Hess at 5:55 p.m.

Prayer: Rita Baker

Pledge of Allegiance: James Kiser

Minutes – November 2018- suspended reading – Motion to approve by James Kiser, second by Chris Dye, motion passed Yay-5 – Nay-0

Adjournment – Motion made by James Kiser, second by Chris Dye at 6:28 pm

Financial Report:

Financial Report given by Harvey Hart.

Motion to approve by Larry McGlothlin, second by Darrell Puckett – Motion passed Yay-5 - Nay-0

Amendments to Agenda - None

Operations Acct.	Oct, 2018	Check #	20859	20914
Environmental Waste Acct.	Oct, 2018	Check#	120	121
Long Term Debt Acct	Oct, 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 425-ft 6” line; 6-ft of 2” line, (3) meters, (1) 6” gate valve since last reported. Project complete.

Fincastle Project – Started on directional bore since last reported.

Town of Cleveland – No work done on project since last reported.

Glade Hollow/Glade Hill –

NEW PROJECTS:

Waiting on funding:

Route 603

Tank to Arrowhead Subdivision

NEW BUSINESS:

1. Billing & Accounting software only – motion made by Chris Dye, second by Larry McGlothlin Yay-5 – Nay-0
2. Audit – Tabled until Jan 2019 meeting.

OLD BUSSINESS:

Next Board meeting January 21, 2019 6:00 p m – 137 Highland Dr. Lebanon, VA

Carter McGlothlin
Chairman RCPSA

**Operating Account Check Register
12/01/18 to 12/31/18**

Balance as of 01/18/19 \$21,729.19

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
12/01/2018	215793	AFLAC		\$698.31		\$698.31
12/03/2018	20915	JAMES HORN	Boot Reimbursement	\$145.26		\$145.26
12/03/2018	120318	EPX		\$291.36		\$291.36
12/04/2018			A/R		\$7,851.36	
12/04/2018	21391	MICHAEL L. BALL	P/R	\$411.75		\$411.75
12/04/2018	21392	RITA C. BOSTIC	P/R	\$441.94		\$441.94
12/04/2018	21393	BRANDON GENT	P/R	\$411.75		\$411.75
12/04/2018	21394	TRACY GRADY	P/R	\$401.75		\$401.75
12/04/2018	21395	HARVEY HART	P/R	\$449.31		\$449.31
12/04/2018	21396	CODY HESS	P/R	\$441.94		\$441.94
12/04/2018	21397	TIMOTHY HONAKER	P/R	\$456.46		\$456.46
12/04/2018	21398	JAMES HORN	P/R	\$441.94		\$441.94
12/04/2018	21399	DAVID HUGHES	P/R	\$411.75		\$411.75
12/04/2018	21400	RHONDA L. LESTER	P/R	\$411.75		\$411.75
12/04/2018	21401	CARL RHEA	P/R	\$413.54		\$413.54
12/04/2018	21402	MR DAVID C ROBINSON	P/R	\$449.31		\$449.31
12/04/2018	21403	EARLY SAGE	P/R	\$411.75		\$411.75
12/04/2018	21404	LUTHER SAULS	P/R	\$411.75		\$411.75
12/04/2018	21405	BRAD SHORTT	P/R	\$441.94		\$441.94
12/04/2018	21406	GREGORY A. SIMERLY	P/R	\$441.94		\$441.94
12/04/2018	21407	EDNA F. VANCE	P/R	\$449.31		\$449.31
12/04/2018	21408	BLAKE YATES	P/R	\$441.94		\$441.94
12/04/2018	21409	MICHAEL L. BALL	P/R	\$433.77		\$433.77
12/04/2018	21410	RITA C. BOSTIC	P/R	\$904.25		\$904.25
12/04/2018	21411	BRANDON GENT	P/R	\$689.38		\$689.38
12/04/2018	21412	TRACY GRADY	P/R	\$924.32		\$924.32
12/04/2018	21413	HARVEY HART	P/R	\$1,404.24		\$1,404.24
12/04/2018	21414	CODY HESS	P/R	\$233.82		\$233.82
12/04/2018	21415	TIMOTHY HONAKER	P/R	\$1,070.12		\$1,070.12
12/04/2018	21416	JAMES HORN	P/R	\$691.51		\$691.51
12/04/2018	21417	DAVID HUGHES	P/R	\$1,120.34		\$1,120.34
12/04/2018	21418	RHONDA L. LESTER	P/R	\$1,029.56		\$1,029.56
12/04/2018	21419	CARL RHEA	P/R	\$297.21		\$297.21
12/04/2018	21420	MR DAVID C ROBINSON	P/R	\$795.18		\$795.18
12/04/2018	21421	EARLY SAGE	P/R	\$402.97		\$402.97
12/04/2018	21422	LUTHER SAULS	P/R	\$899.58		\$899.58
12/04/2018	21423	BRAD SHORTT	P/R	\$552.69		\$552.69
12/04/2018	21424	GREGORY A. SIMERLY	P/R	\$184.81		\$184.81
12/04/2018	21425	EDNA F. VANCE	P/R	\$946.60		\$946.60
12/04/2018	21426	BLAKE YATES	P/R	\$854.86		\$854.86
12/04/2018	120418	DEBIT CARD	Fuel	\$20.06		\$20.06
12/04/2018	120418	DEBIT CARD	Postage/Bill Cards	\$721.21		\$721.21
12/04/2018	120418	PSN		\$126.50		\$126.50
12/04/2018	1812048989	CARD SERVICES CENTER (Visa)		\$2,885.27		\$2,885.27
12/05/2018			A/R		\$1,792.69	
12/05/2018	20916	HARVEY HART	Boot Reimbursement	\$147.37		\$147.37
12/06/2018			A/R		\$3,275.00	
12/06/2018	242		IRS Tax Payment	\$5,921.64		\$5,921.64
12/06/2018	MO-2526648	JEAN PENLEY			\$50.00	
12/07/2018			A/R		\$4,255.01	
12/07/2018	120718	ALLY		\$589.45		\$589.45

12/10/2018			A/R		\$4,484.85	
12/10/2018	20917	EARLY SAGE	Boot Reimbursement	\$150.00		\$150.00
12/10/2018	121018	VRS		\$126.48		\$126.48
12/11/2018			A/R		\$13,881.80	
12/11/2018	20918	TRACY GRADY	Boot Reimbursement	\$150.00		\$150.00
12/11/2018	121118	NEW PEOPLES BANK		\$82.84		\$82.84
12/11/2018	121118	VRS		\$5,130.97		\$5,130.97
12/12/2018			A/R		\$4,790.28	
12/12/2018		RCPSA - CONSTRUCTION	Labor Reimb.		\$89,842.44	
12/12/2018	20919	RHONDA L. LESTER	Boot Reimbursement	\$150.00		\$150.00
12/12/2018	20920	EARLY SAGE	Payroll Advance	\$500.00		\$500.00
12/12/2018	12-12-18	DIANA MANN			\$100.00	
12/13/2018			A/R		\$5,669.72	
12/13/2018	121318	DEBIT CARD		\$20.06		\$20.06
12/13/2018	121318	PSN		\$172.77		\$172.77
12/14/2018			A/R		\$7,260.13	
12/14/2018		RCPSA - CONSTRUCTION	Labor Reimb.		\$7,381.35	
12/14/2018	20921	CARL RHEA	Boot Reimbursement	\$143.42		\$143.42
12/14/2018	20922	EDNA F. VANCE	Boot Reimbursement	\$150.00		\$150.00
12/14/2018	21389	JAMES KISER	P/R	\$144.70		\$144.70
12/14/2018	121418	DELUXE FOR BUSINESS		\$314.94		\$314.94
12/17/2018			A/R		\$14,000.01	
12/17/2018	246		VA Tax Payment	\$10.00		\$10.00
12/17/2018	20236	JAMES KISER	P/R	\$144.70		\$144.70
12/17/2018	20923	Carter McGlothlin	Director Fees - Dec	\$200.00		\$200.00
12/17/2018	20924	Larry A. McGlothlin	Director Fees - Dec	\$200.00		\$200.00
12/17/2018	20925	Clifford Hess	Director Fees - Dec	\$200.00		\$200.00
12/17/2018	20926	Chris Dye	Director Fees - Dec	\$200.00		\$200.00
12/17/2018	20927	Darrell W. Puckett	Director Fees - Dec	\$200.00		\$200.00
12/17/2018	121718	DEBIT CARD	Sam's Club	\$33.33		\$33.33
12/18/2018			A/R		\$3,859.28	
12/18/2018	20928	RITA BOSTIC	Boot Reimbursement	\$150.00		\$150.00
12/18/2018	21427	MICHAEL L. BALL	P/R	\$528.71		\$528.71
12/18/2018	21428	RITA C. BOSTIC	P/R	\$821.06		\$821.06
12/18/2018	21429	BRANDON GENT	P/R	\$682.25		\$682.25
12/18/2018	21430	TRACY GRADY	P/R	\$905.60		\$905.60
12/18/2018	21431	HARVEY HART	P/R	\$1,422.38		\$1,422.38
12/18/2018	21432	CODY HESS	P/R	\$564.36		\$564.36
12/18/2018	21433	TIMOTHY HONAKER	P/R	\$1,115.00		\$1,115.00
12/18/2018	21434	JAMES HORN	P/R	\$689.06		\$689.06
12/18/2018	21435	DAVID HUGHES	P/R	\$1,070.79		\$1,070.79
12/18/2018	21436	RHONDA L. LESTER	P/R	\$988.25		\$988.25
12/18/2018	21437	CARL RHEA	P/R	\$297.21		\$297.21
12/18/2018	21438	MR DAVID C ROBINSON	P/R	\$799.19		\$799.19
12/18/2018	21439	EARLY SAGE	P/R	\$567.36		\$567.36
12/18/2018	21440	LUTHER SAULS	P/R	\$899.58		\$899.58
12/18/2018	21441	BRAD SHORTT	P/R	\$588.65		\$588.65
12/18/2018	21442	GREGORY A. SIMERLY	P/R	\$530.12		\$530.12
12/18/2018	21443	EDNA F. VANCE	P/R	\$976.37		\$976.37
12/18/2018	21444	BLAKE YATES	P/R	\$854.86		\$854.86
12/19/2018			A/R		\$5,573.70	
12/19/2018	121918	DEBIT CARD	Fuel	\$20.11		\$20.11
12/20/2018			A/R		\$7,304.60	
12/20/2018	245		IRS Tax Payment	\$4,543.55		\$4,543.55
12/20/2018	245		IRS Tax Payment	\$181.76		\$181.76

12/20/2018	122018	VRS		\$126.48		\$126.48
12/21/2018	745	POSTMASTER-LEBANON	Postage	\$6.39		\$6.39
12/21/2018	20929	APPALACHIAN POWER		\$993.95		\$993.95
12/21/2018	20930	INC.		\$240.00		\$240.00
12/21/2018	20931	CINTAS		\$350.50		\$350.50
12/21/2018	20932	CONSOLIDATED PIPE & SUPPLY		\$392.28		\$392.28
12/21/2018	20933	DAVID CASEY		\$45.00		\$45.00
12/21/2018	20934	INNOVATIVE TECHNOLOGY		\$888.50		\$888.50
12/21/2018	20935	J & L ACCOUNTING SERVICE, INC.		\$400.00		\$400.00
12/21/2018	20936	L & M AUTO PARTS, LTD		\$369.29		\$369.29
12/21/2018	20937	LEBANON BLOCK & SUPPLY		\$119.79		\$119.79
12/21/2018	20938	MARVIN & VERONICA HALE		\$45.00		\$45.00
12/21/2018	20939	NEW PEOPLES BANK		\$539.70		\$539.70
12/21/2018	20940	OWENS CPA & ASSOCIATES PC		\$7,500.00		\$7,500.00
12/21/2018	20941	RAVEN SUPER MARKET		\$30.47		\$30.47
12/21/2018	20942	Russell County Treasurer's Office		\$277.42		\$277.42
12/21/2018	20943	SARATOGA TECHNOLOGIES, INC.	RUSS11	\$62.50		\$62.50
12/21/2018	20944	SHONDA MILLER		\$30.75		\$30.75
12/21/2018	20945	Sunset		\$147.06		\$147.06
12/21/2018	20946	T's COUNTRY STORE		\$9.99		\$9.99
12/21/2018	20947	THE LEBANON NEWS, INC.		\$56.18		\$56.18
12/21/2018	20948	THE QUIKRETE COMPANIES		\$671.42		\$671.42
12/21/2018	20949	TIP TOP MATERIALS LLC		\$72.68		\$72.68
12/21/2018	20950	TOWN OF HONAKER		\$1,009.94		\$1,009.94
12/21/2018	20951	TOWN OF LEBANON		\$4,732.51		\$4,732.51
12/21/2018	20952	Treasurer of Virginia		\$1,201.77		\$1,201.77
12/21/2018	20953	VERIZON WIRELESS		\$666.30		\$666.30
12/21/2018	20954	ARC3 GASES		\$124.93		\$124.93
12/21/2018	20955	VERIZON		\$61.11		\$61.11
12/21/2018	122118	ANTHEM DENTAL		\$83.50		\$83.50
12/24/2018	122418	RURAL DEVELOPMENT		\$3,609.00		\$3,609.00
12/24/2018	122418	DEBIT CARD	DMV	\$8.00		\$8.00
12/24/2018	122718	DEBIT CARD	Fuel	\$20.11		\$20.11
12/26/2018			A/R		\$13,730.74	
12/26/2018		RCPSA - CONSTRUCTION	Constr. Labor Reimb.		\$29,537.44	
12/26/2018	20956	BLAKE S.YATES	Boot Reimbursement	\$142.08		\$142.08
12/27/2018			A/R		\$1,915.52	
12/27/2018	W8516	AMERICAN EXPRESS		\$495.56		\$495.56
12/27/2018	122718	PSN		\$50.08		\$50.08
12/27/2018	122718-2	PSN		\$66.91		\$66.91
12/28/2018			A/R		\$1,671.77	
12/28/2018	244		VA Tax Payment	\$1,813.15		\$1,813.15
12/28/2018	122818	ALLY		\$927.45		\$927.45
12/28/2018	122818	RURAL DEVELOPMENT		\$543.00		\$543.00
12/28/2018	3024915137	VIRGINIA RESOURCES AUTHORITY		\$155,630.46		\$155,630.46
12/31/2018	21445	MICHAEL L. BALL	P/R	\$546.35		\$546.35
12/31/2018	21446	RITA C. BOSTIC	P/R	\$904.25		\$904.25
12/31/2018	21447	BRANDON GENT	P/R	\$703.60		\$703.60
12/31/2018	21448	TRACY GRADY	P/R	\$1,030.42		\$1,030.42
12/31/2018	21449	HARVEY HART	P/R	\$1,522.26		\$1,522.26
12/31/2018	21450	CODY HESS	P/R	\$588.96		\$588.96
12/31/2018	21451	TIMOTHY HONAKER	P/R	\$1,063.71		\$1,063.71
12/31/2018	21452	JAMES HORN	P/R	\$749.96		\$749.96
12/31/2018	21453	DAVID HUGHES	P/R	\$1,070.78		\$1,070.78
12/31/2018	21454	RHONDA L. LESTER	P/R	\$1,032.87		\$1,032.87

12/31/2018	21455	CARL RHEA	P/R	\$351.29		\$351.29
12/31/2018	21456	MR DAVID C ROBINSON	P/R	\$784.51		\$784.51
12/31/2018	21457	EARLY SAGE	P/R	\$539.98		\$539.98
12/31/2018	21458	LUTHER SAULS	P/R	\$899.58		\$899.58
12/31/2018	21459	BRAD SHORTT	P/R	\$672.15		\$672.15
12/31/2018	21460	GREGORY A. SIMERLY	P/R	\$560.29		\$560.29
12/31/2018	21461	EDNA F. VANCE	P/R	\$935.03		\$935.03
12/31/2018	21462	BLAKE YATES	P/R	\$873.58		\$873.58
12/31/2018	123118	NEW PEOPLES BANK	Chk Free Monthly Fee	\$9.95		\$9.95

NPB CD #12020
12/01/18 to 12/31/18
Balance as of 01/18/19 \$68,441.49
No Activity

NPB CD #98737
12/01/18 to 12/31/18
Balance as of 01/18/19 \$93,229.04
No Activity

Long Term Debt Account Register
12/01/18 to 12/31/18
Balance as of 01/18/19 \$4,847.94

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
12/04/2018		WANDA HARMON			\$250.00	\$4,847.94
12/04/2018	4100	OAKWOOD MOBILE HOMES			\$25.00	\$4,597.94

Equipment Replacement Account Register
12/01/18 to 12/31/18
Balance as of 01/18/19 \$2,949.00

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
12/12/2018			Sale of Scrap		\$181.80	\$4,384.00
12/26/2018			Sale of Equipment		\$1,665.00	\$6,049.00

Environmental Waste Account Register
12/01/18 to 12/31/18
Balance as of 01/18/19 \$223,319.46

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
12/14/2018			A/R		2,387.63	246,879.83
12/18/2018	0122	AMPSTUN CORPORATION	Joint Billing/Accounting Software Upgrade - RCPSA & CWSA	30,875.00		216,004.83
12/28/2018			A/R		5,508.12	221,512.95

**Russell County Public Service Authority - Operating
Profit and Loss
December 2018**

	Total	
	Dec 2018	Jul - Dec, 2018 (YTD)
Income		
4000.0 Water Revenue	\$96,721.05	\$610,513.24
4100.0 Sewer Revenue	\$567.68	\$3,840.48
4200.0 Trash Revenue	\$8,524.95	\$42,411.17
4300.0 Hookup & Reconnect Revenue	\$217.52	\$1,555.30
4400.0 Credit Card Fees	\$165.00	\$1,153.26
4500.0 Job Income	\$2,700.00	\$13,895.00
4600.0 Government Income (Reimbursement)	\$83,650.41	\$220,006.06
4900.0 Other Operating Revenue	\$4,473.06	\$36,587.28
Return Check/Return Check Fee N		\$76.00
Sales of Product Income		\$307.04
Total Income	\$197,019.67	\$930,344.83
Cost of Goods Sold		
5000.0 Water Purchase	\$21,043.50	\$155,074.71
5100.0 Sewer Fees	\$768.01	\$4,514.78
Cost of Goods Sold		\$0.00
Total Cost of Goods Sold	\$21,811.51	\$159,589.49
Gross Profit	\$175,208.16	\$770,755.34
Expenses		
2430.0 401K Contributions	\$1,756.52	\$10,404.41
6030.0 Uniforms	\$192.30	\$1,733.34
6050.0 Employee Health Insurance	\$5,146.68	\$30,061.28
6055.0 Health Insurance Credit	\$28.09	\$167.83
6070.0 Retirement Plan	\$1,594.36	\$8,994.15
6080.0 Short Term Disability	\$184.20	\$1,042.28
6100.0 Insurance	\$5,129.17	\$7,297.69
6110.0 Telephone	\$1,806.37	\$11,827.66
6120.0 Electric	\$366.42	\$1,002.02
6120.3 Electric - Pumps	\$1,321.56	\$10,411.88
6120.4 Electric - Tanks	\$53.71	\$678.84
6130.0 Other Utilities		\$530.34
6180.0 Chemicals		\$368.15
6185.1 Samples-Pump 1		\$739.72
6185.2 Samples-Pump 2		\$618.22
6185.5 Samples-Pump 5		\$1,223.38
6185.6 Samples-Pump 6		\$121.50
6185.7 Samples - Cleveland School		\$128.96
6185.8 Samples - Thompson Creek	\$187.61	\$309.11
6190.0 Monitoring	\$43.05	\$315.00

6200.0 Materials & Supplies	\$1,960.97	\$5,921.25
6206.0 R&M Office	\$881.18	\$3,054.68
6210.0 R&M System	\$175.25	\$8,960.25
6210.1 R&M Pump 1		\$737.50
6210.2 R&M Pump 2	\$8.88	\$7,709.58
6210.5 R&M Pump 5		\$5,261.93
6215.2 R&M Big A Tank		\$12.23
6215.3 R&M Call Valley Tank (832)		\$5.14
6215.5 R&M Belfast Tank		\$117.35
6220.0 R&M Equipment	\$351.61	\$3,404.88
6240.0 Gas, Oil, Grease	\$2,356.09	\$11,205.98
6245.0 Vehicle/Equipment Tires		\$1,107.91
6250.0 Tags/Title/Licenses	\$8.00	\$8.00
6260.0 Office Supplies	\$314.94	\$404.52
6270.0 Postage & Delivery	\$927.60	\$5,697.42
6280.0 Printing & Reproduction		\$818.51
6300.0 Accounting Fees	\$31,352.00	\$37,333.00
6320.1 Water Works Operation Swords Cr		\$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	\$539.70	\$3,135.40
6390.0 Advertisement		\$112.36
6420.0 Service Charges	\$800.41	\$3,126.62
6430.0 Dues & Subscriptions	\$33.33	\$579.32
6447.0 Legal Fees	\$300.00	\$300.00
66000 Payroll Expenses	\$75,780.34	\$316,487.40
Director Fees	\$1,000.00	\$6,000.00
Purchases		\$22,148.85
Reimbursements	\$166.40	\$682.40
Total Expenses	\$134,766.74	\$539,680.29
Net Operating Income	\$40,441.42	\$231,075.05
Other Income		
1255.0 Due To/From Construction Fund	\$34,592.31	\$152,092.61
8000.1 Interest Income		\$1,007.74
Total Other Income	\$34,592.31	\$153,100.35
Other Expenses		
2300.0 N/P New Peoples Bank LC		\$39,439.60
2510.0 N/P Swords Creek	\$3,609.00	\$21,654.00
2610.0 N/P Drill Project		\$9,275.63
2611.0 N/P Highland Acres/Yates WSL-16		\$3,342.02
2612.0 N/P Miller Creek/Frank's/Honey		\$6,925.21
2613.0 N/P Big A Mtn. Phase I WSL-11-9		\$15,594.84
2616.0 N/P Belfast		\$27,707.99
2617.0 N/P Rosedale		\$31,778.61
2618.0 N/P New Garden/Finney	\$17,983.72	\$17,983.72

2619.0 N/P Mains Line WSL-40-13E	\$109,970.97	\$109,970.97
2620.0 N/P Green Valley Estates		\$3,397.81
2630.0 N/P South River		\$1,523.98
2635.0 N/P Long Branch		\$2,663.08
2640.0 N/P Pine Creek		\$5,741.28
2641.0 N/P VRA Mountain Meadows	\$2,095.98	\$2,095.98
2650.0 N/P Clark's Valley		\$13,706.09
2660.0 N/P Lynn Spring	\$543.00	\$3,258.00
2927.0 N/P VRA Big A Mtn. Phase II	\$25,579.79	\$25,579.79
2930.0 N/P Green Valley West		\$17,662.75
2938.0 N/P Back Valley		\$5,420.45
2939.0 N/P iPerl RRM		\$6,858.47
2940.0 N/P Rt 656		\$10,389.02
2941.0 N/P Fincastle Est		\$4,117.13
2982.0 Ally 2016 Chev	\$927.45	\$5,564.70
2984.0 N/P Ally New Truck	\$589.45	\$3,536.70
5235.0 Customer Deposit Refund	\$120.75	\$482.52
5235.1 Customer Over Payment Refund		\$134.39
Reconciliation Discrepancies		\$7,718.43
Total Other Expenses	\$161,420.11	\$403,523.16
Net Other Income	(\$126,827.80)	(\$250,422.81)
Net Income	(\$86,386.38)	(\$19,347.76)

Accrual Basis

General Construction Account Check Register

12/01/18 to 12/31/18

Balance as of 01/18/19 \$8,014.26

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
12/05/2018	4051	Kenny A. Taylor		\$25.00		\$2,657.92
12/12/2018		RCBOS			\$90,815.98	\$93,473.90
12/12/2018	4052	Russell County PSA - Operating	RCBOS Loan Pymts Nov-18	\$83,650.41		\$9,823.49
12/12/2018	4053	Russell County PSA - Operating	Constr. Labor Co Projects Nov-18	\$6,192.03		\$3,631.46
12/12/2018	4054	Lebanon Block & Supply Co., Inc.	303343	\$8.74		\$3,622.72
12/12/2018	4055	Consolidated Steel, Inc.		\$81.00		\$3,541.72
12/14/2018		Town of Cleveland			\$17,128.41	\$20,670.13
12/14/2018	4056	John Deere Financial	11113-23565	\$149.90		\$20,520.23
12/14/2018	4057	Larry Miller		\$64.00		\$20,456.23
12/14/2018	4058	Core & Main		\$773.85		\$19,682.38
12/14/2018	4059	Lebanon Block & Supply Co., Inc.	303343	\$38.09		\$19,644.29
12/14/2018	4060	C.L. Dale Construction Services, LLC		\$7,920.00		\$11,724.29
12/14/2018	4061	Tip Top Materials, LLC		\$90.43		\$11,633.86
12/14/2018	4062	Rhonda Lester	Payroll Advance	\$500.00		\$11,133.86
12/14/2018	4063	Russell County PSA - Operating	Constr. Labor Cleveland	\$7,381.35		\$3,752.51
12/26/2018	4064	Russell County PSA - Operating	Construction Labor Reimb.	\$29,537.44		(\$25,784.93)
12/26/2018			Reimb Labor Thompson D/D#16/17/18		\$11,666.61	(\$14,118.32)
12/26/2018			Reimb Equip Thompson D/D#16/17/18		\$6,283.90	(\$7,834.42)
12/26/2018			Reimb Labor Fincastle D/D#11		\$10,151.40	\$2,316.98
12/26/2018			Reimb Equip Fincastle D/D#11		\$4,286.49	\$6,603.47
12/26/2018			Reimb Eng Fincastle D/D#11		\$500.00	\$7,103.47
12/27/2018		Russell County Public Schools			\$2,500.00	\$9,603.47
12/27/2018	4065	New Peoples Bank, Inc.	25042930	\$500.00		\$9,103.47
12/27/2018	4066	Cat Financial Commercial Revolving Card	6035 3380 2633 9952	\$700.00		\$8,403.47
12/27/2018	4067	Lakeside Ready Mix, Inc.		\$670.00		\$7,733.47
12/27/2018	4068	McClure Concrete Materials		\$247.00		\$7,486.47
12/27/2018	4069	Lebanon Block & Supply Co., Inc.	303343	\$149.15		\$7,337.32
12/27/2018	4070	Verizon Wireless	713153824-00001	\$320.13		\$7,017.19
12/27/2018	4071	Treasurer of Virginia -		\$179.25		\$6,837.94
12/27/2018	4072	Appalachian Power		\$18.21		\$6,819.73
12/27/2018	4073	Wytheville Office Supply, Inc.		\$40.89		\$6,778.84
12/27/2018	4074	Lebanon Block & Supply Co., Inc.	303343	\$41.37		\$6,737.47
12/27/2018	4075	TruckPro, LLC	254RU003	\$196.91		\$6,540.56
12/27/2018	4076	John Deere Financial	11113-23565	\$126.95		\$6,413.61
12/27/2018	4077	Cintas		\$518.48		\$5,895.13
12/27/2018	4078	ARCET Equipment Co.		\$100.44		\$5,794.69
12/27/2018	4079	Russell Oil Co., Inc.		\$1,585.84		\$4,208.85
12/27/2018	4080	Carter Machinery Co., Inc.		\$315.01		\$3,893.84
12/27/2018	W7928	American Express		\$2,854.16		\$1,039.68

**Thompson Creek Project Account Register
12/01/18 to 12/31/18**

Balance as of 01/18/19 \$47..80

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
12/26/2018		VRA			\$23,214.87	\$23,262.67
12/26/2018	1032	Blevins Septic Service		\$300.00		\$22,962.67
12/26/2018	1033	CMC Supply, Inc.		\$1,814.58		\$21,148.09
12/26/2018	1034	Rogers Group, Inc.	37246661	\$99.50		\$21,048.59
12/26/2018	1035	Town of Lebanon		\$140.00		\$20,908.59
12/26/2018	1036	Tip Top Materials, LLC		\$410.28		\$20,498.31
12/26/2018	1037	Thompson & Litton, Inc.		\$2,500.00		\$17,998.31
12/26/2018		Transfer to General Construction Acct	Reimb Labor Thompson D/D#16/17/18	\$11,666.61		\$6,331.70
12/26/2018		Transfer to General Construction Acct	Reimb Equip Thompson D/D#16/17/18	\$6,283.90		\$47.80

**Route 656 Project Account Register
12/01/18 to 12/31/18**

Balance as of 01/18/19 \$47..80

No Activity

**iPerl RRM Replacement Project Account Register
12/01/18 to 12/31/18**

Balance as of 01/18/19 \$47..80

No Activity

**Fincastle Estates Project Account Register
12/01/18 to 12/31/18**

Balance as of 01/18/19 \$47..80

Date	Ref No.	Payee	Memo	Payment	Deposit	Balance
12/26/2018		VRA			\$21,878.70	\$22,328.80
12/26/2018	1024	Thompson & Litton, Inc.		\$1,500.00		\$20,828.80
12/26/2018	1025	Core & Main		\$4,973.79		\$15,855.01
12/26/2018	1026	Rogers Group, Inc.	37246661	\$77.71		\$15,777.30
12/26/2018	1027	Larry Miller		\$80.00		\$15,697.30
12/26/2018	1028	Tip Top Materials, LLC		\$534.62		\$15,162.68
12/26/2018	1029	T's Country Store		\$76.99		\$15,085.69
12/26/2018	1030	Jerry Street		\$100.00		\$14,985.69
12/26/2018			Reimb Labor Fincastle D/D#11	\$10,151.40		\$4,834.29
12/26/2018			Reimb Equip Fincastle D/D#11	\$4,286.49		\$547.80
12/26/2018			Reimb Eng Fincastle D/D#11	\$500.00		\$47.80

Russell County Public Service Authority - Construction
Profit and Loss
December 2018

	Total	
	Dec 2018	Jul - Dec, 2018 (YTD)
Income		
4145.0 Contributions - Govt	\$83,650.41	\$123,557.76
4300.0 Loan Proceeds		
4300.4 Route 656		\$61,302.20
4300.5 Fincastle Estates	\$17,502.96	\$17,502.96
4300.6 iPerl Radio Read Meters		\$6,282.01
4300.7 Thompson Creek/Tunnel Road	\$13,928.92	\$71,325.08
Total 4300.0 Loan Proceeds	\$31,431.88	\$156,412.25
4400.0 Misc. Income		
4400.1 Misc. Projects	\$26,793.98	\$126,515.47
4400.2 Sale of Supplies/Materials		\$297.04
Total 4400.0 Misc. Income	\$26,793.98	\$126,812.51
7200.0 Grant Contributions		
7200.4 Route 656		\$20,434.07
7200.5 Fincastle Estates	\$4,375.74	\$4,375.74
7200.6 iPerl Radio Read Meters		\$1,570.51
7200.7 Thompson Creek/Tunnel Road	\$9,285.95	\$47,550.05
Total 7200.0 Grant Contributions	\$13,661.69	\$73,930.37
Total Income	\$155,537.96	\$480,712.89
Gross Profit	\$155,537.96	\$480,712.89
Expenses		
5500.0 Project Expenses		
5510.0 Materials		
5510.4 Route 656		\$3,437.63
5510.5 Fincastle Estates	\$914.72	\$5,888.51
5510.8 Misc. Projects		(\$712.56)
Total 5510.0 Materials	\$914.72	\$8,613.58
5520.0 Salaries & Benefits		
5520.4 Route 656	\$7,571.81	\$44,867.15
5520.5 Fincastle Estates	\$3,973.84	\$20,179.02
5520.7 Thompson Creek/Tunnel Road		\$26,213.40
5520.8 Misc. Projects	\$12,274.60	\$53,414.44
Total 5520.0 Salaries & Benefits	\$23,820.25	\$144,674.01
5530.0 Hourly Equipment		
5530.4 Route 656	\$3,240.70	\$21,753.61
5530.5 Fincastle Estates	\$655.47	\$4,286.49
5530.7 Thompson Creek/Tunnel Road		\$18,353.38
5530.8 Misc. Projects	\$2,158.56	\$6,048.67
Total 5530.0 Hourly Equipment	\$6,054.73	\$50,442.15

5540.0 Supplies/Miscellaneous		
5540.4 Route 656	\$358.75	\$9,448.64
5540.5 Fincastle Estates	\$15,181.88	\$18,183.33
5540.7 Thompson Creek/Tunnel Road		\$2,540.36
5540.8 Misc. Projects	\$1,476.14	\$20,609.60
Total 5540.0 Supplies/Miscellaneous	\$17,016.77	\$50,781.93
5590.0 Engineering		
5590.10 Glade Hollow		\$21,000.00
5590.4 Route 656		\$3,000.00
5590.5 Fincastle Estates		\$6,500.00
5590.7 Thompson Creek/Tunnel Road		\$18,650.00
Total 5590.0 Engineering	\$0.00	\$49,150.00
Total 5500.0 Project Expenses	\$47,806.47	\$303,661.67
6000.0 Salaries - General Construction	\$3,715.29	\$14,958.89
6015.0 Employee Benefits	\$500.00	\$500.00
6030.0 Uniforms	\$518.48	\$3,064.58
6090.0 Contract Labor	\$25.00	\$150.00
6101.0 Employee Screening		\$50.00
6120.0 Telephone Cell	\$366.85	\$3,467.74
6140.2 Electric Temp Office	\$18.21	\$85.24
6200.0 Supplies	\$315.20	\$1,167.93
6220.0 Repair & Maint.	\$2,148.92	\$23,173.51
6240.0 Gas, Oil, Grease	\$2,771.98	\$19,184.33
6260.0 Office Supplies	\$139.67	\$1,885.42
6270.0 Postage & Delivery	\$25.00	\$314.14
6300.0 Accounting Services		\$77.00
6340.0 Small Tools & Equipment	\$162.25	\$511.32
6420.0 Finance/Service Charges	\$36.50	\$315.77
6430.0 Dues/Subscriptions		\$225.00
6445.0 License/Tags/Inspections		\$80.00
6446.0 Permit Fees		\$1,786.00
9001.0 Transfer Out To PSA	\$83,650.41	\$123,557.76
Total Expenses	\$142,200.23	\$498,216.30
Net Operating Income	\$13,337.73	(\$17,503.41)
Net Income	\$13,337.73	(\$17,503.41)

Accrual Basis

Russell County PSA - Construction
 Outstanding Receivables as of 01/18/19

Description	Materials	Labor	Hourly Equip.	Supplies/Misc	Engineering	Other	Total
F Glade							
Route 656 D/D#25	\$0.00	\$14,364.19	\$6,824.93	\$352.63	\$0.00	\$0.00	\$21,541.75
Route 656 D/D#26	\$0.00	\$7,571.81	\$3,240.70	\$0.00	\$0.00	\$0.00	\$10,812.51
Fincastle Estates D/D#12	\$0.00	\$39,729.84	\$65,547	\$0.00	\$0.00	\$500.00	\$5,128.31
Glade Hollow	\$0.00	\$789.60	\$819	\$0.00	\$21,000.00	\$0.00	\$21,797.79
Town of Cleveland Oct-18	\$0.00	\$5,327.38	\$7,247.2	\$0.00	\$0.00	\$54,834.94	\$60,887.54
Town of Cleveland Dec -18	\$0.00	\$4,220.11	\$2,947.2	\$0.00	\$0.00	\$0.00	\$4,514.53
Town of Cleveland Pump House	\$0.00	\$10,139.1	\$3,047.3	\$637.53	\$0.00	\$0.00	\$1,955.87
VDOT/Dante Project	\$3,317.06	\$27,599.56	\$96.96	\$327.00	\$0.00	\$0.00	\$6,200.00
County Projects	\$0.00	\$1,179.59	\$1,616.2	\$0.00	\$0.00	\$0.00	\$1,341.17
US Hwy/Hicks	\$594.76	\$27,309.92	\$1,618.51	\$539.83	\$0.00	\$785.91	\$6,000.00
Rabbit Hollow (SERCAP)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,500.00	\$13,500.00
Fields (SERCAP)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$4,500.00
Castlewood Projects	\$0.00	\$760.07	\$234.98	\$248.19	\$0.00	\$0.00	\$1,362.58
Castlewood Main Meter Project	\$0.00	\$537.69	\$107.2	\$0.00	\$0.00	\$0.00	\$548.41
Castlewood Admin. Services	\$0.00	\$1,850.42	\$0.00	\$0.00	\$0.00	\$0.00	\$1,850.12
Misc./Glenview/East Crossroads Meters	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,198.59	\$5,198.59
Total	\$3,911.82	\$46,498.28	\$14,204.45	\$2,205.18	\$21,000.00	\$79,319.44	\$167,139.17

Total Due to General Construction \$141,969.48 (\$52,816.97 Labor Reimbursement to Operating Account)

VIRGINIA DEPARTMENT OF HEALTH
DIVISION OF DRINKING WATER
MONTHLY REPORT

Month /Year: December, 2018

WATERWORK - Swords Creek -RCPSA
PWSID ID: 1167900

DISTRIBUTION SYSTEM PERFORMANCE CRITERIA

A	Gallons of water purchased from TCPSA-RAVEN/DORAN	5,048,000
B	Gallons of water purchased from HONAKER ELEM SCHOOL METER	
C	Total gallons of water purchased (A + B)	5,048,000
D	Average gallons/day placed into distribution system [C/days in month]	168,267
E	Gallons of water metered to customers - Swords Creek	3,337,277
F	Gallons of water metered for flushing, fire flow, etc.	150,000
G	Total gallons of water unaccounted for [C - (E+F)]	1,560,723
H	Apparent percent of water lost from the distribution system [100 H/C]	30.92%
I	Number of connections	1299
J	Average gallons/day per connection (F/J)	2569
K	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 connector

CHLORINE RESIDUAL (required 3 days/week)

DATE	Mg/L	DATE	Mg/L	DATE	Mg/L	Date	Mg/L
1		9		17	1.17 - 030	25	
2		10		18		26	1.10 - 010
3	1.03 - 010	11		19	.50 - 010	27	
4		12	1.54 - 010	20		28	1.21 - 020
5	1.21 - 020	13		21	1.18 - 020	29	
6		14	1.00 - 020	22		30	
7	1.28 - 030	15		23		31	1.63 - 030
8		16		24	1.66 - 030		

REMARKS (waterline breaks, consumer complaints, service connctions made) (may be continued on back):

Signed Name: Tracy Grady
 Printed Name : Tracy Grady
 Title/Operator Class: Operations Class 5

VIRGINIA DEPARTMENT OF HEALTH
DIVISION OF DRINKING WATER
MONTHLY REPORT

Month /Year - December, 2018

WATERWORKS - BELFAST - RCPSA

PWSID ID: 1167051

DISTRIBUTION SYSTEM PERFORMANCE CRITERIA

A	Gallons of water purchased from TCPSA - CLAYPOOL HILL	2,481,400
B	Gallons of water purchased from TOWN OF LEBANON	0
C	Total Gallons of water placed into waterworks [A + B]	2,481,400
D	Average gallons/day placed into distribution system [C/days in month]	82,713
E	Gallons of water metered to customers -	1,881,886
F	Gallons of water metered for flushing, fire flow, etc.	
G	Total gallons of water unaccounted for [C - E + F]	599,514
H	Apparent percent of water lost from the distribution system [100 G/C]	24.16%
I	Number of connections	698
J	Average gallons /day per connection (E/I)	2,696
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	1.63 - 010	25	
2		10	1.51 - 010	18		26	1.68 - 020
3	1.62 - 010	11		19	1.67 - 020	27	
4		12	1.70 - 020	20		28	1.70 - 030
5	1.60 - 020	13		21	1.36 - 030	29	
6		14	1.40 - 030	22		30	
7	1.46 - 030	15		23		31	1.40 - 010
8		16		24	1.70 - 010		

REMARKS (waterline breaks, consumer complaints, service connections made) (may be continued on back):

Signed Name: Tracy Grady
 Printed Name : Tracy Grady
 Title/Operator Class: Operations Class 5

Month / Year: December, 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: 352,610

Gallons of Water sold: 307,305

Water Loss: 12.85%

Date	Well 27-A	Well 30-C	Master	CL2	CL2 Residual Sample	Comments
1						
2						
3	23,200	6,430	33,835	1.62	0 10	
4						
5	13,900	3,840	22,327	1.60	0 20	
6						
7	16,300	4,478	22,450	1.46	0 30	
8						
9						
10	23,300	6,436	32,857	1.51	0 10	
11						
12	16,100	4,419	24,561	1.70	0 20	
13						
14	16,200	4,469	23,407	1.40	0 30	
15						
16						
17	24,400	6,788	36,125	1.63	0 10	
18						
19	16,480	4,569	24,693	1.67	0 20	
20						
21	17,500	4,826	25,890	1.36	0 30	
22						
23						
24	28,300	7,852	41,502	1.70	0 10	
25						
26	20,300	5,616	28,645	1.68	0 20	
27						
28	17,500	4,848	26,080	1.70	0 30	
29						
30						
31	25,600	7,081	36,834	1.40	0 10	
Totals	259,080	71,652	379,206			

Operator in Responsible Charge: Tracy Grady
Printed Name

Signature: *Tracy Grady*

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 - December, 2018

WATERWORKS: HANSONVILLE - RCPSA
PWSID ID: 1167275

DISTRIBUTION SYSTEM PERFORMANCE CRITERIA

A	Gallons of water purchased from TOWN OF LEBANON	1,263,300
B	Galloons of water pumped from GREEN VALLEY ESTATES WELLS	352,610
C	TOTAL gallons of water placed in water works (a+b+c)	1,615,910
D	Average gallons/day placed into distribution system [D/days in month]	53,864
E	Total gallons of water metered to customers - Hansonville	801,232
F	Total gallons of water metered to customers - Green Vally Estate	307,305
G	Total gallons of water metered to customers - Washington County	235,876
H	Gallons of water metered for flushing, fire flow, etc.	
I	Total Gallons of water sold (E+F+G+H]	1,344,413
J	Total gallons of water unaccounted for	271,497
K	Apparent percent of water lost from the distribution system [100 J/C]	16.80%
L	Number of connections	392
M	Average gallons/day per connections I/L	3,430
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	1.67 - 010	25	
2		10	1.64 - 010	18		26	1.64 - 020
3	1.65 - 010	11		19	1.66 - 020	27	
4		12	1.70 - 020	20		28	1.65 - 030
5	1.64 - 020	13		21	1.67 - 030	29	
6		14	1.68 - 030	22		30	
7	1.62 - 030	15		23		31	1.62 - 010
8		16		24	1.65 - 010		

Signed Name: *Tracy Grady*
 Printed Name : Tracy Grady
 Title/Operator Class: Operations Class 5

VIRGINIA DEPARTMENT OF HEALTH
DIVISION OF DRINKING WATER
MONTHLY REPORT

Month /Year December, 2018

WATERWORK - New Garden
PWSID ID: 1167540

DISTRIBUTION SYSTEM PERFORMANCE CRITERIA

A	Gallons of water purchased from HONAKER-NEW GARDEN METER	323,726
B	Average gallons/day placed into distribution system (C/days in month)	10,791
C	Gallons of water metered to customers	293,890
D	Gallons of water metered for flushing, fire flow, ect.	
E	Total gallons of water unaccounted for [E - (A-C)]	29,836
F	Apparent percent of water lost from the distribution system [100 E/A]	9.22%
G	Number of connections	126
H	Average gallons/day per connection (C/I)	9796
I	Estimated daily population served	315

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	.80 - 030	25	
2		10		18		26	1.60 - 010
3	1.24 - 010	11		19	1.58 - 010	27	
4		12	.84 - 010	20		28	.50 - 020
5	.91 - 020	13		21	.47 - 020	29	
6		14	1.61 - 020	22		30	
7	1.64 - 030	15		23		31	1.54 - 030
8		16		24	.45 - 030		

REMARKS (waterline breaks, consumer complaints, service connctions made) (may be continued on back):

Signed Name:

Tracy Grady

Printed Name : Tracy Grady

Title/Operator Class: Operations Class 5

VIRGINIA DEPARTMENT OF HEALTH - OFFICE OF DRINKING WATER
MONTHLY REPORT

Month December
Year 2018

County: Russell
Waterworks: Thompson Creek - RCPSA
PWSID No: 1167814

DISTRIBUTION SYSTEM PERFORMANCE

A	Gallons of water purchased from Town Of Honaker	31,366
B	Gallons of water placed into distribution from other sources	
C	Total Gallons of water placed into waterworks [A + B]	31,366
D	Gallons of water metered to primary customers	29,515
E	Gallons of water placed into the distribution system that are not transferred to primary customers (C - D)	1,851
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)	1,851
I	Apparent percent of water lost from distribution system	5.90%
J	Average gallons per day placed into distribution system for customers other than primary customers (E / days per Month)	984
K	Number of connections	20
L	Average gallons/day per other waterworks customers (J / K)	49
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	1.20 - 010	25	
2		10	18		26	1.23 - 010
3	1.34 - 010	11	19	1.18 - 010	27	
4		12	20	1.24 - 010	28	1.25 - 010
5	1.36 - 010	13	21	1.15 - 010	29	
6		14	22	1.22 - 010	30	
7	1.30 - 010	15	23		31	1.40 - 010
8		16	24	1.20 - 010		

REMARKS (waterline breaks, consumer complaints, service connections made) (may be continued on back):

Signed Name: Tracy Grady
 Printed Name: Tracy Grady
 Title/Operator Class: Operations Class 5

RUSSELL CO PSA
 PAST DUE BALANCE REPORT
 REPORTING FOR ACCOUNT BALANCE
 ACTIVE ONLY SORTED BY LOCATION
 REPORTING 30 DAY > 10 AND CYCLE 1
 * Indicates 90 Day Balance

LOCATION ACCOUNT	NAME ADDRESS	PREVBAL	TOTAL	LASTPAY	NOTE
001-00001890 104150	RAHN, APRIL 5065 HORTON RIDGE RD Mtr#: 75897542	871.84	968.18*	12/26/18 16865570 PrvRd:354946	
001-00002500 104395	SPARKS, DAVID 4446 HORTON RIDGE RD Mtr#: 75896159	74.68	124.54	11/30/18 16871348 PrvRd:220131	<i>701-4777</i>
001-00007900 100332	YOUNG, KEITH 2 4765 HORTON RIDGE RD Mtr#: 76068571	44.70	87.57	11/19/18 16871860 PrvRd:258216	<i>pd. 87.57</i>
001-00008000 101007	YOUNG, KEITH 4907 HORTON RIDGE RD Mtr#: 75896147	94.68	141.54	11/19/18 16866222 PrvRd:438967	<i>pd. 141.54</i>
001-00008830 104989	WEBB, KRISTY 4954 HORTON RIDGE Mtr#: 75896145	74.84	132.17	11/19/18 16864618 PrvRd:146550	<i>971-6412</i>
001-00008870 104230	LESTER, RHONDA 5040 HORTON RIDGE RD Mtr#: 75896127	2447.16	2588.44*	10/18/18 16864926 PrvRd:366767	<i>pmt. 1/25</i>
001-00009600 100403	CASEY, BARBARA 10191 SWORDS CREEK RD Mtr#: 75897567	169.72	257.31	1/10/19 16953080 PrvRd:187070	<i>pd. 100.00</i>
001-00010030 104810	GARRETT, SAMANTHA 10175 SWORDS CREEK RD Mtr#: 75897568	76.17	120.41*	11/29/18 16874156 PrvRd:92185	
001-00011002 105257	RAY, KIMBERLY M 9935 SWORDS CK RD APT # 3 Mtr#: 76123140	156.58	156.58*	9/5/18 16931478 PrvRd:61380	<i>L.O</i>
001-00011100 104526	EMILY'S COUNTRY, CO 9929 SWORDS CREEK RD Mtr#: 76123144	208.74	269.74*	10/23/18 16949380 PrvRd:103834	
001-00012000 100015	CAMPBELL, RALPH 9871 SWORDS CREEK RD 9871 SWOR Mtr#: 75897535	1405.39	1460.73*	12/10/18 16872580 PrvRd:203556	<i>pd. 1/24</i>
001-00015350 101369	HORTON, RANDY & KAT 83 SIMMONS TOWN RD Mtr#: 82093668	74.41	128.13	11/8/18 18997910 PrvRd:96832	
001-00018300 100415	WEIR, MICHAEL 233 MAPLE GAP RD Mtr#: 82094415	72.73	137.67	12/26/18 85564894 PrvRd:117999	<i>pd. 7500</i>
001-00018400 100353	HESS, VIRGIL L 259 MAPLE GAP RD Mtr#: 75897250	60.00	90.00	11/5/18 19018046 PrvRd:78953	
001-00019201 104814	HILL, TONY R 15 MAPLE GAP RD Mtr#: 75897252	267.99	304.99*	12/14/18 19014722 PrvRd:122786	<i>pmt 2/3</i>
001-00020100 104701	MESSER, ALEXA 9463 SWORDS CREEK RD Mtr#: 75897534	89.01	119.01*	11/26/18 16862546 PrvRd:182899	
001-00020730 100587	JOHNSON, BENJAMIN F 229 JOHNSON HOLLOW RD Mtr#: 75897553	149.74	179.74*	12/12/18 16937804 PrvRd:408765	
001-00022680 105270	HALSEY, CHRIS 9059 SWORDS CREEK RD Mtr#: 75897513	23.94	53.94	10/16/18 16976182 PrvRd:87592	<i>L.O.</i>
001-00024100 104537	NICHOLS, CURTIS 36 KAIDENS WAY Mtr#: 75897503	33.83	63.83	12/5/18 69532854 PrvRd:61217	
001-00099372 105000	RAY, KIMBERLY M 9937 SWORDS CK RD APT #2 APT # Mtr#: 76123145	94.35	94.35*	12/28/18 16871344 PrvRd:231873	<i>L.O.</i>
002-00027460 104783	PRICE, DONNA C 71 MANCHESTER DRIVE 71 MANCHES Mtr#: 75896125	105.36	135.36*	12/5/18 17042794 PrvRd:104911	
002-00027490 104243	PRICE, DUSTY 22 NATURES WAY Mtr#: 75896126	62.18	103.35	1/14/19 17047490 PrvRd:239450	
002-00027500 100554	GOODMAN, DARRELL 19 MANCHESTER DRIVE Mtr#: 75896119	53.85	121.76	1/7/19 17046596 PrvRd:483146	
002-00027800 100473	PRICE, SEVENIA 311 ROBINSON RIDGE Mtr#: 75896115	36.97	75.95	11/26/18 17044228 PrvRd:222707	
002-00028900	KEEN, BRIAN	62.99	113.93	12/4/18	

RUSSELL CO PSA
 PAST DUE BALANCE REPORT
 REPORTING FOR ACCOUNT BALANCE
 ACTIVE ONLY SORTED BY LOCATION
 REPORTING 30 DAY > 10 AND CYCLE 1
 * Indicates 90 Day Balance

LOCATION ACCOUNT	NAME ADDRESS	PREVBAL	TOTAL	LASTPAY	NOTE
004-00003700 100472	HORTON, JOHN DAVID 3449 HORTON RIDGE RD	15.63	45.63	1/14/19	
	Mtr#: 75896040 MID/MXU: 16733332 PrvRd:130298				
004-00003810 100599	MEADOWS, BRADLEY 3212 HORTON RIDGE RD	119.73	158.25*	12/28/18	<i>pmt 1/25</i>
	Mtr#: 75896039 MID/MXU: 16733296 PrvRd:355230				
004-00004100 100439	BLANKENSHIP, BYRON 3176 HORTON RIDGE RD	39.90	74.32	12/4/18	
	Mtr#: 82093907 MID/MXU: 16759032 PrvRd:59250				
004-00004600 101008	GOODMAN, SAM & RUTH 3007 HORTON RIDGE	46.92	87.33	12/6/18	
	Mtr#: 82093906 MID/MXU: 16764406 PrvRd:91554				
004-00005200 100483	ROBINETTE, KENNY 2480 HORTON RIDGE RD	116.08	148.12*	10/23/18	<i>pmt 1/25</i>
	Mtr#: 82093904 MID/MXU: 16756236 PrvRd:66291				
004-00005300 105491	JORDAN, JACQUELINE 2311 HORTON RIDGE RD	74.50	104.50		
	Mtr#: 82093903 MID/MXU: 16952352 PrvRd:14157				
007-00000454 103561	EVANS, BRENDA 454 PINE CREEK RD	65.03	100.39	1/8/19	
	Mtr#: 82094077 MID/MXU: 16952032 PrvRd:42874				
007-00061750 100728	HESS, BRITTANY 941 PINE CREEK RD	33.37	63.37	12/7/18	
	Mtr#: 79452939 MID/MXU: 16949314 PrvRd:98435				
007-00061950 104527	MUSICK, LACY J 1022 PINE CREEK RD	83.18	150.76	1/4/19	<i>p.d. 90.35</i>
	Mtr#: 82093960 MID/MXU: 16949320 PrvRd:81995				
007-00062100 100749	TUCKER, DANIEL 1029 PINE CREEK RD	12.67	61.93	1/4/19	
	Mtr#: 82093425 MID/MXU: 16785176 PrvRd:48353				
007-00062550 105405	SWINEY, AMBER 260 RICHMILL RD	40.39	70.39	11/28/18	
	Mtr#: 82093394 MID/MXU: 16804250 PrvRd:41323				
007-00062850 104291	RICHARDSON, SCOTTY 87 AE LN	276.21	306.21*	7/16/18	<i>345-5360</i>
	Mtr#: 75896011 MID/MXU: 16622670 PrvRd:147609				
007-00062950 100710	RICHARDSON, DENNIS 402 AE LN	46.41	92.40	12/7/18	
	Mtr#: 82093392 MID/MXU: 16611650 PrvRd:57274				
007-00063000 100740	ROWE, JOSH 483 AE LN 483 AE LN	889.42	919.42*	12/10/18	<i>pmt 1/25</i>
	Mtr#: 82093432 MID/MXU: 16803674 PrvRd:312344				
007-00063450 100211	RICHARDSON, LINDA 1903 PINE CREEK RD	19.00	60.00	11/27/18	
	Mtr#: 75896037 MID/MXU: 16764924 PrvRd:217393				
007-00063900 100588	MILLER, CHRIS 2534 PINE CREEK RD	59.17	113.03	12/4/18	
	Mtr#: 75896087 MID/MXU: 16765308 PrvRd:251679				
007-00064270 102625	HUBBARD, HUBERT 2983 PINE CREEK RD	227.21	272.26*	1/7/19	<i>p.d. 50.00</i>
	Mtr#: 75896088 MID/MXU: 16765604 PrvRd:260364				
007-00064550 100532	MEADOWS, ROY 635 HORTON RIDGE RD	86.11	120.56*	11/5/18	<i>pmt 1/25</i>
	Mtr#: 75896072 MID/MXU: 16685784 PrvRd:124452				
008-00002200 102720	REYNOLDS, ALIDA 117 PEACEFUL LN	650.87	698.90*	11/5/18	
	Mtr#: 75897175 MID/MXU: 19017286 PrvRd:267683				
008-00002300 102721	PECK, TERESA 94 PEACEFUL LN	1416.16	1446.16*	12/26/18	
	Mtr#: 75897180 MID/MXU: 19014730 PrvRd:239713				
008-00007709 104506	RATLIFF, LUKE 56 OAKLAND DR 56 OAKLAND DR	279.79	309.79*	12/27/18	
	Mtr#: 82094495 MID/MXU: 16952632 PrvRd:23201 63737709				
008-00009443 105483	O'QUINN, REBECCA 924 CALL VALLEY RD	136.39	181.77		<i>385-0661</i>
	Mtr#: 78519443 MID/MXU: 80970262 PrvRd:62558				
008-00019443 105324	WHITT, CHELSEA 924 CALL VALLEY RD	29.98	29.98*	8/14/18	
	Mtr# NO METER MID/MXU: NO MID/MXU PrvRd:51374 78519443 80970262				
008-00019444 105228	REYNOLDS, SANDRA 924 CALL VALLEY RD	112.35	112.35*	2/9/18	<i>L.O.</i>
	Mtr# NO METER MID/MXU: NO MID/MXU PrvRd:24601 78519443 80970262				

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008-00080220 100255	PLASTER, JEFF 577 PLASTERS RD. Mtr#: 82093975	66.75	120.76	11/19/18	
008-00081330 100805	BARTON, DWAYNE & ME 1180 WYSOR VALLEY RD Mtr#: 75897172	41.63	79.50	12/4/18	
008-00081450 100811	OSBORNE, KYLE STANL 23 ASPEN CT Mtr#: 82094213	44.20	129.83	1/4/19	<i>pmt 1/30</i>
008-00081561 104781	SIGMON, LISA R SNYD 440 WYSOR VALLEY RD Mtr#: 75897266	242.63	300.51*	1/9/19	<i>pd. \$75.00</i>
008-00081681 105116	RUNYON, SARAH 634 DRILL RD Mtr#: 75897201	36.32	77.45	1/4/19	
008-00081690 102157	MUSICK, DEANA 125 HICKORY JCT Mtr#: 75897206	140.00	140.00*	6/12/18	<i>L.O.</i>
008-00081710 105337	SMITH, JEFFERY 636 DRILL RD Mtr#: 75897204	83.83	113.83	12/4/18	
008-00081800 100828	HARRIS, CRAIG 474 DRILL RD Mtr#: 75897178	95.48	125.48	12/4/18	
009-00003610 103303	SHORTRIDGE, JASON 3610 CLARKS VALLEY RD Mtr#: 82094068	440.00	473.44*	12/18/18	<i>345-1275</i> <i>pmt. 1/30</i>
009-00018600 104584	CASEY, DONNA 237 MAPLE GAP RD Mtr#: 78411693	76.17	108.03	1/15/19	
009-00090200 100071	WHITED, RODNEY 335 CLARKS VALLEY RD Mtr#: 82094111	33.83	63.83	12/11/18	
009-00090430 105233	DAVIDSON, FREDERICK 583 CLARKS VALLEY RD Mtr#: 82094115	91.29	130.78	1/17/18	<i>991-6019</i>
009-00090480 101155	MORRISON, RODNEY 435 RICHARDSON HOLLOW Mtr#: 82094490	30.67	126.90	1/14/19	
009-00091400 100201	JOHNSON, BRIAN 1383 CLARKS VALLEY RD Mtr#: 82094135	58.14	97.68	11/30/18	
009-00091851 100238	DYE, JOEY 75 MAY DRIVE Mtr#: 82094098	193.12	231.79*	1/9/19	<i>pd. \$100.00</i>
009-00092000 100245	DYE, TEDDY M 2223 CLARKS VALLEY RD Mtr#: 82094101	97.27	153.99	11/28/18	
009-00092550 100360	SHORTT, ERIC WILLIA 2789 CLARKS VALLEY RD Mtr#: 76222605	60.05	107.86	11/26/18	
009-00092950 100485	HARMAN, JEFF RT 9 LOT 41 CLARKS VALLEY RD Mtr#: 54090492	4869.98	4899.98*	9/11/06	
009-00093000 100487	HARMAN, JEFF RT 9 LOT # 40 CLARKS VALLEY RD Mtr#: 54090496	4869.98	4899.98*	9/11/06	
009-00093050 100488	JEFF HARMAN, RT 9 LOT # 39 CLARKS VALLEY RD Mtr#: 54090408	4869.98	4899.98*	9/11/06	
009-00093100 100496	HARMAN, JEFF RT 9 LOT # 03 CLARKS VALLEY RD Mtr#: 54816375	4869.98	4899.98*	9/11/06	
009-00093300 100543	HARMAN, JEFF RT 9 LOT # 07 CLARKS VALLEY RD Mtr#: 54816361	4895.98	4925.98*	9/11/06	
009-00093350 100605	HARMAN & HARMAN LL RT 9 LOT # 08 CLARKS VALLEY RD Mtr#: 54816339	4869.98	4899.98*	9/11/06	
009-00093450 100618	HARMAN & HARMAN LL RT 9 LOT # 09 CLARKS VALLEY RD Mtr#: 54816349	4869.98	4899.98*	9/11/06	

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009-00093500 102438	WHITT, JESSICA & AD 390 CLARKS VALLEY ESTES	58.65	105.82	12/7/18	Mtr#: 82094058 MID/MXU: 19003208 PrvRd:114802
009-00093530 103984	SUTHERLAND, SHERRY 344 CLARKS VALLEY ESTATES	37.02	67.62	11/30/18	Mtr#: 82094062 MID/MXU: 19011742 PrvRd:60096
009-00093550 100622	HARMAN & HARMAN LL RT 9 LOT # 29 CLARKS VALLEY RD	4869.98	4899.98*	9/11/06	Mtr#: 54090495 MID/MXU: PrvRd:0
009-00093600 100630	HARMAN & HARMAN LL RT 9 LOT # 27 CLARKS VALLEY RD	4869.98	4899.98*	9/11/06	Mtr#: 54090422 MID/MXU: PrvRd:0
009-00093650 100665	HARMAN & HARMAN LL RT 9 LOT # 25 CLARKS VALLEY RD	4869.98	4899.98*	9/11/06	Mtr#: 54090409 MID/MXU: PrvRd:0
009-00093800 100685	MILLER, MARY 556 CLARKS VALLEY ESTATE	2356.96	2411.00*	11/8/18	Mtr#: 82094134 MID/MXU: 19011570 PrvRd:113639 <i>amt 1130</i>
012-0000019 103674	HARRIS, CAROLYN 434 DRILL RD LOT # 2 HICKORY J	37.30	95.35	1/4/19	Mtr#: 75897239 MID/MXU: 19018352 PrvRd:245272 53242690
012-00000496 102959	BROWN, BLANCH 490 STONE BRANCH RD METER # 4	57.04	112.04	11/27/18	Mtr#: 82094072 MID/MXU: 80488470 PrvRd:67288
012-00000648 105422	STILTNER, TIMOTHY A 648 ROMIA RD	60.34	115.16	11/20/18	Mtr#: 82093807 MID/MXU: 17284950 PrvRd:89366 65846642
012-00000782 102884	STEVENS, ANGELA 782 ROMIA ROAD	36.08	69.94	12/18/18	Mtr#: 82093809 MID/MXU: 17284128 PrvRd:49801
012-00001200 101416	VANCE, JOHNNY 1804 DRILL RD	49.75	86.41	1/8/19	Mtr#: 75897141 MID/MXU: 19034204 PrvRd:98415
012-00002900 102701	KEATON JR, CLARENCE 237 W M HELTON RD	51.77	81.77	1/4/19	Mtr#: 82093579 MID/MXU: 16802972 PrvRd:36985
012-00003200 105438	HELTON, SANDY 565 W M HELTON RD	63.50	93.50	12/7/18	Mtr#: 82093450 MID/MXU: 88458186 PrvRd:4428
012-00003337 105272	MILLER, AMANDA 3337 DRILL RD	20.63	63.19	1/11/19	Mtr#: 82093650 MID/MXU: 19003112 PrvRd:49316
012-00004683 104915	STILTNER, TIMOTHY 4683 DRILL RD	57.22	125.57	11/20/18	Mtr#: 82094435 MID/MXU: 16803670 PrvRd:23441 41032592
012-00081860 104576	RICHARDSON, AMANDA 438 DRILL RD	19.00	49.00	1/7/19	Mtr#: 75897243 MID/MXU: 19018440 PrvRd:103316
012-00120500 101174	OSBORNE, AGEE LEE 82 STONE BRANCH	50.95	80.95	1/8/19	Mtr#: 75897216 MID/MXU: 19002380 PrvRd:37836
012-00120750 103669	SAGE, EARLY G. 351 STONE BRANCH RD	147.32	177.32*	11/7/18	Mtr#: 75897187 MID/MXU: 19002210 PrvRd:160532
012-00121750 105223	CHARLES, DEBBIE 2377 DRILL RD	33.36	63.36	12/4/18	Mtr#: 82094563 MID/MXU: 16724770 PrvRd:36249 58634874
012-00121950 103928	MEADE, DUSTIN 24 BISHOP STREET LAURAL BRANCH	34.34	64.34	12/17/18	Mtr#: 82093553 MID/MXU: 16803824 PrvRd:16108 <i>329, 5577</i>
012-00125851 105434	BRESNAHAN, CINDY 342 OLD DRILL RD RENTAL	84.60	128.70	11/19/18	Mtr#: 82093414 MID/MXU: 16805668 PrvRd:34176
012-00126500 101316	SMITH, MARY ANN 6430 DRILL RD	27.17	57.17	1/4/19	Mtr#: 82093500 MID/MXU: 16799684 PrvRd:31229
012-00126700 104239	JACKSON, LOUIS 6637 DRILL RD METER HAD SNOW ON IT	60.00	90.00	11/5/18	Mtr#: 82094420 MID/MXU: 16802234 PrvRd:54611

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012-00127851 104734	STILTNER, GINGER 57 MAPLE CREST RD Mtr#: 82094398 MID/MXU: 17285208 PrvRd:77421	189.72	244.85* 1/4/19	<u>99-150.00</u>
012-00127900 101284	LESTER, TAULBEE & M 145 MAPLE CREST RD Mtr#: 82094352 MID/MXU: 17285142 PrvRd:55689	45.55	82.37 12/10/18	
012-00128000 101286	THARP, MICHELLE 305 MAPLE CREST RD. Mtr#: 82094358 MID/MXU: 89099502 PrvRd:65869 58313824	89.39	129.90 1/8/19	<u>Pd. 50.00</u>
012-00128600 101328	MULLINS, LARRY W 502 ROMIA ROAD Mtr#: 82094169 MID/MXU: 17285108 PrvRd:46501	204.48	258.50* 12/26/18	
015-00049321 104913	SIGMON, MITCHELL 3612 KENTS RIDGE RD Mtr#: 82093385 MID/MXU: 19028170 PrvRd:54578	1296.18	1326.18* 4/4/18	<u>L.O.</u>
018-00002620 103975	MEADE, JACKIE 2620 CAMPBELL HOLLOW RD Mtr#: 82094350 MID/MXU: 16760516 PrvRd:45225	34.50	64.50 1/8/19	
018-00004910 105344	CRABTREE, JAMES 4910 FINNEY RD Mtr#: 84281748 MID/MXU: 88457827 PrvRd:16679	152.50	276.22* 11/5/18	<u>999.5468</u>
018-00006900 102400	BAKER, LEE 9494 REDBUD HWY. Mtr#: 82093811 MID/MXU: 16819064 PrvRd:102441	55.76	85.76 11/26/18	
018-00008000 104728	HONAKER, CYNTHIA 286 DON STEVENS DRIVE Mtr#: 82093731 MID/MXU: 16803416 PrvRd:58456	46.07	81.87 12/4/18	
018-00009400 104680	COLEMAN, JOEY 8953 REDBUD HWY Mtr#: 82094146 MID/MXU: 16824546 PrvRd:86306	76.66	152.70 1/4/19	<u>Pd. 85.00</u>
018-00009800 104619	RICHARDSON, WILLIAM 9045 REDBUD HWY Mtr#: 82094147 MID/MXU: 16823504 PrvRd:14859	34.50	64.50 11/27/18	
018-00010600 104981	CLIFTON, DEBBY 41 MAPLE LEAF DRIVE Mtr#: 82094385 MID/MXU: 16805724 PrvRd:51167	75.64	105.64 11/5/18	
018-00010800 102487	SYKES, TESHA 9532 REDBUD HWY Mtr#: 82094208 MID/MXU: 16803530 PrvRd:28716	39.62	69.62 12/4/18	
018-00012600 104658	BALL, EARNEST 9668 REDBUD HWY # 3 Mtr#: 82094190 MID/MXU: 16803292 PrvRd:48543	221.73	294.52* 1/7/19	<u>Pd. 100.00</u>
018-00013200 103701	O'DONNELL, JOHN L 200 DON STEVENS DR Mtr#: 82093734 MID/MXU: 16820402 PrvRd:87717	358.47	358.47* 3/23/18	<u>L.O.</u>
018-00013701 104971	SMITH, JAMES S 331 FULLERS BRANCH RD Mtr#: 82093747 MID/MXU: 16819800 PrvRd:51537	199.73	234.85* 1/4/19	<u>Pd. 40.00</u>
018-00014000 104591	RAY, JOSH 9848 REDBUD HWY Mtr#: 82094390 MID/MXU: 80840886 PrvRd:44413	154.61	187.03* 12/4/18	<u>Pmt 1/25.</u>
018-00014300 104197	MILLER, JEREMY & BR 737 FULLER BRANCH Mtr#: 82093745 MID/MXU: 16820404 PrvRd:70757	29.39	75.81 1/4/19	
018-00016300 105306	DOTSON, KIMBERLY 18 BIG A CIRCLE DR Mtr#: 84281908 MID/MXU: 16890168 PrvRd:4827	34.50	64.50 11/14/18	
018-00016600 102676	BALDWIN, GEORGE ALL 229 MURRAYS CHAPEL RD Mtr#: 75897165 MID/MXU: 18998702 PrvRd:36547	32.27	62.27* 11/5/18	
018-00123450 101227	JACKSON, HARLEY 111 AMBERHILL DR COMPTON SUB Mtr#: 75897229 MID/MXU: 19003476 PrvRd:157164	72.01	103.80 10/16/18	<u>701.3500</u>
018-00123801 105204	MUSICK, JENNIFER 161 AMBERHILL DR Mtr#: 75897147 MID/MXU: 19011764 PrvRd:80176	54.41	99.74 12/6/18	
01A-00000167 105406	RAY III, CLAUDE 167 BOYD DRIVE Mtr#: 82094222 MID/MXU: 16942318 PrvRd:19451	54.86	96.85 11/26/18	
01A-00000448 103352	COOPER, JEFFREY 448 PLASTERS RD Mtr#: 82093850 MID/MXU: 16953078 PrvRd:1900	317.07	317.07* 12/19/17	<u>L.O.</u>
01A-00001143 105209	HERRERA, WILMA JEAN 43 NICKEL RD Mtr#: 76068640 MID/MXU: 16952546 PrvRd:375208	118.21	176.13 12/7/18	<u>254.1344</u>

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01A-00002702 105171	HURT, CHRISTOPHER E 63 FELLOWSHIP DRIVE 76068615 16931706	24.10	88.19 1/7/19	
01A-00004338 104755	PECK, BRANDON L 4338 SWORDS CREEK RD Mtr#: 75896138 MID/MXU: 16865600 PrvRd:172576	351.25	381.25* 8/3/18	<u>L.O.</u>
01A-00004636 104016	HUBBARD, EDITH 4636 SWORDS CREEK ROAD Mtr#: 76068635 MID/MXU: 16941484 PrvRd:166480	34.50	64.50 11/21/18	
01A-00007999 105060	JOHNSON, ANISIA 7999 SWORDS CREEK RD Mtr#: 81818542 MID/MXU: 85573160 PrvRd:78024	100.00	130.48* 1/10/19	<u>Pd. 25.84</u>
01A-00016897 105304	BROWN, ANNA 50 OAKLAND RD METER # 3 PLAST Mtr#: 82094377 MID/MXU: 16953308 PrvRd:65470	55.22	97.49 1/9/19	
01A-00025300 100123	HAYES, LARRY AND DE 21 WHITES LN Mtr#: 75897448 MID/MXU: 16902056 PrvRd:226713	38.85	73.64 11/19/18	
01A-00029730 104969	JONES, JESSICA 8464 SWORDS CREEK RD Mtr#: 76068697 MID/MXU: 16952534 PrvRd:148239	47.87	96.20 1/18/19	
01A-00029731 101126	JONES, JON 8464 SWORDS CREEK RD Mtr# NO METER MID/MXU: NO MID/MXU PrvRd:0 76068697 16952534	562.31	562.31* 9/6/17	<u>L.O.</u>
01A-00031010 101146	DAVIS, DANNY 8122 SWORDS CREEK RD Mtr#: 75897460 MID/MXU: 18714082 PrvRd:297499	90.45	130.74 1/9/19	<u>Pd. 100.00</u>
01A-00031100 100145	DAVIS, PERRY 8003 SWORDS CREEK RD Mtr#: 75897456 MID/MXU: 18714354 PrvRd:123807	33.33	63.33 1/8/19	
01A-00031470 100602	OSBORNE, MATTHEW 103 SWIFTLY JOHN RD Mtr#: 76068628 MID/MXU: 18709240 PrvRd:113677	31.84	66.79 1/4/19	
01A-00031650 103697	HAYES, DANIELLE & N 7727 SWORDS CREEK RD Mtr#: 76068649 MID/MXU: 16930636 PrvRd:142639	36.83	71.54 11/16/18	
01A-00035050 105449	RAY, KIMBERLY 897 LYNN SPRINGS RD Mtr#: 82094251 MID/MXU: 16941514 PrvRd:14341 76068684	57.73	100.68 12/4/18	<u>Pd.</u>
01A-00035220 100566	BOND JR, CARLOS 549 LYNN SPRINGS RD Mtr#: 76068660 MID/MXU: 16942290 PrvRd:348124	1211.02	1282.65* 11/9/18	<u>Pmt 2/3.</u>
01A-00037050 100596	MILLER, MICHAEL 7451 MILLER CREEK RD Mtr#: 76068659 MID/MXU: 16958246 PrvRd:277936	61.28	106.25 12/4/18	
01A-00037100 105183	BOARDWINE, DEBRA 7455 MILLER CREEK RD Mtr#: 76068619 MID/MXU: 16953098 PrvRd:124533	312.82	346.24* 9/7/18	<u>Pmt 1/30</u>
01A-00037150 105402	HESS, BETTY 7461 MILLER CREEK RD Mtr#: 76068620 MID/MXU: 16938192 PrvRd:60619 METER ON LEFT (TRAILER)	156.23	186.74*	
01A-00037300 105081	HONAKER, KEISHIA & 7463 MILLER CREEK RD Mtr#: 76068621 MID/MXU: 16933072 PrvRd:84395	298.48	328.48* 12/4/18	
01A-00037320 104258	CRABTREE, ELLEN R 7465 MILLER CREEK RD Mtr#: 83883731 MID/MXU: 16933132 PrvRd:0 68945093 52126413	879.20	879.20* 12/4/18	<u>L.O.</u>
01A-00037900 100178	PRESLEY, JERRY & JE 5181 SWORDS CREEK RD Mtr#: 76068609 MID/MXU: 16937808 PrvRd:233037	42.54	72.54 1/8/19	
01A-00040760 101136	CORDLE, LACY 102 ALPHA ST Mtr#: 74661800 MID/MXU: 16966650 PrvRd:55524	34.50	64.50 11/29/18	
01A-00040900 100266	GRIZZLE, JESSE & NI 306 ALPHA ST Mtr#: 74661797 MID/MXU: 16865876 PrvRd:152755	39.78	70.33 11/20/18	
01A-00041400 100251	ELKINS, KEITH B 88 ALPHA ST 88 ALPHA ST Mtr#: 75896161 MID/MXU: 16862206 PrvRd:193748	62.39	108.76 12/10/18	

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01A-00041500 100195	TORRES, CONNIE 63 ALPHA ST Mtr#: 76068596	46.53 MID/MXU: 16964608	76.53 1/4/19 PrvRd:173403	
01A-00044800 100208	RAY, TIMOTHY A 26 BOYD DRIVE Mtr#: 82094152	109.96 MID/MXU: 16800710	145.18* 12/26/18 PrvRd:31245	
01A-00046200 100236	KENNEDY, KEVIN 184 J WILSON RD Mtr#: 76068584	856.73 MID/MXU: 16933190	907.86* 1/4/19 PrvRd:455142	
01A-00046911 105004	STEVENS, ANGELA 3937 SWORDS CREEK RD APT # 2 Mtr#: 82093688	243.91 MID/MXU: 16931462	368.62* <u>1/16/19</u> PrvRd:70157	<i>Pd.</i>
01A-00047050 102815	HOWELL, KARTINA 3975 SWORDS CREEK RD Mtr#: 75897101	44.90 MID/MXU: 16937052	84.53 12/19/18 PrvRd:249395	
01A-00047150 103334	MCDANIEL, EDWARD 3964 SWORDS CREEK RD #1 APT. Mtr#: 75842431	58.17 MID/MXU: 16937858	94.10 1/7/19 PrvRd:157172	
01A-00047172 105376	WILSON JR, ARLIN CA 3964 SWORDS CREEK RD. #3 APT 3 Mtr#: 75897098	51.19 MID/MXU: 16932746	90.59 11/16/18 PrvRd:151143	
01A-00048500 100219	BURKE, JAMIE 3717 SWORDS CREEK RD Mtr#: 75896166	82.17 MID/MXU: 16874690	143.29 12/13/18 PrvRd:399859	
01A-00048700 100395	HONAKER, RANDALL 135 PERRY DRIVE Mtr#: 75896164	93.91 MID/MXU: 17044946	123.91* 9/6/18 PrvRd:161922	
01A-00049240 102114	VANOVER, LENORA 165 HONEYSUCKLE LN Mtr#: 75897280	54.38 MID/MXU: 19001870	99.73 12/4/18 PrvRd:256839	
01A-00061350 105032	WILSON, JEFF 427 PINE CREEK RD Mtr#: 82094284	173.90 MID/MXU: 16803646	205.75* 9/24/18 PrvRd:22296	<i>Pd. #205.73</i>
01B-00003700 101379	RAY, WAYNE - JR 7204 MILLER CREEK RD Mtr#: 82094120	1176.14 MID/MXU: 19002888	1211.89* 11/28/18 PrvRd:72237	<i>Pmt 1/25</i>
01B-00003800 101380	HUTCHINSON JR, EDDI 92 OAK LEAF LN Mtr#: 82094083	51.85 MID/MXU: 19027930	88.62 12/4/18 PrvRd:153984	
01B-00004500 101387	RAY, TIM & SANDY 6725 MILLER CREEK RD Mtr#: 82094093	1439.02 MID/MXU: 19023094	1472.16* <u>1/14/19</u> PrvRd:54884	<i>Pd. 100.00</i>
01B-00004900 101391	BRITTS, SMANATHA 7 PERKINS HOLLOW RD Mtr#: 82093974	118.49 MID/MXU: 19002550	165.29 <u>1/10/19</u> PrvRd:100485	<i>Pd. #100.00</i>
01B-00005900 101401	RAY JR, CLAUDE A 188 PERKINS HOLLOW RD Mtr#: 82094052	39.02 MID/MXU: 19002368	69.02 11/20/18 PrvRd:60724	
01B-00006100 101403	RAY, KEITH 15 MILLER CHURCH LANE Mtr#: 82094260	33.83 MID/MXU: 19012214	63.83 12/4/18 PrvRd:11817	
01B-00007055 104114	CRABTREE, TRAVIS & 7055 MILLER CREEK RD Mtr#: 75896061	401.08 MID/MXU: 19004152	449.96* 12/28/18 PrvRd:267782	<i>Pmt 1/30.</i>
01B-00007057 104113	TAYLOR, BARBARA- S. 7057 MILLER CREEK RD 7057 MILL Mtr#: 75896057	39.00 MID/MXU: 19011676	69.00 12/10/18 PrvRd:212985	
01B-00007061 105453	OWENS, DAVID 7061 MILLER CREEK RD Mtr#: 75896058	10.90 MID/MXU: 19003430	42.32 1/9/19 PrvRd:70206	
025-00000438 103405	HONAKER, LUCLINDA 453 CRACKERS NECK Mtr#: 75897603	132.74 MID/MXU: 16942428	165.30* 10/3/18 PrvRd:225829	<i>Pmt 1/30.</i>
025-00000572 104747	CRABTREE, TYSON 572 CRACKERS NECK ROAD Mtr#: 76068917	70.61 MID/MXU: 16938118	100.61 10/15/18 PrvRd:84527	
025-00000604 103409	CRABTREE, PHYLLIS 604 CRACKERS NECK ROAD Mtr#: 76068915	1930.91 MID/MXU: 16967626	1930.91* 7/11/18 PrvRd:89474	<i>L.O.</i>
025-00000974 103433	EADS, IRA K 974 NAT WRIGHT TRAIL Mtr#: 75897606	150.76 MID/MXU: 16951412	183.76* <u>1/11/19</u> PrvRd:185889	<i>Pd. 150.00</i>

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026-0000032 104318	NUNN, CHARLES 32 TENNESSE ST Mtr#: 76222559	33.83 MID/MXU: 18866366	63.83 12/6/18 PrvRd:40078	
026-0000014 104464	PRICE, BILLY JOE 104 THACKERS BRANCH Mtr#: 76222588	25.99 MID/MXU: 16820274	55.99 11/29/18 PrvRd:13474	
026-0000011 104213	TAYLOR, VAN & BETTY 119 J C HILLMAN DR Mtr#: 76223257	42.40 MID/MXU: 19011762	72.40 1/7/19 PrvRd:123180	
026-0000019 104211	STILTNER, ESTIL 196 NEW GARDEN EST RD Mtr#: 76223206	49.79 MID/MXU: 19011616	87.41 12/5/18 PrvRd:171044	
026-0000022 104408	HUGHES, BILLY 229 PEBBLESTONE DR Mtr#: 76222619	1633.55 MID/MXU: 16978824	1663.55* PrvRd:43	
026-0000076 104380	MUSICK, AMANDA 767 FINNEY RD Mtr#: 76222510	83.25 MID/MXU: 16978100	125.43 1/9/19 PrvRd:168616	
026-0000083 104346	HESS, JOE & KIMBERL 831 ROMANS RIDGE RD Mtr#: 76222549	47.41 MID/MXU: 18955058	100.08 1/7/19 PrvRd:182629	
026-0000095 104511	MUSICK, MICHELLE 956 HUBBARD TOWN RD Mtr#: 78493171	1252.71 MID/MXU: 18180908	1299.24* 11/16/15 PrvRd:29359	
026-0000098 104514	TAYLOR, DOROTHY 983 BREEZERS BRANCH Mtr#: 78230552	77.93 MID/MXU: 18175470	131.73 1/8/19 PrvRd:238000	
026-0000246 104476	TURNER, CHRIS & LAU 2466 FINNEY RD Mtr#: 76222585	387.30 MID/MXU: 17285192	429.22* 12/14/18 PrvRd:222971	<i>Pmt 1/25</i>
026-0000254 104343	BROWN, JOE & MEGAN 2540 JOHN SIMMS HILL RD Mtr#: 76222551	57.18 MID/MXU: 19002412	105.29 12/7/18 PrvRd:244317	
026-0000260 104339	COOK, ROLAND 2608 JOHN SIMMS HILL RD Mtr#: 76222548	1058.00 MID/MXU: 19015316	1088.00* 3/10/17 PrvRd:48425	
026-0000265 104348	BARTON, THERESA & J 2654 JOHN SIMMS HILL RD Mtr#: 76222581	106.83 MID/MXU: 18956722	208.32 1/11/19 PrvRd:279004	
026-0000272 104366	STINSON, PAUL HENRY 2720 JOHN SIMMS HILL RD Mtr#: 76222595	1304.40 MID/MXU: 16975114	1334.40* 8/17/15 PrvRd:10	
026-0000283 105293	BOYD, GARY 39 NEW GARDEN EST Mtr#: 82093522	214.76 MID/MXU: 88731006	244.76* 1/16/19 PrvRd:6530	
026-0000755 104306	TAYLOR, ELIZABETH 11494 NEW GARDEN ROAD Mtr#: 75897550	39.59 MID/MXU: 16932772	69.96 12/4/18 PrvRd:255559	
026-0000895 104413	MCGLOTHLIN, PATRICI 8955 NEW GARDEN RD Mtr#: 76222620	60.00 MID/MXU: 16961672	90.00 10/23/18 PrvRd:16	
026-0001258 104428	HART, KENNETH 12258 NEW GARDEN RD Mtr#: 76222524	1642.40 MID/MXU: 16821568	1672.40* PrvRd:10	
026-0001259 104077	RASNAKE, JERRY 12509 NEW GARDEN ROAD Mtr#: 75897543	73.30 MID/MXU: 16953076	103.30* 10/4/18 PrvRd:13	
027-0000145 105410	JOHNSON, DANNY 1454 TUNNEL RD Mtr#: 84281747	103.50 MID/MXU: 88457924	133.50* PrvRd:10	
027-0000177 105414	HESS, DARREN 1774 TUNNEL RD Mtr#: 84281746	103.50 MID/MXU: 88458072	133.50* PrvRd:10	
02F-0003022 102096	COMPTON, JANICE 219 FRANKS HOLLOW Mtr#: 76068724	179.89 MID/MXU: 18715384	209.89* 1/14/19 PrvRd:161373	<i>Pd 100.00</i>
02F-0003024 102097	MOUNTS, AMY 307 FRANKS HOLLOW RD Mtr#: 76068720	59.68 MID/MXU: 16964266	112.34 12/6/18 PrvRd:329620	
02F-0003030 104741	KEEN, KERRY E 115 FRANKS HOLLOW RD Mtr#: 76068722	33.83 MID/MXU: 16952170	63.83 12/4/18 PrvRd:102786	
02F-0003043 102105	LEE, ALBERTA 1315 FRANKS HOLLOW Mtr#: 75897476	149.55 MID/MXU: 16960632	179.55* 1/8/19 PrvRd:136306	<i>Pmt 2/3</i>

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02F-00030470 104418	BLANKENSHIP, TAMMY 1403 FRANKS HOLLOW	113.05	143.05* 12/18/18	
05-00000000 104570	PHILLIPS, ANTHONY 296 OLD SCHOOL WAY	109.98	174.97 12/19/18	
05-00011937 105375	HORTON, ROBIN 1937 LYNN SPRINGS RD	50.23	86.46 1/7/19	
05-00050900 100627	WHITT, LONNIE 2467 LYNN SPRING RD	76.33	122.97 1/7/19	
05-00051320 100634	WARD, RALPH 2956 LYNN SPRING RD	34.50	64.50 11/5/18	
05-00051550 100638	DYE, JEFFREY 230 DYE HOLLOW	30.00	60.00 12/17/18	
05-00052420 100841	DYE, KEVIN & DEDRA 286 TRUDEL BROWN RD	39.33	97.84 1/4/19	
05-00052700 105221	DYE, RANDI 837 TRUDEL BROWN RD	124.22	185.25 11/30/18	
05-00053250 100672	PRICE, ADAM 4334 LYNN SPRING RD	51.43	103.35 12/28/18	
05-00053660 104107	DYE, ASHLEY 4661 LYNN SPRING RD	39.64	69.64 12/4/18	
05-00054200 104726	BATTON, LINDA 694 JACKIE DYE RD	32.15	68.43 1/11/19	
05-00054700 100704	LESTER, RANDY 5274 LYNN SPRING RD	42.71	97.44 11/8/18	
05A-00000117 103868	PERKINS, CHRISTY 117 APPLE BLOSSUM RD	44.85	77.00 11/13/18	
05A-00000814 104894	SCARBERRY, ANDREA 814 LONG BRANCH RD	45.33	80.06 12/10/18	
05A-00000822 103863	WHITED, ROBERT E. 822 LONG BRANCH RD	84.17	119.99 10/19/18	
05A-00001025 105399	MUSICK, PHILLIP 1025 LONG BRANCH RD	343.18	385.28*	<i>Pmt 1/30</i>
06-00060250 100770	RATLIFF, THOMAS S 4361 PINE CREEK RD	396.35	426.35* 1/16/19	<i>Pd. 45.00</i>
06-00060400 103213	MILLER, KENNY & CIN 3826 PINE CREEK RD	81.00	187.50 11/20/18	
08A-00080900 104746	SMITH, JOHNNY RAY 52 GARDNER RD	34.50	64.50 11/14/18	
08A-00080960 100256	HONAKER, SHIRLEY 909 TIGER TOWN DR.	34.50	66.91 11/15/18	
08A-00081190 101141	MILLER, GEORGE W. 764 SWORDS CREEK	69.57	106.12 1/11/19	<i>Pd. 50.00</i>
12A-00001066 103896	FIELDS, ROBERT 1066 MILLER CREEK RD	88.37	118.37 11/5/18	
12A-00001232 103889	CLAYBURNE, JERRY & 1232 MILLER CREEK RD	36.10	66.10 12/10/18	
12A-00001568 105240	VANOVER, CATHERINE 1568 MILLER CREEK RD	110.09	143.29* 12/27/18	<i>Pmt 1/30</i>
12A-00002632 105283	HUTCHINSON, EDDIE 2632 MILLER CREEK RD	38.05	73.06 12/4/18	

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12A-00011568 104550	LOWE, JERRY W 1572 MILLER CREEK RD 76068930	829.98	866.47*	12/5/18	210-2005 ----- PrvRd:339304
18A-00015900 105018	COXTON, PATRICIA 10698 REDBUD HWY	72.94	140.36	12/28/18	----- Mtr#: 82094460 MID/MXU: 16805208 PrvRd:101553
18A-00016200 104444	TRAIL, CHRISTINA 10704 REDBUD HWY	40.00	40.00*	8/14/18	----- NewAcct Mtr#: 82094455 MID/MXU: 16901972 PrvRd:47409
18A-00017800 102749	BALL, MICHAEL 1026 CHIMMEY ROCK RD	77.49	143.33	11/20/18	----- Mtr#: 82093469 MID/MXU: 16764812 PrvRd:80090
18A-00017900 102756	HARRIS, KEITH 1530 CHIMMEY ROCK RD	22.82	74.99	12/20/18	----- Mtr#: 82093659 MID/MXU: 17021610 PrvRd:88828
18A-00018300 102763	BARTON, MELISSA & G 10779 REDBUD HWY LAST TRAILER ON LEFTBEFORE COUNTY LINE	292.30	341.01*	11/5/18	----- PrvRd:53518 <i>Int 430</i>
TOTAL	COUNT = 224	93854.68	102814.46		

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010-00000600 102413	HESS, GLEN & BRENDA 813 J FRANK TAYLOR Mtr#: 82093833	39.33	70.32 12/4/18 MID/MXU: 19011838 PrvRd:43529	
010-00112270 100895	CAMPBELL, SHERRY 670 J F TAYLOR RD Mtr#: 82093654	50.00	80.00 1/4/19 MID/MXU: 19011418 PrvRd:16005	
010-00112340 100897	HORTON, DAVID 652 DILLION ST Mtr#: 82093375	109.30	139.30* 11/15/18 MID/MXU: 19003260 PrvRd:8444	L.O
010-00112380 101133	GILBERT, GARY & KAR 651 DILLION ST Mtr#: 82094252	94.53	168.87 12/19/18 MID/MXU: 19003494 PrvRd:143113	
010-00112460 103608	COLEMAN, KIERRA 807 J F TAYLOR RD Mtr#: 76222601	84.11	137.31 12/13/18 MID/MXU: 19003402 PrvRd:303051	
010-00112640 100907	FULLER, PAULA 1112 J FRANK TAYLOR RD Mtr#: 82094184	34.50	64.50 11/14/18 MID/MXU: 19033842 PrvRd:302	
011-00001300 102511	DUTY, TAMMY 18998 US HWY 19 Mtr#: 82093940	70.35	171.15 10/22/18 MID/MXU: 19003048 PrvRd:56691	L.O.
011-00111420 104562	CLEVINGER, STEPHANI 166 BETHS LN Mtr#: 82094525	69.00	99.00 10/11/18 MID/MXU: 19011456 PrvRd:27816	
011-00112910 100916	HOLMES, CHRIS 39 SUNSET LN LOT #2 Mtr#: 82093786	146.84	176.84* 1/4/19 MID/MXU: 19028626 PrvRd:47295	Pd. \$25.00
011-00117950 105275	DIMPFL, CARRIE E 21124 US HWY 19 Mtr#: 82094171	91.35	91.35* 4/4/18 MID/MXU: 19011876 PrvRd:9451 58343336	L.O.
013-00000200 102264	OSBORNE, TIVIS 506 SPRING HILLS Mtr#: 82093605	69.00	99.00 10/17/18 MID/MXU: 19030688 PrvRd:19823	
013-00000340 104827	BLANKENSHIP, MELENA 340 HICKORY ST Mtr#: 78530503	248.33	248.33* 3/19/18 MID/MXU: 80840554 PrvRd:96403	
013-00000454 104604	PROFFITT, RON & MAR 306 HICKORY ST Mtr#: 78530454	33.38	63.38 12/6/18 MID/MXU: 16920850 PrvRd:36337	
013-00000900 101365	HUBBARD, LEROY & KR 162 SUMMITT DRIVE Mtr#: 82093699	2258.57	2322.71* 1/4/19 MID/MXU: 19031876 PrvRd:116753	Pmt 130 - \$100.00
013-00001385 105495	BLANKENSHIP, KRAYIN 385 HICKORY ST Mtr#: 78530505	40.00	70.00 MID/MXU: 82424852 PrvRd:118719 78530505	
013-00007347 104533	ADKINS, GLENNA 116 SPRING DR Mtr#: 78787347	38.38	77.76 11/19/18 MID/MXU: 18181242 PrvRd:113365	
013-00009445 104605	SARGENT, DENNIS & C 324 HICKORY ST Mtr#: 78519445	49.53	96.34 12/7/18 MID/MXU: 80501392 PrvRd:205411	
013-00011074 104901	REYNOLDS, MARY 1074 SPRING HILL RD Mtr#: 78787349	76.70	76.70* 6/12/17 MID/MXU: 19037014 PrvRd:69629	
013-00011074 105254	DELOACH, ELIZABETH 1074 SPRING HILL RD Mtr#: 78787349	54.49	92.33 11/21/18 MID/MXU: 19037014 PrvRd:109831	
013-00113930 100950	KEENE, ROBERT L 836 SPRING HILL RD Mtr#: 82093899	30.00	60.00 11/26/18 MID/MXU: 19028538 PrvRd:32278	
013-00114050 100954	MARTIN, AUSTIN 667 SPRING HILL RD Mtr#: 82094521	197.74	250.27* 1/14/19 MID/MXU: 19043012 PrvRd:154919	Pd. \$81.00
013-00114230 100960	OWENS, MISTY 151 SUMMITT DRIVE Mtr#: 82093660	47.00	47.00* 7/4/76 MID/MXU: 19011712 PrvRd:10	
014-00001375 102951	COMPTON, DIANA 13753 US HWY 19 Mtr#: 82093696	34.50	64.50 11/16/18 MID/MXU: 17026442 PrvRd:18059	
014-00001910 105305	BROWN, BILLY 77 BELVIEW MEADOWS DR Mtr#: 84281910	72.66	147.16 12/26/18 MID/MXU: 19010794 PrvRd:54004	

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014-00016800 104483	CLINE, JANIE 59 OLD DOMINION DRIVE Mtr#: 82094442 MID/MXU: 19011682 PrvRd:82225	34.50	67.62 11/13/18	
014-00018100 104087	ANDERSON, PAUL 19064 US HWY 19 LOT # 5 Mtr#: 82093949 MID/MXU: 19011496 PrvRd:49211	133.44	170.10* 9/5/18	<u>L.O.</u>
014-00025900 105050	LESTER, KELLY 193 BURKS ST Mtr#: 82093864 MID/MXU: 16952448 PrvRd:40734	39.93	72.36 11/30/18	
014-00117851 104792	COX, GAILEN 21081 US HWY 19 Mtr#: 82093736 MID/MXU: 19002090 PrvRd:16550	41.50	71.50 12/6/18	
014-00117900 105124	YEAPLES, GARY 21128 US HWY 19 Mtr#: 82094215 MID/MXU: 19003848 PrvRd:3891	48.83	48.83* 8/3/18	
016-00005210 104691	CANTRELL, BARBARA C 273 ACRE LANE Mtr#: 82093871 MID/MXU: 19011414 PrvRd:24328	62.15	92.15 1/14/19	
016-00111780 100879	GILBERT, MIKE 2622 OLD HWY 19 Mtr#: 82093774 MID/MXU: 19011714 PrvRd:20209	63.00	93.00* 1/4/19	
016-00111960 100885	PATRICK, KEITH 2409 OLD HWY 19 Mtr#: 82093881 MID/MXU: 19011950 PrvRd:34877	79.84	109.84* 1/16/19	
020-00001628 103641	HOLBROOK, FRANKIE 2209 GREEN VALLEY RD Mtr#: 76069398 MID/MXU: 16873722 PrvRd:172995	34.50	67.48 11/26/18	
020-02020800 101030	HENDRICKS, JUDY 45 DYE DRIVE 45 DYE DRIVE Mtr#: 76222495 MID/MXU: 80364726 PrvRd:227848	553.12	617.54* 11/30/18	<u>Pmt 1/30</u>
020-02021000 104716	RAY, BRADLEY 171 KENNEDY DR Mtr#: 76222492 MID/MXU: 80366968 PrvRd:168979	49.84	90.20 11/20/18	
020-02021400 101043	GRAY, JIM & ANGIE 103 YATES ST Mtr#: 76223235 MID/MXU: 19027026 PrvRd:286922	10.16	69.46 12/4/18	
021-00000497 103090	POWERS, STEVEN 497 TODD HOLLOW ROAD Mtr#: 82093462 MID/MXU: 17046288 PrvRd:44603	37.90	77.82 1/11/19	
021-00000605 105421	BELCHER, DAVON 605 POOR FARM RD ROARING SPING Mtr#: 82093490 MID/MXU: 17067342 PrvRd:113619	119.81	119.81 8/30/18	<u>L.O.</u>
021-00000816 105187	HESS, ADAM 816 POOR FARM RD Mtr#: 82093508 MID/MXU: 17047616 PrvRd:65776	36.57	89.65 11/30/18	
021-00002500 102715	COOK, MICHAEL 1318 POOR FARM RD Mtr#: 82093475 MID/MXU: 17047822 PrvRd:18430 63069359 READING 71541.9	12.88	42.88 1/7/19	
021-00002801 104778	HUNNELL, NANCY 613 POOR FARM RD ROARING SPRIN Mtr#: 82093491 MID/MXU: 17027960 PrvRd:29865	167.73	197.73* 11/5/18	
021-00210050 103601	STACY, JUSTIN 11792 US HWY 19 Mtr#: 80601077 MID/MXU: 18864562 PrvRd:10581	30.00	60.00 12/7/18	
021-00211250 102294	BENNETT, A J 821 POOR FARM RD Mtr#: 82093505 MID/MXU: 17027694 PrvRd:83056	234.68	293.00* 12/12/18	<u>Pmt 1/25</u>
021-00211851 105389	BOYD, CASE 1024 POOR FARM RD Mtr#: 82093545 MID/MXU: 16928786 PrvRd:21169	33.89	63.89 12/19/18	
021-00212251 105477	RVA PROPERTY SOLUT 179 AUTUMN CHASE RD Mtr#: 83883730 MID/MXU: 88458248 PrvRd:10	74.50	74.50	
021-00212700 102321	WILLIS, SHAWN 438 AUTUMN CHASE RD Mtr#: 82093455 MID/MXU: 16932670 PrvRd:119955	117.20	220.44 1/7/19	<u>Pd. 120.00</u>
022-00000300 100275	MILLER, BRANDY 753 GRANDVIEW COURT Mtr#: 82093821 MID/MXU: 19013800 PrvRd:182451	746.28	868.00* 1/10/19	<u>Pd. 100.00</u> 1-21
022-00000389 104653	CHAFIN, MATTHEW 549 MACFARLANE LN Mtr#: 82094325 MID/MXU: 88456954 PrvRd:88618	177.52	210.09* 11/16/18	<u>Pmt 1/25</u>
022-00001481 102981	MORGAN, BRIAN 481 MACFARLANE LN Mtr#: 82093687 MID/MXU: 88458370 PrvRd:175062	964.42	994.42* 7/3/18	<u>L.O.</u>

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022-00004500 101674	VANDYKE, JACK D & G 223 MOUNTAIN VIEW RD	61.45	91.45	11/5/18	
	Mtr#: 82094311 MID/MXU: 19033840 PrvRd:15659				
022-00010100 102061	SUTHERLAND, DENVER 426 LAKE HILL DRIVE	559.26	636.13*	12/10/18	<i>pmt 1/25</i>
	Mtr#: 82094322 MID/MXU: 19002910 PrvRd:160019				
022-00021000 102225	MCCALL, ROBERT & VA 102 SUNSET RD	38.39	69.39	11/28/18	
	Mtr#: 82094296 MID/MXU: 19003410 PrvRd:57401				
022-00022700 102470	BOYD, REBECCA 455 MACFARLANE LN	30.26	30.26	10/16/18	
	Mtr#: 82094288 MID/MXU: 19032964 PrvRd:67587				
023-00001670 105066	BUSH, ALEXIS 57 ROLLING HILLS COURT	44.00	81.81	11/29/18	
	Mtr#: 75896269 MID/MXU: 17027698 PrvRd:185701				
023-00001855 103170	BEAVERS, CONNIE 7187 MOUNTAIN ROAD	153.00	183.00*	11/9/18	
	Mtr#: 75896229 MID/MXU: 17028236 PrvRd:0				
023-00002456 103663	DUTY, WILLIAM & KAY 14 ROLLING HILLS COURT	318.57	411.93*	10/3/18	<i>Pd. \$58.69</i>
	Mtr#: 75896184 MID/MXU: 16960728 PrvRd:286381				
023-00003067 104951	KITTS, AMANDA 65 ROLLING HILLS COURT	353.10	417.08*	1/7/19	<i>Pd. 25.00</i>
	Mtr#: 75896246 MID/MXU: 17026864 PrvRd:298517				
023-00003909 105001	FULLER, CHRISTINA 3909 MOUNTAIN ROAD	34.50	64.50	11/16/18	
	Mtr#: 80448762 MID/MXU: 85573500 PrvRd:39300				
023-00005253 103142	GARRETT, RICKY 8415 MOUNTAIN ROAD	175.93	205.93*	8/6/18	<i>pmt 2/3</i>
	Mtr#: 75896190 MID/MXU: 16952068 PrvRd:88435				
023-00008257 103141	NEECE, SAMANTHA 8459 MOUNTAIN ROAD	3722.15	3792.65*	1/21/19	<i>Pd. \$30.00</i>
	Mtr#: 75896217 MID/MXU: 16960552 PrvRd:476764				
024-00003908 104727	HUNT, RICKY & LISA 427 TWIN OAK CIRCLE	41.85	77.80	11/8/18	
	Mtr#: 79428536 MID/MXU: 17063908 PrvRd:107900				
024-00220140 102523	KENNEDY, HAROLD 190 TWIN OAK CIRCLE	33.83	63.83	12/20/18	
	Mtr#: 82094158 MID/MXU: 16889238 PrvRd:216				
024-00220210 102530	MCGLOTHLIN, MICHELE 228 SUNSHINE ST	33.89	66.45	12/4/18	
	Mtr#: 82093566 MID/MXU: 16976824 PrvRd:20974				
024-00220440 102574	GOBBLE, KYLE 810 TWIN OAK CIRCLE	98.00	128.00*	1/4/19	
	Mtr#: 82094229 MID/MXU: 19018518 PrvRd:10				
024-00220490 102580	FOGLEMAN, ELLEN 58 NORFIELD RD	340.16	370.76*	1/4/19	<i>pmt 2/3</i>
	Mtr#: 82094234 MID/MXU: 16887440 PrvRd:25858				
024-00220820 102668	TAYLOR, BRYAN C 14543 US HWY 19	96.36	171.78	1/7/19	<i>Pd. \$123.00</i>
	Mtr#: 82094238 MID/MXU: 89094572 PrvRd:50685				
11H-00115250 100272	SIMMONS, CONNIE 474 INDIAN HILLS DR	41.05	73.99	12/5/18	
	INDIAN HIL Mtr#: 82094059 MID/MXU: 19032228 PrvRd:52481				
19-00000090 102940	RASNAKE, CARLOS L. 90 DAISY DRIVE	39.00	69.00	12/26/18	
	Mtr#: 75896248 MID/MXU: 16860926 PrvRd:0				
19-00000116 105163	HALL, MAKELLIA 115 WARNER SUB. RD.	141.54	171.54	12/5/18	<i>L.O.</i>
	Mtr#: 75896323 MID/MXU: 16867348 PrvRd:128559				
19-00000304 103673	PHILLIPS, LUTHER A 272 DEER RUN	40.39	78.55	11/8/18	
	Mtr#: 75896318 MID/MXU: 16874774 PrvRd:218068 5808318				
19-00000354 103006	COLLINS, STEVE & JO 354 FARMLAND DRIVE	69.08	123.83	11/21/18	
	Mtr#: 75896252 MID/MXU: 16872696 PrvRd:460482				
19-00000423 103593	MEISTER, MICHELLE 423 ROLLING MEADOWS RD	46.37	86.12	12/17/18	
	Mtr#: 75896293 MID/MXU: 16867084 PrvRd:248156				
19-00000938 103943	JESSEE, DEBRA WARNE 938 GREEN VALLEY RD	46.10	89.77	11/28/18	
	Mtr#: 75896313 MID/MXU: 16873332 PrvRd:143032 5823675				

RUSSELL CO PSA
 PAST DUE BALANCE REPORT
 REPORTING FOR ACCOUNT BALANCE
 ACTIVE ONLY SORTED BY LOCATION
 REPORTING 30 DAY > 10 AND CYCLE 2
 * Indicates 90 Day Balance

LOCATION ACCOUNT	NAME ADDRESS	PREVBAL	TOTAL LASTPAY	NOTE
19-0000940 105420	JESSEE, DEBRA W 940 GREEN VALLEY RD 5823675	34.50	64.50 11/28/18	
19-00001080 103805	STINSON, CARLINE 108 SUNNY HILL DRIVE	63.52	63.52* 9/17/18	
19-00001081 105357	THOMAS, REBECCA 108 SUNNY HILL DRIVE 75897320 16865374	72.05	72.05*	
19-00001318 103057	KISER, CHRIS 1318 GREEN VALLEY RD	43.00	83.87 12/11/18	
19-00001364 103382	PRICE, DONALD & CAT 1364 GREEN VALLEY RD.	35.44	70.70 11/13/18	
19-00001388 102904	WISE, EARL 1388 GREEN VALLEY RD	567.70	597.70* 5/15/17	
19-00003860 102826	HAWKINS, JOSEPH F 3993 US HWY 19	47.83	99.01 11/15/18	
191-00000034 103055	C L DALE, CONSTRUCT 34 WOODLANDS DR. GARAGE	62.10	147.90 11/16/18	
191-00000226 104129	DUTY, LEO 226 FOREST LODGE DR.	112.31	225.60 11/13/18	
191-00000340 103056	DALE, CHRIS 34 WOODLANDS CT	86.59	159.87 11/16/18	
191-00003409 104677	ELSWICK, DONNIE 3409 US HWY 19 11142493	29.42	66.82 1/8/19	
192-00000047 103456	PATRICK, PATSY 47 HANSONVILLE LN	304.00	334.00* 4/9/18	
192-00000114 103501	RATLIFF, TAMMY 114 CHRYSLER DR	30.00	60.00 12/13/18	
192-00000226 103494	ADVANCED DIAGNOSTI 1708 US HWY 19	59.05	101.79 11/13/18	
192-00000764 105353	CARRICO, BOYD 764 US HWY 19 BRICK HOUSE	140.22	140.22*	L.O.I.
192-00000896 103508	KESTNER, JERRY 896 US HWY 19	194.63	260.50* 1/4/19	Pd. 100.00
192-0000261A 105288	WILLIS, KRISTA 261 A HANSON DRIVE	131.81	161.81* 1/16/19	
192-00002846 103531	BROOKS, MICKIE 136 APPLE TREE LN	1115.00	1145.00* 12/26/18	
192-00007088 103563	DOSS, PATRICIA 7088 CLINCH MT ROAD	69.16	99.16* 11/6/18	
192-00007373 105205	WILSON, AMANDA 7377 CLINCH MOUNTAIN RD METER	37.44	70.96 1/4/19	
192-00007562 103546	RASNAKE, JOY 134 MOUNTAIN CREEK RD 11627397	60.00	90.00 12/6/18	
192-0000922 104690	FOX, CAROL 922 US HWY 19	470.23	529.59* 1/4/19	Pd. 440.00
193-00000060 103709	STILTNER, CHARLES 60 CROSSRIDGE ROAD	148.73	201.14* 1/4/19	Pd. 80.00
193-00000115 103746	ROBINSON, STEPHEN 115 LINDA STREET	34.50	64.50 11/16/18	

RUSSELL CO PSA
PAST DUE BALANCE REPORT
REPORTING FOR ACCOUNT BALANCE
ACTIVE ONLY SORTED BY LOCATION
REPORTING 30 DAY > 10 AND CYCLE 2
* Indicates 90 Day Balance

LOCATION ACCOUNT	NAME ADDRESS	PREVBAL	TOTAL LASTPAY	NOTE
193-00000123 103736	STEFFEY, KEITH D. 123 ROSE HILL DR Mtr#: 75897352	21.04 MID/MXU: 16859622	79.60 1/14/19 PrvRd:414971	
193-00001028 104053	OWENS, TRAVIS & JEN 1028 CROSSROADS DRIVE Mtr#: 75897490	29.10 MID/MXU: 16937966	59.10 12/26/18 PrvRd:0	
193-00002033 103752	JESSEE, BUFORD 163 CROSSRIDGE ROAD Mtr#: 75897333	150.00 MID/MXU: 16873410	180.00* 8/6/18 PrvRd:9997535	
193-00005692 103710	GLOVIER, JEFF 91 LINDA STREET Mtr#: 75897369	34.50 MID/MXU: 16874194	64.50 11/15/18 PrvRd:25607	
194-00000202 104633	HOWARD, KEVIN 142 RIDGE RUN LN Mtr#: 78530520	34.50 MID/MXU: 82096978	64.50 11/19/18 PrvRd:39720	
197-00001894 105121	MUSICK, STAN & MIRA 892 ELK GARDEN RD Mtr#: 80601894	788.80 MID/MXU: 85576490	828.45* 12/28/18 PrvRd:131423	
197-00003707 105145	STREET, MICHAEL & L 1432 CREEKSIDE DR Mtr#: 82093707	33.60 MID/MXU: 85574800	63.60 12/4/18 PrvRd:31789	
197-00003965 105144	MUSICK, CHESTER & C 1499 CREEKSIDE DR Mtr#: 82093965	92.37 MID/MXU: 85895542	128.36* 1/7/19 PrvRd:47891	<i>Pd. \$50.00</i>
197-00003984 105129	AUSTIN, DONNA & JOE 1314 ELK GARDEN RD Mtr#: 82093984	542.80 MID/MXU: 85575998	572.80* PrvRd:10	
197-00004055 105134	RAY, CHARLIE 489 MAJESTIC VALLEY RD Mtr#: 82094055	34.50 MID/MXU: 85565050	64.50 11/30/18 PrvRd:9929	
197-00004056 105135	RAY, DONALD & TANYA 491 MAJESTIC VALLEY RD Mtr#: 82094056	207.00 MID/MXU: 85894976	237.00* 6/11/18 PrvRd:10	
197-00004615 105130	OWENS, CHERYL L 1310 ELK GARDEN RD Mtr#: 82094615	529.78 MID/MXU: 83091548	559.78* PrvRd:3694	
197-00004618 105138	COOK, ROBERT 1399 CREEKSIDE DR Mtr#: 82094618	178.50 MID/MXU: 85565122	238.19* 12/28/18 PrvRd:5150	<i>Pd. \$150.00</i>
197-00013966 105392	CHARLES, BUD 1483 CREEKSIDE DR Mtr#: 82093966	40.67 MID/MXU: 85577054	76.99 12/17/18 PrvRd:36119	
TOTAL	COUNT = 111	21168.40	25479.56	

CASTLEWOOD WATER & SEWAGE AUTHORITY

Jan-19

AMOUNT

DANTE SEWER EXPENSES/ SEE ATTACHMENT A	\$	610.01
CWSA FACILITIES/ SEE ATTACHMENT C	\$	-
CAPACITY IN ST PAUL WWTP/ SEE ATTACHMENT D	\$	2,400.00
WEST DANTE WATER SYSTEM/ SEE ATTACHMENT C	\$	-
GRAND TOTAL DUE	\$	3,010.01

CASTLEWOOD WATER & SEWAGE AUTHORITY
P O BOX 655
CASTLEWOOD, VA 24224
EXPENSE REIMBURSEMENT REQUEST FOR
DANTE WASTEWATER TREATMENT PLANT
Jan-19

VENDOR	AMOUNT
ADVANCED AUTO	
AMERICAN ELECTRIC POWER	\$ 699.03
AQUA-AEROBIC SYSTEMS, INC	
BOGGS MUNICIPAL SERVICE	\$ 475.00
BRENNTAG	
COLE ELECTRIC, INC	
CONSOLIDATED PIPE	
CONTRACT LABOR (JOHNNY HICKS)	\$ 2,100.00
COOK CONSTRUCTION	
EMI	\$ 297.00
FERGUSON	
FISHER AUTO PARTS	
FOOD CITY	
GIBSON ENTERPRISES	
GRAYBAR	
H D SUPPLY CORE & MAIN	
HOMETOWN HARDWARE	
HARBOR FREIGHT	
JOHN DEERE FINANCIAL	
LOWE'S	
MCI	
MORGAN MCCLURE	
ODP	\$ 255.64
ROGERS GROUP	
SHELL GAS CARD #10	\$ 963.85
STOP & SHOP SUPERETTE, INC.	
TELEDYNE	
TRI-COUNTY TIRE SERVICE, INC.	
USA BLUEBOOK	
VALVE & ACTUATION SERVICES	
VERIZON	\$ 146.70
WYTHEVILLE OFFICE	
WATER & WASTE EQUIPMENT	
SALARIES FOR SEWER PLANT EMPLOYEES	\$ 1,743.70
PAYROLL TAXES FOR SEWER PLANT EMPLOYEES	\$ 475.09
RETIREMENT FOR SEWER PLANT EMPLOYEES	\$ 61.84
INSURANCE FOR SEWER PLANT EMPLOYEES	\$ 789.35
ADMINISTRATION COST	\$ 500.00
OFFICE EXPENSE	\$ -
DANTE SEWER ADDITIONAL MAINTENANCE	\$ 1,556.30
TRUCK USAGE	\$ 500.00
VRA LOAN-SEWER PRESS	
SUB-TOTAL	\$ 10,563.50
SEWER REIMBURSEMENT	\$ 9,953.49
TOTAL DUE	\$ 610.01

CASTLEWOOD WATER & SEWAGE AUTHORITY

OFFICE EXPENSE

Jan-19

VENDOR	
ODP	
BVU-SUNSET	
POSTAGE	
OFFICE SUPPLIES	
SALARIES/TAXES	
INSURANCE/RETIREMENT	
TOTAL	\$ -
20% TOTAL	\$ -

CASTLEWOOD WATER & SEWAGE AUTHORITY

DANTE SEWER ADDITIONAL MAINTENANCE

Jan-19

EMPLOYEE/EQUIPMENT	HOURLY WAGE	HOURS	TOTAL
CECIL MULLINS	\$ 13.07		
MIKE HORTON	\$ 16.57		
JUSTIN MULLINS	\$ 10.50		
CHAD SLEMP	\$ 21.38	51	\$ 1,090.13
FRANK HENSLEY	\$ 15.00	6.5	\$ 97.50
MCKINLEY FINCH	\$ 9.00		
DAN ERVIN	\$ 18.44	20	\$ 368.70
TOTAL			\$ 1,556.33

ATTACHMENT-B

PAGE 3

**CASTLEWOOD WATER & SEWAGE AUTHORITY
CWSA FACILITIES
Jan-19**

METERS	\$ -
BUILDING	\$ -
TOTAL	\$ -
20% TOTAL	\$ -

**WEST DANTE WATER SYSTEM
Jan-19**

	AMOUNT
DAILY SYSTEM CHECK	\$ -
READING METERS	\$ -
WATER PROCESSING/MAINTENANCE	\$ -
REVENUE	\$ -
TOTAL	\$ -

**CASTLEWOOD WATER & SEWAGE AUTHORITY
RUSSELL COUNTY SEWER 1A SUPPLEMENT**

Jan-19

AMOUNT

CAPACITY IN ST PAUL WWTP	\$ 2,400.00
GRAND TOTAL DUE	\$ 2,400.00



Billing Summary

0201811506404

Group Name: CASTLEWOOD WATER & SEWAGE
 Group Number: M12024

Billing Period: 12/01/2018 to 01/01/2019
 Date Billed: 11/01/2018
 Due Date: 12/01/2018

Billing Summary

Current Billing
 ANTHEM
 Sub Total

Net Amount Due	Amount Paid	Balance
\$9,791.90	\$13,301.28	-\$3,509.38

Current Billing
 ANTHEM
 Sub Total

\$11,921.36	\$0.00	\$11,921.36*
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Total Amount Due

\$11,921.36

*Applicable fees are included in the premium amounts.

\$8,411.98

FEES - ACA Insurer Fee, \$138.86

Membership Detail

ID#	Subscriber	Product	Volume	Contract Type	No Cov	Rate* Chg	Subscriber Amount	Dep Amount	Premium Amount
700M61690	ERVIN, DANIEL M	BVV MO 3		EE/SP	02		\$13.72	\$0.00	\$13.72
700M61690	ERVIN, DANIEL M	GD 2T2P		EE/SP	02		\$1,067.41	\$1,152.30	\$2,219.71
989M57384	FIELDS, JOSHUA L	BVV MO 3		EE	01		\$7.60	\$0.00	\$7.60
989M57384	FIELDS, JOSHUA L	GD 2T2P		EE	01		\$517.51	\$0.00	\$517.51
831M96648	FINCH, MCKINLEY R	BVV MO 3		EE/SP	02		\$13.70	\$0.00	\$13.70
831M96648	FINCH, MCKINLEY R	GD 2T2P		EE/SP	02		\$411.71	\$410.07	\$821.78
923M91339	HENSLEY, FRANK G	GD 2T2P		EE	01		\$543.34	\$0.00	\$543.34
612M69924	HORTON, KEVIN	BVV MO 3		EE/CH/	04		\$20.94	\$0.00	\$20.94
612M69924	HORTON, KEVIN	GD 2T2P		EE/CH/	04		\$615.11	\$1,363.90	\$1,979.01
814M63483	MULLINS, CECIL J	BVV MO 3		EE	01		\$7.60	\$0.00	\$7.60
814M63483	MULLINS, CECIL J	GD 2T2P		EE	01		\$475.27	\$0.00	\$475.27
333M59253	SABO JR, TIMOTHY S	BVV MO 3		EE	01		\$7.60	\$0.00	\$7.60
333M59253	SABO JR, TIMOTHY S	GD 2T2P		EE	01		\$507.67	\$0.00	\$507.67
598M59880	SLEMP, CHAD B	BVV MO 3		EE/CH/	04		\$20.94	\$0.00	\$20.94
598M59880	SLEMP, CHAD B	GD 2T2P		EE/CH/	04		\$556.46	\$1,281.06	\$1,837.52
941M56888	STANLEY, MARSHA N	BVV MO 3		EE/SP	02		\$13.72	\$0.00	\$13.72
941M56888	STANLEY, MARSHA N	GD 2T2P		EE/SP	02		\$836.54	\$956.69	\$1,793.23
585M96604	WILSON, MELISSA D	BVV MO 3		EE/SP	02		\$13.72	\$0.00	\$13.72
585M96604	WILSON, MELISSA D	GD 2T2P		EE/SP	02		\$533.91	\$572.87	\$1,106.78
Membership Detail Subtotal							\$6,184.47	\$5,736.89	\$11,921.36

80% = ADD

*Rate Change Legend:

B=New Age Rate C=New Area Category D=New Age Rate & Area Category
 E=Next Bill Reflects New Age Rate F=New Area Category & Next Bill Reflects New Age Rate
 T=Tobacco Use Premium Adjustment

Anthem Health Plans of Virginia, Inc. trades as Anthem Blue Cross and Blue Shield in Virginia, and its service area is all of Virginia except for the City of Fairfax, the Town of Vienna, and the area east of State Route 123. Independent licensee of the Blue Cross and Blue Shield Association. @ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross and Blue Shield names and symbols are registered marks of the Blue Cross and Blue Shield Association.

ENCLOSURE

PREMIUM BILLING

PREMIUMS MUST BE RECEIVED WITHIN 31 DAYS OF DUE DATE OR COVERAGE WILL TERMINATE

Billing Period 11-01-2018 Thru 11-30-2018

PAYMENT DUE BY 11-01-2018

Changes not reflected on the current subscriber listing will be adjusted on the next billing.

PLEASE PAY AMOUNT BILLED

10-515-00

POSTED

000554/2-S 0-B 0

CASTLEWOOD WATER AND SEWAGE AUTHORITY
ATTN: DEBRA KIRK
PO BOX 655
CASTLEWOOD VA 24224-0655

GROUP NO. 000310629 - 00001111 - 0000 - 1 - 3

SUBSCRIBER ID NUMBER	LAST NAME	FIRST NAME	DENTAL RATE CODE	PREMIUM	EFFECTIVE DATE	BILLING CODE	TOTAL PREMIUM DUE
227907652	ERVIN	DANIEL	2	57.55	07-01-2015		57.55
224318150	FIELDS	JOSHUA	1	27.78	03-01-2010		27.78
230671097	FINCH	MCKINLEY	2	57.55	09-01-2018		57.55
231277186	HORTON	KEVIN	3	103.58	04-01-2015		103.58
223419966	MULLINS	CECIL	1	27.78	03-01-2010		27.78
226512759	MULLINS	JUSTIN	2	57.55	04-01-2016		57.55
300842372	ROSE	CHRISTINA	2	57.55	05-01-2017		57.55
225258613	SABO	TIMOTHY	1	27.78	02-01-2015		27.78
229317752	SLEMP	CHAD	3	103.58	08-01-2010		103.58
229213084	STANLEY	MARSHA	2	57.55	08-01-2016		57.55
230336990	WILSON	MELISSA	2	57.55	08-01-2018		57.55
DENTAL CURRENT				RATE CNT	AMOUNT		
			1	3	@ 27.78	=	83.34
			2	6	@ 57.55	=	345.30
			3	2	@ 103.58	=	207.16
TOTALS				11			635.80
TOTAL DUE							635.80
PRIOR MONTH DUE 10-01-2018							808.45
PRIOR MONTH DUE 09-01-2018							520.70
PRIOR MONTH(S) DUE							0.00
GRAND TOTAL							1,964.95

PREMIUM BILLING

PREMIUMS MUST BE RECEIVED WITHIN 31 DAYS OF DUE DATE OR COVERAGE WILL TERMINATE			
Billing Period	12-01-2018	Thru	12-31-2018
PAYMENT DUE BY		12-01-2018	
POSTED			
Changes not reflected on the current subscriber listing will be adjusted on the next billing			
PLEASE PAY AMOUNT BILLED			

10-515.00

Baltimore MD 21275-8722

58722
989-8000

000551/2--S-0--B 0

CASTLEWOOD WATER AND SEWAGE AUTHORITY
ATTN: MELISSA WILSON
PO BOX 655
CASTLEWOOD VA 24224-0655

GROUP NO. 000310629 - 00001111 - 0000 - 1 - 3

SUBSCRIBER ID NUMBER	LAST NAME	FIRST NAME	DENTAL RATE CODE	PREMIUM	EFFECTIVE DATE	BILLING CODE	TOTAL PREMIUM DUE
227907652	ERVIN	DANIEL	2	57.55	07-01-2015		57.55
224318150	FIELDS	JOSHUA	1	27.78	03-01-2010		27.78
230671097	FINCH	MCKINLEY	2	57.55	09-01-2018		57.55
231277186	HORTON	KEVIN	3	103.58	04-01-2015		103.58
23419966	MULLINS	CECIL	1	27.78	03-01-2010		27.78
26512759	MULLINS	JUSTIN	2	57.55	04-01-2016		57.55
200842372	ROSE	CHRISTINA	2	57.55	05-01-2017		57.55
25258613	SABO	TIMOTHY	1	27.78	02-01-2015		27.78
29317752	SLEMP	CHAD	3	103.58	08-01-2010		103.58
29213084	STANLEY	MARSHA	2	57.55	08-01-2016		57.55
230336990	WILSON	MELISSA	2	57.55	08-01-2018		57.55
DENTAL CURRENT				RATE CNT	%	AMOUNT	
		1		3	@	27.78	= 83.34
		2		6	@	57.55	= 345.30
		3		2	@	103.58	= 207.16
TOTALS				11			635.80
TOTAL DUE							635.80
PRIOR MONTH DUE 11-01-2018							635.80
PRIOR MONTH DUE 10-01-2018							808.45
PRIOR MONTH(S) DUE							520.70
GRAND TOTAL							2,600.75

18291\$
P.O. BOX 2946
COVINGTON, LA 70434

CASTLEWOOD WATER & SEWER
AUTHORITY
MARSHA STANLEY
P.O. BOX 655
CASTLEWOOD, VA 24224

INVOICE SUMMARY	
Invoice Date:	03/15/2018
Group Number:	NV03341
Account Number:	10001
Questions? 1-877-717-4455	
Monday through Friday 8AM to 8PM EST	

ACCOUNT NAME: CASTLEWOOD WATER & SEWER AUTH

EMPLOYEE NAME: BERVIN, DANIEL		ID NUMBER: 6100169545	CLASS 1		
		BASIC			
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	241	\$18.80		
SUBTOTAL			\$28.80		\$0.00
TOTAL PREMIUM:			\$28.80		

EMPLOYEE NAME: FEEDS, JOSHUA		ID NUMBER: 6100169536	CLASS 1		
		BASIC			
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	274	\$21.37		
SUBTOTAL			\$31.37		\$0.00
TOTAL PREMIUM:			\$31.37		

EMPLOYEE NAME: HORTON, MIKE		ID NUMBER: 6100169539	CLASS 1		
		BASIC			
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	270	\$21.06		
SUBTOTAL			\$31.06		\$0.00
TOTAL PREMIUM:			\$31.06		

EMPLOYEE NAME: MULLINS, GECIL		ID NUMBER: 6100169537	CLASS 1		
		BASIC			
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	248	\$19.34		
SUBTOTAL			\$29.34		\$0.00
TOTAL PREMIUM:			\$29.34		

EMPLOYEE NAME: MULLINS, JUSTIN		ID NUMBER: 6100223881	CLASS 1		
		BASIC			
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	252	\$19.66		
SUBTOTAL			\$29.66		\$0.00
TOTAL PREMIUM:			\$29.66		

EMPLOYEE NAME: SABO, TIMOTHY S		ID NUMBER: 6100169546	CLASS 1		
		BASIC			

34.00
20

20180117802
JFCG
067 00059



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CASTLEWOOD WATER & SEWER
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MARSHA STANLEY
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INVOICE SUMMARY	
Invoice Date:	04/15/2018
Group Number:	NV03341
Account Number:	10001
Questions? 1-877-717-4455	
Monday through Friday 8AM to 8PM EST	

ACCOUNT NAME: CASTLEWOOD WATER & SEWER AUTH

EMPLOYEE NAME: HERNIM, DANIEL M		ID NUMBER: 6100169545	CLASS 1		
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	241	\$18.80		
SUBTOTAL			\$28.80		\$0.00
TOTAL PREMIUM:			\$28.80		

EMPLOYEE NAME: FIELDS, ROSHVA		ID NUMBER: 6100169546	CLASS 1		
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	274	\$21.37		
SUBTOTAL			\$31.37		\$0.00
TOTAL PREMIUM:			\$31.37		

EMPLOYEE NAME: HORTON, MIKE		ID NUMBER: 6100169539	CLASS 1		
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	270	\$21.06		
SUBTOTAL			\$31.06		\$0.00
TOTAL PREMIUM:			\$31.06		

EMPLOYEE NAME: MULLINS, CECIL		ID NUMBER: 6100169537	CLASS 1		
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	248	\$19.34		
SUBTOTAL			\$29.34		\$0.00
TOTAL PREMIUM:			\$29.34		

EMPLOYEE NAME: MULLINS, JUSTIN		ID NUMBER: 6100223881	CLASS 1		
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	252	\$19.66		
SUBTOTAL			\$29.66		\$0.00
TOTAL PREMIUM:			\$29.66		

EMPLOYEE NAME: SABO, TIMOTHY S		ID NUMBER: 6100169546	CLASS 1		
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	252	\$19.66		
SUBTOTAL			\$29.66		\$0.00
TOTAL PREMIUM:			\$29.66		



INVOICE SUMMARY
 Invoice Date: 05/15/2018
 Group Number: NV03341
 Account Number: 10001
 Questions? 1-877-717-4455
 Monday through Friday 8AM to 8PM EST

LEWISWOOD WATER & SEWER AUTH

EMPLOYEE NAME: DANIEL, NO. ID NUMBER: 6100169576 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	241	\$18.80	
SUBTOTAL			\$28.80	\$0.00
TOTAL PREMIUM:			\$28.80	

EMPLOYEE NAME: HIELDS, JOSHUA ID NUMBER: 6100169536 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	274	\$21.37	
SUBTOTAL			\$31.37	\$0.00
TOTAL PREMIUM:			\$31.37	

EMPLOYEE NAME: HORTON, MIKE ID NUMBER: 6100169539 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	270	\$21.06	
SUBTOTAL			\$31.06	\$0.00
TOTAL PREMIUM:			\$31.06	

EMPLOYEE NAME: MULLINS, CECIL ID NUMBER: 6100169537 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	248	\$19.34	
SUBTOTAL			\$29.34	\$0.00
TOTAL PREMIUM:			\$29.34	

EMPLOYEE NAME: MULLINS, JUSTIN ID NUMBER: 6100223881 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	252	\$19.66	
SUBTOTAL			\$29.66	\$0.00
TOTAL PREMIUM:			\$29.66	

EMPLOYEE NAME: ROSE, CHRISTINA M. ID NUMBER: 6100223884 CLASS: 1

BASIC

\$183.46
\$18.00
\$72.00

20180619002
J4DC
1067 380059



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INVOICE SUMMARY	
Invoice Date:	06/15/2018
Group Number:	NV03341
Account Number:	10001
Questions? 1-877-717-4455	
Monday through Friday 8AM to 8PM EST	

ACCOUNT NAME: CASTLEWOOD WATER & SEWER AUTH

EMPLOYEE NAME: ERVIN, DANIEL M		ID NUMBER: 6100169545	CLASS 1		
-----BASIC-----					
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	241	\$18.80		
SUBTOTAL			\$28.80	\$0.00	
TOTAL PREMIUM:			\$28.80		

EMPLOYEE NAME: FIELDS, JOSHUA		ID NUMBER: 6100169536	CLASS 1		
-----BASIC-----					
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	274	\$21.37		
SUBTOTAL			\$31.37	\$0.00	
TOTAL PREMIUM:			\$31.37		

EMPLOYEE NAME: HORTON, MIKE		ID NUMBER: 6100169539	CLASS 1		
-----BASIC-----					
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	270	\$21.06		
SUBTOTAL			\$31.06	\$0.00	
TOTAL PREMIUM:			\$31.06		

EMPLOYEE NAME: MULLINS, CECIL		ID NUMBER: 6100169537	CLASS 1		
-----BASIC-----					
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	248	\$19.34		
SUBTOTAL			\$29.34	\$0.00	
TOTAL PREMIUM:			\$29.34		

EMPLOYEE NAME: MULLINS, JUSTIN		ID NUMBER: 6100223861	CLASS 1		
-----BASIC-----					
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	252	\$19.66		
SUBTOTAL			\$29.66	\$0.00	
TOTAL PREMIUM:			\$29.66		

EMPLOYEE NAME: ROSE, CHRISTINA M		ID NUMBER: 6100223861	CLASS 1		
-----BASIC-----					

PREMIUM
\$80.00
\$20.00
\$197.27

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INVOICE SUMMARY	
Invoice Date:	07/16/2018
Group Number:	NV03341
Account Number:	10001
Questions? 1-877-717-4455	
Monday through Friday 8AM to 8PM EST	

ACCOUNT NAME: CASTLEWOOD WATER & SEWER AUTH

EMPLOYEE NAME: BERVIN, DANIEL M ID NUMBER: 6100169546 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	241	\$18.80	
SUBTOTAL			\$28.80	\$0.00
TOTAL PREMIUM:			\$28.80	

EMPLOYEE NAME: HELDS, NOSHUA ID NUMBER: 6100169536 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	274	\$21.37	
SUBTOTAL			\$31.37	\$0.00
TOTAL PREMIUM:			\$31.37	

EMPLOYEE NAME: HENSLEY, FRANK G ID NUMBER: 6100247918 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	177	\$13.81	
SUBTOTAL			\$23.81	\$0.00
TOTAL PREMIUM:			\$23.81	

EMPLOYEE NAME: HORTON, MIKE ID NUMBER: 6100169539 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	270	\$21.06	
SUBTOTAL			\$31.06	\$0.00
TOTAL PREMIUM:			\$31.06	

EMPLOYEE NAME: MULLINS, CECIL ID NUMBER: 6100169537 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	248	\$19.34	
SUBTOTAL			\$29.34	\$0.00
TOTAL PREMIUM:			\$29.34	

EMPLOYEE NAME: MULLINS, JUSTIN ID NUMBER: 6100221801 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
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197.27
320.00
880.00

20180814002
JAC2
1067.300039

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INVOICE SUMMARY	
Invoice Date:	08/13/2018
Group Number:	NV03341
Account Number:	10001
Questions? 1-877-717-4455	
Monday through Friday 8AM to 8PM EST	

ACCOUNT NAME: CASTLEWOOD WATER & SEWER AUTH

EMPLOYEE NAME: TERVIN, DAIRIE M ID NUMBER: 6100169545 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	241	\$18.80	
SUBTOTAL			\$28.80	\$0.00
TOTAL PREMIUM:			\$28.80	

EMPLOYEE NAME: FIELDS, TOSHUA ID NUMBER: 6100169516 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	274	\$21.37	
SUBTOTAL			\$31.37	\$0.00
TOTAL PREMIUM:			\$31.37	

EMPLOYEE NAME: HENSLEY, FRANK G ID NUMBER: 6100247918 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	177	\$13.81	
SUBTOTAL			\$23.81	\$0.00
TOTAL PREMIUM:			\$23.81	

EMPLOYEE NAME: HORTON, MIKE ID NUMBER: 6100169539 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	270	\$21.06	
SUBTOTAL			\$31.06	\$0.00
TOTAL PREMIUM:			\$31.06	

EMPLOYEE NAME: MILLINS, CECIL ID NUMBER: 6100169537 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	248	\$19.34	
SUBTOTAL			\$29.34	\$0.00
TOTAL PREMIUM:			\$29.34	

EMPLOYEE NAME: MILLINS, JUSTIN ID NUMBER: 6100223881 CLASS: 1

BASIC

10.00
10.00
17.27

20180914B03
JEPB
1067 300039



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INVOICE SUMMARY	
Invoice Date:	09/13/2018
Group Number:	NV03341
Account Number:	10001
Questions? 1-877-717-4455	
Monday through Friday 8AM to 6PM EST	

ACCOUNT NAME: CASTLEWOOD WATER & SEWER AUTH

EMPLOYEE NAME: ERVIN, DANIEL M ID NUMBER: 6100169546 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	241	\$18.80	
SUBTOTAL			\$28.80	\$0.00
TOTAL PREMIUM:			\$28.80	

EMPLOYEE NAME: FIELDS, JOSHUA ID NUMBER: 6100169536 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	274	\$21.37	
SUBTOTAL			\$31.37	\$0.00
TOTAL PREMIUM:			\$31.37	

EMPLOYEE NAME: HENSLEY, FRANK G ID NUMBER: 6100247918 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	177	\$13.81	
SUBTOTAL			\$23.81	\$0.00
TOTAL PREMIUM:			\$23.81	

EMPLOYEE NAME: HORTON, MIKE ID NUMBER: 6100169539 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	270	\$21.06	
SUBTOTAL			\$31.06	\$0.00
TOTAL PREMIUM:			\$31.06	

EMPLOYEE NAME: MULLINS, CECIL ID NUMBER: 6100169537 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	248	\$19.34	
SUBTOTAL			\$29.34	\$0.00
TOTAL PREMIUM:			\$29.34	

EMPLOYEE NAME: MULLINS, JUSTIN ID NUMBER: 610025801 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
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INVOICE SUMMARY	
Invoice Date:	10/11/2018
Group Number:	NV03341
Account Number:	10001
Questions? 1-877-717-4455	
Monday through Friday 8AM to 8PM EST	

ACCOUNT NAME: CASTLEWOOD WATER & SEWER AUTH

EMPLOYEE NAME: DANIEL, JAMES ID NUMBER: 6100169576 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	241	\$18.80	
SUBTOTAL			\$28.80	\$0.00
TOTAL PREMIUM:			\$28.80	

EMPLOYEE NAME: FIELDS, JOSHUA ID NUMBER: 6100169536 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	274	\$21.37	
SUBTOTAL			\$31.37	\$0.00
TOTAL PREMIUM:			\$31.37	

EMPLOYEE NAME: HEASLEY, FRANK G ID NUMBER: 6100247918 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	177	\$13.81	
SUBTOTAL			\$23.81	\$0.00
TOTAL PREMIUM:			\$23.81	

EMPLOYEE NAME: HORTON, MIKE ID NUMBER: 6100169539 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	270	\$21.06	
SUBTOTAL			\$31.06	\$0.00
TOTAL PREMIUM:			\$31.06	

EMPLOYEE NAME: MULLINS, CECIL ID NUMBER: 6100169537 CLASS: 1

PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	248	\$19.34	
SUBTOTAL			\$29.34	\$0.00
TOTAL PREMIUM:			\$29.34	

EMPLOYEE NAME: MULLINS, JUSTIN ID NUMBER: 6100223807 CLASS: 1

BASIC

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INVOICE SUMMARY	
Invoice Date:	11/13/2018
Group Number:	NV03341
Account Number:	10001
Questions? 1-877-717-4455 Monday through Friday 9AM to 6PM EST	

ACCOUNT NAME: CASTLEWOOD WATER & SEWER AUTH

EMPLOYEE NAME: IRVIN, DANIEL M.		ID NUMBER: 6100168645	CLASS 1		
BASIC					
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	241	\$18.80		
SUBTOTAL			\$28.80	\$0.00	
TOTAL PREMIUM:			\$28.80		

EMPLOYEE NAME: FIELDS, JOSHUA		ID NUMBER: 6100169536	CLASS 1		
BASIC					
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	274	\$21.37		
SUBTOTAL			\$31.37	\$0.00	
TOTAL PREMIUM:			\$31.37		

EMPLOYEE NAME: HENSLEY, FRANK G.		ID NUMBER: 6100247918	CLASS 1		
BASIC					
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	177	\$13.81		
SUBTOTAL			\$23.81	\$0.00	
TOTAL PREMIUM:			\$23.81		

EMPLOYEE NAME: HORTON, MIKE		ID NUMBER: 6100169539	CLASS 1		
BASIC					
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	270	\$21.06		
SUBTOTAL			\$31.06	\$0.00	
TOTAL PREMIUM:			\$31.06		

EMPLOYEE NAME: MULLINS, CECIL		ID NUMBER: 6100169537	CLASS 1		
BASIC					
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ	
LIFE	E	50,000	\$8.00		
AD&D	E	50,000	\$2.00		
STD	E	248	\$19.34		
SUBTOTAL			\$29.34	\$0.00	
TOTAL PREMIUM:			\$29.34		

EMPLOYEE NAME: MULLINS, JUSTIN		ID NUMBER: 6100248851	CLASS 1		
BASIC					

12/13/2018
 \$20.00
 \$80.00

2018121304
 321C
 1167 300059

12/13/2018

121C [36,947] 2 of 2

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INVOICE SUMMARY	
Invoice Date:	12/13/2018
Group Number:	NV03341
Account Number:	10001
Questions? 1-877-717-4455	
Monday through Friday 8AM to 8PM EST	

ACCOUNT NAME: CASTLEWOOD WATER & SEWER AUTH

EMPLOYEE NAME: TERNI, DANIEL M		ID NUMBER: 6100169575	CLASS 1	
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	241	\$18.80	
SUBTOTAL			\$28.80	
TOTAL PREMIUM:			\$28.80	\$0.00

EMPLOYEE NAME: FIELDS, JOSHUA		ID NUMBER: 6100169536	CLASS 1	
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	274	\$21.37	
SUBTOTAL			\$31.37	
TOTAL PREMIUM:			\$31.37	\$0.00

EMPLOYEE NAME: HENSLEY, FRANK G		ID NUMBER: 6100247916	CLASS 1	
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	177	\$13.81	
SUBTOTAL			\$23.81	
TOTAL PREMIUM:			\$23.81	\$0.00

EMPLOYEE NAME: HORTON, MIKE		ID NUMBER: 6100169539	CLASS 1	
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	270	\$21.06	
SUBTOTAL			\$31.06	
TOTAL PREMIUM:			\$31.06	\$0.00

EMPLOYEE NAME: MULLINS, CECIL		ID NUMBER: 6100169537	CLASS 1	
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	248	\$19.34	
SUBTOTAL			\$29.34	
TOTAL PREMIUM:			\$29.34	\$0.00

EMPLOYEE NAME: MULLINS, JUSTIN		ID NUMBER: 6100248061	CLASS 1	
PRODUCT	COV WVR	BENEFIT/MCP	PREMIUM	ADJ
LIFE	E	50,000	\$8.00	
AD&D	E	50,000	\$2.00	
STD	E	248	\$19.34	
SUBTOTAL			\$29.34	
TOTAL PREMIUM:			\$29.34	\$0.00

Account Ending in 9754

TRANSACTIONS (cont.)

Trans Date	Trans Time	Trans ID	Location/Description	Quantity	Msg Code	Prod Code	Disc %	Amount	Disc Amount
2/14	10:35	0491225	Shell 10071635006 SAINT PAUL VA 24.696 GAL DIESEL	24.696	1	DSL		\$76.51	
2/18	10:20	0505610	Shell 10071635006 SAINT PAUL VA 24.530 GAL DIESEL	24.530	1	DSL		\$76.02	\$10.92
12/22	11:02	0520569	Shell 10071635006 SAINT PAUL VA 25.175 GAL DIESEL	25.175	1	DSL		\$78.02	\$78.02
12/24	14:21	0528018	Shell 10071635006 SAINT PAUL VA 20.000 GAL DIESEL	20.000	1	DSL		\$62.00	\$62.00
11/04	12:35	0567081	Shell 10071635006 SAINT PAUL VA 22.536 GAL DIESEL	22.536	1	DSL		\$66.01	\$66.01
CARD NUMBER 0010 TOTAL				142.805				\$63.57	\$438.70
CARD NUMBER 0012									
12/06	07:24	0462598	Shell 10071635006 SAINT PAUL VA 14.021 GAL UNLEADED	14.021	8	UNL		\$32.25	\$32.25
12/07	08:43	0466714	Shell 10071635006 SAINT PAUL VA 12.882 GAL UNLEADED	12.882	8	UNL		\$29.50	\$29.50
12/10	10:35	0052712	Shell 10071645005 CASTLEWOOD VA 10.480 GAL UNLEADED	10.480	8	UNL		\$24.00	\$24.00
12/11	10:13	0480566	Shell 10071635006 SAINT PAUL VA 11.140 GAL UNLEADED	11.140	8	UNL		\$25.50	\$25.50
12/13	08:05	0487561	Shell 10071635006 SAINT PAUL VA 16.164 GAL UNLEADED	16.164	8	UNL		\$37.00	\$37.00
12/17	14:43	0503193	Shell 10071635006 SAINT PAUL VA 12.013 GAL UNLEADED	12.013	8	UNL		\$27.50	\$27.50
12/19	06:31	0508591	Shell 10071635006 SAINT PAUL VA 13.895 GAL UNLEADED	13.895	8	UNL		\$31.25	\$31.25
CARD NUMBER 0012 TOTAL				90.595				\$31.31	\$207.00
CARD NUMBER 0017									
12/06	10:12	0463059	Shell 10071635006 SAINT PAUL VA 35.818 GAL DIESEL	35.818	1	DSL		\$111.00	\$111.00
CARD NUMBER 0017 TOTAL				35.818				\$15.94	\$111.00
GRAND TOTAL				886.247				\$350.63	\$2,363.22

Message Codes: 1 - Electronic Sale with Authorization 4 - Electronic Sale without Authorization 8 - Electronic Sale at Pump
 2 - Keyed Sale with Authorization 5 - Keyed Sale without Authorization 9 - Manual Sale

YEAR-TO-DATE SUMMARY	
Total Gallons Purchased this Statement	886.247
Total Gallons Purchased in 2019	886.247

TAX EXEMPTION SUMMARY	
Description	Amount
VIRGINIA STATE MOTOR FUEL TAX	
446.1 GALLONS DIESEL FUEL	-\$90.15
440.0 GALLONS GASOLINE	-\$71.51
FEDERAL EXCISE TAX	
446.1 GALLONS DIESEL FUEL	-\$108.43
440.0 GALLONS GASOLINE	-\$80.54

Location/Description

Quantity

Prod Code

Prod Code

Exempt

Percent of Dollar

Trans ID	Location/Description	Quantity	Prod Code	Prod Code	Exempt
0354993	Shell 10071635006 SAINT PAUL VA 25.501 GAL DIESEL	25.501	1	DSL	\$79.03
0369744	Shell 10071635006 SAINT PAUL VA 22.910 GAL DIESEL	22.910	1	DSL	\$71.00
0389901	Shell 10071635006 SAINT PAUL VA 24.530 GAL DIESEL	24.530	1	DSL	\$76.02
0395046	Shell 10071635006 SAINT PAUL VA 22.600 GAL DIESEL	22.600	1	DSL	\$70.04
0408633	Shell 10071635006 SAINT PAUL VA 24.211 GAL DIESEL	24.211	1	DSL	\$75.03
0426395	Shell 10071635006 SAINT PAUL VA 23.880 GAL DIESEL	23.880	1	DSL	\$74.03
0440115	Shell 10071635006 SAINT PAUL VA 25.814 GAL DIESEL	25.814	1	DSL	\$80.00
CARD NUMBER 0010 TOTAL		169.446			\$75.40

Trans ID	Location/Description	Quantity	Prod Code	Prod Code	Exempt
0352476	Shell 10071635006 SAINT PAUL VA 13.461 GAL UNLEADED	13.461	8	UNL	\$4.65
0764944	Shell 10071645005 CASTLEWOOD VA 15.775 GAL UNLEADED	15.775	8	UNL	\$5.45
0365619	Shell 10071635006 SAINT PAUL VA 13.851 GAL UNLEADED	13.851	8	UNL	\$4.78
0371856	Shell 10071635006 SAINT PAUL VA 18.366 GAL UNLEADED	18.366	8	UNL	\$6.34
0383349	Shell 10071635006 SAINT PAUL VA 17.131 GAL UNLEADED	17.131	8	UNL	\$5.91
0867572	Shell 10060551008 LEBANON VA 17.400 GAL UNLEADED	17.400	8	UNL	\$6.01
0400242	Shell 10071635006 SAINT PAUL VA 14.800 GAL UNLEADED	14.800	8	UNL	\$5.12
0425173	Shell 10071635006 SAINT PAUL VA 11.992 GAL UNLEADED	11.992	8	UNL	\$4.14
0431817	Shell 10071635006 SAINT PAUL VA 17.111 GAL UNLEADED	17.111	8	UNL	\$5.91
0455246	Shell 10071635006 SAINT PAUL VA 16.200 GAL UNLEADED	16.200	8	UNL	\$5.59
CARD NUMBER 0012 TOTAL		156.087			\$53.90

GRAND TOTAL

944.521

\$360.21

\$2,556.55

Message Codes: 1 - Electronic Sale with Authorization 4 - Electronic Sale without Authorization 8 - Electronic Sale at Pump
2 - Keyed Sale with Authorization 5 - Keyed Sale without Authorization 9 - Manual Sale

YEAR-TO-DATE SUMMARY	
Total Gallons Purchased this Statement	944.521
Total Gallons Purchased in 2018	13,015.774

TAX EXEMPTION SUMMARY	
Description	Amount
VIRGINIA STATE MOTOR FUEL TAX	
603.7 GALLONS GASOLINE	-\$98.10
340.8 GALLONS DIESEL FUEL	-\$68.86
FEDERAL EXCISE TAX	
603.7 GALLONS GASOLINE	-\$110.44
340.8 GALLONS DIESEL FUEL	-\$82.81

525¹³
438¹⁰
963⁸⁵



a PPL company

Mailed 12/14/18 for Account # 3000-3143-7217

AMOUNT DUE
\$25.03

DUE DATE
1/10/19

BILLING SUMMARY

Previous Balance	3.81
Payment(s) Received	-3.81
Balance as of 12/13/18	\$0.00
Current Electric Charges	25.03
Total Current Charges as of 12/13/18	\$25.03
Total Amount Due	\$25.03

Account Name: CASTLEWOOD WATER
Service Address: Pre Big B Dr Lift Sta
CASTLEWOOD VA

Online Payments: lge-ku.com
Telephone Payments: (800) 383-5582, press 2-2-3
24 hours a day; \$2.00 fee
Customer Service: (800) 383-5582
M-F, 8am-6pm ET
Walk-in Center: 1000 Park Avenue, NW
Norton, VA 24273
M-F, 9am-5pm ET

Next read will occur 1/10/19 - 1/14/19 (Meter Read Portion 07)

30-420-28

POSTED

MONTHLY USAGE

ELECTRIC (kWh)

CURRENT BILLING PERIOD

BILLING PERIOD AT-A-GLANCE

	THIS YEAR	LAST YEAR
Average Temperature	40°	44°
Number of Days Billed	34	30
Avg. Electric Charges per Day	\$0.74	\$0.27
Avg. Electric Usage per Day (kWh)	0.00	0.00

		DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
		2017	2018											
AVERAGE	▲	44°	33°	35°	51°	48°	58°	72°	76°	75°	75°	73°	53°	40°
	▼	0.27	0.24	0.29	0.26	0.28	0.26	0.27	0.27	0.26	0.89	0.78	0.93	0.74



Mailed 12/11/18 for Account # 3000-3043-4736

AMOUNT DUE
\$101.52

DUE DATE
1/8/19

Account Name:
Service Address:

CASTLEWOOD WATER
15 Banners Corner Rd Lift Statn
CASTLEWOOD VA

Online Payments:
Telephone Payments:

lge-ku.com
(800) 383-5582, press 2-2-3
24 hours a day; \$2.00 fee
(800) 383-5582

Customer Service:

M-F, 8am-6pm ET
1000 Park Avenue, NW
Norton, VA 24273
M-F, 9am-5pm ET

Walk-in Center:

Next read will occur 1/9/19 - 1/11/19 (Meter Read Portion 06)

30-420-28

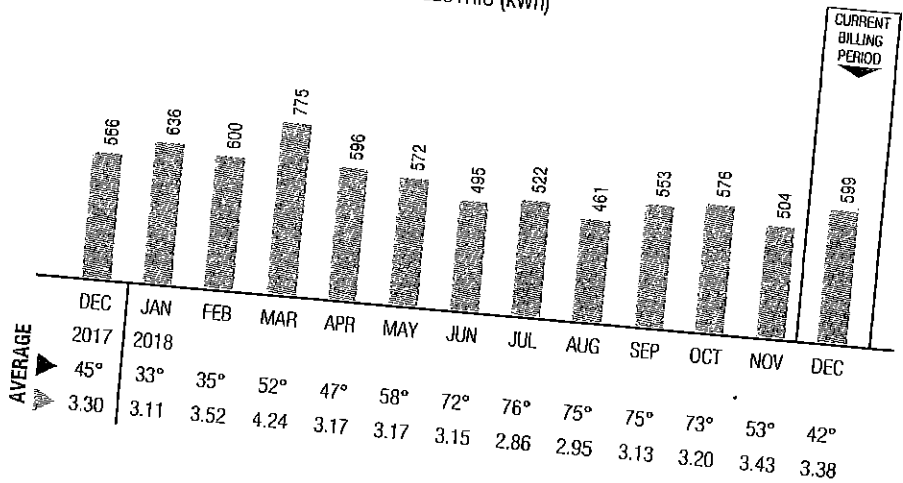
BILLING SUMMARY

Balance	92.55
Payments Received	-92.55
Balance as of 12/10/18	\$0.00
Current Electric Charges	101.52
Total Current Charges as of 12/10/18	\$101.52
Total Amount Due	\$101.52

POSTED

MONTHLY USAGE

ELECTRIC (kWh)



BILLING PERIOD AT-A-GLANCE

	THIS YEAR	LAST YEAR
Average Temperature	42°	45°
Number of Days Billed	30	30
Average Electric Charges per Day	\$3.38	\$3.30
Average Electric Usage per Day (kWh)	19.97	18.87



June # 3000

Mailed 1/10/19 for Account # 3000-3043-4736



AMOUNT DUE: \$104.06
 DUE DATE: 2/6/19

BILLING SUMMARY

Previous Balance	101.52
Payment(s) Received	-101.52
Balance as of 1/9/19	\$0.00
Current Electric Charges	104.06
Total Current Charges as of 1/9/19	\$104.06
Total Amount Due	\$104.06

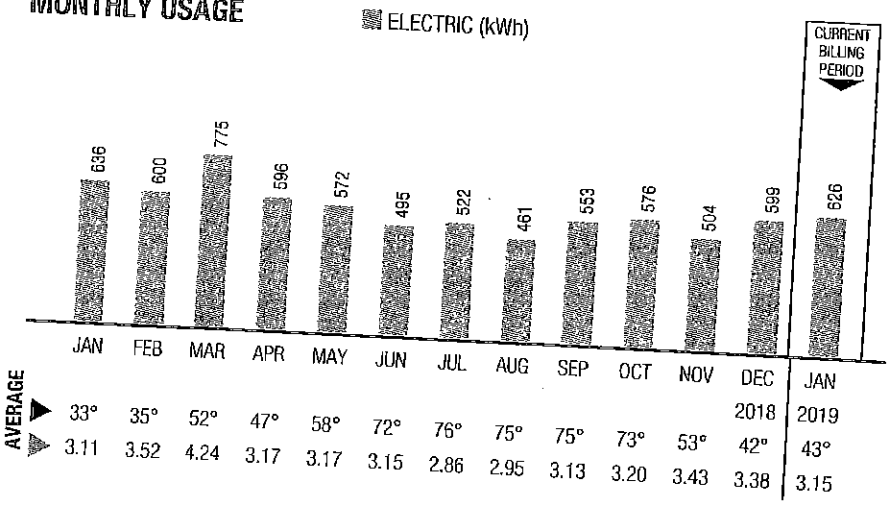
Account Name: CASTLEWOOD WATER
Service Address: 15 Banners Corner Rd Lift Statn
 CASTLEWOOD VA

Online Payments: lge-ku.com
Telephone Payments: (800) 383-5582, press 2-2-3
 24 hours a day; \$2.00 fee
 (800) 383-5582
Customer Service: M-F, 8am-6pm ET
 1000 Park Avenue, NW
 Norton, VA 24273
 M-F, 9am-5pm ET

Next read will occur 2/7/19 - 2/11/19 (Meter Read Portion 06)

30-420-28

MONTHLY USAGE



BILLING PERIOD AT-A-GLANCE

	THIS YEAR	LAST YEAR
Average Temperature	43°	33°
Number of Days Billed	33	34
Avg. Electric Charges per Day	\$3.15	\$3.11
Avg. Electric Usage per Day (kWh)	18.97	18.71

AVERAGE

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
2018	33°	35°	52°	47°	58°	72°	76°	75°	75°	73°	53°	42°	43°
2019	3.11	3.52	4.24	3.17	3.17	3.15	2.86	2.95	3.13	3.20	3.43	3.38	3.15

01/10/2019	4736-0119/Invoice - 4736-0119	\$104.06
01/11/2019	6421-0111/Invoice - 6421-0111	\$30.00
01/11/2019	5767-0119/Invoice - 5767-0119	\$58.59
01/11/2019	7217-0119/Invoice - 7217-0119	\$25.03
01/11/2019	9807-0119/Invoice - 9807-0119	\$158.22

CTDLM102 Check: 119487 USE WITH \$1000 ENVELOPE

SOUTHERN SOFTWARE INC (910) 695-0005 01/15/2019

Total Amt: PRINTED IN U.S.A. \$410.33

800-3059



a PPL company

BILLING SUMMARY

Previous Balance	25.03
Payment(s) Received	-25.03
Balance as of 1/10/19	\$0.00
Current Electric Charges	25.03
Total Current Charges as of 1/10/19	\$25.03
Total Amount Due	\$25.03

Mailed 1/11/19 for Account # 3000-3143-7217

AMOUNT DUE
\$25.03

DUE DATE
2/7/19

Account Name: CASTLEWOOD WATER
Service Address: Pre Big B Dr Lift Sta
CASTLEWOOD VA

Online Payments: lge-ku.com
Telephone Payments: (800) 383-5582, press 2-2-3
24 hours a day; \$2.00 fee
Customer Service: (800) 383-5582
M-F, 8am-6pm ET
Walk-in Center: 1000 Park Avenue, NW
Norton, VA 24273
M-F, 9am-5pm ET

Next read will occur 2/8/19 - 2/12/19 (Meter Read Portion 07)

30-420-28

MONTHLY USAGE

ELECTRIC (kWh)

POSTED

CURRENT BILLING PERIOD

BILLING PERIOD AT-A-GLANCE

	THIS YEAR	LAST YEAR
Average Temperature	45°	33°
Number of Days Billed	29	34
<input checked="" type="checkbox"/> Avg. Electric Charges per Day	\$0.86	\$0.24
Avg. Electric Usage per Day (kWh)	0.00	0.00

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
AVERAGE ▶	33°	35°	51°	48°	58°	72°	76°	75°	75°	73°	53°	40°	45°
▼	0.24	0.29	0.26	0.28	0.26	0.27	0.27	0.26	0.89	0.78	0.93	0.74	0.86

01/10/2019	4736-0119/Invoice - 4736-0119	\$34.43
01/11/2019	6421-0111/Invoice - 6421-0111	\$104.06
01/11/2019	5767-0119/Invoice - 5767-0119	\$30.00
01/11/2019	7217-0119/Invoice - 7217-0119	\$58.59
01/11/2019	9807-0119/Invoice - 9807-0119	\$25.03
		\$158.22



30-480-28

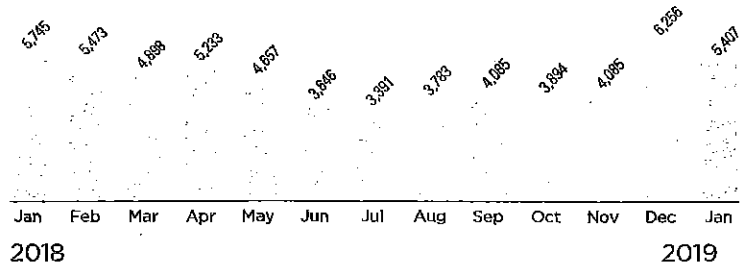
11114-1-25161
0200114 02 AV 0.37
SERVICE ADDRESS: CASTLEWOOD WATER & SEWAGE AUTH, BUNCHTOWN RD, MAIN LINE PUMP, DANTE, VA 24237

CASTLEWOOD WATER & SEWAGE AUTH
PO BOX 655
CASTLEWOOD, VA 24224-0655

Notes from APCO:

Make this bill the last one sent in the mail! Go paperless and get email alerts when your bill is ready. Sign up at AEPpaperless.com!

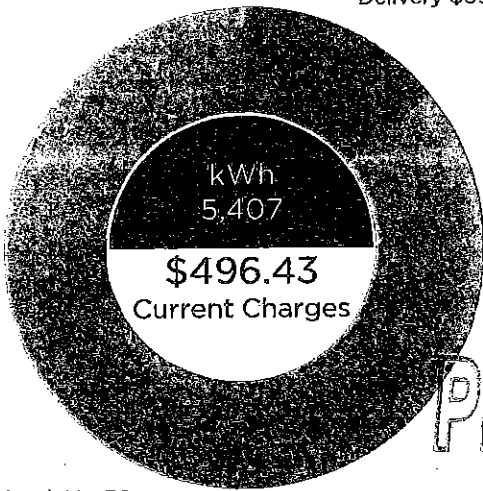
Usage History (kWh):



Current bill summary:

Billing from 12/07/18 - 01/08/19 (33 days)

Delivery \$69.87



Methods of Payment

- appalachianpower.com
- PO Box 371496
Pittsburgh, PA 15250-7496
- 1-800-611-0964 (fee may apply)

Need to get in touch?

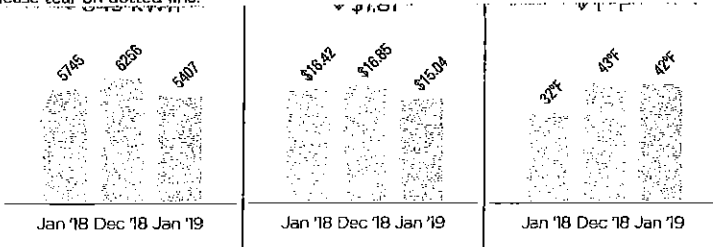
Customer Operations Center: 1-800-956-4237
Outages: appalachianpower.com/outages
or 1-800-956-4237



Electric Service \$426.56

Please tear on dotted line.

Turn over for important information!



Total usage for the past 12 months: 55,146 kWh

Average (Avg.) monthly usage: 4,596 kWh

Meter Read Details:

Meter #428780938					
Previous	Type	Current	Type	Metered	Usage
94008	Actual	99415	Actual	5407	5,407 kWh
-	-	18.600	Actual	18.6	18.6 kW
Service Period 12/06 - 01/08				Multiplier 1	
Next scheduled read date should be between Feb 6 and Feb 11.					

30-400-28

Amount due on or before January 30, 2019 **\$130.12**
 Bill mailing date is Jan 9, 2019
 Account #025-345-647-0-9

CASTLEWOOD WATER & SEWAGE AUTH, WEST DANTE, DANTE, VA 24237

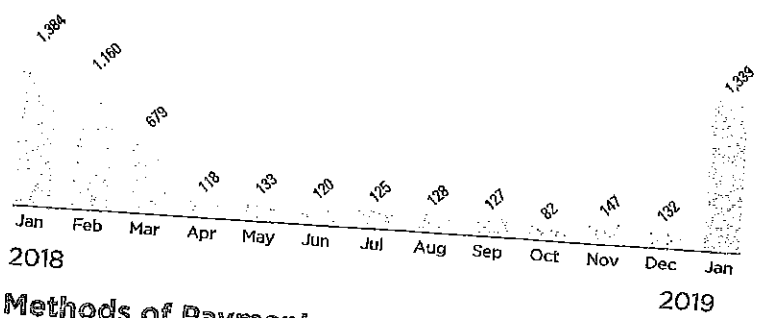
CY 07

ASTLEWOOD WATER & SEWAGE AUTH
 BOX 655
 ASTLEWOOD, VA 24224-0655

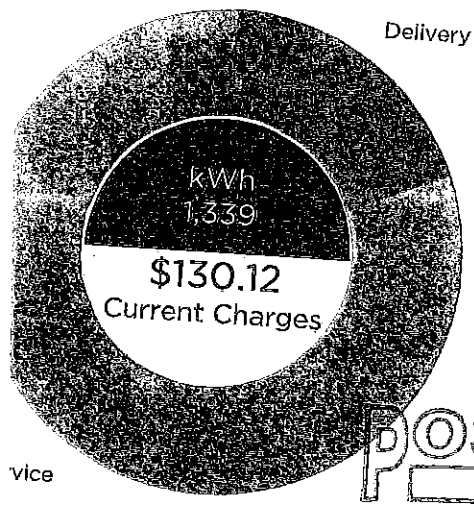
Notes from APCO:

Make this bill the last one sent in the mail! Go paperless and get email alerts when your bill is ready. Sign up at AEPpaperless.com

Usage History (kWh):



urrent bill summary:
 ng from 12/07/18 - 01/08/19 (33 days)



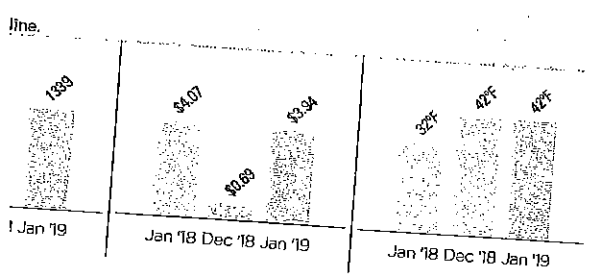
Methods of Payment

- appalachianpower.com
- PO Box 371496
Pittsburgh, PA 15250-7496
- 1-800-611-0964 (fee may apply)

Need to get in touch?

Customer Operations Center: 1-800-956-4237
 Outages: appalachianpower.com/outages
 or 1-800-956-4237

POSTED



For the past 12 months: 4,335 kWh
 Monthly usage: 361 kWh

Details:

3545				
Account	Current	Type	Metered	Usage
29510	Actual		1339	1,339 kWh
/06 - 01/08				Multiplier 1
Read date should be between Feb 6 and Feb 11				

APCO:

Security features: D

78

Turn over for important information!

7153247800



Amount due on or before **\$72.48**
January 30, 2019

Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

Bill mailing date is Jan 9, 2019
Account #027-103-647-0-0

30-470-28

SERVICE ADDRESS: CASTLEWOOD WATER & SEWAGE AUTH, LOWER STREET HOLW, PUMP, DANTE, VA 24237
11114-2 25165

CY 07

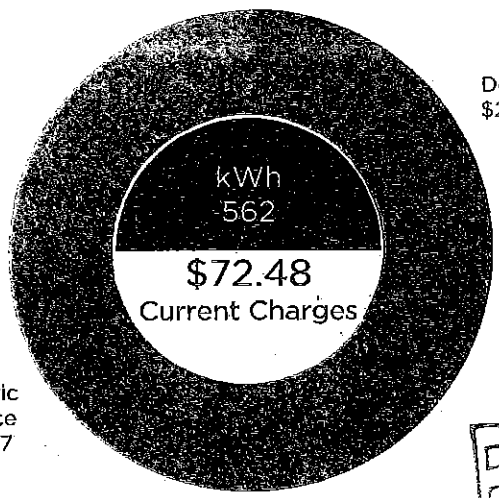
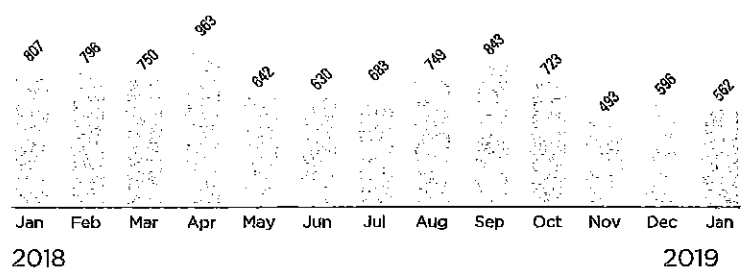
CASTLEWOOD WATER & SEWAGE AUTH
PO BX 655
CASTLEWOOD, VA 24224-0655

Notes from APCO:

Make this bill the last one sent in the mail! Go paperless and get email alerts when your bill is ready. Sign up at AEPpaperless.com!

Current bill summary:
Billing from 12/07/18 - 01/08/19 (33 days)

Usage History (kWh):



Electric Service \$48.07

Methods of Payment

- appalachianpower.com
- PO Box 371496
Pittsburgh, PA 15250-7496
- 1-800-611-0964 (fee may apply)

Need to get in touch?

Customer Operations Center: 1-800-956-4237
Outages: appalachianpower.com/outages
or 1-800-956-4237

POSTED

Turn over for important information!

Fuel Factor @ 0.02	
Transmission Services	.42
Distribution Services	8.59
Current Balance Due	\$ 12.31
Total Balance Due	\$ 72.48
Pay \$73.56 after 01/30/2019	

A/P Check Listing

Vendor Range - JOHNNY HICKS' - 'JOHNNY HICKS

Date From - 12/13/2018 Date To - 1/31/2019

Castlewood Water and Sewer

01/18/2019 10:14 AM

Page: 1 of 1

Check Number	Bank	Vendor	Date	Amount
119250	1	JOHNNY HICKS	01/07/2019	\$700.00
119427	1	JOHNNY HICKS	12/27/2018	\$700.00
119503	1	JOHNNY HICKS	01/17/2019	\$700.00
3		Checks Totaling -		\$2,100.00

Totals By Fund

	Checks	Voids	Total
30	\$2,100.00		\$2,100.00
Totals:	\$2,100.00		\$2,100.00



Boggs Municipal Services, Inc.
 P.O. Box 3466
 8905 Santa Ana Road
 Wise, VA 24293
 Ph: (276) 328-5114
 Fax: (276) 328-5115

Invoice

Invoice No	12971
Date	12/19/2018
P.O. Number	
Due Date	1/28/2019

Bill To:

Castlewood Water & Sewage Authority
 Attn: Accts. Payable Dept.
 P.O. Box 655
 Castlewood, VA 24224

Project Name/Ship To:

Wastewater Treatment Plant UV Lights
 and Straight Hollow Troubleshoot

KEYED

Quantity	Item Code	Description	Price Each	Amount
	Repair Labor	12-19-18 Service Call to troubleshoot Dante Wastewater Treatment Plant UV lights. Wire burnt loose on trough. Repaired. Straight Hollow Lift Station pump kicking breaker. Staff will pull. 30-606-17	475.00	475.00

Thank you for your business! We look forward to serving you again.

If you prefer to receive Invoices electronically, please contact us at (276) 328-5114.

30 Day Past Due Accounts are subject to 1.5% Finance Charge

Subtotal	\$475.00
Sales Tax (0.0%)	\$0.00
Payments/Credits	\$0.00
Total Balance Due	\$475.00

084

No. _____

Name DAN ERVIN

Period _____

Hours _____ Rate _____ Amount _____

WATER & SEWAGE AUTHORITY
P.O. BOX 655
ASTLEWOOD, VA 24224
(276) 762-5411

		Daily		Total	
IN	OUT	RH	OT	RH	OT
7:00 AM	5:00 PM			6:30 PM	
7:00 AM	5:00 PM				
7:00 AM	2:00 PM				
7:00 AM	5:00 PM				
7:00 AM	5:00 PM				
7:00 AM	5:00 PM				
7:00 AM	5:00 PM				
7:00 AM	10:30 PM				

	TOTAL HRS
PUMP STA.	1 HR 30 MIN
e	5 HR 30 MIN

Employee Signature _____



Employee Signature _____

Date _____

Supervisor's Signature _____

Date _____

CASTLEWOOD WATER & SEWAGE AUTHORITY
P.O. BOX 855
CASTLEWOOD, VA 24224
(276) 762-5411

EMPLOYEE: Dan Geym

DATE		TOTAL HRS
12-10	ST. HOLLOW PUMP STA.	1 HR 30 min
12-20	KNOXVILLE	5 HR 30 min

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

092

No. _____
 Name Chad Slomp
 Period _____
 Hours _____ Rate _____ Amount _____

CASTLEWOOD WATER AND SEWAGE AUTHORITY

PO BOX 655

CASTLEWOOD, VIRGINIA 24224

276-762-5411
Ad Slomp

SEWER
 WATER

	Daily				Total
	IN	OUT	RH	OT	
11:00	5:00	1 ea k	Holiday work		
4:00	6:00	Sargent, H	Holiday work		
7:00	3:00				
7:00	4:00				
7:00	5:30	SEWER plant			
9:00	5:30	water sewer			
8:00	4:00	SEWER water sewer			
8:00	4:00	5:00 - 7:00 water sewer			
8:30	5:30	water sewer			
7:00	5:30	water sewer			
6:30	5:30	water sewer			
1/4	6:30-9:30	water sewer			
1/5	8:00	5:30 water sewer			
1/6	9:00	5:30 water sewer			

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OVERTIME	TIME OUT	TOTAL HOURS	
		HOURS	MINUTES
	5:50	6	
	6:00	2	
	4:00	1	
	5:30	1	30
	5:30	8	30
	4:00	8	
	7:00	2	
	5:30	12	30
	5:30	10	
	5:30	10	30
	5:20	15	
	9:30	15	
	5:30	9	30
	5:30	8	30
ATURE	CHL 3P		
INATURE	<i>[Signature]</i>		

80 Regular

Employee Signature



ACROPRINT TIME RECORDER RALEIGH, N.C. 27618

Earnings History Report

CASTLEWOOD

Reporting Period: 12/13/2018 To 1/18/2019

Trans Date	Check #	Tax Fringe	Tot Hrs	Reg HRS	OT HRS	VAC	Sick	HOL	COMP	PERS
Reg Earn	OT Earn	SOC SEC	Medicare	Fed WH	State WH	Retire WH	Net Pay		Gross Pay	
58 JOSHUA LEE FIELDS										
12/26/2018	269	\$0.00	103.5	79	13	0	0	0	0	11.5
\$1,291.44	\$278.27	\$94.46	\$22.09	\$151.00	\$68.00	\$0.00	\$1,097.30		\$1,569.71	
Federal Gross		State Gross		Medicare Gross		Social Gross		Retirement		
\$1,461.72		\$1,461.72		\$1,523.56		\$1,523.56		\$0.00		

Deductions:

BC/BS	\$43.37
DENTAL	\$2.78
AFLAC DIS	\$28.87
VRS	\$61.84

01/07/2019	280	\$0.00	56	37	0	0	0	16	0	3
\$799.12	\$0.00	\$46.68	\$10.92	\$57.94	\$24.00	\$0.00	\$522.72		\$799.12	
Federal Gross		State Gross		Medicare Gross		Social Gross		Retirement		
\$691.13		\$691.13		\$752.97		\$752.97		\$0.00		

Deductions:

BC/BS	\$43.37
DENTAL	\$2.78
AFLAC DIS	\$28.87
VRS	\$61.84

Summary:		58	JOSHUA LEE FIELDS				
Soc Sec WH:	\$141.14	Tax Fringe:	\$0.00	SocSecGross:	\$2,276.53	Vac Hrs:	0.00
Medicare WH:	\$33.01	Regular Earnings:	\$2,090.56	Med Gross:	\$2,276.53	Sick Hrs:	0.00
Federal WH:	\$208.94	OT Earnings:	\$278.27	Fed Gross:	\$2,152.85	Hol Hrs:	16.00
State WH:	\$92.00	Net Pay:	\$1,620.02	State Gross:	\$2,152.85	Comp Hrs:	0.00
Retire WH:	\$0.00	Additional Earn:	\$0.00	Retire Gross:	\$0.00	Pers Hrs:	14.50
				Gross Pay:	\$2,368.83	Reg Hrs:	116.00
						OT Hrs:	13.00
						Tot Hrs:	159.50

Deduction Description	Amount
AFLAC DIS	\$57.74
BC/BS	\$86.74
DENTAL	\$5.56
VRS	\$123.68

Earnings History Report

CASTLEWOOD

Reporting Period: 12/13/2018 To 1/18/2019

Report Summary:

Soc Sec WH:	\$141.14	Tax Fringe:	\$0.00	SocSecGross:	\$2,276.53	Vac Hrs:	0.00
Medicare WH:	\$33.01	Regular Earnings:	\$2,090.56	Med Gross:	\$2,276.53	Sick Hrs:	0.00
Federal WH:	\$208.94	OT Earnings:	\$278.27	Fed Gross:	\$2,152.85	Hol Hrs:	16.00
State WH:	\$92.00	Net Pay:	\$1,620.02	State Gross:	\$2,152.85	Comp Hrs:	0.00
Retire WH:	\$0.00	Additional Earn:	\$0.00	Retire Gross:	\$0.00	Pers Hrs:	14.50
				Gross Pay:	\$2,368.83	Reg Hrs:	116.00
						OT Hrs:	13.00
						Tot Hrs:	159.50

Deduction Description	Amount
AFLAC DIS	\$57.74
BC/BS	\$86.74
DENTAL	\$5.56
VRS	\$123.68

Handwritten:
 Gross: 2368.83
 Tax: (475.09)
 (150.04)

 1743.70

086

No. _____

Name JOSH FIELDS

Period _____

Hours _____ Rate _____ Amount _____

		Daily		Total		
IN	OUT	RH	OT	RH	OT	
9:30	5:00	PERSONAL TIME				M 7.5
7:00	3:00					T
7:00	11:00	PERSONAL TIME				4W
7:00	3:00					T
7:00	4:00					F
9:00	2:00					S
7:00	4:00					S
7:00	4:00					M
7:00	3:00					T
7:00	3:00					W
7:00	3:00					T
7:00	3:00					F
10:00	4:00					S
10:00	4:00					S

Employee Signature _____



ES1010 © copyright 2004

ACROPRINT TIME RECORDER RALEIGH, N.C. 27616

DATE	TIME IN	EXPLANATION OF OVERTIME	TIME OUT	TOTAL HOURS	MINUTES
12-15	8:00	RAN PLANT SEWER	3:00	5	0
12-16	7:00	RAN SEWER PLANT	4:00	9	0
12-22	10:00	RAN PLANT DUE TO HIGH FLOW	4:00	6	0
12-23	11:00	RAN PLANT S	4:00	6	0

Employee: JOSH FIELDS
SEWER

CASTLEWOOD WATER AND SEWAGE AUTHORITY
PO BOX 655
CASTLEWOOD, VIRGINIA 24224
276-762-5411

RUSSELL COUNTY PLANNING COMMISSION

TELEPHONE: (276) 889-8000

AGENDA

February 18, 2019

- I. Call to Order – Chairman Meadows
- II. Invocation
- III. Pledge of Allegiance
- IV. Approval of December 17, 2018 Agenda
- V. Approval of January 21, 2019 Agenda
- VI. Minutes of December 17, 2018
- VII. Minutes of January 21, 2019
- VIII. New Business
- IX. Review of Plats
- X. Other Business
- XI. Adjourn

Russell County Planning Commission

January 21, 2019

The Russell County Planning Commission met on Monday, January 21, 2019 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

Dustin Keith

John Mason

Chairman Kirby Meadows

Vice Chair Andy Smith

Roger Sword

Wayne Young

Members Absent

Mark A. Mitchell (excused)

Others Present

Crystal White

Dave Leonard

Jeff Buchanan, VDOT

Chairman Meadows called the meeting to order at 6:30 p. m.

Invocation and Pledge of Allegiance given.

No Agenda for January 21, 2019 available.

No Minutes from December 17, 2018 meeting available.

New Business

Dave Leonard and Jeff Buchanan, VDOT discussed land division at property in Hansonville. VDOT provided letter that stated VDOT would approve road and proposed cul-de-sac provided that there were 3 occupied dwellings and the 50' right of way was graveled and the traffic count was less than 50 a day. Motion made by Dustin Keith, seconded by Andy Smith to approve split under 6 acre exemption with a few modifications. Motion approved.

Crystal White provided Real Estate Disclosure Forms to be completed by February 1, 2019.

Previously approved divisions were reviewed by Commission.

Review of Plats

Reviewed 12/18/2018 – 01/21/2019 transactions.

Other Business

Meeting adjourned. Motion by Charlie Edmonds, seconded by Wayne Young.

Kirby Meadows, Chairman

Attest:

Andy Smith, Vice Chairman



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

STEPHEN C. BRICH, P.E.
COMMISSIONER

870 Bonham Road
Bristol, VA 24201

January 14, 2019

Mr. Harry Ferguson
Russell County Planning Commission
P.O. Box 1208
Lebanon, VA 24266

Mr. Ferguson

The Lebanon Residency has reviewed the attached plat dated December 14, 2018 submitted to us by Addison Surveyors on behalf of Mr. Dave Leonard. As shown, the plat is a two-lot division of the property of Leonard Company Family LP. Based on the plat provided, it is our finding that the road as proposed meets current VDOT standards. However, there are some issues to bear in mind regarding the acceptance of the road into the VDOT system.

1. The road will not be accepted into the VDOT system at this time as there are only two occupied dwellings served by the road. To be brought into the system, a road must serve at least three occupied dwellings.
2. The road must meet the standards current at the time the road is brought into the system. While we are not aware of any proposed changes, it is possible at the time the road serves three occupied dwellings, VDOT road standards may be different than now.
3. Prior to acceptance, VDOT staff must inspect the road to confirm compliance with standards at the time of the inspection and acceptance.

I trust this information meets your needs. Should you have questions or need clarification, please contact me.

Regards

A handwritten signature in cursive script, appearing to read "Jeff G. Buchanan".

Jeff G. Buchanan, P.E.
Assistant Resident Engineer

PLANNING COMMISSION

DECEMBER 18, 2018- JANUARY 21, 2019

- 1. Brenda and Tony Carrier boundary line survey 117.36 AC Back Valley RD**
- 2. Brian Collins, Steve Collins, and Mark Gamble Boundary line adjustments: Brian Collins new acreage 1.388AC, Mark Gamble new acreage 1.322AC, and Steve Collins new acreage .714AC Farmland DR**
- 3. Jamie Dean pulled off .570 AC (has public water) Remaining acreage 8.98 AC Dante RD**
- 4. Larry Dean Fuller boundary line survey 1.289 AC Swords Creek RD**
- 5. Jefferson Steffey boundary line adjustment with Jonathan Long Adjoining property owner Booker RD**
- 6. A E Smith Heirs boundary line survey 25.21 AC Gravel Lick Rd**
- 7. Jerry Kite boundary line survey (2 tracts) 0.19 AC and .30 AC Chestnut Ridge Circle**

RUSSELL COUNTY CONFERENCE CENTER

January 1, 2019

The following is a list of the Russell County Conference Center events for the month of January.

Date	Event	Event Type	Space
01/12/19	50 th Wedding Anniversary Regina Hubbard	Individual Event	Half \$100
01/20/19	Birthday Party Arnold Day	Individual Event	Full \$125
01/26/19	Baby Shower Heather Lynch	Individual Event	Full \$125
01/27/1819	Kelli Whitt Birthday Party	Individual Event	Full \$125
01/28/19	Mountain Movers Kaylin Ervin	Community Event	Full Free \$125
01/31/19	Market Outlook Seminar David Mullins	Individual Event	Full \$205

(Total: \$805.00)

- \$125

Final Total = \$680.00

RUSSELL COUNTY CONFERENCE CENTER

2018 Yearly Report

• January.....	\$520.00
• February.....	\$1,635.00
• March.....	\$2,445.00
• April.....	\$1,720.00
• May.....	2,100.00
• June.....	\$535.00
• July.....	\$1,340.00
• August.....	\$2,995.00
• September.....	\$1,785.00
• October.....	\$2,060.00
• November.....	\$1,450.00
• December.....	\$1,850.00

Total = \$23,000.00

Russell County Health & Fitness

Membership									
2018									2019
	January	June	July	August	September	October	November	December	January
Members / Class Packages	165	236	230	222	224	217	224	203	231
Pay Per Class	28	12	4	2	16	4	5	8	7
Total Engagement	193	248	234	224	240	221	229	211	238

Sales									
Sales Month to Date *	\$ 4,050.00	\$ 5,051.00	\$ 4,496.00	\$ 4,828.00	\$ 4,868.00	\$ 4,778.00	\$ 4,298.00	\$ 4,140.00	\$ 6,192.00

Payroll									
Instructor / Trainer Payroll	\$ 1,140.00	\$ 1,300.00	\$ 1,150.00	\$ 1,290.00	\$ 1,260.00	\$ 1,330.00	\$ 1,580.00	\$ 1,325.00	\$ 1,155.00

* Reporting from 12/18/2018 - 1/23/2019

THE RUSSELL COUNTY TRANSPORTATION AND SAFETY COMISSION MET AT THE BONANZA RESTAURANT IN LEBANON VIRGINIA ON JANUARY 8th 2019

MEMBERS & GUEST PRESENT

EUGENE FERGUSON EMORY ALTIZER LINDA CROSS Tim lovelace Johnny Jessee
HENRY STINSON MIKE OQUINN GARY DOTSON Barbara Cox Henry Kinzer

GUARD RAILS

1-GUARD RAILS THROUGHTOUT THE COUNTY EMERGENCY AREA'S BEING REPAIRED FIRST
2-Rt 683/Trout pond road there have been chevrons placed at the bridge crossing people are asking for a larger or addition signs be placed on Rt 683N creek side difficulty seeing when dark or foggy present placement causing confusion in locating the bridge

3-Rt 870/615 needs guard rail installed to prevent vehicle's wrecking into creek

SHOULDER REPAIRS AND POT HOLES

1-RT 613 north of Thomas Warner ditch needs to be cleaned

2-Rt 19N turn off onto Altizer Dr. needs gravel in a hole where water stands

3--- Rosedale estates needs speed limit signs

4 - Cleveland at the Baptist church needs chevron signs placed in a curve

5-Rt 645 3/10 mile east of the Clinch River bridge pot holes developing

6-RT 1120 GREEN ACRES SHOULDER WASHING OUT

7-Rt 645 one mile after crossing clinch river ditch line higher than the road

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 AND BRUSH KEPT TRIMMED

2- - RT 80 ABOVE 672 A DEEP HOLE IN THE DITCH LINE NEEDS RIP/ RAP

3-RT- 19/ 724 NEEDS A NO U TURN SIGN PLACED AT THE POOR FARM CROSSING

4-- RT 19 N / RT 80 INTERSECTION LINES NOT VISIBLE FOR TRAFFIC LANES

ITEMS REPORTED CORRECTED

1-Rt 657 East Crossroads near Chris Griffith house a pot hole

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 . Maybe adding stop signs will help

2-Rt 58 Castlewood near the Fair Ground exit median needs to be lowered for better visibility

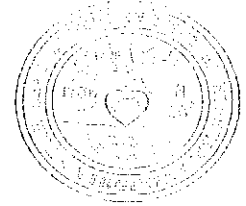
3 Rt 627 Sawmill Hollow Dante just past the R.R. tracks one lane road shoulder appears to have washed away over time need to widen the road and temporary place warning signs

4-Rt 635 Horton Ridge/ Rabbit Hollow road needs to be filled to widen a curve

NEXT MEETING WILL BE FEBRUARY 12TH 2019 WE THANK ALL WHO ARE INVOLVED IN KEEPING OUR ROADWAYS SAFE AND OUR GUEST PARTICIPATION

SAFETY IS A COMMITMENT !!!!!!!!!!!!!!!PREPARED BY GARY DOTSON

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	Parcel/Map ID	Inspection Date	Code Violation/Notification	Response Date	Public Notification Date(s)	Publication Source
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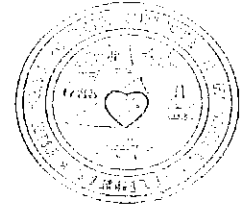
Warren & Leshia Kiser	4478 Red Oak Ridge Rd. Castlewood, VA 24224	158 RSB 1831	11/21/2017	04/11/2018		04/18/2018	The Lebanon News
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Comments:
 11/21/2017 Observation of Mickey Rhea, Russell Co. Building Official, Building was unsecure- doors were open 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 1st Public Notification published in The Lebanon News
 04/25/2018 2nd 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, 2nd 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.
 **12/11/2018: Ms. Kiser contacted the Russell County Building Office to report that progress is continuing to be made on site.

****Denotes recent activity**

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	Parcel ID	Structure No.	Order Date	Order No.	Order No.	Order No.	Order No.
----------------	---------	-----------	---------------	------------	-----------	-----------	-----------	-----------

Jamie McCoy	540 Upper Bear Wallow Dante, VA 24283	160 RIE 2327	6/27/2018	7/5/2018		8/8/18 8/15/18	The Lebanon News
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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

****12/14/2018:** Owner contacted Mickey Rhea, asked if correcting roof and porch would bring structure into compliance, Mr. Rhea, agreed.

Martin & Rebecca Bellamy	6594 Dante Rd. Dante, VA 24283	159 RIC 2253	6/27/2018	7/5/2018		8/8/18 8/15/18	The Lebanon News
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Russell County Building Office received response card from certified letter delivery.

8/8/18: 1st Public Notice in The Lebanon News

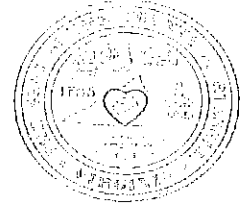
8/15/18: 2nd Public Notice in The Lebanon News

8/27/18: No response from listed property owner

****1/4/19:** Due to limited resources, the Building Office is unable to proceed.

****Denotes recent activity**

Russell County Board of Supervisors
 Russell County Building Official
 137 Highland Dr.
 Lebanon, VA 24266
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DILAPIDATED HOUSE/STRUCTURE REPORT

Property Owner	Address	Parcel ID	Expiration Date	Case Notification Date	Response Date	Public Notification Date(s)	Publication Source
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Wanda Farmer	609 Lower Bear Wallow Dante, VA 24283	159 RIC 2250	6/27/2018	7/5/2018		8/8/18 8/15/18	The Lebanon News
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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

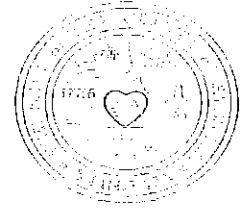
8/20/18: Ms. Farmer contacted R.C. Building Office and spoke with Mr. Rhea, discussed options and time extension to bring structure to compliance.

10/26/2018: No further communication from Ms. Farmer.

****12/14/2018: Ms. Farmer contacted Russell County Building Office, she continues be unable, financially and/or physically to bring structure into compliance.**

****Denotes recent activity**

Russell County Board of Supervisors
 Russell County Building Official
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 Lebanon, VA 24266
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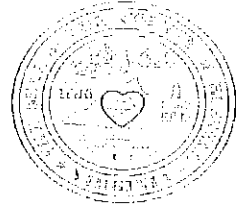


DILAPIDATED HOUSE/STRUCTURE REPORT

Property Owner	Address	Tax Parcel	Building Date	Case Classification	Response Date	Building Modification Date(s)	Publication Date
Boyd & Stella Dishman	35 Brandy Hollow Rd. Dante, VA 24283	159 RIC 2251	6/27/2018	7/5/2018		8/8/18 8/15/18	The Lebanon News
<p>8/2/18: Certified Letter returned, unable to deliver 8/27/18: No response from listed property owner **1/4/2019: Due to limited resources, the Building Office is unable to proceed.</p>							
Freddie & Karen Mullins	4218 Dante Rd. Dante, VA 24283	159 R 6096	6/22/2018	7/5/2018		8/8/18 8/15/18	The Lebanon News
<p>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.</p>							

****Denotes recent activity**

Russell County Board of Supervisors
 Russell County Building Official
 137 Highland Dr.
 Lebanon, VA 24266
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DILAPIDATED HOUSE/STRUCTURE REPORT

Property Owner	Address	Parcel ID	Request Date	Date of Inspection	Response Date	Public Notification (to be filled in)	Publication Source
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Terry F. Ramsey	2740 Dante Rd. Dante, VA 24237	158 R SC 2070	6/22/2018	7/5/2018	7/23/2018		The Lebanon News
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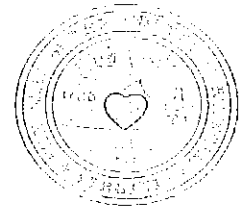
Comments:
 7/23/18: Mr. Ramsey contacted the Russell County Building Office, stated that he was not the property owner. Records do seem to show some discrepancy in property and mapping. The Russell County Assessment and Mapping office is currently reviewing the records.
 10/26/2018: Unable to determine the property owner.

Tim & Rency Hale	192 Lower Bear Wallow Dante, VA 24237	159 R 2189	6/22/2018	7/5/2018	7/25/18		The Lebanon News
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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.
 **12/3/18: Ms. Hale contacted the Russell County Building Office, requested an extension to continue to work on site. Mr. Rhea, granted the extension.

****Denotes recent activity**

Russell County Board of Supervisors
 Russell County Building Official
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DILAPIDATED HOUSE/STRUCTURE REPORT

Property Owner	Address	Dilapidated	Rehabilitated	Order Effective Date	Response Date	Public Hearing Date (if any)	Public Hearing Status

****Denotes recent activity**