RUSSELL COUNTY

BOARD OF SUPERVISOR'S MEETING AGENDA – NOVEMBER 4, 2019

Board Room

Regular Meeting

5:00 PM

Russell County Governmental Center Lebanon, Virginia 24266



CALL TO ORDER - Clerk of the Board

ROLL CALL – Clerk of the Board

EXECUTIVE SESSION (CLOSED) – Legal Matters (SCHEDULED ONE HOUR BEFORE REGULAR BOS MEETING -- REGULAR BOS MEETING BEGINS AT 6 P.M.)

INVOCATION – Jeff Tallent – Lebanon Memorial United Methodist Church

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

APPROVAL OF AGENDA

ACKNOWLEDGEMENTS

- 1. Honaker & Castlewood High School's Sport Awards
- 2. RC Dept. of Social Services 40-Years County Service V. Annette Patrick

PRESENTATIONS.....

- 1. Ballad Health RC Medical Center Presentation
- 2. Spearhead Trails Melissa Rose

Russell County Page 1

Russell County Page 2

7. VDOT / Sheriff Dept./ Community Work Program Litter Pickup Program.......C-7

Agenda	Board of Supervisors	November 4, 2019
10. RC Health Coalit	tion – Family Health Expo	C-10
11.RC HOA Board M	ember Resignation	C-11
12.RC DSS Board Me	ember Resignation	C-12
13.RC Fitness/Touris	sm Coordinator Resignation	C-13
<u>REQUESTS</u>		
14.RC Declaration of	Emergency "Burn Ban" Termination	C-14
	PSA Water & Sewage Operational Business	
16.VDEM Local Eme	rgency Management Performance Grant (L	.EMPG)C-16
17.VDEM State Home	eland Security Program Grant (SHSP)	C-17
18. RC Litter Prevent	tion & Recycling Program Grant	C-18
19. RC Planning Con	nmission Plat	C-19
MATTERS PRESENTED	BY THE BOARD	
ADJOURNMENT		
COUNTY AGENCY / BO	ARD REPORTS:	
 RC IDA RC PSA Castlewood W&S RC Tourism RC Planning Com Conference Cente RC Fitness Cente RC Transportatio 	rt	E
.	ector	

Russell County Page 3

CLOSED SESSION

Motion made by	, second by	_ and duly approved by the
	r into closed session to discuss	
The vote was: Aye: Nay:		
	ERTIFICATION OF CLOSED SESSI	<u>ION</u>
Board of Supervisors upon a public business matters law Virginia Freedom of Information identified in the motion(s)	of the Code of Virginia 1950, as an the Roll Call certifies that to the be ofully exempted from the open med ation Act and (ii) only such public of by which the closed meeting the meeting by the Board of Supe	est of their knowledge (i) only eting requirements under the business matters that were was convened were heard,
requirements of clauses (i)	f Supervisors who believes that th and (ii) above shall so state pric that, in his or her judgment, has t	or to the vote, indicating the
Are there any Supervisors v	who believe a departure has taken	place?
	that the matters heard, discusse uant only to the motion(s) by wh y saying aye or yes.	_
Tim Lovelace -		
Lou Ann Wallace -		
Carl Rhea -		
Steve Breeding -		
David Eaton -		
Rebecca Dye -		
Harry Ferguson -		
<u>APPRO</u>	VAL TO RETURN TO REGULAR S	<u>SESSION</u>
Motion made by the Board of Supervisors to	, second by return to regular session.	and duly approved by
The vote was: Aye: Nay:		



Board of Supervisors 137 Highland Drive Lebanon, VA 24266

Information Item
Presenters - Various

Meeting: 11/4/19 6:00 PM

Acknowledgements

Castlewood High School State Track: Coach: Mrs. Lot

Anneliese White $-7^{th} - 400m$ Zach Owens $-7^{th} - 800m$ Jayden Stafford $-4^{th} -$ Shot Put

Honaker High School:

Girls' All State Soccer: Coaches: Trevor Coleman, Doug Hubbard,

Wilburn Johnson

Girls' All State Soccer:

Meagan McCoy – 2nd team Defender

Madi Viers – 2nd team Forward

Paige Bostic – 2nd team Midfield

Boys' All State Soccer:

Chandler Hubbard – 1st team Forward

Dylan Shortridge - 1st team Defender

Matthew Ball - 2nd team Forward

Nick Goodman – 2nd team Midfielder

Staff Recommendation:

Presentation – Informational Only.

Suggested Motion:

No Motion Required.

ATTACHMENTS:

Awardees

From: Brunty, Patrick
To: Lonzo Lester
Subject: 40 years of service

Date: Tuesday, October 29, 2019 1:35:04 PM
Attachments: Years of Service Annette 40.pdf

Good afternoon, Lonzo.

Sorry it took me so long to get this to you...I got caught by someone and had to handle some things.

Annette has worked for RCDSS since 10/15/1979. Her certificate doesn't give the specific dates...

If you need anything else, please let me know.

Sincerely,

Patrick B. Brunty Social Services Director II Russell County, VA Department of Social Services 135 Highland Drive, Suite B / P.O. Box 1207 Lebanon, VA 24266

Office: (276) 883-5232 Cell: (276) 202-0425 Fax: (276) 889-2662



The Virginia Department of Social Services

proudly presents this

Certificate of Recognition

to

Annette Patrick

Russell County, VA Department of Social Services

With thanks and appreciation for your years of faithful service to the Virginia Social Services System and the citizens of the Commonwealth

Forty (40) Years of Service

Patrick B. Brunty, Social Services Director II

Russell County, VA Department of Social Services

d. Juke Storen

S. Duke Storen Commissioner, Virginia Department of Social Services



Board of Supervisors 137 Highland Drive

Information Item Presenters - Various

Lebanon, VA 24266

Meeting: 11/4/19 6:00 PM

Presentations

- 1. Ballad Health RC Medical Center Presentation
- 2. Spearhead Trails Melissa Rose

Staff Recommendation:

Presentation – Informational Only.

Suggested Motion:

Board Discretion.

ATTACHMENTS:

None



Board of Supervisors 137 Highland Drive Lebanon, VA 24266

Meeting: 11/4/19 6:00 PM

Action Item
Presenter: Chairperson

Board Appointments

RC Community Policy Management Team

Jeffrey Brintle 4-Year Term Lonzo Lester 4-Year Term

STAFFRECOMMENDATION(s): Board Discretion.

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



RUSSELL COUNTY BOARD OF SUPERVISORS BOARD / COMMITTEE APPLICATION

DATE OF A	PPLICATION: 10/30/19
(Please print or type in black ink)	
NAME JEST Jeffrey Brint	e jeffrey brintle dijivirginia. go (Email Address)
MAILING ADDRESS: 140 School Street.	Suite 7, Tatewell, VA 24651
E911 ADDRESS: SAME AS Above	
TELEPHONE NUMBERS: (Home)	38.5-1256 (276)970-3838 (Business) (Cell)
PROFESSION/VOCATION: CSU Director	29th District CSU
BOARDS/COMMITTEE ON WHICH YOU WISH TO SERVE:	Humity Policy Management Team
(List no more than 3 in order of preference :)	, , ,
OTHER INTERPRETE.	
OTHER INTERESTS:	, , , , , , , , , , , , , , , , , , ,
RDUCATION: B.S. ETSU	
JOB EXPERIENCE: 32 Yrs With DJ	
CIVIC OR SERVICE ORGANIZATION EXPERIENCE:	
ARE YOU CURRENTLY A MEMBER OF A RUSSELL COUNTY BOAR IF YES, PLEASE NAME: OF A RUSSELL COUNTY BOAR	D OR COMMITTEE? YES
HAVE YOU PREVIOUSLY SERVED AS A MEMBER OF A RUSSELL C	OUNTY BOARD OR COMMITTEE?
IF YES, PLEASE NAME:	

Board Appointments for 2019

Name	Term	Term Ending	Phone Number
Community Policy Managemant Team			
Lonzo Lester	Four Year	November 4, 2019	
Jeffrey Brintle	Three Year	November 7, 2019	
Name	Term	Term Ending	Phone Number
Cumberland Mountain Community Service Board			
Donald Ramey	Four Year	December 31, 2019	
Department of Social Services			
Rebecca Dye	Four Year	December 31, 2019	
Name	Term	Term Ending	Phone Number
Finney Community Center			
Edward Tiller	Two Year	December 4, 2019	
Highway and Safety			
Linda Cross	Two Year	December 31, 2019	
IDA			TO A SHOW THE PLANT
Mike Hincher	Four Year	December 31, 2019	
Tony Dodi	Four Year	December 31, 2019	
Richard Lockridge	Four Year	December 31, 2019	
Southwest VA EMS Council		· 网络沙尔尔尔尔克斯斯克尔尔斯克尔克斯斯克尔斯斯克斯斯克尔	
Maxie Skeen	Four Year	December 31, 2019	
		The state of the s	
Post de la company de la compa			THE PART OF THE PARTY OF THE PARTY.



Board of Supervisors 137 Highland Drive Lebanon, VA 24266

Meeting: 11/4/2019 6:00 PM

Action Item B-1 Presenter: Chairperson

Approval of Minutes

Request approval of the minutes from the following meeting:

Unapproved minutes of October 7, 2019

STAFFRECOMMENDATION(s):

Board discretion

SUGGESTED MOTION(s):

Motion to approve Board Minutes.

ATTACHMENTS:

Board Minutes

October 07, 2019

A regular monthly meeting of the Russell County Board of Supervisors was held on Monday, October 07, 2019 at 6:00 pm at the Russell County Government Center in Lebanon, Virginia. An executive (closed) session was prior to the meeting at 5:00 pm.

The Clerk called the meeting to order.

Roll Call by the Clerk:

Present:

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

Lonzo Lester, Clerk Vicki Porter, Deputy Clerk Katie Patton, County Attorney

Absent:

None

EXECUTIVE (CLOSED) SESSION

Motion made by Harry Ferguson, second Steve Breeding and duly approved by the Board of Supervisors to enter into (closed) executive session pursuant to Section 2.2-3712(5) of the Code of Virginia to discuss legal and personnel matters pursuant to 2.2-3712(A), (3), (7) and (8).

The vote was:

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

Nay: None

APPROVAL TO RETURN TO REGULAR SESSION

Motion made by Steve Breeding second David Eaton and duly approved by the Board of Supervisors to return to regular session.

The vote was:

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

Ferguson Nay: None

CERTIFICATION OF EXECUTIVE (CLOSED) SESSION

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

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

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

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

Invocation by Haga (Buck) Statzer, Cedar Creek Baptist Church followed by the Pledge of Allegiance to the Flag.

APPROVAL OF THE AGENDA

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

The vote was:

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

Dye

Nay: None

Acknowledgements

The Board recognized the All-State achievements of Lebanon High School Baseball, Girl's Basketball and Girl's Softball.

Presentations

Superintendent Greg Brown and Donnie Ramey, Chairman of RCPS announced Russell County Public School's ranking of 12th in the State. Dr. Brown also commented that the RACE Program has been a tremendous success. Mr. Ramey thanked the Board for all their support.

Board Appointments

JOHN MASON AND WAYNE YOUNG RE-APPONTED TO THE RUSSELL COUNTY PLANNING COMMISSION

Motion made by Harry Ferguson, second Carl Rhea and duly approved by the Board of Supervisors to reappoint John Mason and Wayne Young to the Russell County Planning Commission for (4) four-year terms, said terms ending October 07, 2023.

The vote was:

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

Nay: None

SEVEN MEMBERS OF OAK GROVE COMMUNTIY CENTER RE- APPOINTED

Motion made by Tim Lovelace, second Steve Breeding and duly approved by the Board of Supervisors to re-appoint Linda Cross, Frances Glovier, Rita Johnson, Tammy Perry, John Perry, Nancy Osborne and Peggy Kegley to the Oak Grove Community Center for (2) two-year terms, said terms ending October 07, 2021.

The vote was:

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

Ferguson Nay: None

APPROVAL OF THE SEPTEMBER 09, 2019 MINUTES

Motion made by David Eaton, second Lou Wallace and duly approved by the Board of Supervisors to approve the September 09, 2019 minutes and dispense with the reading thereof.

The vote was:

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

Ferguson Nay: None

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 \$515,205.11, including reoccurring and withholdings.

The vote was:

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

Dye

Nay: None

Citizens Comment

The Chair opened citizens comment period.

Ralph Maples, Castlewood asked that the Board help keep the rates low for the water and sewer customers as so many are on a fixed income.

Raymond Deel, commented that his road has no room to pass and would like the County to help out.

The Chair closed citizens comment period.

County Attorney Reports and Requests

APPROVAL TO PURCHASE A PIECE OF PROPERTY IN HONAKER

Motion made by David Eaton, second Steve Breeding and duly approved by the Board of Supervisors to approve the purchase of a piece of property in Honaker (1887 Thompson Creek Rd).

The vote was:

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

Ferguson Nay: None

APPROVAL TO ADOPT THE PPEA GUIDELINES FOR THE COURTHOUSE PROJECT

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to adopt the PPEA guidelines for the courthouse project.

The vote was:

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

Ferguson Nay: None

AUTHORIZATION TO DRAFT AN RFP FOR CONSULTANT MANAGEMENT SERVICES FOR THE COURTHOUSE PROJECT

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to authorize the County Administrator and the County Attorney to draft an RFP for consultant management services for the courthouse project.

The vote was:

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

Ferguson Nay: None

APPROVAL TO APPOINT (2) TWO IDA MEMBERS TO THE COURTHOUSE COMMITTEE

Motion made by David Eaton, second Carl Rhea and duly approved by the Board of Supervisors to add (2) two members from the IDA to the courthouse committee.

The vote was:

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

Ferguson Nay: None

County Administrator Reports and Requests

APPROVAL OF A DROUGHT RELIEF RESOLUTION

Motion made by Tim Lovelace, second Lou Wallace and duly approved by the Board of Supervisors to approve a Drought Relief Resolution.

The vote was:

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

Ferguson Nay: None

APPROVAL OF AN EMERGENCY BURN BAN FOR RUSSELL COUNTY

Motion made by Steve Breeding, second David Eaton and duly approved by the Board of Supervisors to approve an Emergency Burn Ban for Russell County.

The vote was:

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

Ferguson Nay: None

APPROVAL TO TABLE A VDOT NOTICE OF INTENT TO DISCONTINUE RT. 608 TO DEAD END

Motion made by Steve Breeding, second Lou Wallace and duly approved by the Board of Supervisors to table a VDOT Notice of Intent to Discontinue Rt. 608 to dead end.

The vote was:

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

APPROVAL OF A VDEM AND DCJS GRANTS

Motion made by David Eaton, second Lou Wallace and duly approved by the Board of Supervisors to approve a Virginia Department of Emergency grant in the amount of \$354,084.12 and a Department of Criminal Justice Services grant in the amount of \$90,000 for the Russell County Sheriff's Department.

The vote was:

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

Ferguson Nay: None

APPROVAL TO APPROVE A CPROP GRANT APPLICATION

Motion made by David Eaton, second Carl Rhea and duly approved by the Board of Supervisors to approve an IDA request for a Cumberland Plateau Regional Opportunity Program grant application.

The vote was:

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

Ferguson Nay: None

APPROVAL TO MOVE THE CARBO DISPOSAL SITE TO THE CLEVELAND SCHOOL

Motion made by Harry Ferguson, second Steve Breeding and duly approved by the Board of Supervisors to relocate the Carbo Disposal Site to the Cleveland School property.

The vote was:

Aye: Harry Ferguson, Steve Breeding, Rebecca Dye and David Eaton

Nay: Lou Wallace, Carl Rhea and Tim Lovelace

APPROVAL OF \$7500 IN EDUCATIONAL FUNDING FOR THE CLINCH VALLEY SOIL AND WATER CONSERVATION DISTRICT

Motion made by David Eaton, second Lou Wallace, and duly approved by the Board of Supervisors to approve \$7500 for educational funding for the Clinch Valley Soil and Water Conservation District.

The vote was:

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

Ferguson Nay: None

Other Matters Presented by the Board

APPROVAL OF THE ADDITION OF A LIBRARY BOARD MEMBER

Motion made by Tim Lovelace, second Lou Wallace and duly approved by the Board of Supervisors to add another member to the Library Board of Trustees.

The vote was:

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

Ferguson Nay: None

SHERRY LYTTLE APPOINTED TO THE LIBRARY BOARD OF TRUSTEES

Motion made by Tim Lovelace, second Lou Wallace and duly approved by the Board of Supervisors to appoint Sherry Lyttle to the Library Board of Trustees for a (2) two-year term, said term ending October 07, 2021.

The vote was: Aye: Tim Lovelace, Lou Wallace, Carl Rhea, David Eaton, Steve Breeding, Rebecca Dye and Harry Ferguson Nay: None								
APPROVAL TO ADJOURN								
Motion made by David Eaton, second Tim Lovelace and duly approved by the Board of Supervisors to adjourn.								
The vote was: Aye: David Eaton, Tim Lovelace, Carl Rhea, Lou Wallace, Steve Breeding, Rebecca Dye and Harry Ferguson Nay: None								
Clerk of the Board Chairperson								



Board of Supervisors 137 Highland Drive Lebanon, VA 24266

Meeting: 11/4/19 6:00 PM

Action Item B-2 Presenter: Chairperson

Approval of Expenditures

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

STAFFRECOMMENDATION(s):

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

SUGGESTED MOTION(s):

Motion to approve County's October 2019 Monthly Expenditures.

ATTACHMENTS:

• October 2019 Monthly Expenditures

			anoga 114	NUMBER OF STREET	G/L ACCOUNT			P.O.#
DUE DATE INV.DATE VENDOR	INVOICE	CLASS _	GROSS AMT.		4100-031020-5410-	_	_	1.0.11
11/04/2019 9/25/2019 002615 A & A ENTERPRIS			244.95		4100-031020-5410-	-	_	
11/04/2019 9/27/2019 002615 A & A ENTERPRIS			1,438.55		4100-031020-5410-	_	-	
11/04/2019 9/27/2019 002615 A & A ENTERPRIS			51.95		4100-031020-5410-		_	
11/04/2019 9/27/2019 002615 A & A ENTERPRIS			130.00		4100-031020-5410-	_	_	
11/04/2019 9/30/2019 002615 A & A ENTERPRIS	64322		1,664.10	1,664.10	4100-031020-5410-	_	_	
11/04/2019 10/04/2019 002615 A & A ENTERPRIS	64361		264.00		4100-031020-5410-	_	_	
11/04/2019 10/04/2019 002615 A & A ENTERPRIS	64365		84.95			_		
			3,878.50	3,878.50				
11/04/2019 10/18/2019 004568 ADDINGTON OIL C	107217		3,502.27		4100-042400-5408-	-	_	
			3,502.27	3,502.27				
11/04/2019 10/09/2019 003845 ALSCO	LROA911803		178.86		4100-072010-3008-	-	-	
11/04/2019 10/16/2019 003845 ALSCO	LROA913221		228.05	228.05	4100-072010-3008-	-	-	
11/04/2019 10/23/2019 003845 ALSCO	LROA914117		111.45		4100-072010-3008-	-	-	
,,, -,			518.36	518.36				
11/04/2019 10/12/2019 003754 AMAZON	433584767354	10	109.18		4100-073010-5411-	-	-	
11/04/2019 9/29/2019 003754 AMAZON	443468796367	10	14.95	14.95	4100-073010-5411-	-	-	
11/04/2019 9/25/2019 003754 AMAZON	458376366558	10	38.57	38.57		-	-	
11/04/2019 9/26/2019 003754 AMAZON	459597983833	10	152.56		4100-073010-5411-	-	-	
11/04/2019 9/27/2019 003754 AMAZON	469444798379	10	165.32	165.32	4100-073010-5411-	-	-	
11/04/2019 10/10/2019 003754 AMAZON	635783433467	10	283.99	283.99	4100-073010-5414-	-	-	
11/04/2019 9/25/2019 003754 AMAZON	764396966669	10	29.95	29.95	4100-073010-5411-	-	-	
11/04/2019 9/23/2019 003754 AMAZON	835374774798	10	33.99	33.99	4100-073010-5414-	-	-	
11/04/2019 10/10/2019 003754 AMAZON	844776735587	10	22.96	22.96	4100-073010-5411-	-	-	
11/04/2019 10/03/2019 003/34 AMAZON	011//0/0000		851.47	851.47	*			
11/04/2019 12/07/2019 003880 AMERICAN BANKER	2 12072019		1,773.00	1,773.00	4100-043020-5303-	-	-	
11/04/2019 12/07/2019 003880 AMERICAN BANKER	(120/201)		1,773.00	1,773.00				
/ /ooa o a o /a o /ooa o coa a o c amy avento el ecer-	r 101		11,000.43		4100-013010-7002-	_	-	
11/04/2019 10/12/2019 001425 ATLANTIC ELECT	101		11,000.43	11,000.43				
the state of the s	27710100001	10	1,500.00		4100-073010-5411-	_	-	
11/04/2019 10/07/2019 002535 BAKER & TAYLOR		10	15.76		4100-073010-5411-	-	-	
11/04/2019 9/17/2019 002535 BAKER & TAYLOR		40	63.39		4100-073010-5411-	_	_	
11/04/2019 9/17/2019 002535 BAKER & TAYLOR	5015709456		17.29		4100-073010-5411-	_	_	
11/04/2019 9/17/2019 002535 BAKER & TAYLOR	5015709457	10		45.58		-	-	
11/04/2019 9/23/2019 002535 BAKER & TAYLOR	5015722820	10	45.58 22.89		4100-073010-5411-	_	_	
11/04/2019 9/23/2019 002535 BAKER & TAYLOR	5015722821	10			4100-073010-5411-	_	-	
11/04/2019 9/23/2019 002535 BAKER & TAYLOR	5015722822	10	491.98		4100-073010-5411-	_	_	
11/04/2019 9/23/2019 002535 BAKER & TAYLOR		10	138.03	31.97			_	
11/04/2019 10/01/2019 002535 BAKER & TAYLOR	5015740366	10	31.97		4100-073010-5411-	_	_	
11/04/2019 10/01/2019 002535 BAKER & TAYLOR	5015740367	10	93.21			_		
11/04/2019 10/01/2019 002535 BAKER & TAYLOR	5015740368	10	45.03	45.03	4100-073010-5411-	_	_	
11/04/2019 10/01/2019 002535 BAKER & TAYLOR	5015740369	10	122.22			_	_	
11/04/2019 10/01/2019 002535 BAKER & TAYLOR		10	46.54		4100-073010-5411-		_	
11/04/2019 10/14/2019 002535 BAKER & TAYLOR		10	14.68		4100-073010-5411-	_	-	
11/04/2019 10/14/2019 002535 BAKER & TAYLOR	5015763320	10	64.45		4100-073010-5411-	-	_	
11/04/2019 10/14/2019 002535 BAKER & TAYLOR	5015763321	10	22.36		4100-073010-5411-	-	_	
11/04/2019 10/14/2019 002535 BAKER & TAYLOR	5015763322	10	10.91		4100-073010-5411-	-	_	
11/04/2019 10/14/2019 002535 BAKER & TAYLOR	5015763323	10	130.83		4100-073010-5411-	-	-	
11/04/2019 10/14/2019 002535 BAKER & TAYLOR	5015763324	10	36.22		4100-073010-5411-	-	-	
11/04/2019 10/14/2019 002535 BAKER & TAYLOR		10	11.71		4100-073010-5411-	-	-	
,,,			2,925.05	2,925.05				
11/04/2019 9/28/2019 004639 BARTONS SERVIC	E 72604		300.00		4100-031020-5408-	-	-	
			300.00	300.00				
11/04/2019 9/18/2019 004494 BENTLEY DISTRI	B 236184		14.10		4100-012010-5401-	-	-	
11/04/2019 9/18/2019 004494 BENTLEY DISTRI			7.05	7.05	4100-034010-5401-	-	-	
11/04/2019 9/18/2019 004494 BENTLEY DISTRI			7.05	7.05	4100-012130-5401-	-	-	
11/04/2019 9/18/2019 004494 BENTLEY DISTRI	B 236184		7.05	7.05	4100-043020-5407-	-	-	
II/OH/ZOID D/IO/ZOID OUHHDE DIMILIE DIDIKI	- ''							

A1 000 10/30/2012			,							D 0 "
DUE DATE INV.DATE	VENDOR	_	INVOICE	CLASS	GROSS AMT.		G/L ACCOUNT			P.O.#
11/04/2019 10/09/2019	004494	BENTLEY DISTRIB	240245		14.00		4100-012010-5401-	-	-	
11/04/2019 10/09/2019					7.00		4100-034010-5401-	-	-	
11/04/2019 10/09/2019	004494	BENTLEY DISTRIB	240245		7.00		4100-012130-5401-	-	-	
11/04/2019 10/09/2019	004494	BENTLEY DISTRIB	240245		7.00		4100-043020-5407-	-	-	
11/04/2019 10/09/2019	004494	BENTLEY DISTRIB	240245		7.00		4100-035050-5401-	-	-	
11,01,201, 10,03,201,					77.25	77.25				
11/04/2019 10/10/2019	000052	BLEVINS SEPTIC	33702		135.00		4100-042010-5413-	-	-	
11/04/2019 10/10/2019	000052	BLEVINS SEPTIC	33703		375.00	375.00	4100-042010-5413-	-	-	
11/04/2015 10/10/2015	000055	2221210 221110			510.00	510.00	*			
11/04/2019 9/30/2019	003808	BMS DIRECT INC	136688		280.00	280.00	4100-012130-5802-	-	-	
11/04/2019 9/30/2013	003000	DIA DIMET 11.0			280.00	280.00	*			
11/04/2019 10/08/2019	000092	BONANZA RESTAUR	972493		212.62	212.62	4100-011010-5413-	-	-	
11/04/2019 10/08/2013	000002	BOWANDI REBITION	3.2.25		212.62	212.62	*			
11/04/2019 10/25/2019	000095	BOSTIC & TUCKER	10252019		15,600.00	15,600.00	4100-012080-3002-	-	-	
11/04/2019 10/25/2015	000000	Doblie a locali	10232023		15,600.00	15,600.00	*			
11/04/2019 10/11/2019	004161	DDFFDING CDVST	10112019		240.00	240.00	4100-072030-3009-	-	-	
11/04/2019 10/11/2013	004161	BREEDING, CRIDI	10112019		240.00	240.00	*			
11/04/2019 9/19/2019	000101	DDICTOL HEBAID	020000591459-19	10	320.15	320.15	4100-073010-5411-	-	-	
11/04/2019 9/19/2019	000101	BRISIOL HERALD	020000331433 13	10	320.15	320.15				
(0- (00-0 0 /- 0 /- 0 /- 0	004614	DROUN CARLA	10122019		360.00		4100-072030-3009-	-	-	
11/04/2019 10/12/2019	004614	BRUWN, CARLA	10122019		360.00	360.00	*			
		DITT DING GUGDDA	CD12620		613.39		4100-043020-5407-	-	-	
11/04/2019 9/25/2019	002429	BUILDING SISTEM	SD12636		613.39	613.39				
			10100010		520.00		4100-094010-7056-		_	
11/04/2019 10/10/2019	003413	CAMPBELL ASPHAL	10102019		5.53		4100-094010-7056-	_	_	
11/04/2019 10/10/2019	003413	CAMPBELL ASPHAL	10102019		525.53	525.53				
					23.18		4100-022010-5401-	_	_	
11/04/2019 10/10/2019	003898	CARD SERVICES C	10102019				4100-031020-5503-	-	_	
11/04/2019 10/10/2019	003898	CARD SERVICES C	10102019.	2	3,468.63	3,491.81				
					3,491.81		4100-042400-3004-	_	_	
11/04/2019 10/02/2019	002574	CARTER MACHINER	2294696		51.72	51.72				
					51.72		4100-043020-3008-	_	-	
11/04/2019 10/03/2019	004450	CINTAS CORPORAT	4031631063		68.91		4100-043020-3008-	_	_	
11/04/2019 10/07/2019	004450	CINTAS CORPORAT	4031088761		44.16		4100-043020-3008-	_	_	
11/04/2019 10/03/2019	004450	CINTAS CORPORAT	4031630991		37.45		4100-043020-3008-	_	_	
11/04/2019 10/03/2019	004450	CINTAS CORPORAT	4031631037		295.40		4100-043020-3008-	_	_	
11/04/2019 10/03/2019	004450	CINTAS CORPORAT	4031631103		67.23			_		
11/04/2019 10/03/2019	004450	CINTAS CORPORAT	4031631107		112.96		4100-043020-3008-	_		
11/04/2019 10/10/2019	004450	CINTAS CORPORAT	4032181789		37.45		4100-043020-3008-			
11/04/2019 10/10/2019	004450	CINTAS CORPORAT	4032181818		80.96		4100-043020-3008-		_	
11/04/2019 10/10/2019	004450	CINTAS CORPORAT	4032181854		68.91		4100-043020-3008-	-	_	
11/04/2019 10/10/2019	004450	CINTAS CORPORAT	4032181872		281.40		4100-043020-3008-	-	-	
11/04/2019 10/10/2019	004450	CINTAS CORPORAT	4032181874		67.23		4100-043020-3008-	-	-	
11/04/2019 10/14/2019	004450	CINTAS CORPORAT	4032386570		44.16		4100-043020-3008-	-	-	
11/04/2019 10/17/2019	004450	CINTAS CORPORAT	4032706101		281.40		4100-043020-3008-	-	-	
11/04/2019 10/17/2019	004450	CINTAS CORPORAT	4032706219		37.45		4100-043020-3008-	-	-	
11/04/2019 10/17/2019	004450	CINTAS CORPORAT	4032706226		68.91		4100-043020-3008-	-	-	
11/04/2019 10/17/2019	004450	CINTAS CORPORAT	4032706264		67.23		4100-043020-3008-	-	-	
11/04/2019 10/17/2019	004450	CINTAS CORPORAT	4032706265		80.96		4100-043020-3008-	-	-	
11/04/2019 10/21/2019	004450	CINTAS CORPORAT	4032974933		44.16		4100-043020-3008-	-	-	
11/04/2019 10/28/2019	004450	CINTAS CORPORAT	4033436613		44.16		4100-043020-3008-	-	-	
11/04/2019 10/24/2019	004450	CINTAS CORPORAT	4033234150		92.72		4100-043020-3008-	-	-	
11/04/2019 10/24/2019	004450	CINTAS CORPORAT	4033234184		295.52		4100-043020-3008-	-	-	
11/04/2019 10/24/2019	9 004450	CINTAS CORPORAT	4033234186		67.23		4100-043020-3008-	-	-	
11/04/2019 10/24/2019	9 004450	CINTAS CORPORAT	4033234193		75.91		4100-043020-3008-	-	-	
11/04/2019 10/24/2019	9 004450	CINTAS CORPORAT	4033234202		37.45		4100-043020-3008-	-	-	
11,04,2017 10,24,201.					2,399.32	2,399.32	*			

AP060 10/30/2019	A/P CASH REQU	JIREMENTS	PRE-LIST COMPA	NY #-001 FUN	ID#4100		PAGE 3
	TWOTOE	CLASS	GROSS AMT.	NET AMOUNT G	/I. ACCOUNT		P.O.#
DUE DATE INV.DATE VENDOR	INVOICE	CIMOS	2,831.52		100-031020-5409-	-	_
11/04/2019 10/14/2019 004044 CRAIG'S FIREARM	21242		2,831.52	2,831.52 *			
11/04/2019 9/26/2019 004452 CRYSTAL SPRINGS	09262019		18.76	18.76 4	100-031020-5401-	-	-
11/04/2019 9/26/2019 004432 CRISIAL SERINGS	0,2,02,01,0		18.76	18.76 *			
11/04/2019 10/21/2019 000172 CUMBERLAND MOUN	10212019		1,650.00		100-021050-3002-	-	-
11/04/2019 10/21/2019 0001/2 00/22/22/23 11000			1,650.00	1,650.00 *			
11/04/2019 10/16/2019 000171 CUMBERLAND PLAT	155		68,215.97		100-042010-3002-	-	-
22, 41, 242, 24, 24, 24, 24, 24, 24, 24, 24, 2			68,215.97	68,215.97 *			
11/04/2019 9/23/2019 000184 DEMCO	6687665	10	87.44		1100-073010-5401-	-	-
			87.44	87.44 *	1100 027020 5400		
11/04/2019 9/06/2019 000193 DISCOUNT TIRE C			30.00		1100-031020-5408- 1100-031020-5408-	_	_
11/04/2019 9/20/2019 000193 DISCOUNT TIRE C	6976		425.50		1100-031020-5408-	_	_
11/04/2019 9/30/2019 000193 DISCOUNT TIRE C	7013		25.00		1100-031020-5408-	_	_
11/04/2019 9/30/2019 000193 DISCOUNT TIRE C	7015		30.00 510.50	510.50 *	100-031020 5400		
	001000000000		65.00		1100-012090-5401-	_	_
11/04/2019 10/07/2019 000196 DIVISION OF MOT	201928000040		65.00	65.00 *	1100 012000 511-		
THE STATE OF THE S	110004	10	39.90		1100-073010-5401-	_	-
11/04/2019 9/24/2019 000198 DOMINION OFFICE		10	39.90		1100-043020-5408-	-	_
11/04/2019 10/02/2019 000198 DOMINION OFFICE 11/04/2019 10/01/2019 000198 DOMINION OFFICE			17.60		4100-032050-5401-	-	-
11/04/2019 10/01/2019 000198 DOMINION OFFICE 11/04/2019 10/01/2019 000198 DOMINION OFFICE	112023		4.95		1100-012010-5401-	-	-
11/04/2019 10/01/2019 000198 DOMINION OFFICE	112833		158.00	158.00	4100-012130-5401-	-	-
11/04/2019 10/11/2019 000198 DOMINION OFFICE	112833		19.14		4100-012130-5401-	_	-
11/04/2019 10/04/2019 000198 DOMINION OFFICE	113059		53.97		4100-021060-5401-	-	-
11/04/2019 10/08/2019 000198 DOMINION OFFICE	113062		43.88		4100-043020-5408-	-	~
11/04/2019 10/08/2019 000198 DOMINION OFFICE	113071-	10	8.20		4100-073010-5401-		-
11/04/2019 10/08/2019 000198 DOMINION OFFICE	113117		139.98		4100-021020-5401-	-	-
11/04/2019 10/10/2019 000198 DOMINION OFFICE	113175	10	19.62		4100-073010-5401-	-	-
11/04/2019 10/09/2019 000198 DOMINION OFFICE	: 113180	10	21.00		4100-073010-5401-	-	-
11/04/2019 10/11/2019 000198 DOMINION OFFICE	113202		79.80		4100-032050-5401-	-	-
11/04/2019 10/11/2019 000198 DOMINION OFFICE	: 113206		157.80		4100-042400-5414- 4100-012010-5401-	_	_
11/04/2019 10/11/2019 000198 DOMINION OFFICE	113212		54.83		4100-012010-5401-	_	_
11/04/2019 10/11/2019 000198 DOMINION OFFICE	113213		148.97		4100-043020-5401-	-	_
11/04/2019 10/15/2019 000198 DOMINION OFFICE			29.37 47.85		4100-021000-5401-	_	_
11/04/2019 10/15/2019 000198 DOMINION OFFICE	113330		24.99-		4100-021060-5401-	_	_
11/04/2019 10/01/2019 000198 DOMINION OFFICE	3144CM		177.72		4100-012010-5401-		_
11/04/2019 10/16/2019 000198 DOMINION OFFICE	1100159.		66.90		4100-012090-5401-	_	-
11/04/2019 10/01/2019 000198 DOMINION OFFICE	112034		79.98		4100-012010-5401-	-	-
11/04/2019 10/08/2019 000198 DOMINION OFFICE	113072		47.77		4100-021060-5401-	-	-
11/04/2019 10/22/2019 000198 DOMINION OFFICE 11/04/2019 10/25/2019 000198 DOMINION OFFICE	1 113728		14.58	14.58	4100-032050-5401-	-	_
11/04/2019 10/25/2019 000198 DOMINION OFFICE	113720		84.34	84.34	4100-012010-5401-	-	-
11/04/2019 10/23/2019 000198 DOMINION OFFICE	112113		23.99	23.99	4100-031020-5401-	-	-
11/04/2019 9/11/2019 000198 DOMINION OFFICE	112934		39.90		4100-031020-5401-	-	-
11/04/2019 10/03/2019 000198 DOMINION OFFICE	112975		20.00		4100-031020-5401-	~	-
11/04/2019 10/10/2019 000198 DOMINION OFFICE	113172		59.99		4100-031020-5401-	-	-
11/04/2019 10/15/2019 000198 DOMINION OFFICE	113393		101.57		4100-031020-5401-	-	-
,,,			1,776.51	1,776.51 *			
11/04/2019 9/30/2019 003938 DRAPER ADEN ASS	2019090610		2,282.30		4100-042010-3009-	-	*
			2,282.30	2,282.30 *			
11/04/2019 10/10/2019 001894 DYNAMARK SECUR	18111		216.00		4100-021060-5401-	-	-
			216.00	216.00 *		_	_
11/04/2019 6/12/2019 003027 ESRI INC	93653466		800.00		4100-012100-3090-	-	
			800.00	800.00 *	4100-031020-5408-	_	_
11/04/2019 10/01/2019 004472 EXTREME CLEAN,	263426		109.65	109.65 *			
			109.65	107.65			

PAGE 4

A/P CASH REQUIREMENTS PRE-LIST COMPANY #-001 FUND#4100 AP060 10/30/2019

DUE DATE INV.I	DATE VENDOR		INVOICE	CLASS	GROSS AMT.		G/L ACCOUNT			P.O.#
$\frac{502}{11/04/2019} \frac{11/12}{10/23}$	/2019 001445	FISHER AUTO PAR	397-249666		39.23		4100-031020-5408-	-	-	
11/04/2019 10/23/	/2019 001115	FISHER AUTO PAR	397-249653		19.11	19.11	4100-042400-5407-	-	-	
11/04/2019 10/25	/2019 001445	FISHER AUTO PAR	397-249726		67.74-	67.74-	4100-042400-5408-	-	-	
11/04/2015 10/25/	2019 001113	110111111111111111111111111111111111111			9.40-	9.40-				
11/04/2019 10/01,	/2019 001588	FREDERICK MICHA	524456	10	24.00	24.00	4100-073010-5411-	-	-	
11/04/2019 10/01/	2013 001300	THE SERVICE OF THE SE			24.00	24.00				
11/04/2019 9/23,	/2019 000854	CALL'S LLC	13778797		52.00	52.00	4100-031020-5409-	-	-	
11/04/2019 3/23/	2019 000034	GAME B, ELC	13		52.00	52.00	ŧ			
11/04/2019 10/12	/2010 004410	CTIMED FILEN	10122019		75.00	75.00	4100-072030-3009-	-	-	
11/04/2019 10/12/	72019 004418	GIBRER, BEBER	10122013		75.00	75.00	*			
11/04/2019 10/28	/2010 002212	CLOBAL FOULDMEN	16412497		639.71	639.71	4100-042400-5413-	-	-	
11/04/2019 10/28,	/2019 003212	CLOBAL FOULDMEN	115091968		90.52	90.52	4100-042400-5413-	-	-	
11/04/2019 10/28,	/2019 003212	CLOBAL EQUIPMEN	115095730		72.48	72.48	4100-042400-5413-	-	-	
11/04/2019 10/29	/2019 003212	GHOBAH BOOTFIEM	113033,30		802.71	802.71	*			
11/04/0010 10/03	/0010 003505	CDEEN WALLEY TO	E210		300.00	300.00	4100-035050-5401-	-	-	
11/04/2019 10/23	/2019 003505	GREEN VALUET TO	3210		300.00	300.00				
	/0040 001050	anda House Billi	057222	10	144.00		4100-073010-5411-	-	-	
11/04/2019 9/24	/2019 001069	GREY HOUSE PUBL	95/333	10	144.00	144.00				
		armanana	INV-1705049		59.36		4100-021020-5401-	-	_	
11/04/2019 10/07	/2019 004547	GUERNSEY	INV-1705049		59.36	59.36				
	,		10012010		45.00		4100-072030-3009-	-	_	
11/04/2019 10/01	/2019 004163	HAMILTON, AMY	10012019		45.00	45.00				
			2007057000		313.36		4100-043020-5102-	_	_	
11/04/2019 10/25	/2019 001953	HERITAGE PROPAN	309/95/908		313.36	313.36				
			******		255.00		4100-042400-5408-	_	_	
11/04/2019 10/21	/2019 000308	HONAKER TIRE SE	115694		255.00	255.00				
					380.00		4100-031020-5408-	_	_	
11/04/2019 8/20					160.00		4100-031020-5408-	_	-	
11/04/2019 9/03	/2019 000314	HUFFMAN'S TIRE	09032019		90.00		4100-031020-5408-	~	_	
11/04/2019 10/03	/2019 000314	HUFFMAN'S TIRE	10032019				4100-031020-5408-	_	_	
11/04/2019 10/07					403.98		4100-031020-5408-	_	_	
11/04/2019 10/07	/2019 000314	HUFFMAN'S TIRE	10072019		103.00		4100-031020-5408-	_		
11/04/2019 10/08	/2019 000314	HUFFMAN'S TIRE	10082019		348.00		4100-031020-5408-	-	_	
11/04/2019 10/08	/2019 000314	HUFFMAN'S TIRE	10082019		259.00		4100-031020-5408-	_	_	
11/04/2019 10/15	/2019 000314	HUFFMAN'S TIRE	10152019		242.00		4100-031020-5408-	_	_	
11/04/2019 10/17	/2019 000314	HUFFMAN'S TIRE	10172019		76.00	2,061.98				
					2,061.98		4100-042400-3009-	_	_	
11/04/2019 10/24					450.00	112.50		_	_	
11/04/2019 10/24	/2019 003866	INNOVATIVE TECH	2116		112.50		4100-022010-3415-	_	_	
11/04/2019 10/24	/2019 003866	INNOVATIVE TECH	2117		75.00		4100-072010-3003-	_	_	
11/04/2019 10/24	/2019 003866	INNOVATIVE TECH	2119		3,121.50			_	_	
11/04/2019 10/24	/2019 003866	INNOVATIVE TECH	2130		576.49		4100-094010-5413-		_	
11/04/2019 10/24	/2019 003866	INNOVATIVE TECH	2131		300.00		4100-012300-3002-	_		
11/04/2019 10/24	/2019 003866	INNOVATIVE TECH	2134		75.00		4100-012300-3002-	-	_	
11/04/2019 10/24	/2019 003866	INNOVATIVE TECH	2135		342.50	342.50		-	_	
11/04/2019 10/24	/2019 003866	INNOVATIVE TECH	2138		37.50		4100-012300-3002-	_	-	
					5,090.49	5,090.49				
11/04/2019 10/01	/2019 000337	JOHNSON PEST CO	3044		458.00		4100-043020-3004-	-	-	
11/04/2019 10/01	/2019 000337	JOHNSON PEST CO	3045		458.00		4100-043020-3004-	-	-	
., . ,	_				916.00	916.00				
11/04/2019 9/30	/2019 001381	KAPCO	1387736	10	114.03		4100-073010-5401-	-	-	
,,					114.03	114.03				
11/04/2019 10/07	/2019 000350	KEENE CARPET IN	36245		1,573.00		4100-071040-5606-	-	-	
,					1,573.00	1,573.00				
11/04/2019 10/04	/2019 000353	KEGLEY SERVICE	36744		60.00		4100-031020-5408-	-	_	
,	•				60.00	60.00	*			

	D	TIME TO THE TIME T	INVOICE	CLASS	GROSS AMT.	NET AMOUNT G/L ACCOUNT	P.O.#
DUE DATE	INV.DATE	003245 KENDALL ELECTR		<u>CHIADO</u>	232.25	232.25 4100-043020-5405	
11/04/2019	10/08/2019	003245 KENDALL ELECTR	T C100470311 001		1,213.76	1,213.76 4100-043020-5407	
11/04/2019	10/15/2019	003245 KENDALL ELECTR	1 51064/2311.001		1,446.01	1,446.01 *	
					22,500.00	22,500.00 4100-094010-8027	
11/04/2019	11/04/2019	004615 KEY WESTERN LL	C 11042019			22,500.00 *	
					22,500.00	35.00 4100-073010-5411	
11/04/2019	10/12/2019	004636 KWAPISZ, GARY	2019-1	10	35.00	35.00 *	
					35.00		
11/04/2019	9/23/2019	004640 L. L. T.'S PAV	I 09232019		1,700.00	1,700.00 4100-042400-5413	
					1,700.00	1,700.00 *	
11/04/2019	9/03/2019	000367 LEBANON BLOCK	£ 328723		3.59	3.59 4100-043020-5407	
11/04/2019	9/03/2019	000367 LEBANON BLOCK	& 328724		53.98	53.98 4100-043020-5407	
11/04/2019	9/03/2019	000367 LEBANON BLOCK	& 329029		80.14	80.14 4100-043020-5407	
11/04/2019	9/04/2019	000367 LEBANON BLOCK	& 329030		79.95	79.95 4100-042400-5413	
11/04/2019	9/04/2019	000367 LEBANON BLOCK	& 329046		35.58	35.58 4100-031020-5409	
11/04/2019	9/04/2019	000367 LEBANON BLOCK	& 329081		176.23	176.23 4100-042400-5413	
11/04/2010	0/05/2019	000367 LEBANON BLOCK	& 329164		16.95	16.95 4100-042400-5413	
11/04/2015	9/05/2019	000367 LEBANON BLOCK	£ 329211		11.90	11.90 4100-071040-5407	
11/04/2019	9/05/2019	000367 LEBANON BLOCK	£ 329234		11.05	11.05 4100-043020-5407	
11/04/2019	9/05/2019	000367 LEBANON BLOCK	r. 329816		18.89-	18.89- 4100-043020-5407	
11/04/2019	9/09/2019	000367 LEBANON BLOCK	£ 329010		39.90	39.90 4100-031020-5401	
11/04/2019	9/10/2019	000367 LEBANON BLOCK	£ 329907		18 50	18.50 4100-042400-5407	
11/04/2019	9/10/2019	000367 LEBANON BLOCK	& 323347		39 90	39.90 4100-031020-5409	
11/04/2019	9/11/2019	000367 LEBANON BLOCK	& 330139		27 90	27.80 4100-042400-5413	
11/04/2019	9/12/2019	000367 LEBANON BLOCK	& 330446		27.00	28.79 4100-042400-5413	
11/04/2019	9/12/2019	000367 LEBANON BLOCK	& 330464		20.79	1.98 4100-042400-5413	
11/04/2019	9/13/2019	000367 LEBANON BLOCK	£ 330609		4.00	4.02 4100-042400-5413	
11/04/2019	9/16/2019	000367 LEBANON BLOCK	£ 330830		4.02	222.85 4100-042400-5413	
11/04/2019	9/16/2019	000367 LEBANON BLOCK	& 330876		222.85	211.33 4100-071040-5407	
11/04/2019	9/16/2019	000367 LEBANON BLOCK	I 09232019 & 328723 & 328724 & 329029 & 329030 & 329046 & 329081 & 329211 & 329234 & 329947 & 329947 & 330139 & 330464 & 330609 & 331119 & 331300 & 331119 & 3313575 & 331602 & 331605 & 331605 & 331615 & 331633 & 331714 & 332261 & 332372 & 332469 & 332473 & 332675		211.33		
11/04/2019	9/17/2019	000367 LEBANON BLOCK	& 331119		14.64		
11/04/2019	9/18/2019	000367 LEBANON BLOCK	& 331300		26.96	26.96 4100-031020-5409	
11/04/2019	9/18/2019	000367 LEBANON BLOCK	& 331479		25.45	25.45 4100-071040-5407	
11/04/2019	9/19/2019	000367 LEBANON BLOCK	& 331575		96.26	96.26 4100-042400-5413	
11/04/2019	9/19/2019	000367 LEBANON BLOCK	& 331602		42.40	42.40 4100-071040-5407	
11/04/2019	9/19/2019	000367 LEBANON BLOCK	& 331615		1.99	1.99 4100-043020-5407	
11/04/2019	9/19/2019	000367 LEBANON BLOCK	& 331633		53.98	53.98 4100-071040-5407	
11/04/2019	9/19/2019	000367 LEBANON BLOCK	& 331714		22.17	22.17 4100-042400-5413	
11/04/2019	9/12/2019	000367 LEBANON BLOCK	& 332168		83.98	83.98 4100-043020-5407	
11/04/2019	9/12/2019	000367 LEBANON BLOCK	& 332261		106.49	106.49 4100-043020-5413	
11/01/2019	9/24/2019	000367 LEBANON BLOCK	& 332372		128.37	128.37 4100-043020-5413	
11/04/2019	9/24/2019	000367 LEBANON BLOCK	& 332469		11.96	11.96 4100-043020-5407	
11/04/2019	9/24/2019	000367 LEBANON BLOCK	& 332473		6.00	6.00 4100-043020-5407	
11/04/2012	9/25/2019	000367 LEBANON BLOCK	& 332554		111.52	111.52 4100-043020-5407	
11/04/2019	0/25/2015	000367 LEBANON BLOCK	£ 332605		37.22	37.22 4100-042400-5413	
11/04/2019	9/25/2013	000367 LEBANON BLOCK	£ 332674		35.05	35.05 4100-043020-5407	
11/04/2019	9/25/2013	000367 LEBANON BLOCK	£ 33207±		29.00	29.00 4100-042400-5413	
11/04/2019	9/25/2015	000367 LEBANON BLOCK	£ 332071		18.28	18.28 4100-043020-5407	
11/04/2019	9/25/2019	000367 LEBANON BLOCK	6 332/23		29.00	29.00 4100-042400-5413	
11/04/2019	9/26/2019	000367 LEBANON BLOCK	& 3328UI		9.95	9.95 4100-043020-5407	
11/04/2019	9/26/2019	000367 LEBANON BLOCK	& 33281/ 5 333010		4.65	4.65 4100-043020-5407	
11/04/2019	9/27/2019	000367 LEBANON BLOCK	₹ 3330T0		22.04	22.04 4100-043020-5407	
11/04/2019	9/27/2019	000367 LEBANON BLOCK	& 3330/9			6.55 4100-043020-3004	
11/04/2019	9/10/2019	000367 LEBANON BLOCK	& 350035		6.55	51.42 4100-031020-5401	
11/04/2019	10/23/2019	000367 LEBANON BLOCK	& 337485		51.42	32.95 4100-031020-5401	
11/04/2019	10/29/2019	000367 LEBANON BLOCK	& 338510		32.95	2,053.83 *	
					2,053.83	229.80 4100-031020-5401	
11/04/2019	10/10/2019	003367 MAIL FINANCE	N7961271		229.80		
					229.80	229.80 *	

			ar 2 a a	CDOCC NAME	NUMBER AMOUNT	G/L ACCOUNT			P.O.#
DUE DATE INV.DATE		INVOICE	CLASS	GROSS AMT.		4100-032050-5203-	_	-	
11/04/2019 10/25/2019	000419 MCI	300071475		11.27	11.27				
				11.27		4100-043020-5407-	_	_	
11/04/2019 10/08/2019	003374 MCMASTER-CARR S	18138218		104.62			-		
				104.62	104.62				
11/04/2019 10/07/2019	004145 MILLER, CYNTHIA	10072019		90.00		4100-072030-3009-	-	-	
				90.00	90.00				
11/04/2019 9/04/2019	003399 MOODY SPRINKLER	75627		1,860.00		4100-094010-8027-	-	-	
,,				1,860.00	1,860.00				
11/04/2019 9/23/2019	000432 MORGAN MCCLURE	143083		94.40		4100-031020-5408-	-	-	
11/01/2013 3/25/2013				94.40	94.40				
11/04/2019 10/22/2019	003902 MUMPOWER SUPPLY	287153		342.00	342.00	4100-031020-5408-	-	-	
11/04/2015 10/22/2015	003302 110111 011211 0111			342.00	342.00				
11/04/2019 10/28/2019	003123 O'REILLY AUTO P	1943-328159		10.59	10.59	4100-022010-5415-	-	-	
	003123 O'REILLY AUTO P			8.99	8.99	4100-031020-5408-	-	-	
11/04/2019 9/03/2019	003123 O'REILLY AUTO P	1943-320154		8.98	8.98	4100-031020-5408-	-	-	
11/04/2019 9/04/2019	003123 O'REILLI AUTO F	1943-320134		39.99	39.99	4100-031020-5408-	-	-	
11/04/2019 9/11/2019	003123 O'REILLY AUTO P	1943-321223		3.90		4100-031020-5408-	_	_	
11/04/2019 9/19/2019	003123 O'REILLY AUTO P	1943-322321		72.45	72.45				
				416.83		4100-043020-5407-	_	_	
11/04/2019 10/07/2019	000477 P & P FARM AND	006355			416.83				
				416.83		4100-021060-5201-	_	_	
11/04/2019 10/17/2019	003016 PURCHASE POWER	10172019		520.99					
				520.99	520.99				
11/04/2019 10/15/2019	004571 R.E. MICHEL COM	23291800		511.68		4100-043020-3004-	-	-	
11/04/2019 10/03/2019	004571 R.E. MICHEL COM	92122700		125.09		4100-043020-3004-	-	-	
11/04/2019 10/08/2019	004571 R.E. MICHEL COM	92144700		27.04		4100-043020-3004-	-	-	
11/04/2019 10/03/2019	004571 R.E. MICHEL COM	95266700		31.13	31.13	4100-043020-3004-	-	-	
11/04/2019 10/03/2019	001012 11 11			694.94	694.94				
11/04/2019 10/10/2019	ODAERI PEC COMPANY	219-S100789507.		9.14	9.14	4100-043020-3004-	-	-	
11/04/2019 10/10/2019	004501 RIC COMPILIT	213 21001034111		9.14	9.14	*			
77 (04 (0070 10 (11 (0010	002812 RICOH AMERICAS	32506521		273.97	273.97	4100-012010-3005-	-	-	
11/04/2019 10/11/2019	002812 RICOH AMERICAS	32506521		84.03		4100-012090-5401-	-	-	
11/04/2019 10/11/2019	002812 RICOH AMERICAS	32506570		176.15		4100-022010-5401-	_	-	
	002812 RICOH AMERICAS			112.67		4100-032050-3005-	_	_	
11/04/2019 10/11/2019		32508388		100.98		4100-034010-5401-	_	_	
11/04/2019 10/11/2019	002812 RICOH AMERICAS	32508408		26.97		4100-073010-3002-	_	_	
11/04/2019 9/02/2019	002812 RICOH AMERICAS		10			4100-073010-3002-	-	_	
11/04/2019 10/22/2019	002812 RICOH AMERICAS	5057891807		149.08	923.85				
				923.85			_	_	
11/04/2019 10/01/2019	004564 ROBINETTE, CHE	JULY-SEPT 2019		2,499.00		4100-022010-5415-			
				2,499.00	2,499.00				
11/04/2019 9/24/2019	003933 ROGERS GROUP, I	0111013756		149.00		4100-042400-5413-	-	-	
11/04/2019 6/20/2019	003933 ROGERS GROUP, I	0111013218		435.05		4100-042400-5413-	-	-	
, _ , _ , _ , _ ,				584.05	584.05				
11/04/2019 10/23/2019	000663 RUSSELL COUNTY	BOS 102319		4,575.14		4100-095010-9130-	-	-	
11/04/2019 11/01/2019	000663 RUSSELL COUNTY	NOV. 19		29,344.14	29,344.14	4100-095010-9130-	-	-	
11/04/2019 11/01/2019	COCCO RODDILL COLLEGE			33,919.28	33,919.28	*			
17/04/2010 11/04/2010	004632 RUSSELL COUNTY	11042019		5,023.64	5,023.64	4100-082010-8025-	-	-	
11/04/2019 11/04/2019	004632 ROBBERR COOKII	11012019		5,023.64	5,023.64	*			
11/04/2010 0/10/2010	OCCEDA CAMIC CLID/CECE	09182019		45.16		4100-043020-5405-	-	-	
11/04/2019 9/18/2019	000594 SAM'S CLUB/GECR	07102013		66.92		4100-043020-5405-	-	_	
11/04/2019 9/18/2019	000594 SAM'S CLUB/GECR	00102010		1,328.99		4100-094010-8027-	_	-	
11/04/2019 9/18/2019	000594 SAM'S CLUB/GECR	09182019		198.38		4100-043020-5405-	_	_	
11/04/2019 9/18/2019	000594 SAM'S CLUB/GECR	09182019				4100-043020-5407-	-	_	
11/04/2019 9/18/2019	000594 SAM'S CLUB/GECE	09182019	•	81.78		4100-043020-5409-	_	_	
11/04/2019 10/16/2019	000594 SAM'S CLUB/GECE	9J28000930FJZ6H	2	312.52		4100-031020-5409-	_	_	
11/04/2019 10/16/2019	000594 SAM'S CLUB/GECE	9J28000930FJZ6H	2	214.58			_		
				2,248.33	2,248.33	-			

MF000 10/30/2019	•			a /r > COOLDIE		P.O.#
DUE DATE INV.DATE VENDOR	INVOICE	CLASS	GROSS AMT.	NET AMOUNT G/L ACCOUNT	_	<u>F.U.#</u>
11/04/2019 10/12/2019 004637 SAMERDYKE, MICH	2019-1	10	12.00	12.00 4100-073010-5411-	=	-
, ,			12.00	12.00 *		
11/04/2019 10/22/2019 003380 SHENTEL	10222019		156.78	156.78 4100-035050-5413-	-	-
			156.78	156.78 *		
11/04/2019 10/10/2019 001299 SIGN SHOP OF SC	3465		165.00	165.00 4100-042400-5407-	-	-
11/01/2019 10/10/2019 11-11			165.00	165.00 *		
11/04/2019 9/09/2019 004579 SOUTHERN REFRIG	3618682		48.29-	48.29- 4100-043020-3004-	-	-
11/04/2019 9/10/2019 004579 SOUTHERN REFRIG	3619340		23.38	23.38 4100-043020-3004-	-	-
11/04/2019 10/29/2019 004579 SOUTHERN REFRIG	3648491		102.08	102.08 4100-043020-3004-	-	-
11/04/2019 10/29/2019 00:379 2001			77.17	77.17 *		
11/04/2019 10/01/2019 001941 SOUTHERN SOFTWA	244292		9,020.00	9,020.00 4100-032050-3005-	_	-
11/04/2019 10/01/2019 001911 2002			9,020.00	9,020.00 *		
11/04/2019 10/17/2019 002986 SOUTHWEST VA CF	1080		100.00	100.00 4100-031020-5600-	-	-
11/04/2019 10/11/2019 002900 Bookmidda 111 91			100.00	100.00 *		
11/04/2019 10/12/2019 004638 SPIRAL PUBLISHI	2019-1	10	19.50	19.50 4100-073010-5411-	-	•
11/04/2019 10/12/2019 004030 511000 10551500	. 2022 -		19.50	19.50 *		
11/04/2019 10/01/2019 004491 STRATEGIC SOLUT	3221271	10	55.00	55.00 4100-073010-3002-	-	-
11/04/2019 10/01/2019 004491 STRAILGIC SOLIO	, 32212/1		55.00	55.00 *		
	E1E77E000		398.19	398.19 4100-043020-5405-	-	-
11/04/2019 10/07/2019 004601 THE HOME DEPOT	515//5505		431.66	431.66 4100-043020-5405-	-	-
11/04/2019 10/21/2019 004601 THE HOME DEPOT	510110132		278.79	278.79 4100-043020-5405-	-	-
11/04/2019 10/28/2019 004601 THE HOME DEPOT	519276919		1,108.64	1,108.64 *		
	, pagrampan privili		34.00	34.00 4100-013020-3007-	-	-
11/04/2019 11/04/2019 000366 THE LEBANON NEW	REGISTRAR RENEW		48.15	48.15 4100-011010-3007-	_	-
11/04/2019 9/25/2019 000366 THE LEBANON NEW	132885		82.15	82.15 *		
			78.06	78.06 4100-021020-5401-	-	_
11/04/2019 10/02/2019 004103 THE SUPPLY ROOM	1 3824235-0		78.06	78.06 *		
			25.00	25.00 4100-031020-5410-	-	-
11/04/2019 10/04/2019 000977 TOP LINE ADVERS	7581		25.00	25.00 *		
			85.32	85.32 4100-043020-3008-	_	-
11/04/2019 10/01/2019 004574 TRANE U.S. INC	7090248			183.81 4100-043020-3004-	_	_
11/04/2019 10/03/2019 004574 TRANE U.S. INC	7104289		183.81	1,164.04 4100-043020-3004-	_	_
11/04/2019 10/10/2019 004574 TRANE U.S. INC	7139098		1,164.04	1,433.17 *		
			1,433.17	238.89 4100-034010-5401-	_	_
11/04/2019 10/02/2019 001079 TREASURER OF V	L PAS05001		238.89	238.89 *		
			238.89	20.00 4100-035030-3001-	-	
11/04/2019 8/28/2019 002133 TREASURER OF V	08282019		20.00	20.00 4100-035030-3001-	_	_
11/04/2019 8/28/2019 002133 TREASURER OF V	1 08282019		20.00	20.00 4100-035030-3001-	_	_
11/04/2019 10/24/2019 002133 TREASURER OF V	I 10242019		20.00	60.00 *		
			60.00	8,714.58 4100-083050-1003-	_	-
11/04/2019 10/17/2019 000669 TREASURER VA T	E 10172019		8,714.58	2,854.02 4100-083050-2003-	_	-
11/04/2019 10/17/2019 000669 TREASURER VA T	E 10172019		2,854.02	57.46 4100-083050-2003-	_	_
11/04/2019 10/17/2019 000669 TREASURER VA T	E 10172019		57.46			
			11,626.06	11,626.06 * 65.00 4100-031020-7003-	_	_
11/04/2019 10/01/2019 000706 TWO WAY RADIO	I 80000495		65.00	684.00 4100-031020-7003-	_	_
11/04/2019 10/01/2019 000706 TWO WAY RADIO	I 80000496		684.00			
			749.00	749.00 *		_
11/04/2019 10/01/2019 002814 ULINE	112900637		357.66	357.66 4100-042400-5413-		
			357.66	357.66 *		_
11/04/2019 10/23/2019 002029 VERIZON	10232019		54.26	54.26 4100-071040-5101-	_	
			54.26	54.26 *	_	_
11/04/2019 10/12/2019 003229 VERIZON WIRELE	S 9839976612		3,412.88	3,412.88 4100-031020-5203-	_	
			3,412.88	3,412.88 *		_
11/04/2019 10/17/2019 004278 WELLS FARGO VE	N 102847662		251.13	251.13 4100-012090-5401-	-	
. , , ,			251.13	251.13 *	_	_
11/04/2019 11/04/2019 002549 WHITE CRYSTAL	11042019		75.00	75.00 4100-012090-5401-	_	_
• • •			75.00	75.00 *		

AP060 10/30/2019	A/P CASH REQUIREMENTS PRE-LIST COMPANY #-001	FUND#4100	PAGE 8

DUE DATE		VENDOR	INVOICE	CLASS _	GROSS AMT.		G/L ACCOUNT 4100-031020-5408-	_	-	P.O.#
11/04/2019 11/04/2019		000219 XPRESS LUBE 000219 XPRESS LUBE	09052019 09132019		22.99	22.99	4100-031020-5408-	-	-	
11/04/2019	9/19/2019	000219 XPRESS LUBE	09192019		73.99 73.99	73.99 73.99	4100-031020-5408- 4100-031020-5408-	_		
		000219 XPRESS LUBE 000219 XPRESS LUBE	0920219 09232019		22.99	22.99	4100-031020-5408-	-	-	
11/04/2019	9/30/2019	000219 XPRESS LUBE	09302019		71.09		4100-031020-5408- 4100-031020-5408-	-		
11/04/2019	9/30/2019	000219 XPRESS LUBE	096302019		78.29 383.13	383.13				
		TOTAL FOR DUE	DATE 11/04/2019		246,790.96	246,790.96				
		TOTAL DUE FOR	FUND- 4100		246,790.96	246,790.96				

AP060 10/30/2019	A/P CASH REQUIREMENTS PRE-LIST	COMPANY #-001	FUND#4839	PAGE	9
------------------	--------------------------------	---------------	-----------	------	---

AP060 10/30/2019 A/P CASH RE	QUIREMENTS PRE-LIST COMP.	ANY #-001 FUND#4839	PAGE 9	
DUE DATE INV.DATE VENDOR INVOICE 11/04/2019 9/05/2019 000367 LEBANON BLOCK & 329240	CLASS GROSS AMT. 25.11 25.11	NET AMOUNT G/L ACCOUNT 25.11 4839-083990-5407- 25.11 *	<u>P.O.#</u> 	
11/04/2019 10/02/2019 003374 MCMASTER-CARR S 17590502 11/04/2019 10/04/2019 003374 MCMASTER-CARR S 17852273	710.05 250.52 960.57	710.05 4839-083990-5407- 250.52 4839-083990-5407- 960.57 *	Ī Ī	
TOTAL FOR DUE DATE 11/04/2019 TOTAL DUE FOR FUND- 4839 NON-DIRECT DEPOSIT DIRECT DEPOSIT E-Payable Total FINAL DUE	985.68 985.68 247,776.64 .00 .00 247,776.64	985.68 985.68 247,776.64 .00 .00 247,776.64		

AP100 10/28/2019	A/P CHECK REGISTER	TIME-14:27:30	ActPd - 2019/10	PAGE	1
------------------	--------------------	---------------	-----------------	------	---

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVC DAT	E ACCRL	ACCOUNT NO.		G/L ACCOUNT DESC.	BATCH INV.DESCRIPTION
	000138 CHAE C. TOTAL	FIN LAW FIRM F	PC 10282019 CHECK TOTAL	10/28 20,235.89	3/2019 ACH PMT TOTAL	4100-094010-8027- .00 CPA PMT TOTAL	20,235.89 582984 .00 EPY PMT TOTAL	Other Captial Projects	04396 20,235.89
		.00	CHECK TOTAL	20,235.89	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00 EPY PMT TOTAL	.00 TOTAL	20,235.89
		.00	CHECK TOTAL	20,235.89	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00 EPY PMT TOTAL	.00 TOTAL	20,235.89

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 20,235.89- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE COUNTY ADMINISTRATOR



Board of Supervisors 137 Highland Drive Lebanon, VA 24266

Meeting: 11/4/19 6:00 PM

Action Item C-1 – C-19 Presenter: Administrator

County Administrator Reports & Requests

REPORTS

1.	2019 VACo Annual Conference (Nov 10-12, 2019)
2.	Project Management Services (RFP) Advertisement
3.	RC Drought Relief Resolution
4.	Tobacco Commission "Pastures for Profit" Grant
5.	Belfast Waterline Extension Project Phase II Letter of Intent FundingC-5
6.	VDOT Rte. 80 Speed & Traffic Study
7.	VDOT / Sheriff Dept./ Community Work Program Litter Pickup ProgramC-7
8.	RC Cannery Pre-Orders & Payment of Cans
9.	VDOT Rte. 681 Notice of Intent
10.	RC Health Coalition – Family Health Expo
11.	RC HOA Board Member Resignation
12.	RC DSS Board Member Resignation
13.	RC Fitness/Tourism Coordinator Resignation
<u>RE</u>	<u>QUESTS</u>
14.	RC Declaration of Emergency "Burn Ban" Termination
15.	Authorization of PSA Water & Sewage Operational Business Plan & Rate Study Contract
16.	VDEM Local Emergency Management Performance Grant (LEMPG)C-16
17.	VDEM State Homeland Security Program Grant (SHSP)
18.	RC Litter Prevention & Recycling Program Grant
19.	RC Planning Commission Plat
5	STAFFRECOMMENDATION(s):

Board Discretion.

SUGGESTED MOTION(s): Various



2019 VACo Annual Conference

November 10-12, 2019

The Omni Homestead in Bath County

Join us for our premier event on November 10-12

Dear VACo Members,

We are pleased to release the <u>room reservation form</u> for the 2019 VACo Annual Conference on November 10-12 at The Omni Homestead in Bath County. If you are new to the room reservation process, please take a moment to review the <u>VACo Lodging Policy</u> adopted by the VACo Board of Directors.

The Omni Homestead requests that reservations are made by fax or mail only. No phone call reservations will be accepted.

Reservations will be confirmed by email.

If you have questions about room reservations, contact Carol Cameron at ccameron@vaco.org or at 804.343.2507. The list of alternative lodging options is available on our Annual Conference webpage.

The conference registration form will be available in mid-August.

85TH ANNUAL CONFERENCE INCLUDES

- General Sessions featuring elected officials, local leaders and policy/government experts discussing and analyzing issues
- Breakout Sessions designed to educate and enlighten
- Exhibit Hall featuring companies and organizations showcasing products and services unique to the needs of county government
- A special hands-on workshop
- VACo's Annual Business Meeting where the Legislative Program is adopted and the Board of Directors is elected for the upcoming year
- Steering Committee Meetings
- Multiple team-building and networking opportunities
- · And Much More

Important Links

- Click here for The Omni Homestead room reservation form
- Click here for a list of alternative lodging options



RUSSELL COUNTY, VIRGINIA REQUEST FOR PROPOSALS (RFP) PROJECT MANAGEMENT SERVICES

Russell County, Virginia will accept proposals until Thursday, November 20, 2019 at 2:00 p.m., from qualified firms ("Offerors") to provide professional services for the provision of Project Management Services.

To Provide Project Management Services for all phases of construction and construction related projects under the Public Private Education Facilities Infrastructure Act (PPEA).

Russell County intends to select one firm to provide these services using the competitive negotiation procedure for professional services as defined in Section 2.2-4301 of the Virginia Public Procurement Act.

Full copies of the Request for Proposals (RFP) may be requested by contacting Mr. Lonzo Lester, County Administrator, at (276) 889-8000, or by email at lonzo.lester@russellcountyva.us.



RUSSELL COUNTY, VIRGINIA REQUEST FOR PROPOSALS (RFP)

FOR

THE PROVISION OF

PROJECT MANAGEMENT SERVICES

PREPARED BY:

RUSSELL COUNTY BOARD OF SUPERVISORS

PROPOSAL ISSUING DATE: OCTOBER 24, 2019

PROPOSAL CLOSING DATE: 2:00 P.M., NOVEMBER 20, 2019

INDEX

	<u>SECTION</u>	<u>PAGE</u>
1.0	PURPOSE	3
2.0	SCOPE OF SERVICES	3
3.0	CONTACT PERSON(S)	5
4.0	PROPOSAL ISSUING AND CLOSING	5
5.0	PROPOSAL SUBMISSION	6.
6.0	GENERAL CONDITIONS	6
7.0	CONTRACT TERM AND CONDITIONS	10
8.0	INSURANCE	11
9.0	PAYMENT TERMS	12
10.0	COOPERATIVE PROCUREMENT	12
11.0	PROPOSAL CONTENT	12
12.0	PROPOSAL SELECTION PROCESS	13
13.0	PROPOSAL EVALUATIONS	13

Russell County will accept sealed proposals until, but no later than 2:00 p.m., November 20, 2019 for the provision of Project Management Services.

1.0 PURPOSE

It is Russell County's desire to establish a term contract with a qualified project management/construction management firm/firms on an hourly rate basis.

2.0 SCOPE OF SERVICES

The successful proposer may be requested to provide any combination of services listed below.

- 2.1 Provide Project Management Services for all phases of construction and construction related projects under the Public Private Education Facilities Infrastructure Act (PPEA) and local promulgated guidelines, including:
 - A. Evaluation of the most advantageous procurement method to be used for specific, proposed construction projects.
 - B. Evaluation of unsolicited bids or proposals.
 - C. Presentations to relevant committees and boards.
 - D. Development of project requests for bids or proposals.
 - E. Evaluation of proposals for proposed construction projects.
 - F. Coordination with County staff and committees for complete construction management services.
- 2.2 Provide Project Management services for Design-Build Construction projects in compliance with the Virginia Public Procurement Act.
- 2.3 Project management services for other type projects that may include the following as requested by the County;
 - A. Provide preliminary services to develop the concept and scope of work for a construction or development related project.
 - B. Provide general oversight, monitor, and inspect critical construction activities for project construction.
 - C. Provide quality control and ensure that the project meets the technical specifications as prescribed by the project manual.

- D. Serve as a member of the construction team consisting of representatives from the owner, architect/engineer, and contractor.
- E. Set up project records management system, maintain reports of the construction activity and monitor project schedules.
- F. Review and provide recommendations to the owner for monthly progress payments/change orders and monitor the financial health of the project.
- G. Review shop drawings monitor Request for Information (RFI), and track submittal approval process.
- H. Provide timely responses to in the field engineering/construction issues that may arise.
- I. Represent the County in resolving questions with the architect, the contractor, and subcontractors about the project such as RFI's, potential change orders, submittals, shop drawing approvals, and architectural/engineering addendums.
- J. Insures third party testing of construction materials and building code compliance.
- K. Maintain activities log that would summarize the daily activities of the construction progress and track milestones and deliverables.
- L. Regularly monitors of "As Built" record drawings and changes to the original set of architectural drawings.
- M. Secure & review O&M manuals for submission to the owner at completion of project and insure adequate training of maintenance staff.
- N. Prepare final punch list inspection reports and coordinate the final acceptance of the project with the owner and architect.
- When required, lead negotiations in coordination with Owners Construction
 Management Representative, construction inspector and architect with the
 contractor regarding potential change orders or other changes in the scope of
 work.
- P. Identify, resolve issues, and conflicts within the project team
- **2.4** Other duties as may be required by the owner that require the same skills to provide the services as listed above on the management of another activity as determined by the County.

- A. Provide services to work with outside agencies or other government entities to negotiate contracts or obtain permits.
- B. Assist with start-up of or manage special projects as needed.
- C. Manage operations of units within the local government for a limited time until permanent arrangement can be made.
- D. Serve as the County's agent/representative in negotiations with both public and private entities in the acquisition of properties, leases, and agreements necessary for the completion of County sponsored projects.
- 2.5 The County desires to establish a contract for an hourly rate with the successful proposer. It is anticipated that the hourly rate would become the basis for establishing fixed or not to exceed price agreements for identified projects, whose scope can be generally defined.
- 2.6 The County anticipates that services of the successful proposer would be utilized for any projects as determined in the final authorized scope of work; however, it retains the option of seeking competitive arrangements for any such project or phase thereof.
- 2.7 It is anticipated that price agreements for specific projects would include all costs of labor, services, office expenses, phone calls and local travel. Costs for extended travel, printing and advertising may be negotiated separately.

3.0 CONTACT PERSON(S)

Questions regarding this Request for Proposals should be directed to:

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

Phone: 276-889-8000

E-mail: lonzo.lester@russellcountyva.us

4.0 PROPOSAL ISSUING AND CLOSING

4.1 Proposal Issuing Date: October 24,2019

4.2 Proposal Closing Date: 2:00 PM, November 20, 2019

5.0 PROPOSAL SUBMISSION

- 5.1 Three (3) copies of each proposal must be submitted to the Russell County Administrator's Office, 137 Highland Drive, P.O. Box 1208, Lebanon, Virginia 24266, in a sealed envelope and marked: **SEALED REQUEST FOR PROPOSAL (RFP-002), DO NOT OPEN.** Proposals must be submitted no later than 2:00 PM, November 20, 2019.
- **5.2** No proposals will be accepted after the proposal closing date. The date of postmark will not be considered.
- **5.3** Proposals may be withdrawn by written request from the proposer to the County Administrator prior to the proposal closing date.
- **5.4** All proposals must be signed by an individual authorized to bind the proposer company.
- 5.5 All proposals become the property of Russell County.

6.0 GENERAL CONDITIONS

- 6.1 It is the responsibility of the proposer to inquire about and clarify any requirements of this Request for Proposals that is not understood.
- Any information relative to interpretation of these specifications shall be requested in writing to the Russell County Administrator within five (5) working days of the date set for the opening of proposals.
- 6.3 No protest regarding the validity or appropriateness of the specifications will be considered, unless the protest is filed in writing with the County Purchasing Agent prior to the closing date for proposals.
- Each proposal is received with the understanding that the acceptance in writing by Russell County of the offeror to furnish any or all of the services described therein shall constitute a binding agreement which shall bind the proposer to furnish and/or deliver the services quoted at the price stated and in accordance with all conditions of said accepted proposal. Russell County, on its part is to order from successful proposer, except for causes beyond reasonable control, and pay for at the agreed prices goods and services specified and delivered.
- **6.5** Russell County reserves the right to reject any and/or all proposals received.
- **6.6** Termination for Convenience

This Agreement may be terminated by Russell County upon not less than thirty days' written notice to the contractor for the County's Convenience and without

- cause. In the event of such termination, the Contractor shall be compensated for authorized services performed prior to termination.
- 6.7 Prospective proposers acknowledge, by submission of a proposal, they have had the opportunity prior to submitting their proposal, to raise any questions which they might have had about the solicitation.
- 6.8 The successful proposer will be required to provide evidence of an applicable current business license.
- 6.9 The Contractor shall provide a drug-free workplace for Contractor's employees. Contractor shall post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacturer, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition. Contractor shall state in all solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor maintains a drug-free workplace. Contractor shall include these provisions in every subcontract or purchase order of over \$10,000 so that these requirements are binding upon each subcontractor or vendor.

(Virginia Code §2.2-4312)

- **6.10** During the performance of this Agreement, the Contractor agrees as follows:
 - A. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - B. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such contractor is an equal opportunity employer.
 - C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provisions of the foregoing paragraphs A, B, and C in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

(Virginia Code §2.2-4311)

6.11 The Contractor does not, and shall not during the performance of this Agreement, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

(Virginia Code §2.2-4311.1)

6.12 If the Contractor is organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership, he shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so, required by Title 13.1 or Title 50 or as otherwise required by law. Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth to be revoked or cancelled at any time during the term of this Agreement.

6.13 PAYMENT CLAUSES

- A. The Contractor shall take one of the two following actions within seven days after receipt of amounts paid to him by the County for work performed by a subcontractor under the Agreement:
 - 1. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under the Agreement; or
 - 2. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment and the reason for nonpayment.
- B. The Contractor shall pay interest to the subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the County for work performed by the subcontractor under the Agreement, except for amounts withheld as allowed in subsection A.
- C. Unless otherwise provided under the terms of this Agreement, interest shall accrue at the rate of one percent per month.
- D. The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

- E. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this section shall not be construed to be an obligation of the state agency or agency of local government. No modification to this Agreement shall be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.
- F. The Contractor shall provide to the County (i) his social security number if an individual, or (ii) the federal employer identification number if a proprietorship, partnership, or corporation.

(Virginia Code §2.2-4354)

- 6.14 The Contractor shall indemnify and hold harmless County and its officers, agents, volunteers, and employees against any and all liability, losses, damages, claims, causes of action, suits of any nature, costs, and expenses, including reasonable attorney's fees, resulting from or arising out of Contractor's or its agent's or subcontractor's negligent activities or omissions on or near any of the County's property or easements, or arising out of or resulting from Contractor's negligence in providing any of the services under this Agreement, including, without limitation, fines and penalties, violations of federal, state, or local laws, or regulations promulgated thereunder, or any personal injury, wrongful death, or property damage claims of any type.
- 6.15 No payment, final or otherwise, nor partial or entire use or acceptance of Contractor's work by the County shall constitute acceptance of any professional services not in accordance with the Agreement, nor shall the same relieve the Contractor of any responsibility for any errors or omissions in connection with the Project or operate to release the Contractor from any obligation under the Agreement.
- 6.16 The Contractor shall comply with all applicable federal, state, and local laws, codes and regulations currently in force or subsequently adopted, including terms and provisions of all Russell County Ordinances.
- 6.17 The claims procedure established pursuant to Virginia Code §2.2-4363 shall apply to any contractual disputes arising under this Agreement.
- 6.18 In the event that any provision of this Agreement is adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding, and in full force and effect.
- 6.19 The County does not discriminate against faith-based organizations, and enters contracts described in this sub-paragraph on the same basis as any other nongovernmental source without impairing the religious character of such

organization, and without diminishing the religious freedom of the beneficiaries of assistance provided under this section.

- A. "Faith-based Organization" means a religious organization that is or applies to be a Vendor to provide goods or services for programs funded by the block grant provided pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193, as amended.
- B. If a Vendor is a faith-based organization, then the Vendor must give to each individual who applies for or receives goods, services, or disbursements provided pursuant to this Agreement the following notice in bold-faced type:

NOTICE:

Neither the County's selection of a charitable or faith-based provider of services nor the expenditure of funds under this contract is an endorsement of the provider's charitable or religious character, practices, or expression. No provider of services may discriminate against you based on religion, a religious belief, or your refusal to actively participate in a religious practice. If you object to a particular provider because of its religious character, you may request assignment to a different provider. If you believe that your rights have been violated, please discuss the complaint with your provider or notify the appropriate person as indicated in this form.

6.20 Contractor shall, at the County's request, provide documentation of their authority to transact business in the Commonwealth of Virginia.

7.0 CONTRACT TERM AND CONDITIONS

- 7.1 The initial term of this contract agreement shall commence January 1, 2020 and extend through December 31, 2020. Russell County at its option may extend the initial term for up to four (4) additional, one (1) year periods, to be mutually negotiated at a reasonable time prior to the annual expiration date of December 31 of the respective year. Depending upon proposals received, the County may determine that it is in their best interest to contract with more than one firm.
- 7.2 It is understood that the basis for contract pricing is an hourly rate structure, however the County may request a total not to exceed price for specific projects, based upon a scope of work provided. Terms, conditions and pricing of this contractual arrangement may be extended to the Russell County School Board, Russell County Public Service Authority and the Industrial Development Authority of Russell County, when so requested and at the discretion of the County.
- 7.3 A. This contract may be terminated by Russell County upon not less than thirty (30) days written notice to the contractor for the County's convenience and without cause. In the event of such termination, the

contractor shall be compensated for satisfactory services performed prior to termination.

- B. Any sub-agreement for services to be provided for specific projects as authorized under this contract, whether by Russell County or other eligible cooperative purchasing public body, may be terminated upon a thirty (30) day written notice to the contractor. In the event of such termination, the contractor shall be compensated for satisfactory services performed prior to termination.
- **7.4** The anticipated form of a resulting contract shall include a narrative description of negotiated terms, conditions and cost; the original Request for Proposals, Addenda information and proposal response.

8.0 INSURANCE

8.1 The Contractor shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or in connection with the work performed on behalf of Russell County by the Contractor, his agents, representatives, employees or sub-contractors. Such coverage shall be maintained by the Contractor for the duration of the contract period.

Minimum Coverage and Limits:

- 1. General Liability \$2,000,000 combined single limits per occurrence.
- 2. Worker's Compensation: As required by the Worker's Compensation Act of Virginia.
- 3. Automobile Liability: \$1,000,000 per occurrence.

8.2 All Coverage

- A. The insurer shall agree to waive all rights of subrogation against Amherst County, its officers/officials, agents, employees and volunteers for losses arising from work performed by the Contractor.
- B. The insurer shall provide 30 days written notice to Russell County before any cancellation, suspension or void of any coverage in whole or part where such provision is reasonable.

8.3 Verification of Coverage

The contractor shall furnish Russell County certificates of insurance with endorsements affecting coverage. The certificates and endorsements are to be signed by a person authorized by the insurance company to bind coverage on its

behalf. The certificates and endorsements are to be received and approved by the County before commencement of work by the contractor.

8.4 Sub-Contractors

All coverage for sub-contractors of the Contractor shall be subject to all the requirements stated herein.

9.0 PAYMENT TERMS

Russell County will make payment in full within 30 days of submission of an itemized invoice, and acceptance of work by the County. Invoice(s) should be submitted on a no more frequent than monthly basis.

10.0 COOPERATIVE PROCUREMENT

- **10.1** Pursuant to the Code of Virginia, §2.2-4304 "Cooperative Procurement", and Russell County's Request for Proposals Number 3354, this agreement is available for use by all "public bodies" as defined by §2.2-4301 and referenced by §2.2-4304 of the Code of Virginia.
- 10.2 Any public body desiring to utilize services described in this Request for Proposals must notify the Russell County Purchasing Department of their intentions to do so. Russell County shall have no responsibilities for cooperative procurement contract agreements for public bodies other than themselves.

11.0 PROPOSAL CONTENT

Proposers should address, but need not be limited to, all requirements listed herein, with a written proposal and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

- 11.1 Provide all contact information and brief background of your firm and its capabilities. Please sate the location of your firm's headquarters and any branch offices.
- 11.2 Identify the primary officers of your firm and describe credentials and experience of employees who would be assigned to the proposed project. Please state the number of persons employed by your firm with required training and qualifications relative to the Scope of Service requested in this Request for Proposals.
- 11.3 List at least three (3) references with contact information (include telephone number) for which your firm has provided similar services to those requested in the previous three (3) years.

- 11.4 Provide evidence of your ability to provide minimum insurance coverage requirements as specified in <u>Section 8.0</u> of this document.
- 11.5 Please provide a brief narrative description of your understanding of the contractual cost arrangement requested. Provide your proposed hourly rate(s) for the discipline or disciplines proposed to meet the requirements of this Request for Proposals.

12.0 PROPOSAL SELECTION PROCESS

- 12.1 This Request for Proposals is part of a competitive procurement process which helps to serve the best interest of Russell County. It also provides firms with a fair opportunity for their services to be considered. The process of competitive negotiation being used in this case should not be confused with the different process of "competitive sealed bidding". The latter process is usually used where goods and/or services being purchased can be precisely described and price is usually the sole determining factor. With competitive negotiation on the other hand, price is not required to be the sole determining factor, although it may be, and Russell County has the flexibility that it needs to negotiate with one or more firms to arrive at a mutually agreeable relationship. Offeror's are to make written proposals which present the offeror's qualifications and understanding of the work to be performed. Offeror's are asked to address each evaluation criterion and to be specific in presenting their qualifications. Your proposal should provide all the information which you consider pertinent to your qualifications for the project.
- 12.2 Selection shall be made of two (2) or more offerors deemed to be fully qualified and best suited among those submitting proposals, based on the factors involved in the Request for Proposals. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Russell County shall select the offeror which, in its option, has made the best proposal and shall award the contract to that offeror.

13.0 PROPOSAL EVALUATIONS

- 13.1 All proposals submitted will be reviewed and evaluated by a representative committee for the Russell County Board of Supervisors.
- 13.2 Following is the specific evaluation criteria to be used for judging proposals and the total possible point value to be assigned to each evaluation factor. The maximum possible score that a proposal could receive is 100 points.

	EVALUATION CRITERIA	POINTS
A.	Firms' qualifications to provide the required services.	35
B.	Experience.	30
С	References.	10
D.	Cost.	25

Russell County Virginia

"The Heart of Southwest Virginia"

Harry Ferguson Carl Rhea
At-Large District 3

Tim Lovelace Rebecca Dye, Chairperson David Eaton
District 1 District 6 District 4

Lou Ann Wallace Steve Breeding, Vice-Chairman Lonzo Lester
District 2 District 5 County Administrator

COUNTY OF RUSSELL DROUGHT RELIEF RESOLUTION

WHEREAS, the extreme climatic conditions in the County of Russell have severely affected farmers and agricultural businesses; and

WHEREAS, during the growing season of this year, the County of Russell has received considerably less rainfall than normal resulting in decreased stream flow, low springs, and dry ponds; and

WHEREAS, the County of Russell Food and Agriculture Council, made up of the Farm Service Agency, the Natural Resource Conservation Service, and Virginia Cooperative Extension, has reported that approximately one third of the pasture production has been affected (a loss of \$1.7 million), and livestock producers will be forced to feed animals 45 – 60 days earlier than normal (an additional expense of over \$700,000); and

WHEREAS, the Agricultural Emergency Board (VA Cooperative Extension, USDA-Natural Resource Conservation Service, USDA – Farm Service Agency & VA Dept of Forestry) held an emergency meeting and has estimated / determined the drought conditions upon farmers and agricultural businesses in Russell County and the surrounding counties:

- Grazing loss of at least 1/3 of pasture production
- Forced to begin feeding hay 45-60 days early
- Ponds and springs low or dry
- Lighter end weights of cattle intended for sale
- Excessive damage of forage with greater potential soil loss

WHEREAS, it is incumbent upon the County of Russell Board of Supervisors that the County Administrator is hereby instructed to file with the Governor of Virginia a request that the County of Russell be designated as drought designated area adversely affected by lack of rainfall as a State declared "**Emergency**" for assistance and resources for farmers and agriculture businesses during this County and regional drought emergency.

RESOLVED this 7th day of October 2019, by the	e following vote:
Recorded Vote:	
Moved by:	
Seconded by:	
Yeas:	
Nays:	
	Rebecca Dye, Chairperson County of Russell Virginia

Russell County Virginia

"The Heart of Southwest Virginia"

Harry Ferguson At-Large

Carl Rhea District 3

Tim Lovelace District 1

Rebecca Dye, Chairperson District 6 David Eaton District 4

Lou Ann Wallace District 2 Steve Breeding, Vice-Chairman
District 5

Lonzo Lester County Administrator

October 16, 2019

Mr. Evan Feinman - Executive Director Virginia Tobacco Region Revitalization Commission 701 East Franklin Street – Suite 501 Richmond, VA 23219

Re: Support for the Tobacco Commission "Pastures for Profit" Grant

Dear Mr. Feinman,

The Russell County Board of Supervisors fully supports the Abingdon Feeder Cattle Association's grant application to the Virginia Tobacco Region Revitalization Commission to assist regional agricultural producers with pasture improvements.

Given the extreme drought and environmental conditions over the past year (extremely wet in spring and severely dry now), forage species have been damaged and pastures are in need of repairs. These repairs would be more successful if soil fertility issues were addressed. This grant will make cost share funds available to producers - 1/3 of out of pocket costs up to \$2000 per farm. The grant will plan for 360 contracts – (\$60,000 per county) – for a total over \$700,000 for Southwest Virginia.

Eligible expenditures will include:

- Lime
- Phosphate and Potash Fertilizer
- Grass and legume seeds
- Fertilizer/lime application equipment

In addition to increasing productivity of pastures, water quality will be improved by reducing soil and sediment lost as a result of poor ground cover.

The Russell County Board of Supervisors encourages your support of this agricultural grant that will be very beneficial to regional pasture and environmental improvements. We feel confident that, if funded, this grant will serve to enhance opportunities for our community and regional producers in Southwest Virginia.

Thank you for your consideration of this grant application and hope you see it as an excellent fit for your funding priorities.

Sincerely,

Rebecca Dye Chairperson County of Russell, Virginia



Ralph S Northam Governor

R Brian Ball Secretary of Commerce and Trade

COMMONWEALTH of VIRGINIA

Erik C Johnston Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

September 11, 2019

The Honorable Rebecca Dye Chairperson Board of Supervisors Russell County 137 Highland Drive Lebanon, VA 24266

Re: 2019 Virginia CDBG Grant Offer-Belfast Waterline Extension Project Phase II Letter of Intent

Dear Chairperson Dye:

On behalf of Governor Northam, it gives me great pleasure to inform you that Russell County has been offered a Community Development Block Grant Letter of Intent in the amount of \$630,000 in support of the Belfast Waterline Extension Project Phase II. Provided certain conditions are met prior to May 2, 2020, Russell County will receive this funding from the 2019 CDBG allocation. If the County is unable to meet these conditions, this Letter of Intent may be withdrawn.

Tamarah Holmes, Associate Director in the Department's Community Development

Division, will contact you in fifteen (15) business days to discuss the grant condition. Please note all

CDBG awards are contingent upon available funding from the U.S. Department of Housing

and Urban Development (HUD). We are pleased to be of assistance to Russell County in its

community development efforts.

Sincerely,

Erik C. Johnston

Director

c: Lonzo Lester, County Administrator
James A. Baldwin, Cumberland Plateau PDC
Tamarah Holmes, DHCD
Amanda Healy, DHCD





 From:
 John Watson

 To:
 Lonzo Lester

 Subject:
 Litter Meeting

Date: Tuesday, October 29, 2019 3:10:08 PM

Attachments: image001.png

Lonzo.

I wanted to thank you and Sheriff Dye for meeting me this morning regarding litter pick-up programs in Russell County. For a quick recap, we discussed the three (3) types of litter programs the department currently has, the adopt a highway program, the assign a highway program, and the inmate litter pickup program.

The Adopt a Highway program is where a citizens group, church, business, civic organization, etc. can adopt a section of roadway to do litter removal on. The department permits this through our Adopt a Highway program and coordinators, here at the Residency groups can contact Elizabeth Stevens at 276-889-7601. The department will provide trash bags, vests, and signage for the litter group. As discussed, this will be discussed more at an upcoming BOS meeting and groups can contact the Residency Office for additional information or look at https://www.virginiadot.org/programs/prog-aah-default.asp.

The Assign a Highway program is a partnership with the Court system where individuals sentenced to community service are assigned a section of roadway to pick up litter on bi-monthly by the Circuit Court Judge. The probationer is responsible for picking up litter on their assigned route. More info can be found at:

 $\underline{https://www.deq.virginia.gov/Portals/0/DEQ/Land/RecyclingPrograms/LP\&R/Assign\%20A\%20Highway\%20Implementation\%20Manuel.pdf}$

The Inmate Litter Program is a partnership between VDOT, The County BOS, and County Sheriff's Department where the County Sheriff's office has deputies take out inmates (regional or local jail) to do litter removal. As we are aware, Sheriff Dye has temporarily suspended utilizing regional jail inmates for various reasons discussed and this program is not being utilized currently in the county. However, this program is currently being reviewed by Judge Moore, Sheriff Dye, VDOT, and yourself and we hope to have the issues soon resolved and can utilize the program again under some new direction.

As discussed, we look forward to meeting with you and the Sheriff again in mid-November for an inmate program update, updated guidelines, and to utilize the program in spring. Again, thanks for your time in meeting with me today.

John R. Watson

Residency Administrator I Virginia Department of Transportation I Lebanon Residency Buchanan, Russell, & Tazewell Counties I (276) 889-76011 jr.watson@vdot.virginia.gov PO Box 127 Lebanon VA 24266 (nail) I 1067 Fincastle Road Lebanon VA 24266 (shipping)



 From:
 lonzo.lester@russellcountyva.us

 To:
 "LCAMERON@BALL.COM"

 Cc:
 Caminiti, Michael A (Mike)

 Subject:
 FW: Ball Can Prices

Date: Saturday, October 19, 2019 1:40:00 PM

Lavonna,

It has been awhile since our last Ball can order but Russell County is now needing to purchase another order for our community canneries.

What's the 2019 Ball Can prices for the following:

Size	Description	Price Per Thousand (USD)
300X407 Can		\$
300 End		\$
	Total	\$
401X411 Can		\$
401 End		\$
	Total	\$

What's the minimum order that we can purchase per order (i.e. number of pallet or number of cans)?

What are the freight charges if we order less than a full truck load?

What's the estimated timeframe for delivery?

Is it still a requirement to pay in advance?

Thanks.

Lonzo Lester, MBA, CPC, VCO Russell County Administrator 137 Highland Drive Lebanon, Virginia 24266 276-889-8000 (Office) 276-880-4396 (Cell) 276-889-8011 (Fax)

E-mail: Lonzo.lester@russellcountyva.us

"This communication, including any attachments, may contain confidential and privileged information. The information is intended solely for the use of the intended recipient(s). If you are not an intended recipient, you are prohibited from any use, distribution, or copying of this communication. If you have received this



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

STEPHEN C. BRICH, P.E. COMMISSIONER

870 Bonham Road Bristol, VA 24201

25 September 2019

CERTIFIED MAIL ARTICLE #7018 1830 0001 7298 8005

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

RE:

NOTICE OF INTENT TO DISCONTINUE-§33.2-908.B Code of Virginia

Russell County (083)

Route 681: from Route 608 (Straight Hollow Rd.) to Dead End, a distance of 0.10 mile

Ladies and Gentlemen:

Please be advised that the Department of Transportation intends to discontinue from the Secondary System of State Highways:

• Route 681 (unnamed route): from Route 608 to Dead End, a distance of 0.10 mile.

This action is being considered pursuant to §33.2-908.B of the Code of Virginia because the road no longer provides sufficient public convenience to warrant maintenance at public expense. Discontinuance relieves the Virginia Department of Transportation of the maintenance and administrative responsibility for the roadway. It does not close the roadway as a public thoroughfare. Administrative authority is transferred to the county, but discontinuance does not obligate the county to perform maintenance activities on the roadway.

Materials related to the discontinuance are available for your review at the VDOT Lebanon Residency located at 1067 Fincastle Road in Lebanon, VA.

VDOT will post the willingness to hold a public hearing as required by law in the October 9, 2019 edition of the Lebanon News. If no requests for a public hearing are received prior to November 9, 2019 the item will be placed on the Commonwealth Transportation Board's agenda for its next meeting.

If the county has no objection to the discontinuance, please provide the Lebanon Residency a letter from the County Administrator or a resolution from the Board of Supervisors in support of the action.

Should you have questions or concerns, please contact the VDOT Lebanon Residency at (276) 889-7601.

Sincerely,

John Bolling

Jan Belling

Architect/Engineer I

On behalf of Mr. John Watson, Lebanon Residency Administrator

ROUTE 681 DISCONTINUANCE NOTES:

- Route 681 was added 10-08-1976. BOS resolution requesting the addition is dated 09-07-1976
- Route 681extends from Route 608 to 0.10 mile NW of Route 608
- VDOT has performed no maintenance of any kind for 20 years or more
- Russell County GIS does not recognize it as a street. It has no 911 name.
- There are no VDOT route markers in the field.
- The street is not listed in VDOT's Roadway Inventory Management System (RIMS)
- There are only two buildings that are served by the street, but whether or not they are occupied dwellings is unknown.
 - One of the public benefit requirements to warrant VDOT maintenance is that the street must serve at least three occupied dwelling under separate ownership. Route 681 does meet this public benefit requirement
 - O As evidenced by the photos, the street is only one lane wide and appears to have no use by the traveling public.
- Discontinuance is being considered in lieu of abandonment because abandonment would leave one parcel land locked (parcel 160RIG2455)
 - o All other properties abutting Route 681 have access via Route 608.

Abandonment:

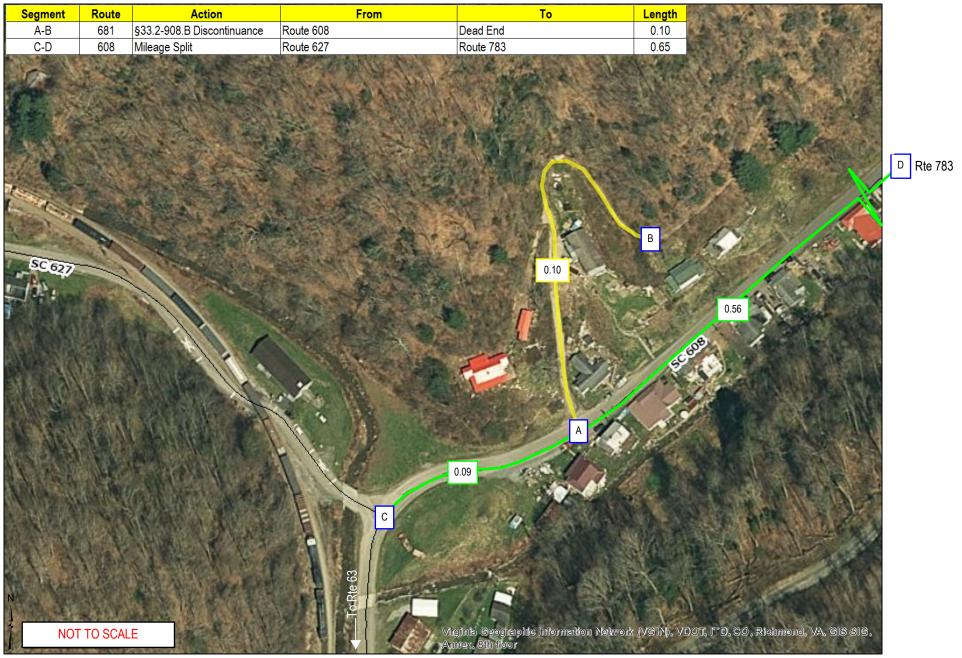
- An act of the Commonwealth Transportation Board (for Primary System routes) or the local governing body (for Secondary System routes) that closes the road to public use.
- For secondary roads that have a 30 feet prescriptive easement right-of-way, the public easement is automatically extinguished upon confirmation of the abandonment by the CTB.
- For roads that have deeded or dedicated right-of-way, a separate real estate conveyance is required to relinquish real property interests.
- It may not be possible to re-add a road to the Secondary System once abandoned.

Discontinuance:

- An act of the Commonwealth Transportation Board based on the determination that the road no longer provides sufficient public benefit to warrant maintenance at public expense.
- Discontinued roads remain open to public use, and the operational jurisdiction is transferred from the Department of Transportation to the local governing authority.
 - o Discontinuance does not obligate the local governing authority to perform maintenance on the road.
- Discontinued roads may be eligible for re-addition to the Secondary System should they attain the requisite public benefit requirement & meet the minimum standards for addition at a later date.
- The authority and procedure for subsequent abandonment of discontinued roads rests with the local governing authority.
 - The procedures for such actions are set out in §33.2-915 through §33.2-925 of the Code of Virginia.

Statutory References:

- Primary System Abandonments: §33.2-902 & §33.2-906
- Primary System Discontinuances: §33.2-901
- Secondary System Abandonments: §35.2-909 & §33.2-912
- Secondary System Discontinuances: §33.2-908.B & §33.2-908.C





BRISTOL DISTRICT LEBANON RESIDENCY RUSSELL COUNTY (083)
ROUTE 681 DISCONTINUANCE
Section 33.2-908.B Discontinuance

COME CELEBRATE HEALTH!

RUSSELL COUNTY

HEALTH COALITION

Family Health Expo November 7

3 PM - 6 PM

RUSSELL CO. GOVERNMENT CENTER 139 HIGHLAND DRIVE, LEBANON, VA

Free Food
Games
Bouncy House
Pound Exercise Class
Activities
Health Exhibitors

Flu Shots Vision Screenings Hearing Screenings A1C Testing Door Prizes

Doors Open at 3 pm Bingo with Prizes 3 - 4 pm Fruit Basket Walk 4 - 5 pm



Betsy Gilmer

2313 East Main Street Lebanon, VA 24266

October 18, 2019

The Heart of Appalachia

Att: David Woodard, Director

3028 4th Ave.

St. Paul, VA 24283

RE: Letter of Resignation

Dear David,

Please accept this notice as my formal resignation as a board member of The Heart of Appalachia representing Russel County, effectively today, October 18, 2019.

It has been a wonderful experience being part to the HOA team and I am very grateful to have been part of this organization.

Sincerely,

Betsy Gilmer

From: Brunty, Patrick
To: Lonzo Lester
Subject: Fwd: Resignation

Date: Tuesday, October 29, 2019 12:47:26 PM

Sincerely,

Patrick B. Brunty Social Services Director II Russell County, VA Department of Social Services 135 Highland Drive, Suite B / P.O. Box 1207 Lebanon, VA 24266

Office: (276) 883-5232 Cell: (276) 202-0425 Fax: (276) 889-2662

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

From: Laurel Rasnick < laurelnwayne@gmail.com>

Date: Wed, Oct 16, 2019 at 4:54 PM

Subject: Resignation

To: Pat Brunty < patrick.brunty@dss.virginia.gov >

Cc: Brian Ferguson < brian.ferguson@russellcountyva.us >, Rebecca Dye

<<u>rebecca.dye@russellcountyva.us</u>>, Sharon Owens <<u>sharonowens1013@gmail.com</u>>,

Andrew Hensley andrewhensley83@gmail.com>

Director Brunty, and fellow Board Members, it is with regret that I am unable to complete my four year term on the Board.

I have been privileged to serve eight years and if not for health issues I would be honored to continue my term.

Last week I was admitted to the hospital and came home this Monday. I have been given medical advice that I must try to follow.

I feel that we have an excellent Board, from our leadership of the Board Chairman and Vice Chair to our two newest Board Members who are intelligent, have inquiring minds and are quite impressive. They bring a varied background of knowledge that is an asset to this Board. Please accept my resignation effective 11-01-2019.

Thank you for the opportunity to serve on the Board of the Russell County Department of Social Services, to serve the Agency, the employees and the people of Russell County.

From: Kim Short
To: Lonzo Lester
Subject: Fwd: Resignation

Date: Wednesday, October 30, 2019 12:55:25 PM

Sent from my iPhone

Begin forwarded message:

From: Kimberly Short <ksshort03@gmail.com> **Date:** October 29, 2019 at 11:18:24 AM EDT

To: Steve Breeding <sbreeding @bvu.net>, Lou Wallace

<lou.wallace@russellcountyva.us>, Carl Rhea <carl.rhea@russellcountyva.us>,
Tim Lovelace <tlovelace@russell.k12.va.us>, rebecca.dye@russellcountyva.us,

David Eaton david.eaton@russellcountyva.us,

harry.ferguson@russellcountyva.us

Subject: Resignation

Good morning everyone!

You may know by now that I spoke with Lonzo yesterday and gave my resignation, effective November 11, 2019.

I have greatly enjoyed the opportunity to serve Russell County and it's citizens over the past few years in the fitness center, as well as promoting the county as a tourism destination.

I wish you all the best in the upcoming election, and I hope to see the county move forward in the future.

Thank you,

Kim Short

Russell County Virginia

"The Heart of Southwest Virginia"

Harry Ferguson Carl Rhea At-Large District 3

Tim Lovelace Rebecca Dye, Chairperson David Eaton
District 1 District 6 District 4

Lou Ann Wallace Steve Breeding, Vice-Chairman Lonzo Lester
District 2 District 5 County Administrator

RUSSELL COUNTY VIRGINIA

DECLARATION OF EMERGENCY "BURN BAN" TERMINATION

Russell County, Virginia terminated the **Local Emergency "Burn Ban"** effective October 21, 2019.

The Local Emergency Burn Ban was implemented in response to the fire hazard and drought conditions that create extreme fire danger. The Burn Ban was the result of an extremely dry September and no significant rain fall predicted for weeks.

This DECLARATION OF EMERGENCY DUE TO DRY WEATHER CONDITIONS in accordance with Section 44-146.21 and 15.2-922.1 of the Code of Virginia is hereby terminated on open-air burning for the County of Russell.

RESOLVED this 4th day of November 2019, by the following vote:

Recorded Vote:	
Moved by:	
Seconded by:	
Yeas:	
Nays:	
	I DOTNIE
	Rebecca Dye, Chairperson County of Russell Virginia



October 15, 2019

Mr. Lonzo Lester, Jr., County Administrator Russell County P.O. Box 1207 Lebanon, Virginia 24266

Re: Proposal for Professional Engineering Services

Waterworks Business Operations Plan & Combined Rate Study

Dear Mr. Lester:

The Lane Group, Inc. (TLG), is pleased to submit this proposal for professional engineering services for Russell County. This Proposal is being submitted in followup to our meeting on October 8th. The project and the proposed scope of services follow:

DESCRIPTION OF THE PROJECT

In 2018, Russell County (the County) procured for various engineering services related to consolidation of public water and wastewater services provided by the County, The Russell County Public Service Authority (RCPSA), and the Castlewood Water and Sewage Authority (CWSA). Since the initial procurement, the County has largely implemented the consolidation. The CWSA has been dissolved and incorporated into the RCPSA. The County has likewise conveyed its water and sewage facilities into the RCPSA, except for the Dante wastewater treatment plant. The consolidation effort has not been entirely completed and many activities are ongoing. The various water and sewer system customers are currently being billed for services in accordance with the respective rate structures which were in effect prior to the consolidation. System assets and debt obligations are being combined. System operating budgets are being combined.

The County is in process of completing some utility projects with funding assistance being provided by the Virginia Resources Authority (VRA). In order to proceed with those projects' funding, VRA is requiring that the County complete a Waterworks Business Operation Plan and a Water/Sewer Rate Study. TLG has been requested to provide a proposal to complete these items.

SCOPE OF SERVICES

Work Task 1: Waterworks Business Operations Plan: The Virginia Department of Health (VDH) requires that public water supply systems develop a Waterworks Business Operations Plan (WBOP) to demonstrate the waterworks' technical, managerial, and financial capacities. VDH has established guidelines for the content to be included in the WBOP. TLG will use information provided by the County and RCPSA to prepare the WBOP in accordance with the VDH guidelines. The WBOP will be submitted to VDH for review and approval.

Work Task 2: Water Sewer Rate Study: VRA is requiring the County to have a Rate Study prepared. The purpose of the Rate Study is to examine the current water and sewer rates being charged to customers of the various systems, evaluate the systems' budgetary needs to meet both operating and debt service expenses, and recommend rate structure revisions so that all of the consolidated system's customers pay the same uniform rates. TLG will initially prepare a draft version of the Rate Study and submit it to the County for review and comment. Following receipt of the County's comments, the Rate Study will be submitted to VRA for their review and acceptance.

ITEMS TO BE FURNISHED/OBTAINED BY OTHERS

In order to complete the indicated Scope of Services, the following items are requested to be furnished to The Lane Group:

- A. Copy of the two (2) most recent Annual Audit Reports, including all information relevant to the Water and Sewer Enterprise Fund for the County, the RCPSA, and the CWSA.
- B. Digital file (compatible with Excel spreadsheet) containing a listing of all water system customers, their type, and individual water billing consumption (gallons) for the most recent 12-month period.
- C. Digital file (compatible with Excel spreadsheet) containing a listing of all sewer system customers, their type, and individual sewer billing consumption (gallons) for the most recent 12-month period.
- D. Listing of monthly water production and billing volume totals (gallons) each system for each of the most recent 12 consecutive months.
- E. Listing of monthly sewage treatment and billing volume totals (gallons) each system for each of the most recent 12 consecutive months.
- F. Copy of the current years' water and sewer system budgets and most recent financial statement for all systems.
- G. Complete listing of all water and sewer system customer billing rates and charges.
- H. Map(s) showing the location and facilities included in each of the water and/or sewer systems.
- I. Listing of current employees and titles for all persons involved in operations of the water and/or sewer systems.
- J. Copy of Employee Handbook, Job Descriptions, and/or other relevant information pertaining to those employees involved in operations of the water and/or sewer systems.
- K. Copy of any existing water and/or Asset Management Plans, listing of equipment and inventory, or similar information pertaining to the systems' physical assets.
- L. Copy of any existing Capital Improvement Plans or similar information pertaining to future system expansion and/or rehabilitation needs.
- M. Copy of any existing Water Business Operation Plans or similar information for any of the systems.
- N. Other items relevant to the systems' operations and/or finances which may be determined to be needed during the course of completion of the indicated Scope of Services.

TLG recognizes that the list of items requested is extensive, but each item is integral to the content of the deliverables that are being contracted for.

SCHEDULE OF COMPLETION

TLG will begin work upon receipt of written acceptance of this Proposal and receipt of all items to be furnished by the County. It is anticipated that development of Work Tasks 1 and 2 will run concurrently and TLG will strive to submit to the County a draft version of both the Waterworks Business Operations Plan and the Rate Study within 120 calendar days following receipt of authorization to proceed and those items to be furnished by the County. Following receipt of any review comments from the County, TLG will address the comments in a timely manner until final approvals are secured. It is recognized that VRA has requested the WBOP and Rate Study documents to be completed by March 2020.

COMPENSATION

TLG will strive to perform the indicated Scope of Services within the given Schedule of Completion for dollar amounts as indicated below. Invoices will be rendered monthly in accordance with the following schedule:

<u>Task/Description</u>	<u>Fee</u>
Work Task 1 – Waterworks Business Operations Plan	\$ 8,000.00
Work Task 2 – Rate Study	16,000.00
Total Lump Sum Fee	\$24,000.00

Invoices are due payable upon receipt. Invoices not paid within 30 days following issuance will be subject to an additional interest charge of 1.5%/ month on any past due balance.

ADDITIONAL SERVICES

TLG can provide additional services outside of the proposed Scope of Services if requested to do so by the Owner. The work task and fee for any additional services would be negotiated on a case-by-case basis. Prior to proceeding with any additional service, TLG shall be authorized to do so in writing. For reference, a copy of TLG's current Standard Billing Rate sheet is included with this Proposal as Attachment 1.

STANDARD CONTRACT TERMS AND CONDITIONS

This Proposal is subject to The Lane Group's Standard Contract Terms & Conditions, included as Attachment 2 to this Proposal. Acceptance of this Proposal indicates an acceptance of the Standard Contract Terms & Conditions for this Agreement.

AUTHORIZATION TO PROCEED

In order to signify acceptance of this proposal and authorization to proceed with the work, please sign and complete the Proposal Acceptance Block on the following page and return one copy to our office. We appreciate having been given the opportunity to submit this proposal and look forward to your response.

Very Truly Yours,

THE LANE GROUP, INC.

Matthew Lane, P.E.

President

PROPOSAL ACCEPTANCE

The foregoing proposal of The Lane Group, Inc. is accepted:

Print (Type) Individual, Firm, or Corpo	orate Name
Signature of Authorized Representative	Date
Print (Type) Name of Authorized Represent	ative and Title





STANDARD A/E BILLING RATES (Effective October 1, 2019)

Principal/Senior Engineer	\$150.00/hour
Sr. Project Engineer/Sr. Architect/Sr. Project Manager	\$135.00/hour
Project Engineer II/Architect II/Project Manager II	\$120.00/hour
Project Engineer I/Architect I/Project Manager I	\$105.00/hour
Project Engineer/Architect/Env. Specialist	\$90.00/hour
Engineer-in-Training/CADD Tech III	\$80.00/hour
Resident Project Representative III	\$65.00/hour
CADD Technician II/Field Technician II/RPR II	\$60.00/hour
CADD Tech I/Field Tech I/RPR I	\$55.00/hour
Administrative Support II	\$60.00/hour
Administrative Support I	\$40.00/hour
Subconsultant	Cost plus 15.00%
Mileage	IRS Allowed Rate
8 ½" x 11" Black & White Copies	\$0.50/sheet
Reproducible Copies (Paper)	\$0.75/sq. ft.
8 ½" x 11" Color Copies	\$1.00/sheet
Reproducible Copies (Mylar)	\$1.00/sq. ft.



STANDARD CONTRACT TERMS AND CONDITIONS EFFECTIVE DATE – JANUARY 1, 2019

1-- DEFINITIONS

- **1.1** The Lane Group, Inc., hereafter referred to as the "**Engineer**", agrees to provide Professional Services, as delivered in the attached Proposal. **Engineer** means The Lane Group company, the company's employees, and the company's subcontractors.
- **1.2** The "Client" is the other party to this Agreement.
- **1.3** The "**Project**" is the collective sum of all services and deliverables for which the **Client** has commissioned the **Engineer** to complete.

2 -- SCOPE OF SERVICES

- **2.1** The Agreement between the Engineer and the Client consists of the Proposal, these Standard Contract Terms and Conditions, and any other Exhibits or Attachments referenced in and included with the Proposal.
- **2.2** Together these elements constitute the Agreement in its entirety. The Agreement shall not be considered binding unless and until executed by both parties.
- **2.3** The executed Agreement supersedes all prior written or oral correspondence, statements, representations, and/or agreements.
- **2.4** The executed Agreement establishes the scope of services to be provided by the Engineer, anticipated schedule, deliverables, compensation, items to be provided by others, and other information relevant to the Project. Any changes to the Agreement must be mutually acknowledged, in writing, by both parties.

3 -- STANDARD OF CARE

- **3.1** The ENGINEER will strive to perform the services under this Agreement in a manner consistent with the level of care and skill ordinarily exercised by members of the same profession currently practicing in the same locality as the Project under similar conditions during the same time period.
- **3.2** No other representation and no warranty or guarantee, either expressed or implied, is included or intended by this Agreement.

4--DISCLOSURES

- **4.1** The provisions of the Agreement have been established based upon information known or assumed by both parties prior to execution of said Agreement.
- **4.2** Both the Engineer and the Client shall fully disclose to each other, prior to executing the Agreement, all information pertinent to completion of the Project.
- **4.3** Both the Engineer and the Client agree to disclose to each other, any information relevant to completion of the Project, which becomes known during the course of the work and could have a potential impact upon the provisions of the Agreement.

5 -- INFORMATION PROVIDED BY OTHERS

- **5.1** The Agreement between the Engineer and the Client identifies those items which are to be provided to the Engineer by other parties, outside of the Engineer's control, if any, and incorporated into the Engineer's work.
- **5.2** Client agrees to waive any claim of liability against the Engineer resulting in errors, omissions, or inaccuracies due to defects and/or deficiencies in the information that is provided to the Engineer by others and outside of the Engineer's control.

6 -- OWNERSHIP OF DOCUMENTS

- **6.1** The Agreement between the Engineer and the Client identifies those documents and/or deliverables which the Engineer is to provide to the Client, if any, upon completion of the Project.
- **6.2** The Engineer shall retain ownership and property interests of all deliverable documents and other relevant preparatory information developed by the Engineer in completion of the Project. Relevant preparatory information includes those items generated by the Engineer in the course of completing the project; and could include calculations, worksheets, field measurements, survey data, photographs, product brochures, financial records, and other related items which are not customarily included in the deliverable documents provided to the Client.
- **6.3** The Engineer shall furnish the Client with the number and format of deliverable documents as designated in the Agreement. The Client may retain the deliverable documents and make copies of them for the Client's sole use in relation to the Project. It is understood that the Client shall not sell or otherwise convey the deliverable



documents to any other party for any other purpose without first obtaining written authorization from the Engineer.

- **6.4** The Engineer shall retain exclusive ownership of all other relevant preparatory information generated in the course of completing the Project and shall not provide these materials to any party unless specifically designated otherwise in the Agreement and/or without written authorization from the Engineer.
- **6.5** The Client agrees to indemnify and hold harmless the Engineer from any claims, damages, and/or liabilities arising from any unauthorized use, re-use, or modifications of the deliverable documents made by any party.

7--ASSIGNMENT OF AGREEMENT

- **7.1** Neither the Engineer nor the Client may delegate, transfer, or otherwise reassign this Agreement to any other party without the written consent of the other party.
- **7.2** The Engineer may subcontract portions of the Project work tasks at the Engineer's sole discretion.

ARTICLE 8--TERMINATION OR SUSPENSION

- **8.1** Either the Engineer or the Client may terminate or suspend the Agreement for material breach or convenience. The party effecting the termination or suspension shall so notify the other party in writing and said termination or suspension shall become effective seven (7) calendar days following receipt of notice.
- **8.2** In the event of Agreement termination or suspension, the Engineer shall furnish the Client with those portions of the Project which have been completed and the Client shall compensate the Engineer for those services which have been performed in accordance with the provisions of the Agreement.

ARTICLE 9--LIMITATION OF LIABILITY

- **9.1** The Engineer's total cumulative liability to the Client arising from the Engineer's acts, errors, or missions in connection with the services performed under the Agreement shall not exceed the total compensation received by the Engineer under the Agreement or \$25,000, whichever is less.
- **9.2** Cumulative liability is defined as all costs resulting from a Claim and its resolution and includes, but is not limited to, items such as damages, losses, expenses, attorney fees, injuries, and the like.

ARTICLE 10--INDEMNIFICATION

10.1 The Engineer agrees to indemnify and hold harmless the Client from and against damages arising from the

Engineer's negligent performance of its services under the Agreement, to the extent that said damages are caused by the Engineers negligent actions.

- **10.2** The Client agrees to indemnify and hold harmless the Engineer from and against damages arising from the Client's negligent actions, to the extent that said damages are caused by the Client's negligent actions.
- 10.3 It is expressly understood and agreed that in no case shall the Engineer be required to pay a cumulative amount of damages disproportional to the Engineer's culpability or any share of any amount levied to realize more than actual economic damages.

ARTICLE 11--DISPUTE RESOLUTION

- 11.1 If either the Engineer or the Client believes that the other party has materially breached this Agreement, written notification shall be delivered to the offending party within five (5) business days identifying such cause. Both parties shall then bargain promptly and in good faith to cure such cause.
- 11.2 All claims, disputes, or controversies between Engineer and Client caused by or in any way related to the Agreement and which cannot be remedied by good faith negotiation between the parties, shall be submitted to nonbinding mediation as a condition precedent to litigation. The mediator may be selected by either party but shall be acceptable to both parties. The mediator's costs shall be borne equally by each party and each party shall bear all of its own other costs related to mediation.
- 11.3 Should good faith negotiation and mediation fail to resolve any dispute related to this Agreement, the Engineer and the Client agree that litigation may be brought by either party.
- 11.4 Unless prohibited by law and notwithstanding any statute that may provide additional protection, both the Engineer and the Client agree that any claim by either party arising out of the Agreement shall be initiated not more than eighteen (18) months from the date that the party knew, or should have known, of the condition giving rise to the claim, and under no circumstance shall any claim be made over twelve (12) months following the date that the Engineer's services are substantially complete under the Agreement.

ARTICLE 12--GOVERNING LAW

12.1 Both the Engineer and the Client agree that the governing laws of the locality in which the project is located shall prevail in all matters related to the performance and/or dispute remediation related to the Agreement.



STATEMENT OF QUALIFICATIONS.

GENERAL MANAGEMENT AND ENGINEERING SERVICES FOR RUSSELL COUNTY PUBLIC SERVICE AUTHORITIES CONSOLIDATION WORK PLAN

RFP RC-0001 | October 9, 2018





Submitted to the:

RUSSELL COUNTY BOARD OF SUPERVISORS

137 HIGHLAND DRIVE | LEBANON, VIRGINIA 24266





310 West Valley Street | Abingdon, Virginia 24210

STATEMENT OF QUALIFICATIONS

TABLE OF CONTENTS

INTRODUCTORY LETTER	Pages ii, iii
CRITERION NO.1	
FIRM OVERVIEW	TAB NO.1 (PAGES 1-2)
CRITERION NO.2	
Project Understanding	Tab No.2 (Pages 3-4)
CRITERION NO.3	
Project Team and Staff Qualifications	Tab No.3 (Pages 5-9)
CRITERION NO.4	
Representative Project Description and References	Tab No.4 (Page 10)
APPENDICES	TAB NO.5 (PAGES 11-49)
 PROJECT MANAGEMENT ORGANIZATION CHART. CONDENSED RESUMES OF KEY PROJECT INDIVIDUALS. REFERENCES. LIST OF PROJECTS UNDERTAKEN FOR LOGAL GOVERNMENTS IN VIRGINIA. SOLICITATION NUMBER RFP RC-0001 COMPLIANCE STATEMENT. RFP SUBMISSION FORM. CONFLICT OF INTEREST STATEMENT. DEBARMENT STATUS. 	PAGES 13-22 PAGES 23-24 PAGES 25-40 PAGES 41-42 PAGES 43-45 PAGES 46-47
ADDITIONAL INFORMATION. • FUNDING ACQUISITION ASSISTANCE EXPERIENCE	Tab No.6 (Pages 50-51)





October 9, 2018

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

Re: Response to Request for Qualifications for General Management and Engineering Services for Russell County Public Service Authorities Consolidation Work Plan

Dear Mr. Lester:

Thank you for allowing The Lane Group (TLG) to submit our Statement of Qualifications to the Russell County Board of Supervisors (County) for the above referenced solicitation. Our firm has been providing similar services for 22 years and brings extensive experience and expertise for this type of assignment.

We are positioned to respond quickly and with most qualified and experienced personnel. We feel that our proposed team is an excellent match to your requirements. In support of our capability, we offer the following:

• RELEVANT EXPERIENCE IN PROVIDING SIMILAR SERVICES: Our Team is composed of dedicated professionals with experience gained working on projects similar to those proposed by the County. Your Project Manager, Mr. Bobby Lane, PE has nearly 50 years of experience in planning, funding, permitting, design, bidding and construction administration of complex municipal utility projects. Our staff consists of 35 people, including ten (10) graduate Professional Engineers, an expert Environmental Specialist, two (2) Registered Architects, and 22 qualified technicians and support personnel who have spent their entire careers working on local government/municipal projects.

We offer the County the same leadership and project team of highly qualified and experienced professional engineers that have planned and designed over 350 Miles (1,848,000 L.F.) of Sanitary Sewer Collection Lines, 30 Sewage Pumping Stations, 30 Wastewater Treatment Facilities, over 1,000 Miles (5,280,000 L.F.) of Water Distribution Lines, 50 Water Pumping Stations, and 30 Water Treatment Facilities throughout Southwest Virginia alone.

In addition to TLG staff, we will utilize the expertise of Brown Edwards. Brown Edwards is a financial firm located in Bristol, Virginia and has been named one of the top 100 financials firms in the United States serving government and municipal entities.

TLG has extensive experience in performing County-Wide Studies; we have provided these services for other nearby Counties such as Lee, Washington, and Carroll. Not only has our firm performed county-wide studies, we have planned and assisted with the implementation of a new public water service provider such as the Virginia-Carolina Regional Water Authority.

TLG is not a contract holder with either the Russell County PSA or the Castlewood Water & Sewer Authority; therefore, we will bring the County an independent evaluation that best suits the County's needs.

- ABILITY TO ASSIST CLIENTS IN OBTAINING FUNDING: Our experience in securing funding for projects is a
 key aspect of TLG's service offerings. We have always considered our role to assist clients in
 securing funding to meet their needs and bring much needed services and amenities to the
 community. We bring this same history of success and commitment to Russell County.
 - Individual Lane personnel have nearly five (5) decades of funding acquisition experience, assisting local government clients throughout the Commonwealth. Projects have ranged in size from \$500 to over \$30M. We possess a thorough knowledge of both federal and state funding programs and non-governmental organization requirements. This has resulted in an outstanding record of successful funding acquisition and project implementation. Over the past 22 years, Lane has assisted our clients in obtaining nearly \$1 Billion in federal, state and other funding for projects. Lane is Southwest Virginia's leader in funding acquisition.
- OFFICE LOCATIONS: TLG offers professional engineering, environmental and architectural services throughout Virginia from three (3) offices. They are located in the Towns of Abingdon and Big Stone Gap, and the City of Galax, Virginia. Our Abingdon office is located just 15 minutes from Russell County and will perform the majority of the services for this assignment. All Lane offices and our associates are connected to network servers; this allows team members in separate locations to work on the County's assignment simultaneously, adding real time depth and expertise to any assignment.
- <u>AVAILABILITY:</u> The Lane Team is committed to providing exemplary client service and excellence for all projects regardless of complexity, scale or location. If selected for this very important assignment, our team has the experience, capacity and the available staff to begin your project immediately upon your authorization.

The Lane Group complies with the President's Executive Orders #11246, 12138, 11625; the Civil Rights Act of 1964 and the State's MBE/WBE solicitation guidelines and certifies our company does not or will not maintain or provide for employees any facilities that are segregated on the basis of race, color, creed, or national origin. We further certify that our company will not, during the performance of a professional services contract, violate the provisions of the Federal Immigration and Reform Act of 1986, which prohibits the employment of illegal aliens. TLG is a Virginia registered SWaM Business and we are licensed by the State Corporation Commission #F127397-0.

Should you have any questions after your review of our submittal, please let us know. We would appreciate the opportunity to meet with you and members of the Selection Committee to discuss the project and our qualifications in greater detail.

Very truly yours, THE LANE GROUP

Christopher N. Mullins

Partner | Director of Marketing



CRITERION NO. 1

FIRM OVERVIEW



The Lane Group (TLG) was established in 1996 by Mr. Bobby Lane and Mr. Matthew Lane. The Lane family was determined to create a firm that provided an unmatched level of service to clients throughout the area.

TLG has become one of the most respected and diverse architectural and engineering firms in this region. We are known as water and wastewater experts and for our ability to work with multiple State and Federal agencies to develop

innovative funding strategies that help make our clients' projects a reality. At TLG, our foundation has always been providing exceptional services to our clients.

TLG offers the following primary services:

CIVIL ENGINEERING

- Water Distribution and Wastewater Collection Planning and Design
- Water and Wastewater Treatment
- Hydraulic and Sewer Modeling

ARCHITECTURE

- Local Government
- Recreational
- Higher Education
- Secondary Education
- Design-Build

ENVIRONMENTAL

- Phase I Site Assessment
- Phase II Site Assessment

- Site Development
- Roadway Design
- Stormwater Management
- Geotechnical
- I/I Discovery and Water Leak Detection
- Public Housing
- Commercial
- Adaptive Reuse
- Historical
- Medical
- Environmental Review
- Fièld Sampling
- Remedial Action

Our staff consists of 35 people including ten (10) graduate Professional Engineers, an expert Environmental Specialist, two (2) Registered Architects, and 22 qualified technicians and support personnel who have spent a majority of their careers working on local government architecture and engineering projects. We also have developed strong relationships with local electrical, mechanical, and structural engineers; scientists; and other professionals who have become experienced members of our team. Collectively, our team has over 400 work-years of experience providing service on projects for municipalities such as the Russell County Board of Supervisors (County).



WASHINGTON COUNTY SERVICE AUTHORITY — GALVANIZED WATERLINE REPLACEMENT PROJECT



RUSSELL COUNTY BOARD OF SUPERVISORS-RURAL RUSTIC ROAD IMPROVEMENTS PROJECT



MARTY SEWER PUMP STATION PROJECT



WASHINGTON COUNTY SERVICE AUTHORITY - WHITES MILL ROAD WATER IMPROVEMENTS PROJECT



FIRM OVERVIEW

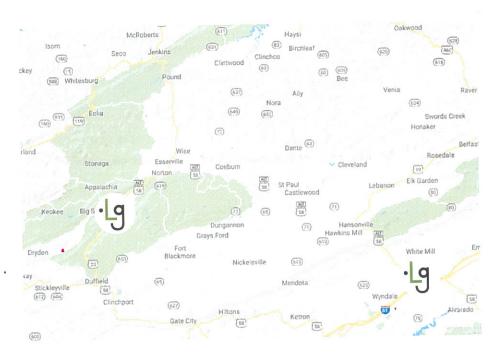
TLG's organizational structure includes seven shareholders within the firm, this list of shareholders can be found in Tab 5 of this submittal. Our firm operates under a board of directors and currently has 35 employees. Below is list of those employees along with their primary office location. Note: names in red indicate board of director members.

Abingdon, Virginia	Big Stone Gap, Virginia	Galax, Virginia
Bobby Lane, PE	Jonathan Broskey, PE	Douglas Williams, AIA
Matthew Lane, PE	Stephen McElroy, PE	Mark Williams, PE
Kevin Heath, PE	Jeffrey Cochran, PE	James Monroe, III
Jeffrey Spickard, PE	Patrick Murphy, PE	Seth Valentine
Les Sutherland, PE	Christopher Mullins	Michael Archer
Steve Bonham, PE	Paula Riffe	Paul Halsey
Michael Weaver, AIA	Jennifer Carter	Shannon Tate
Aimee Peterson	Cody Culbertson	Stacy Phipps
April Lane	John Kendrick	
Whitney Robinson	George Polly	
Foye Frye	Charles Burke, Jr.	
Jacob Robinson	Rhonda Adams	
Rocky Puckett	Ryan Delp	
Ronald Dingus		
Total: 14	Total: 13	Total: 8

Note: Board Members not shown include Mrs. Sally (Hamer) Lane and Ms. Lori Halsey

TLG operates from three office locations: Abingdon, Big Stone Gap, and Galax, Virginia. Our Abingdon office is staffed with licensed and experienced municipal infrastructure planners, design engineers, project construction and managers, administrators. The Abingdon office is located less than 15 minutes from the All TLG offices and our associates are connected to high speed internet and servers which allows team members in separate locations to work on the County's project(s) simultaneously, adding real time depth and expertise to any. assignment.

We have excellent knowledge of the project area. No one is more familiar with the project area or more accessible than The Lane Group!





CRITERION NO. 2

PROJECT UNDERSTANDING

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

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

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

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

SCOPE OF SERVICES

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

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

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

 Review of the staffing levels of the two Authorities, including staff experience, expertise, and education.





TOWN OF BIG STONE GAP, VIRGINIA WASTEWATER TREATMENT PLANT EXPANSION PROJECT



TOWN OF DUNGANNON, VIRGINIA
CASSEL CHAPEL SEWER SYSTEM PROJEC



HENRY COUNTY PSA
SOUTH STREET IMPROVEMENTS PROJECT



TOWN OF BIG STONE GAP, VIRGINIA SEWER SYSTEM REPLACEMENT PROJECT

PROJECT UNDERSTANDING

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

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

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

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

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



CRITERION NO.3

PROJECT TEAM AND STAFF QUALIFICATIONS

Our Project Team has an extensive track record in providing similar services to public utility clients and is composed of dedicated professionals who have worked together for over 30 years on projects in support of local, state, and federal governments, meeting diverse needs. The majority of our staff holds nearly 25 years or more of experience in providing professional A/E services to our clients throughout Southwest Virginia and Northeast Tennessee.

A variety of special expertise will be essential to the proper implementation of this Scope of Work. Our Team is made up of individuals who are specialists in implementation of each element of the Scope of Work, assuring the project will thoroughly and properly meet the goals of the Russell County Board of Supervisors (County). Our Team is made up of experienced individuals who are adept at developing and understanding the needs and goals of our clients, creating a plan of action and implementing the plan successfully. This allows Lane to expeditiously research the viable options/alternatives, find solutions and prepare cost-effective and technically sound designs and assist with implementation.

MR. BOBBY R. LANE, P.E., will serve as your Project Manager and single point of contact for this assignment. Mr. Lane is the co-founder of TLG and has over 45 years of extensive experience in the planning and design of water distribution and wastewater collection systems. His experience includes numerous evaluations of existing systems, corrective action, and he has assisted with the creation/implementation of new authorities/entities. Mr. Lane has assisted clients in obtaining funding and has served as project manager on projects totaling more than \$1 Billion in construction costs.

MR. MATTHEW R. LANE, P.E., will serve as your Project Officer and provide Civil Engineering services for this assignment. Mr. Lane is the co-founder of TLG and has nearly 25 years of extensive experience in the planning and design of water distribution and wastewater collection systems. His experience includes utility design, management, preparation of numerous preliminary engineering reports and studies, site planning, erosion and sediment control/stormwater management planning, and all aspects of land development engineering.

MR. KEVIN HEATH, P.E. will provide Civil Engineering services for this assignment. Mr. Heath serves as Vice-President of TLG. Mr. Heath possesses nearly 30 years of experience in the planning, design and management of multi-disciplined civil engineering projects. This experience includes site design development, stormwater, funding assistance, planning, potable water distribution, sanitary sewer collection and treatment.

JEFFREY T. COCHRAN, P.E., will also provide Civil Engineering services for this assignment. Mr. Cochran has over 40 years of experience in planning, design, corrective action, and construction management numerous water distribution and wastewater collection systems, treatment facilities, water/sewer pumping stations. He has also conducted numerous investigation and evaluation projects, and preparation of numerous preliminary engineering reports and studies.

JONATHAN BROSKEY, P.E., will also provide Civil Engineering services for this assignment. Mr. Broskey has nearly 15 years of experience which includes planning and design of numerous water distribution systems, and sanitary sewer collections systems, preparation of numerous preliminary engineering reports and studies, and site planning.





CARROLL COUNTY SERVICE AUTHORITY
COON RIDGE WATERLINE EXTENSION
PROJECT.

TLG FOUNDERS BOBBY AND MATTHEW LANE COLLECTIVELY HAVE OVER 65 YEARS OF EXPERIENCE IN PROVIDING MUNICIPAL A/E SERVICES.



VARIOUS MUNICIPAL INFRASTRUCTURE GPS/GIS MAPPING PROJECTS THROUGHOUT SWVA.

MANY OF TLG'S KEY PERSONNEL HAVE WORKED TOGETHER FOR OVER 30 YEARS.



Washington County Service Authority – Exit 13 Sewer System

TLG OFFERS THE FOLLOWING IN-HOUSE SERVICES:

- Civil Engineering
- Geotechnical Engineering
- Architecture
- Surveying
- Planning
- Environmental
- Construction Administration

PROJECT TEAM AND STAFF QUALIFICATIONS

STEPHEN MCELROY, P.E., will also provide Civil Engineering services for this assignment. Mr. McElroy has nearly 15 years of experience which include planning, design of numerous sanitary sewer collections and water distribution systems, preparation of numerous preliminary engineering reports and studies, and site planning.

JEFFREY SPICKARD, P.E., will also provide Civil Engineering/Treatment Facility Evaluation services for this assignment. His nearly 40 years of experience include design of over fifteen (15) wastewater and water treatment plant facilities located throughout Southwest Virginia alone, numerous sanitary sewer collection lines, infiltration/inflow investigation and evaluation projects, sanitary sewer pumping station design, and preparation of numerous preliminary engineering reports and studies. Mr. Spickard has provided third party evaluation for corrective action at various treatment facilities throughout the region.

LES SUTHERLAND, P.E., will provide Civil Engineering/Geotechnical evaluation services for this assignment. Mr. Sutherland has nearly 30 years of soil and civil engineering experience. His experience includes geotechnical studies of all types, field compaction testing, soil bearing testing, water system design, site design and construction administration.

APRIL LANE, ENVIRONMENTAL SPECIALIST, will perform any environmental assessment/evaluations that may be required. Her experience includes preparation of numerous environmental reports and studies, including Phase I Environmental Site Assessments for various municipal clients throughout Southwest Virginia. April has provided environmental permitting/review for projects such as Ridgeview High/Middle/Technical School in Dickenson County, Virginia, the New Big Cherry Dam in Big Stone Gap, Virginia, and the County-Wide Galvanized Waterline Replacement Project in Washington County, Virginia.

In addition to TLG staff, we will utilize the expertise of **Brown Edwards**. Brown Edwards in a financial firm located in Bristol, Virginia and has been named one of the top 100 financials firms in the United States serving government and municipal entities. Brown Edwards was formed in 1967 and currently has 275 employees with offices in Virginia, West Virginia and Tennessee.

An Organizational Chart and detailed resumes of these and other key personnel can be found in Tab 5 – Appendices of this submittal. As requested on page 5-Offeror Qualifications of the RFP, please find below documentation of licensure.



12-31-2019

Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400, Richmond, VA 23233 Telephone: (804) 367-8500

NUMBER

0407004536

BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS
AND LANDSCAPE ARCHITECTS
BUSINESS ENTITY REGISTRATION



LANE ENGINEERING INC THE LANE GROUP INC. (WISE CO.) 316 EAST 5TH ST S BIG STONE GAP, VA 24219 DPOK

Status can be verified at http://www.dpor.virginia.gov

Jan W. De Borgs



PROJECT TEAM AND STAFF QUALIFICATIONS



License Details

Related Licenses

Name LANE, BOBBY R

License Number 0402008114

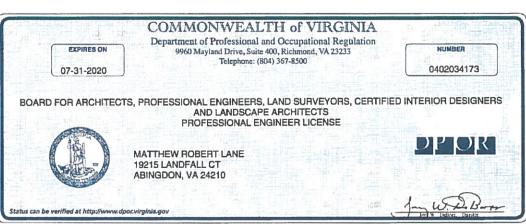
License Description Professional Engineer License

Rank Professional Engineer

Address BIG STONE GAP, VA 24219

Initial Certification Date 1975-04-18
Expiration Date 2020-01-31











PROJECT TEAM AND STAFF QUALIFICATIONS



COMMONWEALTH of VIRGINIA

EXPIRES ON 06-30-2019

Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400, Richmond, VA 23233 Telephone: (804) 367-8500

0402046543

BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS
AND LANDSCAPE ARCHITECTS
PROFESSIONAL ENGINEER LICENSE



JONATHAN EDWARD BROSKEY 316 EAST 5TH STREET SOUTH BIG STONE GAP, VA 24219



Jan W. Dellow Intersect

Status can be verified at http://www.dpor.virginia.gov



COMMONWEALTH of VIRGINIA

07-31-2019

Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400, Richmond, VA 23233 Telephone: (804) 367-8500

NUMBER 0402045641

BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS
AND LANDSCAPE ARCHITECTS
PROFESSIONAL ENGINEER LICENSE



STEPHEN COLE MCELROY 2309 MOUNTAIN LAUREL RD NORTON, VA 24273 DP O



Status can be verified at http://www.dpor.virginia.gov





PROJECT TEAM AND STAFF QUALIFICATIONS



License Details

Related Licenses

SPICKARD, JEFFREY DALLAS Name

License Number 0402016660

License Description Professional Engineer License

Professional Engineer

Address MARION, VA 24354

Initial Certification Date 1986-04-11 **Expiration Date**

2020-07-31





Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400, Richmond, VA 23233 Telephone: (804) 367-8500

NUMBER

0402012181

BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS
PROFESSIONAL ENGINEER LICENSE



EXPIRES ON

06-30-2020

JEFFREY T COCHRAN LANE ENGINEERING INC PO BOX 452 BIG STONE GAP, VA 24219

Status can be verified at http://www.dpor.virginia.gov







CRITERION NO.4

REPRESENTATIVE PROJECT DESCRIPTIONS AND REFERENCES



The Lane Group (TLG) is a certified small business formed in 1996 to provide engineering, architecture, environmental, and consulting services to clients in Southwest Virginia and Northeast Tennessee.

The Project Team that we have assembled for this assignment has both extensive and recent experience in providing professional A/E service to local governments. We are currently providing open-end services to 38

clients including municipalities, housing authorities, water and sewer authorities and state agencies.

Our staff consists of 35 people including ten (10) graduate Professional Engineers, an expert Environmental Specialist, two (2) Registered Architects, and 22 qualified technicians and support personnel who have spent a majority of their careers working on local government architecture and engineering projects. We also have developed strong relationships with local electrical, mechanical, and structural engineers; scientists; and other professionals who have become experienced members of our team. Collectively, our team has over 400 work-years of experience providing service on projects for municipalities such as the Russell County Board of Supervisors (County).

Public water and wastewater is our company's mainstay. We offer the County the same leadership and project team of highly qualified and experienced professional engineers that have designed over 350 Miles (1,848,000 L.F.) of Sanitary Sewer Collection Lines, 30 Sewage Pumping Stations, 30 Wastewater Treatment Facilities, over 1,000 Miles (5,280,000 L.F.) of Water Distribution Lines, 50 Water Pumping Stations, and 30 Water Treatment Facilities throughout Southwest Virginia alone.

One recent example of providing similar evaluation of consolidated services would be the Washington County Service Authority (WCSA) and the Town of Damascus. Lane was commissioned by the WCSA to evaluate the feasibility and desirability of the WCSA owning and operating the Town of Damascus Sanitary Sewer System. The Town of Damascus sanitary sewer system consisted of a collection system that served 360 connections and a 0.25 MGD wastewater treatment facility.

Our services included completion of the Preliminary Engineering Report. The PER identified and evaluated the following: feasibility of various ownership options, assets and liabilities, both current and future, WCSA's ability to assume this responsibility, lists advantages and disadvantages for both the Town of Damascus and the WCSA, and conclusions and recommendations to begin implementation of the study's findings.

We have included 13 relevant project experience examples in this submittal, they can be found in Tab 5 – Appendices.





WASHINGTON COUNTY SERVICE
AUTHORITY – MIDDLE FORK WATER
TREATMENT FACILITY 12 MGD EXPANSION

TLG Provides Term-Contract (General) A/E Services to 38 Municipal and Local Government Clients Throughout SWVA



BRISTOL BLUFF CITY UTILITY DISTRICT -Water Treatment Plant Project

TLG STAFF INCLUDES 10
PROFESSIONAL ENGINEERS, 2
REGISTERED ARCHITECTS, 1 LICENSED
SURVEYOR AND ENVIRONMENTAL
SPECIALIST



Sewer System Rehabilitation Phase I Project

TLG HAS PROVIDED SERVICES FOR:

- Over 1,000 Miles of Waterline (5,280,000 LF)
- Over 350 Miles of Sanitary Sewerline (1,848,000 LF)
- 50 Water Pump Stations
- 30 Water Treatment Facilities
- 30 Wastewater Treatment Facilities

GENERAL MANAGEMENT AND ENGINEERING SERVICES FOR RUSSELL COUNTY PUBLIC SERVICE AUTHORITIES CONSOLIDATION WORK PLAN

APPENDICES

PROJECT MANAGEMENT ORGANIZATIONAL CHART



Russell County, Virginia Board of Supervisors



PROJECT MANAGER

BOBBY LANE, PE

PROJECT OFFICER

MATTHEW LANE, PE

CIVIL ENGINEERING EVALUATION

- MATTHEW LANE, PE KEVIN HEATH, PE
- STEPHEN MCELROY, PE
- JONATHAN BROSKEY, PE
- JEFFREY COCHRAN, PE JEFFREY SPICKARD, PE

ENVIRONMENTAL EVALUATION

FINANCIALS/FISCAL ANALYSIS

CHRIS BANTA, CPA, CFA

- APRIL LANE
- JOHN KENDRICK

FUNDING STRATEGIES

- BOBBY LANE, PE . SALLY LANE
- JEFFREY COCHRAN, PE

ADDITIONAL PROFESSIONAL, TECHNICAL, ADMINISTRATIVE AND FIELD SUPPORT PERSONNEL AS REQUIRED



PROJECT MANAGER BOBBY LANE, PE



CHRIS BANTA, CPA, CFE FINANCIALS MATTHEW LANE, PE PROJECT OFFICER



CIVIL ENGINEERING



JONATHAN BROSKEY, PE CIVIL ENGINEERING





KEVIN HEATH, PE CIVIL ENGINEERING

GENERAL MANAGEMENT AND ENGINEERING SERVICES FOR RUSSELL COUNTY PUBLIC SERVICE AUTHORITIES CONSOLIDATION WORK PLAN

APPENDICES

CONDENSED RESUME OF KEY
PROJECT INDIVIDUALS

BOBBY R. LANE, PE – PROJECT MANAGER/FUNDING STRATEGIES

Mr. Lane possesses nearly 50 years of experience in management of multidisciplined, complex building projects and in civil engineering including planning and hydrology, environmental and mining engineering, site / land development engineering, and construction inspection. He has served as Project Manager and/or Officer on projects totaling more than \$1 Billion in construction costs.

WCSA/Town of Damascus Sewer System Evaluation/Feasibility Study: Project Manager to evaluate the feasibility and desirability of the Washington County Service Authority owning and operating the Town of Damascus Sanitary Sewer System. The Town's sanitary sewer system consisted of a collection system that served 360 connections and a 0.25 MGD wastewater treatment facility. Completion of an evaluation/Preliminary Engineering Report that included feasibility of various ownership options, current and future assets and liabilities, ability to assume responsibility, listing of advantages/disadvantages for all stakeholders, and conclusions/recommendations. Client: Washington County Service Authority

Virginia-Carolina Regional Water System Evaluation/Feasibility Study and Design: Project Manager for a study to determine the feasibility for a new regional water service provider. The new Virginia/Carolina Water Authority (VCWA) created a multi-state regional water authority and distribution system to solve the drinking water needs in the region. The new authority includes the Towns of Sparta, NC & Independence, VA and the Counties of Alleghany, NC and Grayson, VA.

Engineering services included completion of the Preliminary Engineering Report, Environmental Assessment, Permit acquisition and funding acquisition, design and construction administration. Contract I consisted of Installation of approx. 15,500 LF of waterline, one pumping station, one 500,000 gallon water storage tank, and a directional bore of the New River. Contract II consisted of Installation of approx. 24,000 LF of waterline, two pumping stations, one 250,000-gallon water storage tank, riverbank Filtration System – first approved in the state, water Treatment Facility, inter-municipal agreements. Assisted the VCWA in obtaining project funding.

Coeburn/Norton/Wise Regional Wastewater Treatment Facility Evaluation and Design: Project Manager for an evaluation of a portion of Wise County, Virginia sewer treatment operations. The evaluation reflected the need for new regional wastewater treatment facility and sanitary interceptor lines. Provided services for funding acquisition, planning, surveying, design, bidding and contracting, and construction administration for this \$17 million regional system. Improvements which serves the City, two towns, and Wise County included a new 4.0 MGD treatment plant and over 12 miles of interceptor sewer. Client: C-N-W Regional Wastewater Authority.

Funding: Project Officer/Manager for over 500 federally funded municipal projects throughout Southwest Virginia in Planning Districts No. 1, 2, 3, 4, and 5. Funding included securing grants, loans, matching funds and bond referendums, with the support of the ARC, EPA, Rural Redevelopment, Economic Development Agency, HUD Community Development Block Grants, Department of Housing and Community Development, Department of Energy, and other agencies. Over the last 50 years, Mr. Lane has assisted in obtaining over \$1 Billion for local government clients.





EDUCATION:

M.S. 1973 – Civil Engineering Virginia Polytechnic Institute & State University

B.S. 1971 – Civil Engineering Virginia Polytechnic Institute & State University

REGISTRATION:

Registered Engineer

Virginia

- TLG Co-Founder
- TLG Partner
- TLG Board of Directors
- Board Chairman



MATTHEW R. LANE, PE - PROJECT OFFICER

Mr. Lane possesses over 20 years of experience in civil engineering including water system design, sewer system design, stormwater management, infiltration/inflow (I/I) discovery, water leak detection, planning and hydrology, environmental engineering, and site/land development engineering. He has participated in preparing many preliminary engineering reports, evaluations, plans and specifications for water and sewage treatment facilities, water distribution systems, sewer collection and transmission systems, and has performed inspection of new water and wastewater systems.

Galvanized Waterline Replacement Project – Phase 1: Project Officer for the development of a Preliminary Engineering Report (PER) that evaluates replacing all galvanized waterline within the Washington County Service Authority's water system. The PER includes detailed cost estimates and a hydraulic analysis of the entire water system. The overall project will include replacing over 200 miles of waterline at a cost of \$30 million. Served as Project Manager/Engineer for design of Phase 1 of the project including over 175,000 l.f. of 8-inch and smaller waterline, a majority of which is in the Town of Abingdon, Virginia. The \$10 million project was bid and was within budget. Mr. Lane also served as the Project Manager for project construction. Client: Washington County Service Authority

Western Washington County Sewer Study – Project Engineer for this study. The PER identifies present and future needs of the study area with respect to the quantity and character of wastewater which may be reasonably expected for a 30-year planning period for treatment and 50-year planning period for conveyance systems. The Report comprehensively addresses options for treatment or discharge of collected wastewater. All alternatives for providing wastewater service to Western Washington County were identified and evaluated. Additionally, the report evaluated projected treatment practices to ensure compliance with any new regulatory requirements. The findings of the evaluation and study were presented to and adopted by all three County boards. Client: Washington County Service Authority

Bristol Area Water Service Restructuring From BVUA to WCSA: In five (5) areas of southwest Washington County the WCSA owns and operates waterlines that are supplied potable water by the Bristol Virginia Utility Authority (BVUA) through separate master meters. The five (5) areas are the Virginia Welcome Center, Wagner Road, Nininger Road, Island Road and Terrace Drive. Currently, these areas are not connected to the WCSA water system and residents rely solely on water supplied by BVUA. The existing water sales agreement between WCSA and BVUA will expire on February 6, 2013. BVUA has informed the WCSA that as of that date, BVUA will no longer provide water to these five (5) areas. Served as Project Manager/Engineer for developing a PER that identified the alternatives available for connecting the five (5) areas to the WCSA water supply system. The PER included detailed cost estimates and hydraulic analysis. Also served as the Project Manager/Engineer for design of the recommended improvements that include over 15,000 L.F. of 8-inch and smaller waterline and two (2) pressure sustaining valves. Currently serving as the Project Manager / Engineer for the construction phase of the project. The project was within budget and was completed well ahead of the February 2013 deadline. Client: Washington County Service Authority



EDUCATION:

M.S. 1997 – Civil Engineering Virginia Polytechnic Institute & State University

B.S. 1995 – Civil Engineering Virginia Polytechnic Institute & State University

REGISTRATION:

Registered Engineer

- Virginia
- Tennessee
- North Carolina

- TLG President/Partner
- TLG Board of Directors
- AWWA
- ASCE
- AMFL Varsity Football Coach
- Abingdon Little League Baseball Manager





KEVIN HEATH, PE - CIVIL ENGINEERING

Mr. Heath possesses nearly 30 years of experience in design and management of multi-disciplined civil engineering projects. Experience includes planning, potable water distribution, sanitary sewer collection, treatment process engineering and site design development. Mr. Heath currently serves as Vice-President of TLG.

New River Long Range Water Supply Project – Project Engineer responsible for development of Preliminary Engineering Report, funding application, and final design for water improvements to consolidate water systems and provide water transmission from new water plant in Wythe County. Construction was broken into five contracts including a total of approximately 107,000 L.F. of 14" and smaller water lines, two (2) pitless water booster pump stations, a 547,000 gallon water storage tank, and related improvements. Total project Funding: \$7,780,000 provided by USDA-Rural Development. Client: Carroll County Public Service Authority.

Route 58 Water & Sewer Extensions - Project Engineer responsible for development of Preliminary Engineering Report, funding application, and final design for water and sewer extensions to serve the Route 58 corridor. Construction included approximately 45,000 LF of water lines, 28,600 Lf of gravity sewer lines, four pump stations and 12,000 LF of force main. \$6.423 Million of loan and grant funding secured from USDA-RD and Tobacco Commission. *Client: Patrick County BOS*

Fancy Gap Water and Sewer Improvements – Project Engineer responsible for development of Preliminary Engineering Report, funding application, design and construction administration for a new water and sewer system to serve the Fancy Gap community near the I-77 Exit 8 interchange. Project funding secured by a USDA-RD loan and grant package. Water improvements included approximately 70,000 LF of 10-inch and smaller water lines, two new well pump stations, upgrades to existing wells, a 200,000 gallon water storage tank, and related improvements with a cost of \$3,928,000. Sewer improvements included approximately 25,000 LF of 8-inch gravity sewer, three (3) pump stations, 49,000 LF of 6-inch and smaller force main and related improvements with an estimated cost of \$4,570,400. Client: Carroll County Public Service Authority

Interstates Water and Sewer District Sewer Extensions Project - Project Engineer responsible for Preliminary Engineering Report, funding application, design and construction administration to extend public sewer service to the Interstates Water & Sewer District (IWSD) and portions of the Route 89 corridor west of Mount Airy. Proposed construction includes approximately 33,200 L.F. of 12" and smaller gravity sewer lines, two (2) sewage pump stations, 32,600 L.F. of 8" force main, and related improvements with funding obtained from N.C. Department of Commerce, Appalachian Regional Commission, the Golden Leaf Foundation, Surry County, and the City of Mount Airy. Client: Interstates Water & Sewer District, Dobson, NC

I-77 Exit 1 Water and Sewer Extensions - Project Engineer responsible for development of Preliminary Engineering Report, funding application, design and construction administration for a new water and sewer system to serve the I-77 Exit 1 interchange. Water construction included approximately 18,000 If of 8" water line, one (1) booster pump station, three (3) wells, and one (1) 100,000 gallon water storage tank. Sewer construction included approximately 350 If of 8" gravity sewer, a 20,000 gpd wastewater treatment plant, and one (1) grinder pump station. Client: Carroll County Public Service Authority.





EDUCATION:

B.S. 1990 – Civil Engineering Virginia Polytechnic Institute & State University

REGISTRATION:

Registered Engineer

- Virginia
- North Carolina

- TLG Vice President/Partner
- TLG Board of Directors
- Water Environment Federation





JEFFREY D. SPICKARD, PE - CIVIL ENGINEERING

Mr. Spickard possesses nearly 35 years of experience in management of mulitidisciplined, complex building projects and in civil engineering including planning and hydrology, environmental and mining engineering, site/land development engineering, construction inspection and stormwater management.

C-N-W Wastewater Treatment Plant. Design Engineer and project manager for design for construction improvements to upgrade the existing 6.5 MGD facility replacing critical, influent pumps, headworks, aerobic sludge digestion and sludge dewatering components for the regional treatment facility. Special provisions were incorporated in the design to keep the plant operational during construction. Assistance to fund the improvements was provided through applications to Virginia Department of Environmental Quality Revolving Loan Fund. Client: C-N-W Public Service Authority, Coeburn, VA

Marion Comprehensive Water and Sewer Replacement Project Project Manager and Project Engineer responsible for design the comprehensive water and sewer line replacement project. The primary highlight of the project is the joint efforts for water and sewer line construction in phases. The owner, through force account, is installing water lines while a general contractor installs sewer lines in the phase specific project area. We have completed design through phase 4 of the 15-phase total project including over 43,000 feet of water and sewer pipe replacements. The total pipe line length through phase 15 is approximately 150,000 linear feet. Client: Town of Marion, VA

Washington County South Fork Intake and Water Treatment Plant Expansion. Project Engineer for improvements to develop a new surface water intake on the South Fork Holston River with a capacity of 12 MGD. The project included a preliminary engineering report for intake and treatment plant and raw water pipeline. The existing treatment plant capacity is being expanded from 4.4 MGD to 12 MGD using two separate raw water sources. The expansion of the water treatment plant was achieved in two separate phases to address the special water needs of the county. The project costs of \$21 million were financed using USDA, Rural Development. Client: Washington County Service Authority, Abingdon, VA

Galax Sewage Treatment Plant. Civil Engineer for the design of this 3.0 MGD sewage treatment plant. The design consisted of extensive modifications to the existing treatment plant with consideration given to a future 3.0 MGD capacity expansion. The major features of this project involved plastic media replacement in the trickling filter, trickling filter pump station, anaerobic sludge digester rehabilitation, sludge dewatering belt press, cylinder chlorination system and dechlorination system. The design included provisions to keep the treatment plant operational during construction. Client: City of Galax, VA

Sewer System Evaluation Survey. Project Engineer responsible for reviewing the condition of the sanitary sewer system and making recommendations towards improving sewer collection capacity. Included field investigations, data evaluation to determine presence of excessive infiltration/inflow, and specifying corrective actions. Client: Smyth County, VA



EDUCATION:

B.S. 1979 – Civil Engineering Virginia Polytechnic Institute & State University

REGISTRATION:

Registered Engineer

- Virginia
- North Carolina
- Kentucky
- West Virginia

AFFILIATIONS:

• TLG Board of Directors







JEFFREY T. COCHRAN, PE - CIVIL ENGINEERING

Mr. Cochran has over 40 years of diverse civil/environmental engineering experience including utility planning, design, and construction; surface water hydrology and hydraulics; hazardous and toxic waste investigation and remediation; site/land development; storm water management; and other related expertise.

Wise County Public Service Authority Water System Audit: Project Manager development and implementation of a Water Audit Analysis System, utilizing the American Water Works Association (AWWA) Water Loss Control Committee (WLCC) Water Audit Software as a guide. Developed an interactive MS Excel database system to capture water produced, purchased and/or otherwise supplied; water consumption; water loss; and system financials provided by Owner to create the system-wide model for each master metered zone within the system. The metrics formed a basis for computing the true cost of water delivered, accounting for water production costs, transmission, pumping and storage costs through multiple subsystems to the point of delivery. The outcome is used to assess water loss and prioritize line replacement and system maintenance based on real-time costs. Client: Wise County Public Service Authority (Virginia)

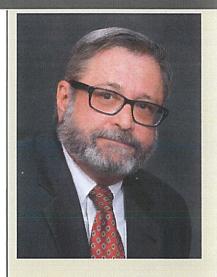
Wise County Sewer Capital Improvements Program. Project Manager/Engineer for evaluation and Preliminary Engineering Report level design and cost estimates for nine (9) sewer project planning areas based on the 2009 Wise County Wastewater Study, An Amendment to The Southwest Virginia Regional Wastewater Study (2005). Conducted field investigations locating gravity, forcemain and sewage pump stations, as appropriate to each project and, generating detailed opinions of probable cost, resulting in 21 various phases (1 to 4 per project); costs range from \$90,000 to \$1.4M. Assisted the Executive Director in developing a 5-year plan for funding and implementation. Client: Wise County Public Service Authority (Virginia)

City of Norton Water System Replacement PER – Preparation of preliminary engineering report evaluating alternatives for replacing approximately 40,000 feet of lead joint and asbestos cement lines due to excessive leaking throughout the City. Evaluation of the alternatives included preliminary technical analysis, initial construction cost, rate structure, long-term economic analysis, permitting issues and funding applications. *Client: City of Norton, Virginia*

Town of Pennington Gap Water System Hydraulic Water Model: Project engineer for the hydraulic analysis evaluating the available fire flow and water system characteristics for waterline replacement throughout the Town. The Town's water system consists of 196,790 L.F. of waterline, 2 water tanks, and 3 pump stations. Client: Town of Pennington Gap, Virginia

Roda, Osaka & Stonega Sewer System – Phases I & II: Project Manager for the Preliminary Engineering Report, Environmental Report, design, permitting and construction administration extending public sewer services to the outlying Roda, Osaka and Stonega Communities, eliminating straight piping and failing septic systems. Assisted in securing \$5.5M in grant (84%) / \$850,000 loan (16%) funding from VDMME, USDA-RD, VDHCD, ARC, VDEQ, and LENOWISCO PDC. In total, both projects installed 27,850 lf of 6- to 15-inch gravity sewer, 7,500 lf of 4-inch forcemain, one (1) 0.11MGD pump station and retrofit of a 0.41 MGD regional pump station. Client: Wise County Public Service Authority (Virginia)





EDUCATION:

B.S. 1975 – Civil Engineering Virginia Polytechnic Institute & State University

REGISTRATION:

Registered Engineer

Virginia

- TLG Board of Directors
- TLG Management Team





STEPHEN C. MCELROY, PE - CIVIL ENGINEERING

Mr. McElroy holds over 15 years of experience as a staff engineer in various civil engineering projects. His experience includes preparation of infiltration/inflow repair, environmental assessment reports, preliminary engineering reports, hydrology and channel hydraulics, site development and design, CADD design and mapping, and various waterline projects and construction administration of these assignments. Services also include consultation and coordination with various state and federal regulatory agencies, preparation of environmental documents and construction documents.

Northwest Washington County Water System Evaluation: Assisted in preliminary analysis of over 100 miles of proposed waterline expansion in Washington County, VA. Field investigation, initial hydraulic analysis, and CADD rendering of potential water line locations were all done in order to provide groundwork for upcoming phases of the project. Client: Washington County Service Authority

Stickleyville Community Water Project: Project Engineer for the preparation of the Preliminary Engineering Report evaluating the immediate and long-term needs for a water system and the design of approximately 118,000 l.f. of waterline, one 150,000 gallon water storage tank, two (2) pump stations, and two pressure reducing stations. Using the Bentley Systems WaterCAD software, conducted regional water system hydraulic modeling for the interconnection of the existing Woodway Water Authority system expanding the service area for multiple water service providers. Client: Lee County Public Service Authority

Woodway Water Authority Water System Improvements Project: Project Engineer for the preparation of the Preliminary Engineering Report, design and hydraulic study for the replacement of approximately 18,000 L.F. of 8-inch and smaller waterline with associated appurtenances, along with the installation of four (4) hydropneumatic pump stations. Using the Bentley Systems, Inc. WaterCAD software, conducted system-wide hydraulic analysis for improvement of the existing water system and increase accountability. Client: Woodway Water Authority

Roda, Osaka & Stonega Sewer System: Preparation of the PER for extending public sewer services to the Roda, Osaka and Stonega communities to replace straight piping and failing septic systems. Report proposed the sewer system extension in two (2) phases. Phase I – Road and Osaka Sewer System consisting of 18,000 If of gravity sewer, 7,400 If of forcemain and grinder pump station with back-up power. Phase II – Stonega Sewer System consisting of the installation of 11,000 If of gravity sewer, stream crossing and appurtenance; and, upgrades and repairs to the regional wastewater pump station in the Town of Appalachia. *Client: Wise County Public Service Authority*)

Big Stone Gap Sewer System Upgrade Project: Prepared the Preliminary Engineering Report and Project Manager for the replacement of approximately 21,000 linear feet (I.f.) of 8-inch and smaller sewer line with associated appurtenances located within the existing system by video imaging, smoke testing, and visual observations during rainfall events. *Client: Town of Big Stone Gap*



EDUCATION:

B.S. 2004 – Civil Engineering Virginia Polytechnic Institute & State University

REGISTRATION:

Registered Engineer

- Virginia
- Tennessee
- North Carolina

- TLG Partner
- TLG Management Team
- Norton Building Code Board of Appeals
- City of Norton Firefighter





JONATHAN BROSKEY, PE - CIVIL ENGINEERING

Mr. Broskey has nearly 15 years of experience in various civil engineering projects including site development and design, CADD design and mapping, assisting with performance of infiltration/inflow studies, and construction prior to becoming a Staff Engineer in the spring of 2004. He has participated in preparing preliminary engineering reports, designed and prepared plans and specifications for many waterline, sewer line, stormwater, and subdivision developments and provided construction administration support to these assignments.

Southwest Virginia Regional Wastewater Study: Identified the need for sewage collection systems throughout Wise County and the City of Norton. Based on the degree of health hazard, the severity of environmental impacts, construction feasibility, and the potential for residential, industrial, and commercial growth within the project areas, developed conceptual design and associated costs. Client: LENOWISCO Planning District Commission, Cumberland Plateau Planning District Commission, & Mount Rogers Planning District Commission.

Sheffield Acres/Route 72 Sewer Interceptor Project: Project Manager to evaluate options for an aging sewer treatment plant owned by the Town of Coeburn. Assisted with development of the Preliminary Engineering Report, Funding Acquisition and Construction Administration to construction 14,000 linear feet (If) of 4-inch force main, 6,000 linear feet of 6-inch force main and two sanitary sewer pump stations. *Client: Town of Coeburn*

Daniel Boone Sewer System Project: Project Manager responsible for the preparation of a Preliminary Engineering Report, design and construction administration for the *Daniel Boone Sewer System Project*. The project area runs east from the intersection of U.S. Route 23 and State Route 870 towards the Marcum community and will connect to the existing Town of Gate City sewer collection system. The project consists of approximately 53,549 If of gravity line, 13,074 If of force main, three (3) pump stations, and associated appurtenances in a phased approach. *Client: Scott County Public Service Authority*

Baileytown Waterline Project: Project Manager for the Preliminary Engineering Report, Design and Construction Administration for approximately 7,500 L.F. of 6-inch waterline and associated appurtenances to provide water service to approximately 15 residential connections. *Client:* Lee County Public Service Authority

City of Norton - System Wide Water Improvement Project Phase I - III: Project Manager for the Preliminary Engineering Report, Design and Construction Administration for approximately 25,760 l.f. of 8-inch waterline. Three (3) emergency generators and associated appurtenances to replace undersized and aging waterline throughout the City of Norton. Client: City of Norton, Virginia.

Frog Level Community Water Project: Project Manager for the Preliminary Engineering Report, Design and Construction Administration for approximately 36,000 L.F. of 6-inch waterline and associated appurtenances to provide water service to approximately 15 residential connections. *Client: Lee County Public Service Authority*



EDUCATION:

B.S. 2004 – Building Construction Virginia Polytechnic Institute & State University

REGISTRATION:

Registered Engineer

- Virginia
- North Carolina

- TLG Partner
- TLG Management Team
- City of Norton Firefighter







APRIL O. LANE - ENVIRONMENTAL SPECIALIST

Ms. Lane has nearly 20 years of experience in the environmental field. Her experience includes preparation of numerous environmental reports and studies including Environmental Impact Assessments, Phase I Environmental Site Assessments, and Biological Surveys. April's duties include consultation and coordination with various state and federal regulatory agencies, preparation of environmental documents and funding acquisition assistance.

Roda, Osaka, Stonega Sewer Prepared an Environmental Report identifying environmental resources within three coal camp communities located in Wise County, Virginia – Roda, Osaka, and Stonega. The proposed project provided public sewer service to approximately 110 households by extending the Town of Appalachia's sewer system into these communities. The project involved the construction of approximately 30,500 LF of 8-inch and 15-inch gravity sewer line, 7,300 LF of 4-inch forcemain sewer line, one sewer pump station, and associated appurtenances. The project captured waste from the communities and transmitted it by forcemain to an existing manhole within the Town's existing gravity system. Also prepared funding applications and assisted with the Preliminary Engineering Report. Client: Wise County Public Service Authority

New Consolidated Ridgeview High/Middle School Project: Dickenson County, Virginia. Prepared a Class II Environmental Assessment and Phase I and Phase II Environmental Site Assessments for the construction of a new consolidated high/middle and technical school in Dickenson County, Virginia. The preparation of the report and subsequent requirements were coordinated with USDA Rural Development and the US Army Corps of Engineers. This was the first joint effort between the two agencies within the Commonwealth of Virginia; this was also the first Class II level EA prepared in the state for Rural Development. The project consists of a new 220,000 SF facility with associated sports complex and will consolidate the existing schools of Clintwood, Haysi and Ervinton. Client: Dickenson County Public Schools and Dickenson County Industrial Development Authority

North St. Charles Sewer Prepared an Environmental Report and Preliminary Engineering Report to address the lack of public sewer service in the communities north of the Town of St. Charles, VA., The project provided sewer service to approximately 180 households and eliminated numerous sources of straight piping of waste into streams. The project involved the construction of approximately 30,400 L.F. of 8-inch gravity sewer line, 7,600 L.F. of 8-inch sewer force main, 3,700 L.F. of 4-inch gravity sewer line, three grinder pumps and three booster pump stations. Also assisted in permitting and funding acquisition for the project. Client: St. Charles Water & Sewer Authority

New Big Cherry Dam Project: Big Stone Gap, Virginia. Prepared an Environmental Assessment for the construction of a new dam on the Big Cherry Reservoir. The preparation of the report and subsequent requirements were coordinated with USDA Rural Development, USDA Forest Service, and the Tennessee Valley Authority. Also prepared funding applications and assisted with the PER. This EA is now being used nationally as a training tool by USDA Rural Development. Client: Town of Big Stone Gap, Virginia



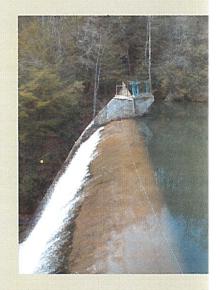
EDUCATION:

M.S. 1999 – Environmental Health - East Tennessee State University

B.S. 1997 – Biology Virginia Polytechnic Institute & State University

REGISTRATION: N/A AFFILIATIONS:

- TLG Board of Directors
- Epsilon Nu Eta National Environmental Health Honor Society





Chris Banta, CPA, CFE





Chris Banta, CPA, CFE Engagement Partner 540 345 0936 cbanta@becpas.com

PROFILE

- Partner and Firm Coordinator of Brown Edwards state and local government practice
- Specializes in municipalities, electric cooperatives, not-for-profit organizations, and HUD properties
- Coordinates the compliance auditing aspect of the annual audits of municipal and nonprofit clients, including APA compliance and transmittal form preparation, single audit compliance, FAA compliance, RUS compliance, and NTD reporting compliance
- Member of Brown Edwards' peer review services team
- Certified Fraud Examiner, providing internal control reviews, fraud examinations, forensic accounting services, and litigation support services
- Previously named a "Super CPA" in the Government and Nonprofits area of practice in the Virginia Business magazine

EDUCATION

 Bachelor of Science in Accounting from Virginia Tech

MEMBERSHIPS

- American Institute of Certified Public Accountants (AICPA), the Virginia Society of Certified Public Accountants (VSCPA), the Virginia Government Finance Officers'
- Association (VGFOA), the National Society of Accountants for Cooperatives (NSAC), and the Association of Certified Fraud Examiners (ACFE)
- Past Treasurer (also former President) of the Grandin Theatre Foundation
- Current Board Member of the Virginia Museum of Transportation and Boys and Girls Club of Southwest Virginia
- Member of the Kiwanis Club of Roanoke, serving as chair of the Career Technical Education Scholarship Committee

GENERAL MANAGEMENT AND ENGINEERING SERVICES FOR RUSSELL COUNTY PUBLIC SERVICE AUTHORITIES CONSOLIDATION WORK PLAN

APPENDICES REFERENCES WITH NAMES, ADDRESSES AND PHONE NUMBERS

APPENDICES

REFERENCES WITH NAMES, ADDRESSES, AND TELEPHONE NUMBERS

We urge the Russell County Board of Supervisors to contact some of our other clients for a first-hand account of our ability to complete similar assignments in a timely and efficient manner.

Washington County Service Authority Mr. Robbie Cornett, General Manager 25122 Regal Drive Abingdon, Virginia 24211 276.628.7151

LEE COUNTY PUBLIC SERVICE AUTHORITY

Mr. Tracy Puckett, Director Post Office Box 830 Jonesville, Virginia 24263 276.346.7775

SCOTT COUNTY PUBLIC SERVICE AUTHORITY

Mr. Mike Dishman, PE, Executive Director 156 Legion Street Weber City, Virginia 24290 276.386.3401

CARROLL COUNTY PUBLIC SERVICE AUTHORITY

Ms. Jessica Montgomery, PE, Executive Director 605 Pine Street Hillsville, Virginia 24343 276.730.3001

• CITY OF GALAX, VIRGINIA

Mr. Keith Barker, City Manager 111 East Grayson Street Galax, Virginia 24333 276.236.5773



BILL SMITH ENTERPRISES -

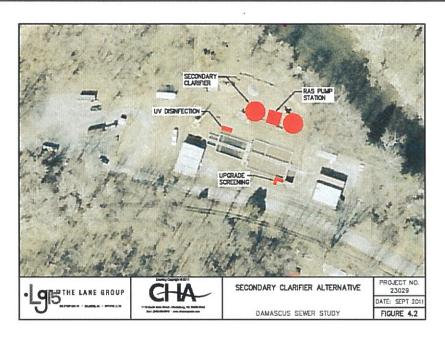
FAIRFIELD GLADE SUBDIVISION PROJECT



GENERAL MANAGEMENT AND ENGINEERING SERVICES FOR RUSSELL COUNTY PUBLIC SERVICE AUTHORITIES CONSOLIDATION WORK PLAN

APPENDICES
LIST OF PROJECTS
UNDERTAKEN FOR LOCAL
GOVERNMENTS IN VIRGINIA

WCSA/Town of Damascus Sewer System Feasibility Study



The Lane Group (Lane) was commissioned by the Washington County Service Authority (WCSA) to evaluate the feasibility and desirability of the WCSA owning and operating the Town of Damascus Sanitary Sewer System.

The Town of Damascus sanitary sewer system consisted of a collection system that served 360 connections and a 0.25 MGD wastewater treatment facility.

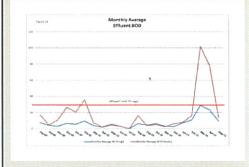
Services included:

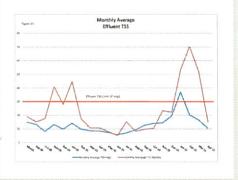
o Completion of the Preliminary Engineering Report.

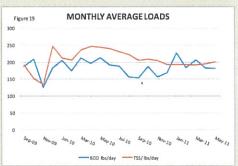
PER identified and evaluated the following:

- o Feasibility of various ownership options.
- o Assets and liabilities, both current and future.
- WCSA's ability to assume this responsibility.
- Lists advantages and disadvantages for both the Town of Damascus and the WCSA.
- Conclusions and recommendations to begin implementation of the study's findings.









CLIENT:

Washington County Service Authority 25122 Regal Drive Abingdon, Virginia 25122 (276) 628.7151

PROJECT LOCATION:

Abingdon, Virginia

TOTAL PROJECT COST:

\$55,000

FUNDING PROVIDED BY:

WCSA

COMPLETED:

November 2011/May 2014

Virginia/Carolina Regional Water System Project



The Lane Group (Lane) was commissioned by the Virginia/Carolina Water Authority (VCWA) to create a multi-state regional water authority and distribution system to solve the drinking water needs in the region.

The new authority includes the Towns of Sparta, NC & Independence, VA and the Counties of Alleghany, NC and Grayson, VA.

Services included:

- o Completion of the Preliminary Engineering Report, Environmental Assessment, Permit acquisition and funding acquisition, design and construction administration.
- Contract I Installation of approx. 15,500 LF of waterline.
- o One pumping station.
- o One 500,000 gallon water storage tank.
- Directional bore of the New River.
- o Contract II Installation of approx.. 24,000 LF of waterline.
- o Two pumping stations.
- o One 250,000 gallon water storage tank.
- Riverbank Filtration System first approved in the state.
- Water Treatment Facility.
- o Inter-municipal agreements.
- Lane assisted the VCWA in obtaining project funding





CLIENT:

VA/Carolina Water Authority Post Office Box 99 Independence, Virginia 24348 (276) 372.4257

PROJECT LOCATION:

Towns of Independence, VA & Sparta NC and the Counties of Grayson, VA & Alleghany, NC

TOTAL PROJECT COST:

\$8,200,000

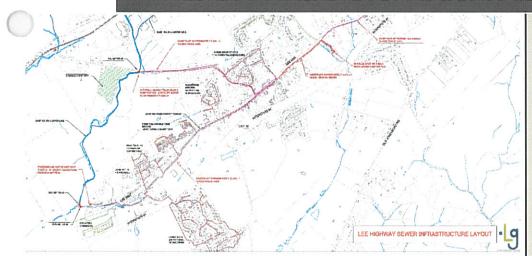
FUNDING PROVIDED BY:

USDA Rural Development Virginia Department of Health Tobacco Commission

COMPLETED:

October 2011

WESTERN WASHINGTON COUNTY SEWER STUDY PROJECT



The Lane / CHA team was retained by the WCSA in partnership with Washington County to develop a preliminary engineering report (PER) which identifies and evaluates feasible alternatives for providing sewer collection and treatment services in Western Washington County. Priority consideration was given to the area between Exits 13 and 7 adjacent to the Lee Highway corridor. The PER was completed in 2012 and approved and adopted by the WCSA, the Washington County Board of Supervisors and the Washington County Industrial Development Authority.

The PER identified present and future needs of the study area with respect the quantity and character of wastewater which may be reasonably expected for a 30-year planning period for treatment and 50-year planning period for conveyance systems. Cost estimates were identified for pretreatment and conveyance. The conclusions of the report considered the goals and viewpoints of WCSA, the Washington County Board of Supervisors and the Washington County Industrial Development Authority, present requirements of the Washington County Sewer Use Regulations and the content and intent of agreements with neighboring utilities which the Washington County Board of Supervisors and/or Washington County Service Authority has executed.

The PER evaluated the following: time, cost and likely obstacles to obtaining discharge permits, necessary approvals and/or agreements; constructing facilities to be owned, operated and maintained by WCSA to treat and discharge collected wastewater; and compared other alternatives over the planning period. The PER also evaluated current and projected treatment practices to ensure compliance with any new regulatory requirements. The findings of the PER are to be used as a "road map" to implement any proposed and agreed upon alternatives.

The PER was utilized as a basis for successfully obtaining a wastewater discharge permit to Beaver Creek, effectively giving the County and the WCSA control over the future of sewer service to the western Washington County area.





CLIENT:

Washington County Service Authority 25122 Regal Drive Abingdon, Virginia 25122 (276) 628.7151

PROJECT LOCATION:

Abingdon, Virginia

TOTAL PROJECT COST:

\$40,000 - Original '

\$140,000 - 5 Amendments

FUNDING PROVIDED BY:

WCSA

COMPLETED:

Original - June 2012

Amendments - Per Request



EMORY/ MEADOWVIEW SEWER SYSTEM FEASIBILITY STUDY



Glade Spring # 2 Pump Station

The Lane Group (TLG) was commissioned by the Washington County Service Authority (WCSA) to review the gravity sewer and pumping systems upstream of the Hall Creek Wastewater Treatment Facility (HCWTF) with particular focus on the conveyance system from the Southwest Virginia Regional Jail SVRJ to the HCWTF. The HCWTF was reviewed for both operational and capacity improvements necessary to meet current and future conditions. Expansion of the treatment system was studied for prospective industrial capacity and the most feasible and desirable expansion of the service area to serve existing residential/commercial customers.

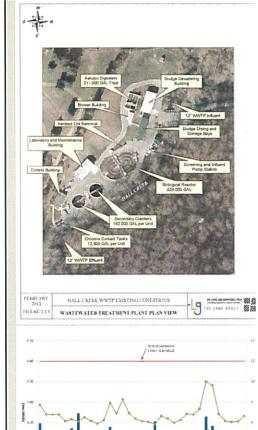
Services included:

o Completion of the Preliminary Engineering Report. WCSA comments pending.

PER identified and evaluated the following:

- Wastewater Collection and Conveyance for areas along Lee Highway near I-81 Exits.
- o Phasing Approach for Development.
- Needed Improvements at Hall Creek WWTP.
- Funding Strategy and timeline for Funding Acquisition
- Conclusions and recommendations.





CLIENT:

Washington County Service Authority 25122 Regal Drive Abingdon, Virginia 25122 (276) 628.7151

PROJECT LOCATION:

Washington County, Virginia

TOTAL PROJECT COST:

\$85,500

FUNDING PROVIDED BY:

WCSA

COMPLETED:

February 2016

WCSA GALVANIZED WATERLINE REPLACEMENT PROJECT



The Lane Group (TLG) was commissioned by the Washington County Service Authority (WCSA) to evaluate the replacement of all galvanized waterline within their distribution system. The WCSA is the third largest waterworks in southwest Virginia serving over 20,000 customers through 900 miles of waterline.

The galvanized waterlines accounted for approximately 86% of all inventoried leaks and breaks within the system and presented numerous problems with pressure and water quality.

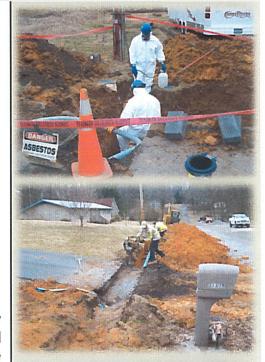
Services included completion of the Preliminary Engineering Report and Environmental Assessment, permit and funding acquisition, design, and construction administration.

The project involved:

- A detailed Hydraulic Analysis for the entire water distribution system.
- o A three-phased project approach for replacement of over 200 miles of waterline.
- o Phase I of the project consisted of 211,747 LF of 8-inch or smaller waterline within the Town of Abingdon, Virginia.
- o Phase II consisted of approximately 241,983 LF of 12-inch or smaller waterline.
- o Phase III consists of approximately 356,450 LF of 12-inch or smaller waterline.

TLG assisted the WCSA in obtaining \$30 Million in project funding from USDA Rural Development.







CLIENT:

Washington County Service Authority 25122 Regal Drive Abingdon, Virginia-25122 276.628.7151

PROJECT LOCATION:

Abingdon, Virginia

TOTAL PROJECT COST:

\$30,000,000

FUNDING PROVIDED BY:

USDA – Rural Development

COMPLETED:

Phase I – April 2013

Phase II - May 2017

Phase III - On Going

CITY OF MOUNT AIRY MULTI-PHASE SEWER IMPROVEMENTS



The City of Mount Airy, NC had grown with a strong dependence on the textile industry. After NAFTA was passed into law, many of the City's textile mills either closed or sharply cut production. The City had expanded its WWTP capacity to 7.0 MGD in 1991 to accommodate industrial growth. By the early 2000s, the City's wastewater flows had dropped from an average of 5.7 MGD to just over 2.0 MGD. TLG provided assistance to the City in its efforts to strengthen and diversify its water and sewer customer bases.

- In 2001, The Surry County 20-Year Water and Sewer Capital Improvements Plan was completed by TLG staff. The Plan provided an outline for expansion of water and sewer service in Surry County.
- In 2001, TLG personnel prepared a Preliminary Engineering Report for extension of water and sewer service to the NCDOT and VDOT I-77 Welcome Centers. The PER and subsequent design and construction costs were funded as grants to the City by VDOT and NCDOT. Water improvements included 50,500 LF of 10" water, a booster pump station, and a 200,000gallon tank. The total water cost was \$3.1 Million with construction completed in 2008. Proposed improvements included 59,000 LF of 15" and smaller gravity sewer lines with an estimated cost of \$3.9 Million. The sewer improvements were deigned and permitted, but were not constructed due to budget cuts made by the two departments.





CLIENT:

City of Mount Airy 440 East Pine Street Mount Airy, NC 27030 (336) 786.3580

PROJECT LOCATION:

Mount Airy, North Carolina

TOTAL PROJECT COST:

\$22.7 Million

FUNDING PROVIDED BY:

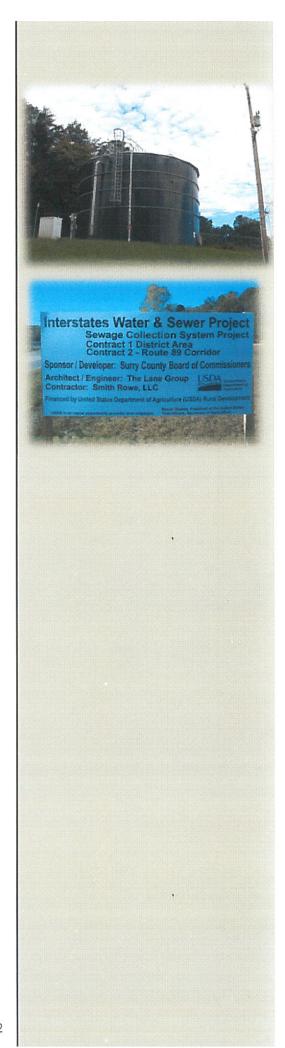
City of Mount Airy, USDA Rural Development, ARC, NCDENR

COMPLETED:

2002-Current

- o In 2002, TLG personnel prepared the **Flat Rock/Bannertown Water and Sewer Improvements** Preliminary Engineering Report and funding application to USDA-RD for expansion of water and sewer service to the Flat Rock Community east of the City. \$7.2 Million of Ioan and grant funding was secured from USDA-RD. Water improvements included 105,000 LF of 6"-12" water lines, a 500,000-gallon water tank, and over 600 service connections. Sewer improvements included 11,600 LF of 8"-15" gravity sewer. Construction was completed in 2007.
- o In 2006, we prepared the **Cross Creek Annexation** Preliminary Engineering Report for extension of water and sewer service to an area being annexed with approximately 600 homes. The City funded the extensions through a local bond issuance. Water improvements included 98,000 LF of 12" and smaller water lines, raising an existing elevated tank, and related improvements completed in 2007 at a cost of \$5.75 Million. Sewer improvements included 146,200 LF of 12" and smaller gravity sewer lines and related improvements and were completed in 2010 at a cost of \$9.7 Million.
- o In 2007, we prepared the **Hollyview Forest Sewer** Preliminary Engineering Report for extension of water and sewer service to Hollyview Forest, an area being annexed with approximately 300 homes. Funding was secured through a \$2.32 Million loan and grant from NCDENR. Construction included approximately 33,000 LF of 8"-12" gravity sewer lines and related improvements and was completed in 2010.
- o In 2007, the **Bunker Road Water and Sewer** Preliminary Engineering Report was completed for extension of water and sewer service to I-74 Exit 11. The sewer portion of the project included 3,000 LF of 8" gravity sewer and an interstate crossing with a cost of \$0.4 Million. Construction was funded by grants from the Appalachian Regional Commission and the North Carolina Rural Center and was completed in 2008.
- o In 2012, our personnel completed the **IWSD Sewer Extensions** Preliminary Engineering Report for extension of sewer service to serve the Route 89 corridor and I-74 Exit 6 and I-77 Exit 100. The \$5.69 Million project includes 30,800 LF of 12" and smaller gravity sewer, two pump stations, 32,800 LF of 8" force main, and related improvements. Construction is to be completed in 2017.





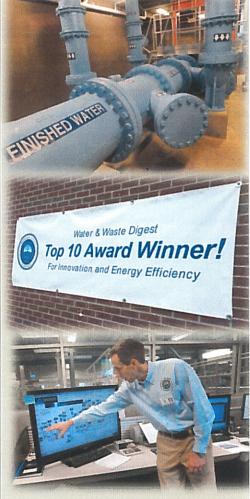
WATER TREATMENT PLANT/RAW WATER INTAKE PROJECT



The Lane Group/CHA Team was commissioned by the Washington County Service Authority (WCSA) to assist in permitting and design of an expansion of the existing 4.6 MGD water plant to 12 MGD.

Services included:

- o Completion of the Preliminary Engineering Report, Environmental Assessment, Permit acquisition and funding acquisition, design and construction administration.
- New surface water intake on the South Fork of the Holston River near South Holston Lake.
- Raw waterline from the intake to the drinking water plant.
- The 12 MGD expansion, the raw water intake and the raw waterline were completed on time and are now in operation.
- Water and Waste Digest Top 10 Award Winner for Innovation and Energy Efficiency.
- Lane assisted the WCSA in obtaining over \$18 Million in project funding from Rural Development.



CLIENT:

Washington County Service Authority 25122 Regal Drive Abingdon, Virginia 25122 (276) 628.7151

PROJECT LOCATION:

Abingdon, Virginia

TOTAL PROJECT COST:

\$18,000,000

FUNDING PROVIDED BY:

USDA - Rural Development

COMPLETED:

February 2014



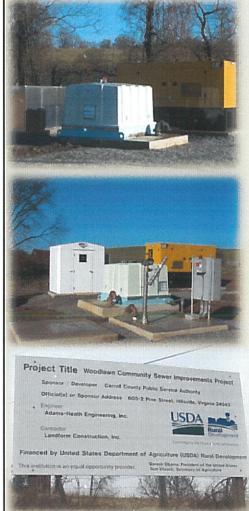
CARROLL COUNTY PSA MULTI-PHASE SEWER IMPROVEMENTS



The Lane Group personnel have assisted the Carroll County Public Service Authority (CCPSA) in its efforts to expand sewer service along the Route 58 commercial corridor and to the Interstate 77 Exits within Carroll County.

- o In 1998, the CCPSA had three separate sewer systems located between Galax and Hillsville; the Gladeville/Cranberry collection system with treatment provided by the City of Galax, the Exit 14 collection system with treatment provided by the Town of Hillsville, and a packaged WWTP serving the Southwest Virginia Training Center. At that time, the majority of the four-lane Route 58 corridor between Hillsville and Galax and three Interstate 77 Interchanges (Exits 19, 8, and 1) had no public water or sewer service.
- The Carroll County 604(b) Study was completed in 1998, providing an outline for expansion of water and sewer service in Carroll County.
- o The **Woodlawn Sewer Improvements** PER was completed and the \$5.261 Million project was funded by USDA-Rural Development. Initially, the project was funded to include construction of a new WWTP on Crooked Creek, expansion of sewer service to Woodlawn, and disconnection from the City of Galax. In the course of project design, the CCPSA was approached by the Town of Hillsville offering a lower bulk treatment rate. Likewise, the City of Galax counteroffered with a lower bulk treatment rate. TLG personnel assisted the CCPSA





CLIENT:

Carroll County Public Service Authority 605-2 North Pine Street Hillsville, Virginia 24343 (276) 730.3170

PROJECT LOCATION:

Carroll County, Virginia

TOTAL PROJECT COST:

\$14.4 Million

FUNDING PROVIDED BY:

USDA Rural Development

COMPLETED:

2008-Current

- in evaluating the potential financial impacts of the treatment alternatives, modified the PER for USDA-RD, and secured approval to restructure the funding to eliminate the proposed WWTP and expand the collection system project to include Exit 14 with treatment provided by the City of Galax. Construction was completed in 2010 and included 62,000 LF of 8"-10" gravity sewer lines and force main, two new pump stations, a flow equalization system, upgrades to three existing pump stations, and closure of one WWTP.
- o In 2008, we prepared the **I-77 Exit 19 Sewer** PER and funding application for extension of sewer service to the I-77 Exit 19 Interchange. The \$2.7 Million project was funded by USDA-RD. Construction was completed in 2011 and included 14,200 LF of 8" gravity sewer line, one pump station, and 12,600 LF of 6" force main and related improvements.
- In 2009, our personnel prepared the **Fancy Gap Water & Sewer Improvements** PER and funding application for extension of sewer service to the I-77 Exit 8 Interchange. The \$4.57 Million sewer project was funded by USDA-RD. Construction was completed in 2013 and included 25,000 LF of 8" gravity sewer, three pump stations, and 49,000 LF of force mains.
- o In 2012, we assisted BRCEDA and Carroll County in their efforts to extend sewer service to the **Wildwood Commerce Park** located near Exit 19. A PER was prepared for the project and BRCEDA secured \$2.45 Million from the Virginia Tobacco Commission. Construction is proposed to include approximately 5,500 LF of 8"-15" gravity sewer, modifications to five (5) existing pump stations, one flow equalization system, and 22,700 LF of 8" force main.



NEW RIVER LONG RANGE WATER SUPPLY PROJECT



The Lane Group was commissioned by the Carroll County Public Service Authority to prepare a Preliminary Engineering Report and funding application, and then to provide final design for the following:

- Contract 1 Austinville Connector: Approximately 29,000 L.F. of 14" and smaller water lines
- Contract 2 Pump Stations: Two pitless water booster pump stations
- Contract 3 Water Tank One 547,000 gallon water storage tank
- Contract 4 Route 620 Connector: Approximately 33,000 L.F. of 12" and smaller water lines
- Contract 5 Airport Road/Route 100 Connector: Approximately 45,000 L.F. of 10" and smaller water lines and appurtenances
- o Total project Funding: \$7,780,000
- o Project Funding provided by USDA-Rural Development.

CLIENT:

Carroll County Public Service Authority 605-2 North Pine Street Hillsville, Virginia 24343 (276) 730-3170

PROJECT LOCATION:

Carroll County, Virginia

TOTAL PROJECT COST:

\$7,780,000

FUNDING PROVIDED BY:

USDA-RD

COMPLETED:

2011



CNW Wastewater Treatment Plant Expansion Project

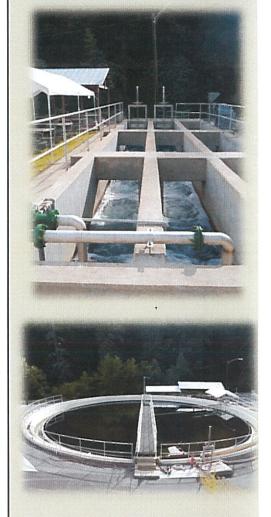


In early 2009 the Lane/Olver team was hired by the C-N-W Regional Wastewater Treatment Authority (CNW) to evaluate alternatives for upgrading the facility to 6 MGD. The WWTP was approaching its design capacity of 4 MGD and was in need of several facility upgrades to enhance operation and improve treatment performance. The facility utilized an oxidation ditch for its biological process and stabilized its biosolids utilizing aerobic digestion prior to dewatering and land application. To add to the complexity of the proposed upgrades, the WWTP is located on a constrained site with limited room for additional tankage or process treatment units. These site limitations were considered when recommending improvements and upgrades.

The team's scope of services included an evaluation of the treatment plant and the formulation of recommended improvements to expand the facility to 6 MGD. A technical memorandum approach was implemented where a total of eight memorandums were developed for review and comment by the owner along the way to solicit owner participation during the report development. The eight technical memorandums were compiled into a Preliminary Engineering Report where each technical memorandum represented a chapter of the report. Specific process recommendations included the following:

- Two new fine mechanical screens to process a peak hour influent flow of 1.5 MGD
- Upgrade of the influent pump station to a peak hour pumping rate of 15 MGD





CLIENT:

CNW Wastewater Treatment Authority Post Office Box 1296 Norton, Virginia 24273 (276) 679.7236

PROJECT LOCATION:

Coeburn, Virginia

TOTAL PROJECT COST:

\$14,200,000

FUNDING PROVIDED BY:

Virginia Department of Environmental Quality

COMPLETED:

2015

- Implementation of Integrated Fixed Film Activated Sludge in the existing oxidation ditch to reduce the solids load on the secondary clarifiers
- Pilot study on the disinfection system to implement disinfection on a CT basis to avoid costly expansion of the chlorine contact tanks
- Return Activated Sludge pumping improvements
- Installation of a rotary drum thickener to prethicken the waste activated sludge prior to aerobic digestion
- Aerobic digester upgrades with new mixing and heating utilizing a geothermal heat pump and the effluent flow
- Expansion of the Administration/Laboratory Building
- Installation of generators for standby power
- System-wide SCADA system
- TLG assisted the Authority to secure funding for this \$10 million project.



STICKLEYVILLE COMMUNITY WATER SYSTEM PROJECT



The Lane Group, Inc. (TLG) was commissioned by the Lee County Public Service Authority to provide full engineering services for the Stickleyville Community Water System Project. TLG was responsible for the following tasks:

- Prepare Preliminary Engineering Report and Environmental Assessment for regulatory agency review and approval.
- o Identify and prepare project funding applications.
- o Identify and prepare required environmental permit applications.
- Submit design documents to the Virginia Department of Health for approval.
- o Prepare construction plans and specifications.
- Assist in identifying and securing temporary / permanent easements.
- o Perform resident project representation services.
- Execute construction administration tasks.

The Project included installation of approximately 108,000 linear feet of 12-inch through 2-inch diameter waterline throughout the Stickleyville community in Lee County, Virginia, providing safe, potable water to approximately 110 residences. The project also included construction of a 150,000 gallon water storage facility, two water booster pumping stations and related water valves, fire hydrants and system appurtenances.





CLIENT:

Lee County Public Service Authority Post Office Box 830 Jonesville, Virginia 24263 (276) 346.7775

PROJECT LOCATION:

Lee County, Virginia

TOTAL PROJECT COST:

\$4.8 Million

FUNDING PROVIDED BY:

Virginia Department of Health USDA-Rural Development LENOWISCO Planning District

COMPLETED:

August 2013

OCOONITA COMMUNITY WATER SYSTEM PROJECT



The Lane Group (TLG) was commissioned by the Lee County Public Service Authority (LCPSA) to develop a new water distribution system to serve 240 homes in the Ocoonita community of Lee County.

Services included the completion of the Preliminary Engineering Report and Environmental Assessment, permit and funding acquisition, design, and construction administration.

The project involved:

- o Installation of approximately 146,000 LF of 10-inch waterline.
- o Construction of a 250,000-gallon water storage tank.
- Construction of one water pump station and one pressure reducing station.
- o 240 new service connections.

TLG assisted the LCPSA in obtaining project funding.



CLIENT:

Lee County Public Service Authority Post Office Box 830 Jonesville, Virginia 24263 276.346.7775

PROJECT LOCATION:

Lee County, Virginia

TOTAL PROJECT COST:

\$6,800,000

FUNDING PROVIDED BY:

USDA Rural Development and Virginia Department of Health

COMPLETED:

October 2011



page 40

GENERAL MANAGEMENT AND ENGINEERING SERVICES FOR RUSSELL COUNTY PUBLIC SERVICE AUTHORITIES CONSOLIDATION WORK PLAN

APPENDICES

SOLICITATION NUMBER RFP RC-0001 COMPLIANCE STATEMENT



REQUEST FOR PROPOSAL (RFP) FOR

PROFESSIONAL ENGINEERING SERVICES

SOLICITATION NUMBER:

RFP RC-0001

TITLE:

General Management and Engineering Services

RFP CLOSING DATE/TIME:

October 9, 2018 at 3:00 p.m. (EST)

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

The Lane Group				
Company Name				
Chr /M	ت_	10-08-18	Christopher Mullins	
Authorized Signature		Date	Name Printed	
)	•			
276-206-8571	N/A			
Phone Number	Fax N	umber		

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.

GENERAL MANAGEMENT AND ENGINEERING SERVICES FOR RUSSELL COUNTY PUBLIC SERVICE AUTHORITIES CONSOLIDATION WORK PLAN

APPENDICES RFP SUBMISSION FORM

RFP SUBMISSION FORM

Name of REP: General Management and Engineering Services				ces	
RFP Number: RFP RC-0001			01		
Closing Date/Time: October 9, 2018 at 3:00 p.m.			2018 at 3:00 p.m	. (EST)	
SECTION I -	COMPAN	Y IDENTIFIC	CATION AND OW	NERSHIP DISCL	OSURE
Company: <u>The Lane Group</u>		Contact Person: Christopher Mullins			
				Title:	Partner/Director of Marketing
Address:	Address: <u>310 West Valley Street</u>		Telephone No:	276-206-8571	
Remittanc	Abingdon, Virginia 24210		FAX No:	N/A	
e Address:			Email:	cmullins@thelanegroupinc.com	
Indicate Whic	h: Coı	rporation [戊]	Partnersh	nip[] So	le Prop. []
Minority Owne	ed/Contro	olled Bus.	Yes [] No [)	Small Bus.	Yes [x] No []
Organized ι	ınder the	laws of the S	itate of <u>Virginia</u>		
F	Principal p	olace of busin	ness at <u>Abingdon</u>	, Virginia	
			FEIN: <u>62-16337</u>	'16	
			ess of all persons ets if necessary)	having an owners	ship interest of 3% or more
Please see	atttached				
Name					
Address					
					•,

RFP SUBMISSION FORM

Name & Address of all Persons Having Ownership of 3% of more in the Company

The Lane Group currently has seven (7) shareholders, below are their name and addresses:

- Mr. Bobby Lane | 42.3738%
 The Lane Group
 310 West Valley Street
 Abingdon, Virginia 24210
 276.206.8571
- MR. MATTHEW LANE | 30.5782%
 The Lane Group
 310 West Valley Street
 Abingdon, Virginia 24210
 276.206.8571
- Mr. Kevin Heath | 8.2652%
 The Lane Group
 310 West Valley Street
 Abingdon, Virginia 24210
 276.206.8571
- Mr. Christopher Mullins | 3.0410%
 The Lane Group
 316 East Fifth Street South
 Big Stone Gap, Virginia 24219
 276.523.3771
- Mr. Jonathan Broskey | 3.0410%
 The Lane Group
 316 East Fifth Street South
 Big Stone Gap, Virginia 24219
 276.523.3771
- MR. STEPHEN MCELROY | 3.0410%
 The Lane Group
 316 East Fifth Street South
 Big Stone Gap, Virginia 24219
 276.523.3771
- ESOP | 9.6598% The Lane Group 310 West Valley Street Abingdon, Virginia 24210 276.206.8571



TOWN OF BIG STONE GAP, VIRGINIA -WWTP IMPROVEMENTS PROJECT



TOWN OF BIG STONE GAP, VIRGINIA. -SOUTHERN WATER & SEWER PROJECT



WASHINGTON COUNTY SERVICE AUTHORITY - 12 MGD WTP PROJECT



WOODWAY WATER AUTHORITY WATER BOOSTER PUMP STATION PROJECT



GENERAL MANAGEMENT AND ENGINEERING SERVICES FOR RUSSELL COUNTY PUBLIC SERVICE AUTHORITIES CONSOLIDATION WORK PLAN

APPENDICES CONFLICT OF INTEREST STATEMENT

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 $[\chi]$ 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.

<u>10-08-18</u> Date
Partner, Director of Marketing
Title

OFFEROR MUST COMPLETE AND RETURN THIS FORM WITH ITS PROPOSAL PACKAGE

GENERAL MANAGEMENT AND ENGINEERING SERVICES FOR RUSSELL COUNTY PUBLIC SERVICE AUTHORITIES CONSOLIDATION WORK PLAN

APPENDICES

DEBARMENT STATUS

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

DEBARMENT STATUS

Company Name and Address:

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.

Date:
October 8, 2018

Name:
Christopher Mullins

Title:
Partner, Director of Marketing

Telephone:
276.206.8571

Email:
cmullins@thelanegroupinc.com

ADDITIONAL INFORMATION

FUNDING ACQUISITION EXPERIENCE



The Lane Group (TLG) personnel has individuals with over 40 years of experience in funding acquisition assistance for municipal clients throughout Southwest Virginia, Northeast Tennessee, and Northwest North Carolina with projects ranging from \$500 to over \$30 million. We possess thorough knowledge of both Federal and State funding agencies' requirements, resulting in an outstanding record of successful funding acquisition and project implementation. Over the past 20 years, we have assisted our clients in obtaining well over \$800 Million in Federal and State funding for projects. Over the past 40 years, we have assisted our clients in obtaining well over \$1 Billion.

TLG is the region's leading firm in assisting our clients with acquiring funding for water/wastewater and local government building projects. The majority of this money has been grant money. TLG stands ready to bring this service to the Russell County Board of Supervisors.

Successful funding applications have been submitted to USDA-Rural Development (USDA-RD), the Virginia Department of Health (VDH), the Coalfield Water Development Fund (CWDF), Appalachian Regional Commission (ARC), Tobacco Indemnification Commission (TIC), the Virginia Department of Housing & Community Development (DHCD), Virginia Department of Transportation (VDOT), Southeast Rural Community Assistance Project (SERCAP), Economic Development Administration (EDA), the Virginia Department of Environmental Quality (DEQ), and other government agencies and not-for-profit organizations, thus proving our knowledge of these funding programs.

TLG is and will continue to be in the forefront of identifying and securing funding from all available sources by using innovative and unique strategies. For example, projects having regional impacts have increased funding opportunities and TLG has been heavily involved with coordinating such projects. TLG was a co-author on both the Southwest Virginia Regional Wastewater Study and the Virginia Coalfields Regional Water Study. These studies have been sources of significant funding opportunities for water and wastewater projects throughout Southwest Virginia since 1998.





SCOTT COUNTY, VIRGINIA CLINCH RIVER OVERLOOK

TLG PERSONNEL HAVE OVER 40 YEARS OF EXPERIENCE ASSISTING CLIENTS THROUGHOUT SWVA & NETN IN ACQUIRING PROJECT FUNDING.



LEE COUNTY PUBLIC SERVICE AUTHORITY CAVE SPRINGS WATER SYSTEM

TLG PERSONNEL HAVE ASSISTED IN OBTAINING OVER \$1 BILLION IN PROJECT FUNDING OVER THE PAST 40 YEARS — OVER \$800 MILLION IN THE LAST 20 YEARS.



TOWN OF BIG STONE GAP
SEWER SYSTEM REHABILITATION

TLG HAS ASSISTED NEARBY MUNICIPAL CLIENTS IN OBTAINING THE FOLLOWING:

- Washington County Over \$60 Million in the Last 5 Years
- Lee County Over \$50
 Million in the Last 12 Years.
- Carroll County Over \$40 Million in the Last 16 Years.

ADDITIONAL INFORMATION - CONTINUED

FUNDING ACQUISITION EXPERIENCE

The ability to consider economic factors and the ability to secure favorable financing are important factors in the design and implementation of any major capital improvements project. We recognize the importance of cost-effective design and work closely with our clients to maximize their available resources.

Our team has extensive project funding experience for municipal utility projects on both the federal and state levels. We work closely with our clients to identify the most appropriate funding sources and work diligently to negotiate and secure the best rates and payment options.

Project phasing and innovative implementation approaches are key components of any financing strategy. Our team has extensive experience in the development of multiple construction contracts and fast tracking of design and construction activities to minimize cost and meet funding agency requirements. Also, our experience with construction administration of grants and loans is an invaluable tool for our clients.



FUNDING OPTIONS AND EXPERIENCE

There are several possible sources of funding for water and wastewater utility projects and many creative financing strategies that can be used to reduce the financial impacts on user rates. We work closely with our clients to identify and evaluate all potential funding sources and options, including federal and state grant and loan programs. We negotiate with these agencies to maximize grant funding where possible and obtain favorable repayment terms for loans. Our services typically include recommendations for the combination of funding opportunities best suited for the client. We stand ready to offer the County comprehensive funding assistance in the following areas:

- Identifying and evaluating funding opportunities
- Preparing funding applications
- Developing financing projections and preparing narratives to justify and support applications
- Negotiating rates and repayment terms
- Performing environmental assessments and related environmental studies
- Administering grants and loans after they have been secured.







From: <u>Turner, James</u>

To: lonzo.lester@russellcountyva.us; Jess Powers; Timothy Estes; rr vdemgrants

Subject: Acceptance Signature Required: Russell County 2019 LEMPG SubAward Agreement ID# 8137

Date: Friday, October 25, 2019 10:48:03 AM

The Virginia Department of Emergency Management Grants Office has approved the application for funding under the 2019 Local Emergency Management Performance Grant (LEMPG) CFDA 97.042 for:

Project Title: 2019 Local Emergency Management Performance Grant (LEMPG)

Obligation Period: July 01, 2019 to June 30, 2020

Federal SubAward Share: \$7,500.00 Local Funding Match Share: \$7,500.00 Total SubAward Value: \$15,000.00

Your SubAward ID number is: 8144 - Reference this number in all future correspondence and queries related to this federal subaward.

READ ALL SUBAWARD AGREEMENT PAGES CAREFULLY BEFORE SIGNING.

Your Federal SubAward with Special Conditions and the 2019 DHS Standard Terms and Conditions document is now available for download from the "Monitoring" page inside your eGMS user account. Within 30 days from receipt of this email, upload the executed Grant Agreement to the electronic Grants Management System (eGMS).

During the performance period, all sub-grantees are required to submit Quarterly Progress Reports. The full timetable and deadlines for project reporting can be found on <u>your eGMS</u> <u>user account home screen</u>. You may also refer to your subaward notification letter for the relevant reporting timelines.

The period of performance ends **June 30, 2020** for obligation purposes and **July 31, 2020** for completion of expenditures and to finalize the close out reporting process.

This subaward is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement, and the subaward will be subject to termination for cause or other administrative action as appropriate.

The Commonwealth sends grant funds to the requesting sub-grantee on a reimbursement basis for allowable expenditures. To accomplish this, you will be required to upload all financial documentation and submit each reimbursement request inside the VDEM electronic Grants Management System (eGMS). Any change to the budget requires preapproval by the VDEM Grants Office and must be requested through the eGMS system.

If you have any questions regarding this subaward, please contact James Turner in the VDEM Grants Management Office at (804) 897-9768 or james.turner@vdem.virginia.gov.

Congratulations, and we look forward to working with you.

JEFFREY D. STERN, Ph.D. State Coordinator

CURTIS C. BROWN Chief Deputy State Coordinator/ Chief Diversity and Inclusion Officer



JOHN NORTHON
Deputy State Coordinator – Disaster Services

ANDRES ALVAREZ
Deputy State Coordinator – Mission Support

COMMONWEALTH of VIRGINIA

Department of Emergency Management

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

October 07, 2019

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

RE: FY 2019 State Homeland Security Program Grant (SHSP)

Dear Mr. Lester:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a **2019 State Homeland Security Program Grant (SHSP) Assistance Listings No. 97.067** from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). Appropriation authority for this program is *The Department of Homeland Security Appropriations Act*, 2019 (*Public Law 116-6*). Your locality has been allocated funding for:

EGMS Award Title: FY 19 SHSP Response Equipment

Proposal Title: Russell County Emergency Management Emergency Operations Center

Federal Grant Allocation: \$49,741.00

Subrecipient's Required Cost Share/Match Amount: N/A

Total Grant Award: \$49,741.00

Obligation Period: October 01, 2019 to June 30, 2021

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

Mr.Lonzo Lester Page 2 of 6 October 07, 2019

OPT-Out Notice

Complete and return this form via email to: vdemgrants@vdem.virginia.gov with the subject line: "OPT-Out Notice", <u>before November 7, 2019</u>.

Please note that your decision will not be made affective until November 7, 2010

I <u>do not</u> want to be a recipient of the SHSP funds at this time, but reserve the right to enter the program next fiscal year.

Ticase note that your decision will not be	made effective until Movember 7, 2019.
PRINT Name:	
Signature: CITY/TOWN or COUNTY OFFICIAL	Date: <u>MM/DD/YYYY</u>

Program Objectives

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

The FY 2019 Homeland Security Grant Program (HSGP) supports state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. References to these priorities can be found throughout this document. The FY 2019 HSGP provides funding to implement investments that enhance terrorism preparedness and serve to build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The allowable costs under FY 2019 HSGP support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery.

Important Award Terms and Conditions

Subrecipients must comply with the following federal requirements:

- FY 2019 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity Homeland Security Grant Program (HSGP) NOFO
- Department of Homeland Security Standard Terms and Conditions for 2019
 DHS Standard Terms and Conditions
- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
 2 CFR Part 200 Uniform Administrative Requirements

Mr. Lonzo Lester Page 3 of 6 October 07, 2019

Management and Administration (M&A)

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

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

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

Accessing Your Allocation

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

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

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

Mr.Lonzo Lester Page 4 of 6 October 07, 2019

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

Step 2: Log in to the VDEM electronic Grants Management System (eGMS) at https://www.ttegms.com/virginia/login.cfm to complete and submit a budget application for your allocation. If you do not have access to eGMS, please contact your Grants Administrator. [Click on Grant Management, Budget Application, from the drop-down menu. Click the link named 2019 State Homeland Security Program Grant (SHSP) to complete your budget application.]

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

Reporting

Subrecipients are obligated to submit <u>Quarterly Progress Reports</u> as a condition of their subaward. Quarterly progress reports must be uploaded directly into your eGMS account within <u>15 days</u> following the end of the quarter. The schedule for reporting is as follows:

Timetable and Deadlines for 2019 HSGP Progress Reporting (includes SHSP, UASI and NSGP subawards):

[Quarter 1 of 7] Time Period: September 1, 2019 to November 30, 2019

Ouarter 1 Report Due: On or Before December 15, 2019

[Quarter 2 of 7] Time Period: December 1, 2019 to February 28, 2020

Quarter 2 Report Due: On or Before March 15, 2020

[Quarter 3 of 7] Time Period: March 1, 2020 to May 31, 2020

Quarter 3 Report Due: On or Before June 15, 2020

[Quarter 4 of 7] Time Period: June 1, 2020 to August 31, 2020 **Quarter 4 Report Due: On or Before September 15, 2020**

[Quarter 5 of 7] Time Period: September 1, 2020 to November 30, 2020

Quarter 5 Report Due: On or Before December 15, 2020

[Quarter 6 of 7] Time Period: December 1, 2020 to February 28, 2021

Quarter 6 Report Due: On or Before March 15, 2021

[Quarter 7 of 7] Time Period: March 1, 2021 to May 31, 2021

Quarter 7 Report Due: On or Before June 15, 2021

HSGP Final Progress Reports:

Due: On or Before July 30, 2021

Within 30 days following the end of the period of performance, subrecipients must upload a Final Progress Report detailing all accomplishments throughout the period of performance into their eGMS account. After these reports have been submitted, reviewed and approved by the Grants Office and Chief Regional Coordinators, a close-out notice will be issued which will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the record retention requirements for grant records. The subrecipient

Mr.Lonzo Lester Page 5 of 6 October 07, 2019

must return any funds that have been drawn down, but remain unliquidated in its financial records.

Period of Performance Extensions

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

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

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

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

Recipients must submit all extension requests to VDEM via upload into eGMS no later than 90 days prior to June 30, 2021.

Mr.Lonzo Lester Page 6 of 6 October 07, 2019

Please initiate the steps described under *Accessing Your Allocation* within 30 days from the date of this notification. If you have any questions regarding this award, please contact James Turner in the Grants Office at 804-897-9768 or james.turner@vdem.virginia.gov.

Sincerely,

Jeffrey D. Stern, Ph.D.

Jeffy D. Sta

JDS/jt

cc: Mr. Jess Powers, Emergency Management Coordinator

Mr. Ted Costin, Director of Regional Support, West Division

Mr. Timothy Estes, Chief Regional Coordinator, Region 4



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Matthew J. Strickler Secretary of Natural Resources Street address: 629 East Main Street, Richmond, Virginia 23219

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

www.deq.virginia.gov

David K. Paylor Director

(804) 698-4000 1-800-592-5482

October 28, 2019

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

Dear Mr. Lester:

I am pleased to inform you that a grant award of \$10,377.00 has been approved for the Litter Prevention and Recycling Program activities for the period from July 1, 2019 to June 30, 2020. DEQ's calculation of your grant award was based upon the following distribution:

County of Russell: \$6,887.00 Town of Cleveland: \$1,021.00 Town of Honaker: \$1,021.00 Town of Lebanon: \$1,448.00

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

If you have any questions or need additional information, please contact Prina Chudasama at <u>prina.chudasama@deq.virginia.gov</u> or at (804)698-4159.

Sincerely,

Sanjay Thirunagari

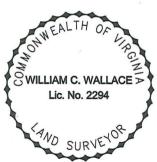
langon V Vb a

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

Cc: Grant file

NOTES

LEGEND IRON PIN FOUND IRON PIN SET, 1/2"dia/wcap POINT OF BEGINNING UTILITY POLE



@ IPF

@IPS

0

POB

I hereby certify that the survey depicted by this plat was performed by myself or under my direct supervision. The boundary shown hereon was field survey completed September, 2019

William C. Wallace, L.S. No. 2294

16625 Russell Street St. Paul, Va.

SEE NOTE NO.7 Gary E. Crum and Millicent S. Crum COMBINED ADJUSTED AREA Deed Book 673, Page 712 Lot 101 and Part of Lot 102 23,548.20 sq.ft. +/-LOT 100 Gary Dotson (Lots 101, 102 and 103) Deed Book 631, Page 975

1. AN ABSTRACT OF TITLE WAS NOT PROVIDED BY AN ATTORNEY.

 NO WARRANTY OR GUARANTEE IS IMPLIED AS TO THE EXISTENCE OF ANY EASEMENTS OF ANY TYPE.
 NO WARRANTY OR GUARANTEE IS IMPLIED AS TO THE EXISTENCE OF ACTS OF POSSESSION BY ADJOINING LANDOWNERS TO THE LANDS SHOWN BY THIS SURVEY.

4. NO WARRANTY OR GUARANTEE IS IMPLIED AS TO THE EXISTENCE OF ANY CEMETERIES OR GRAVES.

5. NO WARRANTY OR GUARANTEE IS IMPLIED AS TO THE

NO WARRANTI OF GUARANTEE IS IMPLIED AS TO THE EXISTENCE OF ANY UTILITIES OF ANY TYPE.

NO WARRANTY OR GUARANTEE IS IMPLIED AS TO THE EXISTENCE OF ANY RESTRICTIVE COVENANTS IF ANY

7. THE REMAINING AREA OF LOT 102 COMBINED WITH THE ENTIRE OF LOT 101 EQUALS TO A CALCULATED AREA OF 23,548.20 SQUARE FEET, MORE OR LESS.

> SCALE 100 100 1 inch = 100 ft.

Kristal D. Ramsey Deed Book 780, Page 439

Amanda Lee Harmon

POB-IPF

(REF) \$43°26'00"E, 39.88' IPS

AREA

24,150.00 sq.ft. +/-

Deed Book 742, Page 889

BOUNDARY LINE ADJUSTMENT

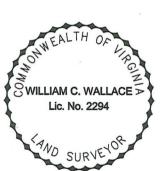
PREPARED FOR:

GARY DOTSON

8 REGAN DRIVE CASTLEWOOD, VA 24224

Showing a parcel of land, situated in the Castlewood/St. Paul area of Russell County, Virginia, said parcel being part of Lot 102 and all of Lot 103 in Block No. 5 the Green Briar Estates Subdivision recorded in the Circuit Court Clerks Office of Russell County to Gary Dotson in Deed Book 631, Page 975 and referenced in Plat Book 5, Page 57-58.

PROJECT 045.02/045.02 dwg



SURVEYORS CERTIFICATE

lace and Co., LLC SURVEYING

ESTAPH POUR BE

DESCRIPTION

BEGINNING at an iron pin (located in a fenceline) in the Kristal D. Ramsey tract (Deed Book 780, page 439), said pin being the northeast corner of Lot 104, Amanda Lee Harmon parcel (Deed Book 742, page 889); thence leaving the Ramsey tract along the Harmon parcel S 46°34'00"W, 150.00 feet to an iron pin in the eastern right of way of Virginia State Route 885; thence leaving the Harmon parcel along the said right of way N 43°26'00"W, 161.00 feet to an iron pin in the western line of Lot 102; thence leaving the said right of way of State Route 885 and crossing Lot 102 N 46°34'00"E, 150.00 feet to an iron pin in the Kristal D. Ramsey tract (Deed Book 780, page 439), said iron pin being S 43°26'00"E, 39.88 feet from an iron pin, the corner to Lot 102 and Lot 101; thence along the Ramsey tract S 43°26'00"E, 161.00 feet to an iron, the POINT of BEGINNING, containing 24,150.00 square feet (0.554 acres), more or less.

MONTHLY BANK BALANCES

September 30, 2019

Regular Account	1,679,692.19	
Employee Insurance	2,782,145.25	
Employee Claims Account	1,000.00	
Russell Co. Housing Fund	4,424.36	
School Textbook	30,890.69	
Sheriff Domestic Violence	1,949.69	
Petty Cash Treasurer	319.80	
Sheriff Seized Assets	54,528.59	
Sheriff Restitution	2,053.61	
Sheriff Forfeited Assets	81.61	
Comm Attorney Forfeited Assets	31,090.02	
Sheriff Federal Forfeited Assets	7,519.65	
Comm Attorney Fed Justice Forfeited Assets	176,715.55	
Commonwealth Attorney Abanoned Property	500.00	· .
Sheriff Federal Justice Forfeited Assets	7,911.83	
Sheriff Calendar Fund	357.31	
SSI Recipients	0.11	
First Sentinel Bank	1,000.00	
Bank of Honaker	1,000.00	
New Peoples Bank	1,000.00	
Certificates of Deposit General	49,575.00	
Treasurer's Money Market	1,076,630.99	
Certificate of Deposit Library Donations	24,788.80	
Total Cash In Bank	5,935,175.05	
Cash In Office	1,650.00	
Cash in Other	1,050.00	
Petty Cash	100.00	
TOTAL CASH	5,936,925.05	

DATE

September 30, 2019

	DATE	September 50, 2019
ACCOUNT	DEBIT	CREDIT
Cash in Office	1,650.00	
Cash in Bank	5,935,175.05	
Petty Cash	100.00	
General Fund		711,209.18
Sheriff In State Trip		30,551.95
Sheriff Dare Fund		100.00
Sheriff Seized Assets		54,528.59
Sheriff Restitution		2,053.61
Sheriff Forfeited Assets		81.61
Comm Attorney Forfeited Assets		31,090.02
Honaker Library Donations		24,783.87
Russell County Housing Fund		4,424.36
Sheriff Federal Forfeited Assets		7,519.65
Sheriff Domestic Violence		1,949.69
Comm Attorney Abanoned Prop		500.00
Comm Attorney Fed Justice		176,715.55
Sheriff Fed Justice Forfeited		7,911.83
Sheriff Calendar Fund		357.31
Social Services		(258,194.11)
Swva Asap		11,484.34
Coal Road Improvement		311,763.64
CSA		(613,406.87)
School Fund		1,841,190.94
School Food		303,682.99
School Textbook		30,890.69
Regional Adult Education		257,865.62
Petty Cash Treasurer		319.80
Litter Fund Trash Pickup		(23,611.50)
Current Credit		(0.79)
Current Debit		14.44
Title XX		11,321.05
SSI Recipients		0.11
Damage Stamp Fund		2,823.98
Valley Heights		58,199.99
Dante Sewer		49,575.00
Employee Health Insurance		2,782,145.25
Employee Insurance Claims		1,000.00
Law Library		53,184.28
Special Welfare		46,569.15
Housing Fund #2		7,700.00
Russell Co Health & Fitness		113,052.12
Cannery		(114,474.04)
WIB		10,051.75
Total	5,936,925.05	5,936,925.05

September 12, 2019

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on September 12, 2019, at 5:30 P.M. at Bonanza Family Restaurant, Main Street, Lebanon, Virginia.

MEMBERS

PRESENT: Ernie McFaddin, Chairman

Carlton Elliott, Secretary
Tony Dodi, Member
Roger Sword, Member
Scott Gilmer, Member

ABSENT:

Jarred Glass, Member

Mike Hincher, Member David Mullins, Member

Richard Lockridge, Vice Chairman

STAFF:

Ben Chafin, Attorney

The Chairman called the meeting to order at 6:05 P.M.

Secretary called the roll and recorded the roll call.

APPROVAL OF MINUTES

Upon motion made by Tony Dodi, second by Scott Gilmer and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the minutes of the August 8, 2019 meeting.

The Vote was:

Aye: C. Elliott, T. Dodi, R. Sword, S. Gilmer

Absent: R. Lockridge, D. Mullins, M. Hincher, J. Glass

Nay: None

FINANCIAL REPORT

Upon motion made by Scott Gilmer, second by Roger Sword, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve to pay invoices presented on September 12, 2019.

The Vote was:

Aye: C. Elliott, T. Dodi, R. Sword, S. Gilmer

Absent: R. Lockridge, D. Mullins, M. Hincher, J. Glass

Nay: None

ATTORNEY'S REPORT

The attorney presented the new InvestSWVA program. This program is a regional marketing initiative to promote economic development in the region.

The attorney has draft documents ready for the Clinch River Hemp Company to review.

The Chairman directed the attorney to send notification to C-6 Corporation giving the company 30 days to sign the agreement or the offer will be rescinded.

CHAIRMAN'S REPORT

The chairman presented request for letters of support for the VCEDA seed capital grant.

Upon motion made by Tony Dodi, second by Scott Gilmer, and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the chairman to issue letters of support for the VCEDA seed capital program for the following companies:

Small Town Fitness
The Local Mercantile, LLC
Beartown Barbell Club
Cheesy Does It

The Vote was:

Aye: C. Elliott, T. Dodi, R. Sword, S. Gilmer

Absent: R. Lockridge, D. Mullins, M. Hincher, J. Glass

Nay: None

The Chairman reported the Legislative Reception will be held in Richmond on January 22, 2020.

Upon motion made by Scott Gilmer, second by Tony Dodi and duly approved by the Industrial Development Authority of Russell County, Virginia to participate with regional counties to facilitate a legislative reception in Richmond and agree to share the expenses not to exceed \$2,000.00

The Vote was:

Aye: C. Elliott, T. Dodi, R. Sword, S. Gilmer

Absent: R. Lockridge, D. Mullins, M. Hincher, J. Glass

Nay: None

The Chairman reported Igo Wireless is beginning a broadband project in the Crossroads section of Russell County.

Upon motion made by Roger Sword, second by Tony Dodi and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the chairman to apply for DHCD funding in partnership with Igo Wireless for the Purcell/Crossroads Broadband Initiative, furthermore authorizing the chairman to sign all documents necessary for the application

The Vote was:

Aye: C. Elliott, T. Dodi, R. Sword, S. Gilmer

Absent: R. Lockridge, D. Mullins, M. Hincher, J. Glass

Nay: None

The Chairman reported Appalachian Biofuels and 3B Consulting have satisfied their grant requirements and the projects are closed.

CLOSED SESSION

Upon motion made by Roger Sword, second by Tony Dodi and duly approved by the Industrial Development Authority of Russell County, Virginia to enter Closed Session as permitted by, VA Code #2.2-3711 (3) Property (5) Prospective unannounced industry (7) & (8) Legal Counsel.

The Vote was:

Aye: C. Elliott, T. Dodi, R. Sword, S. Gilmer

Absent: R. Lockridge, D. Mullins, M. Hincher, J. Glass

Nay: None

RECONVENE TO PUBLIC SESSION

Upon motion made by Tony Dodi, second by Roger Sword, and duly approved by The Industrial Development Authority of Russell County, Virginia, the Chairman called the meeting back into regular session and requested the "Certification Motion after reconvening in Public Session".

The Vote was:

Aye: C. Elliott, T. Dodi, R. Sword, S. Gilmer

Absent: R. Lockridge, D. Mullins, M. Hincher, J. Glass

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	Mike Hincher Absent
Carlton Elliott	Yes	Jarred Glass Absent
Scott Gilmer	Yes	David Mullins Absent
Tony Dodi	Yes	Richard Lockridge Absent
Roger Sword	Yes	_

Upon motion made by Tony Dodi, second by Scott Gilmer and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the chairman to cooperate with the Russell County Board of Supervisors in applying to Cumberland Plateau Company for \$200,000.00 in funding from the CProp Program for Project "Grow". Furthermore, authorizing the chairman to sign all documents necessary to complete the application process.

The Vote was:

Aye: C. Elliott, T. Dodi, R. Sword, S. Gilmer

Absent: R. Lockridge, D. Mullins, M. Hincher, J. Glass

Nay: None

ADJOURNMENT

Upon motion made by Roger Sword, second by Tony Dodi, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 8:58 PM.

The Vote was:

Aye: C. Elliott, T. Dodi, R. Sword, S. Gilmer

Absent: R. Lockridge, D. Mullins, M. Hincher, J. Glass

Nay: None

MINUTES OF THE DIRECTORS' MEETING

MINUTES OF A MEETING OF DIRECTORS of The Russell County Public Service Authority held at held at 137 Highland Drive Lebanon, VA 24266 on this 15th day of October 2019 at 6:00 PM.

1. The following members were present, constituting a quorum (4):

Carter McGlothlin, Chairman;

Clifford Hess, Vice Chairman

Cuba Porter, Treasurer;

Chris Dye;

Terry Powers;

David Edmonds, Jr.;

Joe Huff; and

Rhonda Lester, Secretary.

2. Also present:

Harvey Hart;

James Baker, T&L;

Rita Baker, T&L;

Lonzo Lester;

Katie Patton;

Rachel Norris:

Edna Vance:

Elizabeth Mullins; and

Tara Holbrook

- 3. All the directors of The Russell County Public Service Authority being present, formal notice calling the meeting was dispensed with, and the meeting declared to be regularly called.
- 4. Carter McGlothlin acted as Chairperson of the meeting and Rhonda Lester as Secretary of the meeting.
- 5. Clifford Hess opened the meeting with the Pledge of Allegiance followed by a prayer led by Harvey Hart
- 6. Public Comments: Ms. Elizabeth Mullins (West Dante section) addressed the Board with an inquiry about any plans to level the water usage rates of the merging Authorities. The Board advised that a rate study was underway and as soon as the results were in, it was the intension of the Board to look into equalizing the water usage rates.
- 7. Approve Agenda -

Motion to add Executive Session (Closed) – To Discuss Employee Handbook to New Business made by Chris Dye, seconded by Terry Powers, and unanimously adopted.

- 8. Minutes of the last meeting dated September 23, 2019 were reviewed and, upon motion duly made by Clifford Hess, seconded by David Edmonds, Jr, were unanimously adopted as read.
- 9. Harvey Hart, Interim Acting Director, presented to the meeting:
 - Bank Activity and Account Balances Reports
 - Profit and Loss Reports
 - Outstanding Construction Receivables Report
 - Past Due Customer Accounts Reports
 - Systems Water Loss Reports

and upon motion made by Clifford Hess, seconded by Chris Dye, were unanimously adopted as presented.

- 10. Rita Baker with Thompson & Litton presented to the meeting the following project updates from September 23, 2019 to date:
- Fincastle Estates Project Project is complete pending VDH project completion approval.
- Glade Hollow/Glade Hill Water Project Installed 1,430' of 8" Line; VRA Loan closing still pending.
- Nash's Ford/Clinch Mountain Road Waiting to hear if this Project receives funding from VDH.
- Belfast (RT. 603) Extension Received notification that DHCD funding was approved 100% grant. Waiting on DHCD approval to proceed.
- Creek Side Ph II/Eagles Nest Water Line Extension Projects Materials for Creekside Ph II
 have been ordered.
- SERCAP/Jacobs Project Installed (1) new service meter; done clean up; project is complete.
- Installed (1) new service meter in Swords Creek; Installed (1) new service meter on Big A Mtn.
- Done ditch work on Talbert's Tank Road and Lynn Springs Tank Road.
- Lebanon Trash Site (Russell Co.) Done fence work.
- Potential Wells No change since last reported.
- Cleveland Meter Replacement (WSL-026-13) No change since last reported.
- Castlewood Meter Replacement (WSL-028-14) No change since last reported.
- System Improvements Phase I (WSL-027-17) No change since last reported.
- Lake Bonaventure to South Clinchfield WL Replacement (WSL-017-15) No change since last reported.
- 11. Carter McGlothlin, Chairman opened the floor up for discussion of Public Comments from the Citizens Informational Meeting on September 23, 2019.
- 12. Carter McGlothlin, Chairman presented to the meeting Inventory of Equipment and Materials for Board review.

- 13. Carter McGlothlin, Chairman presented to the meeting the Proposed Service Rules and Regulations for Board review and will revisit consideration of approval at next month's meeting.
- 14. Carter McGlothlin, Chairman presented to the meeting and thereupon the following resolutions were offered.

IT WAS RESOLVED THAT:

- Motion to procure quotes for purchasing new service trucks made by Clifford Hess, seconded by Terry Powers, and unanimously adopted.
- Motion to do a one time pay out of benefit days in excess of 30 days to the Castlewood Division employees made by Chris Dye, seconded by Cuba Porter, and unanimously adopted.
- Motion to offer a weekend pay differential of \$2.00 per hour to employees to work the
 water and wastewater plants made by Chris Dye, seconded by Clifford Hess, and
 unanimously adopted.
- Motion to do Request for Proposals for Fee Accounting Services made by Terry Powers, seconded by Clifford Hess, and unanimously adopted.
- Motion made by Cuba Porter, seconded by David Edmonds, Jr. and duly approved by the Board of Directors to enter into (closed) executive session pursuant to Section 2.2-3712(5) of the Code of Virginia to discuss legal and personnel matters pursuant to 2.2-3712(A), (1), (3), (7) and (8).
- Motion made by Clifford Hess, seconded by David Edmonds, Jr. and duly approved by the Board of Directors 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 Directors 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 Directors.

Any member of the Board of Directors 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.

Clifford Hess - Yes

Chris Dye – Yes
Cuba Porter – Yes
Joe Huff – Yes
Terry Powers - Yes
David Edmonds, Jr. – Yes
Carter McGlothlin – Yes

15. Old Business to Discuss: None

16. Matters presented by the Board:

- Joe Huff inquired about potentially constructing our own water plant; was advised by Harvey Hart that the funding agencies would not fund the construction of a water plant at this time, as we have several projects currently under construction that would have to be completed first.
- Cuba Porter requested that the Lebanon Division's equipment be added to the Inventory of Equipment and Materials list.
- 17. There being no further business to come before the meeting, a motion to adjourn at 7:53 PM was made by Cuba Porter, seconded by Chris Dye, and duly approved by the Board of Directors. The next meeting is scheduled for November 19, 2019 at 6:00 PM.

Dated in the Commonwealth of Virginia on the 15th day of October 2019.

(Signature)

Secretary Name: Rhonda Lester

Rhonda Lester

RUSSELL COUNTY PLANNING COMMISSION

TELEPHONE: (276) 889-8000

AGENDA

November 18, 2019

- I. Call to Order Chairman Meadows
- II. Invocation
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Minutes of September 16, 2019
- VI. Minutes of October 21, 2019
- VII. Officer Elections
- VIII. New Business
- IX. Review of Plats
- X. Other Business
- XI. Adjourn

Russell County Planning Commission

October 21, 2019

The Russell County Planning Commission met on Monday, October 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

Members Absent

Others Present

Jack Compton

Dustin Keith

Crystal White

Charlie Edmonds

Mark A. Mitchell

Harry Ferguson

John Mason

Chairman Kirby Meadows

Vice Chair Andy Smith

Roger Sword

Wayne Young

Chairman Meadows called the meeting to order at 6:30 p. m.

Invocation and Pledge of Allegiance given.

September Minutes tabled until November Meeting and table officer elections until November Meeting. Motion by Jack Compton, seconded by Roger Sword.

New Business
Plat was presented by Crystal White for Gary Dotson. Motion by Roger Sword, seconded by John Mason to recommend to Board of Supervisors.
Harry Ferguson spoke with Jack Keen about changing a line on the Plat for Edna Ferguson.

Reviewed 09/17/2019 – 10/21/2019 transactions.

Other Business

Roger Sword updated everyone on Polycap progress.

Meeting adjourned. Motion by John Mason, seconded by Andy Smith.

Kirby Meadows, Chairman

Crystal White

RUSSELL COUNTY PLANNING COMMISSION SEPTEMBER 17, 2019-OCTOBER 21, 2019

- 1. David Roffey approximately 118 AC to Dwayne McIntyre By deed description only, no plat. Remaining acreage approx. 131 AC Hayters Gap RD Road frontage
- 2. Gary Dotson boundary line adjustment. New acreage lot 103 is .554 AC and lot 101 is .540 AC. GB Shortt ST (To be approved at October 21, 2019 meeting)
- 3. Edna Ferguson Tract 1 is 2.69 AC, Tract 2 is 94.43 AC, Tract 3 is 20.89 AC, Tract 4 is 35.41 AC, Tract 5 is 24.29 AC, Tract 6 is 5.45 AC, Tract 7 is 2.57 AC, and Tract 8 is 4.62 AC Green Valley RD Road Frontage/Adjoining Land Owner

RUSSELL COUNTY CONFERENCE CENTER

October 1, 2019

The following is a list of the Russell County Conference Center events for the month of October.

Date	Event	Event Type	Space
10/01/19	Southwest Virginia Regional Jail Authority Meeting	Individual	Full
	Jeannie Patrick	Event	\$305
10/03/19	Sabika Bingo	Community	Full
	Lauren Vencill	Event	\$135
10/04/19	Mike Horner 2019 Safe Expo	Community Event	Full Free \$125
10/05/19	Baby Shower	Individual	Full
	Rebecca Reynolds	Event	\$125
10/06/19	Baby Shower	Individual	Full
	Loretta Vance	Event	\$235
10/09/19 RSVP Volunteer Recognition Richard Mallory		Community Event	Full Free \$125
10/10/19	Sabika Bingo	Community	Full
	Nolan Stevens	Event	\$135
10/11/19	Birthday Party	Individual	Full
	Tina Helbert	Event	\$125

10/12/19	100 Birthday Party	Individual	Full
	Linda Litton	Event	\$180
10/13/19	Birthday Party	Individual	Half
	Klay Davis	Event	\$100
10/14/19	Tru Point Bank Corporate Training Day	Individual	Full
	Garnette Owens	Event	\$385
10/16/19	DMME Impoundment Inspection Retraining	Individual	Quarter
	Chris Whit	Event	\$85
10/17/19	Sabika Bingo	Community	Full
	Becky Robinette	Event	\$125
10/19/19	Birthday Party	Individual	Half
	Heather Bostic	Event	\$100
10/20/19	Pastor Appreciation Dinner	Individual	Full
	Diana Joyce	Event	\$135
10/21/19	Mountain Movers Kaylin Ervin	Community Event	Full Free \$125
. 10/22/19	Sabika Bingo	Community	Full
	Bridget Shortridge	Event	\$135
10/24/19	Election Officers Training Yvonne Cook	Individual Event	Full Free \$125
10/26/19	1989 Class Reunion	Individual	Full
	Amy Smith	Event	\$135
10/27/19 Birthday Party Randi Sykes		Individual Event	Full \$135
10/30/19	Drug Prevention Conference Judge Michael Moore	Individual Event	Full Free \$125

(Total: \$3,200.00)

- \$625

Final Total = \$2,575.00

Russell County Health & Fitness

				Me	Membership				,	
2018						2019				
	January	February	March	April	May	June	July	August	September	October
Members / Class Packages	231	235	255	257	233	198	183	178	175	169
Pay Per Class	7	7	17	7	3	3	5	0	0	2
Total Engagement	238	242	272	264	236	201	188	178	175	171

									Sa	Sales										
Sales Month to Date *	\$	6,192.00	\$	4,517.00	Ş	4,700.00	\$	4,090.00	\$	\$ 6,192.00 \$ 4,517.00 \$ 4,700.00 \$ 4,090.00 \$ 3,362.00 \$	٠	\$ 00.00	ş	\$ 00.00	\$	653.00	ş	418.00 \$	s	
Silver Sneakers							Ş	230.00		345		362.5 \$	\$	250.00 \$	\$	230.00 \$	↔	232.50 \$	\$	
							Ş	4,320.00	\$	3,707.00	\$	4,320.00 \$ 3,707.00 \$ 1,263.50 \$	\$	1,080.00 \$	Ş	\$83.00 \$	Ş	650.50	s	
									Pay	Payroll										
Instructor / Trainer Payroll	٠	\$ 1,155.00 \$ 1,530.00 \$ 1,320.00	❖	1,530.00	\$	1,320.00		\$1,470	\$	1,345.00	\$	\$1,470 \$ 1,345.00 \$ 1,285.00 \$	ş	825.00 \$	ᡧ	1,005.00 \$	Ş	960.00 \$	s	

^{*} Reporting from 9/25/2019 - 10/28/2019

st SALES NOW REFLECT CASH AND CHECKS COLLECTED BY THE FITNESS CENTER ONLY st

THE RUSSELL COUNTY TRANSPORTATION AND SAFETY COMISSION MET AT THE BONANZA RESTAURANT IN LEBANON VIRGINIA ON OCTOBER 8TH 2019

MEMBERS & GUEST PRESENT

EUGENE FERGUSON TONY MAXFIELD TIM LOVELACE mike O'quinn linda cross HENRY STINSON GARY DOTSON Barbara Cox Emory Altizer Carl Rhea Henry Kinzer

GUARD RAILS

1-GUARD RAILS THROUGHTOUT THE COUNTY EMERGENCY AREA'S WILL BE REPAIRED FIRST 2-Rt 58 E just beyond Rt. 613 several rails have been damaged

SHOULDER REPAIR AND POT HOLE

- 1-RT 682 CASTLE RUN NEEDS BRUSH CUT COMING OUT IN THE ROAD
- 2-RT 662 ONE FOURTH MILE NEAR SPRING CITY NEEDS RIP RAP AND BRUSH CUT. Brush has been cut
- 3-Rt 646 finny trash site pipe stopped up
- 4-Rt 613/58 just off Rt. 58 at parking lot pavement broken off causing vehicle problems
- 5-Rt80/639 one half mile East ditch needs to be cleaned for approximately 50yds
- 6-Rt 661 hole in road at culvert pipe just before river near shell hill
- 7-Rt 645 ruff spot in asphalt
- 8-Rt 645asphalt coming off in curve
- 9-Rt 71N at Flat Circle Rd. road broke off on right side near the bridge

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 19 AT ROSEDALE INTERSECTION NEEDS FLASHING CAUTION LIGHTS A STUDY WILL BE DONE
- 3-- RT 19 N / RT 80 INTERSECTION LINES NOT VISIBLE FOR TRAFFIC LANES
- 4-RT 80E from the doubles at Clinch River to Rt. 19 needs speed limit signs
- 5-RT 620 NEEDS ADDITIONAL SPEED LIMIT SIGNS INSTALLED nothing on one end
- 6- Rt 613 needs weeds cut
- 7-Rt 716 Charlie Ferguson Blvd. new bridge needs leveled
- 8-Rt 640 needs a new school bus sign installed in a curve
- 9-- Rt 650 Breeze Br. Road dead trees on the right of way needs removed
- 10-Rt 634/67 pine creek brush needs to be cut

- 11-Rt 740 approach signal missing for the stop sign
- 12-Rt 65 mew road tree blocking the view near the fourth house on the left
- 13-Rt 676 Clinch Mtn. Road brush needs to be cut
- 14-Rt 58E dead tree leaning on the high wall ¼ mile past Quarry road

ITEMS REPORTED CORRECTED

- 1-Rt 602 Ridgeway about one half mile water coming out in road washing onto peoples yard
- 2-Rt 19 Hansonville trees blocking signal light
- 3-Rt 67 swords creek elementary school weeds need to be cut from around flashing light

FUTURE MAJOR SAFETY PROJECT

POTENTIAL HAZARD CONDITION

- 1-RT 627 DANTE SAWMILL HOLLOW CURVE NEEDS TO BE WIDENED AT THE UPPER END NEAR THE BALLFIELD TO HANDLE ANTICIPATED HEAVY TRAFFIC TO A CAMP SITE
- 2- Rt. 71S/Molls Creek needs bank scaled back for visibility
- 3-RT 58 CASTLEWOOD NEAR THE FAIRGROUND EXIT MEDIAN NEEDS TO BE LOWERED FOR BETTER VISIBILITY
- 4- 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. SIGNS HAVE BEEN INSTALLED LOOKED AT 4/11/19
 5-58W CASTLEWOOD AT THE TRAFFIC LIGHTS ROAD HOOVES UP THAT COULD CAUSE A
- 6Rt 67/796 near L&M Robinson Ridge Rd. blind curve needs some bank removed so school bus can better come out onto the highway

COMMISIOM MEMBER INFROMATION

Barbara COX	971 1502	JOHNNY JESSEE	889 1563
LINDA CROSS	794 7618	TIM LOVELACE	971 0367
GARY DOTSON	7 62 9803	TONY MAXFIELD	254 0492
EUGENE FERGUSON	971 1738	MIKE O'QUINN	701 7086
CARL RHEA	2543810	HENRY STINSON	873 4905
EMORY ALTIZER	880 1058		

NEXT MEETING WILL BE NOVEMBER 12TH 2019 WE THANK ALL WHO ARE INVOLVED IN KEEPING OUR ROADWAYS SAFE AND OUR GUEST PARTICAPTION

SAFETY IS A COMMITMENT!!!!!!!!PREPARED BY GARY DOTSON

NAME:

WARREN & LESHA KISER

ADDRESS:

4478 RED OAK RIDGE RD. CASTLEWOOD, VA 24224

TAX MAP ID.

158 R SB 1831

EVALUATION DATE:

11/21/2017

NOTIFICATION DATE:

04/11/2018

PUBLIC NOTICE:

04/18/18--04/25/18

PROPERTY OWNER RESPONSE 5/1/18

5/1/18: Property owner(s) contacted the RCBO to request an extension of time to bring property into compliance due to work schedule.

6/4/18

Property owner(s) stated they are working on cleanup

7/25/18 Ms. Kiser contacted the RCBO, updated on progress, stated they were experiencing delays to work schedule and weather.

8/27/18 Follow up visit conducted by RCBO, could not see progress on compliance efforts. 2nd notice to be issued to property owner(s).

9/28/18

Ms. Kiser contacted RCBO, reported progress is continuing to be made on site.

12/11/18

Ms. Kiser contacted RCBO, reported progress is continuing to be made on site.

2/19/19 Follow up visit by RCBO, progress appears to have ceased. Building Official is setto appear before the Russell County Board of Supervisors to present findings and discuss further actions to be taken by the county. Follow up correspondence has been sent to the property owner(s), via Certified Mail.

3/22/19

Return receipt of certified letter sent property owner(s), received by RCBO.

4/25/19

No further response from property owner(s).

5/23/2019 No response from property owner(s) to report, RCBO requests direction from RCBOS, on to how to proceed.

6/19/2019: As of the current date, there has been no response from the property owner. A follow up letter is being issued to encourage the property owner to communicate with the RCBO.

07/22/2019 As of the current date, there has been no response from the property owner. A follow up letter was issued on 6/19/2019, to encourage the property owner to communicate with the RCBO. The RCBO received the return card showing the certified letter had been delivered, with no response from the property owner

09/25/2019: As of the current date, there has been no response from the property owner. A follow up letter was issued on 6/19/2019, to encourage the property owner to communicate with the RCBO. The RCBO received the return card showing the certified letter had been delivered, with no response from the property owner

09/25/2019: RCBO requests direction from RCBOS, on to how to proceed.

10/29/2019: RCBO requests direction from RCBOS, on to how to proceed.



Russell County Building Department 137 Highland Dr. Lebanon, VA 24266 Phone: 276-889-8012

Fax: 276-889-8009 build@russellcountyva.us Mickey L. Rhea – Building Official

2nd NOTIFICATION

June 19, 2019

Warren & Leasha Kiser 4478 Red Oak Ridge Rd. Castlewood, VA 24224

RE: Dilapidated House/Structure

Location: 4478 Red Oak Ridge Rd. Castlewood, VA 24224

Tax Map I.d. # 158 R SB 1831

Dear Mr. & Mrs. Kiser,

This letter is in reference to the above listed property that has been determined to be in violation of the Russell County Dilapidated Building/Structure Ordinance. An initial observation on the property was conducted on November 21, 2017. On July 25, 2018, you contacted this office to obtain an extension of time to complete the remainder removal of the structure.

Several observation visits were conducted through-out the final months of 2018 and a final follow-up observation of the property was conducted on February 19, 2019, and per this visit, it is my determination that progress on the removal of the structure and debris, has not been met.

Please be advised that this letter is to inform you that due to the extensive amount of time given and the lack of significant progress, I will be appearing before the Russell County Board of Supervisors to present a report on these findings on July 1, 2019 and to also gain direction from them to initiate further legal action regarding this matter.

If you have any questions, please contact me at my office.

Sincerely,

Mickey L. Rhea Building Code Official

NAME:

JAMIE MCCOY

ADDRESS:

540 UPPER BEAR WALLOW RD. DANTE, VA 24237

TAX MAP ID.

160 R IE 2327

EVALUATION DATE:

6/27/2018

NOTIFICATION DATE:

7/5/2018

PUBLIC NOTICE:

08/08/18-08/15/18

PROPERTY OWNER RESPONSE 8/27/2018

8/27/2018 Property Owner contacted RCBO stated they were in process of hiring an individual to remove structure.

12/14/2018 Property Owner contacted the Building Official, asked if correcting roof and porch would bring structure into compliance, Mr. Rhea, confirmed that it would.

2/13/2018 Follow-up visit by RCBO, Mickey Rhea, observed substantial progress in bringing the structure into compliance

3/25/2019 Observation visit by RCBO. While substantial progress has been made in bringing site into compliance, a notice will be issued to property owner, advising a 30 day time frame has been issued for completion of necessary corrections.

4/25/2019

No further response from Property Owner,

5/23/2019

No further response from Property Owner

6/18/2019 Site observation by RCBO, a waterproof membrane has been installed on roof, no roof covering installed at this time. It appears the structure has been brought into compliance.

NAME:

MARTIN & REBECCA BELLAMY

ADDRESS:

6594 DANTE RD. DANTE, VA 24237

TAX MAP ID.

159 R IC 2253

EVALUATION DATE:

6/27/2018

NOTIFICATION DATE:

7/5/2018

PUBLIC NOTICE:

08/08/18-08/15/18

PROPERTY OWNER RESPONSE No Response

1/4/2019

RCBO and his office have exhausted all notification efforts in contacting Property

Owner

2/13/2019

RCBO requests recommendations from the Russell County Board of Supervisors on how

to proceed

03/1519

RCBO requests recommendations from the Russell County Board of Supervisors on how

to proceed

4/1/2019

RCBO and his office have exhausted all notification efforts in contacting Property

Owner

5/23/2019

RCBO requests direction from RCBOS on how to proceed.

6/19/2019

RCBO has not been able to make contact with property owner and asks the RCBOS to

advise on how to proceed from this point forward.

09/25/2019: RCBO has been unable to make contact with property owner and asks the RCBOS to advise on how to proceed from this point forward.

10/29/2019: RCBO has been unable to make contact with property owner and asks the RCBOS to advise on how to proceed from this point forward.

NAME:

TIM & RENDY HALE

ADDRESS:

192 LOWER BEAR WALLOW RD. DANTE, VA 24237

TAX MAP ID.

159 R 2189

EVALUATION DATE:

6/22/2018

NOTIFICATION DATE:

7/5/2018

PUBLIC NOTICE:

08/08/18-08/15/18

PROPERTY OWNER RESPONSE 7/25/2018

7/25/2018 Ms. Hale contacted the RCBO, stated that she was working on cleaning up property Due to work and trying to find assistance in hauling/removing debris, the remainder of the cleanup.

10/26/2018 RCBO granted a 30 day extension to continue to work on site.

12/3/2018 Ms. Hale contacted the RCBO, requested an additional extension to continue to work on the site. RCBO, Rhea, granted the extension.

2/19/2019 Follow-up visit conducted by RCBO, progress appears to have ceased. RCBO is set to appear before the Russell County Board of Supervisors, to present findings and discuss further actions to be taken by the county. Follow-up correspondence has been sent to property owner, via certified mail.

2/25/2019 Follow-up notification letter was returned to the RCBO , stating owner had moved and no forwarding address was available.

4/25/2019 RCBO requests recommendations from Russell County Board of Supervisors on how to proceed from this point.

5/23/2019 RCBO requests direction from RCBOS on how to proceed.

6/19/2019 RCBO has been unable to make contact with property owner, RCBO asks the RCBOS to advise on how to proceed from this point forward.

09/25/2019: RCBO has been unable to make contact with property owner, RCBO asks the RCBOS to advise on how to proceed from this point forward.

10/29/2019: RCBO has been unable to make contact with property owner, RCBO asks the RCBOS to advise on how to proceed from this point forward.

NAME:

Home Opportunity, LLC

ADDRESS:

465 Upper Bearwallow Rd. Dante, VA

TAX MAP ID.

160 R IE 2320

EVALUATION DATE:

6/19/2019

NOTIFICATION DATE:

PUBLIC NOTICE:

PROPERTY OWNER RESPONSE

Comments: RCBO conducted a site evaluation, advised the complainant to contact RCSO, to determine if the site would fall within the Litter Ordinance.

Loretta Vance

From:

josh@rcso-va.net

Sent:

Thursday, October 24, 2019 8:28 AM

To:

Loretta Vance

Subject:

Animal Shelter Report

ANIMAL CONTROL ANSWERED 130 CALLS
23 DOGS WERE ADOPTED
7 DOGS WERE OWNER RECLAIMED
42 DOGS WERE TRANSFERRED TO RESCUE
THE ANIMAL SHELTER HELD ONE ADOPTION EVENT IN HONAKER HAD 10 DOGS
SPAYED/NEUTERED BY A DONATION FROM AN ANONYMOUS DONOR

Library Board of Trustees Meeting



Members Present

Members Absent

Judy Ashbrook	Yvonne Dye	Ann Monk	
Susan Breeding	Karen Herndon	Sharon Sargent	
Karen Davis		Sharon VanDyke	

Chair Karen Herndon called the meeting to order 17 September 2019 at 5:03 pm.

<u>Introductions:</u> With 2 new board members, all board members introduced themselves.

<u>Minutes:</u> Sharon Sargent made and Ann Monk seconded a motion to approve the minutes as distributed; motion passed.

<u>Financial</u>: Judy Ashbrook made and Susan Breeding seconded a motion to approve the bills; motion passed.

Staff Reports: Kelly McBride Delph reviewed the Programs, Activity, and, Director's Reports.

Unfinished Business:

<u>New Business:</u> Elections: Consensus was that Karen Herndon & Yvonne Dye remain in their current positions, Chair and Secretary respectively. Sharon Sargent nominated Susan Breeding for Vice Chair and Karen Davis seconded. Karen Davis made and Ann Monk seconded a motion to accept the slate by acclamation; motion passed.

Review and Summary: Sharon Sargent moved and Judy seconded a motion to adjourn.

Respectfully submitted,

Kelly McBride Delph