



# FLUVANNA COUNTY BOARD OF SUPERVISORS

## REGULAR MEETING AGENDA

Carysbrook Performing Arts Center  
8880 James Madison Hwy, Fork Union, VA 23055  
August 3, 2022 at 5:00 pm

TAB	AGENDA ITEMS
<b>1</b>	<b>CALL TO ORDER</b>
<b>2</b>	<b>PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>
<b>3</b>	<b>ADOPTION OF AGENDA</b>
<b>4</b>	<b>COUNTY ADMINISTRATOR'S REPORT</b>
<b>5</b>	<b>PUBLIC COMMENTS #1</b> (5 minutes each)
<b>6</b>	<b>PUBLIC HEARING</b>
<b>7</b>	<b>ACTION MATTERS</b>
A	Compensation Study and Implementation Costs – Eric Dahl, County Administrator & Donna Snow, HR Manager
B	Clerk Of The Circuit Court's Office Certification Pay – Tristana Treadway, Master Circuit Court Clerk
C	FY24 Budget Calendar – Tori Melton, Management Analyst/Acting Finance Director
D	FY22 BOS Contingency Budget Transfer – County Attorney Budget – Eric Dahl, County Administrator
E	Closed Landfill Environmental Monitoring Programs – APC Well Installation – Donna Allen, Purchasing Officer
F	Lake Monticello Fire and Rescue CIP Funding Request Change – Eric Dahl, County Administrator
G	JAUNT Annual Shareholders Meeting Proxy Designation – Eric Dahl, County Administrator
<b>7A</b>	<b>APPOINTMENTS</b>
<b>8</b>	<b>PRESENTATIONS</b> (normally not to exceed 10 minutes each)
H	MACAA Update – Sarah Hanks, Executive Director, MACAA, Bertha Armstrong, MACAA Rural Outreach Director, & Ryant Washington, MACAA Board Member
<b>9</b>	<b>CONSENT AGENDA</b>
I	Minutes of July 6, 2022 – Caitlin Solis, Clerk to the Board
J	Amendment to and Adoption of the Fluvanna County Board of Supervisors June 15, 2022 Meeting Minutes – Caitlin Solis, Clerk to the Board
K	Accounts Payable Report for June 2022 – Tori Melton, Acting Finance Director
L	VDH Septic and Well Assistance Program (SWAP) Letter of Support – Kim Hyland, Director of Fluvanna-Louisa Housing Foundation
M	CRMF – Convenience Center Well #9 – Dale Critzer, Assistant Director of Public Works
N	Historical Structures Report Contract and 1st Amendment to the Contract – Donna Allen, Purchasing Officer

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*For the Hearing-Impaired – Listening device available in the Board of Supervisors Room upon request. TTY access number is 711 to make arrangements.  
For Persons with Disabilities – If you have special needs, please contact the County Administrator's Office at 591-1910.*

- O Phone System Maintenance for E911 - Amendment to the End-User Agreement With Centurylink Communications, LLC – Donna Allen, Purchasing Officer
- P Closed Landfill Environmental Monitoring Programs – Donna Allen, Purchasing Officer

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**10 – UNFINISHED BUSINESS**

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TBD

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**11 – NEW BUSINESS**

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TBD

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**12 – PUBLIC COMMENTS #2** (5 minutes each)

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**13 – CLOSED MEETING**

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TBD

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**14 – ADJOURN**

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County Administrator Review

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## PLEDGE OF ALLEGIANCE

I pledge allegiance, to the flag,  
of the United States of America,  
and to the Republic for which it stands,  
one nation, under God, indivisible,  
with liberty and justice for all.

## GENERAL RULES OF ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

## RULES OF PROCEDURE FOR PUBLIC HEARINGS

1. PURPOSE
  - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
  - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
  - Speakers should approach the lectern so they may be visible and audible to the Board.
  - Each speaker should clearly state his/her name and address.
  - All comments should be directed to the Board.
  - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
  - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
  - Speakers with questions are encouraged to call County staff prior to the public hearing.
  - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
  - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
  - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
  - Further public comment after the public hearing has been closed generally will not be permitted.

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**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB A**

<b>MEETING DATE:</b>	August 3, 2022
<b>AGENDA TITLE:</b>	Compensation Study and Implementation Costs
<b>MOTION(s):</b>	<p><b><u>Motion #1:</u></b> I move the Board of Supervisors approve the Pay Plan for General Government and Law Enforcement and the Title and Grade Assignments for General Government and Law Enforcement, as presented.</p> <p><b><u>Motion #2:</u></b> I move the Board of Supervisors approve and select Implementation Scenario for General Government and Law Enforcement:</p> <ul style="list-style-type: none"> <li>• <b><u>Option 3, \$325,008 Total Cost with salary and benefits:</u></b> <ul style="list-style-type: none"> <li>○ Employees would move to the minimum of their new pay grade, plus receive a <u>3%</u> increase to their existing salary.</li> </ul> </li> <li>• <b><u>Option 3a, \$371,178 Total Cost with salary and benefits:</u></b> <ul style="list-style-type: none"> <li>○ Employees would move to the minimum of their new pay grade, plus receive a <u>3.5%</u> increase to their existing salary.</li> </ul> </li> <li>• <b><u>Option 3b, \$417,348 Total Cost with salary and benefits:</u></b> <ul style="list-style-type: none"> <li>○ Employees would move to the minimum of their new pay grade, plus receive a <u>4%</u> increase to their existing salary.</li> </ul> </li> <li>• <b><u>Option 3c, \$509,688 Total Cost with salary and benefits:</u></b> <ul style="list-style-type: none"> <li>○ Employees would move to the minimum of their new pay grade, plus receive a <u>5%</u> increase to their existing salary.</li> </ul> </li> <li>• <b><u>Option 4, \$328,806 Total Cost with salary and benefits:</u></b> <ul style="list-style-type: none"> <li>○ Employees would move to the minimum of their new pay grade, plus receive 0.5% for <u>each year in their position</u>, up to the maximum of their new pay range.</li> </ul> </li> <li>• <b><u>Option 4a, \$372,596 Total Cost with salary and benefits:</u></b> <ul style="list-style-type: none"> <li>○ Employees would move to the minimum of their new pay grade, plus receive 0.5% for <u>each year in their current position</u>, capped at 6% or a minimum of <u>3%</u>.</li> </ul> </li> <li>• <b><u>Option 4b, \$438,675 Total Cost with salary and benefits:</u></b> <ul style="list-style-type: none"> <li>○ Employees would move to the minimum of their new pay grade, plus receive 0.5% for <u>each year of service</u>, capped at 6% or a minimum of <u>3%</u>.</li> </ul> </li> <li>• <b><u>Option 4c, \$314,873 Total Cost with salary and benefits:</u></b> <ul style="list-style-type: none"> <li>○ Employees would move to the minimum of their new pay grade, plus receive 0.5% for <u>each year in their current position</u>, capped at 6% or a minimum of <u>2%</u>.</li> </ul> </li> <li>• <b><u>Option 4d, \$399,276 Total Cost with salary and benefits:</u></b> <ul style="list-style-type: none"> <li>○ Employees would move to the minimum of their new pay grade, plus receive 0.5% for <u>each year of service</u>, capped at 6% or a minimum of <u>2%</u>.</li> </ul> </li> </ul>

	<b><u>Motion #3 (needed if Option 3b, 3c, 4b, 4d are selected for additional funding above the budgeted \$365K):</u></b> <b>I move the Board of Supervisors approve the additional funding amount of \$_____ to come from unassigned fund balance for the implementation costs of the Compensation Study.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator & Donna Snow, HR Manager				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	It is recommended that the board approve the Pay Plan, Title and Grade Assignments for General Government and Law Enforcement. It is further recommended the Board select <b>Implementation Scenario Option 4a</b> above to have a greater impact on County positions included in this Compensation Study.				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	<p>In November 2021, the board approved for staff to move forward with a comprehensive compensation and classification study, to provide recommendations to ensure that the County remains competitive in the marketplace and can continue to attract and retain a talented workforce at market rates. This included an overall evaluation of the County's current grade structure, actual salaries compared with that of other relevant competitors and a recommended restructuring of the County's compensation structure for administrative classifications and recommendations for implementing proposed changes. Baker Tilly was the consultant selected to perform the compensation and classification study. The last compensation and classification study approved by the Board of Supervisors was September 3, 2008.</p> <p><b>The Compensation Study:</b></p> <ul style="list-style-type: none"> <li>• One of the components of this study is to pull data from Public Peer Organizations (attachment 1) to get a baseline of how Fluvanna's current pay grade structure compares to its peers.</li> <li>• Through Markey Survey Results (attachment 2) average minimums, average midpoints and average maximums were benchmarked. A benchmark was achieved if the position matched a number of comparable positions with the Public Peer Organizations, otherwise the benchmark received "Insufficient Data".</li> <li>• The Market Comparison (attachment 3) compares Fluvanna's current pay grade midpoints with the results of the Public Peer Organization midpoints to determine if a Fluvanna position midpoint was above, below or in line with others.</li> <li>• In addition to the Market Comparison, Baker Tilly Utilized the Systematic Analysis and Factor Evaluation (SAFE®), which is a point factor evaluation process comprised of nine (9) compensable factors and was developed</li> </ul>				

specifically for the measurement of local government positions. See the chart below:

Education	Human interaction	Independence of actions
Experience	Working conditions	Impact on the organization
Level of work	Physical demands	Supervision exercised

- The Market Comparison results provided the comparative data, based upon market midpoints, to create updated Pay Plans (attachment 4) for General Government and Law Enforcement.
- Between using the Market Comparison, SAFE, internal equity and comparing our current pay grades, the Title and Pay Grade Assignments (attachment 5) were created. The new Title and Pay Grade Assignment is important for when we need to hire new positions for the future and getting current positions up to market.
- Once positions were placed on the Title and Pay Grade Assignments, this formed the basis for if individual employees are below or above the minimum for the Grade Assignments.
- Once it was determined where individual positions/employees were in reference to the new Pay Grade Assignments, this then formed the Implementation Scenario costs (attachment 7). One thing to keep in mind, the Implementation Scenario does not contain costs for taxes, VRS and workers compensation associated with the increased salaries. All Options in the motion contain those associated increased costs based upon a realistic and standard 20%.
- In the FY23 Budget, the Board of Supervisors approved \$365K for implementation costs associated with the Compensation Study.
- At the Board meeting on July 6, 2022, this action item was deferred and it was requested to come back to the Board on August 3, 2022 with variations of Option 3 and 4, and eliminating Options 1, 2 and 5.

#### **Implementation Scenario's Analysis:**

- **Option 3 (Presented July 6th):** Moves all employees that are currently below the minimum Pay Grade to the minimum and gives them a 3% increase. Employees that are currently above the minimum also get a 3% increase. The 5% COLA that the board approved starting July 1, 2022 was a cost that either pushed employees closer to the new minimum Pay Grade, pushed them above the new Pay Grade or they received an increase above market. With a Consumer Price Index (CPI) of 8.6% over the last 12 months, this gets staff closer to having salary increases that was neutral to CPI. At a cost of \$325K, this option falls within the \$365K budgeted amount.
- **Option 3a (NEW):** Same as Option 3 above, but increases the 3% to 3.5%. This option is about \$6K more than the budgeted amount of \$365K, but I am confident vacancy savings would cover this difference and no additional funding would be needed.
- **Option 3b (NEW):** Same as Option 3 above, but increases the 3% to 4%. This option is about \$52K more than the budgeted amount of \$365K. The Board would have to approve additional funding with this option.

- **Option 3c (NEW):** Same as Option 3 above, but increases the 3% to 5%. This option is about \$145K more than the budgeted amount of \$365K. The Board would have to approve additional funding with this option.
- **Option 4 (Presented July 6<sup>th</sup>):** This option gets employees that are below the minimum of the new Pay Grade up to the minimum, plus they get a 0.5% increase for years of service in their current position. Employees that are currently above the new Pay Grade minimum, they get a 0.5% increase for years of service in a position. This option did not have a cap on the years of service in the position. At a cost of \$328K, this option falls within the \$365K budgeted amount. The downfall with this option is it concentrates the increases and overall cost (one-third) to small number of employees.
- **Option 4a (NEW):** This option gets employees that are below the minimum of the new Pay Grade up to the minimum, plus they get a 0.5% increase for years of service in their current position. Employees that are currently above the new Pay Grade minimum, they get a 0.5% increase for years of service in their current position. This option caps increases to 6% and contains a 3% minimum. This option is about \$7K more than the budgeted amount of \$365K, but I am confident vacancy savings would cover this difference and no additional funding would be needed.
- **Option 4b (NEW):** This option gets employees that are below the minimum of the new Pay Grade up to the minimum, plus they get a 0.5% increase for years of service with the County. Employees that are currently above the new Pay Grade minimum, they get a 0.5% increase for years of service. This option caps increases to 6% and contains a 3% minimum. This option is about \$74K more than the budgeted amount of \$365K. The Board would have to approve additional funding with this option.
- **Option 4c (NEW):** This option gets employees that are below the minimum of the new Pay Grade up to the minimum, plus they get a 0.5% increase for years of service in their current position. Employees that are currently above the new Pay Grade minimum, they get a 0.5% increase for years of service in their current position. This option caps increases to 6% and contains a 2% minimum. This option is the same as 4a above, it just reduces the minimum from 3% to 2%. At a cost of \$315K, this option falls within the \$365K budgeted amount.
- **Option 4d (NEW):** This option gets employees that are below the minimum of the new Pay Grade up to the minimum, plus they get a 0.5% increase for years of service with the County. Employees that are currently above the new Pay Grade minimum, they get a 0.5% increase for years of service. This option caps increases to 6% and contains a 2% minimum. This option is the same as 4b above, it just reduces the minimum from 3% to 2%. This option is about \$34K more than the budgeted amount of \$365K. The Board would have to approve additional funding with this option.

**A couple items to note:**

- The Constitutional Officers are not included in the chart for Pay Grade Assignments, but they are included in the Implementation Scenario costs for the different options. In most surrounding localities, Constitutional Officers are not on a County's Pay Grade chart. Also in January 2017, the Board of Supervisors approved Personnel Policy 2.8.6, Constitutional Officer Pay setting "The starting salary for newly elected Constitutional Officers will be

	<p>set at the minimum amount that must be paid to the Constitutional Officer by the local government as established by the General Assembly and reimbursed by the State's Compensation Board".</p> <ul style="list-style-type: none"> <li>The County Administrator position has not been on the County's Pay Grade chart in the last 10 years and is not included in the new Pay Grade chart. The County Administrator position is not included in costs for the Implementation Scenarios.</li> </ul>				
<b>FISCAL IMPACT:</b>	Options 3, 3a, 4, 4a, 4c implementation amounts are currently in the FY23 budget, no additional funding is required. Option 3b, 3c, 4b, 4d would require additional funding.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>Compensation and Classification Study Report</li> <li>Attachment 1: Peer Organization List</li> <li>Attachment 2: Market Survey Results</li> <li>Attachment 3: Market Comparison</li> <li>Attachment 4: Pay Plan</li> <li>Attachment 5: Title and Grade Assignments</li> <li>Attachment 6: Regression Analysis</li> <li>Attachment 7: Implementation Scenarios</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X		X	



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June 29, 2022

Eric Dahl, County Administrator  
Fluvanna County, VA  
132 Main Street  
Post Office Box 540  
Palmyra, VA 22963

Dear Mr. Dahl,

Baker Tilly US, LLP ("Baker Tilly") is pleased to provide Fluvanna County, Virginia ("Fluvanna County") with results from the completed Classification and Compensation Study. This report documents the approach, findings, and recommendations resulting from the study.

We would like to thank you, as well as Donna Snow for aiding us in bringing this study to its successful completion. We understand that your employees are your greatest asset and without a competitive pay program Fluvanna County may struggle to attract qualified candidates and retain/reward experienced employees. We have created a classification and compensation system that, if implemented, will ensure that the Fluvanna County's positions are externally competitive and internally equitable.

It has been a pleasure working with Fluvanna County and we hope to provide you with professional assistance in the future. Further, we would be happy to answer any questions or points of clarity to the findings and recommendations of this study.

Sincerely,



Jada Kent, CCP  
Senior Manager



Brenda Turner, CCP  
Manager

## Project Methodology

Baker Tilly approached the classification and compensation study for Fluvanna County by completing each of the following phases or milestones:

- Data Collection - Baker Tilly initiated the study by conducting a planning meeting with Fluvanna County's project team to discuss the current classification and compensation system, goals for conducting the study, and to walk through each phase of the process. Next, Baker Tilly collected documentation from Fluvanna County, to include job descriptions, organization charts, pay structure, personnel policies, and any other documentation describing how work is performed or compensated. Finally, Baker Tilly facilitated communication meetings with department heads and employees to inform them about the study, answer questions, and review the position analysis questionnaire (PAQ) they were asked to complete. Once PAQ responses were compiled, Fluvanna County's leadership was tasked with reviewing and revising PAQ submissions, as necessary, to ensure accurate and complete responses were provided.
- Position review – employee completed PAQs were the basis for a classification review in which Baker Tilly reviewed position titles and made recommendations, as necessary, to ensure titles appropriately reflected the nature and level of work performed. Next, Baker Tilly conducted a job evaluation using our point factor evaluation tool, called SAFE®, resulting in a hierarchy of jobs reflective of County's internal equity.
- Market Assessment - Baker Tilly assisted Fluvanna County in identifying appropriate and relevant peer organizations to collect market competitive values (base pay salaries) for benchmark positions from. The results were analyzed and reviewed with Fluvanna County's project team to determine the organizations desired position within the market.
- Pay Plan Development – Baker Tilly updated the existing pay plan and established grade assignments for positions with consideration of internal and external equity. After grade assignments were finalized, implementation costs were calculated and reviewed with you.
- Project Completion - At the conclusion of the study, Baker Tilly prepared this final report documenting the methodology used throughout the classification and compensation study, findings and results of the study, as well as our recommendations based on those results. Going forward, Baker Tilly will provide training to target Fluvanna County's staff members that would be responsible for the maintenance and administration of the new classification and compensation system. This includes instructions for utilizing our SAFE® Job Evaluation system going forward.



## Position Review

### Title Review

Titles were reviewed to ensure consistency in formatting and spelling as well as to ensure titles appropriately reflected the nature and level of work performed. Baker Tilly worked with Fluvanna County's project team to review and finalize title adjustments.

### Job Evaluation

Job evaluation is the process of comparing a job against other jobs within the organization as a means for determining the relative value of each job. In other words, job evaluation is a tool for identifying the internal value within the organization.

The Systematic Analysis and Factor Evaluation (SAFE®) is a point factor evaluation process comprised of nine (9) compensable factors and was developed specifically for the measurement of local government positions. Job evaluation is often the preferred method for reviewing jobs internally because, as an approach, it tends to be systematic, objective, and – therefore - defensible. For that reason, job evaluation is often a tool used to comply with federal, state, local regulations related to Pay Equity.

All positions were evaluated against the following compensable factors:

Education	Human interaction	Independence of actions
Experience	Working conditions	Impact on the organization
Level of work	Physical demands	Supervision exercised

In using a point factor job evaluation system, the result is a total score for each position which represents the internal value of that position. Collectively, these total scores establish a hierarchy across the organization. It's important to emphasize that job evaluation is a measurement of the position and not the person in the position. Baker Tilly established preliminary job evaluation designations based on employee completed PAQs. Fluvanna County's project team reviewed and revised SAFE designations, as necessary, and worked with Baker Tilly to establish final scores for each position included in the study.

*The following factors were not considered when evaluating positions with the SAFE methodology: employee performance, length of service with the organization, amount of time in the position, education or experience more than what is required by the position, current salary, or market rates.*

## Market Assessment

### Public Peer Organizations

Understanding your labor market is key to selecting relevant peer organizations for a market study. Factors to consider include industry, organization size, geographic location, competition for talent, and published data available.

Fluvanna County identified 11 public peer organizations to be included in the study, listed below. Data was collected from 10 of those 11, shown in bold.

1. Albemarle County
2. Culpeper County
3. Goochland County
4. Greene County
5. Hanover County
6. Louisa County
7. Orange County
8. Powhatan County
9. City of Charlottesville
10. City of Richmond
11. *City of Waynesboro*

### Published Sources

Published salary data was used as a private sector benchmark in this assessment with data from the following sources included in the study:

- Bureau of Labor Statistics (BLS). The Occupational Employment Statistics (OES) survey is a semiannual survey measuring wage rates by industry and is displayed nationally, by state, and/or metropolitan area. BLS data used in this survey was pulled at the 10th and 90th percentile to represent the minimum and maximum thresholds of a salary range.
- Economic Research Institute (ERI) is a salary data resource reporting market data for more than 11,000 jobs in more than 9,000 different locations across more than 1,100 industry sectors. ERI data is updated quarterly. ERI data used in this survey was pulled at the 10th and 90th percentile to represent the minimum and maximum thresholds of a salary range
- Robert Half 2021 Salary Guide – Robert Half Talent Solutions has been collecting and publishing the Salary Guide since 1950 and has become a leading source for comprehensive and highly accurate salary data. The salary ranges published are based on thousands of placements made by Robert Half staffing professionals.

### Data Adjustments

The market data obtained was adjusted, as necessary, to account for the following:

- Differences in work week. For example, reported salaries for a 37.5-hour work week was adjusted to reflect that wage for a 40-hour work week.
- If the market data obtained did not reflect the year in which this study was conducted, the data was aged using World at Work's Annual Salary Budget Survey results.
- Geographic adjustments were applied to account for cost-of-labor differences between Fluvanna County and peer organizations. Baker Tilly uses cost-of-labor differentials reported by the ERI's Geographic Assessor tool. Where cost of living is a measurement of goods and services in each area, the cost of labor is a measurement of compensation paid. Cost of labor can be impacted by the cost of living, but also relates to the supply and demand of labor in each area (rate of unemployment and number of qualified laborers).

- Geographic differentials applied for each peer can be found in **Attachment 1**. A negative adjustment means the cost of labor in that peer's location is greater than in Charlottesville, Virginia.

### Quality Control

Baker Tilly prepared a summary of each benchmark position which included minimum education and experience requirements. Peer organizations were asked to match the position within their organization with at least a 70% overlap in duties and responsibilities. Baker Tilly reviewed peer responses and removed or replaced data that appeared to be an inappropriate match. Some organizations returned their data for Baker Tilly to match on their behalf.

Because market results are established by a calculation (such as an average of all midpoints), a larger sample size tends to yield greater confidence in those results. Therefore, Baker Tilly required at least four matches per benchmark position to determine a market value. Positions that had insufficient data (less than four matches) are identified as such in the market results.

### Market Results

Baker Tilly requested pay ranges (minimum to maximum) for 86 of Fluvanna County's positions included in the survey as benchmark positions and calculated for the midpoint of each collected range. Of those 86 benchmark positions, 18 received insufficient data and a market value was not calculated.

Average minimum, midpoint, and maximum data results can be found in **Attachment 2**. The market average midpoint is commonly observed to reflect "the market" value for a given position. A calculated comparison of Fluvanna County's current midpoints and the market average midpoint for each benchmark position can be found in **Attachment 3**.

### Pay Plan Development

Upon reviewing the market survey results with Fluvanna County, Baker Tilly led a discussion with the organization regarding desired position within market, pay plan design preferences, and an approach for classifying positions to the pay plan. Considering the alternatives, Fluvanna County elected to keep the current pay structure, but updating the salary ranges to reflect a competitive position in the market. The number of salary grades, range spread and midpoint differentials did not change.

### Pay Plans

Fluvanna County has two pay plans, a "General" pay plan and a "Law Enforcement" pay plan. Both are open range plans, which means there is a minimum and maximum range but no defined steps in between. The General Plan has 29 grades, numbered 5 through 33, with range spreads of 50% and a 5% midpoint differential across all pay grades. The Law Enforcement pay plan has 11 grades, numbered 1 through 11, also with 50% range spreads and 5% midpoint differentials. The pay plans can be found in **Attachment 4**.

Positions were assigned to their respective pay plans referencing market values, and with consideration SAFE scores. Additional consideration was made for supervisor-subordinate relations, positions with highly technical or complex requirements but that did not supervise others, as well as internal equity alignment. The pay plans and grade assignments were

reviewed with the County's project team and then with department heads to collect feedback on initial position placements. The finalized grade assignments can be found in **Attachment 5**.

### Regression Analysis

In statistical modeling, a regression analysis is used to measure the relationships between data sets and even predict one variable based on another. Here, Baker Tilly used a regression analysis to compare internal data to external data. More specifically, SAFE scores were compared against market average midpoints. The regression analysis for both pay plans, which can be found in **Attachment 6**, shows that the internal values for benchmark positions are very closely aligned to those external values.

As a result, Fluvanna County would be able to maintain the SAFE job evaluation system as a means for reclassifying positions that have changed over time, new positions, consolidated positions, etc. into the future.

### Implementation Analysis

Baker Tilly developed 5 implementation scenarios for Fluvanna County to consider in its adoption of the new classification and compensation plan. Implementation calculations represent base pay only. Additionally, Baker Tilly calculated 1% incremental costs that could add flexibility in adopting any choice of implementation scenarios.

1. Employees would move to the minimum of their new pay range if their existing salary were below their new minimum. Employees whose salary is greater than their new minimum would retain their existing salary.
2. Employees would receive the greater of moving to the minimum of their new pay range or a 2% increase to their existing salary. Employees whose salary is greater than their new maximum would retain their existing salary.
3. Employees would move to the minimum of their new pay range, plus receive a 3% increase to their existing salary. Employees whose salary is greater than their new maximum would retain their existing salary.
4. Employees would receive 0.5% for each year in their title, up to the maximum of their new pay range. For example, an employee in their title for 10 years would receive a 5% increase. Employees whose salary is greater than their new maximum would retain their existing salary.
5. Employees would maintain the same compa-ratio from the prior pay plan. For example, an employee whose compa-ratio is 95% (of the current salary range midpoint), would receive an increase to get to 95% of the new salary grade midpoint). If an employee's current salary is greater, they would retain that salary. Employees whose salary is greater than their new maximum would retain their existing salary.

## Recommendations

Fluvanna County, Virginia is a service-oriented organization. The organization delivers services through its employees who are a major investment in the organization's infrastructure. This report contains information which has been gathered from a variety of sources, objectively analyzed, and structured in a way that will provide a fair and defensible system for Fluvanna County to compensate its employees. It is our independent judgment that has resulted in the following recommendations.

We urge Fluvanna County, Virginia to:

- Approve the recommended position title and classification adjustments.
- Approve the proposed pay plan and position grade assignments.
- Approve an implementation scenario that addresses Fluvanna County's compensation philosophy and/or business goals, and that is fiscally attainable and sustainable.
- Continue efforts to maintain the classification and compensation system by routinely reviewing positions, descriptions, and market rates to determine appropriate market or COLA adjustments that will assist the County in keeping pace with the market.
- Continuing merit increase annually to advance employees through their pay ranges.



Client Name	Location	Geo Adjust	Client Avg Base
Fluvanna County, VA	Charlottesville, VA	97.1	49,500

Peer Organization	Locality Used	ERI Indicator	GeoDiff %
Albermarle County	Charlottesville, VA	97.1	0.0%
Culpeper County	Culpeper, VA	98.8	-1.7%
Goochland County	Laurel, VA	97.8	-0.7%
Greene County	Charlottesville, VA	97.1	0.0%
Hanover County	Mechanicsville, VA	98.6	-1.5%
Louisa County	Ashland, VA	99.3	-2.2%
Orange County	Culpeper, VA	98.8	-1.7%
Powhatan County	Bon Air, VA	98.3	-1.2%
Charlottesville City	Charlottesville, VA	97.1	0.0%
Richmond City	Richmond City	99.6	-2.5%
BLS	Virginia Commonwealth Average	101.8	-4.7%
ERI	Charlottesville, VA	97.1	0.0%
Robert Half	National Average	100	-2.9%

Attachment 2: Market Survey Results  
Fluvanna County, VA

Department	Benchmark Position	Matches	Avg Minimum	95% of Midpoint	Average Midpoint	105% of Midpoint	Avg Maximum	% Range Spread
BUILDING INSPECTOR	Building Official	6	\$64,532.85	\$79,605.59	\$83,795.36	\$87,985.13	\$103,057.86	60%
BUILDING INSPECTOR	Codes Inspector / Buildings and Sites	11	\$42,801.08	\$51,213.63	\$53,909.08	\$56,604.53	\$65,233.50	52%
BUILDING INSPECTOR	Codes Inspector / State and County Erosion Plan Reviewer	0	Insufficient Data					
CLERK OF CIRCUIT COURT	Chief Deputy Clerk	6	\$51,167.90	\$65,198.09	\$68,629.57	\$72,061.05	\$87,035.63	70%
CLERK OF CIRCUIT COURT	Deputy Clerk I	9	\$30,114.46	\$36,898.75	\$38,840.79	\$40,782.83	\$47,567.11	58%
CLERK OF CIRCUIT COURT	Deputy Clerk II	6	\$34,027.55	\$42,096.33	\$44,311.93	\$46,527.53	\$54,596.31	60%
CLERK OF CIRCUIT COURT	Deputy Clerk III	4	\$38,942.07	\$48,093.53	\$50,624.77	\$53,156.01	\$62,307.47	60%
COMMISSIONER OF THE REVENUE	Chief Deputy Commissioner of Revenue	3	Insufficient Data					
COMMISSIONER OF THE REVENUE	Deputy Commissioner II	4	\$31,866.29	\$47,619.58	\$50,125.88	\$52,632.17	\$50,968.74	60%
COMMISSIONER OF THE REVENUE	Deputy Commissioner III	3	\$36,403.69	\$44,949.98	\$47,315.77	\$49,681.56	\$58,227.84	60%
COMMISSIONER OF THE REVENUE	Deputy Commissioner IV	0	Insufficient Data					
COMMONWEALTHS ATTORNEY	Assistant Commonwealth Attorney	11	\$68,125.18	\$89,966.67	\$94,701.75	\$99,436.84	\$121,278.32	78%
COMMONWEALTHS ATTORNEY	Commonwealth Administrative Assistant	8	\$34,937.48	\$42,547.91	\$44,787.28	\$47,026.64	\$58,493.17	67%
COMMONWEALTHS ATTORNEY	Paralegal/Legal Assistant	10	\$39,347.33	\$48,458.02	\$51,008.44	\$53,558.87	\$62,669.55	59%
COMMONWEALTHS ATTORNEY	Victim Witness Manager	6	\$42,559.30	\$53,648.76	\$56,472.37	\$59,295.99	\$70,385.44	65%
COUNTY ADMINISTRATION	Administrative Programs Assistant	0	Insufficient Data					
COUNTY ADMINISTRATION	Assistant County Administrator	3	\$72,396.49	\$94,836.94	\$99,828.36	\$104,819.78	\$127,260.23	76%
COUNTY ADMINISTRATION	Executive Assistant / Clerk to the Board of Supervisors	8	\$44,914.11	\$55,767.92	\$58,703.08	\$61,638.23	\$72,492.05	61%
COUNTY PLANNER	Administrative Program Specialist	6	\$42,309.71	\$52,177.01	\$54,923.17	\$57,669.33	\$67,536.63	60%
COUNTY PLANNER	Code Inspector / Code Enforcement Officer	5	\$44,043.31	\$55,416.27	\$58,332.92	\$61,249.56	\$72,622.53	65%
COUNTY PLANNER	Director of Community Development	9	\$89,585.66	\$113,190.48	\$119,147.88	\$125,105.27	\$148,710.09	66%
COUNTY PLANNER	Planner	6	\$45,474.19	\$57,145.63	\$60,153.29	\$63,160.96	\$74,832.40	65%
COUNTY PLANNER	Senior Planner	8	\$49,044.19	\$62,115.16	\$65,384.38	\$68,653.60	\$81,724.58	67%
CSA	CSA Program Assistant	2	Insufficient Data					
CSA	CSA Program Coordinator	8	\$45,320.10	\$55,623.07	\$58,550.60	\$61,478.13	\$75,971.56	68%
E911	Communications Officer	10	\$36,500.69	\$44,742.24	\$47,097.09	\$49,451.95	\$57,693.49	58%
E911	Communications Operations Coordinator	1	Insufficient Data					
E911	Communications Supervisor	5	\$45,345.46	\$54,804.33	\$57,688.77	\$60,573.21	\$71,948.02	59%
E911	Communications Team Lead	2	Insufficient Data					
E911	Director of Communications	6	\$63,679.60	\$82,332.42	\$86,665.70	\$90,998.99	\$102,287.62	61%
ECONOMIC DEVELOPMENT	Director of Economic Development	6	\$87,772.15	\$99,850.66	\$105,105.96	\$110,361.26	\$135,229.95	54%
EMERGENCY MANAGEMENT	Emergency Services Coordinator	3	Insufficient Data					
FACILITIES	Building Services Supervisor	5	\$37,902.93	\$53,260.22	\$56,063.39	\$58,866.56	\$63,341.63	67%
FACILITIES	Building Services Worker I	10	\$25,840.64	\$31,091.12	\$32,727.49	\$34,363.87	\$39,614.34	53%
FACILITIES	Equipment & Fleet Maintenance Technician	4	\$34,040.52	\$42,783.49	\$45,035.25	\$47,287.02	\$56,029.99	65%
FACILITIES	Facility Maintenance Specialist	4	\$37,252.08	\$44,744.49	\$47,099.46	\$49,454.44	\$56,946.85	53%
FACILITIES	Facility Maintenance Technician	7	\$32,000.81	\$38,685.01	\$40,721.06	\$42,757.12	\$49,441.32	55%
FACILITIES	Grounds Maintenance Supervisor	6	\$41,212.41	\$50,003.49	\$52,635.25	\$55,267.02	\$65,248.48	58%
FACILITIES	Grounds Maintenance Worker I	7	\$28,858.29	\$34,880.24	\$36,716.04	\$38,551.84	\$44,573.79	54%
FACILITIES	HVAC Specialist	3	Insufficient Data					
FINANCE	Accountant	11	\$47,580.47	\$58,661.68	\$61,749.14	\$64,836.59	\$77,376.38	63%
FINANCE	Finance Director	8	\$93,517.25	\$118,668.49	\$124,914.20	\$131,159.91	\$156,311.15	67%
FINANCE	Financial Services Specialist	4	\$42,705.93	\$51,113.75	\$53,803.95	\$56,494.14	\$64,901.96	52%
FINANCE	Financial Services Technician	5	\$32,335.71	\$40,030.08	\$42,136.92	\$44,243.77	\$51,938.13	61%
FINANCE	Management Analyst I	4	\$46,358.35	\$61,068.92	\$64,283.08	\$67,497.23	\$82,207.81	77%
FINANCE	Procurement Officer	5	\$50,944.86	\$64,735.36	\$68,142.48	\$71,549.61	\$85,340.11	68%
FUSD	Assistant Director Utilities	3	Insufficient Data					
FUSD	Utilities System Operator III	4	\$50,911.54	\$56,464.25	\$59,436.06	\$62,407.86	\$79,529.16	56%
HUMAN RESOURCES	Human Resources Assistant	8	\$38,108.26	\$44,224.38	\$46,551.98	\$48,879.58	\$58,897.84	55%
HUMAN RESOURCES	Human Resources Manager	4	\$59,876.97	\$76,308.49	\$80,324.73	\$84,340.97	\$101,511.74	70%
INFORMATION TECHNOLOGY	Director of Information Technology	7	\$83,376.22	\$105,895.85	\$111,469.32	\$117,042.78	\$136,028.70	63%
INFORMATION TECHNOLOGY	IT Technician	10	\$41,217.04	\$50,914.93	\$53,594.66	\$56,274.40	\$68,524.76	66%
LIBRARY	Children's Program Specialist - Library	4	\$36,872.84	\$43,591.97	\$45,886.28	\$48,180.60	\$54,899.73	49%
LIBRARY	Library Assistant I	6	\$28,666.95	\$34,082.19	\$35,875.99	\$37,669.79	\$43,085.03	50%
LIBRARY	Library Assistant II	4	\$28,875.14	\$36,746.05	\$38,680.05	\$40,614.05	\$48,484.95	68%
LIBRARY	Library Clerk	6	\$25,143.83	\$29,882.59	\$31,455.36	\$33,028.12	\$37,766.89	50%
LIBRARY	Library Director	5	\$76,779.29	\$94,378.40	\$99,345.68	\$104,312.96	\$116,953.71	52%
PARKS & RECREATION	Active Seniors and Therapeutic Recreation Coordinator	0	Insufficient Data					
PARKS & RECREATION	Athletics and Special Events Coordinator	4	\$36,941.49	\$45,573.98	\$47,972.61	\$50,371.24	\$59,003.72	60%
PARKS & RECREATION	Director of Parks and Recreation	7	\$69,463.79	\$85,240.44	\$89,726.78	\$94,213.12	\$109,989.76	58%
PARKS & RECREATION	Facilities Assistant	4	\$29,096.27	\$34,720.54	\$36,547.94	\$38,375.33	\$43,999.60	51%
PARKS & RECREATION	Museum Attendant PT	2	Insufficient Data					
PARKS & RECREATION	P&R Camp Counselor Seasonal	2	Insufficient Data					



Attachment 2: Market Survey Results  
Fluvanna County, VA

Department	Benchmark Position	Matches	Avg Minimum	95% of Midpoint	Average Midpoint	105% of Midpoint	Avg Maximum	% Range Spread
PARKS & RECREATION	Park Maintenance Worker	7	\$28,749.80	\$33,620.78	\$35,390.30	\$37,159.81	\$42,030.80	46%
PARKS & RECREATION	Recreational Programs and Special Events Coordinator	5	\$38,672.57	\$46,955.34	\$49,426.67	\$51,898.01	\$60,180.77	56%
PUBLIC WORKS	Administrative Program Specialist	6	Insufficient Data					
PUBLIC WORKS	Assistant Public Works Director	4	\$76,159.03	\$90,748.11	\$95,524.33	\$100,300.54	\$133,747.84	76%
PUBLIC WORKS	Director of Public Works	5	\$88,823.07	\$112,634.67	\$118,562.81	\$124,490.95	\$148,302.55	67%
REGISTRAR/ELECTORAL BOARD	Registrar Clerk	4	\$38,758.49	\$47,873.08	\$50,392.72	\$52,912.35	\$62,026.94	60%
SEWER	Utilities Specialist	4	\$37,557.24	\$43,453.37	\$45,740.39	\$48,027.41	\$53,923.53	44%
SEWER	Utilities System Operator II	4	\$37,510.42	\$45,719.93	\$48,126.24	\$50,532.55	\$58,742.06	57%
SHERIFF	Chief Deputy Sheriff - Major	6	\$71,055.49	\$90,259.42	\$95,009.92	\$99,760.41	\$118,964.34	67%
SHERIFF	Deputy Sheriff	6	\$44,879.04	\$55,705.25	\$58,637.11	\$61,568.96	\$72,395.18	61%
SHERIFF	Deputy Sheriff Captain	4	\$62,849.11	\$78,219.71	\$82,336.54	\$86,453.36	\$101,823.97	62%
SHERIFF	Deputy Sheriff Investigator	5	\$51,924.75	\$67,265.71	\$70,806.01	\$74,346.31	\$89,687.26	73%
SHERIFF	Deputy Sheriff Lieutenant	7	\$61,638.32	\$77,019.38	\$81,073.04	\$85,126.69	\$100,507.75	63%
SHERIFF	Deputy Sheriff Lieutenant Investigations	1	Insufficient Data					
SHERIFF	Deputy Sheriff Sergeant	7	\$52,845.84	\$64,716.21	\$68,122.33	\$71,528.45	\$84,334.16	60%
SHERIFF	Law Enforcement Support Technician	3	Insufficient Data					
SHERIFF	School Resource Officer	2	Insufficient Data					
SHERIFF	Sheriff Administrative Assistant	11	\$34,244.04	\$42,635.14	\$44,879.10	\$47,123.05	\$55,514.15	62%
TREASURER	Chief Deputy Treasurer	7	\$46,541.07	\$57,353.51	\$60,372.11	\$63,390.72	\$74,203.15	59%
TREASURER	Deputy Treasurer II	5	\$32,814.68	\$40,038.24	\$42,145.52	\$44,252.79	\$51,476.36	57%
TREASURER	Deputy Treasurer III	2	Insufficient Data					

Attachment 3: Market Comparison  
Fluvanna County, VA

Department	Position Title	Current Midpoint	95% of Mkt	+ / (-) Mkt	Avg. Midpoint	+ / (-) Mkt	105% of Mkt	+ / (-) Mkt
BUILDING INSPECTOR	Building Official	\$70,881.50	\$79,605.59	▲12.3%	\$83,795.36	▲18.2%	\$87,985.13	▲24.1%
BUILDING INSPECTOR	Codes Inspector / Buildings and Sites	\$50,573.50	\$51,213.63	▲1.3%	\$53,909.08	▲6.6%	\$56,604.53	▲11.9%
BUILDING INSPECTOR	Codes Inspector / State and County Erosi	\$53,355.00	Insufficient data					
CLERK OF CIRCUIT COURT	Chief Deputy Clerk	\$59,514.00	\$65,198.09	▲9.6%	\$68,629.57	▲15.3%	\$72,061.05	▲21.1%
CLERK OF CIRCUIT COURT	Deputy Clerk I	\$39,507.00	\$36,898.75	▼(6.6%)	\$38,840.79	▼(1.7%)	\$40,782.83	▲3.2%
CLERK OF CIRCUIT COURT	Deputy Clerk II	\$43,069.00	\$42,096.33	▼(2.3%)	\$44,311.93	▲2.9%	\$46,527.53	▲8.0%
CLERK OF CIRCUIT COURT	Deputy Clerk III	\$45,438.00	\$48,093.53	▲5.8%	\$50,624.77	▲11.4%	\$53,156.01	▲17.0%
COMMISSIONER OF THE REVENUE	Chief Deputy Commissioner of Revenue	\$59,514.00	Insufficient data					
COMMISSIONER OF THE REVENUE	Deputy Commissioner II	\$43,069.00	\$47,619.58	▲10.6%	\$50,125.88	▲16.4%	\$52,632.17	▲22.2%
COMMISSIONER OF THE REVENUE	Deputy Commissioner III	\$45,438.00	\$44,949.98	▼(1.1%)	\$47,315.77	▲4.1%	\$49,681.56	▲9.3%
COMMISSIONER OF THE REVENUE	Deputy Commissioner IV	\$50,573.50	Insufficient data					
COMMONWEALTHS ATTORNEY	Assistant Commonwealth Attorney	\$94,856.00	\$89,966.67	▼(5.2%)	\$94,701.75	▼(0.2%)	\$99,436.84	▲4.8%
COMMONWEALTHS ATTORNEY	Commonwealth Administrative Assistant	\$43,069.00	\$42,547.91	▼(1.2%)	\$44,787.28	▲4.0%	\$47,026.64	▲9.2%
COMMONWEALTHS ATTORNEY	Paralegal/Legal Assistant	\$47,937.50	\$48,458.02	▲1.1%	\$51,008.44	▲6.4%	\$53,558.87	▲11.7%
COMMONWEALTHS ATTORNEY	Victim Witness Manager	\$59,514.00	\$53,648.76	▼(9.9%)	\$56,472.37	▼(5.1%)	\$59,295.99	▼(0.4%)
COUNTY ADMINISTRATION	Administrative Programs Assistant	No Information	Insufficient data					
COUNTY ADMINISTRATION	Assistant County Administrator	\$70,881.50	\$94,836.94	▲33.8%	\$99,828.36	▲40.8%	\$104,819.78	▲47.9%
COUNTY ADMINISTRATION	Executive Assistant / Clerk to the Board o	\$59,514.00	\$55,767.92	▼(6.3%)	\$58,703.08	▼(1.4%)	\$61,638.23	▲3.6%
COUNTY PLANNER	Administrative Program Specialist	\$43,069.00	\$52,177.01	▲21.1%	\$54,923.17	▲27.5%	\$57,669.33	▲33.9%
COUNTY PLANNER	Code Inspector / Code Enforcement Offic	\$47,937.50	\$55,416.27	▲15.6%	\$58,332.92	▲21.7%	\$61,249.56	▲27.8%
COUNTY PLANNER	Director of Community Development	\$84,421.50	\$113,190.48	▲34.1%	\$119,147.88	▲41.1%	\$125,105.27	▲48.2%
COUNTY PLANNER	Planner	\$50,573.50	\$57,145.63	▲13.0%	\$60,153.29	▲18.9%	\$63,160.96	▲24.9%
COUNTY PLANNER	Senior Planner	\$56,023.00	\$62,115.16	▲10.9%	\$65,384.38	▲16.7%	\$68,653.60	▲22.5%
CSA	CSA Program Assistant	\$43,069.00	Insufficient data					
CSA	CSA Program Coordinator	\$59,514.00	\$55,623.07	▼(6.5%)	\$58,550.60	▼(1.6%)	\$61,478.13	▲3.3%
E911	Communications Officer	\$43,069.00	\$44,742.24	▲3.9%	\$47,097.09	▲9.4%	\$49,451.95	▲14.8%
E911	Communications Operations Coordinator	\$58,824.00	Insufficient data					
E911	Communications Supervisor	\$50,573.50	\$54,804.33	▲8.4%	\$57,688.77	▲14.1%	\$60,573.21	▲19.8%
E911	Communications Team Lead	\$45,438.00	Insufficient data					
E911	Director of Communications	\$70,881.50	\$82,332.42	▲16.2%	\$86,665.70	▲22.3%	\$90,998.99	▲28.4%
ECONOMIC DEVELOPMENT	Director of Economic Development	\$66,870.00	\$99,850.66	▲49.3%	\$105,105.96	▲57.2%	\$110,361.26	▲65.0%
EMERGENCY MANAGEMENT	Emergency Services Coordinator	\$66,870.00	Insufficient data					
FACILITIES	Building Services Supervisor	\$45,438.00	\$53,260.22	▲17.2%	\$56,063.39	▲23.4%	\$58,866.56	▲29.6%
FACILITIES	Building Services Worker I	\$36,873.50	\$31,091.12	▼(15.7%)	\$32,727.49	▼(11.2%)	\$34,363.87	▼(6.8%)
FACILITIES	Equipment & Fleet Maintenance Technici	\$43,069.00	\$42,783.49	▼(0.7%)	\$45,035.25	▲4.6%	\$47,287.02	▲9.8%
FACILITIES	Facility Maintenance Specialist	\$45,438.00	\$44,744.49	▼(1.5%)	\$47,099.46	▲3.7%	\$49,454.44	▲8.8%
FACILITIES	Facility Maintenance Technician	\$40,824.00	\$38,685.01	▼(5.2%)	\$40,721.06	▼(0.3%)	\$42,757.12	▲4.7%
FACILITIES	Grounds Maintenance Supervisor	\$45,438.00	\$50,003.49	▲10.0%	\$52,635.25	▲15.8%	\$55,267.02	▲21.6%
FACILITIES	Grounds Maintenance Worker I	\$36,873.50	\$34,880.24	▼(5.4%)	\$36,716.04	▼(0.4%)	\$38,551.84	▲4.6%
FACILITIES	HVAC Specialist	No Information	Insufficient data					
FINANCE	Accountant	\$58,824.00	\$58,661.68	▼(0.3%)	\$61,749.14	▲5.0%	\$64,836.59	▲10.2%
FINANCE	Finance Director	\$89,486.50	\$118,668.49	▲32.6%	\$124,914.20	▲39.6%	\$131,159.91	▲46.6%
FINANCE	Financial Services Specialist	\$50,573.50	\$51,113.75	▲1.1%	\$53,803.95	▲6.4%	\$56,494.14	▲11.7%
FINANCE	Financial Services Technician	\$43,069.00	\$40,030.08	▼(7.1%)	\$42,136.92	▼(2.2%)	\$44,243.77	▲2.7%
FINANCE	Management Analyst I	\$59,514.00	\$61,068.92	▲2.6%	\$64,283.08	▲8.0%	\$67,497.23	▲13.4%
FINANCE	Procurement Officer	\$56,023.00	\$64,735.36	▲15.6%	\$68,142.48	▲21.6%	\$71,549.61	▲27.7%
FUSD	Assistant Director Utilities	\$66,870.00	Insufficient data					
FUSD	Utilities System Operator III	\$45,438.00	\$56,464.25	▲24.3%	\$59,436.06	▲30.8%	\$62,407.86	▲37.3%
HUMAN RESOURCES	Human Resources Assistant	\$43,069.00	\$44,224.38	▲2.7%	\$46,551.98	▲8.1%	\$48,879.58	▲13.5%

Attachment 3: Market Comparison  
Fluvanna County, VA

Department	Position Title	Current Midpoint	95% of Mkt	+ / (-) Mkt	Avg. Midpoint	+ / (-) Mkt	105% of Mkt	+ / (-) Mkt
HUMAN RESOURCES	Human Resources Manager	\$70,881.50	\$76,308.49	▲7.7%	\$80,324.73	▲13.3%	\$84,340.97	▲19.0%
INFORMATION TECHNOLOGY	Director of Information Technology	\$75,135.00	\$105,895.85	▲40.9%	\$111,469.32	▲48.4%	\$117,042.78	▲55.8%
INFORMATION TECHNOLOGY	IT Technician	\$53,355.00	\$50,914.93	▼(4.6%)	\$53,594.66	▲0.4%	\$56,274.40	▲5.5%
LIBRARY	Children's Program Specialist - Library	\$39,507.00	\$43,591.97	▲10.3%	\$45,886.28	▲16.1%	\$48,180.60	▲22.0%
LIBRARY	Library Assistant I	\$36,873.50	\$34,082.19	▼(7.6%)	\$35,875.99	▼(2.7%)	\$37,669.79	▲2.2%
LIBRARY	Library Assistant II	\$39,507.00	\$36,746.05	▼(7.0%)	\$38,680.05	▼(2.1%)	\$40,614.05	▲2.8%
LIBRARY	Library Clerk	\$31,605.60	\$29,882.59	▼(5.5%)	\$31,455.36	▼(0.5%)	\$33,028.12	▲4.5%
LIBRARY	Library Director	\$70,881.50	\$94,378.40	▲33.1%	\$99,345.68	▲40.2%	\$104,312.96	▲47.2%
PARKS & RECREATION	Active Seniors and Therapeutic Recreatic	\$39,507.00	Insufficient data					
PARKS & RECREATION	Athletics and Special Events Coordinator	\$43,069.00	\$45,573.98	▲5.8%	\$47,972.61	▲11.4%	\$50,371.24	▲17.0%
PARKS & RECREATION	Director of Parks and Recreation	\$79,642.50	\$85,240.44	▲7.0%	\$89,726.78	▲12.7%	\$94,213.12	▲18.3%
PARKS & RECREATION	Facilities Assistant	\$31,605.60	\$34,720.54	▲9.9%	\$36,547.94	▲15.6%	\$38,375.33	▲21.4%
PARKS & RECREATION	Museum Attendant PT	\$33,342.40	Insufficient data					
PARKS & RECREATION	P&R Camp Counselor Seasonal	\$31,605.60	Insufficient data					
PARKS & RECREATION	Park Maintenance Worker	\$33,342.40	\$33,620.78	▲0.8%	\$35,390.30	▲6.1%	\$37,159.81	▲11.4%
PUBLIC WORKS	Administrative Program Specialist	\$43,069.00	\$52,177.01	▲21.1%	\$54,923.17	▲27.5%	\$57,669.33	▲33.9%
PUBLIC WORKS	Assistant Public Works Director	\$66,870.00	\$90,748.11	▲35.7%	\$95,524.33	▲42.9%	\$100,300.54	▲50.0%
PUBLIC WORKS	Director of Public Works	\$84,421.50	\$112,634.67	▲33.4%	\$118,562.81	▲40.4%	\$124,490.95	▲47.5%
REGISTRAR/ELECTORAL BOARD	Registrar Clerk	\$31,605.60	\$47,873.08	▲51.5%	\$50,392.72	▲59.4%	\$52,912.35	▲67.4%
SEWER	Utilities Specialist	\$47,937.50	\$43,453.37	▼(9.4%)	\$45,740.39	▼(4.6%)	\$48,027.41	▲0.2%
SEWER	Utilities System Operator II	\$43,069.00	\$45,719.93	▲6.2%	\$48,126.24	▲11.7%	\$50,532.55	▲17.3%
SHERIFF	Chief Deputy Sheriff - Major	\$95,680.00	\$90,259.42	▼(5.7%)	\$95,009.92	▼(0.7%)	\$99,760.41	▲4.3%
SHERIFF	Deputy Sheriff	\$61,260.50	\$55,705.25	▼(9.1%)	\$58,637.11	▼(4.3%)	\$61,568.96	▲0.5%
SHERIFF	Deputy Sheriff Captain	\$86,975.00	\$78,219.71	▼(10.1%)	\$82,336.54	▼(5.3%)	\$86,453.36	▼(0.6%)
SHERIFF	Deputy Sheriff Investigator	\$66,699.00	\$67,265.71	▲0.8%	\$70,806.01	▲6.2%	\$74,346.31	▲11.5%
SHERIFF	Deputy Sheriff Lieutenant	\$76,709.50	\$77,019.38	▲0.4%	\$81,073.04	▲5.7%	\$85,126.69	▲11.0%
SHERIFF	Deputy Sheriff Lieutenant Investigations	\$80,537.00	Insufficient data					
SHERIFF	Deputy Sheriff Sergeant	\$69,724.50	\$64,716.21	▼(7.2%)	\$68,122.33	▼(2.3%)	\$71,528.45	▲2.6%
SHERIFF	Law Enforcement Support Technician	\$43,069.00	Insufficient data					
SHERIFF	School Resource Officer	\$61,260.50	Insufficient data					
SHERIFF	Sheriff Administrative Assistant	\$43,069.00	\$42,635.14	▼(1.0%)	\$44,879.10	▲4.2%	\$47,123.05	▲9.4%
TREASURER	Chief Deputy Treasurer	\$59,514.00	\$57,353.51	▼(3.6%)	\$60,372.11	▲1.4%	\$63,390.72	▲6.5%
TREASURER	Deputy Treasurer II	\$43,069.00	\$40,038.24	▼(7.0%)	\$42,145.52	▼(2.1%)	\$44,252.79	▲2.7%
TREASURER	Deputy Treasurer III	\$45,438.00	Insufficient data					

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Differential
5	\$26,040	\$32,550	\$39,060	50%	5%
6	\$27,342	\$34,178	\$41,013	50%	5%
7	\$28,710	\$35,887	\$43,065	50%	5%
8	\$30,145	\$37,681	\$45,218	50%	5%
9	\$31,652	\$39,565	\$47,478	50%	5%
10	\$33,234	\$41,543	\$49,851	50%	5%
11	\$34,896	\$43,620	\$52,344	50%	5%
12	\$36,641	\$45,801	\$54,962	50%	5%
13	\$38,473	\$48,091	\$57,710	50%	5%
14	\$40,397	\$50,496	\$60,596	50%	5%
15	\$42,417	\$53,021	\$63,626	50%	5%
16	\$44,538	\$55,672	\$66,807	50%	5%
17	\$46,765	\$58,456	\$70,148	50%	5%
18	\$49,103	\$61,379	\$73,655	50%	5%
19	\$51,558	\$64,448	\$77,337	50%	5%
20	\$54,136	\$67,670	\$81,204	50%	5%
21	\$56,843	\$71,054	\$85,265	50%	5%
22	\$59,686	\$74,607	\$89,529	50%	5%
23	\$62,670	\$78,337	\$94,005	50%	5%
24	\$65,803	\$82,254	\$98,705	50%	5%
25	\$69,094	\$86,367	\$103,641	50%	5%
26	\$72,548	\$90,685	\$108,822	50%	5%
27	\$76,175	\$95,219	\$114,263	50%	5%
28	\$79,984	\$99,980	\$119,976	50%	5%
29	\$83,983	\$104,979	\$125,975	50%	5%
30	\$88,182	\$110,228	\$132,273	50%	5%
31	\$92,591	\$115,739	\$138,887	50%	5%
32	\$97,221	\$121,526	\$145,832	50%	5%
33	\$102,082	\$127,602	\$153,123	50%	5%

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Differential
1	\$46,800	\$58,500	\$70,200	50%	5%
2	\$49,120	\$61,400	\$73,680	50%	5%
3	\$51,576	\$64,470	\$77,364	50%	5%
4	\$54,155	\$67,694	\$81,233	50%	5%
5	\$56,863	\$71,079	\$85,295	50%	5%
6	\$59,706	\$74,633	\$89,559	50%	5%
7	\$62,692	\$78,365	\$94,038	50%	5%
8	\$65,826	\$82,283	\$98,739	50%	5%
9	\$69,118	\$86,397	\$103,677	50%	5%
10	\$72,574	\$90,717	\$108,861	50%	5%
11	\$76,202	\$95,253	\$114,303	50%	5%

Attachment 5: Title and Grade Assignments  
Fluvanna County, VA General Government

Department	Current Title	Proposed Title	Market Midpoint (95%)	SAFE Points	Grade	Minimum	Midpoint	Maximum
FINANCE	Finance Director	Director of Finance		695	31	\$92,591	\$115,739	\$138,887
COUNTY PLANNER	Director of Community Development	Director of Community Development	\$113,190	530	30	\$88,182	\$110,228	\$132,273
ECONOMIC DEVELOPMENT	Economic Development Coordinator	Director of Economic Development	\$99,851	460	29	\$83,983	\$104,979	\$125,975
ELECTION/GENERAL REGISTRAR	Director of Election/General Registrar	Director of Election/General Registrar			29	\$83,983	\$104,979	\$125,975
HUMAN RESOURCES		Director of Human Resources		490	29	\$83,983	\$104,979	\$125,975
INFORMATION TECHNOLOGY	Director of Information Technology	Director of Information Technology	\$105,896	510	29	\$83,983	\$104,979	\$125,975
PUBLIC WORKS	Director of Public Works	Director of Public Works	\$112,635	530	29	\$83,983	\$104,979	\$125,975
COMMONWEALTHS ATTORNEY	Assistant Commonwealth Attorney	Assistant Commonwealth Attorney	\$89,967	408	27	\$76,175	\$95,219	\$114,263
COUNTY ADMINISTRATION	Assistant County Administrator	Assistant County Administrator	\$94,837	640	27	\$76,175	\$95,219	\$114,263
PARKS & RECREATION	Director of Parks and Recreation	Director of Parks and Recreation	\$85,240	580	27	\$76,175	\$95,219	\$114,263
E911	Director of Communications	Director of Communications	\$82,332	470	26	\$72,548	\$90,685	\$108,822
LIBRARY	Library Director	Director of Library		545	26	\$72,548	\$90,685	\$108,822
BUILDING INSPECTOR	Building Official	Building Official	\$79,606	260	25	\$69,094	\$86,367	\$103,641
FUSD	Assistant Director Utilities	Assistant Director of Public Utilities		345	23	\$62,670	\$78,337	\$94,005
PUBLIC WORKS	Assistant Public Works Director	Assistant Director of Public Works		340	23	\$62,670	\$78,337	\$94,005
CSA	CSA Program Coordinator	CSA Program Manager		240	21	\$56,843	\$71,054	\$85,265
EMERGENCY MANAGEMENT	Emergency Services Coordinator	Emergency Services Coordinator		278	21	\$56,843	\$71,054	\$85,265
FINANCE	Management Analyst II	Management Analyst II			20	\$54,136	\$67,670	\$81,204
CLERK OF CIRCUIT COURT	Chief Deputy Clerk	Chief Deputy Clerk	\$65,198	233	19	\$51,558	\$64,448	\$77,337
COMMISSIONER OF THE REVENUE	Chief Deputy Commissioner of Revenue	Chief Deputy Commissioner of Revenue		178	19	\$51,558	\$64,448	\$77,337
TREASURER	Chief Deputy Treasurer	Chief Deputy Treasurer	\$57,354	288	19	\$51,558	\$64,448	\$77,337
FUSD		Utilities System Manager		19		\$51,558	\$64,448	\$77,337
COMMONWEALTHS ATTORNEY	Victim Witness Manager	Victim Witness Manager	\$53,649	235	19	\$51,558	\$64,448	\$77,337
E911	Communications Operations Coordinator	Communications Operations Coordinator		315	18	\$49,103	\$61,379	\$73,655
COUNTY ADMINISTRATION	Executive Assistant / Clerk to the Board	Executive Assistant / Clerk to the Board of Supervisors	\$55,768	238	18	\$49,103	\$61,379	\$73,655
FACILITIES	HVAC Specialist	HVAC Specialist		245	18	\$49,103	\$61,379	\$73,655
FINANCE	Management Analyst I	Management Analyst I	\$61,069	210	18	\$49,103	\$61,379	\$73,655
FINANCE	Purchasing Officer	Procurement Officer	\$64,735	285	18	\$49,103	\$61,379	\$73,655
COUNTY PLANNER	Senior Planner	Senior Planner	\$62,115	225	18	\$49,103	\$61,379	\$73,655
FINANCE	Accountant	Accountant	\$58,662	170	17	\$46,765	\$58,456	\$70,148
E911	Communications Supervisor	Communications Supervisor	\$54,804	195	17	\$46,765	\$58,456	\$70,148
COUNTY PLANNER	Planner	Planner	\$57,146	185	17	\$46,765	\$58,456	\$70,148
COUNTY PLANNER	Code Inspector / Code Enforcement Officer	Code Inspector / Code Enforcement Officer	\$55,416	125	16	\$44,538	\$55,672	\$66,807
BUILDING INSPECTOR	Codes Inspector / State and County Erosion Prevention	Codes Inspector / State and County Erosion Prevention		205	16	\$44,538	\$55,672	\$66,807
COMMISSIONER OF THE REVENUE	Deputy Commissioner IV	Deputy Commissioner IV		215	16	\$44,538	\$55,672	\$66,807
SEWER	Utilities Specialist	Utilities Specialist	\$43,453	215	16	\$44,538	\$55,672	\$66,807
BUILDING INSPECTOR	Codes Inspector / Buildings and Sites	Codes Inspector / Buildings and Sites	\$51,214	160	15	\$42,417	\$53,021	\$63,626
E911	Communications Team Lead	Communications Team Lead		158	15	\$42,417	\$53,021	\$63,626
FINANCE	Financial Services Specialist	Financial Services Specialist	\$51,114	180	15	\$42,417	\$53,021	\$63,626
HUMAN RESOURCES	Human Resources Generalist	Human Resources Generalist			15	\$42,417	\$53,021	\$63,626

Attachment 5: Title and Grade Assignments  
Fluvanna County, VA General Government

Department	Current Title	Proposed Title	Market Midpoint (95%)	SAFE Points	Grade	Minimum	Midpoint	Maximum
INFORMATION TECHNOLOGY	IT Technician	IT Technician	\$50,915	195	15	\$42,417	\$53,021	\$63,626
FUSD	Utilities System Operator III	Utilities System Operator III	\$56,464	235	15	\$42,417	\$53,021	\$63,626
COUNTY PLANNER	Administrative Program Specialist	Administrative Program Specialist	\$52,177	100	14	\$40,397	\$50,496	\$60,596
PUBLIC WORKS	Administrative Program Specialist	Administrative Program Specialist	\$52,177	100	14	\$40,397	\$50,496	\$60,596
BUILDING INSPECTOR	Administrative Program Specialist	Administrative Program Specialist	\$52,177	100	14	\$40,397	\$50,496	\$60,596
FACILITIES	Building Services Supervisor	Building Services Supervisor	\$53,260	280	14	\$40,397	\$50,496	\$60,596
E911	Communications Officer	Communications Officer	\$44,742	60	14	\$40,397	\$50,496	\$60,596
CLERK OF CIRCUIT COURT	Deputy Clerk III	Deputy Clerk III	\$48,094	150	14	\$40,397	\$50,496	\$60,596
COMMISSIONER OF THE REVENUE	Deputy Commissioner III	Deputy Commissioner III	\$44,950	150	14	\$40,397	\$50,496	\$60,596
TREASURER	Deputy Treasurer III	Deputy Treasurer III		190	14	\$40,397	\$50,496	\$60,596
FACILITIES	Grounds Maintenance Supervisor	Grounds Maintenance Supervisor	\$50,003	300	14	\$40,397	\$50,496	\$60,596
COMMONWEALTHS ATTORNEY	Paralegal/Legal Assistant	Paralegal/Legal Assistant	\$48,458	130	14	\$40,397	\$50,496	\$60,596
PARKS & RECREATION		Parks and Recreation Services Specialist			14	\$40,397	\$50,496	\$60,596
E911	Communications Officer In Training	Communications Officer In Training			13	\$38,473	\$48,091	\$57,710
PUBLIC WORKS		Convenience Center Manager			13	\$38,473	\$48,091	\$57,710
PARKS & RECREATION	Active Seniors & Therapeutic Recreation Coordinator	Active Seniors and Therapeutic Recreation Coordinator		208	12	\$36,641	\$45,801	\$54,962
PARKS & RECREATION	Athletics and Special Events Coordinator	Athletics and Special Events Coordinator	\$45,574	248	12	\$36,641	\$45,801	\$54,962
CLERK OF CIRCUIT COURT	Deputy Clerk II	Deputy Clerk II	\$42,096	100	12	\$36,641	\$45,801	\$54,962
COMMISSIONER OF THE REVENUE	Deputy Commissioner II	Deputy Commissioner II	\$47,620	140	12	\$36,641	\$45,801	\$54,962
TREASURER	Deputy Treasurer II	Deputy Treasurer II	\$40,038	105	12	\$36,641	\$45,801	\$54,962
FACILITIES	Facility Maintenance Specialist	Facility Maintenance Specialist	\$44,744	215	12	\$36,641	\$45,801	\$54,962
PARKS & RECREATION	Recreational Programs and Special Events Coordinator	Recreational Programs and Special Events Coordinator	\$46,955	248	12	\$36,641	\$45,801	\$54,962
ELECTION/GENERAL REGISTRAR		Deputy Registrar			12	\$36,641	\$45,801	\$54,962
SEWER	Utilities System Operator II	Utilities System Operator II	\$45,720	215	12	\$36,641	\$45,801	\$54,962
COUNTY ADMINISTRATION	Admin Programs Assistant	Administrative Programs Assistant		125	11	\$34,896	\$43,620	\$52,344
SHERIFF	Administrative Assistant	Administrative Assistant			11	\$34,896	\$43,620	\$52,344
LIBRARY	Children's Program Specialist - Library	Children's Program Specialist - Library	\$43,592	200	11	\$34,896	\$43,620	\$52,344
COMMONWEALTHS ATTORNEY	Administrative Assistant	Commonwealth Administrative Assistant	\$42,548	95	11	\$34,896	\$43,620	\$52,344
CSA	CSA Program Assistant	CSA Program Assistant		105	11	\$34,896	\$43,620	\$52,344
FACILITIES	Equipment & Fleet Maintenance Technician	Equipment & Fleet Maintenance Technician	\$42,783	125	11	\$34,896	\$43,620	\$52,344
FINANCE	Financial Services Technician	Financial Services Technician	\$40,030	95	11	\$34,896	\$43,620	\$52,344
HUMAN RESOURCES	Human Resources Assistant	Human Resources Assistant	\$44,224	120	11	\$34,896	\$43,620	\$52,344
SHERIFF	Law Enforcement Support Technician	Law Enforcement Support Technician		85	11	\$34,896	\$43,620	\$52,344
CLERK OF CIRCUIT COURT	Deputy Clerk I	Deputy Clerk I	\$36,899	90	10	\$33,234	\$41,543	\$49,851
COMMISSIONER OF THE REVENUE	Deputy Commissioner I	Deputy Commissioner I			10	\$33,234	\$41,543	\$49,851
TREASURER	Deputy Treasurer I	Deputy Treasurer I		95	10	\$33,234	\$41,543	\$49,851
FACILITIES	Facilities Maintenance Technician	Facilities Maintenance Technician	\$38,685	155	10	\$33,234	\$41,543	\$49,851
FUSD	Utility System Technician	Utility System Operator I			10	\$33,234	\$41,543	\$49,851
FACILITIES		Grounds Maintenance Worker II			9	\$31,652	\$39,565	\$47,478
FACILITIES	Grounds Maintenance Worker I	Grounds Maintenance Worker I	\$34,880	95	8	\$30,145	\$37,681	\$45,218
LIBRARY	Library Assistant II	Library Assistant II	\$36,746	175	8	\$30,145	\$37,681	\$45,218
FACILITIES	Building Services Worker	Building Services Worker II			7	\$28,710	\$35,887	\$43,065
PUBLIC WORKS	Convenience Ctr Mgr/R Coord	Convenience Center Attendant		70	7	\$28,710	\$35,887	\$43,065
LIBRARY	Library Assistant I	Library Assistant I	\$34,082	125	7	\$28,710	\$35,887	\$43,065
PARKS & RECREATION	Park Maintenance Worker	Park Maintenance Worker	\$33,621	110	7	\$28,710	\$35,887	\$43,065



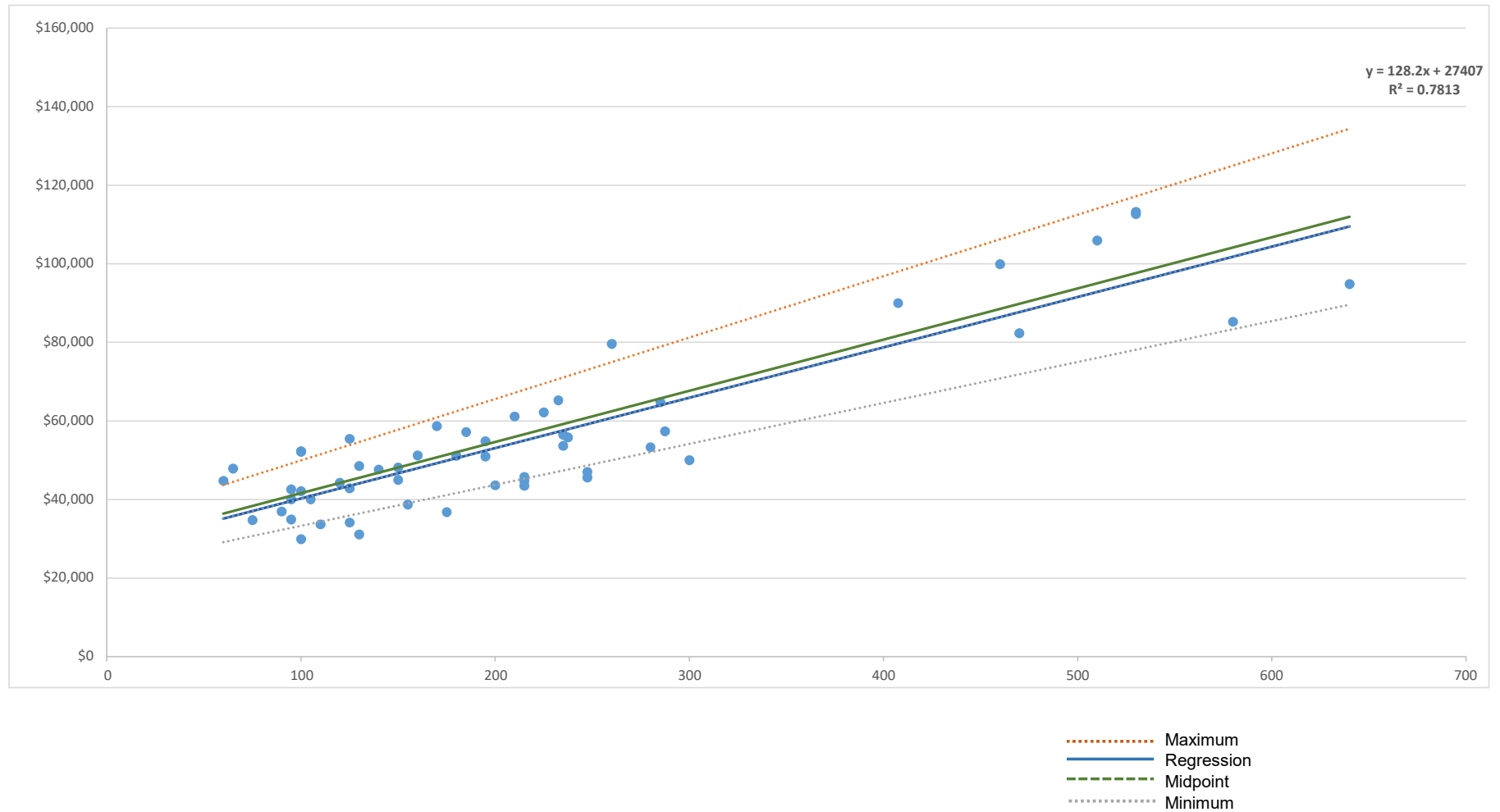
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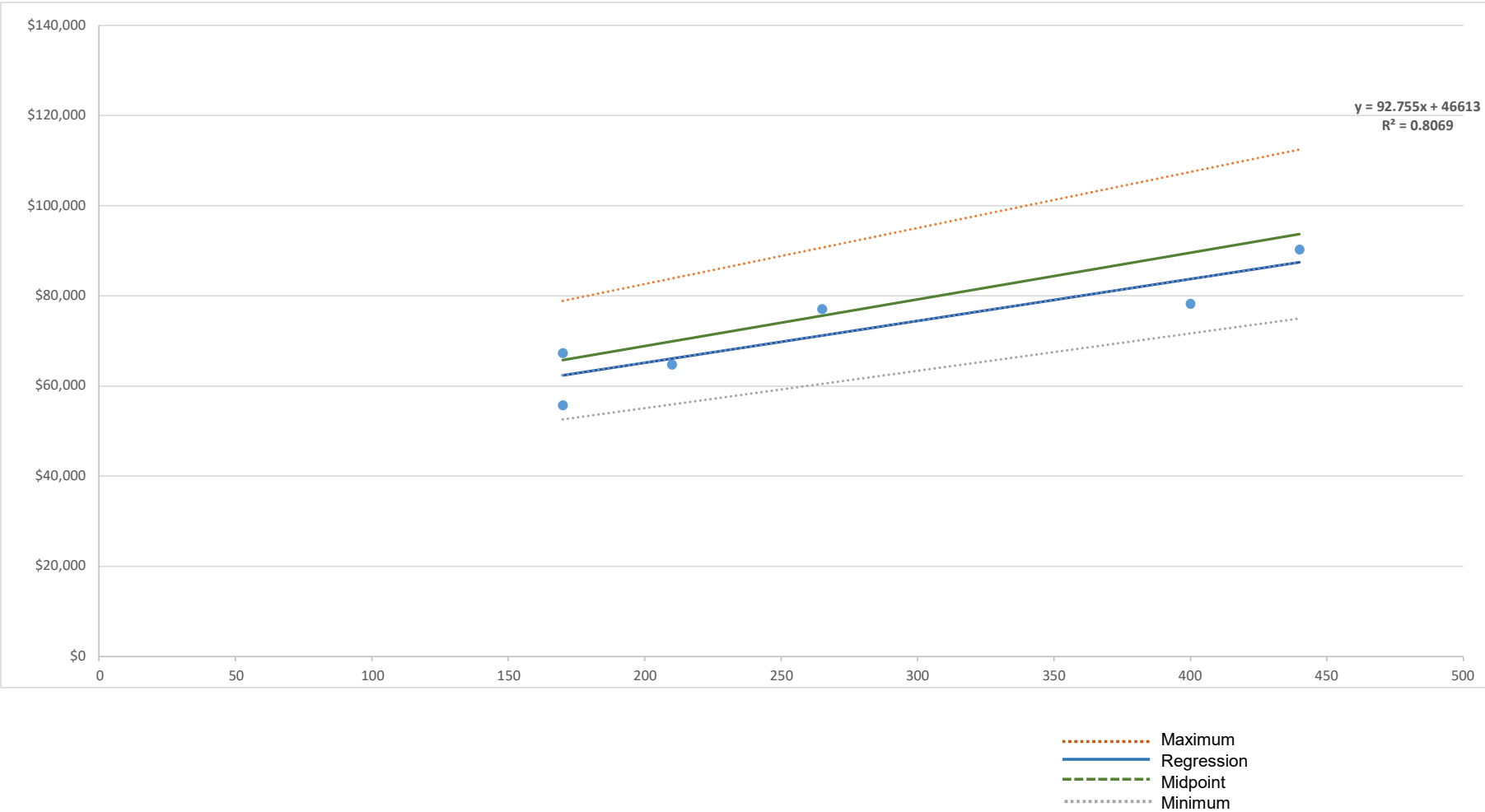
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Attachment 5: Title and Grade Assignments  
Fluvanna County, VA Law Enforcement

Department	Current Title	Proposed Title	Market Midpoint (95%)	SAFE Points	Grade	Slot Grade	Minimum	Midpoint	Maximum
SHERIFF	Chief Deputy Sheriff - Major	Chief Deputy Sheriff - Major	\$90,259	440	11	11	\$76,202	\$95,253	\$114,303
SHERIFF	Deputy Sheriff Captain	Deputy Sheriff Captain	\$78,220	400	9	9	\$69,118	\$86,397	\$103,677
SHERIFF	Deputy Sheriff Lieutenant Investigator	Deputy Sheriff Lieutenant Investigations		250	8	8	\$65,826	\$82,283	\$98,739
SHERIFF	Deputy Sheriff Lieutenant	Deputy Sheriff Lieutenant	\$77,019	265	7		\$62,692	\$78,365	\$94,038
SHERIFF	Deputy Sheriff Sergeant	Deputy Sheriff Sergeant	\$64,716	210	5	5	\$56,863	\$71,079	\$85,295
SHERIFF	Deputy Sheriff Investigator	Deputy Sheriff Investigator	\$67,266	170	4		\$54,155	\$67,694	\$81,233
SHERIFF	Deputy Sheriff	Deputy Sheriff	\$55,705	170	2	2	\$49,120	\$61,400	\$73,680
SHERIFF	School Resource Officer	School Resource Officer		165	2	2	\$49,120	\$61,400	\$73,680
SHERIFF	Deputy Sheriff in Training	Deputy Sheriff in Training			1	1	\$46,800	\$58,500	\$70,200







## Implementation Scenarios - Combined

### Attachment 7

Fluvanna County, VA

#### Option 3 - Move to Minimum plus 3% Increase

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	153	\$7,675,940.98	\$7,946,781.59	\$270,840.61	3.4%
Employees Below Minimum	21	\$775,993.45	\$841,302.20	\$65,308.75	0.4%
Employees Within Range	130	\$6,724,062.41	\$6,925,784.29	\$201,721.87	0.0%
Employees Above Maximum	1	\$48,885.52	\$48,885.52	\$0.00	#DIV/0!

#### Option 4 - Move to Minimum + .5% per Years of Service in Position

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	153	\$7,675,940.98	\$7,949,945.91	\$274,004.92	3.4%
Employees Below Minimum	21	\$775,993.45	\$826,049.82	\$50,056.37	0.4%
Employees Within Range	130	\$6,724,062.41	\$6,942,930.98	\$218,868.57	0.0%
Employees Above Maximum	1	\$48,885.52	\$48,885.52	\$0.00	#DIV/0!

#### Option 4A: Move to Minimum + .5% per Yrs in Position, capped at 6%, min. of 3%

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	153	\$7,675,940.98	\$7,986,437.84	\$310,496.85	3.9%
Employees Below Minimum	21	\$775,993.45	\$841,722.11	\$65,728.66	0.4%
Employees Within Range	130	\$6,724,062.41	\$6,962,284.05	\$238,221.64	0.0%
Employees Above Maximum	1	\$48,885.52	\$50,352.09	\$1,466.57	#DIV/0!

#### Option 4B: Move to Minimum + .5% per Yrs of Service, capped at 6%, min. of 3%

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	153	\$7,675,940.98	\$8,041,502.33	\$365,561.34	4.5%
Employees Below Minimum	21	\$775,993.45	\$844,281.92	\$68,288.47	0.4%
Employees Within Range	130	\$6,724,062.41	\$7,010,782.18	\$286,719.77	0.0%
Employees Above Maximum	1	\$48,885.52	\$51,818.65	\$2,933.13	#DIV/0!

#### Option 4C: Move to Minimum + .5% per Yrs in Position, capped at 6%, min. of 2%

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	153	\$7,675,940.98	\$7,938,334.58	\$262,393.60	3.3%
Employees Below Minimum	21	\$775,993.45	\$834,393.96	\$58,400.51	0.4%
Employees Within Range	130	\$6,724,062.41	\$6,921,508.95	\$197,446.54	0.0%
Employees Above Maximum	1	\$48,885.52	\$50,352.09	\$1,466.57	#DIV/0!

#### Option 4D: Move to Minimum + .5% per Yrs of Service, capped at 6%, min. of 2%

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	153	\$7,675,940.98	\$8,008,670.24	\$332,729.26	4.2%
Employees Below Minimum	21	\$775,993.45	\$837,894.96	\$61,901.51	0.4%
Employees Within Range	130	\$6,724,062.41	\$6,984,337.06	\$260,274.64	0.0%
Employees Above Maximum	1	\$48,885.52	\$51,818.65	\$2,933.13	#DIV/0!

#### Incremental Increases (after increase to minimum, no increases for "Above")

1%	\$76,949.85	
2%	\$153,899.69	\$76,949.85
3%	\$230,849.54	\$76,949.85
4%	\$307,799.39	\$76,949.85
5%	\$384,749.23	\$76,949.85



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB B**

<b>MEETING DATE:</b>	August 3, 2022				
<b>AGENDA TITLE:</b>	Clerk of the Circuit Court's Office Certification Pay				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the Certification Pay for the Clerk of the Circuit Court's Office for the three Non-Compensation Board funded positions, in the total amount of \$8,982.00 to be retroactive to July 1, 2022.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>X</b>			
<b>STAFF CONTACT(S):</b>	Tristana Treadway, Master Circuit Court Clerk				
<b>PRESENTER(S):</b>	Tristana Treadway, Master Circuit Court Clerk				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	<p>Requesting the Board of Supervisors cover the Certification pay for the three non-compensation board positions which is \$2,994.00 each beginning on 7/1/22 for the three non-comp board positions, for a total of \$8,982.00.</p> <p>The General Assembly approved additional funding for Career Development certification pay beginning 7/1/22. All seven (7) deputy clerks in the Fluvanna Circuit Court Clerk's Office have been certified under the Compensation Board Career Development Program AND under the Virginia Court Clerks' Association Career Development Program since November 23, 2020 with no funding available for the eligible 9.3% pay increase. The clerk has been dividing her certification pay eight (8) ways until the general assembly funded the certification pay for all comp board positions. With the approved funding beginning 7/1/22, the four (4) compensation board positions began receiving the 9.3% certification pay leaving three (3) deputy clerks who are not compensation board funded without funding for the certification pay.</p> <p>There are 120 Circuit Court Clerks and approximately 1283 Circuit Court Deputy Clerks in the Commonwealth of Virginia. Only 33 Circuit Court Clerks and only 218 deputy clerks are certified through the Career Development Programs. There are roughly five (5) Circuit Court Clerk's Offices where the entire office is certified. This is a representation of the dedication, commitment, and time that one must put into becoming a Certified Master Circuit Court Clerk and Certified Master Circuit Court Deputy Clerk. It also indicates the positive financial condition and organization within a clerk's office to be among the minority of certified offices.</p>				

	<p>The three (3) county funded positions in the clerk's office are no less important and are necessary to the operation of the Circuit Court Clerk's Office. These individuals should be afforded the same opportunity for certification pay as the compensation board funded positions. They have put in the necessary hours and work for certification through both the Compensation Board Career Development Program but also the VCCA Career Development Program just as the others in the office.</p>				
<b>FISCAL IMPACT:</b>	<p>\$2,732 annually. The compensation board approved a \$1250 salary increase for all clerks and comp board funded deputy clerks beginning 8/1/22. This increase will go to the county, not a pass through to each employee. The county will receive the additional \$6,250 reimbursement from the state. Therefore, it will offset the request for the funding of the certification pay for non-comp board deputy clerks. Also, the Clerk will continue to seek out additional revenue sources available to cover or offset this increase.</p>				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	<p>Funding for the Compensation Board Clerk Career Development Program began in 2015 by the General Assembly, though the program was established, and participation began many years before. The program has never been fully funded with clerks and deputy clerks being placed on a wait list until funded.</p>				
<b>ENCLOSURES:</b>	FY23 Compensation Board Budget Priorities and Policies				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X	X		X	



## **OVERVIEW OF COMPENSATION BOARD FY23 BUDGET PRIORITIES AND POLICIES**

### **New Positions, FY23**

- **New Positions:** Additional positions and funding have been approved by the 2022 General Assembly for FY23, as follows:
  - 125 new behavioral health case manager positions for local and regional jails, to be funded in some jails effective August 1, 2022, and in remaining jails effective January 1, 2023;
  - 127 new and re-funded partially-funded medical/treatment positions for local and regional jails, with some positions funded effective August 1, 2022, and others funded effective January 1, 2023.

Due to the recent impact on workload data of the pandemic and a freeze on the position reallocation policy in FY22, no constitutional officer programs have funded positions available for reallocation in FY23, except for emergency corrections positions that are reallocated annually based upon changes in jail inmate populations. Based on a significant and sustained reduction in jail populations and corrections staffing standards for jail overcrowding, a total of 65 emergency corrections positions will be removed and reallocated in FY23, effective September 1, 2022 (this date is delayed beyond the typical July 1 implementation date due to legislative delays impacting the timing of budget approvals and notifications for FY23).

- No jail expansion projects are scheduled for completion in FY23. Jails with positions allocated in FY22 for new or expanded capacity that opened in FY22 have such positions included in base funding for FY23.

### **Permanent Salaries, FY23**

- **FY23 Salaries:** The FY23 budget provided in late June, 2022, provides the base salary amounts approved for FY23, effective July 1, 2022.

**Salary Increases during FY23:** Salary increases for constitutional office staff have been approved by the 2022 General Assembly for FY23, as follows:

Salary restoration funding for staff positions in Treasurers' offices has been approved by the 2022 General Assembly to re-fund the difference between the current and entry-level salaries of all underfunded positions, effective July 1, 2022;

Salary restoration funding for staff positions in Commissioners of the Revenue offices has been approved by the 2022 General Assembly to restore funding to approximately 33% of positions that are currently wholly unfunded, effective July 1, 2022;

Funding is provided to support increasing the entry-level salary of sworn deputy sheriffs and regional jail officers to \$42,000 (including increases to the new minimum for positions currently budgeted below that level), effective

August 1, 2022, prior to implementing an across-the-board salary increase, also effective August 1, 2022;

Funding is included to support a 5% across-the-board salary increase effective August 1, 2022, for all constitutional officers, regional jails and their employees, except the across-the-board increase will be 2.5% instead of 5% for any position receiving a targeted salary of 7.5% or more (impacts some sworn deputies and regional jail officers first getting an increase to \$42,000), provided that the governing authority of such employees uses such funds to support salary increases. The Compensation Board will increase the minimum and maximum salaries of its pay bands for constitutional officer employees by 5% effective August 1, 2022, except the pay band for entry-level sworn deputy sheriffs and regional jail officers will remain at \$42,000;

Funding is also provided to support salary compression increases for sworn deputy sheriffs and regional jail officers of \$100 per year of service for incumbents that have served in a Compensation Board funded position for a minimum of three years of service, up to a maximum of thirty years of service, effective August 1, 2022, that will be implemented after targeted and across-the-board increases;

Funding is provided to increase the salaries of all Circuit Court Clerks and their Compensation Board funded staff positions by \$1,250 effective August 1, 2022. Applied after the 5% across-the-board increase provided for all constitutional officers and their employees noted previously, the new entry-level salary for staff in Circuit Court Clerks' offices will be \$35,053, effective August 1, 2022;

The 2020 General Assembly passed legislation and the 2022 General Assembly approved funding to increase the minimum wage from \$11.00/hour to \$12.00/hour effective January 1, 2023 (equating to a minimum salary of \$24,960). The minimum salary on the Compensation Board's classification and pay plan will be \$24,163 effective August 1, 2022, and consequently any position with a Compensation Board salary that is less than \$24,960 as of January 1, 2023 will be affected by this change, and will be increased in accordance with the approved legislation effective January 1, 2023 (FY23). The Compensation Board will increase the minimum salary on its classification and pay plan to \$24,960 at this time as well.

- Population-Based Salary Increases for FY23:** Based on 2021 population estimates provided by the Weldon Cooper Center for Public Service, Prince George County has met a locality population-based threshold of 40,000, York County has met a locality population based threshold of 70,000 and the City of Chesapeake has met the locality population-based threshold of 250,000. As a result, the salaries of all constitutional officers serving Chesapeake, all except the Commonwealth's Attorney serving Prince George County, and the Treasurer and Commissioner of the Revenue serving York County have been adjusted to reflect an increase effective July 1, 2022, based on authorizing language contained in the 2022 General Assembly Special Session I HB30 as enrolled.

- **Automatic Regrades from Grade 7 to 8 for Sworn Deputies and Jail Officers (RBL):** Automatic re-grades from grade 7 to grade 8 for deputy sheriffs and regional jail officers occur on the first of the month on or after the one-year anniversary of the date of hire into a grade 7 position and are accompanied by a 4.56% salary increase.

### **Career Development Programs, FY23**

The 2022 General Assembly approved additional funding to support further participation in existing career development programs in FY23 based on the unfunded qualified participation requested as of the FY22 budget request process. Salary increases for newly funded participation in FY23 is approved effective July 1, 2022 where new and accrued funding through attrition of former funded participants exists. Salary increases for newly funded participants are included in the salaries listed in the FY23 budget provided in late June, 2022.

- **Sheriffs' Career Development Programs:** The Career Development Program includes two tracks: one for sheriffs whose offices are accredited by certain law enforcement standards committees/associations and one for sheriffs achieving certification with Virginia Commonwealth University. For FY23, 51 officers have qualified for the Career Development Program and have received a 9.30% salary increase effective July 1, 2022, including 7 newly funded officers using funds from attrition of former participants. Existing funding is insufficient to fund 4 Sheriffs newly certified for FY23.
- **Master Deputy/Jail Officer Programs:** The 2013 General Assembly eliminated language that suspended the Master Deputy/Jail Officer programs and restricted participation to pre-2010 participants, and restored some previously reduced funds allowing participation at reduced levels using attrition funding. The 2017 General Assembly approved additional funding for further participation in the programs, allowing for full funding of the program for pre-2010 participating offices and for new offices certifying their participation through FY23.

For future participation by additional offices, budget language still requires that any office wishing to opt-in to participate in the Master Deputy/Jail Officer programs will need to notify the Compensation Board by July 1 that they have established the Program in their office, recognizing that additional funds will need to be requested for appropriation to the Compensation Board by the General Assembly.

- **Career Prosecutor Program:** The 2013 General Assembly eliminated language that suspended the program and restricted participation to pre-2010 participants, and restored some previously reduced funds. A total of 101 Career Prosecutors continue to be funded in the program in FY23, and 48 new Career Prosecutors are funded in the program in FY23 effective July 1, 2022 through a combination of new funding and available attrition savings.
- **Treasurers and Commissioners of the Revenue Career Development Programs:** The 2013 General Assembly eliminated language that suspended the programs and restricted participation to pre-2010 participants, and restored some previously reduced funds. A total of 68 Treasurers and 60 Commissioners continue to be funded in the programs in FY23, and 9 new



Treasurers and 10 new Commissioners are funded in the programs in FY23 effective July 1, 2022 through a combination of new funding and available attrition savings. Existing funding is insufficient to fund 3 Treasurers newly certifying for FY23.

- **Deputy Treasurers and Deputy Commissioners of the Revenue Career Development Programs:** The 2013 General Assembly eliminated language that suspended the programs and restricted participation to pre-2010 participants, and restored some previously reduced funds. A total of 182 Deputy Treasurers and 176 Deputy Commissioners continue to be funded in the programs in FY23 and 49 new Deputy Treasurers and 68 new Deputy Commissioners are funded in the program in FY23 effective July 1, 2022 through a combination of new funding and available attrition savings. Existing funding is insufficient to fund 8 Deputy Commissioners newly certified by their Officers for FY23.
- **Circuit Court Clerks' Career Development Plan:** A total of 29 Circuit Court Clerks continue to be funded in the program in FY23, and 2 new Circuit Court Clerks are funded in the program in FY23 effective July 1, 2022 using existing program funding.
- **Deputy Circuit Court Clerks Career Development Plan:** A total of 76 Deputy Circuit Court Clerks continue to be funded in the program in FY23, and 107 new Deputy Circuit Court Clerks are funded in the program in FY23 effective July 1, 2022 through a combination of new funding and available attrition savings. Existing funding is insufficient to fund 2 Deputy Circuit Court Clerks newly certified by their Clerk for FY23.

#### **Other Funding Items, FY23**

- **Technology Trust Funds:** Appropriation Act funding approved for FY23 of \$0.98 million will offset previous general fund budget reductions. The 2022 General Assembly approved restoration of this final amount for the general operating budgets of Circuit Court Clerks' offices, and the Compensation Board will no longer need to utilize a like amount of Technology Trust Funds (TTF) to offset general operating budget reductions in FY23.
- **Office Equipment Funding:** No funding has been provided for office equipment in the approved budget for Constitutional Officers for FY23. For Sheriffs and Regional Jails, requests for Livescan/upgrades previously considered by the Compensation Board through the budget approval process will now be considered on an individual basis and presented as a docket request item at the Compensation Board's regularly scheduled monthly board meetings. Sheriffs and Superintendents are reminded that the Board may consider one-time transfers of an office's accrued vacancy savings to fund its livescan/upgrade needs. (Note for Clerks: Technology Trust Funds are not a part of your base budget funds and budgeting is handled separately in the months of August and September).
- **Training Events:** Additional allowance funding is not available for the reimbursement of attendance at non-Compensation Board-sponsored training events such as VALECO and the Association's annual meeting. However, attendance at these events is considered a reimbursable expense if funds are

available in your budget. All Officers will continue to be reimbursed for the approved travel-related expenses associated with attending Compensation Board-sponsored training events such as Lawful Employment and New Officer Training.

### **Transfer Policy, FY23**

- **Vacancy Savings:** Policies restricting transfers of accumulated vacancy funds to other budget categories for one-time use for all Constitutional Officers are not required for FY23 at this time.
  - Officers who wish to leave permanent positions vacant for the entire fiscal year and transfer the funds to temporary salaries or office expenses should submit their requests to the Compensation Board not later than July 12 for Compensation Board action on July 28. Offices requesting to transfer annual salary amounts for medical and food service contracts must provide information regarding the costs of such contracts.
- **Turnover:** Turnover funds are not currently restricted and can be used by all offices for restoration to prior base salary amounts for positions with salaries reduced due to previous across-the-board budget reductions, through April 14, 2023 and prior to the May 1 setting of the budget for a subsequent fiscal year.
- **Base transfers:** Base budget transfers of turnover funds to other budgeted categories may be considered under special circumstances in FY23. Base budget transfers within other budget categories can be requested by all offices but require Compensation Board action.
- **One-time transfers:** One-time transfers can be made by all offices as follows:
  - From Vacancy Savings, Temporary or Office Expenses to Equipment (not in the base) but transfers require Compensation Board action;
  - Between Temporary and Office Expenses or from Vacancy savings to one of these categories, not to exceed \$10,000 per month (not in the base); amounts requested for transfer above \$10,000 per month require Compensation Board action.

### **Other Funding Policies, FY23**

- **5% Salary Amount and Transition of 5% VRS Member Contribution to Officer/Employee related to Chapter 822, 2012 Acts of Assembly (SB497 of 2012 General Assembly) – Non-Supplanting Language:** While not a matter of Compensation Board policy, during the reconvened session of the 2013 General Assembly, a Governor's amendment was approved preventing local governments from using Compensation Board funding to supplant local funds provided for the salaries of constitutional officers and their employees under the provisions of Chapter 822, 2012 Acts of Assembly, who were affected members in service on June 30, 2012. In accordance with the provisions of SB497 from the 2012 Session of the General Assembly (aka Chapter 822, 2012 Acts of Assembly), localities

provided a 5% salary increase (unless phasing-in) on July 1, 2012 to constitutional officers and their employees to offset the transition of the payment of the 5% member contribution to VRS for retirement premiums from the locality to the employee. Any Compensation Board funded salary increase funds cannot be used to offset the 5% salary increase amount (or phase-in amount) funded by the locality in association with this VRS contribution change. This language regarding non-supplanting of local funds does not apply to any salary supplement amounts provided by localities that exceed the 5% increase related to the VRS member contribution amount, nor does it apply to employees hired into a Compensation Board funded position after July 1, 2012 (or after July 1, 2010 if "plan 2" employees have been required to pay their own 5% member contribution since that time).

- **Required Data Submissions:** Language was approved by the 2014 General Assembly requiring that all law enforcement agencies receiving funding from the Compensation Board (including local and regional jails) provide the necessary data and meet the necessary data requirements to participate in the Statewide Automated Victim Information and Notification System (SAVIN), administered for the Commonwealth's jails through the Virginia Center for Policing Innovation.
- **Constitutional Officers' VRS Retiree Health Care Credit Premium Recovery:** Included in the Appropriation Act for FY23 is continued language requiring that 100% of the unfunded amount of the Compensation Board's payment for the retiree health care credit premium on behalf of Constitutional Officers and their employees to the Virginia Retirement System be recovered from payments made to localities. The recovery amount is estimated at a statewide total of \$1,122,697 and the Compensation Board is appropriated base funding of just under \$1.71 million in FY23 to pay the difference between the recovery amount and the estimated premium amount of \$2.83 million in FY23. Distribution of the recovery amount for the retiree health care credit is based upon a prorated amount projected for each office based upon prior year actual costs, and does not include recoveries on behalf of Directors of Finance, Regional Jails, or localities not participating in the Virginia Retirement System. Changes in estimated costs for FY23 based upon actual FY23 costs may result in a change to each office's estimated recovery amount. Each office's related cost is anticipated to be recovered from the July payroll reimbursement amount prior to fund transfer to the locality.
- **Division of Risk Management Liability Insurance/Surety Bond Premium Recovery:** Included in the Appropriation Act for FY23 is continued language requiring that 100% of the amount of the Compensation Board's payment for liability insurance and surety bond premiums on behalf of Constitutional Officers and their employees to the Division of Risk Management (DRM) be recovered from payments made to localities. Since FY17, budget language requires that DRM identify premium amounts by office, incorporating factors such as claims history, staffing, and average daily jail populations, and results in a different distribution of premium recovery amounts by office than the previous distribution based upon staffing levels. For FY23, the total VARISK general liability premium will remain unchanged, however, every office's proportion of the total will change somewhat in FY23 based upon these factors; some offices will see an increase in their premium amounts, while other offices will see a decrease. Estimates of the FY23

recovery amounts reflecting these changes were provided on June 13, 2022. Each office's related cost is anticipated to be recovered from the July payroll reimbursement amount prior to electronic transfer of funds to the locality. However, budget language allows for recoveries to occur in more than one month if necessary.

- **Body Worn Camera Local Funding Language:** The 2019 General Assembly approved language based on a recommendation of the 2018 Body Worn Camera study work group establishing guidelines for staffing requirements by localities for Commonwealth's Attorneys' offices to provide funding to support one Assistant Commonwealth's Attorney for every 75 body worn cameras employed by local law enforcement officers, but allows for any locality to implement alternative staff funding with the consent/agreement of the Commonwealth's Attorney. Any agreed upon funding formula between the impacted Commonwealth's Attorney and the locality employing body worn cameras shall be filed with the Compensation Board by July 1 of each year and shall remain in effect unless modified by the agreement of both parties until June 30th of the following year. Additional information regarding reporting for this requirement for FY23 will be provided in a separate communication.
- **Withholding of Reimbursements:** Language in the Appropriation Act provides that the Compensation Board is authorized to withhold reimbursements due the locality for sheriff and jail expenses upon notification from the Superintendent of State Police that there is reason to believe that crime data reported by a locality to the Department of State Police in accordance with §52-28, Code of Virginia, is missing, incomplete or incorrect. Upon subsequent notification by the Superintendent that the data is accurate, the Compensation Board shall make reimbursement of withheld funding due the locality when such corrections are made within the same fiscal year that funds have been withheld.
  - **Withholding language** was also approved by the 2015 General Assembly and amended by the 2016 General Assembly to provide that the Compensation Board is also authorized to withhold reimbursements due the locality for sheriff and jail expenses if a Sheriff fails to self-certify his or her compliance with the information transmittal requirements for the Sex Offender and Crimes Against Minors Registry. Any funds withheld shall be reimbursed once the Sheriff makes the proper certification regarding compliance when the certification is made within the same fiscal year that funds have been withheld.
- **June Payroll Shift:** Based upon action by the 2002 General Assembly, the Compensation Board's reimbursement cycle for fiscal year payroll and expenses has permanently changed. While the Compensation Board has always reimbursed expenditures one month in arrears, prior to FY02 it included an accelerated schedule in June to reimburse both May and June expenditures prior to the end of the fiscal year. In FY02, localities did not receive a reimbursement for June expenditures. Instead, June 2002 expenditures were reimbursed in the month of July 2002, or the beginning of FY03. In FY03, localities received reimbursements for the months of June through May. Since FY04, this reimbursement schedule has remained the

same, with localities receiving reimbursement payments for the months of June through May in the months of July through June. This has not changed the budget cycle for the fiscal year, however, which is still established on a fiscal year cycle, beginning July 1 and ending June 30. Because of this change, officers should keep in mind that expenditures in the month of June of each year will be reimbursed out of budgeted funds available for the following fiscal year and could result in a delay in reimbursement of expenditures in the later months of the fiscal year.

### **Requests for Additional Compensation Board Funding**

- Due to funding limitations, requests for additional funding in any budget category are unlikely to be approved during FY23. The Compensation Board reserves the right to make future budget adjustments as may be necessary to limit expenditures in the case of reduced appropriation balances that emerge at a later date.

### **Exceptions**

- The Compensation Board will consider exceptions to these policies upon written request of Constitutional Officers, Finance Directors or Jail Superintendents.

If you have further questions, please contact a member of the Compensation Board staff:

Sheriffs and Regional Jails – Brian Bennett – 804-225-3443, [brian.bennett@scb.virginia.gov](mailto:brian.bennett@scb.virginia.gov) or Donna Foster – 804-225-3435, [donna.foster@scb.virginia.gov](mailto:donna.foster@scb.virginia.gov);

Commonwealth's Attorneys, Treasurers and Finance Directors – Andy Waller – 804-225-3475, [andy.waller@scb.virginia.gov](mailto:andy.waller@scb.virginia.gov);

Commissioners of the Revenue & Circuit Court Clerks – Joan Bailey – 804-225-3351, [joan.bailey@scb.virginia.gov](mailto:joan.bailey@scb.virginia.gov);

Clerks' Technology Trust Funds – Charlotte Lee – 804-225-3366, [charlotte.lee@scb.virginia.gov](mailto:charlotte.lee@scb.virginia.gov)

All Officers

Bill Fussell – 804-225-3321, [william.fussell@scb.virginia.gov](mailto:william.fussell@scb.virginia.gov)

Local Governments

Charlotte Lee – 804-225-3366, [charlotte.lee@scb.virginia.gov](mailto:charlotte.lee@scb.virginia.gov); or Robyn de Socio – 804-225-3439, [robyn.desocio@scb.virginia.gov](mailto:robyn.desocio@scb.virginia.gov)



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB C**

<b>MEETING DATE:</b>	August 3, 2022				
<b>AGENDA TITLE:</b>	FY24 Budget Calendar				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the FY24 Budget Calendar</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Tori Melton, Management Analyst/Acting Finance Director				
<b>PRESENTER(S):</b>	Tori Melton, Management Analyst/Acting Finance Director				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	In accordance with Fluvanna County Budget Policy, Code of Virginia 58.1-3321 and Code of Virginia 15.2-2506				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	FY24 Budget Calendar Draft				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			





# FY24 BUDGET CALENDAR

Proposed August 3, 2022

Holiday - Offices Closed

DAY	DATE	DESCRIPTION	TIME/LOCATION	Su	M	T	W	Th	F	Sa
				Aug-2022						
Mon	Aug 1	CIP Packet Released	Finance Email		1	2	3	4	5	6
Wed	Aug 3	BOS Regular Meeting	4:00 pm; Carysbrook PAC	7	8	9	10	11	12	13
Wed	Aug 17	BOS Regular Meeting	7:00 pm; Carysbrook PAC	14	15	16	17	18	19	20
				21	22	23	24	25	26	27
				28	29	30	31			
				Sep-2022						
Thurs	Sep 1	CIP Submissions Due to Finance	5:00 pm; Email Finance					1	2	3
Wed	Sep 7	BOS Regular Meeting	5:00 pm; Carysbrook PAC	4	5	6	7	8	9	10
Mon	Sep 12	County Administrator's CIP Review Committee	3:00pm Morris Room	11	12	13	14	15	16	17
Wed	Sep 21	BOS Regular Meeting	7:00 pm; Carysbrook PAC	18	19	20	21	22	23	24
				25	26	27	28	29	30	
				Oct-2022						
Wed	Oct 5	BOS Regular Meeting	5:00 pm; Carysbrook PAC							1
Tues	Oct 11	Planning Commission Work Session/Meeting - CIP Review	6:00 pm; Carysbrook PAC	2	3	4	5	6	7	8
Wed	Oct 19	BOS Regular Meeting	7:00 pm; Carysbrook PAC	9	10	11	12	13	14	15
Fri	Oct 21	FY24 Operating Budget Kick-Off	Budget Packet Email	16	17	18	19	20	21	22
				23	24	25	26	27	28	29
				30	31					
				Nov-2022						
Wed	Nov 2	BOS Regular Meeting	5:00 pm; Carysbrook PAC			1	2	3	4	5
Wed	Nov 9	Planning Commission Work Session/Meeting - CIP Review	6:00 pm; Carysbrook PAC	6	7	8	9	10	11	12
Wed	Nov 16	BOS Regular Meeting	7:00 pm; Carysbrook PAC	13	14	15	16	17	18	19
Wed	Nov 23	Operating Budgets Due to Finance (COB)	Email to Finance	20	21	22	23	24	25	26
				27	28	29	30			
				Dec-2022						
	Dec 5-9	County Administrator Oper. Budget Reviews w/ CO's, DH's, & Agencies	TBD; Morris Room					1	2	3
Wed	Dec 7	BOS Regular Meeting	4:00 pm; Carysbrook PAC	4	5	6	7	8	9	10
Thurs	Dec 8	BOS Work Session - FCPS And County Preliminary Budget Discussion	7:00 pm; TBD	11	12	13	14	15	16	17
Tues	Dec 13	Planning Commission Meeting - CIP Public Hearing/Recommendation	6:00 pm; Carysbrook PAC	18	19	20	21	22	23	24
Wed	Dec 21	BOS Budget Work Session - Non-Profit Presentations	5:00 pm; Carysbrook PAC	25	26	27	28	29	30	31
Wed	Dec 21	BOS Regular Meeting	7:00 pm; Carysbrook PAC							
				Jan-2023						
Wed	Jan 4	BOS Regular Meeting	5:00 pm; Carysbrook PAC	1	2	3	4	5	6	7
Wed	Jan 18	BOS Budget Work Session - Non-Profit Presentations	5:00 pm; Carysbrook PAC	8	9	10	11	12	13	14
Wed	Jan 18	BOS Regular Meeting	7:00 pm; Carysbrook PAC	15	16	17	18	19	20	21
	Jan 23-27	BOS Budget Briefs	TBD; TBD	22	23	24	25	26	27	28
				29	30	31				
				Feb-2023						
Wed	Feb 1	BOS Regular Meeting	5:00 pm; Carysbrook PAC				1	2	3	4
		County Administrator's FY24 Budget Proposal and Revenue/Expenditure Brief	7:00 pm; Carysbrook PAC	5	6	7	8	9	10	11
Thur	Feb 2	School Board Work Session - Superintendent's Budget (TBD) and Public Hearing	5:30 pm; School Board	12	13	14	15	16	17	18
Thur	Feb 9	School Board Meeting - Budget Adoption (TBD)	6:30 pm; School Board	19	20	21	22	23	24	25
Wed	Feb 8	BOS Budget Work Session - Constitutional Officer Briefs	7:00 pm; Carysbrook PAC	26	27	28				
Wed	Feb 15	BOS Budget Work Session - FCPS FY24 Adopted Budget Presentation	4:00 pm; TBD							
Wed	Feb 15	BOS Regular Meeting	7:00 pm; Carysbrook PAC							
Wed	Feb 22	BOS Budget Work Session - County Agency Briefs	7:00 pm; Carysbrook PAC							
				Mar-2023						
Wed	Mar 1	BOS Regular Meeting	5:00 pm; Carysbrook PAC				1	2	3	4
Wed	Mar 1	BOS Budget Work Session - County Department Briefs/CIP Review	7:00 pm; Carysbrook PAC	5	6	7	8	9	10	11
Wed	Mar 8	BOS Budget Work Session	7:00 pm; Carysbrook PAC	12	13	14	15	16	17	18
Wed	Mar 15	BOS Budget Work Session	5:00 pm; Carysbrook PAC	19	20	21	22	23	24	25
Wed	Mar 15	BOS Regular Meeting - Set Proposed FY24 Budget & CY23 Tax Rates for Advertising	7:00 pm; Carysbrook PAC	26	27	28	29	30	31	
Wed	Mar 22	BOS Budget Work Session - TBD	7:00 pm; Carysbrook PAC							
				Apr-2023						
Wed	Apr 5	BOS Regular Meeting	5:00 pm; Carysbrook PAC							1
Wed	Apr 5	BOS Budget Work Session - TBD	7:00 pm; Carysbrook PAC	2	3	4	5	6	7	8
Wed	Apr 12	BOS Special Meeting - Public Hearings for FY24 Budget and CY23 Tax Rate	7:00 pm; Carysbrook PAC	9	10	11	12	13	14	15
Wed	Apr 19	BOS Regular Meeting - Adopt FY24 Budget and CY23 Tax Rate *	7:00 pm; Carysbrook PAC	16	17	18	19	20	21	22
Wed	Apr 26	BOS Special Meeting - TBD - Adopt FY24 Budget and CY23 Tax Rate *	7:00 pm; Carysbrook PAC	23	24	25	26	27	28	29
				30						

\* Can adopt at Regular Meeting on April 19th or hold special meeting on April 26th to adopt

\*\* Can add an additional meeting on March 29th if needed



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB D

<b>MEETING DATE:</b>	August 3, 2022				
<b>AGENDA TITLE:</b>	FY22 BOS Contingency Budget Transfer – County Attorney Budget				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a budget transfer of \$38,628 from the FY22 BOS Contingency budget to the FY22 County Attorney budget for legal services.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>X</b>			
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	We recommend approval of the motion as stated above.				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>The FY22 County Attorney budget is currently over-expended by \$38,628 through June 2022 for legal services.</li> <li>A budget transfer of \$38,628 from BOS Contingency is recommended in order to bring the County Attorney line under budget for FY22.</li> <li>If approved, this budget transfer will increase the FY22 County Attorney budget from \$230,000 to \$268,628.</li> <li>If approved, this budget transfer will decrease FY22 BOS Contingency from \$39,712 to \$1,084.</li> </ul> <p style="text-align: center;"><b><u>Fiscal Year County Attorney Costs:</u></b></p> <p style="text-align: center;">FY16 - \$202,811 FY17 - \$271,879 FY18 - \$244,959* FY19 - \$198,087* FY20 - \$194,287* FY21 - \$194,303* FY22 - \$268,628*</p> <p>*The costs above exclude costs specifically related to the Zion Crossroads Water and Sewer System project for real estate acquisition, contracting, legal concerns and litigation. Those costs are reflected in the Zion Crossroads enterprise fund budget.</p>				
<b>FISCAL IMPACT:</b>	Approval of the motion as stated above will decrease FY22 BOS Contingency and increase the FY22 County Attorney budget by \$38,628				
<b>POLICY IMPACT:</b>	N/A				

<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		<b>X</b>			

**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**AGENDA ITEM STAFFREPORT**

**TAB E**

<b>MEETING DATE:</b>	August 3, 2022				
<b>AGENDA TITLE:</b>	Closed Landfill Environmental Monitoring Programs – APC Well Installation				
<b>MOTION(s):</b>	<p><b><u>Motion #1:</u></b>  I move the Board of Supervisors to approve Project Agreement #11 between Fluvanna County and Draper Aden Associates, LLC for project management, field services, well sampling, well completion reporting, the APC application, and assistance with public notice and advertisement related to Installation of the APC Well as more specifically set forth in Project Agreement #11 for a cost in an amount not to exceed \$17,451, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.</p> <p><b><u>Motion #2:</u></b>  I move the Board of Supervisors approve the Well Contract dated August 3, 2022, between Fluvanna County and Davidson Drilling, Inc. for drilling of an APC well of an anticipated depth of 60 foot, as an small emergency procurement under Virginia Code 2.2-4303(F) due to issues identified in the FY 2022 sampling by Draper Aden Associates at the Closed Landfill there is an immediate need to install an APC well owing to regulatory requirements and timeframes (including under 9 VAC 20-81-260) and guidance from DEQ, for a cost of \$4,515, which cost will be increase/decrease by \$53 per foot based on actual depth of well required, but in no event shall be more than \$10,000, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.</p>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		<b>X</b>			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>X</b>			
<b>STAFF CONTACT(S):</b>	Donna Allen, Purchasing Officer				
<b>PRESENTER(S):</b>	Donna Allen, Purchasing Officer				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Immediate				

<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>Project agreement #11 ("PA11") is to have Draper Aden perform services related to the installation of APC well #10 (but not the install itself as TASK 2 was removed from Project Agreement #11 per the terms thereof) <ul style="list-style-type: none"> <li>\$1,616.00 for all services or work on TASK 1 – Project Management;</li> <li>\$3,227.00 for all services or work on TASK – 3A Field Services (Well Development and Surveying);</li> <li>\$5,044.00 for all services or work on TASK 3B – Well Sampling;</li> <li>\$3,632.00 for all services or work on TASK 4 – Well Completion Report;</li> <li>\$3188.00 for all services or work on TASK 5 – APC Application; and</li> <li>\$744.00 for all services or work on Task 6 – Public Notice Advertisement.</li> </ul> </li> <li>Total not-to exceed expenditure under PA 11 with Draper Aden = \$17,451.00</li> <li>Timeline for Completion <ul style="list-style-type: none"> <li>for Task 1: on or before August 1, 2022;</li> <li>for Task 2: on or before August 25, 2022 (Consultant will oversee and ensure that Davidson Drilling, Inc. meets this deadline);</li> <li>for Task 3A: on or before August 29, 2022;</li> <li>for Task 3B: on or before August 29, 2022;</li> <li>for Task 4: on or before September 28, 2022;</li> <li>for Task 5: on or before September 28, 2022; and</li> <li>for Task 6 on or before November 12, 2022.</li> </ul> </li> <li>APC Well install related to PA 11 by Davidson Drilling, Inc. under Well Contract for \$4,515 based on anticipated well depths of 60 feet. If well is required to be deeper, then cost will increase by \$53.00 per foot. If well is not required to be 60 foot, then the cost will decrease by \$53.00 per foot. Not to exceed \$10,000.</li> </ul>					
<b>FISCAL IMPACT:</b>	<p>Total not-to exceed expenditure under PA11 \$17,451; AND Total for 60 foot depth APC well under Well Contract \$4,515 (+/- \$53 per foot) Up to not-to-exceed \$10,000.</p> <p>The CRM titled "Convenience Center Well #9" on this agenda under consent is the funding request for this action item.</p>					
<b>POLICY IMPACT:</b>	N/A					
<b>LEGISLATIVE HISTORY:</b>	N/A					
<b>ENCLOSURES:</b>	Project Agreement # 11 and Exhibits Thereto Including Well Contract And Exhibits Thereto					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other	
	X	X	X			



**PROJECT AGREEMENT # 11**  
**TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR**  
**PROFESSIONAL SERVICES**  
**FLUVANNA COUNTY CLOSED LANDFILL**

This Project Agreement #11 (the “Project Agreement”) made this \_\_\_\_\_ day of \_\_\_\_\_, 2022, between Fluvanna County, Virginia (the “County”), a political subdivision of the Commonwealth of Virginia, and Draper Aden Associates, LLC (the “Consultant”), a Virginia limited liability company, and is an addendum to that TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES dated the 22nd day of October, 2018 (including all exhibits thereto the “Agreement”). Davidson Drilling, Inc. (“Well Contractor”), a Virginia corporation, is signing this Project Agreement as seen and agreed for purposes of providing the well construction services related to Task 2 (as define below) by separate Well Contract attached hereto as **Exhibit 4** and incorporated herein by reference as a material part hereof. All defined terms in the Agreement shall have the same meaning in this Project Agreement unless the context used herein requires otherwise. Consultant was formerly known as Draper Aden, Inc., converted to Draper Aden Associates, LLC, after the filing Articles of Conversation of Draper Aden Associates, Inc., effective as of April 21, 2022.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Consultant as services are needed;

Whereas the Agreement is for a term of one-year beginning on the date the County executed the Agreement, and subject to (4) additional one-year renewals by the County pursuant to the Agreement;

Whereas, the Consultant provides landfill monitoring services purchase to Project Agreement #9 and related thereto submitted attached letter to the County dated June 30, 2022, “Subject: Fluvanna County Closed Landfill, Groundwater Monitoring Program, Sampling Event 2022 S1: 04-28-22 + 4-29-22” (the “Sampling Letter”) which outlines certain steps the County will take and a plan for replacement of well MW-09 with well MW-10 (APC) due to the results of the sampling and the requirements of the Virginia Department of Environmental Quality (“DEQ”) and applicable law. The Sampling Letter is attached hereto as **Exhibit 2** and incorporated herein by reference as a material part hereof;

Whereas, the “Log Boring of MW-9” dated November 9, 2010, is attached hereto as **Exhibit 3** for background and incorporated herein by reference as a material part hereof;

Whereas the Consultant submitted a Proposal related to the work and services required by the Sampling Letter and to meet regulatory requirements of DEQ and other applicable law for “Project Name: APC – Well Installation”, “Project Number: 503228 – Phase 2” dated July 22, 2022, (“the Proposal”) which is attached hereto as **Exhibit 1** and incorporated by reference herein as a material part of this Project Agreement;

Whereas, the County desires that the Consultant complete those services listed in the Proposal as: TASK 1 – Project Management, TASK – 3A Field Services (Well Development and Surveying), TASK 3B – Well Sampling, and TASK 4 – Well Completion Report, TASK 5 – APC Application, Task 6 – Public Notice Advertisement and any other services, inspections, testing, reports, deliverables or work required or related thereto as detailed therein (each referred to as a

“Task” and collectively the Tasks are referred to as the “Services” which includes the “Subconsultant Services” as defined below). TASK 2 – Field Services (Well Construction) (“Task 2”) are intentionally omitted, but related. Task 2 Services are being completed by Davidson Drilling, Inc. by separate Well Contract as set forth in Exhibit 4;

Whereas, the TASK 2 – Field Services (Well Construction) will be completed by Davidson Drilling Inc., pursuant to that Well Contract attached hereto as Exhibit 4, as an emergency small procurement under Virginia Code 2.2-4303(F) owing to the regulatory requirements and timeframes required for under 9 VAC 20-81-260 and by DEQ; and

Whereas, the Consultant desires to accept the work and complete the Services and all work necessary and related thereto (collectively the “Task Orders”).

For good and valuable consideration, the parties hereby agree as follows:

## **ARTICLE I: THE AGREEMENT**

The foregoing recitations are incorporated by reference into this Project Agreement.

This Project Agreement is an addendum to and made a material part of the Agreement. The parties hereto agree that except as specifically and expressly modified hereby that Agreement remains in full force and effect and the provisions of the Agreement are incorporated herein and are a material part hereof.

## **ARTICLE II: TASK ORDERS**

Consultant shall provide all work and services necessary or desired to complete the Task Orders consistent with all provisions of this Project Agreement, Exhibit 1 and the Agreement.

The County’s project manager for technical inquiries relating to this Project Agreement shall be:

Mr. Calvin Hickman  
Director of Public Works  
197 Main Street  
Palmyra, VA 22963  
Phone: (434) 591-1910  
E-mail: [calvin.hickman@fluvannacounty.org](mailto:calvin.hickman@fluvannacounty.org)

Billing inquiries should be directed to Donna Allen, Purchasing Officer, whose contact information appears below in Article VI.

The parties hereby agree to the following modification to the Proposal: (i) every survey, plat, document, study, report or deliverable of every kind required pursuant to this Agreement shall be provided to the County in at minimum one (1) hard copy format, one (1) electronic format, and in any other format required to be provided under the Proposal.

## **ARTICLE III: EXHIBITS AND RESOLVING CONFLICTS**

The rights and duties of the County and Consultant applicable to the County's projects under this Project Agreement are set forth in the following Agreement Documents:

- (i) This Project Agreement;
- (ii) Exhibit 1 hereto, being the Proposal;
- (iii) Exhibit 2 hereto, being the Sampling Letter;
- (iv) Exhibit 3 hereto, being the Log Boring of MW-09 dated November 9, 2010;
- (v) Exhibit 4 hereto, being the Well Contract with Davidson Drilling, Inc.; and
- (vi) The Agreement including exhibits thereto.

Whenever possible, the terms of the above Agreement Documents shall be read together, however in the event of a conflict, the order of preference above shall govern which Agreement Document will control. In other words, (i) shall control over (ii) to (vi) above, and (ii) shall control over (iii) to (vi), and so forth.

#### ARTICLE IV: FEES

All pricing and billing under this Proposal must be consistent with the Agreement and the Compensation section of the Proposal (see specifically the 2018 Bill Rate Schedule which controls all hourly pricing, and which is a part of the Proposal). The work on the Services shall be billed hourly based on those rates set out in the 2018 Bill Rate Schedule attached. The Consultant shall bill based on the hourly rates set out in its Agreement (unless its current rate schedule provides for any lower hourly rate(s) as required under the General Terms), but shall complete all work on the Task Orders for not to exceed fee for each Task consistent with the Compensation section of the Proposal and the Agreement as follows:

\$1,616.00 for all services or work on TASK 1 – Project Management;  
\$3,227.00 for all services or work on TASK – 3A Field Services (Well Development and Surveying);  
\$5,044.00 for all services or work on TASK 3B – Well Sampling;  
\$3,632.00 for all services or work on TASK 4 – Well Completion Report;  
\$3188.00 for all services or work on TASK 5 – APC Application; and  
\$744.00 for all services or work on Task 6 – Public Notice Advertisement.

All work on the Services, except for the Subconsultant Services, shall be billed hourly based on the 2018 Bill Rate Schedule attached as Exhibit 2 hereto, except any standard billing rates which are lower shall control. The Subconsultant Services must be billable to the County **AT COST WITH NO MARK UP OF ANY KIND AS REQUIRED BY VIRGINIA LAW.** The Consultant may invoice the County for no more than the hours actually worked on each Task; and the not to exceed cost for each Task is a maximum cost for the Services on each Task. The above fees add up to a total not-to-exceed fee of SEVENTEEN THOUSAND FOUR HUNDRED FIFTY-ONE AND NO/100 DOLLARS (\$17,451.00) for all work on the Services on all of the Task Orders, being Task 1, 3A, 3B, 4, 5, and 6 described in the Proposal and this Project Agreement. The Consultant agrees to complete all work related or necessary for the Services and Task orders for no more than \$17,451.00 even if its hourly billing, costs of any kind and the fees for the Subconsultant Services exceeds such amount. All hourly Services work shall be billable to the County in increments of a quarter of an hour or less if that is the standard practice of the Consultant. The minimum charge shall be a quarter of an hour or less if that is the standard

practice of the Consultant. Consultant cannot charge for administrative costs, copies, printing, travel time, lunch or other non-working time. Davidson Drilling, Inc. will complete work on Task 2 under the Well Contract.

The payment for each Task up to the not to exceed fee shall be payable by the County upon proper invoice by the Consultant as described herein. No invoice may be provided by the Consultant to the County until a Task is complete and all items or services purchased have been delivered to, inspected by and accepted by the County, including but not limited to, that deliverable described in the Proposal as the report. The Consultant may invoice the County only when an entire Task is complete. The Consultant will be paid within forty-five (45) days of receipt of a proper invoice following final acceptance of all work on each Task Order by the County in its sole discretion. The flat fee includes all fees, costs and charges of any kind to perform all the services and work, including supplying at its own cost and expense any necessary tools, equipment or materials, necessary or desirable for completion of the task specified.

If the County notifies the Consultant in writing that it requires the Consultant to perform any of the Supplemental Services, then an amendment to this Project Agreement shall be issued and the Consultant shall perform such Supplemental Services for no more than that not to exceed fee set forth for the same in such amendment consistent with the Proposal and in a manner consistent with all of the provisions and requirements of this Project Agreement.

## **ARTICLE V: TERM**

Consultant shall with due diligence and dispatch assiduously pursue these Task Orders to completion, but in any event such Services and work being a part of the Task Orders must be completed to the sole satisfaction of the County:

- for Task 1: on or before August 1, 2022;
- for Task 2: on or before August 25, 2022 (Consultant will oversee and insure that Davidson Drilling, Inc. meets this deadline);
- for Task 3A: on or before August 29, 2022;
- for Task 3B: on or before August 29, 2022;
- for Task 4: on or before September 28, 2022;
- for Task 5: on or before September 28, 2022; and
- for Task 6 on or before November 12, 2022.

In any event the Services must be fully completed in strict conformance to the Project Agreement no later than November 12, 2022, time being of the essence.

## **ARTICLE VI: MISCELLANEOUS**

As appropriate to the context, the singular will include the plural and vice versa, and reference to one gender will include the others. This Project Agreement may be executed in one or more counterparts, each of which will be considered the Project Agreement for all purposes of proof. In addition to allowing electronic signatures upon an electronic copy of this Project Agreement, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Project Agreement contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed

**Architectural and Engineering Services  
Fluvanna County, VA**

**Page 5**

by the parties to this Project Agreement. This Project Agreement will be binding upon and inure to the benefit of the respective parties and their successors. This Project Agreement is not assignable by either party, except by operation of law. The legal address for the County and for the Consultant and the addresses for delivery of Notices and other documents related to the administration of this Project Agreement are as follows:

**County**

ATTN: Donna Allen, Purchasing Officer  
Fluvanna County  
P.O. Box 540  
Palmyra, VA 22963  
Telephone (434) 591-1937  
FAX (434) 591-191

**Consultant**

ATTN: Deborah K. Flippo  
Draper Aden Associates, LLC  
250 Main Street, Suite 200  
Charlottesville, VA 22902  
Telephone: (540) 552-0444  
Facsimile: (540) 552-0291

Any party may substitute another address for the one set forth above by giving a notice in the manner required. Any notice given by mail will be deemed to be received on the fifth (5<sup>th</sup>) day after deposit in the United States mail. Any notice given by hand will be deemed to be received when delivered. Notice by courier will be deemed to have been received on the date shown on any certificate of delivery.

**In witness whereof the undersigned duly authorized representatives have executed this Project Agreement on the dates set forth beside their respective signatures.**

Consultant:  
Draper Aden Associates, LLC  
formerly Draper Aden Associates, Inc.

County:  
Fluvanna County

By: _____	Date: _____	By: _____	Date: _____
Name: _____		Name: _____	
Title: _____		Title: _____	

Seen and Agreed: Davidson Drilling, Inc.  
By: \_\_\_\_\_  
Chase Davidson, President

Approved as to form:\

\_\_\_\_\_  
Fluvanna County Attorney, by Kristina M. Hofmann, Deputy Fluvanna County Attorney

## Short Form Agreement

<b>Client Name:</b>	Fluvanna County	<b>Date:</b>	July 22, 2022
<b>Address:</b>	197 Main Street Palmyra, VA 22963	<b>Client Contact:</b>	Calvin Hickman
		<b>Project Name:</b>	APC – Well Installation
<b>Office Phone:</b>	Use mobile	<b>Location:</b>	Fluvanna SLF, VA
<b>Mobile Phone:</b>		<b>Project Number:</b>	503228 – Phase 2
<b>Fax No.:</b>		<b>E-mail:</b>	calvin.hickman@fluvannacounty.org
<b>cc:</b>	Tom Laughlin, Ernie Hoch		

### Description of Services:

The services under this task order include the installation and development for one new APC compliance monitoring well (MW-10). Compliance monitoring well MW-10 will be constructed as an alternative to existing compliance monitoring well MW-9. During an on-site meeting with the DEQ on July 12, 2022, the location for new compliance monitoring well MW-10 was selected approximately 50 feet southwest of existing well MW-9 (See attached site plan).

**Discussion.** In accordance with DEQ Submission Instruction LPR-GWSI-2011-08, the County intends to submit a variance petition for use of a groundwater alternate point of compliance (APC) at solid waste sites undergoing groundwater monitoring in accordance with 9 VAC 20-81-250 of the *Virginia Solid Waste Management Regulations*. This Short Form Agreement addresses these requirements.

The tasks to complete the well construction activities along with estimated costs for each task are described below. In general, this project phase will be initiated in the sequence shown.

- TASK 1: PROJECT MANAGEMENT**

Draper Aden Associates shall provide overall project management prior to, during, and upon completion of this project.

**Budget.** The cost of the referenced task shall be \$1,616.

- TASK 2: FIELD SERVICES (WELL CONSTRUCTION)**

Davidson Drilling, Inc., personnel shall advance one six-inch diameter (minimum) boring using air rotary drilling methods at the property, and construct one two-inch groundwater monitoring well (10-foot screen) within the borehole (MW-10). Total depth of the boring is estimated to be *about 60 feet below ground surface*. The well completion shall consist of a 4-inch x 5-foot square steel casing set into a concrete pad. Well construction shall be accomplished in general accordance with the specifications provided in the Groundwater Monitoring Plan.

Davidson Drilling, Inc., will provide all materials and labor associated with well construction. DAA will supervise, and document, well construction procedures.

**Budget.** The cost of the referenced task shall be \$7,731 (*contingent upon total depth*).

- **TASK 3A: FIELD SERVICES (WELL DEVELOPMENT AND SURVEYING)**

Well development and surveying of compliance monitoring well MW-10 will be conducted by Draper Aden Associates personnel no sooner than 48-hours upon completion of well installation. Well development will be accomplished in general accordance with the specifications provided in the Groundwater Monitoring Plan. Surveying will be accomplished as outlined under Surveying in the Groundwater Monitoring Plan.

**Budget.** The cost of the referenced task shall be \$3,227.

- **TASK 3B: WELL SAMPLING**

Upon completion of well development activities, a groundwater sample will be collected from MW-10 and submitted to Enthalpy Analytical for analysis of the VSWMR Table 3.1 Column A (plus detects) parameters. In addition, water supply samples will be obtained from the two on-site water supply wells and the nearest off-site water supply well for the same constituents.

**Budget.** The cost of the referenced task shall be \$5,044.

- **TASK 4: WELL COMPLETION REPORT**

Draper Aden Associates shall prepare a well completion report within 30 days of well installation, to be certified by a qualified groundwater scientist. The well completion report will contain a well completion log, k-value interpretation, general well construction narrative, and site monitoring plan. Draper Aden Associates will also complete the required modifications to the permit for the proposed new compliance monitoring well MW-10.

**Budget.** The cost of the referenced task shall be \$3,632.

- **TASK 5: APC APPLICATION**

If the APC well does not display exceeding constituent levels after the initial well sampling event (above), then DAA will formally request use of APC, within **90-days** of the exceedance notification. DAA will report the APC sampling results to the Department along with the signed variance request and associated variance fee.

**Budget.** The cost of the referenced task shall be \$3,188.

- **TASK 6: PUBLIC NOTICE ADVERTISEMENT**

DAA shall assist with the public advertisement based upon DEQ's tentative decision on the variance. The notice shall be issued and public comment gathered for 30-days, as required by the VSWMR.

**Budget.** The cost of the referenced task shall be \$744.

#### REMUNERATION

Task No.	Task name	Estimated cost
Task 1	Project Management	\$1,616 [TM-NTE]
Task 2	Field Services (Well Construction)	\$7,731 [TM*]
Task 3A	Field Services (Well Development/Survey)	\$3,227 [TM-NTE]
Task 3B	Well Sampling	\$5,044 [TM-NTE]
Task 4	Well Completion Report	\$3,632 [TM-NTE]
Task 5	APC Request	\$3,188 [TM-NTE]
Task 6	Public Notification	\$744 [TM-NTE]
<b>Total</b>		<b>\$25,182</b>

\* - cost contingent upon total depth (based upon field conditions)

**Discussion.** The cost of professional environmental services is based upon a review of the costs associated with similar well construction events, subcontracted drilling fees, and the standard billing rates that became effective on *January 1, 2018 (attached)*.

**Deliverables.** DAA will prepare a *digital* version of the well completion report to Fluvanna County (Adobe Acrobat or functional equivalent) and will provide a *digital* version of the report to DEQ.



Short Form Agreement  
 Calvin Hickman, Fluvanna County  
 503228 – Phase 2  
 Page 4 of 4

**Exclusions.** The proposed tasks do *not* include:

- clearing an access path for the drilling equipment to the well location
- responses to comments that DEQ may offer at some future date
- Inclusion of digital source files used in preparing the report (for example, MS Word, MS Excel, AutoCad files)

**Responsibilities of County.** Fluvanna County will provide access to Draper Aden personnel at mutually agreeable times to provide the proposed services.

**Terms and conditions.** The proposed services will be provided in accordance with the conditions presented herein and an existing agreement between Draper Aden Associates and Fluvanna County.

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◇

In order to authorize the proposed work, please sign and date this proposal and send a copy to our office. Meanwhile, if you have any questions, please contact me (Senior Project Manager) by e-mail (tlaughlin@daa.com or telephone 804.261.2929).

#### **AUTHORIZATION TO PROCEED**

#### **Groundwater Well Construction and APC Assistance Services (MW-10)**

\_\_\_\_\_  
 For Fluvanna County

\_\_\_\_\_  
 date

cc: Mr. Ernie Hoch (DAA - Waste Resource Engineering)  
 Mr. William Hase (DAA - Waste Resource Engineering)  
 Mr. Thomas Laughlin (DAA – Environmental Services)

Attachments: Site Plan + 2018 Bill Rate Schedule + Cost Spreadsheet





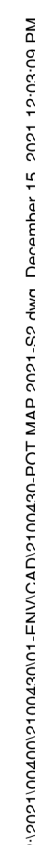
POTENTIOMETRIC SURFACE MAP: 2021 S2

**FLUVANNA COUNTY LANDFILL**

FLUVANNA COUNTY, VIRGINIA

## REVISIONS

DESIGNED BY:	TRL
DRAWN BY:	DLD
CHECKED BY:	LNF
SCALE:	1" = 100'
DATE:	04/20/21
PROJECT NUMBER:	2100430
SHEET	
1 OF 1	





# Exhibit 3 to Agreement with DRAPER Aden Associates 2018 Bill Rate Schedule

Billing Title	Rate	Billing Title	Rate	Billing Title	Rate	Billing Title	Rate
Senior Managing Principal	\$285	Senior Principal Geologist	\$284	Senior Construction Manager	\$122	Senior Office Administrator	\$94
Managing Principal	\$257	Principal Geologist	\$257	Project Construction Specialist	\$114	Office Administrator	\$93
Senior Program Manager	\$229	Senior Program Geologist	\$218	Construction Specialist	\$104	Senior Administrative Assistant	\$87
Program Manager II	\$202	Program Geologist II	\$202	Staff Construction Specialist	\$93	Admin Assistant	\$77
Program Manager I	\$186	Program Geologist I	\$186	Field Engineer/Project Representative	\$71	Clerical	\$66
Senior Project Manager	\$175	Senior Geologist	\$165	Laboratory Manager	\$104		
Project Manager	\$153	Senior Project Geologist	\$117				
		Project Geologist	\$110	Senior GIS Administrator	\$115	Chief Executive Officer	\$265
Senior Principal Engineer	\$284	Geologist	\$99	GIS Administrator	\$109	Chief Operating Officer	\$265
Principal Engineer	\$269	Staff Geologist	\$94	GIS Technician	\$99	Chief Financial Officer	\$257
Senior Program Engineer	\$230			GIS Staff Technician	\$87	Director of Technology Services	\$219
Program Engineer II	\$202	Senior Land Planner	\$165			Director of Marketing	\$219
Program Engineer I	\$186	Senior Landscape Architect	\$120	Senior Project Designer	\$94	Controller	\$153
Senior Engineer	\$175	Project Landscape Architect	\$114	Project Designer	\$87	Network Administrator	\$153
Senior Project Engineer	\$153	Landscape Architect	\$109	Designer	\$77	Marketing /Business Development Manager	\$153
Project Engineer	\$138	Staff Landscape Architect	\$104	Staff Designer	\$70	Accounting Manager	\$143
Project Engineer 1	\$142					Software Developer	\$142
Senior Design Engineer	\$132	Senior Principal Surveyor	\$284	Senior Project Technician	\$94	CAD Manager	\$142
Design Engineer	\$120	Principal Surveyor	\$257	Senior Technician	\$87	Computer Specialist	\$132
Engineer	\$109	Senior Program Surveyor	\$218	Project Technician	\$77	Senior Accounting Specialist	\$109
Engineer III	\$109	Program Surveyor II	\$202	Technician	\$70	Human Resources Manager	\$110
Staff Engineer	\$99	Program Surveyor I	\$170	Staff Technician	\$56	Client Service Rep	\$103
		Senior Survey Project Leader	\$160			Senior Marketing Specialist	\$94
Senior Principal Environmental Scientist	\$284	Survey Project Leader	\$158	Senior Community Resource Special	\$153	Accounting Specialist	\$82
Principal Environmental Scientist	\$257	Senior Project Surveyor	\$125	Project Community Resource Specialist	\$148	Marketing Specialist	\$82
Senior Program Environmental Scientist	\$218	Project Surveyor	\$99	Community Resource Specialist	\$137	Marketing Assistant	\$67
Program Environmental Scientist II	\$204	Senior Survey Technician	\$90	Staff Community Resource Specialist	\$99	Intern	\$43
Program Environmental Scientist I	\$186	Survey Technician	\$85				
Senior Environmental Scientist	\$131	Survey Crew	\$140	Senior Project Administrator	\$104		
Senior Project Environmental Scientist	\$114	Survey Crew Leader**	\$70	Project Administrator	\$93		
Project Environmental Scientist	\$104	Survey Crew Member**	\$70	Staff Project Administrator	\$82		
Environmental Scientist	\$87						
Environmental Specialist I	\$82	GPS Robotic Crew	\$140				
Environmental Specialist II	\$99	GPR Tech	\$160				
Environmental Technician II	\$71						
Field Eng/ Proj Rep	\$71	Scientist I	\$82	Senior SUE Program Leader	\$175		
Staff Environmental Scientist	\$82	Scientist II	\$99	SUE Program Leader	\$164		
		Scientist IV	\$152	Senior SUE Project Leader	\$158		
		Scientist V	\$195	SUE Project Leader	\$131		
				Staff SUE Surveyor	\$93		
				Senior SUE Technician	\$115		
				SUE Technician	\$80		
				SUE Crew	\$160		
				Vacuum Services (2 person)	\$275		
				Vacuum Services (3 person)	\$330		


Client: Fluvanna County  
 Project: Well Installation and Development (MW-10 APC)  
 Project #:   
 Prepared by: TRL

Task	Scope of Services	DAA Personnel and Hourly Rates					Total Labor Hours	Total Labor Fees (\$)	Expenses (\$)	Sub- Consultant Fees (\$)	Total Fees (\$)	Notes/Comments
		Project Manager I	Project Geologist I	Senior Project Technician	Senior Project Designer	Project Technician						
		Tom Laughlin	Debbie C	Jay Robertson	Darrell D	Scott/Jay/Caleb						
		\$186	\$186	\$94	\$94	\$77						
Task 1 Project Management and Coordination	Project set-up/Coordinate Field activities for well installation/development	4		6		4	14	\$1,616			\$1,616	
							0	\$0			\$0	
							0	\$0			\$0	
							0	\$0			\$0	
							0	\$0			\$0	
							0	\$0			\$0	
Task 1 Totals:		4	0	6	0	4	14	\$1,616	\$0	\$0	\$1,616	
Task 2 Well Installation	Onsite Supervision of Well Installation (2 days)			24			24	\$2,256			\$2,256	Based on 2 12-hour days
	Mileage (1 vehicle @ 2 round trips)						0	\$0	\$175		\$175	1 Truck @ 150 miles per round trip x two trips
	Water Level Meter						0	\$0	\$100		\$100	2 days
	Davidson Drilling						0	\$0		\$5,200	\$5,200	Includes Mark-up
							0	\$0			\$0	
							0	\$0			\$0	
Task 2 Totals:		0	0	24	0	0	24	\$2,256	\$275	\$5,200	\$7,731	
Task 3A Well Development and Survey Location/Top of Casing	Surge/Develop new well			12		12	24	\$2,052			\$2,052	Based on 1 12-hour day
	Mileage (2 vehicles @ 1 round trip each)						0	\$0	\$175		\$175	2 Trucks @ 150 miles per round trip x 1 trip
	Well development equipment (surge block and pump)						0	\$0	\$50		\$50	1 day equipment
	Horiba Meter for measuring GW parameters during development						0	\$0	\$50		\$50	1 day equipment
	Water Level Meter						0	\$0	\$50		\$50	1 day equipment
	Draper Aden Survey						0	\$0		\$850	\$850	Draper Aden Survey Crew (no mark-up)
Task 3 Totals:		0	0	12	0	12	24	\$2,052	\$325	\$850	\$3,227	
Task 3B Well Sampling	purge well					2	2	\$154			\$154	Based on 1 well
	sample well					1	1	\$77	\$175		\$252	based upon one well
	sample water supply wells x 3					3	3	\$231	\$175		\$406	based upon one well
	complete paperwork					0.5	0.5	\$39	\$50		\$89	based upon one well
	travel					4	4	\$308	\$50		\$358	1 day equipment
	water quality + level meters					0	0	\$0	\$110		\$110	1 day equipment
Task 4 Well completion report and permit modification	laboratory fees					0	0	\$0		\$3,500	\$3,500	Enthalpy Column A + detects (4 samples)
	Mileage (2 vehicles @ 1 round trip each)					0	0	\$0	\$175		\$175	1 Truck @ 150 miles per round trip x 1 trip
						0	0	\$0			\$0	
						0	0	\$0			\$0	
						0	0	\$0			\$0	
						0	0	\$0			\$0	
Task 4 Totals:		9	8	0	5	0	0	\$3,632	\$0	\$0	\$3,632	
Task 5 Prepare APC Request	Prepare boring log and well completion report	1	8		5		0	\$2,144			\$0	Well completion report
	Correspondence/document preparation for DEQ Permit Modification	8					0	\$1,488			\$0	
							0	\$0			\$0	
							0	\$0			\$0	
							0	\$0			\$0	
							0	\$0			\$0	
Task 4 Totals:		9	8	0	5	0	0	\$2,798	\$390	\$0	\$3,188	
Task 6 Public Advertisement Assistance	Prepare APC request based upon groundwater sampling results	8					0	\$1,488			\$0	APC request
	Technical review		2				0	\$372			\$0	
	DEQ Submittal Fee	1					0	\$186	\$390		\$0	
	Figures			4			0	\$376			\$0	
	VDH records review			4			0	\$376			\$0	
							0	\$0			\$0	
Task 4 Totals:		9	2	8	0	0	0	\$2,798	\$390	\$0	\$3,188	
Task 6 Public Advertisement Assistance	Prepare advertisement and coordinate with County on publication	4					0	\$744			\$0	Public notification
							0	\$0			\$0	
							0	\$0			\$0	
							0	\$0			\$0	
							0	\$0			\$0	
							0	\$0			\$0	
Task 4 Totals:		4	0	0	0	0	0	\$744	\$0	\$0	\$744	
PROJECT TOTALS:		13	8	42	5	16	62	\$13,098	\$990	\$6,050	\$25,182	

PROJECT FEES: \$25,182  
 PROJECT CONTINGENCY (%): 0%  
**TOTAL PROJECT FEES: \$25,182**



TO: Mr. Graham Simmerman, Jr.  
DEQ - Valley Regional Office

FROM: Thomas R. Laughlin   
Environmental Services Division

DATE: 06-30-22

SUBJECT: **Fluvanna County Closed Landfill**  
Groundwater Monitoring Program  
**Sampling Event 2022 S1: 04-28-22 + 04-29-22**

DEQ Permit No. 429  
DAA Project No. 2100430-03

On April 28, and 29, 2022, Draper Aden Associates personnel obtained groundwater samples from six monitoring wells (MW-2R, MW-3R, MW-4R, MW-7R, MW-8, MW-9) at the subject facility. The subject sampling event (2022 S1) was conducted in partial fulfillment of regulatory requirements for Assessment Monitoring, as stated in *Virginia Solid Waste Management Regulations*.

Groundwater samples were hand-delivered to Enthalpy Analytical, for chemical analyses of the constituents listed in *VSWMR Table 3.1, Column A* (monitoring wells MW-2R, MW-3R, MW-4R) and the constituents listed in *VSWMR Table 3.1, Column B* (monitoring wells MW-7R, MW-8, MW-9). We have received a copy of the certificate-of-analysis from Enthalpy Analytical (dated *May 17, 2022*). Information presented in the certificate may be summarized as follows:

- During the April 2022 sampling event, the laboratory *detected* (>LOD) *four* organic constituents: 1,1-dichloroethane, 1,2-dichloroethane, cis-1,2-dichloroethene, naphthalene.

The laboratory *detected* (>LOD) *naphthalene* in an associated *instrument blank* (0.15 µg/l) and *field blank* (0.22 µg/l). Since the *reported* occurrences of *naphthalene* in wells and the field blank are *less than* 5x the concentration in the associated *instrument blank* (0.15 µg/l x 5 = 0.75 µg/l), the *reported* occurrences of *naphthalene* in all wells and the field blank may be attributed to *cross-contamination* (flagged "B").

Of the *three* organic constituents that the laboratory reliably *detected* (>LOD), the laboratory was able to *quantify* (>LOQ) the concentrations of *three* organic constituents, in *one Assessment Monitoring well* (MW-9): 1,1-dichloroethane, 1,2-dichloroethane, cis-1,2-dichloroethene.

Of the *three* organic constituents that the laboratory was able to *quantify* (>LOQ), the reported concentration of *one* regulated organic constituent exceeded its Groundwater Protection Standard:

- 1,1-dichloroethane (GWPS = 2.8 µg/l = ACL) MW-09 (3.16 µg/l)

**Verification sampling event.** Based upon a review of the historical record, the *elevated* concentration of *1,1- dichloroethane* in well MW-09 was deemed *suspect*.

According to DEQ Submission Instructions No. 19 - Alternate Source Demonstrations, "*If verification sampling is completed within 30 days of receipt of the analytical data from the initial sampling event, successful verification sampling may eliminate the need to pursue an ASD.*"

- On *June 2, 2022*, Draper Aden personnel obtained groundwater samples from well MW-09 for analysis of *1,1- dichloroethane*.

During the verification sampling event, the laboratory *observed* (>LOQ) *1,1- dichloroethane* in well MW-09 at a concentration exceeding its Groundwater Protection Standard. Accordingly, based on the results of verification sampling and analysis, the apparent *exceedance* of *1,1- dichloroethane* in well MW-09 during the initial sampling event may be deemed *acceptable*.

VSMWR [9VAC 20-81-250.B.3.c] state, "... *after obtaining the results from the initial or **subsequent** annual sampling events required in subdivision 3a of this subsection, the owner or operator shall: (1) Within 14 days, notify the department identifying the Table 3.1 **Column B** constituents that have been **detected** ....*"

- During the April 2022 sampling event, the laboratory *detected* (>LOD) *six* inorganic constituents: barium, chromium, cobalt, copper, nickel, zinc.

Groundwater samples to be analyzed for metals were *not filtered* in the field, such that all metals were analyzed as *total* metals.

Of the *six* regulated inorganic constituents that the laboratory *detected* (>LOD), the laboratory was able to *quantify* (>LOQ) the concentrations of *five* inorganic constituents: barium, chromium, copper, nickel, zinc.

Of the *five metals* that the laboratory was able to quantify (>LOQ), one of the reported inorganic constituents exceeded its Facility Background Concentration: nickel.

Of the *five metals* that the laboratory was able to quantify (>LOQ), none of the *reported* concentrations exceeded its Groundwater Protection Standard.





**Discussion.** In accordance with DEQ Submission Instruction LPR-GWSI-2011-08, the County intends to submit a variance petition for use of a groundwater alternate point of compliance (APC) at solid waste sites undergoing groundwater monitoring in accordance with 9 VAC 20-81-250 of the *Virginia Solid Waste Management Regulations*. The replacement well will be identified as MW-10 (APC). The location and depth of the proposed well location will be submitted under separate cover.

The County shall undertake the following steps in the timeframes below to ensure, to the greatest extent possible, that compliance with the regulatory timeframes defined within 9 VAC 20-81-260 is maintained:

- *"Within 14-days of recognizing the exceedance of a Groundwater Protection Standard (GPS), notify the Department under 9 VAC 20-81-250.B.3.f.(3)(a) or C.3.e.(3)(a) of the exceedance. Within this notification, the facility should state their desire to pursue the variance and request Departmental approval of the proposed location and depth of completion of any potential APC well. A site visit by Department staff may be appropriate as a means of reviewing the proposed APC location."*
- *"Within 60-days of exceedance notification, successfully install, develop, and sample the potential APC well for the Table 3.1 Column A (plus detects) constituent list. If the sample results show landfill-derived constituents at exceeding levels, then further consideration of APC use should be abandoned and the owner/operator should notify the Department within 14 days of the laboratory report issuance that APC use is being abandoned. In cases such as this, other actions to address the exceedance must be undertaken within the regulatory defined timeframes."*
- *"If the APC well does not display exceeding constituent levels, and the owner/operator will formally request use of APC, then within 90-days of the exceedance notification, report the APC sampling results to the Department along with the signed variance request and associated variance fee."*
- *"Within 135-days of exceedance notification, the public advertisement of the tentative decision on the variance should be issued and public comment gathered for 30-days, as required by the VSWMR. Please note that the 45-day time period between variance submittal and public notice issuance requires that the Department successfully review the variance, and if items require revision, that the owner/operator submit the revisions within a very quick turnaround time. Please note that if the APC variance is not advertised by day 135, the final decision on the variance request will not be issued within 180-days of the notification of the groundwater exceedance identified in step #1 above. This would put the owner/operator in potential conflict with the requirements to submit a complete Assessment of Corrective Measures (ACM)*

Mr. Graham Simmerman, Jr.  
June 30, 2022  
Page 4 of 4

*or Proposal for Presumptive Remedy (PPR) within 180-days of the exceedance as otherwise required by 9 VAC 20-81-260.C.1.f. In those cases where APC variance revisions are needed, but cannot be completed in a short turnaround timeframe, the owner/operator should request an extension to the ACM/PPR submission requirements as allowed under 9 VAC 20-81-260.C.1.g in order to maintain compliance with regulatory timeframes."*

- *"Within 165-days of exceedance notification, the public comment period will close and any public comments received will be addressed. The Director will issue a final decision on the variance request in 15 days."*



***The subject correspondence is intended to meet the regulatory requirement to notify the Department, within fourteen days, identifying the constituents listed in Table 3.1 Column B that are detected during each "annual" (Column B) sampling event.***

***We are currently preparing a report of groundwater sampling and analysis pertaining to the subject sampling event. We will include the referenced laboratory certificate-of-analysis in the forthcoming report.***

If you have any questions, please contact me by e-mail (tlaughlin@daa.com) or telephone (804.261.2929).

cc: Mr. Calvin Hickman (Fluvanna County)  
Ms. Laura Stuart (DEQ - Valley Regional Office)

**SCS ENGINEERS**

Environmental Consultants  
 11260 Roger Bacon Drive  
 Reston, Virginia 20190-5282  
 703 471-6150 FAX 703 471-6676

Fluvanna County Sanitary Landfill  
 VDEQ Permit No. 429  
 Fluvanna County, Virginia  
 Project No. 02202025.10

**WELL CONSTRUCTION**

Date/Time Started : 11-01-10/10:50  
 Hole Diameter : 6.25"  
 Drilling Method : Air Rotary

**WELL CASING**

Material : Sch. 40 PVC  
 Diameter : 2" I.D.  
 Joints : threaded  
 Screen Opening : 0.010" slot  
 Sand Pack : #2 quartz

**LOG OF BORING MW-9**

(Page 1 of 1)

Date Completed: : 11/09/10  
 Logged By: : Kimberley Day  
 Checked By: : Jennifer Robb  
 Drilling Company : Groundwater Systems, Inc.  
 Northing : 3813154.70  
 Easting : 11533920.13

Depth  
in  
Feet

Well: MW-9  
 Elev.: 450.33

GRAPHIC

USCS

DESCRIPTION

REMARKS

0



5

10

15

20

25

30

35

40

45

50

55

60

Bentonite

Riser

Sand Pack

Screen

CM

SILTY CLAY, medium brown, damp, no odor

CM = SILTY CLAY  
 MH = ELASTIC SILT

MH

SILT, light tan, damp

SILT, light tan, damp, weathered gneiss  
 fragments < 2mm

WATER

60' = End of boring

## Well Contract

This **Well Contract** (the "**Contract**") dated the \_\_\_\_ day of \_\_\_\_\_, 2022, is between **Davidson Drilling, Inc. ("Contractor")**, a Virginia corporation, and **Fluvanna County ("County")**, a political subdivision of the Commonwealth of Virginia, and sets forth the terms and conditions for Contractor's provision of those Task 2 Services to the County.

Whereas, this Contract is an attachment to and a material part of that Project Agreement # 11 (including all exhibits and attachments thereto, the "PA") dated the \_\_\_\_ day of \_\_\_\_\_, 2022, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Draper Aden Associates, LLC (the "DAA");

Whereas, Contractor has reviewed the PA and all exhibits thereto and is prepared to proceed with the work and services described therein as "TASK 2 – Field Services (Well Construction)" and all related work and services ("Task 2" or the "Task 2 Services") as an emergency small procurement under Virginia Code 2.2-4303(F) owing to the regulatory requirements and regulatory timeframes required to be met under 9 VAC 20-81-260;

Whereas, Contractor has submitted the attached Estimate #D828 dated July 5, 2022 (the "Estimate") for the Task 2 Services which Estimate is attached hereto as Exhibit 2 and incorporated herein as a material part hereof;

Whereas, DAA is the County's consultant and as set forth in the PA shall provide certain services to the County and shall report to the County on the Contractor's progress. Contractor shall coordinate with both the County and DAA related to this Task 2 at all times. Only the County can issue a change order or approve a modification of this Contract;

Whereas, the parties agree that the completion of the Task 2 well in strict accordance with the plans and specification developed by DAA under the PA and approved by the County to meet regulatory requirements and requirements of other Applicable Law in the timeframes and as required by the Virginia Department of Environmental Quality ("DEQ") is a material condition of this Contract;

Whereas, the County wishes to purchase Task 2 Services as set forth in this Contract and the Task 2 Services are being purchased by the County pursuant to its small procurement policy procurement;

Whereas, the Contractor wishes to provide the Task 2 Services to County;

NOW THEREFORE, the parties hereby agree as follows:

1. **RECITATIONS AND WARRANTIES.** The foregoing recitations are incorporated herein by reference as material terms of the Contract between the County and Contractor. Contractor forms attached as Exhibit 1 must be completed by Contractor and are incorporated herein by reference as material part hereof. Any applicable manufacturer's warranties shall be assigned and delivered to the County with the Task 2 Services. In addition, all warranties required or offered under this Contract for the Task 2 Services shall be provided and delivered to the County with the Task 2 Services.
2. **TASK 2 SERVICES.** The Contractor agrees that the Task 2 Services shall meet or exceed: (i) all applicable industry standards; (ii) all requirements and provisions of this Contract, the Estimate, and the PA; (iii) all requirements of the County's General Terms, Conditions and Instructions to Bidders and Contractors (the "County's General Terms") available at:

[https://www.fluvannacounty.org/sites/default/files/fileattachments/finance\\_department/page/1481/general-terms-and-conditions.pdf](https://www.fluvannacounty.org/sites/default/files/fileattachments/finance_department/page/1481/general-terms-and-conditions.pdf), which are incorporated herein by reference as a material part of this Agreement; and (iv) all requirements of Applicable Law. "Applicable Law" as used herein means all applicable federal, Commonwealth of Virginia and local laws, ordinances, rules and regulations or similar standards in any way related to the Task 2 Services or performance under this

## Well Contract

Contract. **The Contractor has reviewed and agrees to the County's General Terms:**  
 \_\_\_\_\_[Initial].

3. **OTHER REQUIREMENTS:** In performing any Services under this Contract the Contractor further agrees that: (i) Contractor shall furnish all labor, equipment, materials, and services necessary for installation of the Task 2 Services for the County's intended use; (ii) Contractor shall assure that all employees who will be performing the Services receive any required training necessary to perform the work and, if applicable, have any licensures, certifications or other prerequisite; (iii) shall meet all requirements related to Task 2 as set forth in that PA and the Estimate; (iv) shall complete the Task 2 service on or before **August 25, 2022**, time being of the essence; (v) shall provide at minimum a two (2) year warranty on all materials and labor provided for Task 2; (vi) shall meet all requirements of Applicable Law, permitting agencies, regulatory requirements, and specifically but without limitation any DEQ requirements set forth in the PA including, without limitation, addressing those matters related to the well construction set forth in that "sampling Letter" attached to the PA; (vii) shall apply for and pay for any permits or other government approvals required for the work. The County reserves the right to review any Contractor training, licensure, or certification documentation upon request.
4. **LOCATION FOR SERVICES:** The Task 2 Services shall be furnished to the locations set forth in the PA and can be confirmed with the County. The Contractor must coordinate in advance with the County's Director of Public Works and DAA on times for provision of the Task 2 Services.
5. **COUNTY CONTACT INFORMATION:**  
For scheduling inquiries: Fluvanna County Public Works Dept., Attn: Director of Public Works, 197 Main Street Palmyra, VA 22963, telephone: (434) 591-1925 with:  
For Billing inquiries: Fluvanna County, Attn: Ms. Donna Allen, County Administrator, 132 Main Street Palmyra, VA 22963, telephone: (434) 591-1937  
For Contract inquiries/formal notices: Fluvanna County, Attn: Mr. Eric Dahl, County Administrator, 132 Main Street Palmyra, VA 22963, telephone: (434) 591-1910  
 With a Copy to: Fluvanna County Attorney, 414 E. Jefferson Street, Charlottesville, VA 22902  
 Any required or permitted notices hereunder must be given in writing at the address of each party set forth above, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; or nationally-recognized private express courier.
6. **TERM: The Task 2 Services must be completed by August 25, 2022; time being of the essence.** In addition to any rights the County has under the County's General Terms, the County can terminate this Contract at any time for convenience upon written notice to the Contractor. In the case of termination by the County of this Contract, the Contractor shall be paid for any work actually completed prior to such termination which is permitted under this Contract.
7. **COMPENSATION:** Consistent with the PA and the Estimate, the Contractor shall be paid a not-to-exceed fee of **FOUR THOUSAND FIVE-HUNDRED FIFTEEN** (\$4,515.00) ("Contract Price") for all of the Task 2 Services, being more specifically described in the Proposal attached to the PA furnished in strict conformance to the PA and this Contract. The Contract Price is based on an anticipated total well depth of sixty (60) feet. Notwithstanding the foregoing, if the required well depth exceeds 60 feet, then the County agrees to pay \$53.00 per additional foot of depth required (such \$53.00 being a total of \$25.00 per foot for 6" air rotary drilling and \$28.00 per foot for 2" PVC Monitoring Well Installation as set forth in the Estimate); and if the required well depth

## Well Contract

is less than 60 feet, then the County will receive a credit on their invoice of \$53.00 per foot of depth which is not required. Payment and Invoice terms are governed by the County's General Terms, but in no event will the Contractor be paid before the Completion Date (as defined below). Any modifications, additional products or services must be purchased only under a written amendment of this Contract signed by authorized representatives of both parties. Invoices should be directed to Fluvanna County. The date that all Task 2 Services delivered and installed and functional for the County's intended use and are deliverables have been delivered to and accepted by the County in compliance with this Contract to the satisfaction of the County is the "**Completion Date**". **This is a small procurement and the total amount paid to Contractor under this Contract shall not exceed \$10,000.00.**

- 8. EXHIBITS AND RESOLVING CONFLICTS.** The rights and duties of the County and Contractor under this Contract are set out herein, in the PA and Exhibits 1 and 2 (the "Exhibits") attached hereto. Whenever possible, the terms of the above Contract and the Exhibits shall be read together and where there are similar provisions both shall apply, however in the event of a direct conflict, the order of control shall be this Contract, the County's General Terms, then the PA, then Exhibit 1 and then Exhibit 2. To clarify, the Contract shall control over the General Terms, PA and Exhibits in the event of a direct conflict, the General terms shall control over the PA and Exhibits, and the PA shall control over the Exhibits, and Exhibit 1 controls over Exhibit 2.
- 9. MISCELLANEOUS.** The headings of the sections of this Contract are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only may extend and be applied to several persons or things as well as to one person or thing; and a word importing the plural number only may extend and be applied to one person or thing, as well as to several persons or things. This contract may be executed in multiple counterparts each of which shall be deemed an original and together which shall constitute the Contract. This Contract may be executed in duplicate originals, any of which shall be equally authentic. Applicable law and venue provisions of the County's General Terms apply.

**Davidson Drilling, Inc.**

**Fluvanna County**

**By:** \_\_\_\_\_  
**Printed:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Printed:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Approved as to Form:** \_\_\_\_\_  
**Fluvanna County Attorney**

**Well Contract****Exhibit 1  
VENDOR DATA SHEET**

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:

\_\_\_\_\_ Years \_\_\_\_\_ Months

4. Vendor Information:

FIN or FEI Number: \_\_\_\_\_ If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

I certify the accuracy of this information.

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

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

PLEASE RETURN THIS PAGE

## Well Contract

### PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

**THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE  
THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID**

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in The Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. *PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.*

- A. \_\_\_\_\_ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is \_\_\_\_\_.
- B. \_\_\_\_\_ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is \_\_\_\_\_.
- C. \_\_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9) \_\_\_\_\_  
 Legal Name of Offeror/Bidder \_\_\_\_\_  
 Date \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_  
 Print or Type Name and Title \_\_\_\_\_

PLEASE RETURN THIS PAGE



**Well Contract****CERTIFICATION OF NO COLLUSION**

The undersigned, acting on behalf of \_\_\_\_\_, does hereby certify in connection with the procurement and proposal to which this Certificate of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce; nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.1 of the Code of Virginia, 1950, as amended (18.2-498.1 et seq.).

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Complete if Bidder is an Entity:

WITNESS the following duly authorized signature and seal:

Name of Entity: \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)

Signature

Print Name: \_\_\_\_\_

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

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_  
(month), \_\_\_\_\_ (year) by \_\_\_\_\_ (Print Name),  
\_\_\_\_\_ (Print Title) on behalf of \_\_\_\_\_  
(Name of Entity).

\_\_\_\_\_  
Notary Public [SEAL]

My commission expires: \_\_\_\_\_

Notary registration number: \_\_\_\_\_



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB F**

<b>MEETING DATE:</b>	August 3, 2022				
<b>AGENDA TITLE:</b>	Lake Monticello Fire and Rescue CIP Funding Request Change				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a funding source change for Lake Monticello Fire &amp; Rescue apparatus, changing FY22 Ambulance 554 funding of \$100,000 from debt proceeds to cash funded and changing FY23 Response 5 funding of \$101,500 from cash funded to debt proceeds.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	<p>In the FY22 CIP Budget, the Board approved \$100K for partial funding of Lake Monticello Ambulance 554. Lake Monticello only needed \$100K from the County to replace the ambulance (it was in an accident), since they received around \$200K from the insurance claim. The \$100K to partial fund the ambulance replacement was coming out of debt proceeds, which requires the vehicle to be owned by the County. With Lake Monticello funding two-thirds of the ambulance replacement cost, they requested funding it another way.</p> <p>In the FY23 CIP Budget, the Board approved \$101,500 to replace Lake Monticello's Response 5, which was cash funded.</p> <p>To simply funding of these CIP items, it is being requested to switch the funding sources. The FY22 partial Ambulance 554 replacement for \$100,000 would be cash funded and the FY23 Response 5 for \$101,500 would be funded with debt proceeds and titled to the County. The \$1,500 differential to fund Response 5 out of debt proceeds would be covered by the interested earned on outstanding proceeds.</p>				
<b>FISCAL IMPACT:</b>	No additional funding is requested, this is just transferring the source for each CIP item.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None				

REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB G

<b>MEETING DATE:</b>	August 3, 2022				
<b>AGENDA TITLE:</b>	JAUNT Annual Shareholders Meeting Proxy Designation				
<b>MOTION(s):</b>	I move the Board of Supervisors approve the designation of _____ to act as proxy for the governing body at the Jaunt annual shareholders' meeting on October 12, 2021.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>- Jaunt, Inc. will hold its annual shareholders' meeting on Wednesday, October 12, 2022</li> <li>- Jaunt needs the governing body to appoint a proxy to vote its shares at this meeting.</li> <li>- Proxies will elect executive officers to the Jaunt Board of Directors, may be called upon to appoint the executive director position, and cast votes on any other matters that may come before them at shareholders' meetings.</li> <li>- The proxy may be a Board of Supervisors member, appointed Jaunt Board Members or the County Administrator.</li> </ul>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	- Jaunt Proxy Designation Form				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X





July 8, 2022

County of Fluvanna  
Attn: Eric Dahl, County Administrator  
132 Main Street  
Post Office Box 540  
Palmyra, VA 22963

Dear Mr. Dahl:

Jaunt, Inc. will hold its annual shareholders' meeting on Wednesday, October 12, 2022 at 9:30 A.M. at Jaunt offices, 104 Keystone Place, Charlottesville, VA 22902. We need your governing body to appoint a proxy to vote its shares at this meeting. Proxies will elect executive officers to the Jaunt Board of Directors, may be called upon to appoint the executive director position, and cast votes on any other matters that may come before them at shareholders' meetings.

Your proxy may be the City Manager or one of your appointed Board members. You may appoint the proxy for only this meeting, or for the length of their term of office if they are a Jaunt Board member. Below is a list of County appointed Board members, their term length, term expiration date, and meeting attendance for FY2022.

Board Member	Term Length	Term Expiration Date	FY22 Mtg. Attendance
Harold Morgan	3 Years	6/30/2024	11 out of 11 meetings
Leslie Woodfolk	3 Years	6/30/2025	Not appointed*

*\*Appointed June 2022 effective July 1, 2022 (FY2023)*

Enclosed is a form for use in officially designating your proxy. Please fill out this form and return it to Jaunt at your earliest convenience. Thank you for your assistance with this procedure.

Respectfully,

Ted Rieck, AICP  
Chief Executive Officer





## JAUNT, INC. PROXY

The undersigned hereby appoints \_\_\_\_\_ with the power of substitution, proxy to act and vote all shares of the undersigned at the annual meeting of the shareholders of Jaunt, Inc., a Virginia Public Service Corporation, on Wednesday, the 12<sup>th</sup> of October, 2022 and any adjournments thereof, upon the election of directors, and, in his or her discretion, upon such other matters as may properly come before such meetings.

This proxy shall be valid:

- ☐ Only for this meeting
- ☐ Until the end of their term

City/County of: \_\_\_\_\_

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

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

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



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB H

<b>MEETING DATE:</b>	August 3, 2022				
<b>AGENDA TITLE:</b>	MACAA Update				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			<b>XX</b>		
<b>STAFF CONTACT(S):</b>	Kelly Harris, Assistant County Administrator				
<b>PRESENTER(S):</b>	Sarah Hanks, Executive Director, MACAA, Bertha Armstrong, MACAA Rural Outreach Director, & Ryant Washington, MACAA Board Member				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	<p>Monticello Area Community Action Agency (MACAA) is committed to providing innovative, reliable programs and services to meet the needs of individuals and families experiencing low income.</p> <p>MACAA staff and a board representative will be in attendance to briefly present an update on programs and services, as well as explore the needs and concerns of Fluvanna County residents.</p>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	N/A				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB I

<b>MEETING DATE:</b>	August 3, 2022				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors July 6, 2022 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, July 6, 2022, be adopted.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
<b>STAFF CONTACT(S):</b>	Caitlin Solis, Clerk to the Board				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Draft Minutes for July 6, 2022.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X



FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Fluvanna County Library  
214 Commons Blvd, Palmyra, VA 22963  
July 6, 2022  
Regular Meeting 5:00pm

- MEMBERS PRESENT:** John M. (Mike) Sheridan, Columbia District, Chair  
Tony O’Brien, Rivanna District, Vice Chair  
Mozell Booker, Fork Union District  
Patricia Eager, Palmyra District  
Chris Fairchild, Cunningham District (*participating via Zoom*)
- ABSENT:** None.
- ALSO PRESENT:** Eric M. Dahl, County Administrator  
Fred Payne, County Attorney  
Caitlin Solis, Clerk for the Board of Supervisors

**1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE**

At 5:03pm, Chair Sheridan called to order the Regular Meeting of July 6, 2022. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

Mr. Dahl suggested moving item H - *Resolution Recognizing Joseph O'Connor– Eagle Scout* to action matters. Mr. Dahl presented a few agenda items to add to the agenda:  
*Resolution To Approve A Policy Permitting Board Members To Participate In Board Meetings Subject To Certain Conditions Pursuant To Virginia Code Section 2.2-3708, and Motion to Approve Participation In Board Meeting Of July 6, 2022 Through Electronic Communication By Supervisor Fairchild* to action matters, and *Sheehy Ford of Richmond, Inc. Purchase Agreement to new business.*

MOTION:	Accept the Agenda, for the July 6, 2022 Regular Meeting of the Board of Supervisors, as amended.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

**ACTION MATTERS**

- Resolution To Approve A Policy Permitting Board Members To Participate In Board Meetings Subject To Certain Conditions Pursuant To Virginia Code Section 2.2-3708.* – Eric Dahl, County Administrator & Frederick Payne, County Attorney
- This resolution allows the Board to conduct meetings through electronic means if a board member is unable to attend due to disability or medical condition that prevents in-person participation or due to a personal matter and identifies the specific nature of the personal matter.
  - Electronic participation is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

MOTION:	approve the “Resolution To Approve A Policy Permitting Board Members To Participate In Board Meetings Subject To Certain Conditions Pursuant to Virginia Code Section 2.2-3708”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Abstain	Yes	Yes
RESULT:	4-0-1				

*Motion to Approve Participation in Board Meeting of July 6, 2022 through Electronic Communication by Supervisor Fairchild* – Eric Dahl, County Administrator & Frederick Payne, County Attorney

MOTION:	Approve the participation through electronic communication by Supervisor Fairchild in the Board meeting of July 6, 2022, and, in support thereof, hereby finds as follows: <div><div>1. That Supervisor Fairchild has notified the Chair that he is unable to attend the meeting due to a personal matter;</div><div>2. That such personal matter involved private, non-County business which necessitated a trip abroad to the Kingdom of Denmark;</div></div>
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	3. That Supervisor Fairchild had previously made arrangements to return in sufficient time for him to attend the meeting in person, but that he was unable to do so due to events beyond his control, i.e., a labor strike of the airline which would have returned him to Fluvanna County; 4. That this will be the first occasion this calendar year on which Supervisor Fairchild shall have participated by electronic communications				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Abstain	Yes	Yes
RESULT:	4-0-1				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:

- Announcements and Updates - New Employees
  - Charles Gower, Jr., Deputy Sheriff, Sheriff’s Office, Started June 22<sup>nd</sup>
  - Tyler Forth, Deputy Sheriff in Training, Sheriff’s Office, Started June 22<sup>nd</sup>
  - Garren Charles, Deputy Sheriff, Sheriff’s Office, Started July 6<sup>th</sup>
- The Library is having fun during Summer Reading this year, hosting adult and kids for workshops to make and experience:
  - Wooden Plant Pots
  - Beaded Wind Chimes
  - Solar Hot Dog Cookers & Solar S’mores Ovens
  - Fun Food Adventures with Mexican and Turkish snacks and candy. Some were more popular than others and the teens all agreed that they liked Turkish food better.
- The new Palmyra Village sign has been installed to invite tourists and locals to participate in self-guided walking tours and support the shops on Main Street.
- The Palmyra Village Streetscape TAP Grant project will improve pedestrian safety and accessibility to the historic court square including construction of 5' wide sidewalks, crosswalks, and curb ramps to provide pedestrian connectivity to the historic park from Main Street and Stone Jail Street/ Court Square.
  - Project Cost: \$1,589,156
  - Request Amount: \$1,271,325
  - Allocation\$1,271,325

Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Aug 3	5:00 PM	Regular Meeting	Performing Arts Center
Wed	Aug 17	7:00 PM	Regular Meeting	Performing Arts Center
Wed	Sept 7	5:00 PM	Regular Meeting	Performing Arts Center

5 - PUBLIC COMMENTS #1

At 5:15pm, Chair Sheridan opened the first round of Public Comments.

- Corven Flynn, 319 Shiloh Church Rd, spoke in opposition to SUP 22:01.
  - Cyndra Kerley, TM 17-15-X, spoke in opposition to SUP 22:01.
  - Valerie Palamountian, 17 Fleetwood Drive, spoke in opposition to SUP 22:01.
  - Nancy Quantock, 19 Fleetwood Drive, spoke in opposition to SUP 22:01.
  - Lynn Harrelson, 10 Fleetwood Drive, spoke in opposition of SUP22:01
  - Tom Diggs, 947 Jefferson Drive, asked for SUP 22:01 to be deferred
- With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 5:34pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

Resolution Recognizing Joseph O'Connor– Eagle Scout – Eric Dahl, County Administrator

- Joseph has completed all requirements and has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout Award.



MOTION:	Adopt the resolution entitled “Recognizing Joseph O’Connor for Award of Eagle Scout Status.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Renewal of County Attorney Contract – Eric Dahl, County Administrator & Frederick Payne, County Attorney

- The county attorney serves at the pleasure of the board in accordance with an annual contract.
- This latest renewal leaves the “flat” monthly payment for routine services at \$10,000; the hourly rates for non-routine services are flat as follows:

Position	Prior	New
Frederick W. Payne, County Attorney	\$310	\$310
Donna R. DeLoria, Dep County Attorney	\$275	\$275
William W. Tanner, Dep County Attorney	\$255	\$255
Kristina M. Hofmann, Dep County Attorney	\$230	\$230
Jeremy L. Boggs, Assistant County Attorney	\$165	\$165
Paralegals	\$105	\$105
Assistants (when applicable)	\$ 75	\$ 75

MOTION:	Approve the renewal of the annual contract for County Attorney’s Services for Fiscal Year 2023, effective July 1, 2022, with no change in rates from FY22.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Compensation Study and Implementation Costs– Eric Dahl, County Administrator

- In November 2021, the board approved for staff to move forward with a comprehensive compensation and classification study, to provide recommendations to ensure that the County remains competitive in the marketplace and can continue to attract and retain a talented workforce at market rates.
- This included an overall evaluation of the County’s current grade structure, actual salaries compared with that of other relevant competitors and a recommended restructuring of the County’s compensation structure for administrative classifications and recommendations for implementing proposed changes.
- Baker Tilly was the consultant selected to perform the compensation and classification study.
- The last compensation and classification study approved by the Board of Supervisors was September 3, 2008.

The Compensation Study:

- One of the components of this study is to pull data from Public Peer Organizations [\\fluvdomain\library\00-BOS\02 - Minutes\Final Report Attachments 1 Peer Organizations.pdf](#) to get a baseline of how Fluvanna’s current pay grade structure compares to its peers.
- Through Market Survey Results average minimums, average midpoints and average maximums were benchmarked. A benchmark was achieved if the position matched a number of comparable positions with the Public Peer Organizations, otherwise the benchmark received “Insufficient Data”.
- The Market Comparison compares Fluvanna’s current pay grade midpoints with the results of the Public Peer Organization midpoints to determine if a Fluvanna position midpoint was above, below or in line with others.
- In addition to the Market Comparison, Baker Tilly Utilized the Systematic Analysis and Factor Evaluation (SAFE®), which is a point factor evaluation process comprised of nine (9) compensable factors and was developed specifically for the measurement of local government positions.
- See the chart below:

Education	Human interaction	Independence of actions
Experience	Working conditions	Impact on the organization
Level of work	Physical demands	Supervision exercised

- The Market Comparison results provided the comparative data, based upon market midpoints, to create updated Pay Plans for General Government and Law Enforcement.
- Between using the Market Comparison, SAFE, internal equity and comparing our current pay grades, the Title and Pay Grade Assignments were created. The new Title and Pay Grade Assignment is important for if we need to hire new positions for the future and getting current positions up to market.
- Once positions were placed on the Title and Pay Grade Assignments, this formed the basis for if individual employees are below or above the minimum for the Grade Assignments.

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- Once it was determined where individual positions/employees were in reference to the new Pay Grade Assignments, this then formed the Implementation Scenario costs for Options 1 through 5. One thing to keep in mind, the Implementation Scenario does not contain costs for taxes, VRS and workers compensation associated with the increased salaries. All Options in the motion contain those associated increased costs based upon a realistic and standard 20%.
  - In the FY23 Budget, the Board of Supervisors approved \$365K for implementation costs associated with the Compensation Study.
- After a lengthy discussion, by consensus of the Board of Supervisors, the subject was deferred to August 3, 2022.

MOTION:	Deferred until August 3, 2022 the Pay Plan for General Government and Law Enforcement as presented, the Title and Grade Assignments for General Government and Law Enforcement as presented and select Implementation Scenario for General Government and Law Enforcement: <ul style="list-style-type: none"><li>• Option 1: Employees would move to the minimum of their new pay range if their existing salary were below their new minimum. Total Cost: \$48,966 salary and benefits</li><li>• Option 2: Employees would receive the greater of moving to the minimum of their new pay range or a 2% increase to their existing salary. Total Cost: \$214,042 salary and benefits</li><li>• Option 3: Employees would move to the minimum of their new pay range, plus receive a 3% increase to their existing salary. Total Cost: \$325,985 salary and benefits</li><li>• Option 4: Employees would receive 0.5% for each year in their title (position), up to the maximum of their new pay range. Total Cost: \$329,868 salary and benefits</li><li>• Option 5: Employees would maintain the same compa-ratio from the prior pay plan. Total Cost: \$840,404 salary and benefits</li></ul>				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:					
VOTE:					
RESULT:	BY CONSENSUS				

13 - CLOSED MEETING

MOTION:	At 6:59pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.3, & A.5 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate – Fork Union Real Estate acquisition, and Prospective Industry – Prospective Business				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 8:24pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Authorization to Advertise a Public Hearing on the Proposed Third Amendment to a Structure Lease Agreement with New Cingular Wireless PCS, LLC – Eric Dahl, County Administrator

- This proposed lease amendment is on a County-owned Monopole Tower.
- In this Third Amendment, the Tenant requests an amendment in order to enhance its wireless communication facility by adding a generator, which requires that the Tenant lease additional ground space from the Landlord (the County) under the Lease in order to install the generator and related equipment.

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- Per Virginia Code 15.2-734. Purchase, sale, exchange, or lease of real property, a public hearing is required for any disposition of County property.
- This amendment would increase the monthly rent by \$800/month, in addition to the annual 3% increase already established by the original agreement.

MOTION:	Authorize staff to advertise a Public Hearing to be held on August 17, 2022, for the proposed Third Amendment of the Structure Lease Agreement between Fluvanna County and New Cingular Wireless PCS, LLC, for the purposes of adding additional ground space in order to install a generator and related equipment.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

*FY23 School Resource Officer (SRO) Incentive Grant (Second Round)* – Captain Von Hill, Fluvanna County Sheriff’s Office

- The Board of Supervisors consented for the Sheriff’s Office to apply for the SRO Grant funding earlier this year.
- The requested grants will fund two full-time SROs. The Officers will work directly with the Elementary School Principals, and other school system administration to promote a safer school environment through proactive efforts with the students and staff. The new SRO positions will augment the current SROs by assisting with the increased call volume of the SROs, while conducting safety and crime prevention activities throughout the entire school year. This position will promote a closer working relationship between students, parents, and the Office of the Sheriff. Grant funds will provide fringe and salary for the Officer assigned. The grant provides level funding up to 12 months. The grant does not require a match of any kind for the first term of the grant. The grant deadline for submission of an application is July 15, 2022.

MOTION:	Approve the application for the FY 23 School Resource Officer Grant Program and Fund administered by the Department of Criminal Justice Services in the amount of up to \$125,000.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Motion			Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

**7A – BOARDS AND COMMISSIONS**

None.

**8 – PRESENTATIONS**

Voting District Name Change – Kelly Harris, Assistant County Administrator

- At its April 20, 2022 meeting, the Board directed Staff to investigate the process by which the names of voting districts might be changed. The Palmyra District, as redrawn following 2020 Census and Redistricting, is no longer located near the village of Palmyra.
- Change is made by ordinance
  - Requires a public hearing
- Notifying Voters of Changes
  - Per Virginia Code §24.2-306, changes to voting precincts must take place not less than 60 days prior to an election. Early voting begins 45 days prior to the election.
  - Notice of changes must be mailed no later than 15 days prior to election.

Costs of Changing District Names

- Varies according to the number of district names changed.
  - # of Registered Voters per District (as of June 1, 2022):
    - ▶ Columbia: 3,802
    - ▶ Cunningham: 4,136
    - ▶ Fork Union: 3,998
    - ▶ Palmyra: 4,075
    - ▶ Rivanna: 4,579
- Postage: \$.55/letter (\$2,242 Palmyra District only; \$11,325 for all districts)
- Envelopes, paper, staff costs: TBD
- Legal ad (for public hearing): \$144 x 2
- Publication in newspaper of notice of change: \$115 x 2

Important Dates

- Tuesday, November 8, 2022: General Election
- Changes must be made 60 days prior to General Election: Friday, September 9, 2022

- Notices must be mailed 15 days prior to General Election: Monday, October 24, 2022
- The Board directed staff to bring the agenda item back after the November 2022 election.

Fluvanna – Albemarle Boundary Line Clarification – Fred Payne, Fluvanna County Attorney

- Mr. Payne gave a brief update on the process by which the legal boundary line between the counties of Fluvanna and Albemarle will be clarified.
- The Board directed staff to proceed with the boundary line clarification.

9 - CONSENT AGENDA

The following items were approved under the Consent Agenda for July 6, 2022:

- Minutes of June 15, 2022 – Caitlin Solis, Clerk to the Board
- VDOT Secondary Road Acceptance - Village Oaks – Douglas Miles, Community Development Director
- Virginia Department of Emergency Management FY24 E-911 PSAP Education Program Grant Award – Michael R. Grandstaff, Sheriff’s Office Staff; Sheriff Eric B. Hess, Sheriff
- CRMF - Mobile Radios for Schools and Departments – Don Stribling, FCPS
- CRMF - FCHS Tennis Courts – Don Stribling, FCPS
- CRMF - Court House Sound System – Dale Critzer, Assistant Director of Public Works
- Temporary Staff Stipend for Additional Duties – Tanner – Eric Dahl, County Administrator
- Tyler Technologies Software as a Service (SaaS) Agreement Amendment #3 – Donna Allen, Purchasing Officer
- FY22 Aid to Localities Funding – Fire Department – Tori Melton, Management Analyst/Acting Finance Director
- FY22 Voluntary Contributions – Tori Melton, Management Analyst/Acting Finance Director

MOTION:	Approve the consent agenda, for the July 6, 2022 Board of Supervisors meeting.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

10 - UNFINISHED BUSINESS

SUP 22:01 Johnston & Co LLC – Douglas Miles, Community Development Director

- SUP 22:01 Johnston & Co LLC – A Special Use Permit request in the B-1, General Business Zoning District to permit a contractor’s storage yard with respect to 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2.
- The applicant is proposing to operate an electrical contracting business and he would not have any outside contracting storage or have contractor equipment stored outside in the storage complex.
- Applicant requested deferral until the August 17, 2022 meeting.

MOTION:	Defer until August 17, 2022, SUP 22: 01 Johnston & Co LLC a Special Use Permit request in the B-1, General Business Zoning District to permit a contractor’s storage yard with respect to 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2 and subject to the eight (8) case conditions in the staff report.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion	Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ZTA 21:03 R-4 Zoning District – Multi-family Dwellings from 2.9 to 5.5 Dwelling Units – Douglas Miles, Community Development Director

- ZTA 21:03 R-4 Zoning Text Amendment to permit Multi-family Dwellings, with a density up to 5.5 dwelling units per acre provided the property is within an area subjected to a common plan of development and such property is served by a central water and sewer system.
- Staff requested deferral until the second meeting in June 2023.

MOTION:	Defer until the second meeting in June 2023, ZTA 21:03 an ordinance to amend Chapter 22 Zoning of the Fluvanna County Code by the addition of a uses permitted by right use under 22-8-2.1 in the R-4 zoning district: multi-family dwellings, with a density up to 5.5 dwelling units per acre, provided the property is within an area subjected to a common plan of development and such property is served by a central water and sewer system.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

**11 - NEW BUSINESS**

*Sheehy Ford of Richmond, Inc. Purchase Agreement* – Eric Dahl, County Administrator

- With supply chain issues making it difficult to source vehicles for the Sheriff's Office, staff brought the opportunity to purchase vehicles to the Board as new business, rather than wait until the next meeting in August, fearing the emergency vehicles would not be available next month.

<b>MOTION:</b>	Approve the "2022 Ford F-150 Purchase Agreement" between Fluvanna County and Sheehy Ford of Richmond, Inc., for the purpose of purchasing four (4) 2022 F150 4X4 Crew Cab Police Responder Trucks as more specifically set forth in the agreement, at a total cost of \$143,620.80, and authorize the County Administrator to make revisions to the agreement in consultation with the County Attorney as may be appropriate and then to execute the final agreement, subject to approval as to form by the County Attorney				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Second		Motion	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*-Mrs. Booker asked the other members of the Board to visit the Fork Union Community Center to see its current condition and asked to revisit renovating the building, making it worthy of its dedication to her husband Jerome Booker.*

**MOTION TO EXTEND**

- At 8:58pm, a motion was made to extend the Board of Supervisors meeting.*

<b>MOTION:</b>	Approve a motion to extend the July 6, 2022 Regular Board of Supervisors meeting to 11:00pm.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>					
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**12 - PUBLIC COMMENTS #2**

At 9:01pm, Chair Sheridan opened the second round of Public Comments.

- Corven Flynn, 319 Shiloh Church Rd, spoke in opposition to SUP 22:01.
- Cyndra Kerley, TM 17-15-X, spoke in opposition to SUP 22:01.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 9:10pm.

**13 - CLOSED MEETING**

<b>MOTION:</b>	At 9:11pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – County Administrator performance evaluation, and Litigation – Actual litigation in connection with the Zion Crossroads water and sewer project.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>	Second			Motion	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

<b>MOTION:</b>	At 10:59pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting."				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>	Second			Motion	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

14 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, July 6, 2022 at 10:59pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
  
Caitlin Solis  
Clerk to the Board

\_\_\_\_\_  
  
John M. Sheridan  
Chair

DRAFT



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 12-2022**

**A Resolution to Take Streets in the Village Oaks Subdivision  
into the Secondary System of Highways in Fluvanna County, Virginia**

At a regular meeting of the Board of Supervisors of Fluvanna County held at the Carysbrook Performing Arts Center at 5:00 PM on Wednesday, July 6, 2022, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

**WHEREAS**, the eligible streets described on the attached VDOT AM-4.3 form, fully incorporated herein by reference, are shown on plats recorded in the clerk’s office of the Circuit Court of Fluvanna County; and

**WHEREAS**, the streets described in the Village Oaks Subdivision have been developed in Fluvanna County and the developer has constructed the streets in accordance with the plans submitted to and approved by the Virginia Department of Transportation and the streets have been inspected by the Office of the Land Development Engineer and found to be acceptable in the State Highway System; and

**NOW, THEREFORE BE IT RESOLVED**, on this 6<sup>th</sup> day of July, 2022, that the Fluvanna County Board of Supervisors hereby requests that the Virginia Department of Transportation add the described roads listed on the attached VDOT AM-4.3 form to the Secondary System of State Highways of Fluvanna County pursuant to Section 33.2-705 of the Code of Virginia, as amended, and the Subdivision Street Requirements; and

**BE IT FURTHER RESOLVED**, that the Fluvanna County Board of Supervisors guarantees a clear and unrestricted right-of-way, and any necessary easements for cuts, fills, and drainage; and

**BE IT YET FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the Land Development Engineer for the Virginia Department of Transportation.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 6<sup>th</sup> day of July, 2022:

SUPERVISORS	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					X
Patricia B. Eager, Palmyra District	X					
Chris Fairchild, Cunningham District	X					
Anthony P. O’Brien, Rivanna District	X				X	
John M. Sheridan, Columbia District	X					

Attest:

\_\_\_\_\_  
John M. Sheridan, Chair  
Board of Supervisors  
Fluvanna County, Virginia



**BOARD OF SUPERVISORS**  
County of Fluvanna Palmyra, Virginia  
**RESOLUTION No. 13-2021**

**A RESOLUTION RECOGNIZING**  
**JOSEPH O'CONNOR**  
**AWARD OF EAGLE SCOUT STATUS**

*The Fluvanna County Board of Supervisors adopted the following resolution on Wednesday, July 6, 2022:*

**WHEREAS**, the Boy Scouts of America was incorporated by Mr. William D. Boyce on February 8, 1910; and

**WHEREAS**, the Boy Scouts of America was founded to promote citizenship, training, personal development and fitness of individuals; and

**WHEREAS**, Joseph O'Connor has completed all the requirements for becoming an Eagle Scout; and

**WHEREAS**, Joseph has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout award; and

**WHEREAS**, Boy Scout Troop 154 convened an Eagle Scout Court of Honor on June 25, 2022 at 2:00 p.m. at Cunningham Methodist Church, Palmyra, Virginia; and

**WHEREAS**, the Fluvanna County Board of Supervisors fully supports the programs of the Boy Scouts of America and recognizes the important services they provide to the youth of our Country.

**NOW, THEREFORE BE IT RESOLVED** that the Fluvanna County Board of Supervisors joins Joseph's family and friends in congratulating him on his achievements, the award of Eagle Scout status and acknowledges the good fortune of the County to have such an outstanding young man as one of its citizens.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 6<sup>th</sup> day of July 2022, by the following vote:

SUPERVISORS	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					X
Patricia B. Eager, Palmyra District	X					
Anthony P. O'Brien, Rivanna District	X				X	
John M. Sheridan, Columbia District	X					
Chris Fairchild, Cunningham District	X					

*Attest:*

\_\_\_\_\_  
John M. Sheridan, Chair  
Board of Supervisors





**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 14-2022**

**A RESOLUTION TO APPROVE A POLICY PERMITTING BOARD MEMBERS  
TO PARTICIPATE IN BOARD MEETINGS SUBJECT TO CERTAIN CONDITIONS  
PURSUANT TO VIRGINIA CODE SECTION 2.2-3708.2**

**BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF FLUVANNA COUNTY, VIRGINIA, that the following policy be, and it is hereby, adopted pursuant to Virginia Code Section 2.2-3708.2, as follows:**

A. The Board may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on or before the day of a meeting, a member of the Board notifies the chair of the Board that:

1. Such member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member’s physical attendance or (ii) a family member’s medical condition that requires the member to provide care for such family member, thereby preventing the member’s physical attendance; or
2. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision b is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

B. If participation by a member through electronic communication means is approved pursuant to subdivision A., the Board shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public. If participation is approved pursuant to subdivision A.1., the Board shall also include in its minutes the fact that the member participated through electronic communication means due to (i) a temporary or permanent disability or other medical condition that prevented the member’s physical attendance or (ii) a family member’s medical condition that required the member to provide care for such family member, thereby preventing the member’s physical attendance. If participation is approved pursuant to subdivision A.2., the Board shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member’s participation from a remote location pursuant to subdivision A.2. is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

C. Participation by a member of the Board in a meeting through electronic communication means pursuant to subdivisions A 1 and 2 and subsection B shall be authorized only if the following conditions are met:

1. The Board approves such participation pursuant to this policy allowing for and governing participation of its members by electronic communication means, including the approval process for such participation, subject to the express limitations imposed by Section 15.2-3708.2, as the same shall be amended from time to time. This policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;
2. A quorum of the Board is physically assembled at one primary or central meeting location; and
3. The Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors of Fluvanna County on this 6<sup>th</sup> day of July 2022.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					X
Patricia B. Eager, Palmyra District	X				X	
Anthony P. O’Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X					
Chris Fairchild, Cunningham District			X			

Attest:

John M. Sheridan, Chair  
Fluvanna County Board of Supervisors



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB J

<b>MEETING DATE:</b>	August 3, 2022				
<b>AGENDA TITLE:</b>	Amendment to and Adoption of the Fluvanna County Board of Supervisors June 15, 2022 Meeting Minutes				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, June 15, 2022, be adopted.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
<b>STAFF CONTACT(S):</b>	Caitlin Solis, Clerk to the Board				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Revised Draft Minutes for June 15, 2022.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X



**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**Fluvanna County Library**  
**214 Commons Blvd, Palmyra, VA 22963**  
**June 15, 2022**  
**Regular Meeting 7:00pm**  
**Approved with Revisions on August 3, 2022**

**MEMBERS PRESENT:**

Tony O’Brien, Rivanna District, Vice Chair *(Attending via Zoom)*  
Mozell Booker, Fork Union District  
Patricia Eager, Palmyra District  
Chris Fairchild, Cunningham District

**ABSENT:**

John M. (Mike) Sheridan, Columbia District, Chair

**ALSO PRESENT:**

Eric M. Dahl, County Administrator  
Kelly Belanger Harris, Assistant County Administrator  
Fred Payne, County Attorney  
Caitlin Solis, Clerk for the Board of Supervisors

**1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE**

At 7:00pm, Supervisor Booker called to order the Regular Meeting of June 15, 2022. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

- *Mr. O’Brien relinquished the gavel to Mrs. Booker and attended the meeting via Zoom from his car to attend a funeral.*

**3 - ADOPTION OF AGENDA**

<b>MOTION:</b>	Accept the Agenda, for the June 15, 2022 Regular Meeting of the Board of Supervisors, as presented.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Motion	Second		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Dahl reported on the following topics:

Summer Reading is in full swing at Fluvanna Library!

- We have had three large programs along with many workshops and drop-in events - including Tech Day, Star Wars Days, Kite Day and more!
- Mini Menagerie Petting Zoo - 250 + 181 did farm crafts
- Under the Sea (live animals) - 325 people
- Talewise - Pirates: Lost at Sea - 82

Virginia Association of Counties meeting with Regions 5 & 7

- July 12<sup>th</sup>, 4-6 pm, At Cunningham Creek Winery

**5 - PUBLIC COMMENTS #1**

At 7:10pm, Supervisor Booker opened the first round of Public Comments.

- Hal Morgan, 2 Shortwood Cir, spoke in reaction to an article in the Fluvanna Review and in support of Marta Keane and her request for Fluvanna to join the AARP Network of Livable Communities.
- Diane Kerr, 1 Laguna Rd., spoke in support of the Thomas Jefferson Regional Planning District Commission Regional Transit Vision Plan.

With no one else wishing to speak, Supervisor Booker closed the first round of Public Comments at 7:15pm.

**6 - PUBLIC HEARING**

*SUP 22:02 Louisa County* – Douglas Miles, Community Development Director

A Special Use Permit to allow for major utilities, with respect to Louisa County constructing new public water and sewer lines from Ferncliff to Shannon Hill and will be constructed within the limits of the US Route 250 right-of-way. The subject properties of the request are known as Tax Maps 24-3-2, 24-2-1A4, 24-A-11A, 24-A-11, 24-A-15B, 24-A-GL15 and 24-A-16. Parcels are zoned A-1, General Agricultural and are generally located along US Route 250 and at its intersection with Three Chopt Road in the Rural Preservation Area and in the Columbia Election District.

SUP 22:02 Louisa County Case Conditions

1. The construction, operation and maintenance of the Louisa County water and sewer lines located in Fluvanna County shall comply with all local, state and federal requirements.
2. Vehicular access to all of the residences and parcels along the Route 250 right-of-way shall be maintained at all times and Louisa County shall be responsible for returning all affected access points or mailboxes to equal or better conditions upon project completion.

SUP 22:02 Louisa County – VA Code 15.2-2232 Comp Plan

Fluvanna County: You can find these new proposed Louisa County public water and sewer lines to be in substantial accordance with our 2015 Comprehensive Plan under VA Code Section 15.2-2232 Legal Status of the Plan. As these proposed public lines they would provide for the public good in this area of Fluvanna County.

2015 Comprehensive Plan – Chapter 3 Infrastructure:

*The cost effectiveness and efficiency of water and sewer infrastructure is critical to the county. These systems are carefully managed and require cooperation from the county and state with particular attention to future operations and maintenance needs.*

At 7:27pm, Supervisor Booker opened the Public Hearing. With no one wishing to speak, Supervisor Booker closed the Public Hearing at 7:27pm.

MOTION:	Approve SUP 22:02 Louisa County, a Special Use Permit to allow for major utilities, with respect to Louisa County constructing new public water and sewer lines from Ferncliff to Shannon Hill, which will be constructed within the limits of the US Route 250 right-of-way. The subject properties of the request are known as Tax Maps 24-3-2, 24-2-1A4, 24-A-11A, 24-A-11, 24-A-15B, 24-A-GL15 and 24-A-16 along with the two conditions as found within the staff report.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

ZMP 22:02 Johnston & Co LLC – Douglas Miles, Community Development Director

A Conditional Rezoning from A-1, General Agricultural to the B-1, General Business Zoning District on 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2.

The subject property is located 900 feet north of the Route 53 and Turkeysag Trail intersection and is adjacent to the UVA Community Credit Union in the Rivanna Community Planning Area and the Cunningham Election District.

ZMP 22:02 Johnston & Co Case Proffers

1. B-1 Prohibited Land Uses: Automotive Sales and Repair, Boarding houses, RV sales, Fast Food restaurants; Large Scale retail stores, Neighborhood convenience retail stores, and Indoor shooting ranges by Right.

B-1 Prohibited Land Uses: Adult entertainment uses, Commercial amusements, Dance halls, Halfway houses, Commercial kennels, Manufactured homes sales, Outdoor entertainment, Outdoor recreational facilities, Adult retail stores and Transportation terminals by Special Use Permit.

2. Architectural Detail: The front façade of any building fronting on State Route 53 must have a minimum of two material finishes, with each of the two minimum required finishes being applied to no less than 20% of the façade and one required material finish being brick or stone cladding.

Proffered Condition 2 has been added by the Applicant since the May 10th Planning Commission Public Hearing and he has submitted and signed his revised Statement of Final Proffers on June 6, 2022.

At 7:50pm, Supervisor Booker opened the Public Hearing for ZMP 22:02 and SUP 22:01

- Cyndra Kerley, Spoke against ZMP 22:02 and SUP 22:01.
- Corven Flynn, 319 Shiloh Church Rd., spoke against ZMP 22:02 and SUP 22:01.
- Craig McCormick, 5 Liebenow Ct., spoke against ZMP 22:02 and SUP 22:01.

With no one else wishing to speak, Supervisor Booker closed the Public Hearing at 8:03pm.

- *After some discussion, Supervisor Booker called for a motion.*

MOTION:	Defer ZMP 22:02, Johnston and Company, LLC a request to amend the Fluvanna County Zoning Map on 6.4 +/- acres of Tax Map 17, Section 2, Parcel 2 to conditionally rezone the same from A-1, General Agricultural, to B-1, General Business and subject to the revised proffers dated June 6, 2022.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion		

<b>VOTE:</b>					Absent
<b>RESULT:</b>	<b>MOTION FAILED FOR LACK OF A SECOND</b>				

<b>MOTION:</b>	Approve ZMP 22:02, Johnston and Company, LLC a request to amend the Fluvanna County Zoning Map on 6.4 +/- acres of Tax Map 17, Section 2, Parcel 2 to conditionally rezone the same from A-1, General Agricultural, to B-1, General Business and subject to the revised proffers dated June 6, 2022.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Motion	Second		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

SUP 22:01 Johnston & Co LLC – Douglas Miles, Community Development Director

A Special Use Permit request in the B-1, General Business Zoning District to permit a contractor’s storage yard with respect to 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2.  
The applicant is proposing to operate an electrical contracting business and he would not have any outside contracting storage or have contractor equipment stored outside in the storage complex.

2015 Comprehensive Plan Summary

- The Rivanna Community Planning Area is the growth area of the county and it contains a mixture of residential and commercial uses. Medium and small commercial uses, along with office and residential uses all combine to form a series of commercial shopping centers that are interconnected with the Lake mixed-use development.
- The proposed request is located in the Neighborhood Mixed Use Area, which includes a mix of retail and office uses. The applicant, he proposes to run his electrical contracting office along with potential office use that is located in the B-1 District which complies with the Plan.

SUP 22:01 Johnston & Co LLC Case Conditions

1. The administrative site development plans shall be in substantial conformance with the Johnston & Co LLC Self-Storage Rezoning / Special Use Permit Concept Plan, prepared by Shimp Engineering and last revised on May 23, 2022.
2. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance, it shall be submitted for administrative approval.
3. Any lighting shall not be directed toward the adjacent properties and it shall comply with Article 25 Outdoor Lighting Control of the Fluvanna County Zoning Ordinance.
4. Any noise shall comply with Chapter 15.1 of the Fluvanna County, Virginia Code.
5. The site shall be maintained in a neat and orderly manner so that the visual appearance from the public right-of-way and adjacent properties is acceptable to County officials.
6. The Board of Supervisors, or its representative, reserves the right to inspect the property for compliance with these conditions at any time.
7. Under Section 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.
8. No outside storage of heavy equipment for earthwork operations affiliated with a contractor’s storage yard will be permitted; this does not preclude storage of heavy equipment for earthwork operations during construction activities on the property.

<b>MOTION:</b>	Defer SUP 22: 01 Johnston & Co LLC a Special Use Permit request in the B-1, General Business Zoning District to permit a contractor’s storage yard with respect to 6.4 +/- acres of Tax Map 17 Section 2 Parcel 2 and subject to the eight (8) case conditions in the staff report until July 6, 2022 at 7:00pm.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>			Motion	Second	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

7 - ACTION MATTERS

2022 VATI Grant Three-Party Agreement – Eric Dahl, County Administrator

- The Virginia Department of Housing and Community Development (DHCD) has been authorized to distribute and administer funds awarded through the Virginia Telecommunications Initiative (“VATI”) grant-making process.
- Fluvanna entered into a multi-party, multijurisdictional cooperative agreement title “Phase One Memorandum of Understanding” and dated March 1, 2021, wherein Fluvanna agreed to support Firefly’s and other parties efforts to provide universal broadband coverage to the participating counties, which are

- Albemarle, Amherst, Appomattox, Buckingham, Campbell, Cumberland, Fluvanna, Goochland, Greene, Louisa, Madison, Nelson, and Powhatan.
- Fluvanna County unanimously participated in this regional project, to fully support the application, and to provide local matching funds up to \$601,500 at its August 18, 2021 Board of Supervisors meeting, with those funds to come from the County’s ARPA allocation.
  - The participating counties cooperated in the VATI 2022 grant application process, with TJPDC as the primary applicant and FIREFLY as the co-applicant, and the parties understand the participating counties remain committed to bringing universal broadband internet access to their residents and businesses.
  - The County now enters into this agreement (“TJPDC/FIREFLY Fluvanna County Agreement”) formally setting forth the respective roles regarding the work and project as the VATI grant has been awarded.

MOTION:	Approve the Agreement between Thomas Jefferson Planning District Commission, Firefly, and Fluvanna County Regarding Awarded VATI 2022 Funding (the "Grant Agreement") consistent with that prior resolution No. 18-2021 approved by the Board of Supervisors on August 18, 2021, approving up to \$601,500 in matching funding as further described therein using American Rescue Plan Funds, and as further anticipated by the Phase One Memorandum of Understanding dated March 1, 2021, and the Application for Funding, which the Grant Agreement formally sets forth the respective roles regarding the work and project as the VATI grant has been awarded, with such Grant Agreement being subject to reasonable modifications deemed appropriate by the County Administrator and the County Attorney and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

*Burn Building Project Agreement #2 Amendment with Draper Aden Associates* – Donna Allen, Purchasing Officer  
The last Invitation for Bid (IFB) from September 2020, the low bid came in at \$987,721.00

- The total amount of the grant is \$480,000
  - \$450,000 for construction
  - \$30,000 for A&E
- Leaving \$537,721 in funding needed from the County
- This does not include a contingency fund, Special Inspections, Construction Administration, electric and water hookups.
- The Board decided at that time to reissue the IFB with no changes and hope for better results.

Burn Building New Design

- Over a year ago, the Burn Building Committee was made aware of a building completed in Harrisonburg using the same grant.
- Part of the Committee took a tour of the facility and was able to see how it functioned during a training activity.
- In an effort to save money in the overall construction cost, the Committee recommended to the board to change the design to the more economical version completed by Harrisonburg and the board approved the additional design costs in January 2021.

Current Request

- The current \$1,000 request for the Project Agreement Amendment with Draper Aden makes adjustments and revisions to the site development plans, making them separate of the building construction plans.
- Doing this will provide vendors the ability to bid on:
  1. Site Work Only
  2. Building Construction Only
  3. Both Site Work and Building Construction Combined

Next Steps

- Issue a third Invitation for Bid (IFB) for the Burn Building project within the next month.
- Allow 45 days for the IFB due date.
- Once bids come in, determine if additional funding is required.
- If additional funding is required, decide to provide the additional funding or not move forward with the project.

MOTION 1:	Approve the Amendment to Project Agreement # 2 Term Contract Between Fluvanna County and Draper Aden Associates for Professional Services for the
-----------	---



	Fork Union Fire Training Building to complete Site Development Plans and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Motion		Second	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

MOTION 2:	Approve a budget transfer of \$1,000 from the FY22 BOS Contingency budget to the FY22 Fire Training Building CIP budget for the Site Development Plan updates.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Motion	Second		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

Motorola Solutions Maintenance Support and Lifecycle Management Purchase Agreement – Donna Allen, Purchasing Officer

- The existing maintenance service agreement with Motorola Solutions, Inc. is set to expire on June 30, 2022 for our Public Safety Emergency Communications Radio System Maintenance Services.
- A new six-year agreement has been negotiated between Motorola, E911 and the County Attorney’s Office.
- The amount in the initial term of the proposed purchase agreement is included in the FY23 E911 budget.

Infrastructure Maintenance Services/Cost:

	FY 23	FY 24	FY 25	FY 26	FY 27	FY28
	YR 1 7/1/2022 – 6/30/2023	YR 2 7/1/2023 – 6/30/2024	YR 3 7/1/2024 – 7/25/2025	YR 4 7/1/2025 – 6/30/2026	YR 5 7/1/2026 – 6/30/2027	YR6 7/1/2027 - 6/30/2028
SERVICE INCLUDES: 24X7X365 TECHNICAL SUPPORT NETWORK HARDWARE REPAIR SECURITY PATCHING ONSITE SUPPORT (DISPATCH AND ONSITE RESPONSE) ANNUAL PREVENTIVE MAINTENANCE NETWORK EVENT MONITORING ADVANCE PLUS ADDS NETWORK UPGRADES						
	\$416,241.00	\$432,744.00	\$449,903.00	\$467,777.00	\$486,362.00	\$505,701.00
MICROWAVE REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NICE GOLD SUPPORT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL SERVICES PRICE</b>	<b>\$416,241.00</b>	<b>\$432,744.00</b>	<b>\$449,903.00</b>	<b>\$467,777.00</b>	<b>\$486,362.00</b>	<b>\$505,701.00</b>
<b>CORE ONLY SERVICES</b>	<b>\$168,521.00</b>	<b>\$173,649.00</b>	<b>\$178,934.00</b>	<b>\$184,377.00</b>	<b>\$189,989.00</b>	<b>\$195,774.00</b>

The pricing above includes a multi-year discount, based on current Fluvanna equipment and configuration is subject to multi-year terms and conditions through June 30, 2028. With a 3.97% increase per year.

MOTION:	Approve the “Maintenance Support and Lifecycle Management Purchase Agreement” between Fluvanna County and Motorola Solutions, Inc. for the Public Safety Emergency Communications Radio System Maintenance Services and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Second	Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

7A – BOARDS AND COMMISSIONS

- Catherine Tatro addressed the Board of Supervisors regarding her appointment to the Economic Development and Tourism Advisory Council (EDTAC) – At-Large Representative.
- Gene Ott addressed the Board of Supervisors regarding his appointment to the Social Services Board - Cunningham District Representative.

<b>MOTION:</b>	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):			
<b>BOARD/COMMISSION/COMMITTEE</b>	<b>APPOINTEES</b>	<b>APPT/ REAPPT</b>	<b>BEGINS TERM</b>	<b>ENDS TERM</b>
Economic Development and Tourism Advisory Council (EDTAC) – At-Large Representative	Peggy Shanklin (I)	Reappt	7/1/2022	6/30/2025

Board of Supervisors Minutes

Economic Development and Tourism Advisory Council (EDTAC) – At-Large Representative	Angela Chainer (I)	Reappt	7/1/2022	6/30/2025	
Economic Development and Tourism Advisory Council (EDTAC) – At-Large Representative	Kathleen Kilpatrick (I)	Reappt	7/1/2022	6/30/2025	
Economic Development and Tourism Advisory Council (EDTAC) – At-Large Representative	Ben Shaw	Appt	7/1/2022	6/30/2025	
Economic Development and Tourism Advisory Council (EDTAC) – At-Large Representative	Catherine Tatro	Appt	7/1/2022	6/30/2025	
Social Services Board - Columbia District Representative	Sandra Patterson (I)	Reappt	7/1/2022	6/30/2026	
Social Services Board - Cunningham District Representative	Gene Ott	Appt	7/1/2022	6/30/2026	
Parks and Recreation Advisory Board (RAB) – At-Large	Jon Bishop Larson (I)	Reappt	7/1/2022	6/30/2025	
Parks and Recreation Advisory Board (RAB) – At-Large	Sandra Patterson (I)	Reappt	7/1/2022	6/30/2025	
Parks and Recreation Advisory Board (RAB) – At-Large	Walter Hussey (I)	Reappt	7/1/2022	6/30/2025	
Parks and Recreation Advisory Board (RAB) – At-Large	Raghvendra Singh (I)	Reappt	7/1/2022	6/30/2025	
Parks and Recreation Advisory Board (RAB) – At-Large	Nelson H. Cook Jr.	Appt	7/1/2022	6/30/2025	
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

8 – PRESENTATIONS

*Regional Transit Vision Plan – TJPDC* – Lucinda Shannon, Senior Regional Planner, Thomas Jefferson Regional Planning District Commission

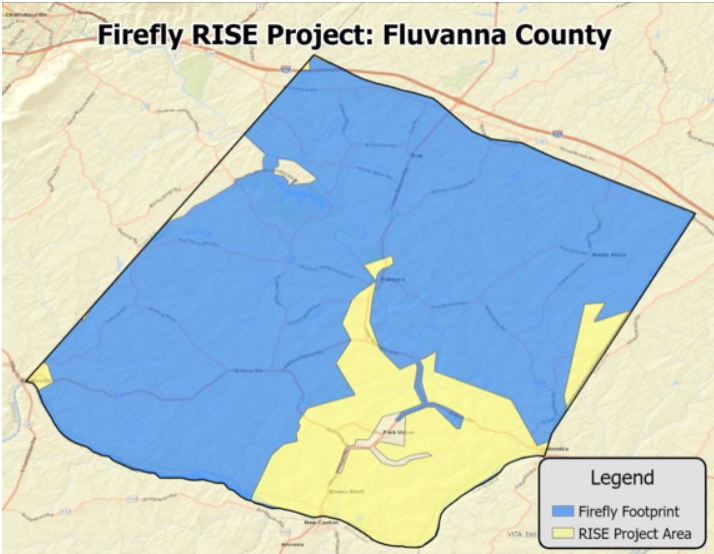
The Regional Transit Vision Plan is a collaborative effort to evaluate and establish a clear long-term vision for transit service in the region. This is a public and stakeholder led effort to identify transit priorities and goals for the region.

- Main Themes:
  - Equity – Expand opportunities for all residents and represents the needs of both the urban and rural communities
  - Multi-modality – Reduce reliance on automobiles
  - Climate Change – Help protect the environment

*Firefly Broadband Update* – Galen Creekmore, Key Accounts and Member Engagement Representative, Central Virginia Electric Cooperative

Gary Wood, Central Virginia Electric Cooperative gave an update on the Regional Internet Service Expansion (RISE) project.

- Fluvanna Connection and Construction Status
- Fiber construction complete in CVEC area, splicing finished within six weeks, service extensions continue through fall
  - All CVEC Areas in Service or connecting – Zion Crossroads, Columbia, Kidds Store, Henson’s Store, Ferncliff, Cunningham
  - Passings on CVEC electric system ~8,400
  - Passings with service available today – 5,200
  - Current Active Accounts – 2,979



- Current Miles of fiber- 680 (will finish at over 700)
- Current Total investment - \$22 M (will exceed \$25 M)

Final RISE Project Figures in Fluvanna

- RISE Project Total Costs in county- \$8,116,505
- VATI Award Total for County- \$1,090,562
- Approved County VATI Match Contribution- \$601,500
- Total passings within RISE (844), CVEC, CARES and full Lake buildout- 12,000
- Total Miles of Fiber ~ 900 miles
- VATI Award Total for Regional RISE Project - \$79,027,930

What is next in Fluvanna?

1. Complete the service extensions in Ferncliff area
2. Complete build throughout Lake Monticello including the areas in Dominion Energy electric territory
3. Small firefly UG extension along River Road, Winnsville Drive and James Madison Highway through parts of Dominion territory (Residents will be contacted directly)
4. South-East portion of County covered by Dominion Energy (DE) – middle mile fiber routes are being reviewed
  - Bryasan Mealy-Norris, Marketing & Communications Coordinator- DE Rural Broadband Program

Steps of Fiber Construction and Timeline

- Generally, assume six months from start of construction until first in home connections. Will continue to work until all who would like service are connected.
- Each area requires several steps before connections can be made:
  - Data collection (Firefly - NTS)
  - Design (Firefly - Conexon)
  - Make ready engineering
  - Make ready construction
  - Fiber construction (Firefly - S&N)
  - Splicing (Firefly - S&N)
  - Service extensions to homes (Firefly - S&N)
  - Final connection (Firefly)

9 - CONSENT AGENDA

The following items were approved under the Consent Agenda for June 15, 2022:

- *Minutes of June 1, 2022* – Caitlin Solis, Clerk to the Board
- *Sheriff's Office Firing Range Improvements Funding* – Tori Melton, Acting Finance Director
- *Pleasant Grove Park Light Poles/Fixtures Donation from UVA* – Tori Melton, Acting Finance Director
- *Accounts Payable Report for May 2022* – Tori Melton, Acting Finance Director
- *VDOT Smart Scale Round 5 Applications* – Douglas Miles, Community Development Director

MOTION:	Approve the consent agenda, for the June 15, 2022 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for May 2022, in the amount of \$2,063,805.70.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	5-0				

10 - UNFINISHED BUSINESS

None.

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 10:16pm, Supervisor Booker opened the second round of Public Comments. With no one wishing to speak, Supervisor Booker closed the second round of Public Comments at 10:16pm.

13 - CLOSED MEETING

MOTION:	At 10:16pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.3, & A.5 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – County Administrator performance evaluation, Real Estate – Fork Union real estate acquisition, Prospective Industry – prospective business.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan

<b>ACTION:</b>		Second	Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

<b>MOTION:</b>	At 10:52pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>			Motion	Second	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

14 - ADJOURN

<b>MOTION:</b>	Adjourn the regular meeting of Wednesday, June 15, 2022 at 10:54pm.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Second		Motion	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Absent
<b>RESULT:</b>	<b>4-0</b>				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
  
Caitlin Solis  
Clerk to the Board

\_\_\_\_\_  
  
John M. Sheridan  
Chair



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 11-2022**

**A RESOLUTION SUPPORTING THE SUBMISSION OF SMART SCALE APPLICATIONS REQUESTING TRANSPORTATION FUNDING**

At a regular monthly meeting of the Fluvanna County Board of Supervisors held at 7:00 p.m. on Wednesday, June 15, 2022 in Palmyra, Virginia, the following action was taken:

**WHEREAS**, during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 (Smart Scale) which established new criteria for the allocation of transportation funding for new projects within the state; and

**WHEREAS**, for the FY2024 application period this Board approved the following projects for submission:

- 1. Turkeysag Trail (Route 1015) at Route 53 Intersection (Roundabout improvements)
- 2. Troy Road (Route 631) at Route 15 Intersection (Intersection improvements)
- 3. Route 53 at Martins King Road (Route 618) Intersection (Intersection improvements)

**WHEREAS**, proposed improvements will be a benefit to the county in the areas of public safety, traffic flow, and economic development; and

**WHEREAS**, these projects, if approved, will be fully funded by the Virginia Department of Transportation; and

**WHEREAS**, a resolution of support from the Fluvanna County Board of Supervisors is recommended for application.

**NOW, THEREFORE, BE IT RESOLVED** that this Board hereby supports the Smart Scale applications submitted by county staff for the above mentioned projects.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 15th day of June 2022, by the following vote:

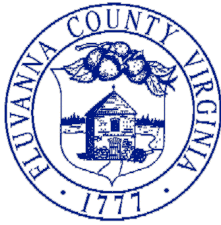
SUPERVISOR	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					
Patricia B. Eager, Palmyra District	X				X	
Anthony P. O’Brien, Rivanna District	X					
John M. Sheridan, Columbia District				X		
Chris Fairchild, Cunningham District	X					X

Adopted this 15th Day of June 2022  
by the Fluvanna County Board of Supervisors

ATTEST:

\_\_\_\_\_  
Mozell Booker, Fork Union District Supervisor  
Fluvanna County Board of Supervisors





# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS2022-08-03 p.115/354

P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

**TAB K**

## MEMORANDUM

**Date:** August 3, 2022  
**From:** Finance Department  
**To:** Board of Supervisors  
**Subject:** **Accounts Payable Report for June 2022**

1. Staff recommends that the Board of Supervisors ratify the expenditures in the attached report and summarized below.

CATEGORY	AMOUNT
General	\$665,165.50
Capital Improvements	\$57,588.87
Debt Service	\$0.00
Sewer	\$7,465.75
Fork Union Sanitary District	\$7,415.63
Zion Crossroads Water & Sewer	\$11,352.22
<b>TOTAL AP EXPENDITURES</b>	<b>\$749,018.97</b>
Payroll	\$997,762.90
<b>TOTAL</b>	<b>\$1,746,781.87</b>

## MOTION

I move the Accounts Payable and Payroll be ratified for June 2022 in the amount of \$1,746,781.87.

Encl:  
AP Report





	A	B	C	D	F	G	H	I	J
1	<b>County of Fluvanna Accounts Payable List</b>		<b>From Date: 6/1/2022 To Date: 6/30/2022</b>						
2									
4	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>		<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>		<b>Check Amount</b>
5	<b>Fund # - 100 GENERAL FUND</b>								
6	<b>GENERAL FUND</b>								
7	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 062422		96395	6/24/2022	6/24/2022		352.80
8	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 061022		95950	6/10/2022	6/24/2022		361.49
9	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 062422		96396	6/24/2022	6/24/2022		699.06
10	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 061022		95951	6/10/2022	6/24/2022		704.85
11							<b>Total:</b>		<b>\$2,118.20</b>
12									
13	<b>REAL ESTATE TAXES</b>								
14	ALLEN, JANICE	R E 2019 - 1ST	EXP#000018		95308	5/6/2022	6/9/2022		94.35
15	ALLEN, JANICE	R E 2020 - 1ST	EXP#000019		95309	5/6/2022	6/9/2022		94.35
16	ALLEN, JANICE	R E 2021 - 1ST	EXP#000020		95310	5/6/2022	6/9/2022		92.82
17	BARTO, BRENT L & HEATHER	R E 2022 - 1ST	RE 2022 18A-3-563		95935	6/8/2022	6/9/2022		1,794.38
18	CHAMNESS, PATRICK & JOHNSON,	R E 2022 - 1ST	EXP#000030		96545	6/29/2022	6/29/2022		1,571.35
19	FRANCO, GLORIA V & FRANCESCA M	R E 2022 - 1ST	RE 2022 11-13-8		95936	6/8/2022	6/9/2022		517.21
20	FREEDOM MORTGAGE	R E 2021 - 1ST	RE 2021 10-5-A2		95932	6/8/2022	6/9/2022		500.34
21	HILL, JANICE LEE MITCHELL	R E 2021 - 1ST	EXP#000023		95906	6/8/2022	6/9/2022		379.24
22	NATIONSTAR MORTGAGE	R E 2021 - 1ST	RE 2021 41-8-15		95934	6/8/2022	6/9/2022		759.36
23	RADFORD, JERRY K & SANDRA L	R E 2021 - 2ND	EXP#000021		95311	5/6/2022	6/9/2022		278.24
24	RADFORD, JERRY K & SANDRA L	R E 2022 - 1ST	RE 2022 17A-1-49		95937	6/8/2022	6/9/2022		1,364.76
25	STANLEY, HUESTON A & FAYE	R E 2020 - 1ST	EXP#000022		95905	6/8/2022	6/9/2022		1,824.94
26	STANLEY, HUESTON A & FAYE	R E 2021 - 1ST	EXP#000024		95907	6/8/2022	6/9/2022		1,194.28
27	STANLEY, HUESTON A & FAYE	R E 2021 - 2ND	EXP#000024		95907	6/8/2022	6/9/2022		1,194.28
28	STANLEY, HUESTON A & FAYE	R E 2022 - 1ST	EXP#000025		95908	6/8/2022	6/9/2022		1,134.09
29	STAUNTON, J M & WM MC COY	R E 2022 - 1ST	RE 2022 50-A-40		95938	6/8/2022	6/9/2022		4.71
30	WOODS ROGERS PLC	R E 2021 - 1ST	RE 2021 18A-10-226		95933	6/8/2022	6/9/2022		334.82
31							<b>Total:</b>		<b>\$13,133.52</b>
32									
33	<b>PERSONAL PROPERTY TAXES</b>								
34	JAMES RIVER ADVENTURES LLC	P P 2022 - 1ST	EXP#000034		96549	6/29/2022	6/29/2022		1,000.39
35	NOBLE, ASHLEY DENBY	P P 2022 - 1ST	EXP#000033		96548	6/29/2022	6/29/2022		112.22
36							<b>Total:</b>		<b>\$1,112.61</b>
37									
38	<b>OTHER LOCAL TAXES</b>								
39	ADAMY, RYEELE GALE	ADMIN FEE VEHICLE LICENSE	PP 2021 27736		95939	6/8/2022	6/9/2022		42.79
40	CRAWFORD, MATTHEW ANTHONY	ADMIN FEE VEHICLE LICENSE	EXP#000032		96547	6/29/2022	6/29/2022		383.67
41	FIELDING, LORI JEAN	ADMIN FEE VEHICLE LICENSE	PP 2021 25239		95940	6/8/2022	6/9/2022		16.54
42	GREEN, BRIAN OLIVER	ADMIN FEE MOTORCYCLE	EXP#000031		96546	6/29/2022	6/29/2022		487.00

	A	B	C	D	F	G	H	I	J
1	<b>County of Fluvanna Accounts Payable List</b>		<b>From Date: 6/1/2022 To Date: 6/30/2022</b>						
2									
4	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>		<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>		<b>Check Amount</b>
43	HONDA LEASE TRUST	ADMIN FEE VEHICLE LICENSE	EXP#000026		95909	6/8/2022	6/9/2022		311.03
44	JAMES RIVER ADVENTURES LLC	ADMIN FEE VEHICLE LICENSE	EXP#000034		96549	6/29/2022	6/29/2022		33.00
45	JOHNSON, JACQUELINE ANN	ADMIN FEE VEHICLE LICENSE	PP 2021 7348		95941	6/8/2022	6/9/2022		5.10
46	JORDAN, JOHN MORRIS	ADMIN FEE VEHICLE LICENSE	EXP#000027		95910	6/8/2022	6/9/2022		20.60
47	NOBLE, ASHLEY DENBY	ADMIN FEE VEHICLE LICENSE	EXP#000033		96548	6/29/2022	6/29/2022		33.00
48	OBERMEYER III, CHARLES ROBERT	ADMIN FEE VEHICLE LICENSE	EXP#000028		95911	6/8/2022	6/9/2022		106.90
49	RICHARDSON, JASON LAMONT	ADMIN FEE VEHICLE LICENSE	PP 2021 20854		95942	6/8/2022	6/9/2022		2.28
50	STANLEY, HUESTON ALLEN	ADMIN FEE VEHICLE LICENSE	EXP#000029		95912	6/8/2022	6/9/2022		72.09
51							<b>Total:</b>		<b>\$1,514.00</b>
52									
53	<b>BOARD OF SUPERVISORS</b>								
54	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		11.70
55	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		31.50
56	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		63.00
57	FLUVANNA REVIEW	ADVERTISING	ADMIN- FR 1/4- 13X PAGE AD- CO		2022F18-8	5/5/2022	6/3/2022		287.50
58	FLUVANNA REVIEW	ADVERTISING	ADMIN- FR 1/4 13X, PUBLIC		2022F19-8	5/12/2022	6/3/2022		287.50
59	FLUVANNA REVIEW	ADVERTISING	BOS- FR 1/4 -13X- 1/4PG LEGAL AD		2022F22-10	6/2/2022	6/17/2022		143.75
60	FLUVANNA REVIEW	ADVERTISING	BOS- FR 1/4- 13X- LEGAL AD		2022F23-8	6/9/2022	6/17/2022		143.75
61	FLUVANNA REVIEW	ADVERTISING	ADMIN- FR 1/4- 13X, COUNTY		2022F24-8	6/16/2022	6/24/2022		143.75
62	KIM MABE	OTHER OPERATING	ADMIN- 6/1/22 FOOD LION & 6/2/22		060322 JUNE	6/3/2022	6/3/2022		8.80
63	KIM MABE	OTHER OPERATING	ADMIN- 6/1/22 FOOD LION & 6/2/22		060322 JUNE	6/3/2022	6/3/2022		35.86
64	TONY O'BRIEN	MILEAGE ALLOWANCES	2021 VACO CONFERENCE		012022 T.O.	1/20/2022	6/24/2022		173.60
65	TONY O'BRIEN	SUBSISTENCE & LODGING	2021 VACO CONFERENCE		012022 T.O.	1/20/2022	6/24/2022		97.00
66	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY		9906891910	5/19/2022	6/3/2022		151.15
67							<b>Total:</b>		<b>\$1,578.86</b>
68									
69	<b>COUNTY ADMINISTRATOR</b>								
70	ATLANTIC TECHNOLOGY	CONTRACT SERVICES	ADMIN- PROF SERV FOR		1876	5/3/2022	6/10/2022		1,500.00
71	BANK OF AMERICA	POSTAL SERVICES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		7.38
72	BANK OF AMERICA	POSTAL SERVICES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		14.76
73	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT		28708673	6/11/2022	6/24/2022		234.40
74	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	DEPT JUNE POSTAGE USE		8000909001515654JUN	5/18/2022	6/3/2022		21.90
75	PITNEY BOWES	LEASE/RENT	ADMIN- DM400C DIGITAL MAILING		3315742074	5/27/2022	6/10/2022		589.17
76	SMARSH, INC.	CONTRACT SERVICES	ADMIN- PRO CLOUD PLAN SMG		INV00709141	4/30/2022	6/17/2022		2,108.87
77	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS- OFFICE SUPPLY-		8066402101	5/28/2022	6/3/2022		292.55
78	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY STATEMENT		T448692	6/2/2022	6/3/2022		33.73
79	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY		9906891910	5/19/2022	6/3/2022		80.76
80							<b>Total:</b>		<b>\$4,883.52</b>

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1	<b>County of Fluvanna Accounts Payable List</b>		<b>From Date: 6/1/2022 To Date: 6/30/2022</b>						
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4	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>		<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>		<b>Check Amount</b>
81									
82	<b>COUNTY ATTORNEY</b>								
83	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL-	LEGAL SERVICES		060322	6/3/2022	6/3/2022		10,000.00
84	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL-	LEGAL SERVICES		060322	6/3/2022	6/3/2022		3,240.50
85	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL-	LEGAL SERVICES		060322	6/3/2022	6/3/2022		13,874.50
86	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL-	LEGAL SERVICES		060322	6/3/2022	6/3/2022		4,008.00
87							<b>Total:</b>		<b>\$31,123.00</b>
88									
89	<b>COMMISSIONER OF THE REVENUE</b>								
90	4IMPRINT, INC	ADVERTISING	COR- ORDER #23057667- STYLUS,		23057667	6/8/2022	6/10/2022		1,701.27
91	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	COR- METER BILLING FOR 12/1/20-		098087	11/30/2021	6/24/2022		595.26
92	COMMISSIONERS OF THE REVENUE	CONVENTION AND	COR- 2022 CRAV ANNUAL		5741-150-1-DE7B	6/2/2022	6/10/2022		425.00
93	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY COST OF FUEL FOR		060122	6/1/2022	6/10/2022		30.12
94	PITNEY BOWES	LEASE/RENT	COR- SENDPRO C AUTO : BILLING		3315742108	5/27/2022	6/3/2022		452.58
95	STONEWALL TECHNOLOGIES	PROFESSIONAL SERVICES	COR- PROJ 0100 VAMNET		9883	5/31/2022	6/17/2022		300.00
96	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY		9906891910	5/19/2022	6/3/2022		40.38
97							<b>Total:</b>		<b>\$3,544.61</b>
98									
99	<b>REASSESSMENT</b>								
100	PEARSON'S APPRAISAL SERVICE INC	PROFESSIONAL SERVICES	COR- F.C. 2023 GENERAL		INVOICE#2: 6/9/2022	6/9/2022	6/17/2022		13,632.50
101							<b>Total:</b>		<b>\$13,632.50</b>
102									
103	<b>TREASURER</b>								
104	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TREASURER- CHECKSIMPLE		17KK-6YM9-FCV3	6/8/2022	6/10/2022		121.95
105	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TREASURER- HAMMERMILL		1GXD-W7CV-11L3	6/5/2022	6/10/2022		289.74
106	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT		28708673	6/11/2022	6/24/2022		132.96
107	FLUVANNA REVIEW	ADVERTISING	TREASURER- FR 1/8-		2021F48-15	12/2/2021	6/10/2022		50.00
108	FLUVANNA REVIEW	ADVERTISING	TREASURER- FR 1/8-13X,		2022F21-12	5/26/2022	6/10/2022		87.50
109	FLUVANNA REVIEW	ADVERTISING	TREASURER- FR 1/8- 13X-		2022F22-13	6/2/2022	6/10/2022		87.50
110	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY		9906891910	5/19/2022	6/3/2022		40.38
111	VIRGINIA DEPT. OF MOTOR VEHICLES	DMV-ONLINE	TREASURER- ACCT		546001282025 JUN/4	6/4/2022	6/10/2022		125.00
112							<b>Total:</b>		<b>\$935.03</b>
113									
114	<b>INFORMATION TECHNOLOGY</b>								
115	AMAZON CAPITAL SERVICES	ADP SUPPLIES	IT- 2 HARD DRIVES, WALL MOUNT		1JLL-TWF1-7RT1	5/26/2022	6/3/2022		245.81
116	AMAZON CAPITAL SERVICES	ADP SUPPLIES	IT- TOSHIBA THICK 15MM, 2.5" IN		1JJ3-XL6F-K7TR	5/26/2022	6/3/2022		299.98
117	AMAZON CAPITAL SERVICES	ADP SUPPLIES	IT- HOSA MCL-103 XLR3F TO		1RLK-V7PW-4CTJ	6/14/2022	6/24/2022		79.50
118	AMAZON CAPITAL SERVICES	ADP SUPPLIES	IT- DOMOTZ BOX- OFFICIAL		1JPP-6ND7-4XYV	6/14/2022	6/24/2022		264.95

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119	BANK OF AMERICA	ADP SERVICES	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	21.00		
120	BANK OF AMERICA	ADP SERVICES	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	21.17		
121	BANK OF AMERICA	ADP SERVICES	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	25.00		
122	BANK OF AMERICA	ADP SERVICES	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	52.99		
123	BANK OF AMERICA	ADP SERVICES	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	169.93		
124	BANK OF AMERICA	ADP SERVICES	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	492.00		
125	BANK OF AMERICA	ADP SUPPLIES	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	73.16		
126	BANK OF AMERICA	ADP SUPPLIES	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	229.66		
127	BANK OF AMERICA	EDP EQUIPMENT	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	409.44		
128	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT	28708673	6/11/2022	6/24/2022	50.94		
129	FIREFLY	TELECOMMUNICATIONS	MONTHLY INTERNET STATEMENT	110068 JUNE0122	6/1/2022	6/3/2022	1,438.90		
130	PROGENT CORPORATION	PROFESSIONAL SERVICES	IT- REMOTE SERVICE TICKET:	152565	5/31/2022	6/10/2022	64.75		
131	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY STATEMENT	T448692	6/2/2022	6/3/2022	69.94		
132	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY	9906891910	5/19/2022	6/3/2022	127.92		
133						<b>Total:</b>	<b>\$4,137.04</b>		
134									
135	<b>FINANCE</b>								
136	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT	28708673	6/11/2022	6/24/2022	180.49		
137	IMAGETREND, INC	CONTRACT SERVICES	FINANCE- BILLING BRIDGE PROF	135847	5/31/2022	6/17/2022	3,379.71		
138	IMAGETREND, INC	CONTRACT SERVICES	0546- BILLING BRIDGE PROF	134247	2/28/2022	6/24/2022	1,889.57		
139	IMAGETREND, INC	CONTRACT SERVICES	#0546- BILING BRIDGE PROF	134796	3/31/2022	6/24/2022	10,161.92		
140	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	DEPT JUNE POSTAGE USE	8000909001515654JUN	5/18/2022	6/3/2022	133.62		
141	VACORP	WORKER'S COMPENSATION	FINANCE-WORKERS COMP	91275	10/27/2021	6/17/2022	15,927.00		
142	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY	9906891910	5/19/2022	6/3/2022	40.38		
143						<b>Total:</b>	<b>\$31,712.69</b>		
144									
145	<b>REGISTRAR/ELECTORAL BOARD</b>								
146	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	REGISTRAR- OLYMPIA TOOLS 85-	11D1-NWPR-NJYH	5/28/2022	6/10/2022	248.63		
147	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	REGISTRAR- CONT ID 4321- 3/30-	100332	5/27/2022	6/10/2022	155.00		
148	BENJ. FRANKLIN PRINTING CO.	OFFICE SUPPLIES	REGISTRAR- INV#44100 05/05/22	INV#44100	6/10/2022	6/17/2022	245.10		
149	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	REGISTRAR- 5/20/22 POSTAGE	52365707 MAY	5/20/2022	6/7/2022	8,000.00		
150	THE SUPPLY ROOM	FURNITURE & FIXTURES	REGISTRAR- DESK SHELL,	4314687-0	8/31/2021	6/10/2022	1,474.68		
151	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY STATEMENT	T448692	6/2/2022	6/3/2022	213.83		
152	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY	9906891910	5/19/2022	6/3/2022	45.38		
153	VRAV	CONVENTION AND	REGISTRAR- 2022 VRAV ANNUAL	202	6/3/2022	6/10/2022	325.00		
154						<b>Total:</b>	<b>\$10,707.62</b>		
155									
156	<b>HUMAN RESOURCES</b>								

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157	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	50.00		
158	BANK OF AMERICA	RECRUITMENT	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	340.25		
159	BANK OF AMERICA	RECRUITMENT	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	504.43		
160	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT	28708673	6/11/2022	6/24/2022	18.05		
161	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT	28708673	6/11/2022	6/24/2022	52.26		
162	VIRGINIA DEPARTMENT OF STATE	OTHER OPERATING	HR- CCRE- SOR NAME SEARCH	CJIS-7885	6/1/2022	6/10/2022	40.00		
163						<b>Total:</b>	<b>\$1,004.99</b>		
164									
165	<b>GENERAL DISTRICT COURT</b>								
166	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT	28708673	6/11/2022	6/24/2022	138.19		
167	PITNEY BOWES	MAINTENANCE CONTRACTS	CIRCUIT CT. 3/30-6/29 SENDPRO	3315744038	5/27/2022	6/17/2022	171.15		
168						<b>Total:</b>	<b>\$309.34</b>		
169									
170	<b>CLERK OF THE CIRCUIT COURT</b>								
171	BANK OF AMERICA	MAINTENANCE CONTRACTS	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	199.00		
172	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT	28708673	6/11/2022	6/24/2022	221.53		
173	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT	28708673	6/11/2022	6/24/2022	289.00		
174	CANON SOLUTIONS AMERICA, INC.	OFFICE SUPPLIES	CIRCUIT CT- COPIER SUPPLY	147845661	5/17/2022	6/3/2022	293.80		
175						<b>Total:</b>	<b>\$1,003.33</b>		
176									
177	<b>CIRCUIT COURT JUDGE</b>								
178	CITY OF CHARLOTTESVILLE	PROFESSIONAL SERVICES	C. CT- FY22 REIMURSE FOR C.CT	INV # FOR FY'22	6/1/2022	6/10/2022	19,888.80		
179	ANNA GARRISON	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22	CJ0609-061022 #15	6/9/2022	6/17/2022	30.00		
180	DANIEL GOCHENOUR	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22	CJ0609-061022 #16	6/9/2022	6/17/2022	30.00		
181	DEBBY FOOR	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22	CJ0609-061022 #14	6/9/2022	6/17/2022	30.00		
182	DEVAN WALDING	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22,	CJ0609-061022 #28	6/9/2022	6/17/2022	60.00		
183	ELIZABETH RAPI	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22	CJ0609-061022 #24,	6/9/2022	6/17/2022	30.00		
184	ERIN BROWN	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22	CJ0609-061022 #6	6/9/2022	6/17/2022	30.00		
185	FREDERIC BAYLESS	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22,	CJ0609-061022 #4	6/9/2022	6/17/2022	60.00		
186	JAYDA WOODFORD	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22	CJ0609-061022 #31	6/9/2022	6/17/2022	30.00		
187	JEREMY CURTIS	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22	CJ0609-061022 #10	6/9/2022	6/17/2022	30.00		
188	KENNETH LOW	COMPENSATION-CIVIL	CIVIL JURY POOL	CJ0609-061022 #21	6/9/2022	6/17/2022	30.00		
189	KEVIN TATE	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22,	CJ0609-061022 #27	6/9/2022	6/17/2022	60.00		
190	KIMBERLY FLICK	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22	CJ0609-061022 #13	6/9/2022	6/17/2022	30.00		
191	KIMBERLY MATTHIAS	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22	CJ0609-061022 #22	6/9/2022	6/17/2022	30.00		
192	LARRY STUPLES	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22	CJ0609-061022 #26	6/9/2022	6/17/2022	30.00		
193	LINDA ZINK	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22	CJ0609-061022 #33	6/9/2022	6/17/2022	30.00		
194	MARIA ROBERTS	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22	CJ0609-061022 #25	6/9/2022	6/17/2022	30.00		

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195	MARK GROOMS	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22	CJ0609-061022 #17	6/9/2022	6/17/2022	30.00		
196	MELANIE APLET	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22	CJ0609-061022 #3	6/9/2022	6/17/2022	30.00		
197	MELANIE OGG	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22,	CJ0609-061022 #23	6/9/2022	6/17/2022	60.00		
198	MONICA JOHNSON	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22,	CJ0609-061022 #18	6/9/2022	6/17/2022	60.00		
199	PATRICIA BURKE	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22	CJ0609-061022 #8	6/9/2022	6/17/2022	30.00		
200	RACHEL CROSBY	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22,	CJ0609-061022 #9	6/9/2022	6/17/2022	60.00		
201	RALPH WARFIELD	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22	CJ0609-061022 #29	6/9/2022	6/17/2022	30.00		
202	SHANN WHITED	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22	CJ0609-061022 #30	6/9/2022	6/17/2022	30.00		
203	STEVE FEDEN	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22	CJ0609-061022 #12	6/9/2022	6/17/2022	30.00		
204	STEVEN ALLEN	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22	CJ0609-061022 #2	6/9/2022	6/17/2022	30.00		
205	TERESA DRUMHELLER	COMPENSATION-CIVIL	CIVIL JURY POOL	CJ0609-061022 #11	6/9/2022	6/17/2022	30.00		
206	THOMAS ALDRIDGE	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22	CJ0609-061022 #1	6/9/2022	6/17/2022	30.00		
207	THOMAS BUCHANAN	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22	CJ0609-061022 #7	6/9/2022	6/17/2022	30.00		
208	TIMOTHY RINGWOOD	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22,	CJ0609-061022 #24	6/9/2022	6/17/2022	60.00		
209	TORRI LIDEN	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22	CJ0609-061022 #20	6/9/2022	6/17/2022	30.00		
210	TYSHAWN BROOKS	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22	CJ0609-061022 #5	6/9/2022	6/17/2022	30.00		
211	VALERIE KIDD	COMPENSATION-CIVIL	CIVIL JURY POOL 06/09/22	CJ0609-061022 #19	6/9/2022	6/17/2022	30.00		
212	WANDA WRIGHT	COMPENSATION-CIVIL	CIVIL JURY POOL 6/9/22	CJ0609-061022 #32	6/9/2022	6/17/2022	30.00		
213	ALAN H HOFFMAN	COMPENSATION-	JURY DUTY 6/15/22	061522-061722CJ19	6/17/2022	6/24/2022	30.00		
214	ALLAN D. CROOKENDEN	COMPENSATION-	JURY DUTY 6/15-6/17/22	061522-061722CJ7	6/17/2022	6/24/2022	90.00		
215	BETTY A FRYE	COMPENSATION-	JURY DUTY 6/15/22	061522-061722CJ12	6/17/2022	6/24/2022	30.00		
216	CATHY A. BROCK	COMPENSATION-	JURY DUTY 6/15/22	061522-061722CJ5	6/17/2022	6/24/2022	30.00		
217	CHRISTOPHER HEISER	COMPENSATION-	JURY DUTY 6/15/22	061522-061722CJ17	6/17/2022	6/24/2022	30.00		
218	CHRISTOPHER ROHLEDER	COMPENSATION-	JURY 6/15/22	061522-061722CJ31	6/17/2022	6/24/2022	30.00		
219	CLARENCE B BATES	COMPENSATION-	JURY DUTY 6/15/22	061522-061722CJ3	6/17/2022	6/24/2022	30.00		
220	DALE R FORD	COMPENSATION-	JURY DUTY 6/15/22-6/17/22	061522-061722CJ10	6/17/2022	6/24/2022	90.00		
221	DUJUAN R HEARNS	COMPENSATION-	JURY DUTY 6/15/22	061522-061722CJ16	6/17/2022	6/24/2022	30.00		
222	ERIC BALIK	COMPENSATION-	JURY DUTY 6/15/22	061522-061722CJ1	6/17/2022	6/24/2022	30.00		
223	ERIC J DRUMHELLER	COMPENSATION-	JURY DUTY 6/15/22-6/17/22	061522-061722CJ8	6/17/2022	6/24/2022	90.00		
224	GEORGE W GIBSON	COMPENSATION-	JURY DUTY 6/15/22	061522-061722CJ14	6/17/2022	6/24/2022	30.00		
225	GREGORY D. O'DELL	COMPENSATION-	JURY 6/15/22	061522-061722CJ26	6/17/2022	6/24/2022	30.00		
226	HARTLEY T THACKER	COMPENSATION-	JURY 6/15/22	061522-061722CJ35	6/17/2022	6/24/2022	30.00		
227	HOBERT C JENKINS	COMPENSATION-	JURY DUTY 6/15/22-6/17/22	061522-061722CJ20	6/17/2022	6/24/2022	90.00		
228	IVA W GRIFFIN	COMPENSATION-	JURY DUTY 6/15/22-6/17/22	061522-061722CJ15	6/17/2022	6/24/2022	90.00		
229	JAMIE E. CARTER	COMPENSATION-	JURY DUTY 6/15/22	061522-061722CJ6	6/17/2022	6/24/2022	30.00		
230	JASON A RETHEMEYER	COMPENSATION-	JURY 6/15/22	061522-061722CJ30	6/17/2022	6/24/2022	30.00		
231	JASON S. FORD	COMPENSATION-	JURY DUTY 6/15/22	061522-061722CJ11	6/17/2022	6/24/2022	30.00		
232	JOHNATHAN A WHETZEL	COMPENSATION-	JURY 6/15/22	061522-061722CJ45	6/17/2022	6/24/2022	30.00		



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233	JOSEPH C WERMANN	COMPENSATION-	JURY 6/15/22		061522-061722CJ41	6/17/2022	6/24/2022		30.00
234	JOSEPH L MARA	COMPENSATION-	JURY 6/15/22-6/17/22		061522-061722CJ24	6/17/2022	6/24/2022		90.00
235	KATHRYN E URRY	COMPENSATION-	JURY 6/15/22		061522-061722CJ39	6/17/2022	6/24/2022		30.00
236	KENDALL A WEYL	COMPENSATION-	JURY 6/15/22-6/17/22		061522-061722CJ44	6/17/2022	6/24/2022		90.00
237	KESHAWN P FISHER	COMPENSATION-	JURY DUTY 6/15/22		061522-061722CJ9	6/17/2022	6/24/2022		30.00
238	LATONYA N HILL	COMPENSATION-	JURY DUTY 6/15/22		061522-061722CJ18	6/17/2022	6/24/2022		30.00
239	LINDA J TORRINGTON	COMPENSATION-	JURY 6/15/22-6/17/22		061522-061722CJ37	6/17/2022	6/24/2022		90.00
240	MATTHEW K. BEAZLEY	COMPENSATION-	JURY DUTY 6/15/22		061522-061722CJ4	6/17/2022	6/24/2022		30.00
241	MICHAEL E YOUNG	COMPENSATION-	JURY 6/15/22		061522-061722CJ47	6/17/2022	6/24/2022		30.00
242	MICHAEL R WEST	COMPENSATION-	JURY 6/15/22		061522-061722CJ43	6/17/2022	6/24/2022		30.00
243	PATRICIA L SMITH	COMPENSATION-	JURY 6/15/22		061522-061722CJ32	6/17/2022	6/24/2022		30.00
244	PAULA C KINCEL	COMPENSATION-	JURY 6/15/22		061522-061722CJ23	6/17/2022	6/24/2022		30.00
245	RALPH C JOHNSON	COMPENSATION-	JURY 6/15/22		061522-061722CJ21	6/17/2022	6/24/2022		30.00
246	ROBERT S OYLER	COMPENSATION-	JURY 6/15/22		061522-061722CJ27	6/17/2022	6/24/2022		30.00
247	SANDRA K MEADOWS	COMPENSATION-	JURY 6/15/22-6/17/22		061522-061722CJ25	6/17/2022	6/24/2022		90.00
248	SHAWN D TRAINUM	COMPENSATION-	JURY 6/15/22		061522-061722CJ38	6/17/2022	6/24/2022		30.00
249	SHERRY M PRICE	COMPENSATION-	JURY 6/15/22		061522-061722CJ29	6/17/2022	6/24/2022		30.00
250	SOPHIA E WRIGHT	COMPENSATION-	JURY 6/15/22		061522-061722CJ46	6/17/2022	6/24/2022		30.00
251	STACI A TAHERI	COMPENSATION-	JURY 6/15/22-6/17/22		061522-061722CJ33	6/17/2022	6/24/2022		90.00
252	STEVEN B THORPE	COMPENSATION-	JURY 6/15/22-6/17/22		061522-061722CJ36	6/17/2022	6/24/2022		90.00
253	SUSAN R GAYDA	COMPENSATION-	JURY DUTY 6/15/22		061522-061722CJ13	6/17/2022	6/24/2022		30.00
254	TAMMY VELKE	COMPENSATION-	JURY 6/15/22		061522-061722CJ40	6/17/2022	6/24/2022		30.00
255	TERESA L WESELY	COMPENSATION-	JURY 6/15/22		061522-061722CJ42	6/17/2022	6/24/2022		30.00
256	THOMAS R PHILLIPS	COMPENSATION-	JURY 6/15/22		061522-061722CJ28	6/17/2022	6/24/2022		30.00
257	WARREN R JONES JR.	COMPENSATION-	JURY 6/15/22-6/17/22		061522-061722CJ22	6/17/2022	6/24/2022		90.00
258	WENDELL E BARKER	COMPENSATION-	JURY DUTY: 6/15-6/17/22		061522-061722CJ2	6/17/2022	6/24/2022		90.00
259	WILLIAM J TEBBENHOFF II	COMPENSATION-	JURY 6/15/22-6/17/22		061522-061722CJ34	6/17/2022	6/24/2022		90.00
260									
261									
262	<b>COMMONWEALTH ATTY</b>								
263	BANK OF AMERICA	OFFICE SUPPLIES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		89.48
264	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT		28708673	6/11/2022	6/24/2022		203.54
265	JEFF HAISLIP	MILEAGE ALLOWANCES	REIMBURSEMENT- VACA		052722MAY	5/27/2022	6/3/2022		124.32
266	MATTHEW BENDER & CO INC	MAINTENANCE CONTRACTS	COMMONWEALTH ATTY- LEXIS		3093872094	5/31/2022	6/3/2022		148.00
267	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS- OFFICE SUPPLY-		8066402101	5/28/2022	6/3/2022		369.11
268	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY		9906891910	5/19/2022	6/3/2022		40.38
269									
270									
							<b>Total:</b>		<b>\$23,368.80</b>
							<b>Total:</b>		<b>\$974.83</b>

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271	<b>SHERIFF</b>								
272	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	FCSO- OIL FILTER LD, ENGINE OIL		7306214760203	5/27/2022	6/3/2022		4.39
273	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	FCSO- CARQUEST STD R84060		7306216186687	6/10/2022	6/24/2022		4.18
274	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FCSO- PERFECT FIT SHIELD		1J3Q-9WH1-9KD6	5/30/2022	6/10/2022		34.99
275	AMAZON CAPITAL SERVICES	POLICE SUPPLIES	FCSO- PERFECT FIT SHIELD		1J3Q-9WH1-9KD6	5/30/2022	6/10/2022		94.06
276	AMAZON CAPITAL SERVICES	TELECOMMUNICATIONS	FCSO- UAG DESIGNED FOR		1DDX-9374-HW99	5/24/2022	6/10/2022		105.14
277	AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING APPAREL	FCSO- ARMORSKIN		00060375	6/15/2022	6/24/2022		110.26
278	AT&T MOBILITY	TELECOMMUNICATIONS	FCSO-MONTHLY LONG DISTANCE		7305055828001JUNE	6/6/2022	6/24/2022		58.45
279	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		28.95
280	BANK OF AMERICA	EXTRADITION OF PRISONERS	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		34.81
281	BANK OF AMERICA	EXTRADITION OF PRISONERS	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		306.10
282	BANK OF AMERICA	EXTRADITION OF PRISONERS	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		619.20
283	BANK OF AMERICA	INVESTIGATIVE SERVICES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		9.37
284	BANK OF AMERICA	INVESTIGATIVE SERVICES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		75.00
285	BANK OF AMERICA	POLICE SUPPLIES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		78.66
286	BANK OF AMERICA	SUBSISTENCE & LODGING	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		10.42
287	BANK OF AMERICA	SUBSISTENCE & LODGING	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		25.69
288	BANK OF AMERICA	SUBSISTENCE & LODGING	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		41.05
289	BANK OF AMERICA	SUBSISTENCE & LODGING	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		54.51
290	BANK OF AMERICA	SUBSISTENCE & LODGING	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		310.00
291	BANK OF AMERICA	SUBSISTENCE & LODGING	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		695.00
292	BANK OF AMERICA	TELECOMMUNICATIONS	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		169.96
293	BANK OF AMERICA	VEHICLE/POWER EQUIP	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		1,389.88
294	BANK OF AMERICA	VEHICLES REP & MAINT	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		79.44
295	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	FCSO- #92: 4 MOUNT/ BALANCE, 4		060922	6/9/2022	6/17/2022		100.00
296	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT		28708673	6/11/2022	6/24/2022		76.42
297	CANON FINANCIAL SERVICES, INC.	MAINTENANCE CONTRACTS	MONTHLY METER CONTRACT		28708673	6/11/2022	6/24/2022		441.00
298	CENTURYLINK	TELECOMMUNICATIONS	FCSO- MONTHLY STATEMENT		309903768JUN	6/7/2022	6/17/2022		170.40
299	CENTURYLINK	TELECOMMUNICATIONS	FCSO- MONTHLY STATEMENT		309797542JUNE	6/16/2022	6/24/2022		185.13
300	CRAIG MARTIN	SUBSISTENCE & LODGING	REIMBURSE- CRIME PREVENTION		060222 JUNE	6/2/2022	6/10/2022		774.71
301	E.W. THOMAS	FOOD SUPPLIES	FCSO- FOOD SUPPLIES, INMATE		EWT1-EWT14	6/23/2022	6/24/2022		121.77
302	FIREFLY	TELECOMMUNICATIONS	MONTHLY INTERNET STATEMENT		110068 JUNE0122	6/1/2022	6/3/2022		525.00
303	GALLS, LLC.	UNIFORM/WEARING APPAREL	FCSO- POROMERIC ACADEMY		021299796	6/1/2022	6/17/2022		81.60
304	GALLS, LLC.	UNIFORM/WEARING APPAREL	FCSO- 5.11 TAC LITE PANTS		021242275	5/24/2022	6/17/2022		88.40
305	GALLS, LLC.	UNIFORM/WEARING APPAREL	FCSO- MOAB 2 6IN MID TACTICAL		021242610	5/24/2022	6/17/2022		141.36
306	GALLS, LLC.	UNIFORM/WEARING APPAREL	FCSO- MOAB 2 8IN TACTICAL		021242366	5/24/2022	6/17/2022		156.75
307	GALLS, LLC.	UNIFORM/WEARING APPAREL	FCSO- GALLS MOLDED NYLON		021358349	6/8/2022	6/24/2022		16.07
308	GALLS, LLC.	UNIFORM/WEARING APPAREL	FCSO- 5.11 STRYKE PANT W/FLEX		021358432	6/8/2022	6/24/2022		148.32



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309	GALLS, LLC.	UNIFORM/WEARING APPAREL	FCSO-DEUCE WP 6&#8243;		021327024	6/3/2022	6/24/2022		152.15
310	GEORGE J PETRONIS ENTERPRISES	POLICE SUPPLIES	FCSO- 9MM 147 GR HST HP		48526	6/1/2022	6/3/2022		599.60
311	GEORGE J PETRONIS ENTERPRISES	POLICE SUPPLIES	FCSO- 9MM 147 GR FMJ		47056A	6/3/2022	6/10/2022		2,049.90
312	GEORGE J PETRONIS ENTERPRISES	POLICE SUPPLIES	FCSO- 9MM 147 GR FMJ		48526A	6/14/2022	6/17/2022		2,049.90
313	GOODSON'S AUTO REPAIR	VEHICLES REP & MAINT	FCSO- CAR#17- OIL CHANGE,		FLU126	5/25/2022	6/3/2022		40.00
314	GOODSON'S AUTO REPAIR	VEHICLES REP & MAINT	FCSO- CAR#41- OIL CHANGE,		FLU130	6/6/2022	6/10/2022		40.00
315	GOODSON'S AUTO REPAIR	VEHICLES REP & MAINT	FCSO- CAR#33- CAB AIR FILTER,		FLU128	6/1/2022	6/10/2022		49.47
316	GOODSON'S AUTO REPAIR	VEHICLES REP & MAINT	FCSO- CAR#4- REAR LIMITED SLIP		FLU129	6/3/2022	6/10/2022		2,482.63
317	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY COST OF FUEL FOR		060122	6/1/2022	6/10/2022		12,297.31
318	LEWIS WORLEY	SUBSISTENCE & LODGING	REIMBURSEMENT- OVERNIGHT		060122	6/1/2022	6/3/2022		173.00
319	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	MANSFIELD FUELS INVOICE:		SQLCD-760969	5/17/2022	6/3/2022		221.36
320	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	MANSFIELD FUELS INVOICE:		SQLCD-760240	5/1/2022	6/3/2022		324.84
321	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL INVOICE 5/16/22-5/31/22		SQLCD-765511	5/31/2022	6/10/2022		591.97
322	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL PURCHASES- VOYAGER		SQLCD-768648	6/15/2022	6/24/2022		101.62
323	NEWEGG BUSINESS INC.	COMMUNICATIONS	FCSO- LENOVO THINKPAD E14		1303928791	6/8/2022	6/17/2022		125.00
324	NEWEGG BUSINESS INC.	EDP EQUIPMENT	FCSO- LENOVO THINKPAD E14		1303928791	6/8/2022	6/17/2022		1,308.99
325	NEWEGG BUSINESS INC.	EDP EQUIPMENT	FCSO- LENOVO THINKPAD E14		1303929823	6/9/2022	6/17/2022		2,860.99
326	PSYCHOLOGICAL HEALTH PC	PROFESSIONAL SERVICES	FCSO- FRANK HARRIS-		H-C-26135	5/26/2022	6/3/2022		90.00
327	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	FCSO- METER REFILL 5/9,	8000909000300215 MAY		5/20/2022	6/3/2022		520.99
328	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	FCSO- METER POSTAGE, FEES	8000909000300215JUN		6/20/2022	6/24/2022		774.19
329	PSYCHOLOGICAL HEALTH ROANOKE	PROFESSIONAL SERVICES	FCSO- COMP./ POLICE TESTING	C-C-28919		6/20/2022	6/24/2022		95.00
330	PSYCHOLOGICAL HEALTH ROANOKE	PROFESSIONAL SERVICES	FCSO- COMP./POLICE TESTING	F-C-28773		6/21/2022	6/24/2022		95.00
331	PSYCHOLOGICAL HEALTH ROANOKE	PROFESSIONAL SERVICES	FCSO- COMPANY/ POLICE	G-C-28915		6/20/2022	6/24/2022		95.00
332	SCARLETT'S FLOWERS & GIFT	OFFICE SUPPLIES	FCSO- ORD #023623 FLOWERS	006384		5/28/2022	6/10/2022		55.00
333	SHERIDAN FUNERAL HOME, INC.	PROFESSIONAL SERVICES	FCSO- MEDICAL EXAM,	031522		3/15/2022	6/24/2022		1,500.00
334	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	FCSO-CHRGR TOW FROM 53 TO	1002072 MAY22		5/4/2022	6/17/2022		150.00
335	SPRINT	TELECOMMUNICATIONS	FCSO- MONTHLY MOBILE	313771602-049		5/26/2022	6/3/2022		159.01
336	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS- OFFICE SUPPLY-	8066402101		5/28/2022	6/3/2022		121.92
337	TOWN GUN SHOP, INC.	POLICE SUPPLIES	FCSO- GLOCK 23 GEN 5 40CAL,	RD060222		6/2/2022	6/10/2022		1,252.00
338	TOWN GUN SHOP, INC.	POLICE SUPPLIES	FCSO- POINT BLANK GUARDIAN	RD060223-A		6/2/2022	6/10/2022		4,132.80
339	TREVAUGHN AYERS	SUBSISTENCE & LODGING	REMIBURSE- D.A.R.E.	060622 JUNE		6/6/2022	6/10/2022		352.00
340	TREVAUGHN AYERS	SUBSISTENCE & LODGING	REIMBURSE- D.A.R.E.	060622 JUNE1		6/6/2022	6/10/2022		352.00
341	UMANSKY COC LLC	VEHICLES REP & MAINT	FCSO- 20 DODGE CHRGR FOUR	145594		3/18/2022	6/3/2022		99.95
342	UMANSKY COC LLC	VEHICLES REP & MAINT	FCSO- 18 DODGE CHRGR	143299		1/31/2022	6/3/2022		850.50
343	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY STATEMENT	T448692		6/2/2022	6/3/2022		214.53
344	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	FCSO, FCPU, FCPR- JUNE	06160671		5/25/2022	6/10/2022		17.71
345	VIRGINIA DEPT. OF MOTOR VEHICLES	VEHICLE/POWER EQUIP	FCSO- REGISTRATION FEE FOR	21115400020		6/3/2022	6/10/2022		2.00
346							<b>Total:</b>		<b>\$43,764.77</b>

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347									
348	<b>E911</b>								
349	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	E911- BLINK INDOOR- WIRELESS,		1D93-DRRH-DF6T	6/8/2022	6/17/2022		78.98
350	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	E911- SERTA 44942 EXECUTIVE		1DY4-K9YH-FDRL	6/10/2022	6/17/2022		558.00
351	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	E911- APPLE KEYBOARD FOR		136Y-VH79-YYGH	5/29/2022	6/3/2022		162.56
352	AMAZON CAPITAL SERVICES	PROFESSIONAL SERVICES	E911- BLINK MINI COMPACT		1GV1-RPNP-YN9R	5/29/2022	6/3/2022		444.98
353	AMAZON CAPITAL SERVICES	PROFESSIONAL SERVICES	E911- WISFOX 2.4G WIRELESS		1M4R-PJHJ-43MY	6/14/2022	6/17/2022		131.35
354	AMAZON CAPITAL SERVICES	TELECOMMUNICATIONS	E911- APPLE KEYBOARD FOR		136Y-VH79-YYGH	5/29/2022	6/3/2022		428.00
355	AMAZON CAPITAL SERVICES	UNIFORM/WEARING APPAREL	E911- CQR MEN'S HIKING PANTS,		16YR-XMGR-1LLL	5/29/2022	6/3/2022		171.93
356	AT&T MOBILITY	TELECOMMUNICATIONS	E911- NET MOTION FCSO05/19-	28784406274X05262022		5/18/2022	6/3/2022		2.19
357	BANK OF AMERICA	CONVENTION AND	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		60.00
358	BANK OF AMERICA	CONVENTION AND	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		750.00
359	BANK OF AMERICA	CONVENTION AND	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		948.00
360	BANK OF AMERICA	IT SERVICES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		18.00
361	BANK OF AMERICA	MAINTENANCE CONTRACTS	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		10.81
362	BANK OF AMERICA	MAINTENANCE CONTRACTS	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		15.00
363	BANK OF AMERICA	MAINTENANCE CONTRACTS	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		29.95
364	BANK OF AMERICA	MAINTENANCE CONTRACTS	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		187.50
365	BANK OF AMERICA	MAINTENANCE CONTRACTS	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		212.00
366	BANK OF AMERICA	SUBSISTENCE & LODGING	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		123.90
367	BANK OF AMERICA	SUBSISTENCE & LODGING	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		247.80
368	BANK OF AMERICA	SUBSISTENCE & LODGING	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		371.70
369	CALEB PACE	SUBSISTENCE & LODGING	REIMBURSEMENT- INSTRUCTOR-		061422	6/14/2022	6/17/2022		56.00
370	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT		28708673	6/11/2022	6/24/2022		76.42
371	CLEAR COMMUNICATIONS AND	PROFESSIONAL SERVICES	FCSO- BATT IMPRES 2 LIION R		125719	5/27/2022	6/3/2022		3,100.24
372	COMCAST CORPORATION	TELECOMMUNICATIONS	E911- FCSD VITA SERV FROM 6/8-	8299600930046933JUN		6/3/2022	6/17/2022		108.28
373	FLUVANNA ACE HARDWARE	BLDGS EQUIP REP & MAINT	E911- BIT DRILL ROTARY 1/8X3",		92755	6/7/2022	6/17/2022		12.08
374	FLUVANNA ACE HARDWARE	BLDGS EQUIP REP & MAINT	E911- PHONE TRIMLINE CORDED		92772	6/8/2022	6/17/2022		22.99
375	KIMBERLY CONSTANTINO	MILEAGE ALLOWANCES	REIMBURSEMENT- INSTRUCTOR-		061422	6/14/2022	6/17/2022		148.24
376	KIMBERLY CONSTANTINO	SUBSISTENCE & LODGING	REIMBURSEMENT- INSTRUCTOR-		061422	6/14/2022	6/17/2022		56.00
377	MOTOROLA SOLUTIONS, INC.	MAINTENANCE CONTRACTS	E911- PROQA MEDICAL		1187075391	5/19/2022	6/3/2022		11,825.57
378	NEWEGG BUSINESS INC.	BLDGS EQUIP REP & MAINT	E911- NIPPON LABS 25FT. HDMI2.0		1303928894	6/8/2022	6/17/2022		21.26
379	NEWEGG BUSINESS INC.	BLDGS EQUIP REP & MAINT	E911- TRIPP LITE HIGH-SPEED		1303927282	6/7/2022	6/17/2022		24.36
380	NEWEGG BUSINESS INC.	PROFESSIONAL SERVICES	E911- 2022 LENOVO V14 14" FHD		1303926595	6/7/2022	6/17/2022		2,339.94
381	NWG SOLUTIONS, LLC.	IT SERVICES	E911- BLOCK TIME REMOTE SVC		58906	5/31/2022	6/3/2022		2,600.00
382	NWG SOLUTIONS, LLC.	IT SERVICES	E911- BLOCK TIME RENEWAL X 2,		589095	5/31/2022	6/3/2022		5,200.00
383	NWG SOLUTIONS, LLC.	IT SERVICES	E911- VITALSIGNS: NWG		59069	5/31/2022	6/10/2022		1,487.00
384	NWG SOLUTIONS, LLC.	MAINTENANCE CONTRACTS	E911- DATTO CLOUD SERVICE /		59068	5/31/2022	6/10/2022		1,168.70

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385	OLD BLUE RIDGE TURNPIKE	E911 NEW ROAD SIGNS	E911- COST AND INST OF 911	1011	6/9/2022	6/17/2022	3,940.20		
386	ASHLEY HUNTER	MILEAGE ALLOWANCES	REIMBURSEMENT- GENERAL	060722 JUNE	6/7/2022	6/10/2022	74.12		
387	JOHN GOLD	MILEAGE ALLOWANCES	REIMBURSEMENT- DCJS BASIC-	061422	6/14/2022	6/17/2022	180.94		
388	ASHLEY HUNTER	SUBSISTENCE & LODGING	REIMBURSEMENT- GENERAL	060722 JUNE	6/7/2022	6/10/2022	28.00		
389	JOHN GOLD	SUBSISTENCE & LODGING	REIMBURSEMENT- DCJS BASIC-	061422	6/14/2022	6/17/2022	293.50		
390	ROGER GATEWOOD	MILEAGE ALLOWANCES	REIMBURSEMENT: INSTRUCTOR-	061422	6/14/2022	6/17/2022	74.12		
391	ROGER GATEWOOD	SUBSISTENCE & LODGING	REIMBURSEMENT: INSTRUCTOR-	061422	6/14/2022	6/17/2022	28.00		
392	SPRINT	TELECOMMUNICATIONS	FCSO- MONTHLY MOBILE	313771602-049	5/26/2022	6/3/2022	1,019.99		
393	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS- OFFICE SUPPLY-	8066402101	5/28/2022	6/3/2022	286.43		
394	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY STATEMENT	T448692	6/2/2022	6/3/2022	214.53		
395	VERIZON WIRELESS	PROFESSIONAL SERVICES	E911- WIRELESS MONTHLY 5/9-	9908360381	6/8/2022	6/17/2022	240.38		
396	VERIZON WIRELESS	TELECOMMUNICATIONS	E911- WIRELESS MONTHLY 5/9-	9908360381	6/8/2022	6/17/2022	743.34		
397	WORLDWIDE INTERPRETERS, INC.	MAINTENANCE CONTRACTS	E911- SPANISH OTP	43145	6/3/2022	6/10/2022	8.40		
398						<b>Total:</b>	<b>\$40,331.68</b>		
399									
400	<b>FIRE AND RESCUE SQUAD</b>								
401	ANDREW P. GREY	CONVENTION AND	4/25, 4/26, 4/30, 5/15/22	061322	6/13/2022	6/17/2022	600.00		
402	ANDREW PULLEN	CONVENTION AND	3/2, 3/19, 4/18, 4/20, 4/26, 5/15	061322	6/13/2022	6/17/2022	825.00		
403	BRYAN REA	CONVENTION AND	3/26, 4/9, 4/16, 5/1, 5/15, 5/28:	061322	6/13/2022	6/17/2022	1,125.00		
404	DANA CAMPBELL	CONVENTION AND	3/5, 3/12, 3/26, 4/4, 4/13, 4/16, 4/23,	061322	6/13/2022	6/17/2022	1,425.00		
405	ERIC GRAZIANO	CONVENTION AND	3/9, 3/10, 3/31, 4/20/22: COMMS,	061322	6/13/2022	6/17/2022	350.00		
406	FLUVANNA CO PUBLIC SCHOOLS	CONVENTION AND	EVENT 7/16/22 @FCHS, FC FIRE	060322	6/3/2022	6/24/2022	480.00		
407	HOWARD G. LAGOMARSINO, JR	CONVENTION AND	2/28, 3/28, 4/11, 4/25, 5/2, 5/4, 5/7	061322	6/13/2022	6/24/2022	750.00		
408	JASON D'ANTUONO	CONVENTION AND	3/26, 4/26, 5/1, 5/15/22: LADDERS,	061322	6/13/2022	6/17/2022	825.00		
409	JEAN F. CAMPBELL	CONVENTION AND	4/26,5/15/22: SEARCH & RESCUE	061322	6/13/2022	6/17/2022	325.00		
410	JORDAN THACKER	CONVENTION AND	3/5, 3/12, 3/22, 3/26, 4/4, 4/6, 4/13,	061322	6/13/2022	6/17/2022	2,025.00		
411	MARK NOVAK	CONVENTION AND	3/5, 4/25, 5/15: PPE SKILLS,	061322	6/13/2022	6/17/2022	475.00		
412	RICHIE CONSTANTINO	CONVENTION AND	3/26, 4/30, 5/15, 5/28/22: LADDER	061322	6/13/2022	6/17/2022	800.00		
413	ROGER WILKINS	CONVENTION AND	2/27, 2/28, 3/7, 3/9, 3/22, 4/9, 5/7,	061322	6/13/2022	6/17/2022	1,225.00		
414	STEPHEN J. ELLIOT	CONVENTION AND	3/30, 4/4, 5/15: INDIV INSTRUCTION	061322	6/13/2022	6/24/2022	400.00		
415	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY	9906891910	5/19/2022	6/3/2022	560.14		
416	VERIZON WIRELESS	TELECOMMUNICATIONS	EMERG MANG- OVERDUE	044231819700002OVRD	5/27/2022	6/7/2022	84.59		
417						<b>Total:</b>	<b>\$12,274.73</b>		
418									
419	<b>BUILDING INSPECTIONS</b>								
420	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BLDG INSPEC-NEW BLACK	1WMK-DJ96-D161	6/7/2022	6/10/2022	17.98		
421	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BLDG INSPEC- EPSON SIJIC18(K)	1LG6-117Y-97WX	6/21/2022	6/24/2022	91.66		
422	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY COST OF FUEL FOR	060122	6/1/2022	6/10/2022	560.22		

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423	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	DEPT JUNE POSTAGE USE	8000909001515654JUN	5/18/2022	6/3/2022	0.62		
424	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY	9906891910	5/19/2022	6/3/2022	241.31		
425									
426									
427	<b>EMERGENCY MANAGEMENT</b>								
428	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	79.01		
429	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT	28708673	6/11/2022	6/24/2022	35.86		
430	DELTA RESPONSE TEAM LLC	CONTRACT SERVICES	EMERG- MAY 2022 EMS	20220531	5/31/2022	6/3/2022	52,165.83		
431	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY COST OF FUEL FOR	060122	6/1/2022	6/10/2022	286.25		
432	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	MANSFIELD FUELS INVOICE:	SQLCD-760969	5/17/2022	6/3/2022	126.87		
433	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL INVOICE 5/16/22-5/31/22	SQLCD-765511	5/31/2022	6/10/2022	70.72		
434	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY	9906891910	5/19/2022	6/3/2022	45.38		
435									
436									
437	<b>LITTER</b>								
438	BANK OF AMERICA	OTHER OPERATING	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	2,000.00		
439									
440									
441	<b>FACILITIES</b>								
442	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	FCPW- ASI E114 KEY 10PK, E114	1W3J-H1JQ-C1HT	6/8/2022	6/17/2022	54.17		
443	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW- HARDK FLEX MAG PICKUP	16V4-TK43-91L9	5/26/2022	6/3/2022	68.52		
444	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW- ENERGIZER BATTERIES,	1RQ6-WGFX-6XHX	6/6/2022	6/10/2022	50.33		
445	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW- SCOTCH VINYL COLOR	1NV7-H4YX-J9R3	6/10/2022	6/17/2022	39.45		
446	AMAZON CAPITAL SERVICES	UNIFORM/WEARING APPAREL	FCPW- JORESTECH EYEWEAR	1JVV-PKQC-M911	5/22/2022	6/3/2022	35.01		
447	AMAZON CAPITAL SERVICES	UNIFORM/WEARING APPAREL	FCPW- COOLING NECK GAITER	1316-HVYP-CTCR	5/22/2022	6/3/2022	65.39		
448	AMELIA OVERHEAD DOOR	BLDGS EQUIP REP & MAINT	FCPW- PALMYRA FIRE DEPT:	147794	5/25/2022	6/10/2022	495.19		
449	AMELIA OVERHEAD DOOR	BLDGS EQUIP REP & MAINT	FCPW- PALMYRA FIRE DEPT-	147935	5/27/2022	6/10/2022	561.06		
450	AMELIA OVERHEAD DOOR	BLDGS EQUIP REP & MAINT	FCPW- KENTS STORE FIRE VOL	148042	6/7/2022	6/17/2022	475.19		
451	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	(\$110.12)		
452	BANK OF AMERICA	GENERAL MATERIALS AND	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	(\$28.56)		
453	BANK OF AMERICA	GENERAL MATERIALS AND	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	33.99		
454	BANK OF AMERICA	GENERAL MATERIALS AND	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	68.16		
455	BANK OF AMERICA	GENERAL MATERIALS AND	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	312.31		
456	BANK OF AMERICA	GENERAL MATERIALS AND	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	388.00		
457	BANK OF AMERICA	VEHICLES REP & MAINT	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	50.21		
458	BETTER LIVING, INC.	BLDGS EQUIP REP & MAINT	FCPW- ITEM 13619- 1/4 4X8 AC	BMZ0001144907-001	5/25/2022	6/3/2022	130.47		
459	BFPE INTERNATIONAL	BLDGS EQUIP REP & MAINT	FCPW- FLUVANNA FIRE STATION	2767932	6/8/2022	6/17/2022	450.00		
460	BFPE INTERNATIONAL	BLDGS EQUIP REP & MAINT	FCPW- CO. OF FLUVANNA	2767933	6/8/2022	6/17/2022	495.00		

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461	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	FCPW- 2 PLY WHITE SCA TORK,	7737452	6/2/2022	6/10/2022	1,194.34		
462	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	FCPW- CLINER CRK-32H 24X33	7740217	6/9/2022	6/17/2022	373.21		
463	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	FCPW- TT FEATHER SOFT 5022	7741306	6/16/2022	6/24/2022	622.23		
464	FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND	FCPW- CARYSBROOK, GYM AND	053122 JUNE	5/31/2022	6/10/2022	52.04		
465	FLUVANNA REVIEW	ADVERTISING	HR- FR 1/16- 13X, FLUVANNA REV-	2022F19-9	5/12/2022	6/10/2022	40.00		
466	FLUVANNA REVIEW	ADVERTISING	HR- FR 1/16-13X- FLUVANNA REV.-	2022F20-11	5/19/2022	6/10/2022	40.00		
467	GOODSON'S AUTO REPAIR	VEHICLES REP & MAINT	FCPW- LIC:144852L, SHRADER	FCPW008	6/10/2022	6/17/2022	462.64		
468	HILL MANUFACTURING COMPANY INC	AGRICULTURAL SUPPLIES	FCPW- GLY PHO-SEL PRO 41%	121048	5/23/2022	6/10/2022	812.83		
469	HILL MANUFACTURING COMPANY INC	JANITORIAL SUPPLIES	FCPW- 1953-12 LIQUID ENZYMES	120492	5/16/2022	6/3/2022	122.04		
470	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY COST OF FUEL FOR	060122	6/1/2022	6/10/2022	1,561.17		
471	JONES AUTOMOTIVE/ALL STAR AUTO	GENERAL MATERIALS AND	FCPW- AUTO PARTS	053122 JUNE	5/31/2022	6/10/2022	2.82		
472	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLE/POWER EQUIP	FCPW- AUTO PARTS	053122 JUNE	5/31/2022	6/10/2022	36.62		
473	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	FCPW- AUTO PARTS	053122 JUNE	5/31/2022	6/10/2022	1,340.87		
474	LANDSCAPE SUPPLY, INC.	AGRICULTURAL SUPPLIES	FCPW- PRODAMINE 65 WDG; 5 LB.	0883473-IN	5/24/2022	6/10/2022	480.00		
475	MCMASTER-CARR SUPPLY COMPANY	GENERAL MATERIALS AND	FCPW- TAMPER-RESISITANT	78692179	5/24/2022	6/3/2022	23.67		
476	MCMASTER-CARR SUPPLY COMPANY	GENERAL MATERIALS AND	FCPW- BALL JOINT, LINKAGE,	76404840	4/13/2022	6/24/2022	36.34		
477	MCMASTER-CARR SUPPLY COMPANY	GENERAL MATERIALS AND	FCPW- EXT CORD, 50 FEET LONG,	75275782	3/24/2022	6/24/2022	66.76		
478	MCMASTER-CARR SUPPLY COMPANY	GENERAL MATERIALS AND	FCPW- BALL JOINT, LINKAGE,	76545267	4/15/2022	6/24/2022	98.97		
479	MIDWEST MOTOR SUPPLY CO. INC.	GENERAL MATERIALS AND	PUBLIC WORKS- 52000 FITTING,	9923581	5/24/2022	6/3/2022	33.00		
480	MIDWEST MOTOR SUPPLY CO. INC.	GENERAL MATERIALS AND	FCPW- CARR BOLT, SCREW,	9948719	6/2/2022	6/10/2022	589.96		
481	MIDWEST MOTOR SUPPLY CO. INC.	GENERAL MATERIALS AND	FCPW- 825061 DRILL BIT, 825201	100029730	6/15/2022	6/24/2022	12.16		
482	NOLAND	BLDGS EQUIP REP & MAINT	FCPW- 82W58 LENNOX FAN	586276 01	5/12/2022	6/3/2022	184.00		
483	QUALITY WELDING, INC	GENERAL MATERIALS AND	FCPW- 16 GAUGE SS.: 2 PCS.	46111	5/27/2022	6/10/2022	506.65		
484	SOUTHERN AIR, INC.	BLDGS EQUIP REP & MAINT	FAC- FORK UNION COMMUNITY	819492	5/19/2022	6/10/2022	966.77		
485	SOUTHERN AIR, INC.	CONTRACT SERVICES	FLUVANNA PUBLIC SAFETY BLDG-	8172559	5/25/2022	6/10/2022	2,120.04		
486	STRAIGHTEDGE INC	CONTRACT SERVICES	FCPW- TREASURER OFF INSPECT	12925	6/18/2022	6/24/2022	350.00		
487	TIGER FUEL COMPANY	DIESEL FUEL (OFF ROAD	FCPW- PLEASANT GROVE	89752	5/26/2022	6/3/2022	242.32		
488	UNIFIRST CORP	LAUNDRY AND DRY	MONTHLY UNIFORM STATEMENT:	053122 STATEMENT	5/31/2022	6/10/2022	629.92		
489	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY	9906891910	5/19/2022	6/3/2022	484.56		
490	W.W. GRAINGER INC	BLDGS EQUIP REP & MAINT	FAC- TOGGLE SWITCH, DPDT, 10A	9326451987	5/26/2022	6/10/2022	35.18		
491	W.W. GRAINGER INC	GENERAL MATERIALS AND	FCPW-SOCKET BIT STEEL 1/4 IN	9323097189	5/24/2022	6/3/2022	35.31		
492	W.W. GRAINGER INC	GENERAL MATERIALS AND	FCPW- HEAT PUMP RISER 12 IN	9335363223	6/6/2022	6/10/2022	53.27		
493	WAYNE OXYGEN & WELDING SUPPLY	GENERAL MATERIALS AND	FCPW- ACETYLENE SMALL ,	867448	5/31/2022	6/10/2022	59.52		
494						<b>Total:</b>	<b>\$17,302.98</b>		
495									
496	<b>GENERAL SERVICES</b>								
497	AMERICAN PEST MANAGEMENT	MAINTENANCE CONTRACTS	FAC-STONE JAIL ST: MAY,	427047 MAY1722	5/17/2022	6/10/2022	1,726.15		
498	AMERICAN PEST MANAGEMENT	MAINTENANCE CONTRACTS	14567 JAMES MADISON HWY-	7179218	6/6/2022	6/24/2022	289.80		



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499	AMERICAN PEST MANAGEMENT	MAINTENANCE CONTRACTS	FCPW- PEST CONTROL MONTHLY	7164410	6/13/2022	6/24/2022	604.90		
500	AQUA VIRGINIA, INC.	WATER SERVICES	REGISTRARS OFFICE- 213 MAIN	000797074 0556855JUN	6/8/2022	6/17/2022	18.31		
501	AQUA VIRGINIA, INC.	WATER SERVICES	PUBLIC WORKS OFFICE 197 MAIN	000792931 0552932JUN	6/8/2022	6/17/2022	22.21		
502	AQUA VIRGINIA, INC.	WATER SERVICES	COMMONWEALTH ATTY OFFICE-	001530185 0550900JUN	6/8/2022	6/17/2022	22.99		
503	AQUA VIRGINIA, INC.	WATER SERVICES	197 NORTH GREEN- HCH & 2	000792930 0552931JUN	6/8/2022	6/17/2022	30.01		
504	AQUA VIRGINIA, INC.	WATER SERVICES	ADMINISTRATION OFFICE- 132	000780010 0540828JUN	6/8/2022	6/17/2022	102.72		
505	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	FCPW- PALMYRA FIRE CO. FIRE	2754716	5/5/2022	6/10/2022	390.00		
506	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	FCPW- FLUVANNA FIRE STATION	2768481	6/13/2022	6/24/2022	146.50		
507	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	FLUVANNA COUNTY FIRE DEPT	275907-002 JUNE	6/2/2022	6/10/2022	354.08		
508	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	FLUVANNA COUNTY LIBRARY	275906-001 JUNE	5/31/2022	6/10/2022	1,001.54		
509	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	COUNTY OF FLUVANNA 160	85473-002 JUNE	5/31/2022	6/10/2022	1,317.18		
510	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE- 200A- FOR	105221-002 JUNE	6/20/2022	6/24/2022	30.40		
511	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE- ELEC	105221-006 JUNE	6/20/2022	6/24/2022	30.40		
512	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE- ELEC	105221-009 JUNE	6/20/2022	6/24/2022	30.40		
513	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	HERITAGE FRAM MUSEUM- 271	275904-011 JUN	6/20/2022	6/24/2022	30.90		
514	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE- ELEC SERV-	105221-008 JUNE	6/20/2022	6/24/2022	31.29		
515	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE- POLE BARN-	275904-006 JUNE	6/20/2022	6/24/2022	31.88		
516	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE- ELEC	105221-007 JUNE	6/20/2022	6/24/2022	35.64		
517	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	DOG KENNEL- W RIVER RD	275904-008 JUNE	6/20/2022	6/24/2022	41.96		
518	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE- SOCCER	105221-004 JUNE	6/20/2022	6/24/2022	43.26		
519	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PUBLIC SAFETY- OUTLETS	85473-003 JUNE	6/20/2022	6/24/2022	47.12		
520	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE-400A- FOR	105221-003 JUNE	6/20/2022	6/24/2022	71.84		
521	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	REGISTRAR OFFICE SUITE 116	85473-009 JUNE	6/20/2022	6/24/2022	123.82		
522	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	CONVENIENCE CENTER-	275904-002 JUNE	6/20/2022	6/24/2022	127.41		
523	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	REGISTRAR OFFICE SUITE 115	85473-008 JUNE	6/20/2022	6/24/2022	160.78		
524	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER- VFW HALL- 2977	275904-010 JUN	6/20/2022	6/24/2022	164.21		
525	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER- COLUMBIA SCHOOL-	85473-006 JUN	6/20/2022	6/24/2022	215.54		
526	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER- LANDFILL 11206 W	85473-005 JUNE	6/20/2022	6/24/2022	218.45		
527	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE HOUSE -271	275904-004 JUNE	6/20/2022	6/24/2022	274.42		
528	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER- PUBLIC SAFETY	275904-009 JUN	6/20/2022	6/24/2022	357.25		
529	CENTRAL VA ELECTRIC COOP	STREET LIGHTS	PUBLIC SAFETY- STREET LIGHTS	85473-001 JUNE	6/20/2022	6/24/2022	62.34		
530	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY TRUNK AND LONG	309762613JUNE	6/16/2022	6/24/2022	1.51		
531	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY TRUNK AND LONG	309762613JUNE	6/16/2022	6/24/2022	36.49		
532	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES- 13 LINES-	309363296JUNE	6/16/2022	6/24/2022	688.59		
533	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES- PW EMERG LINE	3009428096JUNE	6/16/2022	6/24/2022	56.75		
534	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES- 72 MAIN ST. ALARM	309697981JUNE	6/16/2022	6/24/2022	71.14		
535	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES- PERFORMING ARTS -	3098998636JUNE	6/16/2022	6/24/2022	149.37		
536	CENTURYLINK	TELECOMMUNICATIONS	FACILITIES- CIRCUIT COURT-	310338742JUNE	6/16/2022	6/24/2022	75.77		

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537	CENTURYLINK	TELECOMMUNICATIONS	PALMYRA RESCUE SQUAD	310110229JUNE	6/16/2022	6/24/2022	232.56		
538	CINTAS	MAINTENANCE CONTRACTS	FCPW- ADMIN SUPPLIES	8405736848	6/10/2022	6/17/2022	95.72		
539	CINTAS	MAINTENANCE CONTRACTS	FCPW- OFFICE, MAINT, FUSD,	5111791064	6/10/2022	6/17/2022	286.94		
540	COMPUTER CABLING & TECHNOLOGY	MAINTENANCE CONTRACTS	MAY 2022 VUPS LOCATING SERV.-	053122 JUNE	5/31/2022	6/10/2022	310.00		
541	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HOUSING OFFICE (2 STORY	1134080009 MAY	5/26/2022	6/3/2022	10.45		
542	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	IT DEPARTMENT OFFICE- 51	1114097502 MAY	5/26/2022	6/3/2022	16.72		
543	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEAVER BUILDING (NEE CSA	1124090000 MAY	5/26/2022	6/3/2022	25.02		
544	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OLD STONE JAIL	1424085007 MAY	5/23/2022	6/3/2022	25.24		
545	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	211 MAIN STREET	1284152509 MAY	5/26/2022	6/3/2022	30.23		
546	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8880 JMH	7048771633 MAY	5/26/2022	6/3/2022	38.27		
547	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER @ FIRE STATION-	5699060132 MAY	5/26/2022	6/3/2022	39.10		
548	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUBLIC WORKS OFFICE- 197 MAIN	1304130006 MAY	5/26/2022	6/3/2022	84.20		
549	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LARGE BALLFIELD-	692200942 MAY	5/26/2022	6/3/2022	86.08		
550	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PERFORMING ARTS CENTER	4144237502 MAY	5/23/2022	6/3/2022	96.21		
551	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SMALL BALLFIELD-	274195007 MAY	5/26/2022	6/3/2022	135.25		
552	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER @ 1038 BREMO RD	6260822157 MAY	5/26/2022	6/3/2022	141.57		
553	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	RESCUE SQUAD- PALMYRA- 90	4894115007 MAY	5/23/2022	6/3/2022	177.99		
554	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LARGE BALLFIELD- LIGHTS	3023889169 MAY	5/23/2022	6/3/2022	181.36		
555	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMONWEALTH ATTORNEY-	6274752663 MAY	5/26/2022	6/3/2022	244.32		
556	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HISTORIC COURTHOUSE	1144090006 MAY	5/23/2022	6/3/2022	257.17		
557	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STATION- PALMYRA	1004898992 MAY	5/23/2022	6/3/2022	266.49		
558	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUBLIC WORKS MAINTENANCE	2554330007 MAY	5/26/2022	6/3/2022	267.68		
559	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	TREASURER'S OFFICE	1024205005 MAY	5/23/2022	6/3/2022	360.66		
560	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STATION- FORK UNION- 5753	4834680458 MAY	5/24/2022	6/3/2022	421.61		
561	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMUNITY CENTER &	4331888158 MAY	5/25/2022	6/3/2022	542.90		
562	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CARYSBROOK GYMNASIUM	84297506 MAY	5/23/2022	6/3/2022	731.35		
563	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SOCIAL SERVICES BUILDING	74032509 MAY	5/23/2022	6/3/2022	840.24		
564	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	ADMINISTRATION BUILDING	1404067504 MAY	5/23/2022	6/3/2022	923.85		
565	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COURTS BUILDING	8895892548 MAY	5/23/2022	6/3/2022	3,408.34		
566	DOMINION VIRGINIA POWER	STREET LIGHTS	FORK UNION STREET LIGHTS-	7080078962 MAY	5/26/2022	6/3/2022	57.78		
567	DOMINION VIRGINIA POWER	STREET LIGHTS	FORK UNION STREET LIGHTS-	9609027314 MAY	5/26/2022	6/3/2022	61.73		
568	DOMINION VIRGINIA POWER	STREET LIGHTS	COLUMBIA STREET LIGHTS	4210122349 MAY	5/26/2022	6/3/2022	221.40		
569	DOMINION VIRGINIA POWER	STREET LIGHTS	PALMYRA VILLAGE- STREET	355578927 MAY	5/26/2022	6/3/2022	518.16		
570	FORK UNION SANITARY DISTRICT	SEWER SERVICES	REGISTRAR 211 MAIN STREET	201300-577 JUNE	6/17/2022	6/24/2022	10.00		
571	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA PUBLIC WORKS 197	201100-575 JUNE	6/17/2022	6/24/2022	12.30		
572	FORK UNION SANITARY DISTRICT	SEWER SERVICES	COMMONWEALTH ATTORNEY 181	201000-574 JUNE	6/17/2022	6/24/2022	13.83		
573	FORK UNION SANITARY DISTRICT	SEWER SERVICES	PUBLIC SAFETY BLDG 160	206000-592 JUNE	6/17/2022	6/24/2022	17.65		
574	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUCO LIBRARY 214 COMMONS	206100-593 JUNE	6/17/2022	6/24/2022	17.65		

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575	FORK UNION SANITARY DISTRICT	SEWER SERVICES	PLEASANT GROVE HOUSE 1730	206800-18318 JUNE	6/17/2022	6/24/2022	17.65		
576	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA ADMIN BLDG 132 MAIN	200300-567 JUNE	6/17/2022	6/24/2022	35.25		
577	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA COURTS BUILDING 72	200200-565 JUNE	6/17/2022	6/24/2022	45.96		
578	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK BASEBALL FIELD	11259-3956 JUNE	6/17/2022	6/24/2022	21.00		
579	FORK UNION SANITARY DISTRICT	WATER SERVICES	FLUVANNA GYM 8878 JAMES	11260-143 JUNE	6/17/2022	6/24/2022	21.00		
580	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK SOFTBALL FIELD	11266-3955 JUNE	6/17/2022	6/24/2022	33.10		
581	FORK UNION SANITARY DISTRICT	WATER SERVICES	FLUVANNA COUNTY- FORK UNION	11120-134 JUNE	6/17/2022	6/24/2022	111.20		
582	FORK UNION SANITARY DISTRICT	WATER SERVICES	FLUVANNA COUNTY- FIRE HOUSE	11121-139 JUNE	6/17/2022	6/24/2022	122.20		
583	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK BUILDING 8880	11265-131 JUNE	6/17/2022	6/24/2022	150.80		
584	GFL ENVIRONMENTAL HOLDINGS (US),	MAINTENANCE CONTRACTS	FCPW- FLUVANNA CO RESCUE	KC0000064283	5/23/2022	6/3/2022	23.75		
585	GFL ENVIRONMENTAL HOLDINGS (US),	MAINTENANCE CONTRACTS	FLUVANNA CO RESCUE SQUAD,	KC0000088992	6/15/2022	6/24/2022	23.75		
586	JEFFERSON CENTRE PROPERTIES	LEASE/RENT	JUNE FLUVANNA COUNTY RENT	060122	6/1/2022	6/3/2022	3,596.42		
587	REPUBLIC SERVICES #410	MAINTENANCE CONTRACTS	FCPS CTR, PGROVE, RESCUE, CT	0410-000744806	5/31/2022	6/17/2022	694.95		
588	THE SUPPLY ROOM	LEASE/RENT	FAC- TSR EQ RENTAL, HB WATER,	5911930-053122 JUNE	5/31/2022	6/10/2022	229.77		
589	THE SUPPLY ROOM	WATER SERVICES	FAC- TSR EQ RENTAL, HB WATER,	5911930-053122 JUNE	5/31/2022	6/10/2022	488.61		
590	TIGER FUEL COMPANY	HEATING SERVICES	FCPW- FLUVANNA CO NEW CT	130427	6/13/2022	6/24/2022	2,511.94		
591	VIRGINIA UTILITY PROTECTION	MAINTENANCE CONTRACTS	FAC- FLU951 16 TRANSMISSIONS	05220167	5/31/2022	6/10/2022	16.80		
592						<b>Total:</b>	<b>\$28,587.49</b>		
593									
594	<b>PUBLIC WORKS</b>								
595	BANK OF AMERICA	CONVENTION AND	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	231.70		
596	BANK OF AMERICA	VEHICLE	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	779.00		
597	CALVIN HICKMAN	MILEAGE ALLOWANCES	REIMBURSE TRAVEL & LODGE-	052522MAY	5/25/2022	6/3/2022	266.18		
598	CALVIN HICKMAN	SUBSISTENCE & LODGING	REIMBURSE TRAVEL & LODGE-	052522MAY	5/25/2022	6/3/2022	160.00		
599	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT	28708673	6/11/2022	6/24/2022	128.34		
600	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT	28708673	6/11/2022	6/24/2022	234.40		
601	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY COST OF FUEL FOR	060122	6/1/2022	6/10/2022	107.97		
602	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY	9906891910	5/19/2022	6/3/2022	121.14		
603						<b>Total:</b>	<b>\$2,028.73</b>		
604									
605	<b>CONVENIENCE CENTER</b>								
606	BFI - FLUVANNA TRANSFER STATION	CONTRACT SERVICES	FCPW- MAY MSW STATEMENT	4347-000006734	5/31/2022	6/10/2022	7,009.66		
607	CENTURYLINK	TELECOMMUNICATIONS	CONVENIENCE CENTER	310392717JUNE	6/16/2022	6/24/2022	91.87		
608	GREEN WASTE RECYCLERS, LLC	BLDGS EQUIP REP & MAINT	PUBLIC WORKS- TUB GRINDING	7532	5/26/2022	6/3/2022	8,000.00		
609	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY COST OF FUEL FOR	060122	6/1/2022	6/10/2022	275.89		
610	REPUBLIC SERVICES #410	CONTRACT SERVICES	LANDFILL: COMPACTOR, 8	0410-000744381	5/31/2022	6/17/2022	7,040.00		
611	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY	9906891910	5/19/2022	6/3/2022	84.58		
612						<b>Total:</b>	<b>\$22,502.00</b>		



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614	<b>PUBLIC UTILITIES</b>								
615	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW- WILTON 550P MULTI-		1NCN-MTTJ-9LGJ	6/17/2022	6/24/2022		229.49
616	ARTHURS SEPTIC SERVICE	CONTRACT SERVICES	PALMYRA & CENTRAL PUMP AND		053122	5/31/2022	6/24/2022		600.00
617	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	FCPW- TIRE REPAIR		FCPW109	5/23/2022	6/10/2022		15.00
618	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE- DOG PARK		203061-001 JUNE	6/20/2022	6/24/2022		30.80
619	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE- COMPETITION		105221-001 JUNE	6/20/2022	6/24/2022		140.66
620	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUMP HOUSE- COURTS BUILDING		4501632147 JUNE	5/23/2022	6/10/2022		101.44
621	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	CENTRAL WWTP- WASTEWATER		75507	5/25/2022	6/10/2022		337.70
622	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	CARYSBROOK WWTP-		75506	5/25/2022	6/10/2022		381.70
623	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	CARYSBROOK WWTP-		75624	6/8/2022	6/17/2022		110.00
624	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	CENTRAL WWTP- WASTEWATER		75625	6/8/2022	6/17/2022		286.00
625	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	FCPW-OMOHUNDRO WWTP		75669	6/14/2022	6/24/2022		37.40
626	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	FCPW-CARYSBROOK WWTP-		75664	6/13/2022	6/24/2022		110.00
627	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	FCPW- CENTRAL WWTP		75662	6/13/2022	6/24/2022		143.00
628	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY COST OF FUEL FOR		060122	6/1/2022	6/10/2022		1,005.33
629	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	FUSD-INV 664554- A/T RTV		053122JUNESTATEME	5/31/2022	6/24/2022		7.29
630	LOWE'S	GENERAL MATERIALS AND	FCPW- LOWE'S MONTHLY		99000330383 JUNE	5/25/2022	6/10/2022		318.16
631	NOLAND	BLDGS EQUIP REP & MAINT	FCPW- NR3XL 2 PRESS RED VLV		570071 01	6/2/2022	6/17/2022		476.00
632	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	DEPT JUNE POSTAGE USE		8000909001515654JUN	5/18/2022	6/3/2022		277.41
633	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS- OFFICE SUPPLY-		8066402101	5/28/2022	6/3/2022		703.98
634	TREASURER OF VIRGINIA	CONVENTION AND	WATERWORKS OPERATOR		061322	6/13/2022	6/17/2022		100.00
635	UNIFIRST CORP	LAUNDRY AND DRY	MONTHLY UNIFORM STATEMENT:		053122 STATEMENT	5/31/2022	6/10/2022		703.48
636	USABBLUEBOOK	GENERAL MATERIALS AND	UTILITIES- 15704 W RIVER RD:		991643	5/25/2022	6/10/2022		389.95
637	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	FCSO, FCPU, FCPR- JUNE		06160671	5/25/2022	6/10/2022		17.71
638	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY		9906891910	5/19/2022	6/3/2022		271.28
639	VERIZON WIRELESS	TELECOMMUNICATIONS	FCPW-ACCT#442318197-00001		9907523663	5/27/2022	6/10/2022		149.84
640	VIRGINIA UTILITY PROTECTION	DUES OR ASSOCIATION	FUSD- PBFLU1 QTY 41		05220221	5/31/2022	6/10/2022		43.05
641	VSI SUPPLY	GENERAL MATERIALS AND	FUSD		CC07202392	10/26/2021	6/7/2022		3.30
642	VSI SUPPLY	GENERAL MATERIALS AND	FUSD- PLUMBING SUPPLIES		0027202252	8/13/2021	6/7/2022		11.51
643	VSI SUPPLY	GENERAL MATERIALS AND	FUSD- PLUMBING SUPPLIES		CC07202258	8/26/2021	6/7/2022		79.43
644	VSI SUPPLY	GENERAL MATERIALS AND	FCPW- SQUARE SOLIDS		CC07202291	9/27/2021	6/10/2022		5.66
645	VSI SUPPLY	GENERAL MATERIALS AND	FCPW- PAINT		CC07202313	9/30/2021	6/10/2022		11.26
646	VSI SUPPLY	GENERAL MATERIALS AND	FCPW- RELAY THERMAL UNIT		CC07202249	9/13/2021	6/10/2022		28.97
647	VSI SUPPLY	GENERAL MATERIALS AND	FCPW- VARIOUS SUPPLIES		S19104	7/8/2021	6/10/2022		32.43
648	VSI SUPPLY	GENERAL MATERIALS AND	FCPW- PLUMBING SUPPLIES		CC07202251	8/3/2021	6/10/2022		37.62
649	VSI SUPPLY	GENERAL MATERIALS AND	FCPW- PLUMBING SUPPLIES		CC07202255	9/1/2021	6/10/2022		40.57
650	VSI SUPPLY	GENERAL MATERIALS AND	FCPW- PLUMBING SUPPLIES		CC07202248	9/15/2021	6/10/2022		68.80

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651	VSI SUPPLY	GENERAL MATERIALS AND	FCPW- PLUMBING SUPPLIES	CC07202250	9/10/2021	6/10/2022	318.47		
652	VSI SUPPLY	GENERAL MATERIALS AND	FCPW- OVERLOAD RELAY	CC07202292	9/13/2021	6/10/2022	440.04		
653	VSI SUPPLY	GENERAL MATERIALS AND	FCPW- PLUMBING SUPPLIES	CC07202484	11/23/2021	6/10/2022	976.38		
654	VSI SUPPLY	GENERAL MATERIALS AND	FCPW- GRINDER SUPPLIES	SALES ORDER 336	5/24/2022	6/10/2022	1,432.31		
655	VSI SUPPLY	GENERAL MATERIALS AND	FCPW- CHAMPION GRINDER	SALES ORDER 335	5/24/2022	6/10/2022	2,186.77		
656	VSI SUPPLY	GENERAL MATERIALS AND	FCPW- 1/2" SCH40 PVC ELBOW	CC07202637	6/14/2022	6/24/2022	16.07		
657						<b>Total:</b>	<b>\$12,676.26</b>		
658									
659	<b>AMERICAN RESCUE PLAN ACT</b>								
660	DEWBERRY ENGINEERS INC.	INFRASTRUCTURE	FLUVANNA A/E SRVS RFP 2019-01:	2131693	6/15/2022	6/24/2022	2,210.00		
661						<b>Total:</b>	<b>\$2,210.00</b>		
662									
663	<b>HEALTH</b>								
664	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY TRUNK AND LONG	309762613JUNE	6/16/2022	6/24/2022	9.16		
665						<b>Total:</b>	<b>\$9.16</b>		
666									
667	<b>CSA</b>								
668	BANK OF AMERICA	FOOD SUPPLIES	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	4.09		
669	BANK OF AMERICA	SUBSISTENCE & LODGING	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	10.37		
670	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT	28708673	6/11/2022	6/24/2022	50.94		
671	CARAHSOFFT TECHNOLOGY	PROFESSIONAL SERVICES	CSA PARTIAL- DOCUSIGN BUSI	IN1172347	6/3/2022	6/24/2022	1,953.85		
672	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	DEPT JUNE POSTAGE USE	8000909001515654JUN	5/18/2022	6/3/2022	29.87		
673	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY	9906891910	5/19/2022	6/3/2022	30.38		
674						<b>Total:</b>	<b>\$2,079.50</b>		
675									
676	<b>CSA PURCHASE OF SERVICES</b>								
677	1VISION MENTORING LLC	COMM SVCS		P02925207464	2/28/2022	6/16/2022	600.00		
678	1VISION MENTORING LLC	COMM SVCS		P03925207466	3/31/2022	6/16/2022	720.00		
679	1VISION MENTORING LLC	COMM SVCS		P01925207465	1/31/2022	6/16/2022	840.00		
680	AW	COMM SVCS		P05925224208	5/31/2022	6/3/2022	460.00		
681	AW	COMM SVCS		P04925224202	4/30/2022	6/3/2022	575.00		
682	AMY Z. COBERT, M.A., CCC-SLP	POS MANDATED SPED-		P05925171401	5/31/2022	6/3/2022	480.00		
683	AK	COMM SVCS		P05925216703	5/31/2022	6/3/2022	742.50		
684	AM	POS MANDATED FFOP		P04925169116	4/30/2022	6/3/2022	735.00		
685	C.M. MENTORING SERVICES LLC	COMM SVCS		P05925221504	5/31/2022	6/3/2022	330.00		
686	C.M. MENTORING SERVICES LLC	COMM SVCS		P05925221005	5/31/2022	6/3/2022	825.00		
687	C.M. MENTORING SERVICES LLC	COMM SVCS		P05925221106	5/31/2022	6/3/2022	2,475.00		
688	C.M. MENTORING SERVICES LLC	POS MANDATED WSS		P05925220922	5/31/2022	6/3/2022	1,265.00		

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689	C.M. MENTORING SERVICES LLC	POS MANDATED WSS			P04925220857	4/30/2022	6/9/2022		1,100.00
690	C.M. MENTORING SERVICES LLC	POS MANDATED WSS			P05925220858	5/31/2022	6/9/2022		1,100.00
691	C.M. MENTORING SERVICES LLC	POS MANDATED WSS			P04925219791	4/30/2022	6/24/2022		1,100.00
692	C.M. MENTORING SERVICES LLC	POS MANDATED WSS			P05925219793	5/31/2022	6/24/2022		1,100.00
693	CARI COOK CHILD AND FAMILY	FF4E-COMM SVCS			P05925223586	5/31/2022	6/24/2022		260.00
694	CARI COOK CHILD AND FAMILY	FF4E-COMM SVCS			P04925223585	4/30/2022	6/24/2022		455.00
695	COUNSELING ALLIANCE OF VA, LLC	COMM SVCS			P04925222626	4/30/2022	6/9/2022		450.00
696	COUNSELING ALLIANCE OF VA, LLC	COMM SVCS			P05925222680	5/31/2022	6/24/2022		450.00
697	DEPAUL COMMUNITY RESOURCES	POS MANDATED FFOP			P04925224515	4/30/2022	6/3/2022		5,220.00
698	DEPAUL COMMUNITY RESOURCES	POS MANDATED FFOP			P03925203770	3/31/2022	6/16/2022		5,394.00
699	FAMILY FOCUS, INC.	COMM SVCS			P05925225327	5/31/2022	6/9/2022		3,465.00
700	FAMILY PRESERVATION SERVICES	FF4E-COMM SVCS			P08925220413	8/31/2021	6/3/2022		464.00
701	FAMILY PRESERVATION SERVICES	FF4E-COMM SVCS			P07925220414	7/31/2021	6/3/2022		870.00
702	FLUVANNA CO SCHOOL SYSTEM	POS MANDATED WSS			P02925222521	2/28/2022	6/3/2022		130.00
703	GRAFTON INTERGRATED HEALTH	POS MANDATED SPED-			P11925213525	11/30/2021	6/9/2022		6,329.00
704	GRAFTON INTERGRATED HEALTH	POS MANDATED SPED-			P03925213576	3/31/2022	6/24/2022		6,971.00
705	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-			P04925177674	4/30/2022	6/24/2022		4,720.00
706	HEALTH CONNECT AMERICA, INC.	POS MANDATED SPED-			P04925202973	4/30/2022	6/24/2022		4,720.00
707	INTERCEPT HEALTH	EDUC SVCS CONG CARE			P03925213111	3/31/2022	6/3/2022		4,304.96
708	INTERCEPT HEALTH	EDUC SVCS CONG CARE			P04925223143	4/30/2022	6/9/2022		3,913.60
709	INTERCEPT HEALTH	EDUC SVCS CONG CARE			P05925223283	5/31/2022	6/24/2022		4,109.28
710	INTERCEPT HEALTH	POS MAND FC LIC RES CONG			P05925223384	5/31/2022	6/24/2022		7,032.35
711	INTERCEPT HEALTH	POS MANDATED FFOP			P05925214188	5/31/2022	6/24/2022		6,373.29
712	LIVE OAK MENTORING LLC	NON-MAND COMM BASED			P04925211472	4/30/2022	6/16/2022		1,100.00
713	LIVE OAK MENTORING LLC	NON-MAND COMM BASED			P05925217290	5/31/2022	6/24/2022		825.00
714	LIVE OAK MENTORING LLC	POS MANDATED WSS			P05925217494	5/31/2022	6/24/2022		1,500.00
715	NATIONAL COUNSELING GROUP	FF4E-COMM SVCS			P04925223712	4/30/2022	6/3/2022		1,007.50
716	NATIONAL COUNSELING GROUP	FF4E-COMM SVCS			P05925223787	5/31/2022	6/24/2022		845.00
717	PARACLETE THERAPEUTICS LLC	COMM SVCS			P04925220378	4/30/2022	6/24/2022		810.00
718	PARACLETE THERAPEUTICS LLC	POS MANDATED WSS			P05925220259	5/31/2022	6/9/2022		1,980.00
719	PARACLETE THERAPEUTICS LLC	POS MANDATED WSS			P04925220192	4/30/2022	6/24/2022		480.00
720	PARACLETE THERAPEUTICS LLC	POS MANDATED WSS			P05925220195	5/31/2022	6/24/2022		1,320.00
721	PEOPLE PLACES, INC.	POS MAND THER FC 4E			P04925222919	4/30/2022	6/3/2022		3,450.00
722	PEOPLE PLACES, INC.	POS MANDATED WSS			P04925222820	4/30/2022	6/3/2022		937.50
723	PEOPLE PLACES, INC.	POS MANDATED WSS			P05925222896	5/31/2022	6/24/2022		937.50
724	PEOPLE PLACES, INC.	TFC LIC. RES CONG CARE			P04925223018	4/30/2022	6/3/2022		3,450.00
725	PEOPLE PLACES, INC.	TFC LIC. RES CONG CARE			P05925223089	5/31/2022	6/24/2022		3,565.00
726	REGION TEN	COMM SVCS			P05925221707	5/31/2022	6/3/2022		326.50

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727	REGION TEN	COMM SVCS			P06925221679	6/30/2022	6/24/2022		326.50
728	REGION TEN	COMM SVCS. TRANSITION			P07925221309	7/31/2021	6/3/2022		326.50
729	REGION TEN	COMM SVCS. TRANSITION			P04925221442	4/30/2022	6/9/2022		326.50
730	RIVERBEND INTEGRATIVE TRAUMA	POS MANDATED WSS			P05925224723	5/31/2022	6/3/2022		450.00
731	THE FAISON CENTER, INC	POS MANDATED SPED-			P05925176763	5/31/2022	6/16/2022		9,695.00
732	THE FAISON CENTER, INC	POS MANDATED SPED-			P02925177075	2/28/2022	6/24/2022		5,500.00
733	THE FAISON CENTER, INC	POS MANDATED SPED-			P05925177077	5/31/2022	6/24/2022		5,500.00
734	THE LAFAYETTE SCHOOL	POS MANDATED SPED-			P04925219899	4/30/2022	6/3/2022		900.00
735	THE LAFAYETTE SCHOOL	POS MANDATED SPED-			P05925219824	5/31/2022	6/9/2022		6,300.00
736	TH	POS MANDATED FFOP			P05925213417	5/31/2022	6/3/2022		735.00
737	TH	POS MANDATED FFOP			P05925219549	5/31/2022	6/9/2022		1,792.00
738	UNITED METHODIST FAMILY SERVICES	EDUC SVCS CONG CARE			P04925223410	4/30/2022	6/3/2022		2,463.56
739	UNITED METHODIST FAMILY SERVICES	EDUC SVCS CONG CARE			P02925205844	2/28/2022	6/9/2022		4,255.24
740	UNITED METHODIST FAMILY SERVICES	EDUC SVCS CONG CARE			P01925205845	1/31/2022	6/9/2022		4,479.20
741	UNITED METHODIST FAMILY SERVICES	EDUC SVCS CONG CARE			P03925205846	3/31/2022	6/9/2022		5,151.08
742	UNITED METHODIST FAMILY SERVICES	POS MAND THER FC 4E			P02925205754	2/28/2022	6/9/2022		2,811.20
743	UNITED METHODIST FAMILY SERVICES	POS MAND THER FC 4E			P01925205755	1/31/2022	6/9/2022		3,112.40
744	UNITED METHODIST FAMILY SERVICES	POS MAND THER FC 4E			P03925213256	3/31/2022	6/9/2022		3,112.40
745	UNITED METHODIST FAMILY SERVICES	POS MAND THER FC 4E			P05925213271	5/31/2022	6/16/2022		3,112.40
746	VM	POS MANDATED FFOP			P05925226850	5/31/2022	6/9/2022		224.00
747	VM	POS MANDATED FFOP			P05925169351	5/31/2022	6/9/2022		735.00
748	VM	POS MANDATED FFOP			P05925169252	5/31/2022	6/9/2022		1,407.00
749	VM	POS MANDATED FFOP			P05925226953	5/31/2022	6/9/2022		1,568.00
750	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-			P04925177100	4/30/2022	6/3/2022		8,551.00
751	XTRA MILE, LLC	COMM SVCS			P05925225728	5/31/2022	6/9/2022		500.00
752	XTRA MILE, LLC	COMM SVCS			P05925212129	5/31/2022	6/9/2022		900.00
753	XTRA MILE, LLC	COMM SVCS			P05925212331	5/31/2022	6/9/2022		1,000.00
754	XTRA MILE, LLC	COMM SVCS			P05925218030	5/31/2022	6/9/2022		1,000.00
755	XTRA MILE, LLC	COMM SVCS			P05925218432	5/31/2022	6/9/2022		1,000.00
756	XTRA MILE, LLC	COMM SVCS			P05925225033	5/31/2022	6/9/2022		1,200.00
757	XTRA MILE, LLC	COMM SVCS			P05925217536	5/31/2022	6/9/2022		1,250.00
758	XTRA MILE, LLC	COMM SVCS			P05925217634	5/31/2022	6/9/2022		1,250.00
759	XTRA MILE, LLC	COMM SVCS			P05925217735	5/31/2022	6/9/2022		1,250.00
760	XTRA MILE, LLC	COMM SVCS			P05925217839	5/31/2022	6/9/2022		1,250.00
761	XTRA MILE, LLC	COMM SVCS			P05925217938	5/31/2022	6/9/2022		1,250.00
762	XTRA MILE, LLC	COMM SVCS			P05925224937	5/31/2022	6/9/2022		1,250.00
763	XTRA MILE, LLC	COMM SVCS			P05925225140	5/31/2022	6/9/2022		1,250.00
764	XTRA MILE, LLC	COMM SVCS			P05925211941	5/31/2022	6/9/2022		1,500.00

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765	XTRA MILE, LLC	COMM SVCS			P05925226567	5/31/2022	6/16/2022		250.00
766	XTRA MILE, LLC	COMM SVCS			P05925226269	5/31/2022	6/16/2022		450.00
767	XTRA MILE, LLC	COMM SVCS			P05925226468	5/31/2022	6/16/2022		1,000.00
768	XTRA MILE, LLC	COMM SVCS			P05925218181	5/31/2022	6/24/2022		1,000.00
769	XTRA MILE, LLC	COMM SVCS			P05925218282	5/31/2022	6/24/2022		1,000.00
770	XTRA MILE, LLC	FF4E-COMM SVCS			P05925218947	5/31/2022	6/9/2022		750.00
771	XTRA MILE, LLC	FF4E-COMM SVCS			P05925218848	5/31/2022	6/9/2022		1,250.00
772	XTRA MILE, LLC	POS MANDATED WSS			P05925218760	5/31/2022	6/9/2022		875.00
773	XTRA MILE, LLC	POS MANDATED WSS			P05925218561	5/31/2022	6/9/2022		1,000.00
774	XTRA MILE, LLC	POS MANDATED WSS			P05925218662	5/31/2022	6/9/2022		1,000.00
775							<b>Total:</b>		<b>\$199,871.96</b>
776									
777	<b>PARKS &amp; RECREATION</b>								
778	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	FCPR- CONTRACT ID 4538		100335	5/27/2022	6/3/2022		29.05
779	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	FCPR- CONTRACT ID 5120		100336	5/27/2022	6/3/2022		129.00
780	BANK OF AMERICA	RECREATIONAL SUPPLIES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		39.47
781	BANK OF AMERICA	RECREATIONAL SUPPLIES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		69.50
782	BANK OF AMERICA	RECREATIONAL SUPPLIES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		127.57
783	BANK OF AMERICA	RECREATIONAL SUPPLIES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		132.33
784	BANK OF AMERICA	RECREATIONAL SUPPLIES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		161.23
785	BANK OF AMERICA	RECREATIONAL SUPPLIES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		239.00
786	BANK OF AMERICA	RECREATIONAL SUPPLIES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		250.00
787	BANK OF AMERICA	RECREATIONAL SUPPLIES	MONTHLY STATEMENT FOR		053122 JUNE	5/31/2022	6/24/2022		538.70
788	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT		28708673	6/11/2022	6/24/2022		364.05
789	CHWAN JR, JOHN	RECREATIONAL SUPPLIES	5/18,5/19, 5/26: REIMBURSE-		062122	6/21/2022	6/24/2022		52.08
790	CINTAS	CONTRACT SERVICES	FCPR- PLEASANT GROVE		5111791006	6/10/2022	6/17/2022		82.97
791	CINTAS	CONTRACT SERVICES	FCPR- FRONT OFFICE SUPPLIES		5111791088	6/10/2022	6/17/2022		153.28
792	E.W. THOMAS	RECREATIONAL SUPPLIES	FCPR- MERCHANDISE PURCHASE		062122	6/21/2022	6/24/2022		35.33
793	FLUVANNA ACE HARDWARE	RECREATIONAL SUPPLIES	FCPR- MONTHLY SUPPLY		053122	5/31/2022	6/17/2022		39.44
794	HAROLD BOYD	PROFESSIONAL SERVICES	FCPR- BASKETBALL CAMP 6/13-		INV#14	6/14/2022	6/17/2022		595.00
795	HEATHER ANTONACCI	PROFESSIONAL SERVICES	FCPR- HORSEBACK RIDING		INV#15	6/22/2022	6/24/2022		588.00
796	IMAGE DESIGNERS, INC.	UNIFORM/WEARING APPAREL	FCPR- PROMO MENS TEE,		084050	6/7/2022	6/17/2022		332.00
797	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY COST OF FUEL FOR		060122	6/1/2022	6/10/2022		1,491.68
798	MATT STANCIL	PROFESSIONAL SERVICES	FCPR- MOUNTAIN BIKE SESSIONS		INV#16	6/22/2022	6/24/2022		87.50
799	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- EQUESTRIAN FIELD		156381	6/3/2022	6/17/2022		82.50
800	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- PLEASANT GROVE BALL		156382	6/3/2022	6/17/2022		82.50
801	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- POLE BARN PG PORTABLE		156385	6/3/2022	6/17/2022		82.50
802	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- CARYSBROOK HANDICAP		156384	6/3/2022	6/17/2022		150.00



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803	MOJOHNS, INC.	CONTRACT SERVICES	FCPR- SOCCER FIELD AT PG	156383	6/3/2022	6/17/2022	162.50		
804	MUSCO SPORTS LIGHTING, LLC	SITE IMPROVEMENTS	FCPR- CARYSBROOK ATH	364981	5/24/2022	6/17/2022	517.28		
805	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS- OFFICE SUPPLY-	8066402101	5/28/2022	6/3/2022	49.21		
806	VERIZON BUSINESS/MCI COMM	TELECOMMUNICATIONS	FCSO, FCPU, FCPR- JUNE	06160671	5/25/2022	6/10/2022	17.72		
807	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY	9906891910	5/19/2022	6/3/2022	201.90		
808	VIRGINIA DEPARTMENT OF FORESTRY	SITE IMPROVEMENTS	FCPR- MILEAGE- LOWBOY,	20180631	5/20/2022	6/17/2022	914.00		
809	VIRGINIA RECREATION & PARK	RECREATIONAL SUPPLIES	FCPR- KINGS DOMINION ANY DAY	39881 MAY TICKETS	6/6/2022	6/17/2022	2,318.00		
810						<b>Total:</b>	<b>\$10,115.29</b>		
811									
812	<b>LIBRARY</b>								
813	AMAZON.COM	BOOKS/PUBLICATIONS	LIBRARY-MONTHLY BOOK	6045787810121901JUN	6/10/2022	6/24/2022	7,495.85		
814	AMAZON.COM	OFFICE SUPPLIES	LIBRARY-MONTHLY BOOK	6045787810121901JUN	6/10/2022	6/24/2022	253.33		
815	BANK OF AMERICA	BOOKS/PUBLICATIONS	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	52.58		
816	CENTURYLINK	TELECOMMUNICATIONS	LIBRARY- MONTHLY STATEMENT	296684759	6/1/2022	6/17/2022	404.19		
817	DEMCO INC	OFFICE SUPPLIES	LIBRARY- CTN DURAFOLD 10" H	7129840	5/17/2022	6/3/2022	662.14		
818	OVERDRIVE	BOOKS/PUBLICATIONS	LIBRARY- CUST ID#3100-0005, 3	03100DA22162148	5/17/2022	6/3/2022	174.99		
819	OVERDRIVE	BOOKS/PUBLICATIONS	LIBRARY- CUST ID#3100-0005, 7	03100DA22168778	5/24/2022	6/3/2022	281.75		
820	OVERDRIVE	BOOKS/PUBLICATIONS	LIBRARY- EBOOKS QTY 4	03100DA221777994	5/31/2022	6/10/2022	183.99		
821	THE DAILY PROGRESS	BOOKS/PUBLICATIONS	LIBRARY- 52 WKS,	720-000090107369 JUN	5/11/2022	6/3/2022	693.99		
822						<b>Total:</b>	<b>\$10,202.81</b>		
823									
824	<b>COUNTY PLANNER</b>								
825	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT	28708673	6/11/2022	6/24/2022	234.40		
826	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT	28708673	6/11/2022	6/24/2022	252.45		
827	JAMES RIVER SOLUTIONS	VEHICLE FUEL	MONTHLY COST OF FUEL FOR	060122	6/1/2022	6/10/2022	165.62		
828	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	COUNTY DEPTS- OFFICE SUPPLY-	8066402101	5/28/2022	6/3/2022	87.38		
829	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY	9906891910	5/19/2022	6/3/2022	80.76		
830						<b>Total:</b>	<b>\$820.61</b>		
831									
832	<b>PLANNING COMMISSION</b>								
833	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	DEPT JUNE POSTAGE USE	8000909001515654JUN	5/18/2022	6/3/2022	31.58		
834						<b>Total:</b>	<b>\$31.58</b>		
835									
836	<b>ECONOMIC DEVELOPMENT</b>								
837	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	ECONOMIC DEV- NORWII N26	1W4R-GPLM-31X6	6/15/2022	6/17/2022	33.97		
838	BANK OF AMERICA	DUES OR ASSOCIATION	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	45.00		
839	BANK OF AMERICA	DUES OR ASSOCIATION	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	125.00		
840	BANK OF AMERICA	MARKETING	MONTHLY STATEMENT FOR	053122 JUNE	5/31/2022	6/24/2022	350.00		

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1	County of Fluvanna Accounts Payable List		From Date: 6/1/2022 To Date: 6/30/2022						
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841	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MONTHLY METER CONTRACT	28708673	6/11/2022	6/24/2022	50.94		
842	VERIZON WIRELESS	TELECOMMUNICATIONS	ACCT 721970783-00001 COUNTY	9906891910	5/19/2022	6/3/2022	40.38		
843						Total:	\$645.29		
844									
845	VA COOPERATIVE EXTENSION								
846	AMAZON CAPITAL SERVICES	AGRICULTURAL SUPPLIES	VCE- GOLDEN BARREL	11VV-1YPN-CKP6	6/12/2022	6/17/2022	45.23		
847	FAYE ANDERSON	AGRICULTURAL SUPPLIES	VCE- PLANT FOR DEMO PLOT	052722	5/27/2022	6/3/2022	8.38		
848	KIMBERLY MAYO	CONVENTION AND	KIM REIMBURSEMENT FOR TEEN	060722	6/7/2022	6/10/2022	33.94		
849	MICHAEL F CRAUN	OTHER OPERATING	SEPTIC CAPACITY ASSESSMENT	1322038A	4/8/2022	6/10/2022	1,200.00		
850	RICK HERNANDEZ	AGRICULTURAL SUPPLIES	VCE- PLANT FOR DEMO PLOT	052622	5/26/2022	6/3/2022	7.90		
851	RICK HERNANDEZ	AGRICULTURAL SUPPLIES	REIMBURSEMENT FOR PLANT	062222	6/22/2022	6/24/2022	11.99		
852	TREASURER OF VA TECH	CONTRACT SERVICES	BILLING SALARY FY 2022 4TH	202204	6/10/2022	6/24/2022	17,852.14		
853						Total:	\$19,159.58		
854									
855	MISCELLANEOUS NON DEPARTMENTAL								
856	FLUVANNA DEPARTMENT OF SOCIAL	PROFESSIONAL SERVICES	COST ALLOCATION	06012022	6/10/2022	6/10/2022	38,034.88		
857						Total:	\$38,034.88		
858									
859				100 GENERAL FUND		Fund Total:	\$665,165.50		
860	Fund # - 302 CAPITAL IMPROVEMENT								
861	PUBLIC SAFETY CAPITAL PROJ								
862	EAST COAST EMERGENCY VEHICLES	VEHICLE	FCSO- 2021 CHRGR V6 AWD (2 OF	30383	5/31/2022	6/10/2022	9,311.56		
863	EAST COAST EMERGENCY VEHICLES	VEHICLE	FCSO-2021 DODGE CHRGR	30384	5/31/2022	6/17/2022	6,653.53		
864	MOTOROLA SOLUTIONS, INC.	VEHICLE	FCSO- CABLE WIFI VEHICLE	8281401577	6/21/2022	6/24/2022	664.00		
865						Total:	\$16,629.09		
866									
867	FACILITIES CAP PROJ								
868	GREEN WASTE RECYCLERS, LLC	CONTRACT SERVICES	PUBLIC WORKS- TUB GRINDING	7532	5/26/2022	6/3/2022	8,700.00		
869	MTFA ARCHITECTURE PLLC	CONTRACT SERVICES	21044 FLUVANNA CO. HISTORIC	21044-03	6/21/2022	6/24/2022	22,639.72		
870	SOUTHERN AIR, INC.	CONTRACT SERVICES	FLUVANNA PUBLIC SAFETY BLDG-	8172559	5/25/2022	6/10/2022	2,574.96		
871						Total:	\$33,914.68		
872									
873	SCHOOL OPS & MAINT CAP PROJ								
874	TRANE U.S., INC.	CONTRACT SERVICES	FY2022 CRM- CENTRAL HVAC FAN	312610911	5/9/2022	6/10/2022	7,045.10		
875						Total:	\$7,045.10		
876									
877				302 CAPITAL IMPROVEMENT		Fund Total:	\$57,588.87		
878	Fund # - 502 SEWER								

	A	B	C	D	F	G	H	I	J
1	<b>County of Fluvanna Accounts Payable List</b>		<b>From Date: 6/1/2022 To Date: 6/30/2022</b>						
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879	<b>PALMYRA SEWER OPER EXPENSES</b>								
880	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PALMYRA SEWAGE PUMP		7712348080 JUNE	5/26/2022	6/10/2022		38.66
881	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PALMYRA AREA WWTP		7129524547 JUNE	5/23/2022	6/10/2022		993.99
882	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	PALMYRA WWTP- WASTEWATER		75638	6/9/2022	6/17/2022		110.00
883	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	FCPW- PALMYRA WWTP		75668	6/14/2022	6/24/2022		37.40
884	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	FCPW- PALMYRA WWTP		75663	6/13/2022	6/24/2022		110.00
885	INBODEN ENVIRONMENTAL SERVICES,	OUTSIDE ANALYTICAL	FCPW-PALMYRA WWTP		75667	6/14/2022	6/24/2022		381.70
886	VSI SUPPLY	BLDGS EQUIP REP & MAINT	FCPW- LG CHAMPION GRINDER		SALES ORDER 110	3/4/2022	6/10/2022		5,825.00
887							<b>Total:</b>		<b>\$7,496.75</b>
888									
889						<b>502 SEWER</b>	<b>Fund Total:</b>		<b>\$7,496.75</b>
890	<b>Fund # - 505 FORK UNION SANITARY DISTRICT</b>								
891	<b>FORK UNION SANITARY DISTRICT</b>								
892	REGINA JOHNSON	WATER RECEIVABLES	UB 10757 2861 GOLDMINE		95943	6/8/2022	6/9/2022		55.60
893	USDA RURAL DEVELOPMENT	RDA BOND PAYABLE	FUSD DEBT SERVICE		062522	6/25/2022	6/25/2022		4,055.50
894							<b>Total:</b>		<b>\$4,111.10</b>
895									
896	<b>FUSD OPERATIONAL EXPENSES</b>								
897	CENTURYLINK	TELECOMMUNICATIONS	FUSD- SANITARY DISTRICT-		309719161 JUNE	6/16/2022	6/24/2022		254.25
898	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OWENS WELL- 4308 JAMES		9004200003 JUNE	5/25/2022	6/10/2022		34.69
899	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MELTON WELL - RT 15		9594215007 JUNE	5/24/2022	6/10/2022		72.34
900	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BREMO WELL- RT 666		8434345008 JUNE	5/24/2022	6/10/2022		89.34
901	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FUSD OFFICE- 15704 W RIVER		8866300000 JUNE	5/26/2022	6/10/2022		315.52
902	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MORRIS WELL/ WTP- 41 EMERALD		9501772108 JUNE	5/24/2022	6/10/2022		1,019.46
903	E.W. OWEN	LEASE/RENT	FCPW- WELL RENT		06012022	6/1/2022	6/10/2022		150.00
904	MOJOHNS, INC.	PURCHASE OF SERVICES	FLUVANNA CO.WASTEWATER-		155729	5/16/2022	6/3/2022		60.00
905	MOJOHNS, INC.	PURCHASE OF SERVICES	FLUVANNA CO. WASTE WATER		155932	6/3/2022	6/17/2022		70.00
906	REPUBLIC SERVICES #410	BLDGS EQUIP REP & MAINT	FUSD- 1 WASTE CONTAINER 20		0410-000744148	5/31/2022	6/10/2022		234.77
907	USDA RURAL DEVELOPMENT	REDEMPTION OF INTEREST	FUSD DEBT SERVICE		062522	6/25/2022	6/25/2022		904.50
908	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY STATEMENT		T448692	6/2/2022	6/3/2022		86.62
909	VSI SUPPLY	BLDGS EQUIP REP & MAINT	FCPW- FLEXIBLE COUPLING		CC07202253	8/17/2021	6/10/2022		13.04
910							<b>Total:</b>		<b>\$3,304.53</b>
911									
912						<b>505 FORK UNION SANITARY DISTRICT</b>	<b>Fund Total:</b>		<b>\$7,415.63</b>
913	<b>Fund # - 510 ZION XR WATER &amp; SEWER</b>								
914	<b>ZION XR W&amp;S EXPENSES</b>								
915	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	WWPS- JAMES MADISON HWY		275904-015 JUNE	5/31/2022	6/10/2022		395.00
916	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	WATER TANK- JAMES MADISON		275904-013 JUNE	5/31/2022	6/10/2022		398.39



	A	B	C	D	F	G	H	I	J
1	<b>County of Fluvanna Accounts Payable List</b>		<b>From Date: 6/1/2022 To Date: 6/30/2022</b>						
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917	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	WWPS- RICHMOND (PRISON		275904-017 JUNE	5/31/2022	6/10/2022		428.93
918	HOOVER PENROD PLC	COUNTY ATTY LEGAL- REAL	A.G. DILLARD CH11 BANKRUPTCY		6/9/22 STATEMENT	6/9/2022	6/17/2022		8,880.00
919	PAYNE & HODOUS, LLC.	COUNTY ATTY LEGAL- REAL	LEGAL SERVICES		060322	6/3/2022	6/3/2022		989.00
920	VIRGINIA DEPT OF CORRECTIONS	CONSTRUCTION	ZXR- WATER & WASTEWATER		50WR2274312	6/3/2022	6/10/2022		10.16
921	VIRGINIA DEPT OF CORRECTIONS	CONSTRUCTION	ZXR- WATER & WASTEWATER		50WR2274312	6/3/2022	6/10/2022		92.55
922	VIRGINIA DEPT OF CORRECTIONS	CONSTRUCTION	UTILITES- WATER &		50WR2274310	4/7/2022	6/10/2022		158.19
923							<b>Total:</b>		<b>\$11,352.22</b>
924									
925					<b>510 ZION XR WATER &amp; SEWER</b>		<b>Fund Total:</b>		<b>\$11,352.22</b>
926							<b>Total Expenditures by Fund:</b>		<b>\$749,018.97</b>

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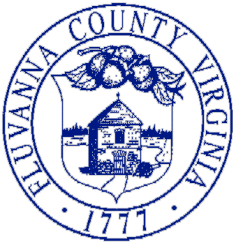
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## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB L

<b>MEETING DATE:</b>	August 3, 2022				
<b>AGENDA TITLE:</b>	Virginia Department of Health Septic and Well Assistance Program (SWAP) Letter of Support				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the letter of support for the Fluvanna-Louisa Housing Foundation's application for \$300,000 from the Virginia Department of Health Septic and Well Assistance Program (SWAP) Local Partners grant.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	Kim Hyland, Kim Hyland, Director of Fluvanna-Louisa Housing Foundation				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	The Fluvanna-Louisa Housing Foundation is requesting a letter of support to apply for a \$300,000 Septic and Well Assistance Program (SWAP) Local Partners grant from the Virginia Department of Health.				
<b>FISCAL IMPACT:</b>	None.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Letter of Support				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X





# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

## BOARD OF SUPERVISORS

John M. "Mike" Sheridan  
Chair  
*Columbia District*

Anthony P. "Tony" O'Brien  
Vice Chair  
*Rivanna District*

Mozell H. Booker  
*Fork Union District*

Patricia B. Eager  
*Palmyra District*

Christopher Fairchild  
*Cunningham District*

## COUNTY ADMINISTRATION

Eric M. Dahl  
*County Administrator*

Caitlin Solis  
*Clerk to the Board*

August 3, 2022

Virginia Department of Health SWAP Grant Reviewers,

Fluvanna County has worked closely with the Fluvanna-Louisa Housing Foundation (FLHF) for over 30 years. The organization has had a tremendous impact on our residents by providing home repairs for low-income and elderly residents. These repairs are essential, and often costly. FLHF assists by obtaining grants and providing zero-percent interest loans to residents who are unable to obtain loans through traditional sources.

FLHF has provided a consistent program of home repairs to our residents, administering funds for Indoor Plumbing Rehabilitation (IPR), Dry Well Funds, HOME funds, Home Preservation Grants (HPG), FROM Fluvanna (CARES Act) and numerous independent grants. They aid over one hundred families every year through projects ranging from roof replacement to major rehab of residences. The services FLHF provides are otherwise unavailable for a rural county such as ours.

The Fluvanna-Louisa Housing Foundation has an excellent reputation for caring for the community and providing stewardship of grant awards. The staff is experienced with organizing and tracking local contractors and volunteers who provide the necessary rehabilitation and repair services. They administer the funds with transparency and accountability for their programs. Consequently, the County of Fluvanna and its Board of Supervisors fully supports and endorses their request for \$300,000 from the VDH Septic and Well Assistance Program (SWAP) Local Partners grant.

Sincerely,

Eric M. Dahl  
County Administrator





## Capital Reserve Maintenance Fund Request

TAB M

**MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of \$27,050.00 for the purpose(s) of:**

**New DEQ Required Ground Water Monitoring Well Will Need To Be Drilled At the Fluvanna County Convenience Center**

**Section 1 - REQUEST**

Requesting Department/Agency <b>Public Works PW23-002</b>	Dept/Agency Contact <b>Dale Critzer</b>	Date of Request <b>07/27/2022</b>	
Phone <b>(434) 591-1925</b>	Fax <b>(434) 591-1924</b>	Fiscal Year <b>FY23</b>	
Reserve Fund Purpose Category: <b>Unexpected facility repairs or replacements</b>			
Description of Project/Repair	Qty	Unit Price	Total Price
<b>Project Management , Construction , Surveying , Sampling</b>	1	\$17,300.00	\$17,300.00
<b>Well Completion Report , APC Application , Public Notice Advertisement</b>	1	\$7,750.00	\$7,750.00
<b>Contingency for unforeseen</b>	1	\$2,000.00	\$2,000.00
			\$0.00

Total Request: **\$27,050.00****Description and justification for proposed use.**

**Ground water monitoring well #9 at the Convenience Center was tested and found to be in exceedance of Dichloroethane per DEQ requirements . A new monitoring Well is required by August 29,2022 per DEQ to be drilled in another location. Draper Aden Associates will be handling the project completion and DEQ compliance .**

Department/Agency Head Name <b>Assistant Director of Public Works</b>	Signature <b>Dale Critzer</b> <small>Digitally signed by Dale Critzer Date: 2022.07.27 09:31:37 -04'00'</small>	Date <b>07/27/2022</b>
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**Section 2 - REVIEW**

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <b>Eric Dahl</b> <small>Digitally signed by Eric Dahl Date: 2022.07.27 11:09:12 -04'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <b>Eric Dahl</b> <small>Digitally signed by Eric Dahl Date: 2022.07.27 11:09:20 -04'00'</small>	Date

**Section 3 - BOARD OF SUPERVISORS**

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB N

<b>MEETING DATE:</b>	August 3, 2022				
<b>AGENDA TITLE:</b>	Historical Structures Report Contract and 1 <sup>st</sup> Amendment to the Contract				
<b>MOTION(s):</b>	<p><b><u>Motion #1:</u></b> I move the Board of Supervisors ratify the contract between Fluvanna County and MFTA Architecture, P.L.L.C., to prepare a Historical Structures Report on the Historic Courthouse.</p> <p><b><u>Motion #2:</u></b> I move the Board of Supervisors approve the 1<sup>st</sup> Amendment to the Historical Structures Report contract between Fluvanna County and MFTA Architecture, P.L.L.C., to allow a 30 day time extension to complete the Historical Structures Report on the Historic Courthouse, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</p>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Donna Allen, Purchasing Officer and Calvin Hickman, Director of Public Works				
<b>PRESENTER(S):</b>	Donna Allen, Purchasing Officer				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>In March 2021 the Board approved funding to engage a specialized firm to conduct a Historical Structures Report for the Historic Courthouse in order to aid in restoration of the structure and leverage grant funds.</li> <li>\$20,000 was funded by the County and another \$10,000 was donated by the Historic Society for the project.</li> <li>In June 2021 an RFP was issued for the services. 5 responses were received. With the assistance of Marvin Moss and Kathleen Kilpatrick from the Historical Society, as well as Calvin Hickman, the Director of Public Works, 3 firms were interviewed.</li> <li>Of those three firms the highest scoring firm is John Milner Associates, a division of MFTA Architecture. After negotiating the scope and fee's, the committee came up with what they believe to be necessary to move the project forward.</li> <li>The total for the defined scope is \$53,359, this includes 2 options for a mechanical assessment and for paint and mortar assessments.</li> </ul>				

	<ul style="list-style-type: none"> <li>The Fluvanna County Historical Society has increased their total contribution from \$10,000 to \$25,000 and the Board of Supervisors approved an additional funding amount of \$8,359 on January 19, 2022, in order to complete the Historical Structures Report.</li> <li>These actions will ratify the Historical Structures Report contract and allow for a 30 day time extension with the 1<sup>st</sup> Amendment to the Contract.</li> </ul>				
<b>FISCAL IMPACT:</b>	No additional funding is being requested, funding was approved January 19, 2022.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>Historical Structures Report Contract</li> <li>Historical Structures Report 1<sup>st</sup> Amendment to the Contract</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X		X		

## HISTORICAL STRUCTURES REPORT CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES

This Historical Structures Report Contract (the “**Contract**”), is made this this 3 day of March, 2022, between the County of Fluvanna, a political subdivision of the Commonwealth of Virginia (“**County**”), and MTFA Architecture, P.L.L.C., a Virginia limited liability company (“**Contractor**”). JMA Preservation is a division of MTFA Architecture, P.L.L.C. working on this Contract. The “**Effective Date**” of this Contract is the date that the County signs this Contract, which shall also serve as the Notice to Proceed on the Project, as defined below.

**WITNESSETH** that the Contractor and the County, in consideration of the mutual covenants, promises and Contracts herein contained, agree as follows:

- 1) **EXHIBITS:** The following exhibits are attached hereto and made a material part hereof:
  - a) **Exhibit 1** – Request for Proposals 2021-05 “Historic Structures Report” issued June 11, 2021, as amended by that Addendum # 1 issued July 8, 2021 (together the “Solicitation”);
  - b) **Exhibit 2** – Proposal from Contractor dated July 29, 2021 (the “Proposal”), with “Financial Information” being pages numbered 62-66 redacted as proprietary;
  - c) **Exhibit 3** – Contractor’s Letter dated December 3, 2021, modified for inclusion in this Contract (the “Fee Letter”);
  - d) **Exhibit 4** – the Scope of Work clarifications from September 2021 (the “Clarifications”); and
  - e) **Exhibit 5** – Fluvanna County Historical Society letter dated December 23, 2021, to the County committing \$25,000 in funding (the “FCHS Letter”).
- 2) **SCOPE OF SERVICES:** As described in the RFP, the County desires Contractor prepare a Historical Structures Report (“HSR”) and other related work and services including those optional additional services described in the Fee Letter as “Materials Analysis – Option 2” and “Mechanical Assessment” (collectively referred to as the “Project”), which will require meetings, reports, deliverables, and other work and services by the Contractor. The County requires the Contractor complete all the services, work, and deliverables required to complete the Project including specifically, but without limitation, the services described in: (i) the Solicitation with specific reference to Section 4 and all subparts thereof, as clarified by the Clarifications (the Solicitation as clarified by the Clarifications is collectively defined herein as the “RFP”), (ii) the Proposal with specific reference to Section 5 of the Proposal, being pages 36-40 of the Proposal, and (iii) the Fee Letter (collectively the “Services”). In addition, in providing all of the Services to complete the Project the Contractor must meet or exceed all of the requirements, obligations, and provisions of and in strict conformance with this Contract, the RFP, the Proposal, the Fee Letter, and the County’s General Terms, Conditions and Instructions to Bidders and Contractors (the “General Terms”) which were attached to the RFP as Appendix I. The Contractor further agrees that:
  - a) The Contractor shall provide all equipment, products, items, installation, labor, supervision, support, drafting, presentations, warranties, tools, services, labor, work, professional services, investigations, inspections, analysis, reports, and materials to complete the Services on the Project, which shall include, but are not limited to, the following: (i) performing all of the Services on the Project for the County and associated services including those specifically described in the RFP and the Contractor’s Proposal; (ii) communication in advance and coordination with the County on the performance of the Services which includes 3 total meetings on the Project (as more specifically described in the RFP and the Fee Letter), the dates and times of any meetings shall be scheduled in advance with the County and all in person meetings shall be held at the County offices in Fluvanna County, Virginia; and (iii) preparation of a detailed project schedule within one week of the

## HISTORICAL STRUCTURES REPORT CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES

Effective Date of this Contract to be submitted to the County for approval (as approved by the County, referred to as the "Project Schedule").

- b) The Services on the Project must meet or exceed all requirements of this Contract, the RFP, the Proposal, the Fee Letter, and the County's General Terms and each task related to the Services must be performed by the due dates required by Project Schedule and this Contract.
  - c) The Services on the Project must be furnished by Contractor in a good and workmanlike manner so as to pass without exception in the industry. The Services must be done in compliance with Applicable Law (as defined below) and as otherwise required by this Contract.
    - i) "Applicable Law(s)" and "governing regulations and standards" "means all applicable Federal, Commonwealth of Virginia or local laws, ordinances, statutes, rules, regulations, standards, or similar criteria.
  - d) Contractor agrees to adhere to the Project Schedule. No later than one week from the Effective Date, the Contractor shall submit to the County a "Tentative Project Schedule" for review and approval by the County. The County may reject the schedule in its sole discretion, in which case the County may terminate this Contract with no financial liability whatsoever to the Contractor of any kind or may require the Contractor to submit an amended schedule. A written addendum shall be signed by the County and Contractor upon approval by the County of Project Schedule, with time being of the essence for all tasks described therein which are the responsibility of the Contractor.
  - e) All deliverables shall be provided in hard copy and electronic formats acceptable to the County and as required by the RFP, Proposal and Fee Letter.
  - f) **The parties agree that their will only be one draft HSR submitted to the County, followed by a remote meeting to discuss the draft HSR, and then submission of a final HSR by the Contractor incorporating the comments and edits. See the Fee Letter which stipulates the number of meetings and refer to schedule which indicates the number of submissions of the HSR (with specific reference to Scope of Work #8, Assumption #6, and the Schedule in the Fee Letter).**
  - g) **The Parties agree that the research of the history of the courthouse as described in the RFP scope of services 4(a)(i)(1) will be prepared by others, specifically FCHS, and provided to Contractor. Contractor will prepare the statement of significance as described in the RFP scope of services 4.a using the research materials provided by others.**
- 3) **COMPENSATION:**
- a) In accordance with the Fee Letter the Contractor will be paid a Total Project Cost consisting of the following amounts:
    - i) **\$40,759.00 for the Work on the Project;**
    - ii) **\$3,400.00 for the additional services described as a "Mechanical Assessment"; and**
    - iii) **\$9,200.00 for the additional services described as "Option 2" "Materials Analysis" in the Fee Letter.**
  - b) **Consistent with the above, the Total Project Cost is FIFTY-THREE THOUSAND THREE HUNDRED FIFTY-NINE AND NO/100 DOLLARS (\$53,359.00) (the "Total Project Cost").**
  - c) No invoice for the Total Project Cost, or any portion thereof, may be provided by the Contractor to the County until each of the Milestone Completion Dates as defined below. The following Milestones are applicable to the Project:

## HISTORICAL STRUCTURES REPORT CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES

- i) Milestone 1 – Completion of all Field Investigation & Research for the Project-- \$18,342.25;
- ii) Milestone 2 – Completion of the Mechanical Assessment, Materials Analysis, and Submission of Draft HSR to the County -- \$31,448.22;
- iii) Milestone 3 – the Completion Date being as defined herein, and after Final Submission and Final Completion of all Work on the Project- \$3,568.53.

The Contractor will be paid within forty-five (45) days of receipt of a proper invoice following each Milestone Completion Date. The Total Project Cost is a not to exceed cost and includes all fees, costs, and charges of any kind to provide the Services on the Project and any related work, including, without limitation, supplying at its own cost and expense any travel, administrative costs, copying, office supplies, lodging/meals, necessary tools, equipment, or materials, necessary or desirable for completion of the Project.

- d) Any payments shall be made in accordance with Section 47 of the General Terms, and in no event shall Contractor be paid more than the Total Project Cost. All invoices should be directed to Fluvanna County, Attn: Cyndi Toler, 132 Main Street, Palmyra, VA 22963.
- e) The date that all Services on the Project are completed in full compliance with this Contract, the County's General Terms, the Proposal, the Fee Letter and the RFP, including without limitation completion of all deliverables, the final report, the presentation of the final report, and all anticipated schedule items on the Project Schedule, to the sole satisfaction of the County is the "**Completion Date**".
- f) Contractor acknowledges that the County is relying on that \$25,000 in funding from the Fluvanna County Historical Society, as more specifically set forth in the FCHS Letter.
- g) Notwithstanding any other provision of this Contract, the Contractor agrees that COVID-19 is not a force majeure or similar excuse for any default by or delay of Contractor under this Contract.
- 4) **OTHER CONTRACT TERMS:** The County's General Terms are specifically made a part hereof and incorporated herein by reference. In the event of a direct conflict, this Contract shall control over any exhibit hereto. Whenever possible this Contract and all exhibits shall be read together. The order of precedence for the exhibits is as follows: (i) County's General Terms; (ii) RFP; (iii) Fee Letter; (iv) Proposal; and (v) FCHS Letter With (i) controlling over (ii), (iii), (iv) and (v) in the event of a direct conflict; (ii) controlling over (iii), (iv) and (v), and so forth.
- 5) **PERIOD OF PERFORMANCE:** The Contract Term shall begin on the date this Contract is signed by the County and shall terminate when all Services have been provided unless earlier terminated by the County or as otherwise set forth herein. All of the Services required under the Contract, must be completed by those dates in accordance set forth in the Project Schedule. Notwithstanding the foregoing, all of the Services on the Project must be finally completed to the sole satisfaction of the County no later six months from the Effective Date, time being of the essence.
- 6) **Safety.** Contractor shall, at his/her/their own expense, be solely responsible for protecting its employees, sub-consultants, material suppliers, and all other persons from risk of death, injury or bodily harm arising from or in any way related to the Services on the Project or the site where it is being performed ("Work Site") if on County property. In addition, Contractor agrees to act in accordance with the rules and regulations administered by Applicable Law. Contractor shall be solely responsible and liable for any penalties, fines, or fees incurred. Contractor shall be solely responsible for repairing any damage to the County buildings, personal property or equipment caused by or relating to the Contractor's work on the Project. Contractor must comply with all Applicable Laws and health directives and best practices related to the COVID-19 pandemic issued by the Federal, State, or local

## HISTORICAL STRUCTURES REPORT CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES

authorities, including without limitation, the Virginia Department of Health, OSHA, VOSH, and the Centers for Disease Control. If and while best practices recommended by such authorities include the wearing of masks, the Contractor shall insure that all persons at a Work Site are in compliance with such best practices. The County may require masks be worn at the Work Site, and if so, the Contractor will ensure masks are worn at the Work Site unless notified in writing by the County that such is no longer required. In addition to any directives or best practices, the Contractor shall institute a policy ensure that any person who has symptoms or exposure to COVID-19 or who is otherwise recommended or required to quarantine under health directives or best practices does not work at the Work Site until it is safe for them to do so as indicated under directives and best practices. Contractor shall immediately send any person at the Work Site home if they develop symptoms of COVID-19 or as otherwise required under the directives or best practices. The Contractor must immediately notify the County of any potential exposure to COVID-19 of County, including its agents, employees, representatives, officers, guests, or other persons at the work Site where the work is occurring such that the County can insure notification and compliance with Applicable Laws. When in doubt, Contractor must notify the County. As used herein Contractor means the Contractor its employees, officers, subcontractors, and any person on the Work Site under Contractor's control, supervision or at Contractor's request or invitation.

- 7) **Time is of the essence.** Contractor acknowledges that time is of the essence in regard to the performance of all Services on the Project, including the dates set out in the Project Schedule.
- 8) **Entire Contract.** This Contract constitutes the entire Contract between the Parties to its subject matter and supersedes all prior contemporaneous Contracts, representations, and understandings of the Parties. No supplement, modification, or amendment of this Contract shall be binding unless executed in writing by all Parties.
- 9) **MISCELLANEOUS.** The headings of the sections of this Contract are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only may extend and be applied to several persons or things as well as to one person or thing; and a word importing the plural number only may extend and be applied to one person or thing, as well as to several persons or things. This Contract may be executed in multiple counterparts each of which shall be deemed an original and together which shall constitute the Contract. This Contract may be executed in duplicate originals, any of which shall be equally authentic. In addition to allowing electronic signatures upon an electronic copy of this Contract, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Contract, together with exhibits hereto, contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Contract. The legal address for the County and for the Contractor and the addresses for delivery of Notices and other documents related to the administration of this Contract are as follows:

a) **If to County:**

County of Fluvanna  
Attn: Ms. Cyndi Toler  
132 Main Street  
Palmyra, VA 22963

**With a Copy to:**

# HISTORICAL STRUCTURES REPORT CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES

Fluvanna County Attorney  
Mr. Frederick W. Payne  
414 East Jefferson Street  
Charlottesville, VA 22902

b) **If to Contractor:**

MTFA Architecture, P.L.L.C.  
Attn: James P. Clark  
3200 Lee Highway  
Arlington, VA 22207

**Witness the following duly authorized signatures and seals:**

**MTFA Architecture, P.L.L.C.**  
a Virginia limited liability company  
Commonwealth of Virginia

**Fluvanna County,**  
a political subdivision of the

BY: \_\_\_\_\_ (SEAL)  
BY: James P. Clark (SEAL)  
Print Name: James P. Clark, FAIA  
Title: Principal  
Date: March 1, 2022

Print Name: Eric M. Dahl  
Title: County Administrator  
Date: 3/3/22  
Fluvanna County

Approved as to Form: \_\_\_\_\_  
Fluvanna County Attorney, by Kristina M. Hofmann, Deputy Fluvanna County Attorney



**COUNTY OF FLUVANNA, VIRGINIA  
Request for Proposals (RFP) #2021-05  
HISTORIC STRUCTURES REPORT, FLUVANNA COUNTY  
HISTORIC COURTHOUSE**

**Issue Date: June 11, 2021**

**Due Date: July 15, 2021 at 2 p.m. EST**

**Procurement Contact:**

County of Fluvanna  
Cyndi Toler, Purchasing Officer  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
Ph: (434) 591-1930 ext. 1124  
Email: [ctoler@fluvannaCounty.org](mailto:ctoler@fluvannaCounty.org)

**All sealed proposals shall be turned in no later than July 15, 2021, at 2:00 p.m. EST.**

- All Proposals that are delivered via mail or are hand delivered must be addressed to the "Procurement Contact" listed above.
- Any Proposals sent in via facsimile, telephone, or email shall not be considered.
- Any Proposals that are turned in late will be rejected and returned unopened.

Proposal documents may be picked up at the Fluvanna County Department of Finance located at 132 Main Street, 2<sup>nd</sup> floor, Palmyra, VA 22963 or by clicking on the following link:  
<https://www.fluvannacounty.org/rfps>.

Exhibit 1



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**1) PURPOSE**

- a) The County of Fluvanna, Virginia (the "County") is seeking qualified independent architectural firms or architectural teams ("Architect") to submit proposals to enter into a contract to perform professional services to investigate, research, prepare and provide a Historic Structures Report for the Fluvanna County Historic Courthouse (the "Courthouse") consistent with the terms and conditions set forth in this Request for Proposals ("RFP").

**2) BACKGROUND**

- a) Fluvanna County: The County is a central Virginia community of 26,000 residents that is located in the Charlottesville Metropolitan Statistical Area, approximately 20 miles southeast of the City of Charlottesville, Virginia. The County is bounded by Louisa County to the north, Cumberland and Buckingham Counties and the James River to the south, Goochland County to the east, and Albemarle County to the west.
  - b) The Fluvanna County Historic Courthouse: Construction of the Courthouse, completed in 1831, was supervised by Walker Timberlake, a Methodist preacher who undertook various architectural and engineering works in the county. Fluvanna's is one of the state's few antebellum courthouses to remain without additions and retain its original interior arrangement and many original fittings. The Greek Doric portico of the courthouse features typical Greek columns without bases. Like most antebellum courthouses in Virginia, the columns are not fluted, although that is a hallmark of the Greek Doric order. The Courthouse is also distinguished by the extensive use of stone for the column and pilaster capitals, steps, water table, window sills, and lintels. Two levels of windows on the sides as well as the three arched windows at the rear are separated by pilasters. The Courthouse is part of the Fluvanna County Courthouse Historic District. The Courthouse is located at 35 Court Square, Palmyra, Virginia 22963.
  - c) John Hartwell Cocke (1780-1866) of Bremo Plantation in Fluvanna County was a protégé and close friend of his older Albemarle neighbor, Thomas Jefferson, sharing with him a keen interest in classical architecture, education, and innovative farming. A practical and successful businessman, Cocke was also a distinguished soldier, achieving the rank of brigadier general in the War of 1812 in the Virginia Militia, a reformer active in the temperance movement, and an opponent of slavery. His efforts to educate slaves at times subjected Cocke and his second wife to physical attacks. Cocke played a central role in helping Jefferson found the University of Virginia and joined Jefferson in overseeing the construction of the academical village, today a World Heritage Site. John Hartwell Cocke served on the University's first Board of Visitors and continued on the board for decades until his death in 1866. Cocke's work at Bremo Plantation is recognized as masterworks in domestic and agricultural architecture encompassing three estates, varied styles, and some 1,500 acres. The Bremo Historic District is a National Historic Landmark, the highest designation given in the United States and one reserved for places of "surpassing importance." Cocke is credited as well with the final design of the Fluvanna County Courthouse, the County Jail, and with Glen Burnie estate, all three National Register properties in Fluvanna.
- 3) A mandatory pre-proposal conference will be held at the Historic Courthouse on the 24th day of June, 2021 at 10 a.m. to address any questions and to see the facility.

**4) SCOPE OF SERVICES**

- a) The County wishes to procure a Historic Structures Report ("HSR") to document the history, significance, and current condition of the Courthouse. The HSR will be used in part to secure support in future funding opportunities, as well as a framework to guide current and future preservation activities and ongoing stewardship requirements. The County's expectation is that the final HSR will include an executive summary, introduction, methodology, building history and an architectural description together with a compelling statement of significance. The HSR must include all industry-standard information, cover all requirements of this RFP and address at minimum all of the following:

- i) Evaluation of Courthouse Building, Archival Documentation and Research
  - (1) Examine archival documentation, assess existing research, and review and compile the same to form a narrative of the Courthouse and conclusions. A large compendium of material is not required, but the final report must be well- written and compelling, and include the following items:
    - (a) Historical information that establishes the significance of the Courthouse;
    - (b) The history of the Courthouse, to include original construction and later modifications; and
    - (c) Historic images and photographs.
- ii) Survey Existing Conditions
  - (1) An investigation of the Courthouse is necessary to document and assess the material condition of its construction and design. This step will also identify and evaluate architectural elements and character defining features. The extent of this survey will include the following:
    - (a) Exterior materials;
    - (b) Interior materials-the primary focus of the project is on the exterior, though the interior should be investigated to a lesser degree;
    - (c) Architectural features; and
    - (d) Finishes.
  - (2) Detailed structural systems evaluation; mechanical, electrical, and plumbing systems; fire detection and suppression systems; and security systems are NOT required to be investigated or included in the HSR.
  - (3) If issues are identified, during investigation, the Architect shall immediately notify the County and after consultation with the County, engineers or other consultants may be brought in by the County for additional investigation and/ or recommendations.
  - (4) An archeological assessment is not required. Architect may not engage in any subterranean exploration to assess existing conditions except with advance written County approval.
- iii) Document Courthouse
  - (1) The Fluvanna County Historical Society (the "Historical Society") is in the process of identifying and gathering into its collections architectural drawings, photographs and other images of the Courthouse. These materials will be made available to the selected Architect for inclusion in the HSR.
  - (2) Similarly, the County and Historical Society are cooperating with the University of Virginia on a 3D building scan project for the Courthouse. This too will be made available to the selected Architect, to be used in completing the HSR.
  - (3) The HSR shall include measured drawings and a photographic-records which include development of existing conditions identification, analysis and drawings, plans of all floors and the roof, and four elevation drawings and two sections.
  - (4) Architect should test Courthouse materials as-needed, however any materials testing requires advance written County approval. In requesting any testing, the Architect must identify the plans for testing, what materials/items are to be tested, the plans for the testing, and whether any ongoing field monitoring would be required.
  - (5) Identify any physical problems with the Courthouse especially as they relate to fire and building codes, applicable law, or any which could impact the structural integrity or historical significance of the Courthouse.
- iv) Develop Preservation and Repair Recommendations
  - (1) Develop preservation treatment plan for the Courthouse. Recommendations should be ranked in order of importance, arrayed in phases if appropriate, and a range of probable associated cost provided for each recommendation.
  - (2) The repair recommendations should be specific as to the areas of the Courthouse that require repair or treatment, and the recommended repair or treatment approach should be detailed sufficiently for the County to acquire competitive bids for remedial actions required and/ or to

undertake actions within staff resources.

- (3) The HSR should identify repair problems and recommendations on a ranked priority basis and importantly provide sufficient treatment detail and plans to enable the County to bid for or undertake appropriate remedial treatments. Recommendations for phases may be appropriate.
- b) The HSR prepared by the Architect must:
  - i) Include a definitive statement to establish a clear record of the evolution of the Courthouse over time since it was originally built;
  - ii) Note any discrepancies or deficiencies in its research when providing conclusions in the HSR;
  - iii) A summary of all of the elements set forth above in Section 3a; and
  - iv) Include all information and data of any kind required by this RFP or the contract.
- c) The Architect shall meet with the County as-needed to complete the HSR. The HSR shall include all the information required by this Section 3, with footnotes/endnotes, a bibliography, and appendices that contain historic documentation and technical data. A draft of the HSR shall be submitted to the County for review and comment by the County. A final review draft shall also be submitted to the County for comments prior to submission of the final HSR. Final submission of the HSR must include \_\_ hard color copies and an electronic pdf. The HSR shall be the property of the County and the Architect shall have no ownership, copyright or other rights to the HSR.

## 5) SUBMISSION INSTRUCTIONS

### a) **GENERAL INSTRUCTIONS**

- i) **RFP Response:** In order to be considered for selection, interested parties must submit a complete response to this RFP. Failure to comply with all criteria listed herein may be cause to reject an Offeror's proposal.
- ii) **RFP Questions:** Address questions concerning this RFP to:

Cyndi Toler, Purchasing Officer  
 P.O. Box 540  
 132 Main Street  
 Palmyra, VA 22963  
 Ph: (434) 591-1937  
[ctoler@fluvannaCounty.org](mailto:ctoler@fluvannaCounty.org)

Offerors shall submit any questions in writing. Written responses, including the questions, will be posted with the RFP. Questions will not be accepted after June 30, 2021, at 10 a.m. eastern standard time.

- iii) **Ownership of Proposals:** Ownership of all data, materials, and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act ("FOIA"). Any proprietary or trade secrets material submitted must be identified as such prior to disclosure to the County, and must indicate the specific words, figures, or paragraphs specifically, and with a reason why such material is proprietary or a trade secret under Virginia law in strict conformance with Virginia Code 2.2-4342 and FOIA. Any classification not made in strict conformance with the requirements of Virginia Code or not meeting the definition of a "trade secret" or "propriety" shall be ineffective and such information shall not be held confidential and shall be subject to public inspection. The classification of an entire proposal document is not acceptable, will not be honored and may result in rejection and return of the proposal.
- iv) **Due Date:** Sealed copies of the proposal must be received by the Purchasing Officer no later than

2:00 p.m. EST on July 15, 2021. Proposals must be addressed to:

Cyndi Toler, Purchasing Officer  
P.O. Box 540  
132 Main Street  
Palmyra, VA 22963

**Any Proposals that are turned in late will be rejected and returned unopened. Any Proposals sent in via facsimile, telephone, or email shall not be considered.**

**b) PROPOSAL PREPARATION**

- l) The County will follow the evaluation process and selection criteria described in this Request for Proposals. In order to provide each Offeror an equal opportunity for consideration, adherence to a standardized proposal format is required. The format of each proposal must contain the following elements organized into separate chapters and sections, as the Offeror may deem appropriate. The following paragraphs provide guidelines to each Offeror for information to include in the proposal:
  - (1) **Cover Letter** - Provide a cover letter that confirms the Offeror's understanding of this Request for Proposal, an overview of the history and qualifications of the firm.
  - (2) **Forms** - All forms required to be submitted under this RFP must be included in the Proposal as an Appendix.
    - (a) Certificate of No Collusion
    - (b) Offeror Statement
    - (c) Proof of Authority to Transact Business in Virginia
    - (d) Vendor Data Sheet
  - (3) **Qualifications** - Statement of qualifications and any additional information that the Offeror considers pertinent to its qualifications for the services and which respond fully to the Scope of Work described herein. "Additional Information" is defined as:
    - (a) Licenses to conduct services required by the Code of Virginia, if applicable;
    - (b) Specify any additional individuals who will be assigned to the contract, the level of their experience including credentials, related experience, training, and education of the personnel; and
    - (c) Sample documents and/or reports, relating to the services.
  - (4) **Proposed Sub-Consultants** - The Offeror shall clearly state whether it is proposing to subcontract any of the work herein. The names of all proposed sub-consultants shall be provided. By proposing such firm(s) or individuals, the Offeror assumes full liability for the sub-consultant's performance. The Offeror shall state the amount of previous work experience with the sub-consultant(s).
  - (5) **Project Approach** - The purpose of this section is to provide the County with the Offeror's understanding and proposed approach to the project/provision of services. The Offeror should discuss in detail the proposed management and project approach. The staffing of the Offeror's firm and firm's approach to ensure quality control and completion of all projects within the time frame set forth.
  - (6) **Representative Projects** - This section of the Offeror's Proposal should list and describe representative clients currently serviced focusing on similar services and especially services provided to other Virginia agencies, localities, and public bodies. Describe the local office experience including the project name and location, brief description of the project, description of the scope of services provided, and principal contact person. The Offer must include a description of every project it has worked on in the last two (2) years for Virginia (including any department or agency thereof) or a Virginia public body such must include the client name, a contact point for client, and a brief description of the type of services provided.

**(7) Effective Controls**

- (a) Effective Cost Control – Demonstrated history of effective control of project costs and collection success and ability to accomplish work in a timely manner:
  - (i) Describe the Offeror's cost control methodology;
  - (ii) Describe the approach for reducing the costs;
- (b) Describe your documentation, tracking and reporting system; and
- (c) Describe your program for quality control.

**(8) Other Requirements** - The proposal package shall include as a minimum:

- (a) The RFP document with any addenda acknowledgements filled out and signed as required (see attachments hereto).
  - (b) A detailed response to all requirements, general, specific, functional and technical as defined within this RFP.
  - (c) A sufficient description of the experience and knowledge base of the Offeror to show the Offeror's capabilities should be included in the proposal. At a minimum, the description of the experience and knowledge base of the Offeror included in the proposal should include, but not necessarily be limited to, the following:
    - (i) A brief description of the history and mission of the Offeror, including the Offeror's background and mission statement, the length of time the Offeror has been in business, a description of the Offeror's organizational structure and a description of the Offeror's customer make-up;
    - (ii) A statement of how long the Offeror has provided services similar to the Services requested herein;
    - (iii) A general description of the Offeror's experience and background in providing services similar to the Services requested herein;
    - (iv) Any other relevant information about the experience and knowledge base of the Offeror which is deemed to be material;
    - (v) Resume of each key employee engaged in the services, including the roles of each and an overview of their previous experience with similar projects; and
    - (vi) Background Information including at minimum: most recent year's financials (prefer audited) and a disclosure of any past and pending litigation
  - (d) Description of the typical assistance the Offeror will require of County staff.
- (9) Client References:** Offerors shall provide a minimum of four (4) client references that are similar in size and scope to the County' Project that have utilized similar Services. All client customers in the State of Virginia must be provided, regardless of circumstances.
- (10) Other:** The County is not responsible for failure to locate, consider and evaluate qualification factors presented outside this format.
- (11) Oral Presentation:** Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The County will schedule the time and location of these presentations. Oral presentations are an option of the County and may or may not be conducted.
- (12) Incurred Expenses:** The County will not be liable for any cost incurred by Offerors in preparing and submitting proposals. Offerors may not collect proposal preparation charges from the County of Fluvanna as a result of cancellation of this RFP.
- (13) Addenda:** Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required. By submitting a proposal Offerors certify that all information provided in response to this RFP is true and accurate.

**ii) Submittal Instructions**

- (1) Each Offeror must submit one (1) original hard copy, Three (3) copies and one (1) electronic**

**copy of its proposal on a USB flash drive/memory stick.**

- (2) An authorized representative of the Offeror shall sign proposals. All information requested should be submitted. Failure to submit all information requested may result in the County, requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the County.
- (3) All forms attached to this RFP must be fully completed, executed by the Offeror and returned as a part of Offer's Proposal.
- (4) Offers shall be prepared simply and economically, providing a straightforward, concise description of firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- (5) Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph of the corresponding section of the RFP. It is also helpful to repeat the text of the requirement as it appears in the RFP.
- (6) **Each proposal shall be in writing and received in hard copy by the deadline. Oral proposals, proposals received by telephone, fax, telegraph, or email shall be rejected.**
- (7) Cost will be considered in evaluating the Proposals.

**6) EVALUATION AND AWARD CRITERIA**

- a) The County will follow the evaluation and selection criteria described in this RFP. The County shall evaluate proposals and intends to award the contract to the firm that makes the best proposal overall. The firm selected will be required to demonstrate its ability to provide the services required effectively with complete impartiality and without any conflict of interest. The selection of a Successful Offeror shall be based on the following criteria:
  - i) Project team qualifications and experience (25 pts.)
  - ii) Offeror's project and management approach (30 pts.)
  - iii) Representative projects (10 pts.)
  - iv) Ability to control project costs and schedule (15 pts.)
  - v) References (20pts.)
- b) The Evaluation Committee will independently read and rate each proposal.
- c) The Evaluation Committee may make such reasonable investigations as it deems proper and necessary to determine the ability of the Offeror to perform the work.
- d) The County reserves the right to make such additional investigations as it may deem necessary to establish competency and financial stability of any Offeror. If, after the investigation, the evidence of competency and financial stability is not satisfactory, such proposal may be rejected in the sole opinion of the County.
- e) Award(s) shall be made to as many Bidders/Offerors as deemed necessary to fulfill the anticipated requirements of the County.
- f) Award shall be made in accordance with this RFP and the requirement of procurement of professional services under the Virginia Procurement Act (with specific reference to Virginia Code Sections 2.2-4302.2(A)(4)). The Proposal shall not include costs of services or estimated project costs. At the discussion stage, the County may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Pursuant to Section 2.2-4302.2 (A)(4) of the Code of Virginia, selection of the Offeror will be as follows:
  - (1) The County's designee or committee, shall engage in individual discussions with two or more

Offerors, if there be that many deemed fully qualified, responsible and suitable on the basis of initial responses with emphasis on professional competence to provide the required services. Repetitive informal interviews shall be permissible. Such Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed projects as well as alternative concepts. These discussions may encompass nonbinding estimates of total project costs including, where appropriate, design, construction, life cycle cost, nonbinding estimates of price for services, and other matters. Properly designated proprietary information from competing Offerors shall not be disclosed to the public or competitors, except as may be required by law.

- (2) At the conclusion of discussions, outlined in the paragraph above, on the basis of evaluation factors published in the RFP and all information developed in the selection process to this point, the two (2) or more Offerors whose professional qualifications and proposed services are deemed most meritorious shall be ranked in order of preference.
- (3) Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.
- g) The County of Fluvanna may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (Section 2.2-4359(D) Code of Virginia). The award document will be a contract incorporating by reference all requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
- h) The County's General Terms, Conditions, and Instructions to Bidders and Contractors are attached hereto and incorporated herein by reference as Section 6 and are a material part hereof. These provisions bind all Offerors. Further, the conditions and requirements of this RFP, including, but not limited to, County's General Terms, Conditions, and Instructions to Bidders and Contractors, are a material part of any contract awarded between the County and the successful Offeror(s).

7) **GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS**

ATTACHED



**VENDOR DATA SHEET**

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:  
\_\_\_\_\_ Years \_\_\_\_\_ Months

4. Vendor Information:

FIN or FEI Number: \_\_\_\_\_ If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

I certify the accuracy of this information.

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

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

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION – [REQUIRED]**

### PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT  
IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2 4311.2, an Offeror/Bidder organized or authorized to transact business in The Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A. \_\_\_\_\_ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is \_\_\_\_\_.

B. \_\_\_\_\_ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is \_\_\_\_\_.

C. \_\_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

**Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.**

Legal Name of Company (as listed on W-9) \_\_\_\_\_

Legal Name of Offeror/Bidder \_\_\_\_\_

Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print or Type Name and Title \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION – [REQUIRED]**

**CERTIFICATION OF NO COLLUSION**

The undersigned, acting on behalf of \_\_\_\_\_, does hereby certify in connection with the procurement and proposal to which this Certificate of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce; nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.1 of the Code of Virginia, 1950, as amended (18.2-498.1 et seq.).

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Complete if Bidder is an Entity:**

WITNESS the following duly authorized signature and seal:

Name of Entity: \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)

Signature

Print Name: \_\_\_\_\_

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

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ (month),  
 \_\_\_\_\_ (year) by \_\_\_\_\_ (Print Name),  
 \_\_\_\_\_ (Print Title) on behalf of \_\_\_\_\_ (Name of Entity).  
 \_\_\_\_\_ [SEAL]

Notary Public

My commission expires: \_\_\_\_\_

Notary registration number: \_\_\_\_\_

**Complete if Bidder is a Sole Proprietor:**

Witness the following signature and seal:

\_\_\_\_\_ (SEAL)

Signature

Print Name: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ (month),  
 \_\_\_\_\_ (year) by \_\_\_\_\_ (Print Name), a sole proprietor.  
 \_\_\_\_\_ [SEAL]

Notary Public

My commission expires: \_\_\_\_\_

Notary registration number: \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION - [REQUIRED]**

**OFFEROR STATEMENT**

The undersigned Bidder/Offeror (hereinafter "Bidder") hereby certifies that the Bidder has carefully examined all instructions, plans, conditions, specifications and other documents or items of this Invitation for Bid or Request for Proposals and hereby submits this bid/proposal pursuant to such instructions, plans, conditions, specifications and other documents or items. By submitting a bid/proposal, the Bidder covenants and agrees that he has satisfied himself, from his own investigation of conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the resulting contract because of any misunderstanding or lack of information; Certifies and warrants that the Bidder is properly licensed to provide the goods/services specified in the Request for Proposal and has the appropriate License or Certificate and classification(s) required to perform the work included in the scope of the proposal documents, prior to submitting the proposal, in accordance with Title 54.1, Chapter 11 of the Code of Virginia. If an Bidder shall fail to obtain the required license prior to submission of his proposal, he shall be deemed to be in violation of § 54.1-1115 of the Code of Virginia (1950), as amended, and his proposal will not be considered; Bidder further agrees that conditions herein have been carefully read and this proposal is submitted subject to all requirements stated herein. The undersigned hereby acknowledges and agrees, if this proposal is accepted, to furnish all services agreed upon in strict accordance with the contract

**Complete if Bidder is an Entity:** WITNESS the following duly authorized signature and seal:

Name of Entity: \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)

Signature

Print Name: \_\_\_\_\_

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

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ (month),  
 \_\_\_\_\_ (year) by \_\_\_\_\_ (Print Name),  
 \_\_\_\_\_ (Print Title) on behalf of \_\_\_\_\_ (Name of Entity).

[SEAL]

Notary Public

My commission expires: \_\_\_\_\_

Notary registration number: \_\_\_\_\_

**Complete if Bidder is a Sole Proprietor:** Witness the following signature and seal:

\_\_\_\_\_ (SEAL)

Signature

Print Name: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ (month),  
 \_\_\_\_\_ (year) by \_\_\_\_\_ (Print Name), a sole proprietor.

[SEAL]

Notary Public

My commission expires: \_\_\_\_\_

Notary registration number: \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION - [REQUIRED]**

# Appendix I

## COUNTY OF FLUVANNA

### **GENERAL TERMS, CONDITIONS AND** **INSTRUCTIONS TO BIDDERS AND** **CONTRACTORS**

## GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS

These General Terms, Conditions and Instructions to Bidders and Contractor (hereinafter referred to as the "General Conditions") shall apply to all purchases and be incorporated into and be a part of each Solicitation (as defined below) and every Contract (as defined below) awarded by Fluvanna County, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as the "County") unless otherwise specified by the County in writing. Bidders, Offerors and Contractors or their authorized representatives are expected to inform themselves fully as to these General Conditions before submitting Bids or Proposals to and/or entering into any Contract with the County: failure to do so will be at the Bidder's/Contractor's own risk and except as provided by law, relief cannot be secured on the plea of error.

Subject to all Federal, State and local laws, policies, resolutions, regulations, rules, limitations and legislation, including the County's Procurement Policies and Procedures, Bids or Proposals on all Solicitations issued by County will bind Bidders or Offerors, as applicable, and Contracts will bind Contractors, to all applicable terms, conditions, instructions, rules and requirements herein set forth unless otherwise SPECIFICALLY set forth by the County in writing in the Solicitation or Contract. All provisions of these General Conditions are material to any contract between the County and a Contractor.

### INTRODUCTION

1. **VIRGINIA PUBLIC PROCUREMENT ACT AND ETHICS IN PUBLIC CONTRACTING:** The Virginia Public Procurement Act of Virginia Code §§ 2.2-4300 *et seq.* (hereinafter the "VPPA") is incorporated herein by reference. Nothing in these General Conditions is intended to conflict with the VPPA and in case of any conflict, the VPPA controls. Specifically, the provisions of Article 6 of the VPPA (Virginia Code §§ 2.2-4367 through 2.2-4377) relating to ethics in contracting, shall be applicable to all Solicitations and Contracts solicited or entered into by the County. By submitting their Bids or signing any Contract, all Bidders and Contractors certify that they have not violated any of the provisions of Article 6 of the VPPA, including, but not limited to, that their Bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements.
2. **DEFINITIONS:** The definitions of Virginia Code §§ 2.2-4301, 2.2-4302.1 and 2.2-4302.2 are specifically incorporated herein by reference and as used in these General Conditions, whether capitalized or not, any of such defined terms have the same meaning as such terms have under the VPPA: such defined terms include: "Affiliate", "Best Value", "Business", "Competitive Negotiation", "Competitive Sealed Bidding", "Construction", "Construction Management Contract", "Design-Build Contract", "Employment Services Organization", "Goods", "Informality", "Job Order Contracting", "Multiphase Professional Services Contract", "Nonprofessional Services", "Potential Bidder or Offeror", "Professional Services", "Public Body", "Public Contract", "Responsible Bidder or Offeror", "Responsive Bidder", "Reverse Auctioning" and

“Services”. Additionally, as used in these General Conditions, the following terms, whether capitalized or not, have the following meanings:

- a. Bid/Proposal: The offer of a Bidder or Offeror to provide specific Goods or Services at specified prices and/or other conditions specified in the Solicitation. The term “Bid” is used throughout these General Conditions and where appropriate includes the term “Proposal” or any modifications or amendments to any Bid or Proposal.
- b. Bidder/Offeror/Vendor: Any individual(s), company, firm, corporation, partnership or other organization bidding or offering on any Solicitation issued by the County and/or offering to enter into Contracts with the County. The term “Bidder” is used throughout these General Conditions and where appropriate includes the term “Offeror” and/or “Vendor”.
- c. Contract: Any contract to which the County will be a party.
- d. Contractor: Any individual(s), company, firm, corporation, partnership, or other organization to whom an award is made by the County or whom enters into any contract to which the County is a party.
- e. County: The County of Fluvanna, a political subdivision of the Commonwealth of Virginia, including where applicable all agencies and departments of the County.
- f. County Administrator: The Fluvanna County Administrator.
- g. County Attorney: The Fluvanna County Attorney.
- h. Purchasing Agent: The County Administrator is the County’s Purchasing Agent and is responsible for the purchasing activity of Fluvanna County; and has signatory authority to bind the County to all contracts and purchases made lawfully under the Fluvanna County Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all other contracts and purchases only after the contracts or purchases have been approved by a vote of the Fluvanna County Board of Supervisors.
- i. General Terms, Conditions and Instructions to Bidders and Contractors (also referred to herein as the “General Conditions”): These General Terms, Conditions and Instructions to Bidders and Contractors shall be attached to and made a part of all Solicitations by the County and all Contracts to which the County is party.
- j. His: Any references to “his” shall include his, her, their, or its as appropriate.
- k. Invitation to Bid (also referred to herein as an “IFB”): A request which is made to prospective Bidders for their quotation on Goods or Services desired by the County. The issuance of an IFB will contain or incorporate by reference the General Conditions and the other specifications and contractual terms and

conditions applicable to the procurement.

- l. Purchasing Officer: The Purchasing Officer employed by the County and to whom Bidders/Contractors can submit questions relating to any Bid or Contract.
  - m. Request for Proposal (also referred to herein as a "RFP"): A request for an offer from prospective Offerors which shall indicate the general terms which are sought to be procured from Offerors. The RFP will specify the evaluation factors to be used and will contain or incorporate by reference the General Conditions and other applicable contractual terms and conditions, including any unique capabilities or qualifications that will be required of the Contractor.
  - n. Small Purchasing Procedures: The County's Small Purchasing Procedures, being Chapter 4 of the County's Procurement Policies and Procedures, a method of purchasing not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$50,000; and also allowing for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$50,000.
  - o. Solicitation: The process of notifying prospective Bidders or Offerors that the County wishes to receive Bids or Proposals on a set of requirements to provide Goods or Services. "Solicitation" includes any notification of the County requirements may consist of public advertising (newspaper, County's website, or other electronic notification), the mailing of notices of Solicitation, any Invitation for Quotes ("IFQ"), Initiations to Bid ("IFB"), or Requests for Proposal ("RFP"), the public posting of notices, issuance of an Open Market Procurement ("OMP"), or telephone calls to prospective Bidders or Offerors.
  - p. State: The Commonwealth of Virginia.
3. **AUTHORITY**: The Purchasing Agent shall serve as the principal public purchasing official for the County, and shall be responsible for the procurement of goods, services, insurance and construction in accordance with the County's Procurement Policies and Procedures. The Purchasing Agent has responsibility and authority for negotiating, placing and when necessary modifying every Solicitation, Contract and purchase order issued by the County under the County's Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all contracts and purchases made lawfully under the County's Small Purchasing Procedures. The Purchasing Agent has responsibility and authority for negotiating, placing and when necessary modifying every other Solicitation, Contract and purchase order issued by the County except that the Purchasing Agent has signatory authority to bind the County to all other contracts and purchases ONLY after the contracts or purchases have been adopted and approved by a vote of the Fluvanna County Board of Supervisors (the "Board").



Unless specifically delegated by the Board or the Purchasing Agent, and consistent with the limited authority granted thereto, no other County officer or employee is authorized to order supplies or Services, enter into purchase negotiations or Contracts, or in any way obligate the County for any indebtedness. Any purchase or contract made which is contrary to such authority shall be of no effect and void and the County shall not be bound thereby.

For convenience, the County's Purchasing Officer shall serve as an intermediary between the Purchasing Agent and the Bidder or Contractor and any Bidder or Contractor may direct communications regarding any purchase, Solicitation or Contract to the Purchasing Officer; however as stated *supra* only the Board or County's Purchasing Agent can bind the County and only upon the conditions stated *supra*.

### CONDITIONS OF BIDDING

4. **COMPETITION INTENDED:** It is the County's intent to encourage and permit open and competitive bidding in all Solicitations. It shall be the Bidder's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, stifles competition or inadvertently restricts or limits the requirements stated in a Solicitation to a single source. The County must receive such notification not later than seven (7) business days prior to the deadline set for acceptance of the Bids. In submitting a Bid, the Bidder guarantees that he or she has not been a party with other Bidders to an agreement to bid a fixed or uniform price. Violation of this implied guarantee shall render the Bid of any Bidder involved void.
5. **DISCRIMINATION PROHIBITED:** Pursuant to Virginia Code § 2.2-4310, the County does not discriminate against Bidders, Offerors or Contractors because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. Whenever solicitations are made, the County shall include businesses selected from a list made available by the Department of Small Business and Supplier Diversity. Pursuant to Virginia Code § 2.2-4343.1, the County does not discriminate against "faith-based organizations", being a religious organization that is or applies to be a contractor to provide goods or services for programs funded by the block grant provided pursuant to the Personal Responsibility and Work Reconciliation Act of 1996, P.L. 104-193.
6. **CLARIFICATION OF TERMS:** Pursuant to Virginia Code § 2.2-4316, if any Bidder has questions or comments about the specifications or other Solicitation documents, the prospective Bidder should contact the County no later than seven (7) business days prior to the date set for the opening of Bids or receipt of Proposals. Any revisions to the Solicitation will be made only by written addendum issued by the County. Notifications regarding specifications may not be considered if received in less than seven (7) business days of the date set for opening of Bids/receipt of Proposals.
7. **MANDATORY USE OF COUNTY FORM AND TERMS AND CONDITIONS:** Unless otherwise specified in the Solicitation, all Bids must be submitted on the forms

provided by the County, including but not limited to, a Cover Sheet or Pricing Schedule, if applicable, properly signed in ink in the proper spaces and submitted in a sealed envelope or package. Unauthorized modification of or additions to any portion of the Solicitation may be cause for rejection of the Bid. However, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject any Bid or Proposal which has been modified. These General Conditions are mandatory provisions of all Solicitations and all Contracts of the County.

**8. LATE BIDS & MODIFICATION OF BIDS:** Any Bid or modification thereto received at the office designated in the Solicitation after the exact time specified for receipt of the Bid is considered a late Bid or modification thereof. The County is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private carriers or the inter-office mail system. It is the sole responsibility of the Bidder to ensure their Bid reaches County by the designated date and hour. The following rules apply to all Bids submitted to the County:

- a. The official time used in the receipt of Bids/Proposals is that time on the automatic time stamp machine in the Finance Department;
- b. Late Bids or modifications thereof will be returned to the Bidder UNOPENED, if Solicitation number, due date and Bidder's return address is shown on the container;
- c. If a Bid is submitted on time, however a modification thereto is submitted after the due date and time, then the County in its sole discretion may choose to consider the original Bid except that the County may not consider such original Bid if the Bid is withdrawn by the Bidder pursuant to Section 9 below; and
- d. If an emergency or unanticipated event or closing interrupts or suspends the County's normal business operations so that Bids cannot be received by the exact time specified in the Solicitation, then the due date/time specified for receipt of Bids will be deemed to be extended to the same time of day specified in the Solicitation on the first work day on which normal County business operations resume.

**9. WITHDRAWAL OF BIDS:**

- a. Pursuant to Virginia Code § 2.2-4330, a Bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw his Bid from consideration if the price bid was substantially lower than the other Bids due solely to a mistake in the Bid, provided the Bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn.

If a Bid contains both clerical and judgment mistakes, a Bidder may withdraw his Bid from consideration if the price bid would have been substantially lower than the other Bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid that shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn. The Bidder shall give notice in writing to the County of his or her claim of right to withdraw his or her Bid within two (2) business days after the conclusion of the Bid opening procedure and shall submit original work papers with such notice.

- b. A Bidder for a Contract other than for public construction may request withdrawal of his or her Bid under the following circumstances:
  - i. Bids may be withdrawn on written request from the Bidder received at the address shown in the Solicitation prior to the time of opening.
  - ii. Requests for withdrawal of Bids after opening of such Bids but prior to award shall be transmitted to the County, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, Bidder work sheets, etc. If Bid bonds were tendered with the Bid, the County may exercise its right of collection.
- c. No Bid may be withdrawn under this Section 9 when the result would be the awarding of the Contract on another Bid of the same Bidder or of another Bidder in which the ownership of the withdrawing Bidder is more than five percent (5%).
- d. If a Bid is withdrawn under the authority of this Section 9 the lowest remaining Bid shall be deemed to be the low Bid.
- e. No Bidder who, is permitted to withdraw a Bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Bid was submitted.
- f. The County shall notify the Bidder in writing within five (5) business days of its decision regarding the Bidder's request to withdraw its Bid. If the County denies the withdrawal of a Bid under the provisions of this Section 9, it shall State in such notice the reasons for its decision and award the Contract to such Bidder at the Bid price, provided such Bidder is a responsible and responsive Bidder. At the same time that the notice is provided, the County shall return all work papers and copies thereof that have been submitted by the Bidder.

- g. Under these procedures, a mistake shall be proved only from the original work papers, documents and materials delivered as required herein. The work papers, documents and materials submitted by the bidder shall, at the bidder's request, be considered trade secrets or proprietary information subject to the conditions of subsection F of Virginia Code § 2.2-4342.

**10. ERRORS IN BIDS:** When an error is made in extending total prices, the unit Bid price will govern. Erasures in Bids must be initialed by the Bidder. Carelessness in quoting prices, or otherwise in preparation of the Bid, will not relieve the Bidder. Bidders/Offerors are cautioned to recheck their Bids for possible error. Errors discovered after public opening cannot be corrected and the Bidder will be required to perform if his or her Bid is accepted.

**11. IDENTIFICATION ON BID ENVELOPE:** All Bids, Proposals and requested copies thereof submitted to the County shall be in a separate envelope or package, sealed and identified with the following information clearly marked on the outside of the envelope or package:

- a. Addressed as indicated on page 1 of the solicitation;
- b. Solicitation number;
- c. Title;
- d. Bid due date and time;
- e. Bidder's name and complete mailing address (return address); and
- f. Pursuant to Virginia Code § 2.2-4311.2, the Bidder's identification number issued by the State Corporation Commission, or if the bidder is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bids or proposal a statement describing why the bidder or offeror is not required to be so authorized.

If a Bid is not addressed with the information as shown above, the Bidder takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the Bid to be disqualified. Bids may be hand delivered to the designated location in the County's offices. No other correspondence or other Proposals/Bids should be placed in the envelope. Any Bidder or Offeror that fails to provide the information required in (f) above shall not receive an award unless a waiver is specifically granted by the County Administrator.

**12. ACCEPTANCE OF BIDS:** Unless otherwise specified, all formal Bids or Proposals submitted shall be valid for a minimum period of one hundred twenty (120) calendar days following the date established for opening or receipt, respectively, unless extend by mutual agreement of the parties. At the end of the one hundred twenty (120) calendar days the Bid/Proposal may be withdrawn at the written request of the Bidder. Thereafter, unless and until the Proposal is withdrawn, it remains in effect until an award is made or the Solicitation is canceled by the County. The County may cancel any Solicitation at any time by notice of such cancelation to the Bidders.

- 13. COMPLETENESS:** To be responsive, a Bid must include all information required by the Solicitation.
- 14. CONDITIONAL BIDS:** Conditional Bids are subject to rejection in whole or in part.
- 15. RESPONSE TO SOLICITATIONS:** In the event a Bidder cannot submit a Bid on a Solicitation, the Bidder is requested to return the Solicitation cover sheet with an explanation as to why the Bidder is unable to Bid on these requirements, or if there be no cover sheet for the Solicitation a letter to the County explaining the same.
- 16. BIDDER INTERESTED IN MORE THAN ONE BID AND COLLUSION:** More than one bid from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bids may be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in future bids for the same work. Each bidder, as a condition of submitting a bid, shall certify that he is not a party to any collusive action as herein defined. However, a party who has quoted prices on work, materials, or supplies to a Bidder is not thereby disqualified from quoting prices to other Bidders or firms submitting a Bid directly for the work, materials or supplies.
- 17. BID OPENING:** Pursuant to Virginia Code § 2.2-4301, all Bids received in response to an IFB will be opened at the date, time and place specified, and announced publicly, and made available for inspection as provided in Section 21 of these General Conditions. Proposals received in response to an RFP will be made available for inspection as provided in Section 21 of these General Conditions.
- 18. TAX EXEMPTION:** The County is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder.
- 19. DEBARMENT STATUS:** By submitting their Bids, Bidders certify that they are not currently debarred from submitting Bids on Contracts by the County, nor are they an agent of any person or entity that is currently debarred from submitting Bids or Proposals on Contracts by the County or any agency, public entity/locality or authority of the State.
- 20. NO CONTACT POLICY:** No Bidder shall initiate or otherwise have contact related to the Solicitation with any County representative or employee, other than the Purchasing Officer or Purchasing Agent, after the date and time established for receipt of Bids. Any contact initiated by a Bidder with any County representative, other than the Purchasing Officer or Purchasing Agent, concerning this Solicitation is prohibited and may cause the disqualification of the Bidder.

- 21. VIRGINIA FREEDOM OF INFORMATION ACT:** As provided under Virginia Code § 2.2-4342, all proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act of Virginia Code §§ 2.2-3700 *et seq.*, except:
- a. Cost estimates relating to a proposed procurement transaction prepared by or for the County shall not be open to public inspection;
  - b. Any competitive sealed bidding Bidder, upon request, shall be afforded the opportunity to inspect Bid records within a reasonable time after the opening of Bids but prior to award, except in the event that the County decides not to accept any of the Bids and to reopen the Contract. Otherwise, Bid records shall be open to public inspection only after award of the Contract;
  - c. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect Proposal records within a reasonable time after the evaluation and negotiations of Proposals are completed but prior to award except in the event that the County decides not to accept any of the Proposals and to reopen the Contract. Otherwise, Proposal records shall be open to the public inspection only after award of the Contract;
  - d. Any inspection of procurement transaction records under this Section 21 shall be subject to reasonable restrictions to ensure the security and integrity of the records;
  - e. Trade secrets or proprietary information submitted by a Bidder, Offeror or Contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder, Offeror or Contractor must invoke the protections of this Section 21 prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and State the reasons why protection is necessary; and
  - f. Nothing contained in this Section 21 shall be construed to require the County, when procuring by “competitive negotiation” (RFP), to furnish a Statement of reasons why a particular Proposal was not deemed to be the most advantageous to the County.
- 22. CONFLICT OF INTEREST:** Bidder/Contractor certifies by signing any Bid/Contract to/with the County that no conflict of interest exists between Bidder/Contractor and County that interferes with fair competition and no conflict of interest exists between Bidder/Contractor and any other person or organization that constitutes a conflict of interest with respect to the Bid/Contract with the County.

### SPECIFICATIONS

- 23. OMISSIONS OR DISCREPANCIES:** Any items or parts of any equipment listed in a Solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for

in the specifications. Should a Bidder find a discrepancy or ambiguity in, or an omission from, the Solicitation, including the drawings and/or specifications, he or she shall so notify the County within twenty-four (24) hours of noting the discrepancy, ambiguity or omission and in any event no less than five (5) days prior to the date set for the opening of Bids. If necessary, the County will send a written addendum for clarification to all Bidders no later than three (3) days before the date set for opening of Bids. Any notification regarding specifications received less than five (5) days prior to the date set for the opening of Bids may or may not be considered by the County in its sole discretion. The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

- 24. BRAND NAME OR EQUAL ITEMS:** Pursuant to Virginia Code § 2.2-4315, unless otherwise provided in the Solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the product offered meets the requirements of the Solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the Bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a Bid non-responsive. Unless the Bidder clearly indicates in its Bid that the product offered is "equal" product, such Bid will be considered to offer the brand name product referenced in the Solicitation.
- 25. FORMAL SPECIFICATIONS:** When a Solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the Bidder will be required to furnish articles in conformity with that specification.
- 26. CONDITION OF ITEMS:** Unless otherwise specified in the Solicitation, all items shall be new, in first class condition.

#### **AWARD**

- 27. RESPONSIBLE BIDDERS:** In determining whether a Bidder is a responsible Bidder as defined herein, at minimum, the following criteria will be considered:
  - a. The ability, capacity and skill of the Bidder to perform the Contract or provide the service required under the Solicitation;

- b. Whether the Bidder can perform the Contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- d. The quality of performance of previous Contracts or Services;
- e. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or Services;
- f. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service;
- g. The quality, availability and adaptability of the Goods or Services to the particular use required;
- h. The ability of the Bidder to provide future maintenance and service for the use of the subject of the Contract;
- i. The number and scope of the conditions attached to the Bid;
- j. Whether the Bidder is in arrears to the County on debt or Contract or is a defaulter on surety to the County or whether the Bidder's County taxes or assessments are delinquent; and
- k. Such other information as may be secured by the County, the Purchasing Agent or the Purchasing Officer having a bearing on the decision to award the Contract. If an apparent low Bidder is not awarded a Contract for reasons of nonresponsibility, the County shall so notify that Bidder and shall have recorded the reasons in the Solicitation or Contract file.

**28. AWARD OR REJECTION OF BIDS; WAIVER OF INFORMALITIES:** The County shall award the Contract to the lowest responsive and responsible Bidder complying with all provisions of the IFB, provided the Bid price is reasonable and it is in the best interest of the County to accept it. Awards made in response to a RFP will be made to the highest qualified Offeror whose Proposal is determined, in writing, to be the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. The County reserves the right to award a Contract by individual items, in the aggregate, or in combination thereof, or to reject any or all Bids and to waive any informality in Bids received whenever such rejection or waiver is in the best interest of the County. Award may be made to as many Bidders/Offerors as deemed necessary to fulfill the anticipated requirements of the County. The County also reserves the right to reject the Bid if a Bidder is deemed to be a non-responsible Bidder. Pursuant to Virginia Code § 2.2-4319, an IFB, a RFP, any other solicitation, or any and all bids or proposals, may be canceled or rejected by the County at any time. The reasons for cancellation or rejection shall be made part of the contract file. The County shall not cancel or reject an IFB, a RFP, any other solicitation, bid or proposal solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror.

**29. EXCLUSION OF INSURANCE BIDS PROHIBITED:** Pursuant to Virginia Code § 2.2-4320, notwithstanding any other provision of law or these General Conditions, no insurer licensed to transact the business of insurance in the State or approved to issue surplus lines insurance in the State shall be excluded from presenting an insurance bid proposal to the County in response to a RFP or an IFB; excepting that the County may



debar a prospective insurer pursuant to its Debarment Policy, see Chapter 2 of the County's Procurement Policies and Procedures.

- 30. ANNOUNCEMENT OF AWARD:** Upon the award or announcement of the decision to award a Contract as a result of this Solicitation, the County will publicly post such notice on the County's bulletin board located at 72 Main Street, 2<sup>nd</sup> Floor, Palmyra, Virginia 22963. Award results may also be viewed on the County's website.
- 31. QUALIFICATIONS OF BIDDERS OR OFFERORS:** The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the work/furnish the item(s) and the Bidder shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The County further reserves the right to reject any Bid or Proposal if the evidence submitted by or investigations of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work/furnish the item(s) contemplated therein.
- 32. TIE BIDS AND PREFERENCE FOR VIRGINIA PRODUCTS WITH RECYCLED CONTENT AND FOR VIRGINIA FIRMS:**
  - a. Pursuant to Virginia Code § 2.2-4328, in the case of a tie bid on an IFB only, the County may give preference to Goods, Services and construction produced in Fluvanna County or provided by persons, firms or corporations having principal places of business in Fluvanna County. If such choice is not available, preference shall then be given to Goods produced in Virginia, or for goods, services or construction provided by Virginia persons, firms, corporations, pursuant Virginia Code § 2.2-4324. If no County or State choice is available, the tie shall be decided publicly by lot. The decision by the County to make award to one or more such Bidders shall be final.
  - b. Whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a price-matching preference, a like preference shall be allowed to responsive and responsible bidders who are residents of Virginia. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid shall not be considered. The Department of General Services shall post and maintain an updated list on its website of all states with an absolute preference for their resident contractors and those states that allow their resident contractors a percentage preference, including the respective percentage amounts. For purposes of compliance with this Section 32, the County may rely upon the accuracy of the information posted on this website.
  - c. Notwithstanding the provisions of subsections a and b, in the case of a tie bid in instances where goods are being offered, and existing price preferences have

already been taken into account, preference shall be given to the bidder whose goods contain the greatest amount of recycled content.

- d. For the purposes of this Section 32, a Virginia person, firm or corporation shall be deemed to be a resident of Virginia if such person, firm or corporation has been organized pursuant to Virginia law or maintains a principal place of business within Virginia.

- 33. NEGOTIATION WITH LOWEST RESPONSIBLE BIDDER:** Pursuant to Virginia Code § 2.2-4318, unless cancelled or rejected, a responsive Bid from the lowest responsible Bidder shall be accepted as submitted, except that if the Bid from the lowest responsible Bidder exceeds available funds, the County may negotiate with the apparent low Bidder to obtain a Contract price within available funds. However, the negotiation may be undertaken only under conditions and procedures described in writing and approved by the County prior to issuance of the IFB and summarized therein.

### **CONTRACT PROVISIONS**

- 34. APPLICABLE LAW AND COURTS:** Any Bid or Contract resulting from a Solicitation and its terms, including, but not limited to, the parties' obligations under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply. The Contractor shall comply with applicable federal, State and local laws, ordinances, rules and regulations in performance of the Contract.
- 35. PROVISION AND OWNERSHIP OF INFORMATION:** The County shall make a good faith effort to identify and make available to the Contractor all non-confidential technical and administrative data in the County's possession which the County may lawfully release including, but not limited to Contract specifications, drawings, correspondence, and other information specified and required by the Contractor and relating to its work under any Contract. The County reserves its rights of ownership to all material given to the Contractor by the County and to all background information documents, and computer software and documentation developed by the Contractor in performing any Contract.
- 36. DOCUMENTS:** All documents, including but not limited to data compilations, drawings, reports and other material, whether in hard copy or electronic format, prepared, developed or furnished by the Contractor pursuant to any Contract shall be the sole property of the County. At the direction of the County, the Contractor shall have the right to make copies of the documents produced available to other parties. The County shall be entitled to delivery of possession of all documents, upon payment in accordance with the terms of any Contract for the service incurred to produce such documents.

- 37. CONFIDENTIALITY:** Contractor shall not publish, copyright or otherwise disclose or permit to be disclosed or published, the results of any work performed pursuant to this contract, or any particulars thereof, including forms or other materials developed for the County in connection with the performance by Contractor of its services hereunder, without prior written approval of the County. Contractor, cognizant of the sensitive nature of much of the data supplied by the County, shall not disclose any information (other than information which is readily available from sources available to the general public) obtained by it in the course of providing services hereunder without the prior written approval of the County, unless disclosure of such information by it is required by law, rule or regulation or the valid order of a court or administrative agency.
- 38. INDEPENDENT CONTRACTOR:** The Contractor and any agents, or employees of the Contractor, in the performance of any Contract shall act as an independent contractor and not as officers, employees or agents of the County.
- 39. INSURANCE:** The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance:

Automobile	\$500,000	Liability Medical Payment Comprehensive Collision
Public Liability	\$1,000,000	
Professional Liability	\$1,000,000	
Excess Liability	\$2,000,000	Aggregate Over Above Policy Limits (Excluding Professional Liability)
Worker's Compensation	Amount required by Virginia law	

The Contract may specifically require the Contractor to carry higher minimum amounts of insurance.

In addition, the Contractor shall require, and shall include in every subcontract, that any subcontractor providing any goods or services related to such Contract obtain, and continue to maintain for the duration of the work, workers' compensation coverage in the amount required by Virginia law.

- 40. KEY PERSONNEL:** For the duration of any Contract, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment, or as expressly approved by the County. The Contractor

shall notify the County within five (5) calendar days after the occurrence of any of these events and provide the information required by the paragraph below.

The Contractor shall provide a detailed explanation of the circumstances necessitating any proposed substitution, complete resumes for the proposed substitute, and any additional information requested by the County. The proposed substitute should have comparable qualifications to those of the person being replaced. The County will notify the Contractor within fifteen (15) calendar days after receipt of all required information of its approval or disapproval of the proposed substitution.

41. **SEVERABILITY:** If any term, covenant or provision of these General Conditions or any Contract shall be held to be invalid, illegal or unenforceable in any respect, these General Conditions and any Contract shall remain in effect and be construed without regard to such provision.
42. **TITLES:** The titles and section headings herein and in any Contract are inserted solely for convenience and are not to be construed as a limitation on the scope of the provisions to which they refer.
43. **ATTORNEYS' FEES:** In the event of a dispute between the County and Contractor under any Contract which cannot be amicably resolved, in addition to all other remedies, the party substantially prevailing in any litigation shall be entitled to recover its reasonable expenses, including, but not limited to, reasonable attorneys' fees.
44. **NO WAIVER:** Neither any payment for, nor acceptance of, the whole or any part of the services by the County, nor any extension of time, shall operate as a waiver of any provision of any Contract, nor of any power herein reserved to the County, or any right to damages herein provided, nor shall any waiver of any breach of any Contract be held to be a waiver of any other or subsequent breach. Failure of the County to require compliance with any term or condition of any Contract shall not be deemed a waiver of such term or condition or a waiver of the subsequent enforcement thereof.
45. **NO FINANCE CHARGES:** No finance charges shall be paid by the County.
46. **ANTITRUST:** By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to the County all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust law of the United States or the State, relating to the particular Goods or Services purchased or acquired by the County under said Contract. Consistent and continued tie bidding could cause rejection of Bids by the County and/or investigation for antitrust violations.
47. **PAYMENT:** Pursuant to Virginia Code § 2.2-4352, unless more time is provided in the Solicitation or Contract, payment will be made forty-five (45) days after receipt by the County of a proper invoice, or forty-five (45) days after receipt of all Goods or acceptance of work, whichever is later. The County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the

provision of the Contract or any modifications thereto. Within twenty (20) days of receipt of proper invoice or of goods or services, the County shall notify the Contractor if any defect or impropriety that would prevent payment by the payment date. The following provisions apply to such payments:

- a. Invoices for items/Services ordered, delivered/performed and accepted shall be submitted by the Contractor in duplicate directly to the payment address shown on the purchase order, Solicitation or Contract, as applicable. All invoices shall show the Contract number, purchase order number, or Solicitation number, as applicable, and as required under Virginia Code § 2.2-4354, either the individual Contractor's social security number or the Contractor's federal employer identification number, whichever is applicable.
- b. Any payment terms requiring payment in less than forty-five (45) days will be regarded as requiring payment forty-five (45) days after receipt of proper invoice or receipt of all Goods or acceptance of work, whichever occurs later. Notwithstanding the foregoing, offers of discounts for payment in less than forty-five (45) days are valid and enforceable.
- c. Pursuant to Virginia Code § 2.2-4353, the date any payment shall be deemed the date of postmark in all cases where payment is made by mail.
- d. The County's fiscal year is July 1 to June 30. Contractors are advised to submit invoices, especially for Goods and/or Services provided in the month of June, for the entire month (i.e. June 1 - June 30), so that expenses are recognized in the appropriate fiscal year.
- e. Any payment made by the Contractor to the County shall only be made in U.S. Dollars. If payment is received in foreign currency the County may, in its sole discretion, reject such payment and require immediate compensation in U.S. Dollars.

**48. SUBCONTRACTORS:** Pursuant to Virginia Code § 2.2-4354, in the event that any subcontractors are used by Contractor in connection with the work, Contractor shall:

- a. Within seven (7) days after receipt of amounts paid to the Contractor for work performed by a subcontractor, either:
  - i. Pay the subcontractor for the proportionate share of the total payment received attributable to the work performed by the subcontractor under any Contract; or
  - ii. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

- b. Contractor shall require each subcontractor to provide either (i) for an individual, their social security numbers, or (ii) for proprietorships, partnerships, and corporations to provide their federal employer identification numbers.
- c. The Contractor shall pay interest to any 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 any Contract, except for amounts withheld as allowed in subdivision (a)(II) above. Unless otherwise provided under the terms of any Contract, interest shall accrue at the rate of one percent (1%) per month.
- d. The Contractor shall include in each of its subcontracts under any Contract a provision requiring each subcontractor to include or otherwise be subject to the above payment and interest requirements (a), (b) and (c) 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 48 shall not be construed to be an obligation of the County. No Contract modification may be made for the purpose of providing reimbursement for such interest charge. No cost reimbursement claim may include any amount for reimbursement for such interest charge.

**49. RETAINAGE ON CONSTRUCTION CONTRACTS:** Pursuant to Virginia Code 2§ 2.2-4333, if a Contract for construction provides for progress payments in installments based upon an estimated percentage of completion, then the contractor shall be paid at least ninety-five percent (95%) of the earned sum when payment is due, with no more than five percent (5%) being retained to ensure faithful performance of the contract. All amounts withheld may be included in the final payment. Any subcontract related to work on a Contract that provides for similar progress payments shall be subject to the provisions above and the Contractor agrees to include such provisions in every subcontract.

**50. SUCCESSORS AND ASSIGNS:** The County and the Contractor bind themselves and their respective successors and assigns to any Contract. The foregoing notwithstanding, the Contractor shall not assign, sublet or transfer its interest in any Contract without the prior written consent of the County, which may be granted or withheld in the County's sole discretion. Nothing hereinafter mentioned shall be construed as creating any personal liability on the part of any officer, agent or employee of the County, nor shall it be construed as giving any benefits hereunder to anyone other than the County and the Contractor.

**51. DEFAULT:** Failure of a Contractor to deliver Goods or Services in accordance with Contract terms and conditions and/or within the time specified, or within reasonable time as interpreted by the County in its sole discretion, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the County, or failure of the Contractor to act in accordance with the Contract in any material respect, as reasonably determined by the County, shall constitute

a “default” by the Contractor and shall further authority for the County to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. On all such purchases, the Contractor shall reimburse the County, within a reasonable time specified by the County, for any expense incurred in excess of Contract prices including, but not limited to, any purchase and administrative costs. Such purchases shall be deducted from the Contract quantities, if applicable. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the County. In case of any default, the County, after due oral or written notice if required in accordance with the Contract, may terminate the Contract at its option in its sole discretion effective immediately. These remedies shall be in addition to any other remedies which the County may have, including but not limited to, any remedies at law, under the Contract or in equity.

Notwithstanding the foregoing, the Contractor shall not be liable for damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of Government, act of an alien enemy or by any other circumstances which, in the County's opinion, are beyond the control of the Contractor. Under such circumstances, however, the County may, at its sole discretion, terminate or cancel the Contract effective immediately.

**52. NON-DISCRIMINATION ASSURANCES:** The Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Procurement Act:

- a. During the performance of any Contract, the Contractor agrees as follows: 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. 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. 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 52.
- b. The Contractor shall include the provisions of paragraph (a) above in every subcontract or purchase over \$10,000.00 so that the provisions will be binding upon each subcontractor or Vendor.

**53. MODIFICATION:**

- a. Pursuant to Virginia Code § 2.2-4309, these General Conditions and any Contract entered into by the County and any Contractor shall not be subject to change, modification, or discharge except by written instrument signed by the County and Contractor, but no fixed-price contract may be increased by more than twenty-five percent (25%) of the amount of the contract or \$50,000, whichever is greater, without the advance written approval of the County's Board. In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of an offeror from the consequences of an error in its bid or offer.
- b. The County may, but is not obligated to, extend the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract.
- c. Nothing in this Section 53 shall prevent the County from placing greater restrictions on contract modifications.

**54. INDEMNIFICATION:** Contractor agrees to indemnify, keep and save harmless the County, its officers, agents, officials, employees and volunteers against any and all claims, claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, losses, costs and expenses, including but not limited to costs of investigation, all reasonable attorneys' fees (whether or not litigation results), and the cost of any appeal, occurring or arising in connection with the Contractor's, its agents', subcontractors', employees', or volunteers' negligence or wrongful acts or omissions in connection with its performance of any Contract. The Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by any Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. Nothing contained in this Solicitation or the Contract shall be deemed to be a waiver of the County's sovereign immunity.

**55. DRUG-FREE WORKPLACE:** Pursuant to Virginia Code § 2.2-4312, in every Contract over \$10,000.00 the following provisions apply: During the performance of any Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a Statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all Solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the



foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this Section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this the VPPA and the County's Procurement Procedures, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

**56. TERMINATION:** Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

- a. Terminated prior to expiration date by satisfactory deliveries of entire Contract requirements;
- b. Terminated by the County upon thirty (30) days written notice to the Contractor at the County's convenience in the County's sole discretion ("termination for convenience"), unless a termination for convenience is specifically and expressly prohibited by the Contract. Any Contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of the termination;
- c. Terminated by the County for cause, default or negligence on the part of the Contractor. However, pursuant to Section 51 of these General Conditions, the County may hold the Contractor responsible for any resulting additional purchase and administrative costs. There is no advance notice requirement in the event of Termination for Cause and termination is effective immediately upon notice to Contractor of the termination for cause;
- d. Extended upon written authorization of County and accepted by Contractor, to permit ordering of unordered balances or additional quantities at Contract prices and in accordance with Contract terms.

**57. APPROPRIATIONS:** Notwithstanding any other provision of any Contract, the payment of the County's obligations under any Contract shall be subject to annual appropriations by the Board of Supervisors of the County in each fiscal year of monies sufficient to satisfy the same.

**58. REFERENCES TO VIRGINIA LAW:** Any reference in these General Conditions to the Code of Virginia or other relevant Federal, State or local law is incorporated in whole herein by reference as in effect at the time of the Solicitation or Contract as such statutory provisions may be amended or replaced by any statute dealing with the same or similar subject matter.

- 59. COOPERATIVE PROCUREMENT:** Except as prohibited by the current Code of Virginia, all resultant Contracts will be extended to other Public Bodies of the Commonwealth of Virginia, to permit their ordering of Goods, supplies and/or Services at the prices and terms of the resulting Contract ("cooperative procurement"). By submitting any Bid or entering into any Contract with the County a Bidder/Contractor expressly authorizes cooperative procurement under Virginia Code § 2.2-4304 to the full extent permitted by law. If any other public body decides to use any Contract, the Contractor must deal directly with that public body concerning all matters relating thereto, including but not limited to, the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. The County acts only as the "Contracting Agent" for these public bodies. Any resulting contract with other public bodies shall be governed by the laws of that specific entity. It is the Contractor's responsibility to notify the public bodies of the availability of the Contract. Fluvanna County shall not be held liable for any direct or indirect costs, damages or other claim of any kind incurred by another public body or any Contractor as a result of any cooperative procurement.
- 60. AUDIT:** The Contractor hereby agrees to retain all books, records and other documents relative to any Contract for five (5) years after final payment, or until audited by the County, whichever is sooner. The County, its authorized agents, and/or County auditors shall have full access to and right to examine any of said materials during said period.
- 61. GUARANTIES AND WARRANTIES:** All guarantees, representations and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on any Contract is made. In addition to any guarantees, representations and warranties required under the Contract, the Contractor agrees to:
- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a Contract for which the Contractor is not the patentee, assignee, licensee or owner;
  - b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery;
  - c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to the Contractor's own work or to the work of other contractors, for which the Contractor's workers are responsible;
  - d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County; and
  - e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor;

- f. At minimum supply all Goods or Services with the manufacturer's standard warranty, if applicable; and
- g. For any Contract involving Services of any nature, the Contractor further agrees to:
  - i. Enter upon the performance of Services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence;
  - ii. Allow Services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County;
  - iii. Acknowledges that the County shall be under no obligation to compensate Contractor for any Services not rendered in strict conformity with the Contract; and
  - iv. Stipulates that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the Contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of any Contract. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material.

**62. PRICE REDUCTIONS:** If at any time after the date of the Bid/Contract the Contractor makes a general price reduction in the comparable price of any material covered by the Contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to any Contract for the duration of the Contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this Solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit his or her invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the Contract documents. The Contractor in addition will within ten (10) days of any general price reduction notify the County of such reduction by letter. FAILURE TO DO SO IS A DEFAULT UNDER THE CONTRACT AND MAY RESULT IN TERMINATION OF THE CONTRACT IN THE COUNTY'S DISCRETION. The Contractor, if requested, shall furnish, within ten (10) days after the end of the Contract period, a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the Bid or Contract, or (2) if any such general price reductions were made, that as provided above, they were reported to the County within ten (10) days and the County was billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by

the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the County was notified of any such reduction.

**63. COMPLIANCE WITH IMMIGRATION LAW:** Pursuant to Virginia Code § 2.2-4311.1, in every Contract the following provision applies: the Contractor does not, and shall not during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**64. VIRGINIA STATE CORPORATION COMMISSION:** Pursuant to Virginia Code § 2.2-4311.2, Any Bidder or Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership 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 of the Code of Virginia, or as otherwise required by law, at the time of the Bid, Proposal or any response to Solicitation and during the term of the Contract and any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required, to be revoked or cancelled at any time during the term or any renewal of the Contract. If the Contractor fails to remain in compliance with the provisions of this Section 64, the Contract may become void at the option of the County.

**65. CLAIMS PROCEDURE:**

- a. The procedure for consideration by the County of contractual claims for any Contract shall be that set forth in Virginia Code § 15.2-1243, *et seq.*
- b. In addition, pursuant to Virginia Code § 2.2-4364, contractual claims, whether for money or other relief, shall be submitted in writing to the County Administrator no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a Contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the Goods. Pendency of claims shall not delay payment of amount agreed due in the final payment.
- c. No written decision denying a claim or addressing issues related to the claim shall be considered a denial of the claim unless the written decision is signed by the Board or the County Administrator. The contractor may not institute legal action prior to receipt of the final written decision on the claim unless the County fails to render a decision within ninety (90) days of submission of the claim. Failure of the County to render a decision within ninety (90) days shall not result in the contractor being awarded the relief claimed or in any other relief or penalty. The sole remedy for the County's failure to render a decision within 90 days shall be the contractor's right to institute immediate legal action.

- d. A Contractor may not institute legal action, prior to receipt of the County's decision on the claim, unless the County fails to render such decision within the time specified by law. A failure by the County to render a decision within the time provided by law shall be deemed a final decision denying the claim by the County.
  - e. The decision of the Board or the County Administrator shall be final and conclusive unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in Virginia Code § 2.2-4364.
  - f. No administrative appeals procedure pursuant to Virginia Code § 2.2-4365 has been adopted for contractual claims by the County.
  - g. Nothing herein shall be construed to prevent the County from instituting legal action against any Contractor or Bidder.
- 66. NOTICES:** All written notices required or permitted under any Solicitation, Bid or Contract shall be deemed sufficient if delivered in person to the County Purchasing Agent or Bidder/Contractor, as applicable, or sent by first class mail to the County or Bidder/Contractor at the addresses set forth in the Solicitation, Bid or Contract or at such other address as a party may designate from time to time by notice given in accordance with the terms of this Section 66; except that where a Solicitation, Bid or Contract expressly requires notice to a specific individual or at a specific location, such shall control. Such notices are deemed received when actually delivered to the party or its representative or agent if hand delivered, or one (1) business day after deposited into the United States mail, if mailed.

### **DELIVERY**

- 67. SHIPPING INSTRUCTIONS-CONSIGNMENT:** Unless otherwise specified in the Solicitation or Contract, as applicable, each case, crate, barrel, package, etc., delivered under the Contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. – 3:00 p.m. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the designated individual at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays unless previous arrangements have been made. It shall be the responsibility of the Contractor to insure compliance with these instructions for items that are drop-shipped.
- 68. RESPONSIBILITY FOR SUPPLIES TENDERED:** The Contractor shall be responsible for the materials or supplies covered by the Contract until they are delivered

at the designated point. The Contractor shall additionally bear all risk on rejected materials or supplies after notice of rejection is tendered by the County. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the County may return the rejected materials or supplies to the Contractor at the Contractor's risk and expense or dispose of them as abandoned property.

69. **INSPECTIONS:** The County reserves the right to conduct any test/inspection it may deem advisable to assure supplies and Services conform to the specification in the Solicitation, Bid or Contract, as applicable. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. Unless otherwise specified in the Contract, if inspection is made after delivery at the destination specified, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.
70. **COMPLIANCE:** Delivery must be made as ordered and in accordance with the Solicitation, Bid or Contract, as applicable, or as directed by the County when not in conflict with the Bid/Contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of Goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the County, such extension applying only to the particular item or shipment affected. Unless otherwise specified in the Contract, should the Contractor be unreasonably delayed by the County, there shall be added to the time of completion a time equal to the period of such delay caused by the County. However, the Contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. These conditions may vary for construction Contracts.
71. **POINT OF DESTINATION:** All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated specifically in the Solicitation, Bid or Contract, as applicable. The materials must be delivered to the "Ship To" address indicated on the purchase order or Solicitation, as applicable.
72. **REPLACEMENT:** Materials or components that have been rejected by the County, in accordance with the terms of the Contract, shall be replaced by the Contractor at no cost to the County.
73. **DAMAGES:** Any and all damages to property of the "County" that is the direct result of the Contractor, the employees of the Contractor and/or its subcontractors, agents, licensees, successors, or assigns, shall be the sole responsibility of the Contractor. The

property shall be repaired to its last known condition prior to the damages and/or replaced at no cost to the County. The County shall approve any and all repairs/replacements prior to acceptance of the repairs/replacement.

**74. PACKING SLIPS OR DELIVERY TICKETS:** All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:

- a. Purchase Order Number;
- b. Name of Article and Stock Number;
- c. Quantity Ordered;
- d. Quantity Shipped;
- e. Quantity Back Ordered; and
- f. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the Goods.

**75. ADDITIONAL CHARGES:** No delivery charges of any kind shall be added to any invoice; except that (i) if Goods are expressly bought F.O.B. "shipping point" under the Contract and the Contractor prepays transportation, then delivery charges shall be added to invoices; and (ii) if express delivery is authorized and substituted by the County on orders for the method specified in the Contract, then the difference between freight or mail and express charges may be added to invoice.

**76. METHOD AND CONTAINERS:** Unless otherwise specified, Goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become the property of the County unless otherwise specified by bidder.



**COUNTY OF FLUVANNA, VIRGINIA  
REQUEST FOR PROPOSALS (RFP) #2021-05  
HISTORIC STRUCTURES REPORT, FLUVANNA COUNTY  
HISTORIC COURTHOUSE**

**ADDENDUM # 1:**

Reference – Request for Proposal: RFP #2021-05  
 Title of Request for Proposal: HISTORIC STRUCTURES REPORT, FLUVANNA COUNTY  
 HISTORIC COURTHOUSE  
 Issue Date: July 8, 2021  
 Bid Due Date and Time: July 29, 2021 at 2 p.m. EST (per this addendum #1)

The above RFP #2021-03 is hereby amended and modified as follows:

1. Page 1 shall be changed to read:

*All sealed proposals shall be turned in no later than July 29, 2021, at 2:00 p.m. EST.*

2. The “Due Date” on page 1 and in Section 5(iv) shall be revised to be *no later than July 29, 2021, at 2:00 p.m. EST.*

3. Section 1 (a) is modified to state as follows:

a. “The County of Fluvanna, Virginia (the “County”) is seeking qualified independent architectural and engineering firms or architectural/engineering teams (“Architect”) to submit proposals to enter into a contract to perform professional services to investigate, research, prepare and provide a Historic Structures Report including a structural report from a licensed professional engineer for the Fluvanna County Historic Courthouse (the “Courthouse”) consistent with the terms and conditions set forth in this Request for Proposals (“RFP”).”

4. The third sentence of Section 4(a) is modified to state:

a. “The County’s expectation is that the final HSR will include an executive summary, introduction, methodology, structural engineers report on building condition with specific identification of any deficiencies and issues, building history and an architectural description together with a compelling statement of significance, and any other information required by this RFP.”

5. Section 4(a)(ii)(5) is added as follows:

a) “(5) A structural engineering report identifying the current conditions of the Courthouse including without limitation describing with particularity any conditions, issues, deficiencies, or physical problems or deterioration of the Courthouse with a particular focus on the exterior of the building and including without limitation an evaluation of the roof, windows, columns, brick, mortar, paint, flashing, trim, and doors. Such section of the report shall be prepared by a licensed structural engineer with at least five (5) years of experience in work involving historic structures and buildings.”

6. The following is added to the end of Section 4(a)(iii)(4):



- a. "Paint and Mortar materials testing must be completed and reported in the HSR. The means and methods of such testing are to be set out in the Offer's proposal."

7. The following are clarifications from questions received:

- a. RFP Section 4) Scope of Services a ii 2 – Many services are clarified. Will Hazardous Materials testing and a report be required as a part of this scope of work?
  - i. This will not be a requirement.
- b. RFP Section 4) Scope of Services a ii 2 – Many services are clarified. Will and ADA assessment and a report be required as a part of this scope of work?
  - i. This will not be a requirement.
- c. RFP Section 4) Scope of Services a iii 2 – States that a scan will be available. Please clarify if this will be a point cloud or a revit model and the LOD of the scan?
  - i. Please see links below for data collected by the UVA project
    1. [https://search.lib.virginia.edu/sources/uva\\_library/items/dataset\\_35980](https://search.lib.virginia.edu/sources/uva_library/items/dataset_35980)
    2. <https://dataverse.lib.virginia.edu/dataset.xhtml?persistentId=doi:10.18130/V3/ESQBIY>
    3. <https://youtu.be/1RG4op2R60c>
- d. RFP Section 4) Scope of Services a iv 1 – The RFP requests probable associated costs for recommended treatments. Please confirm that a ROM estimate will meet the requirements. If not, please share the format and detail desired.
  - i. This is for budget estimate purposes and we would hope to have costs somewhere within 10% to plus 25% variance given that we are looking for a defined preservation treatment recommendations.
- e. RFP Section 5) Submission Instructions b 6 – Please define 'local office' experience
  - i. "This section of the Offeror's Proposal should list and describe representative clients currently serviced focusing on similar services and especially services provided to other Virginia agencies, localities, and public bodies." Include a general description of current clients for similar services especially as they related to Virginia agencies, localities and public bodies and related thereto "... Describe the local office experience including the project name and location, brief description of the project, description of the scope of services provided, and principal contact person." "Local Office" means name the specific office (if you have multiple "teams" or "offices" who worked on each specific named project you describe.
  - ii. "...The Offer[or] must include a description of every project it has worked on in the last two (2) years for Virginia (including any department or agency thereof) or a Virginia public body such must include the client name, a contact point for client, and a brief description of the type of services provided." The Offeror MUST describe every project it has worked on in the last 2 years for Virginia or any public body thereof including details set forth supra. This is in addition to requirements described in (i) above.
- f. RFP Section 5) Submission Instructions b 6 – Please confirm that for this section we should provide descriptions of our most relevant work related to the anticipated scope of services.
  - i. As it states, we do want "list and describe representative clients currently serviced focusing on similar services" this can be any client. However, we also need to know " every project it has worked on in the last two (2) years for Virginia (including any department or agency thereof) or a Virginia public body"

- g. Does city [County] want printed copies of full HSR reports or just examples to include HSR Covers/TOC/ select pages as reference? May we include full examples of HSRs on the thumb drive only?
  - i. The County would very much like to see full examples. You may include them electronically, or if they are available online, supplying a link to easily find it would be acceptable as well.
- h. Do you wish the exterior of the roof to be surveyed? If so, will the county provide a lift or other means of providing access?
  - i. Yes we do want the roof surveyed and a lift will not be provided. Please also see new Section 4(a)(ii)(5) (see section 5 of this Addendum).
- i. On page 4 at item 4.a.iv.4, the RFP indicates "The HSR should identify repair problems and recommendations on a ranked priority basis and importantly provide sufficient treatment detail and plans to enable the County to bid for or undertake appropriate remedial treatments." Does this mean that the county is asking for biddable construction documents as part of the HSR?
  - i. Not formal biddable construction documents. This is not a complex construction project, but a preservation treatment plan. We need enough detail and guidance so County can create biddable documents or undertake work in-house. We want to define the requirements and expectations for appropriate preservation – approach (e.g.-- repair, replace, reconstruct) materials, standards etc.
- j. Item 1.a.ii.2 says that detailed structural systems evaluation is not required to be investigated or included in the HSR. However, Item 4.a.iii.5 says to identify areas where the structure may be impacted. This could be a bit challenging to do with any substance without a structural engineer.
  - i. A structural engineers report(s) should be included. Please see new Section 4(a)(ii)(5) (see section 5 of this Addendum).
- k. The RFP notes that sample documents and reports should be included. Is it expected that hard copies of these documents and reports are to be delivered as hard copies along with the response or is it acceptable to submit them on a flash drive along with the response. The question is asked because a sample HSR could amount to 200 pages or more.
  - i. You may include them electronically, or if they are available online, supplying a link to easily find it would be acceptable as well.
- l. Was a structural evaluation of the roof frame performed after the jackpost broke apart in 2017 or 2018?
  - i. Yes, This was done by Craig Swift PE Charlottesville Virginia
- m. Please confirm that the maximum amount the county has available for the HSR is \$30,000.
  - i. The County in a public meeting has budgeted of up to \$30,000 for the HSR, this is public information. The Proposal shall not include costs of services or estimated project costs. At the discussion stage, the County may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Please also refer to Section 6, and specifically to 6(f), of the RFP.
- n. The RFP asked what process is used to control costs and 15% of the evaluation is based on this. Since the county is not advertising for construction documents can you explain what the relevance of this is?
  - i. 15% of the evaluation is based on the ability to control project costs and schedule.
  - ii. Timeliness and ability to maintain a schedule is a significant concern for the County and the Offerors ability to provide and maintain a schedule and provide the report in a timely fashion will be considered – this will include consideration of the total turn-around time

proposed by each Offeror in terms of a draft HSR, and timeliness in responding to any requests for revisions made by the County. Any offered response times will be considered in this portion of the evaluation.

- iii. Ability to control costs can be demonstrated in other projects where a budget was maintained, and by other relevant information provided by the Offeror. However, the Proposal shall not include costs of services or estimated project costs. At the discussion stage, the County may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Please also refer to Section 6, and specifically to 6(f), of the RFP.
- o. Will paint analysis and mortar testing be expected for the report, or is it only required to identify where such testing may prove helpful?
  - i. Yes, this would be a requirement.
- p. Has the documentation from the 1973 restoration been located or is it expected to be located?
  - i. The County believes it has located partial documentation of the restoration; it is attached hereto as Exhibit 1 and made a material part of this Addendum.
- q. Is the stated \$25-30,000 budget comprised exclusively of design fee for the winning bidder, or is there something else that the budget covers?
  - i. The public records of the County identify that up to \$30,000 is budgeted for the Historic Structures Report which is the subject of this RFP. The Proposal shall not include costs of services or estimated project costs. At the discussion stage, the County may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Please also refer to Section 6, and specifically to 6(f), of the RFP.

**Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.**

Very truly yours,

Cyndi Toler, Purchasing Officer  
 Fluvanna County, Virginia  
 132 Main Street  
 Palmyra, VA 22963  
 (434) 591-1930

Name of Firm: \_\_\_\_\_

BY: \_\_\_\_\_  
 Signature of duly authorized representative

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

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

A FEASIBILITY STUDY FOR THE  
RESTORATION OF

FLUVANNA COUNTY COURTHOUSE  
PALMYRA, VIRGINIA

DECEMBER, 1973

GRIGG, WOOD, BROWNE & WILLIAMS

CHARLOTTESVILLE

ALEXANDRIA

## I. AUTHORITY

This report has been prepared and is submitted under authorization of the Board of Supervisors of Fluvanna County, Virginia. The intent is to present an historical study of the venerable courthouse, evaluating its historicity and to study the feasibility and probable costs of adaptive restoration and preservation as a working facility.

## II. PROCEDURES

Research efforts have produced the original contract and specification documents related to the construction of the courthouse among the papers of General John H. Cocke at the Alderman Library of the University of Virginia. (Gracious consent of the Bremon Trust, which controls the Collection, permits the use of these as a part hereof. These original documents are reproduced and included as Appendix 1 of this report. Results of personal research in court records made by Mrs. Henry McGehee of Palmyra have been most generously made available and fully used. Unfortunately, an original ✓ drawing known to have been attached to the original specifications has not been located in spite of more than usual effort in this regard. While this would be valuable as evidence, it would not have supplanted the more detailed drawings required for this report. Therefore, it has been necessary for this office to prepare a full physical and structural survey and record these data in formal record drawings (HABS standards being used) prior to initiating any studies for structural stabilization or restoration.

Tentative report of findings and conclusions for the courthouse preservation were made and reviewed at a meeting held on October 15, 1973. Attending were Judges Berry and Marshall and representatives of both the Board of Supervisors

and the Historical Society. At that time, the preliminary suggestions were shared concerning history, archaeology and tentative recommendations as to techniques. Full discussion was had on the adaptive use of the building with particular reference to contemporary court requirements. In this latter connection, the two judges were most helpful; practical requirements were happily blended with historical and restoration criteria.

CONCLUSION (PRELIMINARY):

- ✓ The building and dependencies are a unit which is distinguished in uniqueness in design, resourcefulness and innovation in its construction and a very valuable historical artifact, moreover a tribute to the creative genius of one of the county's early and distinguished citizens, General John McCooke, who designed it. The comparatively excellent condition of preservation of the building is outstanding among Virginia courthouses for its relative lack of departure from its original form, or, better stated, the obvious respect with which successive generations have honored and preserved it. Despite its age, it is quite adaptable for continuing service which, together with this obvious respect and nostalgic endearment to the citizens, suggests the justification for a program of preservation and adaptive restoration to be initiated.

The conclusions of this report are meant to provide a document which will suggest procedures which will allow the Supervisors to move toward the realization of such a worthy project of preservation.

### III. ARCHAEOLOGICAL EXAMINATION

- ✓ - Asphalt tile now covers a wood floor and that covers the original brick floor, surface which extended from the entrance to the line of the bar, from which point wood occurred.
- ✓ - The bar appears to have been moved about two to three feet back from its original position which was at the first newel post on the stair landing. (See restored plan.)
- ✓ - The raised Judge's bench, clerk area and jury box appears to have been done at a later date. A unique feature was the non-central position of the original Judge's bench. According to the records the bar was altered even before the building was accepted. It to be assumed, based on framing marks on the original floor boards that this alteration was the moving of the bench to provide more seating space in the jury box. Precedents suggest a slightly raised area for the Judge's bench, the clerk's and jury space. Exploratory demolition would be required to locate the exact elevation and such was not carried out for this report.

- The exterior stone is flaking and some parts of the capitals are falling off.
- The brickwork needs stabilization, mortar joints are weak and require repainting and some spalled bricks must be replaced.
- Interior woodwork and plaster is in excellent condition.

The following progression of paint finishes was determined from paint scrapings.

The Court Room was originally finished with white washed walls and woodwork painted in an ochre or "stone" (as used in the original specifications). This coat may have been stained or wiped to further enhance the "stone" effect which was fashionable at that time. This is suggested by the light coat of grey paint found in scrapings. Following these paintings, a double coat of tan and dark wipe was applied to give a wood grain finish which might also have been early. It is significant to recall that this is precisely the finish used some years earlier by General Cocke at Upper Bremono. Further detailed research at the time of Phase II - Interior restoration will be necessary to verify these indications of the original color design.

Successive later repaintings reveal progressively a light green paint, a darker green paint and finally, the existing grey.

The jury rooms were finished with whitewashed walls and ochre or "stone" woodwork.

The exterior trim was painted a stone color to match the local stone employed for the column caps and door lintels and to further enhance the simulation, sand was blown to adhere to the wet paint! This treatment is to be traced to the precedent established in the earlier work at the



University of Virginia, once again of strong Cocke and Timberlake Connection.

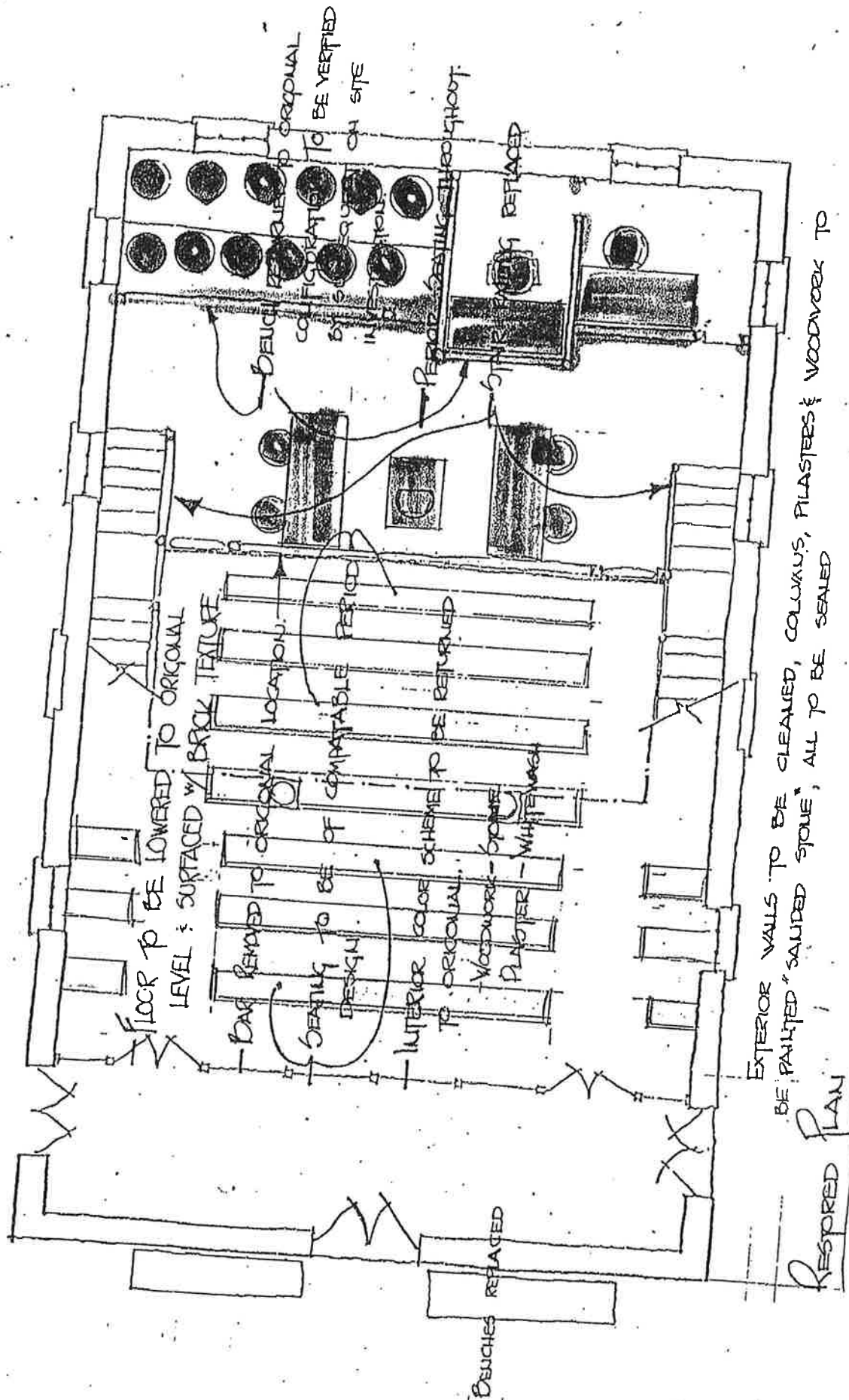
#### ✓ IV. ORIGINAL SPECIFICATIONS:

The outstanding condition of the structure might be attributed to the Jefferson influenced specifications written by Cocke dealing with precision in such matters as the foundations, and stone, brick and timber. (A photocopy of these original documents and ready typescript follows in Appendix 1.)

#### ✓ V. RECOMMENDATIONS:

Preservation and restoration is justified from two circumstances. ✓ First is the embodying within the structure of a high measure of architectural and historical merit; the association of the structure with personages and events of high historical interest. The current trend in the preservation movement is to place high value on architecture, personages and events of local importance as well as those of state, national and world importance. This is because our citizens are becoming increasingly aware of the significance of their local and area heritage in the total picture of history.

Basically, this is saying that community sensitivity is becoming a pervading dynamic force toward preservation and restoration of truly significant artifacts. ✓ The second is a combination of practical use and tourist appeal. To preserve a building that is of no practical use, or could not in some feasible way be adopted to practical use, would be of questionable justification unless it were merited by significant high historical or aesthetic value. Some of the large plantations such as Stratford and Monticello are examples of low use buildings whose restoration and preservation are justified by historical and educational value. The adaptive preservation and continued use of the Fluvanna County Court House is a worthy example of the second justification.



TRANSCRIPT OF ORIGINAL MANUSCRIPT OF  
 AGREEMENT PREPARED BY GENERAL COCKE FOR  
 PALMYRA COURTHOUSE CONSTRUCTION  
 C. 1830

FOUNDATIONS.

X The foundations to the level of the brick floor in the portico room in rear of the Bar to be of best rubble masonry laid in strong cement and from the ground upwards, to be grouted: to be finished with a stringing course of cut or hammer-dressed stone, of cut of stone to be not less than four inches thick, and if of hammer dressed stone not less than six inches thick with square joints showing all around the Building a projection of one and a half inch beyond the faces of the pilasters and foundation walls. These walls to be at least 27 inches thick and to be sunk not less than eighteen inches below the surface of the adjacent ground unless a solid rock foundation shall be found nearer to the surface. The site of the building shall be reduced as nearly to a dead level as may be deemed necessary by the Commissioners and the lowest level of the first floor shall not be less than two feet above the level of the site.

WALLS

X The walls above the stringing course to be of hard brick throughout and of a uniform color where they show on the outside. From the entablature upwards, brick of rather inferior quality may be used to the top of the framing which must be beam-filled - the whole to be laid in best cement composed of clean sand and Thomas-Town lime in such proportions as may be approved by the Commissioner and must be made up a sufficient length of time before it is used, to insure the perfect slaking of the lime - to be grouted wherever required by the Commissioners but especially through the Walls opposite the pillars: the walls between the pillars to show good common stock brick with a nest joint laid in flemish bond - the pillars may be composed of brick of inferior appearance though as they are to be covered with the most approved weather proof cement, imitative of free stone.

ROOF

X The framing of the joists and roof to be of the most substantial kind with full square edge timbers of such dimensions and put together in such a manner as the Commissioner shall approve and deem sufficient to support the heavy covering designed to be used to be close sheeted with the best bastard pine plank not less than one inch thick and covered with slate: the ridge pole to be covered with sheet lead.

ENTABLATURE

X The entablature to be executed in strict conformity to the Order as laid down in the plan for which the Commissioners will furnish if necessary the full size (SHEET 2) Drafts or patterns to be composed entirely of the best heart pine free of knots. The raking cornice of the same, the portico pediment between the raking and level cornice to be finished in rustic work of the best heart pine and this together with the whole entablature including the raking cornice, to be painted and sanded, to give it the appearance of free stone.

### OPENINGS

The door and window sills to be of cut stone not less than four inches thick. The door sills to be as wide as the full thickness of the walls in which they are placed. The window sills to project one and a half inch behind the face of the wall and extend into it six inches behind the face of the jamb and at least two inches under the subsill of the open window and the same within the wall of the recess of the sham windows. The door frames to be of the best pine. The window frames, including the subsills which must be at least three inches thick, to be of the same - the window bisection sash to be filled with the best Boston glass to be secured, both when up and down by steel spring fastenings. Cut stone lintels on the Doors and first range of windows. Venetian shutters to be fixed in all the sham and hung in all the open windows with proper inside and outside fastenings for all those that open and shut. The Venetians to be painted green.

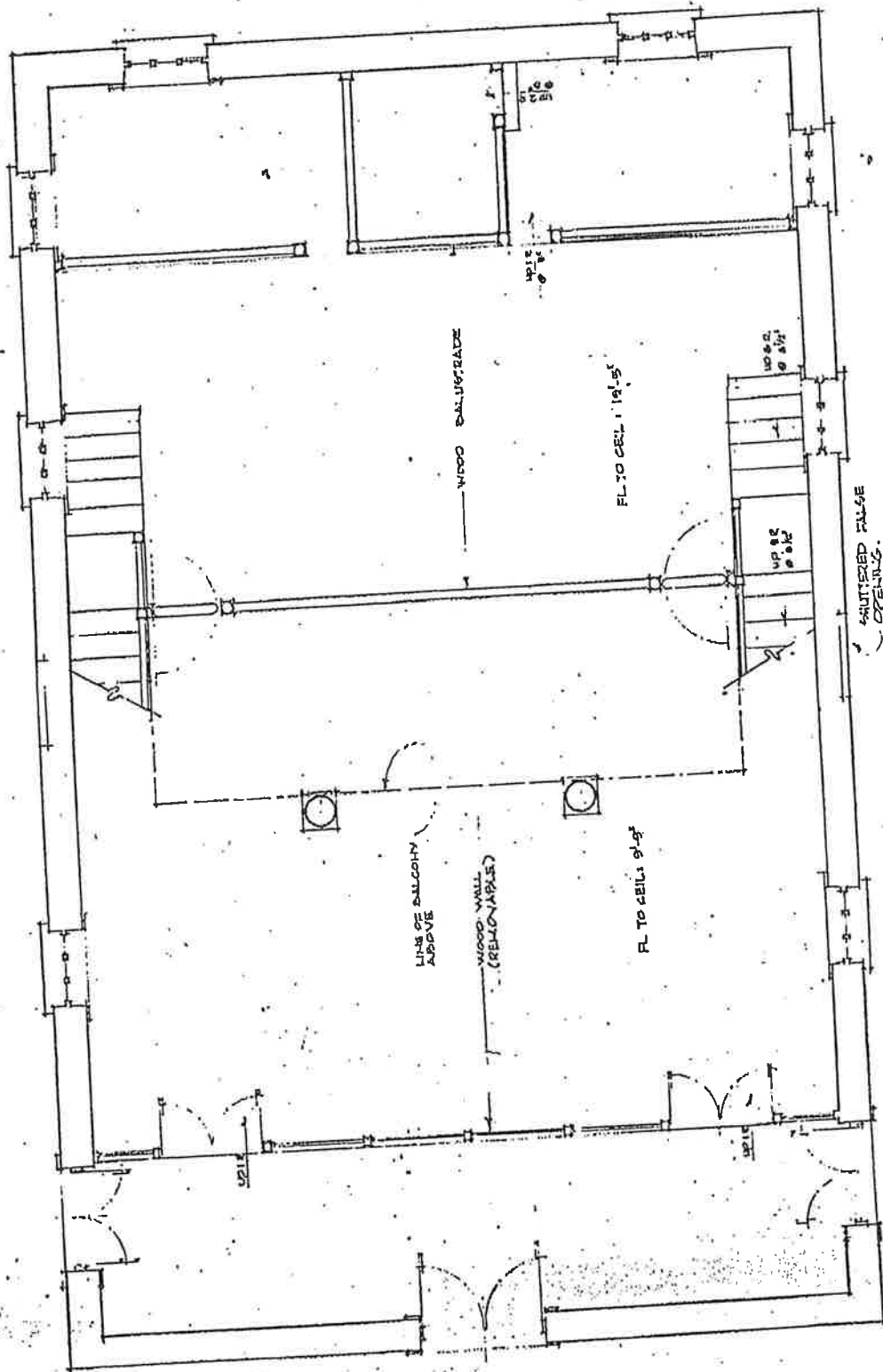
### COLUMNS & PILASTERS

The columns and pilasters to be surmounted with cut stone capitals and their shafts to be covered with the best weather-proof plastering.

### INSIDE FINISHING

The first floor in rear of the bar to be of brick and on a level with the portico floor which shall also be of brick. From the Bar to the Justice's bench of heart pine plank raised one step. The different ranges of the Bar and Jury benches to be raised one full step from front to rear one above the other. The railing in front of the Justice's Bench, around the Clerk's table and in front of the Bar to be supported by turned balusters. The hand rails of the stair cases to the Jury Rooms and in front of the Gallery to be supported with square balusters. The Doors to be pannelled with inside fastenings to two of the outside Doors and black lock to the third and to the two Doors of the Jury Rooms. The Doors & Windows to be finished inside with plain jamb linings and single architraves with seats in the windows and all the floors to be finished to a plain base or wash board with plain mantles over the fire places in the Jury Rooms and a tin plate stove with the necessary piping communicating with the flues on each side of the Building as designated in the plan in the Court Room.

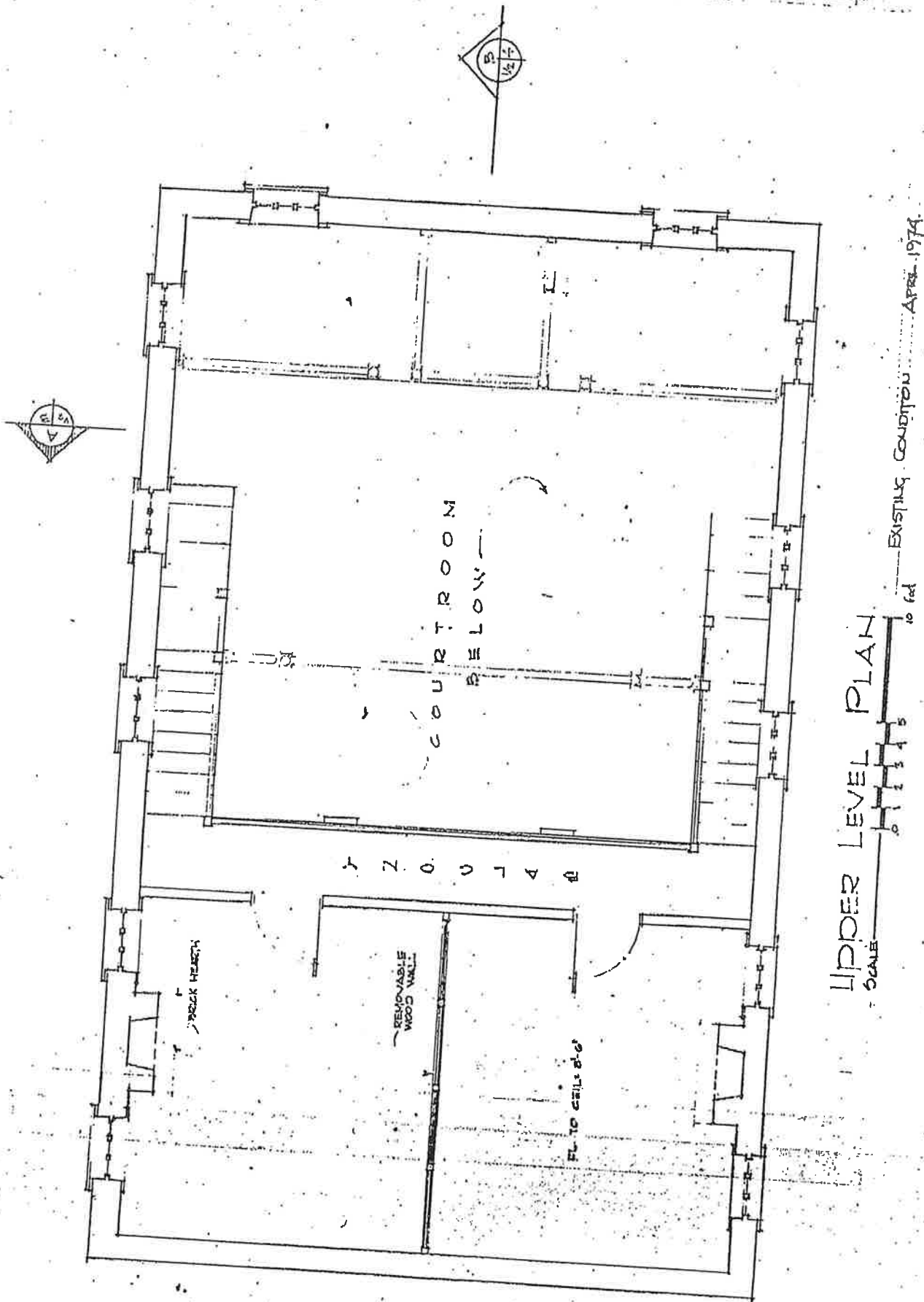
The whole interior of the walls and the ceilings to be finished with the best plain plastering and white wash - and the wooden work except the floor to be painted a stone color - the whole to be done in a workman like style and finished by



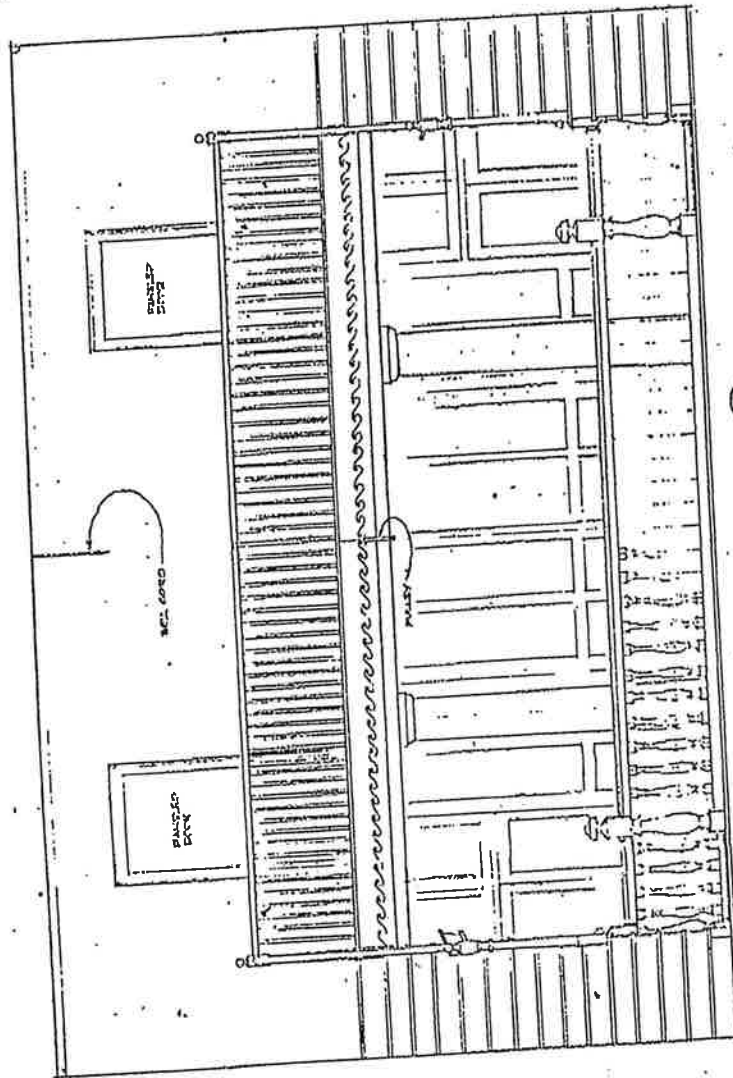
# LOWER LEVEL PLAN

EXISTING CONDITION ... APRIL 1974

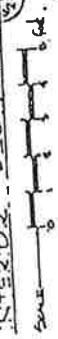




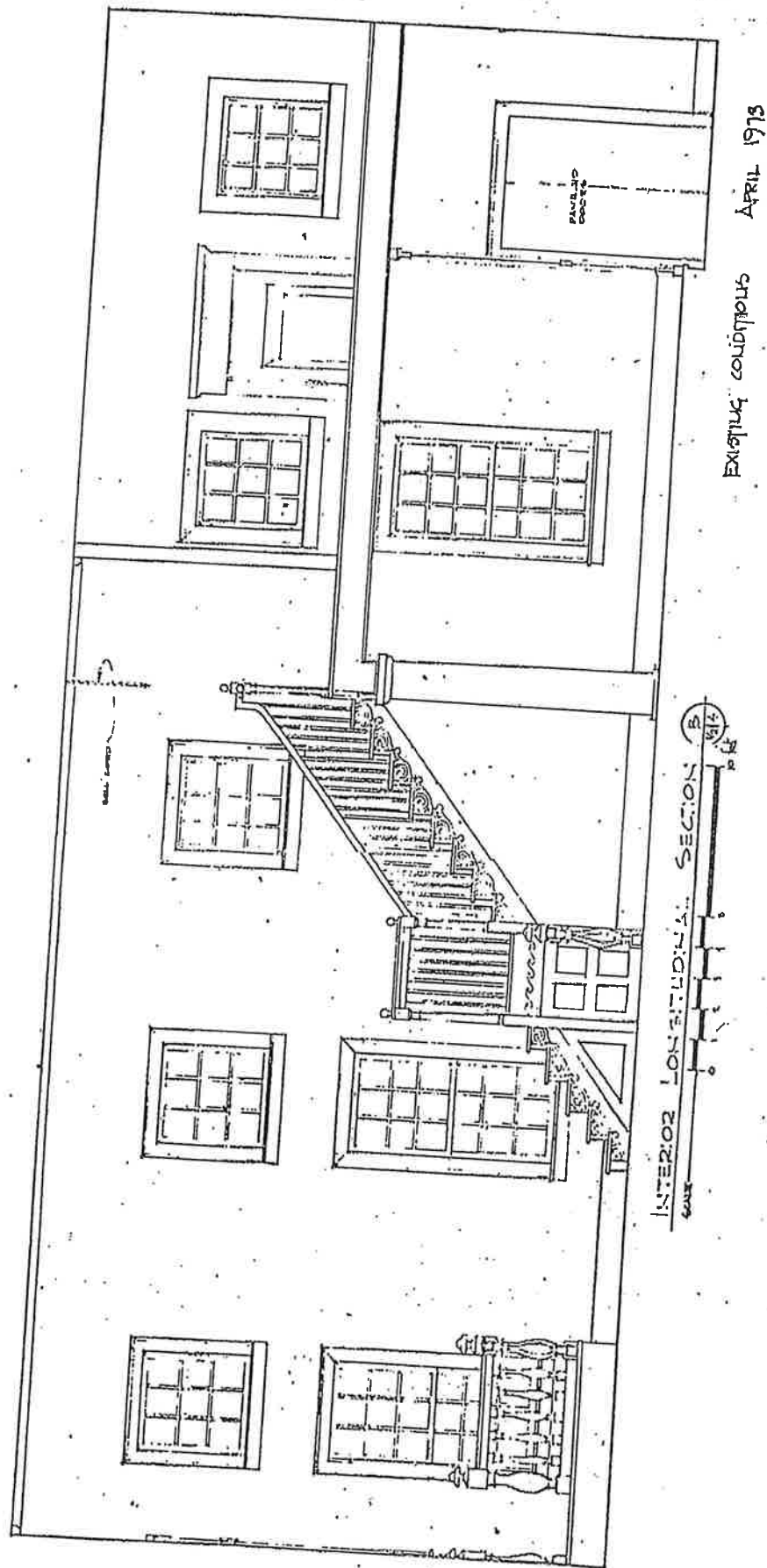
EXISTING CONDITION APRIL 1974



INTERIOR SECTION A  
EXISTING CONDITION APRIL 1974



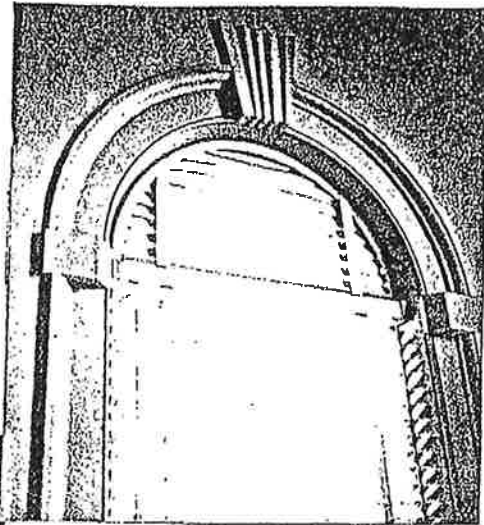




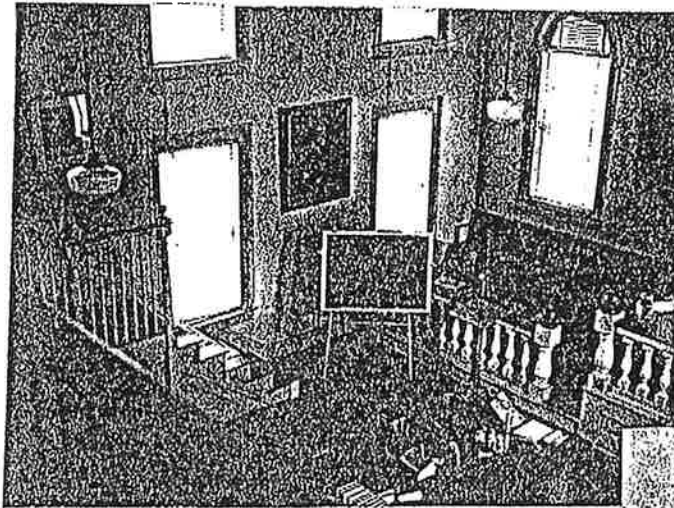


DETAIL OF INTERIOR ARCHED WINDOWS

1



2 DETAIL OF JURY BOX AND JUDGE'S BENCH

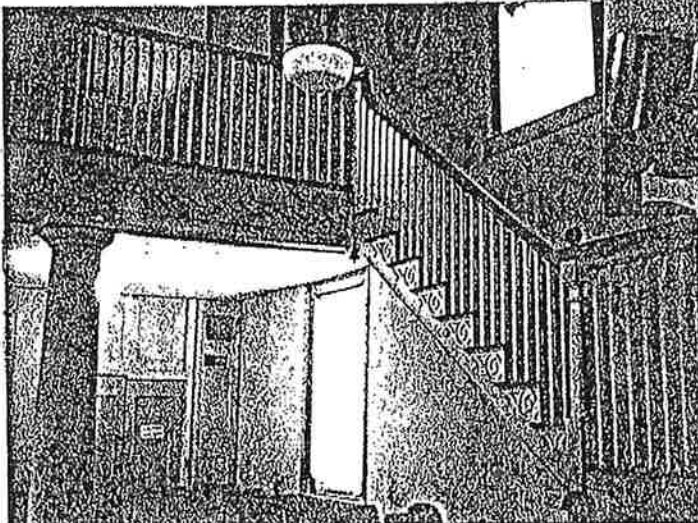


DETAIL OF STAIRS

3



4 DETAIL OF BALUSTRADE





Submission of Qualifications and Expression of Interest for

**HISTORIC STRUCTURE REPORT  
FLUVANNA COUNTY HISTORIC COURTHOUSE  
COUNTY OF FLUVANNA, VIRGINIA  
RFP #2021-05**



July 29, 2021



Train Architects

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA

Exhibit 2



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# Train Architects

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA

*JMA Preservation, a division of MTFA  
In association with Train Architects*

July 29, 2021

County of Fluvanna  
Attn: Cyndi Toler, Purchasing Officer  
132 Main Street, PO Box 540  
Palmyra, VA 22963

Re: Fluvanna Courthouse Historic Structure Report

Dear Ms. Toler and Members of the Selection Committee,

The associated firms of John Milner Associates Preservation (JMA Preservation) of Arlington, VA, the firm of record, and Train Architects of Charlottesville, VA, are pleased to submit this Statement of Qualifications for Fluvanna County Historic Courthouse Historic Structure Report.

By proposing this association, we offer to you two award-winning Virginia firms that are well known in the Commonwealth. JMA Preservation, a division of MTFA Architecture, is one of the nation's oldest preservation firms dedicated to renewal of historic buildings for the enhancement of the community's quality of life. Train Architects enjoys a reputation for design excellence and service to clients in Albemarle County and the Virginia Piedmont. The two firms have worked together on historic preservation projects over a period of 15 years—beginning with the restoration and rehabilitation of Varsity Hall on the University of Virginia campus, constructed in 1858 as the country's first college infirmary.

Why did we choose to associate for your project? Very simply, because it seemed to us that the best historic structure report (HSR) for Fluvanna County will result from an organization highly experienced in historic preservation work including HSRs, that also has close proximity to the client and the building. JMA Preservation offers decades of historic preservation knowledge and Train Architects provide the ability to respond quickly to your needs, especially once you begin implementing the treatment plan in the HSR.

So, why select the JMA Preservation|Train Architects association?

Because we have outstanding preservation experience; because we have long experience working together; and because we're at home in the region and only a phone call away.

We will emphasize stakeholder engagement. We pride ourselves in providing clients with good architecture that not only satisfies their physical and budgetary needs, but also elevates their community's interests in the unique qualities of each site. The foundation of our work is through listening, a collaborative approach, and community engagement. Our projects are community game changers.

In the pages that follow we will introduce you to our team and describe how our experience will benefit you. We will then lead you through the step-by-step process we propose, and will provide a view of how we have worked on other projects.

We are committed to meeting and exceeding your goals and objectives—we have the leadership, experience, and expertise necessary to produce a historic structure report that will guide you in caring for the Courthouse for another century. Preservation is what we do. This experience will be to your benefit as we survey, analyze, report, and recommend the approach to take in maintaining the Fluvanna County Courthouse.

We appreciate your consideration of the JMA Preservation|Train Architects team.

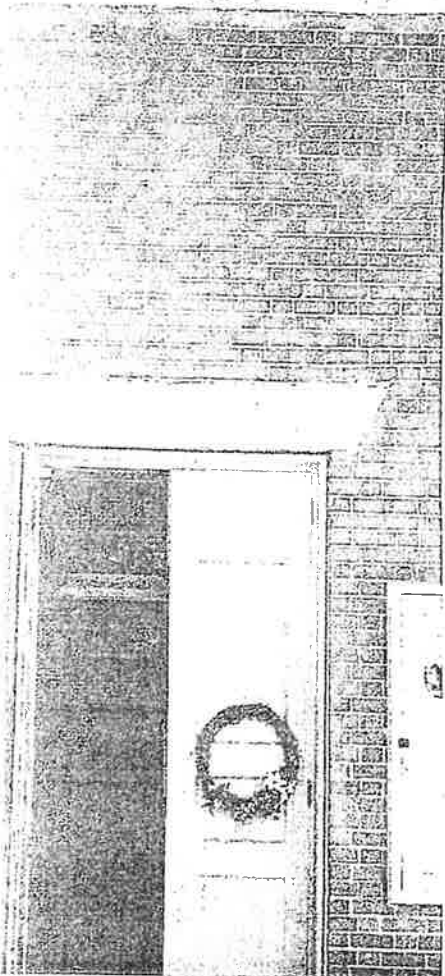
Sincerely,



James P. Clark, FAIA  
Principal

JMA Preservation with Train Architects

## 21 REQUIRED FORMS



Train Architects

JOHN MILNER ASSOCIATES

**CERTIFICATION OF NO COLLUSION**

The undersigned, acting on behalf of MTFA Architecture, PLLC, does hereby certify in connection with the procurement and proposal to which this Certificate of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce; nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.1 of the Code of Virginia, 1950, as amended (18.2-498.1 et seq.).

Respectfully submitted this 30 day of June, 2021.

**Complete if Bidder is an Entity:**

WITNESS the following duly authorized signature and seal:

Name of Entity: MTFA Architecture, PLLC

By: James P. Clark (SEAL)  
Signature

Print Name: James P. Clark, FAIA

Print Title: Principal

STATE OF Virginia

COUNTY/CITY OF Arlington, to-wit:

The foregoing instrument was acknowledged before me this 30<sup>th</sup> day of June (month),  
2021 (year) by James P. Clark (Print Name),  
Principal (Print Title) on behalf of MTFA Architecture, PLLC (Name of Entity).  
[Signature] [SEAL]

Notary Public

My commission expires: 03/31/2022  
Notary registration number: 7326920

**Complete if Bidder is a Sole Proprietor:**

Witness the following signature and seal:

\_\_\_\_\_  
(SEAL)

Signature

Print Name: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ (month),  
\_\_\_\_ (year) by \_\_\_\_\_ (Print Name), a sole proprietor.  
\_\_\_\_\_  
[SEAL]

Notary Public

My commission expires: \_\_\_\_\_

Notary registration number: \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION - [REQUIRED]**



**OFFEROR STATEMENT**

The undersigned Bidder/Offeror (hereinafter "Bidder") hereby certifies that the Bidder has carefully examined all instructions, plans, conditions, specifications and other documents or items of this Invitation for Bid or Request for Proposals and hereby submits this bid/proposal pursuant to such instructions, plans, conditions, specifications and other documents or items. By submitting a bid/proposal, the Bidder covenants and agrees that he has satisfied himself, from his own investigation of conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the resulting contract because of any misunderstanding or lack of information; Certifies and warrants that the Bidder is properly licensed to provide the goods/services specified in the Request for Proposal and has the appropriate License or Certificate and classification(s) required to perform the work included in the scope of the proposal documents, prior to submitting the proposal, in accordance with Title 54.1, Chapter 11 of the Code of Virginia. If an Bidder shall fail to obtain the required license prior to submission of his proposal, he shall be deemed to be in violation of § 54.1-1115 of the Code of Virginia (1950), as amended, and his proposal will not be considered; Bidder further agrees that conditions herein have been carefully read and this proposal is submitted subject to all requirements stated herein. The undersigned hereby acknowledges and agrees, if this proposal is accepted, to furnish all services agreed upon in strict accordance with the contract.

**Complete if Bidder is an Entity:** WITNESS the following duly authorized signature and seal:

Name of Entity: MTEA Architecture, PLLC

By: James P. Clark (SEAL)  
Signature

Print Name: James P. Clark, FAIA

Print Title: Principal

STATE OF Virginia

COUNTY/CITY OF Arlington, to-wit:

The foregoing instrument was acknowledged before me this 30<sup>th</sup> day of June (month), 2021 (year) by James P. Clark (Print Name), Principal (Print Title) on behalf of MTEA Architecture PLLC (Name of Entity).  
[Signature] [SEAL]  
Notary Public

My commission expires: 03/31/2022

Notary registration number: 7326920

**Complete if Bidder is a Sole Proprietor:** Witness the following signature and seal:

\_\_\_\_\_  
(SEAL)  
Signature

Print Name: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_ (year) by \_\_\_\_\_ (Print Name), a sole proprietor.  
\_\_\_\_\_  
[SEAL]  
Notary Public

My commission expires: \_\_\_\_\_

Notary registration number: \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION - [REQUIRED]**



### PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT  
IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in The Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A. X Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is S0580789.

B.        Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is                                 .

C.        Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

**Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.**

Legal Name of Company (as listed on W-9) MTFA Architecture, PLLC

Legal Name of Offeror/Bidder MTFA Architecture, PLLC

Date 06/30/21

Authorized Signature



Print or Type Name and Title James P. Clark, FAIA

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION – [REQUIRED]**

## VENDOR DATA SHEET

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: MTFA Architecture, PLLC Phone: 703-524-6616

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:  
20 Years        Months

4. Vendor Information:

FIN or FEI Number: 54-2018124 If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company: City of Fairfax	Contact: Rick Thoesen
Phone: 703-975-0138	Email: Rick.Thoesen@fairfax.gov
Dates of Service: April 2021-Sept 2021 (est)	\$\$ Value: \$600,000 est const value

Company: Arlington Historical Society	Contact: Cathy Hix
Phone: 703-407-2929	Email: apscathy@gmail.com
Dates of Service: Sept 2020-May 2021	\$\$ Value: Fee: \$60,000

Company: University of Arkansas - Fort Smith	Contact: Tom Wing, Site Manager
Phone: 479-831-9436	Email: tom.wing@uafs.edu
Dates of Service: Feb 2005- Nov 2016	\$\$ Value: Const: \$3.5M

Company: Town of Vienna Parks & Recreation	Contact: Leslie Herman
Phone: 703-255-6356	Email: leslie.herman@viennava.gov
Dates of Service: July 2018-Nov 2018	\$\$ Value: Fee: \$31,275

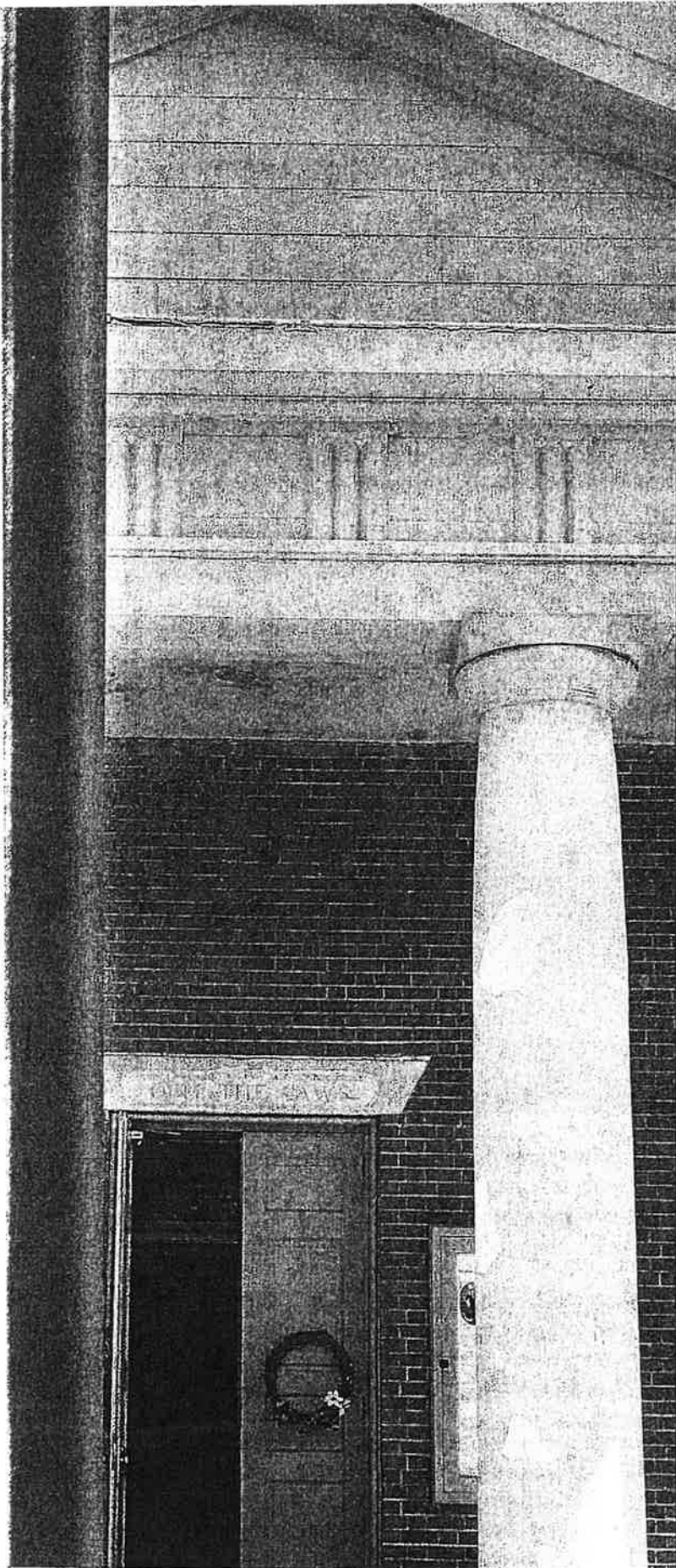
I certify the accuracy of this information.

Signed: James P. Chal Title: Principal

Date: July 29, 2021

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION – [REQUIRED]**

# 3 | QUALIFICATIONS



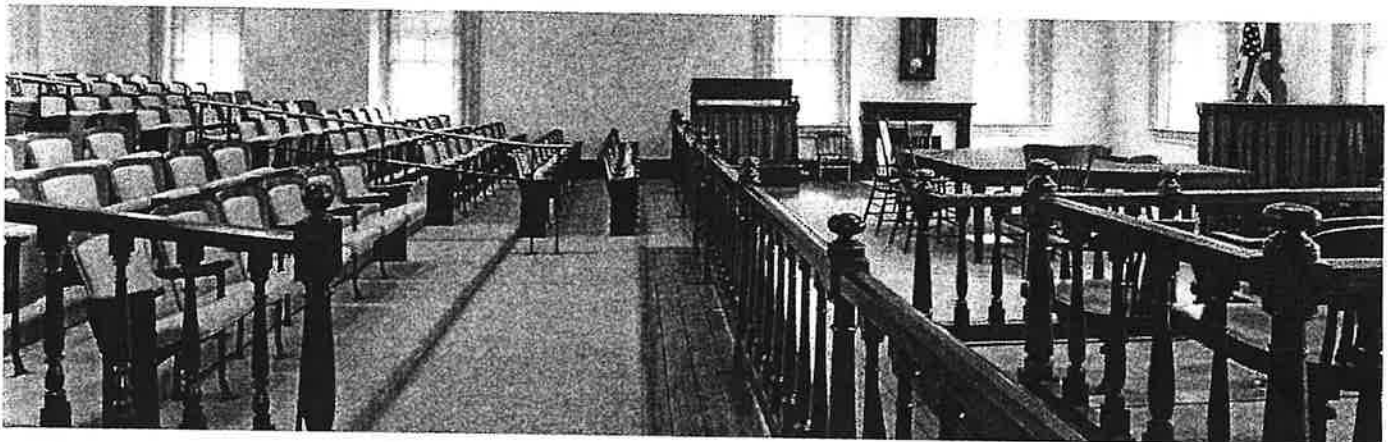
Train Architects

JOHN MILNER ASSOCIATES

## QUALIFICATIONS

The Fluvanna County Historic Courthouse stands as one of the finest and best-preserved expressions of nineteenth century public architecture in the Commonwealth of Virginia. Designed by John Hartwell Cocke, a gentleman architect, planter, soldier, and businessman, the 1831 Greek Revival courthouse building deviates from the Roman architectural influence of Cocke's friend and mentor Thomas Jefferson. In the Fluvanna courthouse, Cocke executed a modified Doric order to meet the local limitations and rendered its temple form in red brick, stone, and sanded plaster. Regardless of stylistic distinction, the Fluvanna County Courthouse shares many common traits with courthouses of the period. These buildings served as icons of local government and were often located in smaller villages. Their design aesthetic and embedded authority of the buildings led architectural historians John and Margaret Peters to see them as both referential and active: "temples from antiquity as civics lessons." The most explicit civic lesson at the Fluvanna County Courthouse can be seen in the engraved mantra at the door lintel: "The maxim held sacred by every free people / Obey the laws."

The Fluvanna County Historic Courthouse has remained remarkably undisturbed over its history. Unlike so many of its contemporaries, the building was never overhauled to meet modern needs and much of the original interior woodwork remains. The exterior was never altered. With the county's construction of a new courts building nearby, the building was relieved of the demands of contemporary court proceedings. The historic Fluvanna County Courthouse now serves as a window into the past, offering visitors the opportunity to reach back to the nineteenth century and experience what architectural historian Talbot Hamlin once called the "Acropolis of Palmyra."



As good stewards of their historic icon, the County is taking a significant step in commissioning a historic structure report (HSR) in order to lay the groundwork for future decisions related to the use and maintenance of the structure. Architectural historians are lavish in their praise of the historic courthouse. A building this special deserves an approach to the HSR that is also special.

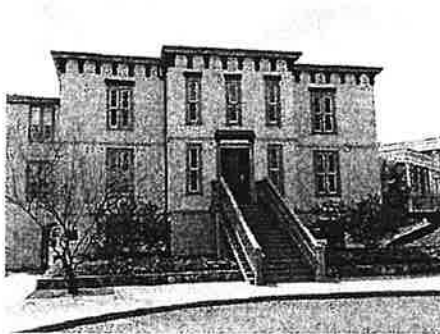
The completion of the HSR is the beginning, not the end of the stewardship process. The County has stated that the HSR is to include details and guidance so that the County can carry out items of work recommended by the HSR. The ideal firm to develop the HSR is one skilled and experienced in preparing HSRs located in close proximity to Palmyra so that assistance can be provided as needed when recommended items of work are being carried out.

To accomplish these goals, JMA Preservation is associating with our good friends from Train Architects. Both firms are used to working together and the association has produced successful projects and satisfied clients. Our association combines JMA Preservation with its 40 years of preservation experience and Train Architects with an office 30 minutes from Palmyra from which can respond to you very quickly. Both will be involved in preparing the HSR as described herein. We offer a team that has produced numerous HSRs and similar documents and is well experienced in executing the preservation repairs recommended by the HSR.

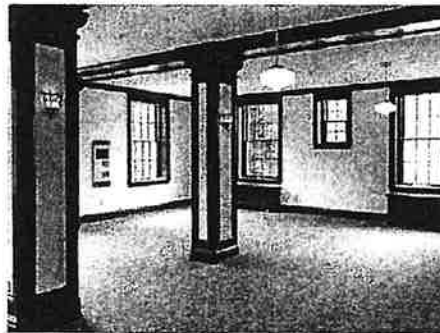
## Train Architects



Varsity Hall- BEFORE, University of Virginia  
Charlottesville, VA



Varsity Hall- AFTER, University of Virginia  
Charlottesville, VA



Virginia Hall, University of Mary Washington  
Fredericksburg, VA



Willard Hall, University of Mary Washington  
Fredericksburg, VA

**John Milner Associates Preservation** (JMA Preservation) and **Train Architects** (Train) have been working together since 2007 when Train brought JMA Preservation onto their team as the preservation consultant for the rehabilitation of Varsity Hall on the University of Virginia campus. This association of firms has resulted in the completion of three successful projects, each with historic preservation as the focus. For each, Train provided project management, design, and construction administration while JMA Preservation was responsible for all preservation related work.

**Varsity Hall**, built in 1858 as University of Virginia's infirmary, was relocated to make way for expansion of an adjacent building. Following the move, rehabilitation work incorporated new HVAC, electrical, plumbing, and sprinkler systems while preserving the building's distinctive features. The missing entry stairs and rear balconies were recreated to match the originals. The original floor plan of patient rooms adapted easily to new uses as offices and conference rooms. Original plaster, heart pine wood floors, and wood trim have all been restored. Exterior brick and the sheet metal roof were restored and new stucco was applied. Original paint colors, both exterior and interior, were utilized. Preservation work included a set of HABS drawings as well.

**Virginia Hall**, at the University of Mary Washington, has functioned as a residence hall continuously since its construction. Though several renovations have occurred, none have significantly changed the original well-designed floor plans. The scope of our work was to provide all new MEP and fire safety systems, to make the building fully accessible, add an elevator, and update the hall bathrooms. The University saw this renovation as an opportunity to redefine the building as a living-learning community. Where possible, shared academic spaces and collaborative learning spaces were installed.

**Willard Hall**, a historic residence hall at the University of Mary Washington, had to be closed when a steam line running under the building ruptured. UMW needed the building rehabilitated quickly. The project was completed using a fast-track schedule with demolition commencing while design continued—allowing the building to open less than 15 months after award of the design contract. Because of previous renovations, the historic interior no longer existed. The goal of the rehabilitation was to return the building to the original 1910 plan to the greatest degree possible while also providing new MEP and fire safety systems. Reconstruction of the missing dining room provided shared academic and collaborative learning spaces. Two-person living spaces, discreet collaborative learning spaces and community bathrooms were provided on the upper floors.



## FIRM PROFILE



*Clarke County Courthouse, Berryville, VA*

### **JMA PRESERVATION, A DIVISION OF MTFA ARCHITECTURE, PLLC**

3200 Lee Highway  
Arlington, VA 22207  
703-524-6616 | [mtfa.net](http://mtfa.net)

#### **PRIMARY CONTACT**

James P. Clark, FAIA, LEED AP BD+C  
Principal  
703-524-6616 | [kralcmij@mtfa.net](mailto:kralcmij@mtfa.net)

#### **RECOGNITION | AWARDS**

*T. David Fitz-Gibbon Virginia  
Architecture Firm Award  
AIA Virginia*

*National AIA Design Award  
Vol Walker Hall*

*Virginia AIA Design Award  
Folger Shakespeare Library*

*Northern VA AIA Design Award  
Folger Shakespeare Library*

*Community Impact Award  
Leadership Arlington*

*National Honor Award  
East Feliciana Parish Courthouse  
Restoration, National Trust for Historic  
Preservation*

*James B. Hunter Human Rights Award  
Exemplary Commitment to Promoting  
Human Rights & Diversity, Arlington  
County Government*

John Milner Associates Preservation (JMA Preservation), a division of MTFA Architecture, PLLC, is one of the nation's premier preservation firms, dedicated to preserving and adapting historic buildings and sites for changing needs. We began as a small architectural firm in 1968. In 2014, we became the preservation division of MTFA Architecture, PLLC in Arlington, Virginia. Our staff includes historic preservation architects, materials conservators, preservation planners, architectural historians and preservationists who all meet the Secretary of the Interior's Professional Qualification Standards for historic preservation professionals. During an almost 50-year history we have completed hundreds of preservation projects which have enhanced the quality of life in numerous communities. This body of work has been recognized with numerous local, state and national awards.

JMA Preservation is unusual in that our staff includes professional architectural conservators. This arrangement allows for easy collaboration between the architects and the conservators, a situation that isn't available when the conservators are part of a consultant's staff. Our conservators are familiar with the construction materials and techniques related to historic buildings and site features, and have the expertise to investigate, analyze, and solve complex problems associated with the restoration and rehabilitation of a resource's historic fabric. They provide services including paint analysis, mortar and plaster analysis, masonry cleaning tests, treatment of ornamental metals, repair design and preparation of treatment plans.

JMA Preservation's conservation laboratory allows us to complete much of our materials analysis in-house. This includes visible and UV-light microscopy for cross-section paint and finish analysis, sand extraction and composition analysis of historic mortars, and various additional methods of material identification and characterization.

We see these capabilities as essential to the craft of our historic preservation practice. None can be learned overnight, but rather each slowly accrues into an expertise as a result of sustained engagement across an array of building types and project approaches. We are passionate about our work and believe that historic preservation is fundamental to establishing placemaking and local identity. Each day we seek to employ these crafts in the service of this mission.

Because of the skills developed in the preservation and reuse of historic buildings, the JMA Preservation staff and our consultants have developed the ability to work effectively and efficiently on existing buildings of any age and size. The knowledge of existing materials and the methods required to clearly communicate the work required for a preservation project, regardless of the building's age, is different than for work on new buildings. The fact that JMA Preservation's work is almost entirely done on existing buildings has allowed us to develop methods for doing this work to the benefit of the client.



*In-house Conservation Laboratory*



*Historic Blenheim, City of Fairfax, VA*



*Conservator assessing materials on-site*



*Stratford Hall, Stratford, VA*

We specialize in the preservation of historic properties and sites as outlined in the four groups of preservation work defined by the Secretary of the Interior's Standards for the Treatment of Historic Properties – Preservation, Rehabilitation, Restoration, and Reconstruction. Our work within each of the four groups includes investigation and analysis, design, preparation of construction documents, bidding or negotiation, and construction phase services. We are as comfortable with 19th century design as we are with mid century modern buildings. Within the four groups of preservation work we have developed a variety of specializations through training and experience, including:

- Historic Structure Reports
- Condition Assessments and Treatment Plans
- Long Range Maintenance Plans
- Testing and Analysis of Mortar, Plaster, Ornamental Metals, and Paint Colors
- Building Materials Conservation
- Feasibility Studies
- HABS/ HAER Recordation and Documentation
- Historic Tax Credit Applications
- National Register Nominations
- Preservation Planning, including District Surveys & Master Plans
- Existing Building Code Analysis

We know that each project offers new challenges toward distinct goals and the Fluvanna County Historic Courthouse project presents an intriguing opportunity to employ our abilities and knowledge toward the preservation of a true Virginia icon.

## RELEVANT EXPERIENCE

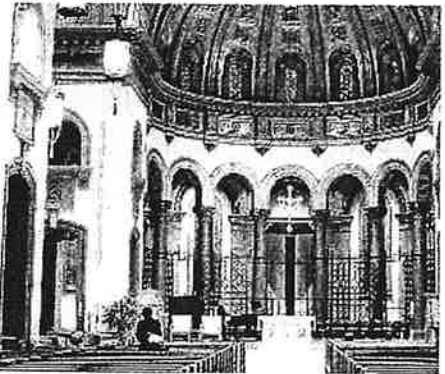
JOHN MILNER ASSOCIATES  
Preservation • a division of MTF



Charleston City Hall, Charleston, SC



Strawbridges, Philadelphia, PA



Cathedral of the Sacred Heart, Richmond, VA



East Feliciana Parish Courthouse, Clinton, LA

Historic Structures Reports (HSR) are the primary guides for the treatment and use of historic buildings and sites. They are generally organized around three topics: developmental history, treatment and use, and record of treatment. JMA Preservation, with its four decades of preservation experience, has produced more than 60 of these reports. The following is a partial listing of HSRs prepared by the firm:

- Anne Arundel County Courthouse HSR, *Annapolis, MD* (1821)
- Barnes House HSR, *Prince William County, VA* (1797)
- Christ Church HSR, *Alexandria, VA* (1773)
- Drennen-Scott House HSR, *Van Buren, AR* (1838)
- Garrett Hall HSR, University of Virginia, *Charlottesville, VA* (1908)
- John Marshall House HSR, *Richmond, VA* (1790)
- Monumental Church, *Richmond, VA* (1814)
- Phoenix Bank of the Nansemond HSR, *Suffolk, VA* (1921)
- President's House HSR (partial), UVA, *Charlottesville, VA* (1906)
- Reservoir 3 HSR, *Jersey City, NJ* (1881)
- Rose Hill HSR, *Winchester, VA* (ca.1750)
- Stabler-Leadbeater Apothecary HSR, *Alexandria, VA* (1815)
- Tudor Hall HSR, *Dinwiddie County, VA* (1810)
- Washington Monument HSR, *Washington, DC* (1848-1889)
- Woodrow Wilson Family Home HSR, *Columbia, SC* (1870)

Condition Assessments that include preservation plans or treatment plans are very much like HSRs except that they are more limited. They tend to involve less historic research related to the owners/occupants or to the evolution of the building. A JMA Preservation condition assessment, however, will generally contain the same amount of detail related to the building. The following are examples of such condition assessments:

- Banks House, *Dinwiddie County, VA* (ca.1740)
- Clarke County Courthouse, *Berryville, VA* (1839)
- East Feliciana Parish Courthouse, *Clinton, LA* (1840)
- Folger Shakespeare Library, *Washington, DC* (1932)
- Fort Pike, *New Orleans, LA* (1826)
- Kenmore, *Fredericksburg, VA* (ca.1770)
- Lewis Powell U.S. Courthouse, *Richmond, VA* (1858-1932)
- Monumental Church, *Richmond, VA* (1810)
- Pohick Church, *Lorton, VA* (1774)
- St. Anne's Episcopal Church, *Annapolis, MD* (1859)
- Stratford Hall Plantation, *Stratford, VA* (ca.1738)
- Tredegar Iron Works – 5 Buildings, *Richmond, VA* (1833)
- Varsity Hall, University of Virginia, *Charlottesville, VA* (1858)
- Washington National Cathedral, *Washington, DC* (1907-1990)
- Yeocomico Church, Tucker Hill, *Westmoreland County, VA* (1706)



## FIRM PROFILE

## Train Architects



*University of VA- Hotel A, Charlottesville, VA*

### TRAIN ARCHITECTS

612 E. Jefferson Street  
Charlottesville, VA 22902  
434-293-2965 | [trainarchitects.com](http://trainarchitects.com)

### PRIMARY CONTACT

William H. Adams, AIA  
President  
434-293-2965  
[wadams@trainarchitects.com](mailto:wadams@trainarchitects.com)

### RECOGNITION | AWARDS

*Excellence in Preservation Virginia AIA  
Varsity Hall, University of Virginia*

*Excellence in Preservation Virginia AIA  
Lexington Presbyterian Church  
Lexington, VA*

*Honor Award  
Central Virginia AIA Chapter  
Wachovia Bank Regional Headquarters*

*Historic Preservation Award  
City of Charlottesville  
Wachovia Bank Regional Headquarters*

*Excellence in Architecture  
Virginia AIA  
Walter Rice Education Building  
Virginia Commonwealth University*

*Governor's Environmental Excellence  
Award, Walter Rice Education Building  
Virginia Commonwealth University*

Now into its 30th year, Train Architects is located in Charlottesville, Virginia. We practice architecture, historic preservation, interior design, and master planning on a regional basis, primarily in Central and Southwestern Virginia, but also across the Commonwealth—including projects in Fredericksburg, the Northern Neck, and the Richmond suburbs. It is our philosophy that providing clients with quality facilities in a timely manner at a fair cost is entirely reasonable, absolutely achievable, and results in the best projects.

Historic projects are particularly important to us, as these provide a design clarity and uniqueness that needs to be understood in order to respond to their special challenges. The composition and circumstances of the original building are the critical factors which inform a course of action. We seek solutions which are in concert with the existing building. Where interventions are required by program or necessity, they ought not draw undue attention or seem out of place; maintaining the strength of the original is a primary concern.

Train principals have been members and the chairman of the Charlottesville Board of Architectural Review, and have served on the board of directors of Preservation Piedmont.

Preservation projects of note include the following:

- Varsity Hall, University of Virginia *Charlottesville, VA*
- Hotel A Renovation, University of Virginia *Charlottesville, VA*
- Christ Episcopal Church *Charlottesville, VA*
- Willard Hall Renovation, University of Mary Washington *Fredericksburg, VA*
- Wachovia Bank Regional Headquarters *Charlottesville, VA*
- Virginia Hall Rehabilitation, University of Mary Washington *Fredericksburg, VA*
- Lexington Presbyterian Church *Lexington, VA*

Design quality is the result of thoughtful responses to our clients' needs. We design and deliver projects appropriate to the circumstances, within the constraints of program, schedule, cost, and the realities of construction. We are problem solvers dedicated to quality, integrity, and elegance. We do not design to a particular style or reference; rather, we work to solve each problem specifically for its client, program, and context.

Train Architects works as an open studio to facilitate communication. We assemble teams specific to the needs of the project; these teams can include associated firms or outside consultants. For continuity and optimal service, the team assigned is on the project from the very beginning until construction is complete. Our relationship with clients and ensuring we meet their needs is our highest priority.



Train Architects

JOHN MILNER ASSOCIATES  
Preservation • a division of MTEA

## HISTORIC PRESERVATION | ARCHITECTURE | CONSERVATION



**JAMES P. CLARK, FAIA**  
LEED AP BD+C  
*Principal-in-Charge*



**JOHN MOTT, FAIA**  
*Director of Preservation*



**WILLIAM H. ADAMS, AIA**  
*Project Architect*



**ANDREW MARSHALL, RA**  
LEED AP  
*Preservation Architect  
Architectural Historian*



**AMANDA EDWARDS, PA-AIC**  
LEED Green Associate  
*Architectural Conservator*



### STRUCTURAL ENGINEERING

Linton Engineering, LLC

**DAVID LINTON, PE**  
*Principal Structural Engineer*



### COST ESTIMATING

International Consultants, INC

**MICHAEL C. FUNK**  
*Senior Cost Estimator*

# JAMES P. CLARK | FAIA, LEED AP BD + C

## PRINCIPAL-IN-CHARGE

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA



### EDUCATION

Bachelor of Architecture  
*The Catholic University of America*  
Bachelor of Science: Architecture  
*The Catholic University of America*

### LICENSE AND REGISTRATION

Registered Architect (RA)  
AR / DC / MD / VA

### PROFESSIONAL AFFILIATIONS



American Institute of  
Architects (AIA)  
Fellow

AIA, Northern Virginia Chapter  
Fellow, Past President

AIA, Virginia Society  
Fellow, Past President

AIA, Blueprint for Better Communities  
Chairman

National Ideas Competition for the  
Washington Monument Grounds  
Chairman

LEED Accredited Professional (AP)  
Building Design & Construction (BD+C)

### SPECIAL COMPETENCIES

Historic Preservation  
Project Management  
Quality Control  
Planning & Programming  
Design Oversight  
Consensus Building  
Public Approval Processes

With more than 33 years of experience—including 20 years with MTFA—Jim has built an outstanding professional career dedicated to leadership and design excellence. His design leadership empowers collaborative connections which harness and direct the collective knowledge and talents of his team to inspire awareness, creativity, education, and excellence. Jim was a past chairman for the Professional Excellence Commission in Virginia, and he has been honored with the distinguished VSAIA Award of Achievement—an achievement of Virginians who have made creating, preserving, and enhancing Virginia's communities an important life commitment.

### SAMPLING OF RELEVANT PROJECTS

Fairfax Old Town Hall	Fairfax, VA
Hume School & Museum	Arlington, VA
Army Navy Country Club	Arlington, VA
Marine Barracks LRMP Quarters 3 & 6	Washington, DC
Bouton Town Hall   Facility Study	Vienna, VA
Drennen-Scott Historic House Museum   HSR	Van Buren, AR
Washington Navy Yard   Building One	Washington, DC
Prince William Forest Park   Camp No. 4 Theatre HSR	Triangle, VA
Cosmos Club - Warne Ballroom Restoration	Washington, DC
Washington Aqueduct Gate Keeper's House   HSR	Great Falls, MD
Chase-Lloyd House   Condition Assessment	Annapolis, MD
Folger Shakespeare Library	Washington, DC
St. Elizabeths Hospital	Washington, DC
US Naval Academy   Beach Hall	Annapolis, MD
US Naval Academy   Macdonough Hall	Annapolis, MD
US Custom House	Baltimore, MD
Worthington House HSR	Frederick County, MD
US Naval Observatory Master Clock & Facilities	Washington, DC
NIST Building 101 Condition Assessment	Gaithersburg, MD
Clara Barton House	Glen Echo, MD
Condition Assessment & Design Studies	

**JOHN K. MOTT | FAIA**

DIRECTOR OF PRESERVATION

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA**EDUCATION**Bachelor of Architecture  
University of Arkansas**LICENSE & REGISTRATION**Registered Architect (RA)  
MD, PA, VA**PROFESSIONAL AFFILIATIONS**American Institute of  
Architects (AIA)  
FellowAssociation for Preservation  
Technology  
MemberNational Trust for Historic Preservation  
MemberDC Preservation League  
MemberTudor Place Building Advisory  
Committee  
MemberChase-Lloyd House Preservation  
Advisory  
Member**TECHNICAL QUALIFICATIONS**Meets the professional qualifications  
for historic architect as defined by  
36 CFR 61.

John has worked for some of the leading preservation firms in the country and has now been with JMA Preservation for 25 years. He has led the design team on more than 200 preservation projects; provided preservation consulting to more than 30 professional firms; and completed 17 historic structure reports. Of his projects, more than 50 have been on the National Register of Historic Places. Preservation projects under his direction have won 28 design awards.

**SAMPLING OF RELEVANT PROJECTS****Stratford Hall Plantation****Condition Assessment & Preservation Plan***Stratford, VA*

The Great House, home of the Lee family, was built in 1738. For 11 years he led the JMA Preservation team that developed a condition assessment of the 10 buildings in the historic area and, from that, created a preservation plan to overcome the results of deferred maintenance. Work included an annual update of the condition assessment and projects, both large and small, included in the preservation plan.

**Washington Monument | HSR***Washington, DC*

As part of a planned visitors center project, he served as the Project Director for the preparation of a historic structure report project that consisted of separate HSRs for the Monument, the Monument Lodge, and the Survey Lodge.

**Drennen-Scott House | Restoration & HSR***Van Buren, AR*

Rehabilitation of house that originated as a single room in 1838 and evolved into a structure with 20 rooms. A historic structure report was prepared to guide all work that followed. It was the result of extensive research tracing the evolution of the house and the family who lived in it along with development of a preservation plan that was the result of a careful condition assessment. It also included a paint analysis and a wallpaper analysis. Construction was accomplished in four phases.

**Varsity Hall Rehabilitation | University of Virginia***Charlottesville, VA*

He led the JMA Preservation team of preservation architects and conservators in support of Train Architects in the rehabilitation of the 1858 structure built to serve as the university's infirmary. The team was responsible for the HABS drawings, exterior restoration, materials testing, and restoration assistance.

**Tredegar Ironworks Condition Assessment***Richmond, VA*

Project Manager for a condition survey and assessment of five historic buildings, the site, and numerous industrial artifacts remaining from the ironworks that operated from 1836 until 1955. The assessment included maintenance and treatment recommendations along with estimated costs.

**US Post Office & Courthouse | HSR & Master Plan***Vicksburg, MS*

The building, built in 1892, was replaced by a newer facility and was transferred to the US Army Corps of Engineers to serve as offices for the Mississippi River Commission. Mr. Mott led a 6-person team in the development of an HSR and a renovation master plan for the phased conversion of the facility.

**Garrett Hall HSR | University of Virginia***Charlottesville, VA*

Project Director for the HSR prepared in anticipation of the building's adaptation for a new use. Garrett Hall was designed in 1909 by Stanford White of McKim Meade and White as a student dining facility.

# ANDREW MARSHALL | RA, LEED AP

## PRESERVATION ARCHITECT | ARCHITECTURAL HISTORIAN

JOHN MILNER ASSOCIATES  
Preservation • a division of MTEA



### EDUCATION

Master of Architectural History  
Certificate in Historic Preservation  
*University of Virginia*

Bachelor of Architecture  
*Virginia Polytechnic Institute & State University*

### LICENSE & REGISTRATION

Registered Architect (RA)  
VA

### PROFESSIONAL AFFILIATIONS

DC Preservation League  
Member

DC Historical Society  
Member

Vernacular Architecture Forum  
Member, Communications Committee

Society of Architectural Historians,  
Thomas Jefferson Chapter  
Past President

LEED Accredited Professional (LEED AP)

### TECHNICAL QUALIFICATIONS

Meets the professional qualifications  
for historic architect and for  
architectural historian as defined by  
36 CFR 61.

*\*performed at a previous firm*

Andrew is a licensed architect in the Commonwealth of Virginia, as well as an architectural historian with more than a decade of practice in historic preservation. His professional experience encompasses numerous National Register of Historic Places-listed properties across an array of preservation project types, including historic structure reports and preservation plans in addition to restoration, renovation, and adaptive reuse architectural commissions.

### SAMPLING OF RELEVANT PROJECTS

#### **Marine Barracks | Long-Range Maintenance Plan** *Washington, DC*

Preservation architect on an interdisciplinary team examining the condition of 14 buildings (19th & 20th centuries) on the Marine Barracks campus. The team performed an extensive survey and condition assessment, reviewed existing documentation, and prepared a treatment plan to preserve the structures for decades. The campus includes one of the oldest structures in Washington - the Commandants House, completed in 1806.

#### **Alden House HSR \*** *Charlottesville, VA*

Field investigator and report writer for the Historic Structure Report of this late-19th century brick house. The building served as the observer's residence at the Leander McCormick Observatory at the University of Virginia. The HSR included several types of investigation and documentation including exploratory demolition, laser scanning, preparation of existing drawings via BIM model, and archival research of the building and its occupants.

#### **Washington Aqueduct Gate Keeper's House | HSR** *Great Falls, MD*

Preservation architect for the historic structure report for the Montgomery Meigs-designed structure originally built for the Washington Aqueduct in 1875, now utilized by the National Park Service.

#### **Fairfax Old Town Hall Rehabilitation** *Fairfax, VA*

Project manager and preservation architect for the rehabilitation of the late 19th building in downtown Fairfax. The project was initiated by a column failure at its front portico which led the city to restore the original porch structure. Extensive hands-on investigation paired with archival research revealed the reason for the column failure determined that the other columns were sound. Through research the original porch construction was determined. The team followed these efforts with construction documents to restore the Old Town Hall.

#### **Prince William Forest Park | Camp No. 4 Theatre HSR** *Triangle, VA*

Project manager and preservation architect for the historic structure report of the former CCC camp's theatre/recreation building, responsible for condition assessment and historic research.

#### **Hume School Condition Assessment** *Arlington, VA*

The earliest extant school building in Arlington County, it serves as the county's history museum. As project manager and preservation architect, Andrew led the on-site condition survey and assessment, for this National Register-listed 19th century brick structure. Following the assessment, preservation recommendations were developed along with repair concept drawings. The report included original archival research and the preparation of a history on the Hume School.

# AMANDA EDWARDS | PA-AIC, LEED GREEN ASSOC.

## ARCHITECTURAL CONSERVATOR

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA



### EDUCATION

Master of Science,  
Historic Preservation  
*University of Pennsylvania*

Bachelor of Arts,  
Anthropology & Architectural History  
*Washington University in St. Louis*

### PROFESSIONAL AFFILIATIONS



Professional Association of  
the American Institute for  
Conservation of Historic &  
Artistic Works (AIC)  
Professional Associate

The Association for Preservation  
Technology International  
Member

National Trust for Historic Preservation  
(NTHP)  
Member

LEED Green Associate

### SPECIAL COMPETENCIES

Paint & Mortar Analysis  
Material Conditions Assessment  
Material Repair Design  
Masonry Cleaning

### TECHNICAL QUALIFICATIONS

Meets the professional qualifications  
for historic architect as defined by  
36 CFR 61.

Amanda has more than 18 years of experience, 16 of which have been with MTFA Architecture, where she is now a Senior Associate. As a conservator, her experience includes historic material research and condition assessments for the preparation of architectural preservation plans, historic structure reports, and construction documents. This range of skills includes mortar analysis, paint analysis, masonry cleaning and stabilization, materials testing, and building survey.

### SAMPLING OF RELEVANT PROJECTS

#### East Feliciana Parish Courthouse

*Clinton, LA*

She was the lead materials conservator for the rehabilitation of this 1840, Greek Revival courthouse; a National Historic Landmark and the oldest still functioning parish courthouse in Louisiana. The pre-design phase included a condition assessment and a comprehensive moisture study the purpose of which was to identify and evaluate all sources of persistent moisture impacting historic building materials including the stucco on brick walls and columns. Her involvement in the construction phase included removal of Portland cement stucco that had been applied over the brick and replacement using appropriate lime plaster, repairs to brick load bearing walls, restoration of wood floors, and restoration of interior finishes based on documented historic colors.

#### Willhaf House HSR

*Van Buren, AR*

One of the few remaining residences built in western Arkansas during the first half of the 19th century. The house is a local landmark owned by the University of Arkansas and used by their site interpretation program. Work was preceded by preparation of an HSR for which Amanda was responsible for condition assessment of the stone masonry and for a paint analysis that identified paint types and historic colors.

#### Woodrow Wilson Family Home HSR

*Columbia, SC*

An Italianate villa and grounds, constructed in 1872 by Woodrow Wilson's parents, and South Carolina's only presidential site. Amanda served as the Architectural Conservator for development of the HSR including a paint analysis which preceded the \$2 M rehabilitation.

#### Chase-Lloyd House Condition Assessment

*Annapolis, MD*

The project consisted of an exterior and interior condition assessment of the 6,000 SF brick main house plus a detached residence which was initially the laundry/kitchen and servants' quarters. As the team's conservator, she was responsible for surveying and assessing the condition of all masonry work, making detailed recommendations for repairs and scheduled maintenance, and providing a mortar analysis.

#### Reservoir No. 3, HSR

*Jersey City, NJ*

The reservoir was part of the city's 19th century waterworks. Taken out of service in the 1970s and drained, it has now partially refilled and has become an urban oasis for wildlife and nature lovers. As the Project Manager and Architectural Conservator, she led the team, including eight consulting firms, responsible for preparation of a three volume HSR, development of a preservation plan and conceptual designs for the creation of an urban park through the reuse of the historic buildings; and the installation of walkways, entertainment venues, and water sports.

# WILLIAM H. ADAMS | AIA

## PROJECT ARCHITECT

## Train Architects



Bill has more than 36 years of experience—including 24 years with Train Architects—and considerable expertise in the development and execution of institutional and commercial projects of all scales. At Train, he's led consultant teams and been responsible for more than \$250 million of construction contracts; he's also been a local consulting architect for larger national firms working at UVA, assisting with project development and construction administration on projects valued at over \$208 million. With a broad knowledge of industry practices and an innate grasp of detail, Bill understands the importance of document clarity and coordination to a successful project. Bill's interests in history, representation and construction methods have led him to a sub-specialty of renovation and preservation of historic buildings. Bill was a past chairman of the Board of Architectural Review in Charlottesville and is on the Board of Preservation Piedmont, where he chairs the "Document before Demolition" program. He's been honored with the VSAIA Citizen Architect award for preservation and service to the community.

### EDUCATION

Master of Architecture  
Harvard University  
A.B. History and Studio Art  
Bowdoin College

### LICENSE AND REGISTRATION

Registered Architect (RA)  
DC / VA

### PROFESSIONAL AFFILIATIONS



American Institute of  
Architects (AIA)

### SPECIAL COMPETENCIES

Historic Preservation/Renovation  
Project Management  
Quality Control  
Consultant Coordination  
Building Envelope  
Detailing  
Construction Administration

### SAMPLING OF RELEVANT PROJECTS

**UMW Virginia Hall | Historic Dormitory Renovation** *Fredericksburg, VA*  
1914, 1926, and 1934 (constructed in 3 phases). Charles M. Robinson. This renovation restored interior and exterior historic features and provided new MEP/FS systems, ADA accessibility improvements, new elevator, and bathrooms. The renovation redefined the building as a living-learning community with shared academic spaces, collaborative learning spaces, and a maker space.

**UMW Willard Hall | Historic Dormitory Renovation** *Fredericksburg, VA*  
1911 Charles M. Robinson. This renovation restored the building to its original floor plan with all new MEP/FS systems, ADA improvements. The original first floor open dining hall was recovered, and became shared academic and collaborative learning spaces which transformed the building into a living-learning community space.

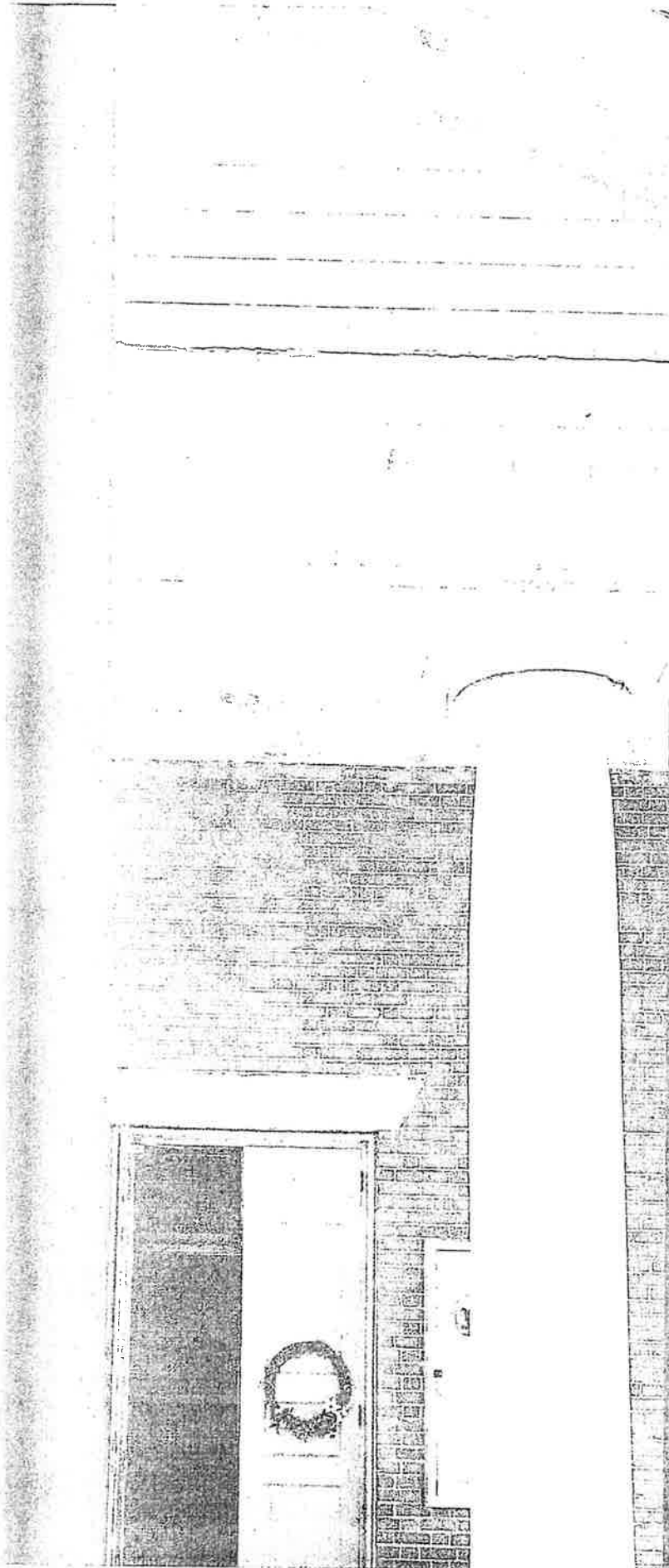
**UVA Varsity Hall | Historic Renovation & Relocation** *Charlottesville, VA*  
1858, William A. Pratt. The brick masonry structure is believed to be the nation's first purpose-built college infirmary. Relocation was necessary to make way for expansion of the University's School of Commerce. Major restoration included reconstructing the basement which had been demolished in moving the building, reconstruction of balconies, integration of new HVAC, accessibility improvements, and restoration of exterior and interior finishes.

**Hotel A | Historic Renovation** *Charlottesville, VA*  
1819-1828, Thomas Jefferson (John Neilson, et. al.) Located within UVA's Academical Village, the renovation allowed the building to become the home for the Center for Global Inquiry and Innovation. The scope of work included a new ADA accessible entrance to the main floor, restoration of the basement, new MEP and fire protection systems, and remedies to structural and moisture issues identified in the Historic Structures Report.

**Lexington Presbyterian Church | Historic Restoration** *Charlottesville, VA*  
1843, Thomas Ustick Walter. The church was destroyed in a fire in 2000. Train Architects was hired to restore the church and renovate the sanctuary to accommodate a new pipe organ. Train was subsequently asked to develop a master plan for the church.



## 4 | SUB-CONSULTANTS

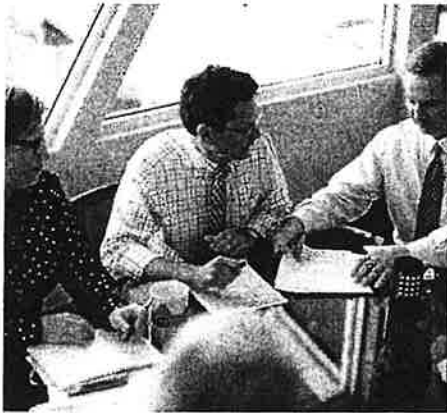


Train Architects

JOHN MILNER ASSOCIATES



## SUB-CONSULTANTS



Our experience has taught us how important it is to have the appropriate sub-consultants as part of the team. There is the right partner for each project and we believe that we have assembled the absolute best sub-consultants for the Fluvanna County Historic Courthouse HSR.

### Structural Engineering | Linton Engineering, Inc.

Our first experience with David Linton was on the Clarke County Courthouse in Berryville, VA. We quickly learned about his attention to detail, his willingness to climb over and under a historic building in order to record its details, and his analysis of problems followed by good solutions. The firm has grown to include a staff of 20 with a broad portfolio of both contemporary and historic structures. The following are historic structure report or condition assessment projects:

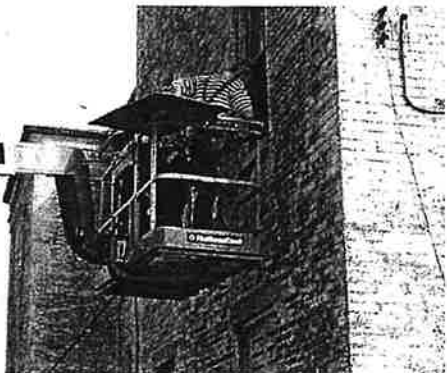
- Clarke County Courthouse Rehabilitation, *Berryville, VA*
- Fairfax Old Town Hall, *Fairfax, VA*
- Drennen-Scott House, *Van Buren, AR*
- Williams Ordinary Feasibility Study, *Dumfries, VA*
- Bostwick Feasibility Study, *Bladensburg, MD*
- Willhaf House, *Van Buren, AR*
- Banks House Restoration, *Dinwiddie County, VA*
- Arcola Slave Quarters, *Arcola, VA*
- Janelia Farm Mansion, *Ashburn, VA*
- Bouton's Hall, *Vienna, VA*
- Reeves Farmhouse Adaptive Reuse, *Arlington, VA*
- Hume School, *Arlington, VA*
- Augusta County Circuit Court, *Staunton, VA*



### Cost Estimating | International Consultants, Inc.

Established in 1970, International Consultants, Inc. (ICI) is an independent construction cost consulting firm that features historic preservation projects as one of their specialties. JMA Preservation has worked with ICI for more than 35 years. Their knowledge of historic preservation and the experience gained from working with numerous preservation architectural firms gives them an advantage. For new work in a historic building the estimator must have knowledge of historic construction methods and materials and understand how proposed new work will interact with that and what it will cost. For restoration work the estimators must have that same knowledge of historic construction and materials, but in addition they must also know about the costs of the various methods of repair that are required for the historic conditions. Their rate of accuracy over the years has been amazingly consistent. They have furnished the cost estimates for the following recent JMA Preservation historic structure reports:

- Drennen-Scott House HSR, *Van Buren, AR*
- Fort Negley HSR, *Nashville, TN*
- Woodrow Wilson Family Home HSR and Rehabilitation, *Columbia, SC*
- University of Virginia President's House HSR, *Charlottesville, VA*
- Willhaf House HSR and Restoration, *Van Buren, AR*
- Merrybrook-Laura Ratcliffe House HSR, *Herndon, VA*
- US Marine Hospital HSR and Restoration, *Louisville, KY*
- Fort Hancock Mess Hall Building HSR, *Sandy Hook, NJ*
- Garrett Hall HSR, University of Virginia, *Charlottesville*
- President's House HSR (partial), UVA, *Charlottesville, VA*
- Reservoir 3 HSR, *Jersey City, NJ*
- Woodrow Wilson Family Home HSR, *Columbia, SC*





# DAVID LINTON | PE

## PRINCIPAL STRUCTURAL ENGINEER



David brings more than 30 years of innovative engineering experience to the team with a focus on design and construction projects for public and educational facilities, libraries, historic structures, churches, residential structures, and recreational facilities. He provides creative solutions to an array of challenging projects of various size and scope. Since he founded the firm in 2004, David has served as the engineer of record on thousands of projects across Metropolitan Washington, DC. He is an active member of the American Society of Civil Engineers, The American Institute of Steel Construction, The National Concrete Masonry Association, and the American Forest Products Association. He served as a Standards Committee member for the development of the ASCE/SEI 31-03 "Seismic Evaluation of Existing Buildings."

### SAMPLING OF RELEVANT PROJECTS

<b>Loudoun County Courthouse, ca. 1895</b> <i>Renovation</i>	<b>Leesburg, VA</b>
<b>Fairfax Courthouse, ca. 1800</b> <i>ADA-compliant ramp addition</i>	<b>Fairfax, VA</b>
<b>Clarke County Courthouse, ca. 1837</b> <i>Renovation/Reinforcement</i>	<b>Berryville, VA</b>
<b>Augusta County Circuit Court</b> <i>Structural Assessment</i>	<b>Staunton, VA</b>
<b>Fairfax Old Town Hall</b> <i>Assessment and Rehabilitation</i>	<b>Fairfax, VA</b>
<b>Historic Building Stewardship</b> <i>Structures Studies, Assessments and Reports</i>	<b>Loudoun County, VA</b>
<b>Historic Morven Park Mansion &amp; Museum, ca. 1788/1830</b> <i>Drennen-Scott House, ca. 1838</i> <i>Historic Structure Report</i>	<b>Leesburg, VA</b> <b>Van Buren, AR</b>
<b>Willhaf House, ca. 1840</b> <i>Historic Structure Report</i>	<b>Van Buren, AR</b>
<b>Bostwick House, ca. 1796</b> <i>Condition Assessment</i>	<b>Bladensburg, MD</b>
<b>Buchanan House, US Naval Academy</b> <i>Blueмонт Community Center Historic Renovation</i>	<b>Annapolis, MD</b> <b>Bluemont, VA</b>
<b>Lucketts Community Center Historic</b> <i>Renovation</i>	<b>Lucketts, VA</b>
<b>William Penn House</b> <i>Historic Preservation/Renovation</i>	<b>Washington, DC</b>
<b>Reeves Farmhouse</b> <i>Historic Structures Report / Adaptive Reuse</i>	<b>Arlington, VA</b>
<b>R.R. Smith Center for History and Art, ca. 1895</b> <i>Historic Preservation and Adaptive Reuse</i>	<b>Staunton, VA</b>
<b>Bouton's Hall, ca. 1894</b> <i>Renovation/Adaptive Reuse</i>	<b>Vienna, VA</b>
<b>Mount Vernon Gristmill and Outbuildings</b> <i>Historic Restoration / Renovation</i>	<b>Mount Vernon, VA</b>
<b>Arcola Slave Quarters, ca. 1800</b> <i>Historic Preservation Study</i>	<b>Arcola, VA</b>
<b>Sherwood Forest Farm, ca. 1840</b> <i>Historic Structure Report</i>	<b>Fredericksburg, VA</b>

### EDUCATION

Bachelor of Science: Civil Engineering  
*University of Maryland, College Park*

### LICENSE AND REGISTRATION

Professional Engineer (PE)  
DC / MD / PA / VA

### PROFESSIONAL AFFILIATIONS

National Concrete Masonry Assc.  
American Inst. of Steel Construction  
American Inst. of Timber Construction  
American Society of Civil Engineers

### SPECIAL COMPETENCIES

Project Management  
Structural Concept Design  
Schematic Design  
Structural Quality Control  
Educational Buildings  
Addition/Renovation Experience  
Restoration/Rehabilitation Experience  
Technical Detailing Experience  
Steel, Concrete, Masonry & Wood  
Design Experience  
Specialized Seismic Design Experience  
Seismic Review Committee  
Forensic Evaluation of Building  
Failures

# MICHAEL C. FUNK

## SENIOR COST ESTIMATOR



Michael has 40 years of experience in the development of budgetary, schematic, design development and construction document cost estimates. He is the coordinator of all in-house cost consulting assignments, and has extensive background in the development of estimates and schedules for historic preservation projects, both public and private. He has provided estimates on preservation projects for JMA Preservation for more than 25 years.

### SAMPLING OF RELEVANT PROJECTS

#### **Drennen-Scott House Restoration University of Arkansas-Fort Smith**

*Van Buren, AR*

A schematic estimate for the total restoration of the historic house was provided at the beginning of the multi-phase project with estimates for each phase at the completion of construction documents.

#### **Folger Shakespeare Library**

*Washington, DC*

Scope of cost estimate included the restoration of the façade with work including cleaning, repointing, and repairing of the stone masonry.

#### **Cornell University | Sage Chapel**

*Ithaca, NY*

Cost estimate for a project involving exterior restoration of a chapel including slate roof, exterior masonry, structural deficiencies, and stained-glass windows.

#### **University of Arkansas | Willhaf House**

*Fort Smith, AR*

A schematic estimate for the total restoration of the historic house was provided at the beginning of the multi-phase project with estimates for each phase at the completion of construction documents.

#### **University of Virginia**

##### **President's House on Carr's Hill**

*Charlottesville, VA*

Scope included interior repairs, restoration, minor renovations with a value of \$4 M.

#### **Yale University | Residential Colleges**

##### **Restoration, Renovations & Systems Upgrade**

*New Haven, CT*

Senior Cost Estimator for the Restoration, Renovations and Systems Upgrades to five residential Colleges, and the Exterior Restoration of the Gymnasium complex at Yale University— Berkley College, Pearson College, Davenport College, Silliman College, Calhoun College, Payne Whitney Gym / R. Tompkins House.

#### **Bucklew Mansion**

*Jamesburg, NJ*

The scope included select structural repairs in restoration of damaged areas, and rehabilitation of select exterior and interior areas.

#### **Western Kentucky University Alumni House**

*Louisville, KY*

Senior Cost Estimator for the exterior restoration, and repairs of the Western Kentucky University Alumni House.

#### **Drumthwacket Estate**

*Princeton, NJ*

Senior Cost Estimator for various projects of a few years at Drumthwacket Estate, the Governor's Mansion. These projects included ADA Upgrades to entrances, restrooms and public areas, Roofing rehabilitation projects, Mechanical/Electrical upgrades.

### EDUCATION

BS, Construction Management

*Spring Garden College*

AS, Construction Engineering

*Spring Garden College*

### PROFESSIONAL AFFILIATIONS

American Association of Cost  
Engineers Community Design  
Collaborative

National Trust for Historic Preservation

Preservation Alliance of Greater  
Philadelphia | Project Management  
Institute

### SPECIAL COMPETENCIES

Cost Estimating

Life-Cycle Cost Analysis

Value Engineering

Change Order Review & Negotiation



## ABOUT LINTON ENGINEERING, LLC

Linton Engineering, LLC (Linton) provides high quality, professional structural engineering services and delivers on a commitment of creativity, responsiveness and timeliness across a diverse project portfolio. Founded in 2003, the team performs building investigations, evaluations, structural design and construction administrative services for additions, renovations, adaptive reuse, historic preservation and rehabilitation projects that includes municipal, community, academic, residential and commercial facilities.

Projects comprise LEED-certified and sustainable buildings, including historic structures, multi-family and single-family residences, parks and recreational facilities, schools, libraries and athletic buildings. The team also devises strategic ways to incorporate ADA-compliant access and relocate or upgrade mechanicals, RTUs and screening systems to minimize the impact on existing roof structures.



*Drennen-Scott House, Van Buren, AR*

### RELATED PROJECTS

#### **Drennen-Scott House**

**Van Buren, AR**

Stabilization and restoration of an historic, severely termite-damaged, circa-1838, 4,000 SF home. A structural analysis of the dry stack stone foundation walls and framing determined the impact of reusing various rooms as a museum. Listed on the National Register of Historic Places, the also project received the 2011 Award for Excellence in Preservation through Restoration from the Historic Preservation Alliance of Arkansas.

#### **Bouton's Hall | Renovation/Adaptive Reuse**

**Vienna, VA**

Structural survey and assessment for the adaptive reuse of the two-story, circa-1894 general store that serves a private meeting hall on the second floor and a thrift store on the first level. The city's Park and Recreation department has plans to reuse the building as a community and activities center and renovations could include a new lobby, restrooms, fully equipped kitchen, and new mechanical equipment.

#### **Willhaf House**

**Van Buren, AR**

Multi-phased restoration and preservation of the circa-1840, 1,620 square-foot Willhaf house. Now owned by the University of Arkansas- Fort Smith, the structure is believed to be the second oldest standing structure in Van Buren, AR. The project included a structural evaluation, emergency structural assessment, pre-design services and an historic structures report for the parking lot addition.

#### **Horace Willson House | Relocation & Adaptive Reuse**

**Clarksburg, MD**

Relocation and historic renovation/adaptive reuse of a circa-1827, 1.5-story, log and frame home in Clarksburg, MD that was once the home of Horace Willson, a physician and former state delegate and senator. The home was moved from its original location to make way for the Clarksburg Square road extension project. Structural repairs were made to strengthen the exterior walls and sills and the 8' x 30' porch was dismantled and reinstalled. We engineered new footings, foundation walls and a ramp, and retained all the log joists.

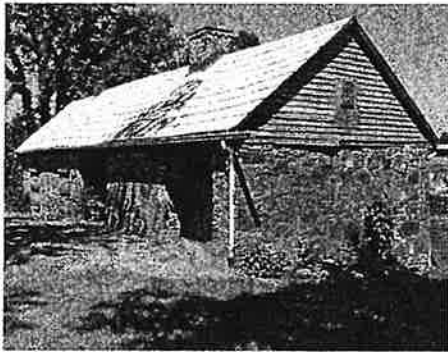
#### **USNA | Buchanan House**

**Annapolis, MD**

17,000-SF, 34-room restoration of the c.1906 Buchanan House, a USNA landmark. Preservation included repair of 10 chimneys, restoration of historic fixtures, replacement of failing structural beams, masonry retaining walls, and ADA-compliant upgrades.



## ABOUT LINTON ENGINEERING, LLC



*Arcola Slave Quarters, Arcola, VA*

### RELATED PROJECTS (CONT.)

#### **Bowieville Mansion Restoration & Adaptive Reuse**

***Upper Marlboro, MD***

Listed on the National Register of Historic Places, restoration of the 9,000 SF, circa-1820, late federal-style mansion required structural repairs to bring the structure up to code compliance for reuse as a community building. The project required strengthening of water-damaged roof trusses and floor framing to accommodate higher live load requirements, and repairs made to deteriorated mortar joints along the stone foundation walls.

#### **Casa De Maryland | Historic Reuse**

***Langley Park, MD***

18,000 SF, 28-room restoration and conversion of the LEED Gold certified, circa-1924 McCormack-Goodhart mansion into a community center. Structural repairs and floor live load upgrades were required to remediate fire and water damage and add a 3,500 SF underground auditorium with roof top terrace. The project received the 2011 Maryland Historic Trust Excellence and 2020 Preservation Maryland Stewardship Awards.

#### **Windsor Castle Park**

##### **Manor House & Outbuilding | Restoration**

***Smithfield, VA***

Listed in the Virginia Landmarks Register and the National Register of Historic Places, the 4,500 GSF, circa-1725, colonial-era manor house and 11 outbuildings required emergency stabilization and remedial repair. The 1-½ story, gable-roofed house features stuccoed masonry with twin end chimneys and two porches. Outbuilding restoration included a colonial kitchen, smokehouse, four granaries, stables and log corncrib.

##### **Greenway Court**

***White Post, VA***

Historic outbuilding evaluation, stabilization and restoration of the land office, carriage house, smoke house and powder house on the former estate of Lord Fairfax. Work included a detailed physical condition survey, structural assessment and a remediation strategy to mitigate severe deterioration, rot and insect damage. Stone restoration and rehabilitation was also required for the carriage house and land office structures.

##### **Sherwood Forest Farm**

***Fredericksburg, VA***

Site survey and structural assessment of the circa-1840, 13-room, two-story, Fitzhugh house and existing outbuildings on a 40-acre historic property. George Washington's mother, Mary Ball Washington, inherited the surrounding 400 acres from her grandfather in 1711, when she was 3 years old.

##### **Historic Morven Park Mansion**

##### **Structural Study & Assessment**

***Leesburg, VA***

Structural study and analysis of the existing second floor of the 18-room, circa-1780/1830, 16,000 SF mansion to determine allowable occupancy in public areas based on the existing calculated live load capacity.



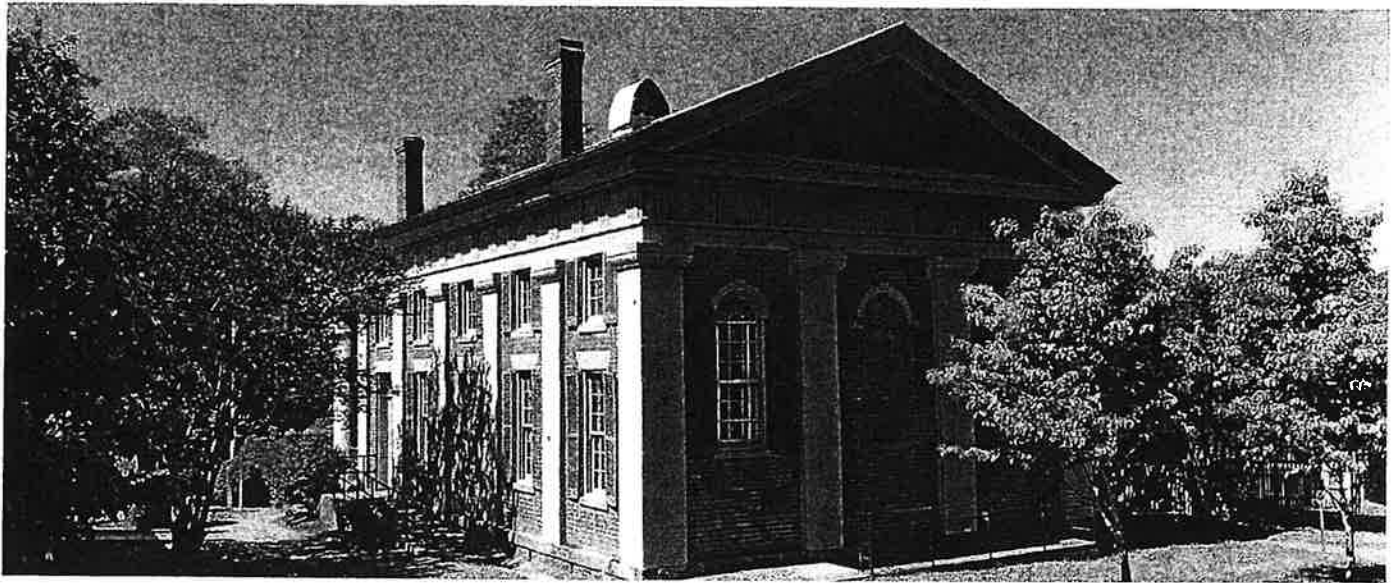
## 5 | PROJECT APPROACH



Train Architects

JOHN MILNER ASSOCIATES

## 5 | PROJECT APPROACH



We are absolutely thrilled with the team we have put together for the Fluvanna County Historic Courthouse HSR. Every historic structure has its unique set of issues, including physical attributes, cultural associations, degree of deterioration, programmatic needs, and funding. And, as a result, each historic structure report project presents a different set of issues and problems, and the opportunity to satisfy these project goals with innovative solutions.

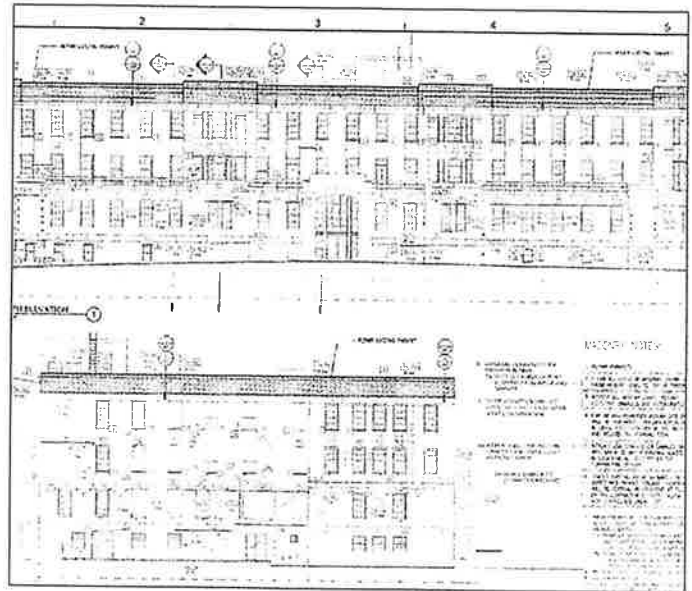
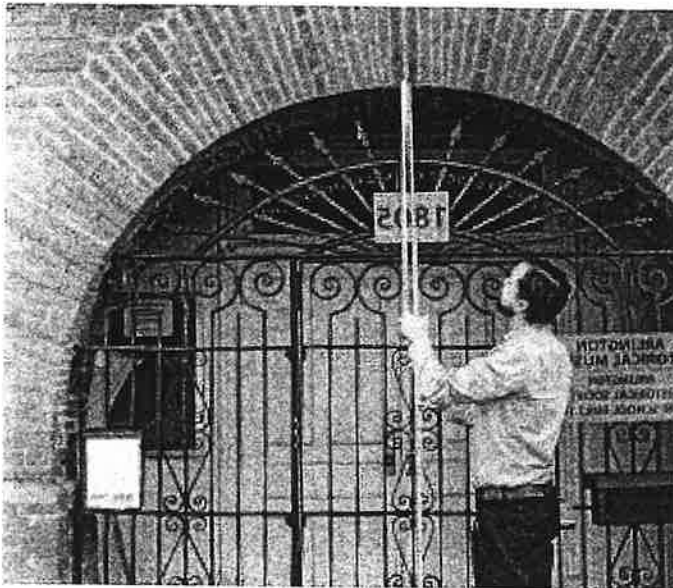
We organize our historic structure reports into three main components 1) developmental history, based on a combination of documentary research and physical examination, describes the building chronology and usually includes a history of the owners/occupants, and a statement of significance, 2) the building itself—including measured drawings, existing condition survey, causes of deterioration, materials investigation and testing, and 3) treatment—which includes selection of a treatment approach and development of work recommendations including proposed alternatives. Some HSRs also include a record of work completed. Most HSRs include an appendix for items such as paint analysis, archeology report and other similar documents.

JMA Preservation has completed more than 60 such reports, many by members of the team proposed for the Fluvanna County Historic Courthouse HSR project. Through our education and experience we are skilled at analyzing and restoring historic materials. Our conservation laboratory allows us to evaluate historic mortar, paint, plaster, stone, brick, wood, concrete, and other materials. Our team includes consultants who have worked with us on similar projects for many years. With our skills combined, we are able to determine the causes of deterioration and the appropriate manner of treating the problems. Some of those who will work on the Fluvanna County Historic Courthouse HSR also worked on the following HSRs:

- **Worthington House**, *Frederick County, MD*
- **Drennen-Scott House**, *Van Buren, AR*
- **Reservoir 3**, *Jersey City, NJ*
- **John Marshall House**, *Richmond, VA*
- **Monumental Church**, *Richmond, VA*
- **Stabler-Leadbeater Apothecary**, *Alexandria, VA*
- **Camp No. 4 Theatre**, *Triangle, VA*
- **Todd's Inheritance**, *Baltimore, MD*
- **Willhaf House**, *Van Buren, AR*
- **Riley House**, *Rockville, MD*
- **Washington Aqueduct Gatekeeper's House**, *Great Falls, MD*
- **Laura Ratcliffe House**, *Dranesville, VA*
- **Woodrow Wilson Family Home**, *Columbia, SC*
- **Washington Monument**, *Washington, DC*
- **Phoenix Bank of the Nansemond**, *Suffolk, VA*
- **President's House**, *University of Virginia, Charlottesville, VA*
- **Reeves Farmhouse**, *Arlington, VA*
- **Hamilton-Ealy House**, *Greene County, PA*
- **Gruber Wagon Works**, *Berks County, PA*
- **Garrett Hall**, *University of Virginia, Charlottesville, VA*

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA

Train Architects



The Fluvanna County Historic Courthouse HSR project offers a significant opportunity to contribute to the preservation of an iconic 19th century public building with important connections to one of the defining periods of Virginia architecture and the local history of Palmyra and Fluvanna County. JMA Preservation understands that this project consists of a historic structure report for the historic courthouse located at 35 Court Square in the village of Palmyra, Virginia. The scope of work will include evaluation of the historic courthouse building, archival documentation and research, survey of existing conditions, documentation of the building, and the development of preservation and repair recommendations. JMA Preservation/Train Architects and its consultants are prepared to lend our expertise to enhance the knowledge of the site. We understand that this report will be utilized in the pursuit of funding opportunities and it will serve as a framework to guide current and future preservation activities.

### HOW WE APPROACH PRESERVATION

Our approach to historic preservation is guided by the Secretary of the Interior's Standards and our examinations and recommendations will meet these standards. Further, the recommendations we provide will seek the lowest level of intervention where possible, such as preservation, and will pursue higher levels, such as restoration and reconstruction, only when documented by the historic record and where necessary to achieve the project goals.

Our firm's practice includes experts well-versed in both examining and restoring historic buildings. This combined knowledge allows JMA Preservation to offer solutions to our clients which range from exacting conservation and restoration efforts to the use of contemporary and practical solutions to the most challenging historic buildings. Preservation decisions often require a complex calculation to meet the demands of the project. We believe it is critical to collaborate with clients in a holistic dialogue on the best approach to balancing historic significance and character with the budget and schedule demands for the restoration of this important courthouse building. Our work is always informed and guided by the clients. We will look to your experience and knowledge of the building to support our investigative and documentation efforts.

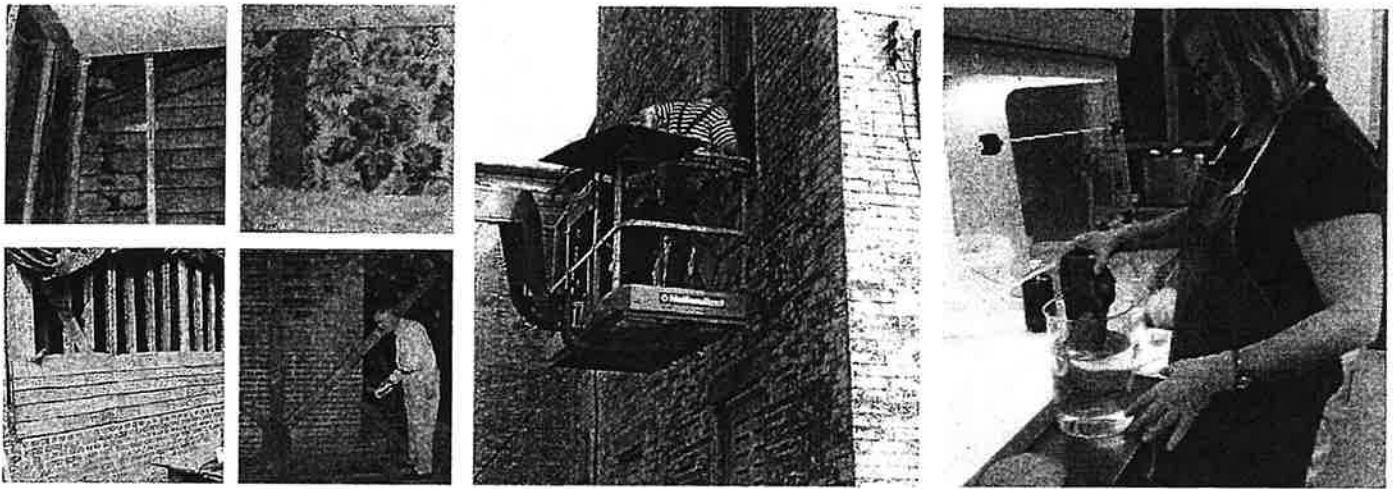
### PROJECT APPROACH

The following process explains our Project Approach to help achieve a successful conclusion for the Fluvanna County Historic Courthouse HSR which includes a report complying with the requirements in Paragraph 4 of Addendum No. 1:

- Once we have been awarded the project and contract negotiations are completed, we will meet with county staff at a **kick-off meeting** to review the project goals and how best to achieve them within the project schedule. This meeting is important as it will establish the working relationship with the county staff. We believe that a constructive and positive collaboration with our client is essential to a successful project. We will incorporate direction from county staff into our project management documents and approach.



## 5 | PROJECT APPROACH



- At an early stage it will be important to **interview the administrative and maintenance staff** about the present condition of the building. Obtaining an understanding of the current deficiencies and previous repairs from individuals with knowledge of the building will help to guide our investigation and recommendations. We will collaborate with these individuals to schedule access and support needs for our team to carry out our fieldwork.
- Next, our team will **review all available documentation**. This effort will orient our investigation. We will work with county staff to obtain all previous drawings, documents, and reports. We will pursue further research via archival sources to facilitate a full understanding of the building's significance and construction history. We will work with county officials and staff at state institutions, such as the Virginia Department of Historic Resources and the Library of Virginia, to review all pertinent sources located in these archives.
- We will **utilize the three-dimensional building scan** already performed by Will Roark of the University of Virginia. This document will be key in the preparation of measured drawings as well as a reference tool to confirm our field survey findings of the building. Our team has extensive experience using digital scans to create measured drawings. They utilized scans to develop documents for the rehabilitation of Virginia Hall and Willard Hall at the University of Mary Washington. In some cases, these scans can reveal issues such as leaning walls or other deteriorating elements which are not apparent to the eye. During our field survey efforts, we will cross-check the building scan to confirm its reliability as a replacement for manual field measurements.
- With these initial efforts complete, our team will begin **on-site investigation**. We will prepare a work plan for your review which includes a schedule of our fieldwork and indicates locations for sampling of masonry, stucco, plaster, and paint as well as any instances of exploratory demolition. These preservation techniques will help us to understand the history of the courthouse. Our work plan will be submitted to the county project manager for approval prior to performance of the work.
- During our site investigations, the team will **examine all aspects of the building** as defined in the RFP, including but not limited to exterior materials, interior materials, architectural features, finishes, and structural systems, to determine their age, history of alterations, and recommendations for future work. Observations will be made both from ground level using binoculars or from within the building as well as via a boom lift to facilitate examination of the courthouse roof.
- The structural engineer will examine the structural framing elements that are visible and will develop sketches of framing conditions. As a product of his examination, a report on the **condition of the structural system** as described in Paragraph 5 of Addendum No. 1 will be made a part of the historic structure report.



- During the on-site work, the team will determine the location of a limited number of **material testing locations** and any inspection openings necessary to understand the building. All such investigation will be submitted to the county for approval well in advance. These tests will be valuable in our efforts to stitch together the history and determine the condition of the building.

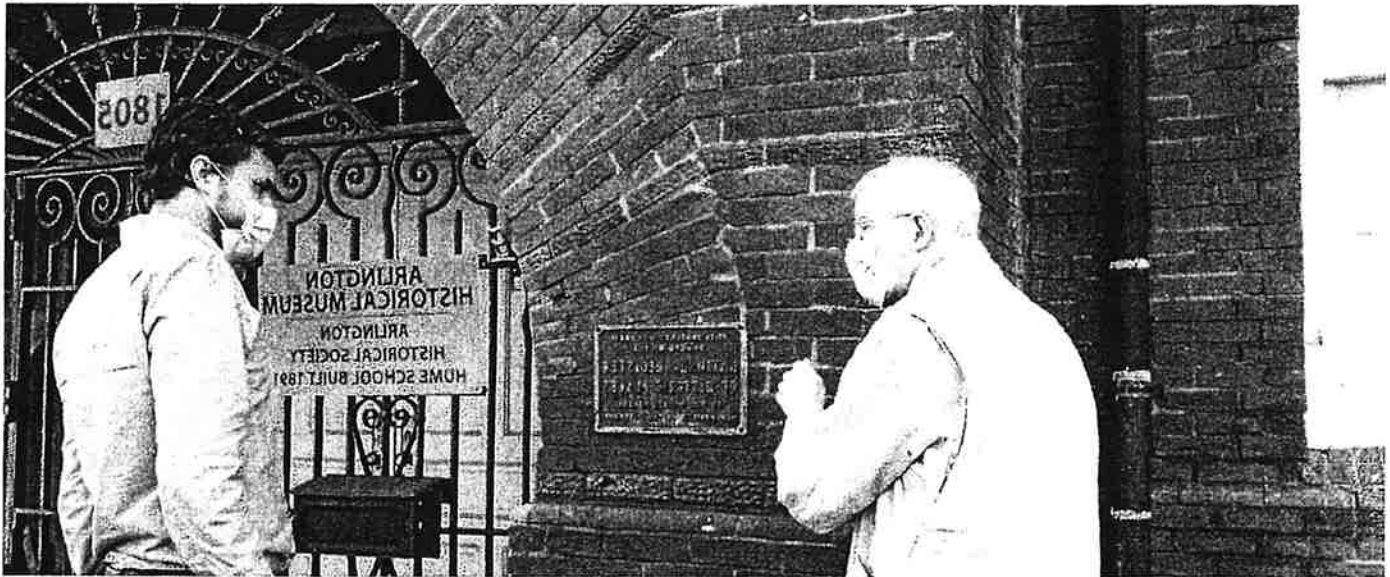
- As called for by the RFP we will be providing a **paint analysis** and a **mortar analysis** as part of the historic structure report. We provide these on numerous projects utilizing our architectural conservators. A description of each follows:

For the **mortar analysis** the conservators will collect mortar samples that represent the original mortar. Samples will be sent to a qualified lab for petrographic analysis which is a microscopic evaluation of a thin-section of the mortar in transmitted light. Used by geologists to examine rocks, this method permits positive identification of the minerals in the sand, and better assessment of grain shape (related to the source of the sand). Petrographic analysis can also provide semi-quantitative data on the volume proportions of the sand, binder and voids through a technique called modal analysis. The results of this testing will provide recommendations for mortar replication mixes including ratios of lime and/or cement and sand. Repointing is often the first line of defense against water infiltration and having the right mortar mix will allow each building envelope to

The **paint analysis** requires taking representative samples of each painted surface to determine the primary paint coating on the substrate. The samples are collected with scalpels and include a full stratigraphy to the substrate. The samples are mounted in resin, polished, and examined under a microscope in cross section. The analyst will examine the paint layers in visible and UV light to detect all paint layers. Each layer will be color-matched to the Munsell system and compared to reveal a chromochronology of each element. Using experience and color-theory research, the analyst can make recommendation for a period color-scheme for the elements that matches the historic intent. The report will include photomicrographs of each sample, a written chromochronology of each layer, interpretation of the results and paint color recommendations.

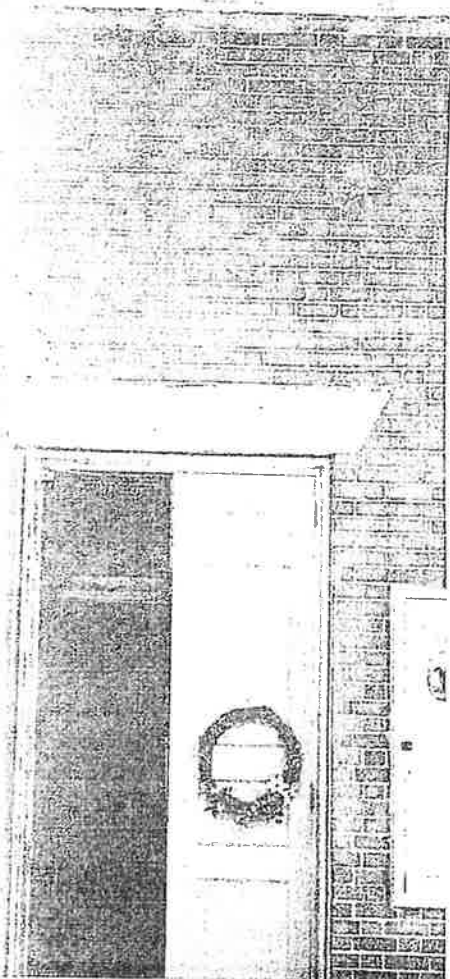
- We will **prepare our draft report** once we have examined all components of the building and reviewed the archival documentation. As with our other HSR commissions, we will follow the National Park Service guidelines in Preservation Brief 43 to ensure that our document aligns with applicable professional standards. The Fluvanna County Historic Courthouse HSR will include all items indicated in the Scope of Services. The history of the building will be thorough and compelling to provide both the detailed historical information and service the pursuit of future funding opportunities. During this period, our team will prepare final measured drawings, perform laboratory materials analysis, coordinate with consultants, and write the report. We will also be available to assist in the preparation of grant applications as we have with other clients in the past.

## 5 | PROJECT APPROACH



- Our **treatment recommendations** will be grouped hierarchically from immediate to long-term goals. To this end, the recommended phases will progress from critical near-term demands, such as life safety, structural, and moisture infiltration issues, to mid-term restoration needs, and conclude with any alterations necessary to serve the county's future goals for the building. The restoration recommendations will follow the Secretary of Interior's Standards. As a full-service architectural firm with expertise in historic preservation, our report recommendations will seek to protect the historic fabric and our experience will guide the document to maximize its value during the future phases of work.
- When sufficient information is known about individual treatment recommendations this information will be provided to the cost estimator for their use in developing a **cost estimate** for the work associated with the historic structures report. Fortunately, the estimating firm that provides that service to us highly experienced in historic preservation work generally and HSRs specifically. Because of this experience we provide information to them at an early stage so that we can collaborate on alternative processes.
- When finalized, the draft report will be submitted to county staff for review. Input from county staff will be essential during the preparation of the recommendations to ensure that we are aligned with your expectations and future needs for the restoration of the historic Fluvanna County Courthouse. A **follow-up review meeting** will provide a forum to address all key concerns and issues from the project team. We highly recommend a conference call or in-person meeting to discuss the draft report review findings by county staff. We find that direct communication with your team allows JMA Preservation to respond to clients with greater efficiency and clarity.
- Next, we will incorporate the county's comments while advancing the components of the scope of work toward the **final report submission**. Once complete, we will submit the final report for your review in the both physical and digital formats. A final review meeting will be held to discuss the findings and recommendations. Revisions will be made to the report based on the comments received.
- After completion of the report, our team will stand **ready to support any future phases**, such as construction documents or grant support. In addition, our team is experienced in public presentations and we will stand ready to share our findings with the county to the extent desired.

## 6 | REPRESENTATIVE PROJECTS



Train Architects

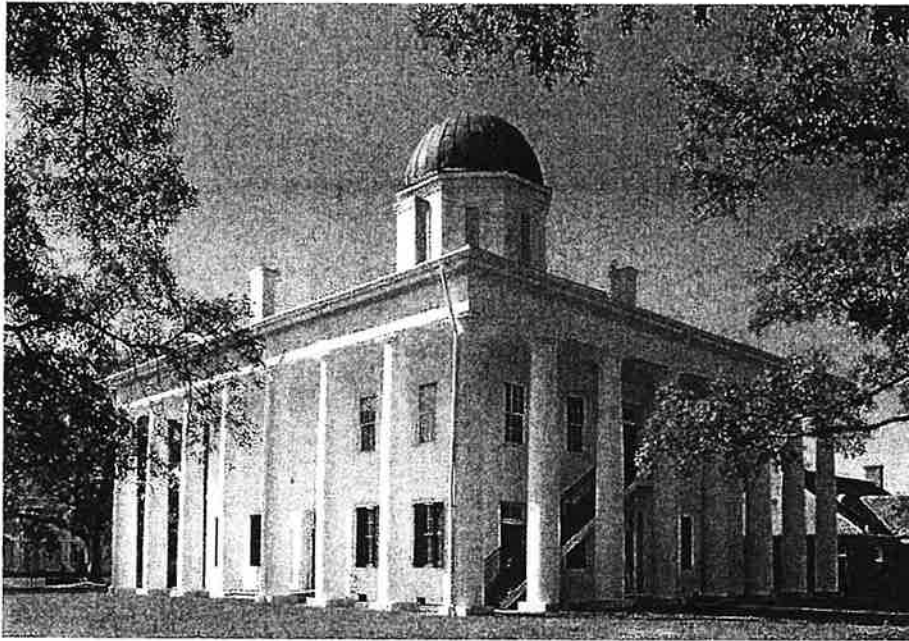
JOHN MILNER ASSOCIATES



# EAST FELICIANA PARISH COURTHOUSE

CLINTON, LOUISIANA

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA



## PROJECT SUMMARY

### RELEVANCE

Civic building  
Historic context  
Historic architectural design  
Construction administration  
Listed on the National Register

### PRINCIPAL CONTACT PERSON

John K. Mott, FAIA

### CLIENT

East Feliciana Parish Police Jury  
represented by Our Courthouse  
Ann Reiley Jones  
411 Bob Jones Road  
Clinton, Louisiana 70722  
225-683-5213

### AWARDS

AIA Virginia  
Design Award, 2015

National Trust for Historic  
Preservation Honor Award, 2014

Built in 1840, this simple, peripteral structure is the oldest still functioning parish courthouse in Louisiana. As part of the first phase of work, a conservation assessment to identify factors contributing to the excessive moisture in the exterior walls was completed. Moisture in the walls was mapped using moisture meters, and the environment within the building was tracked over a period of time.

The investigation revealed impermeable clay soils around the building were contributing to poor site drainage, however, the cause of the excessive rising damp was the installation of a concrete slab on fill at the 1st Floor, as well as the replacement of the original lime plaster with Portland cement plaster on both the exterior and interior sides of the brick walls, and on the brick columns which trapped moisture with the brick.

The scope of work for the construction phase included removal of Portland cement plaster from both the interior and exterior of the brick bearing walls and columns, and replacing it with a traditional lime plaster; reconstruction of the original ventilated crawl space; rehabilitation of all interior finishes based on documented historic colors; installation of two new accessible restrooms; provision of code compliant exiting; new mechanical, life safety and electrical systems and lighting; as well as upgrades to the exterior site lighting, sprinkler systems and accessible parking.

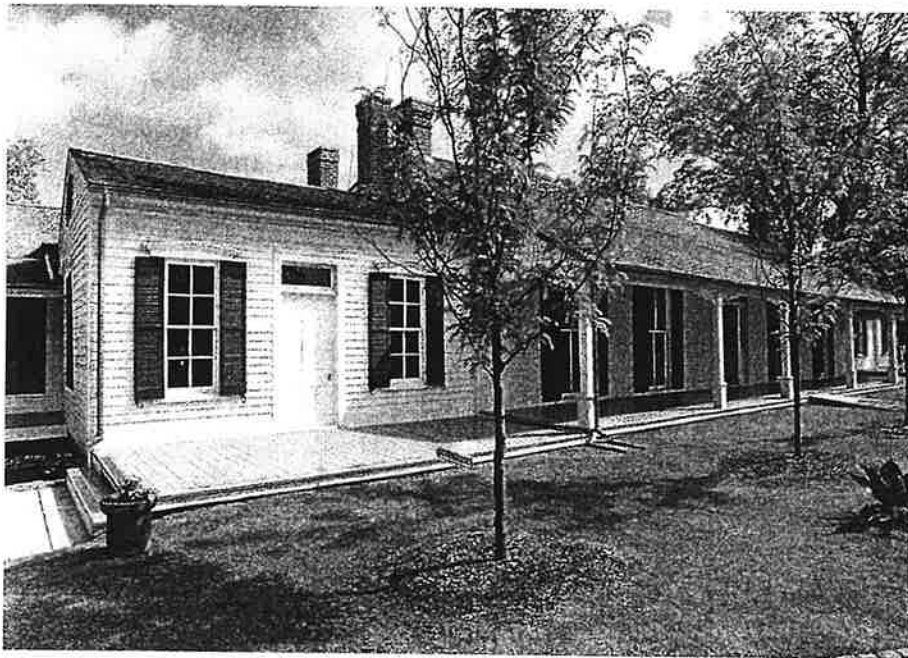
The project also included installation of state-of-the-art courtroom AV systems, which were carefully integrated into the historic courtroom. Under a separate contract work also included conservation of the rich collection of historic courthouse casework and furnishings.

This project received a National Trust for Historic Preservation Honor Award and a AIA Virginia Design Award.

# DRENNEN-SCOTT HISTORIC HOUSE MUSEUM

VAN BUREN, ARKANSAS

JOHN MILNER ASSOCIATES  
Preservation • a division of MTEA



## PROJECT SUMMARY

### RELEVANCE

Historic Restoration  
Historic Structure Report (HSR)  
Historic Master Plan  
Cultural Landscape Report  
Extensive Building Forensics  
Archeology  
Listed on the National Register

### PRINCIPAL CONTACT PERSON

John K. Mott, FAIA

### CLIENT

Tom Wing, Site Manager  
University of Arkansas—Fort Smith  
479-831-9436

The Drennen-Scott House (ca. 1840), on a five-acre site overlooking the Arkansas River, was acquired by the University of Arkansas—Fort Smith as the site of their degree program in historic site interpretation. At the time of purchase, the heirs of the original builder had lived in the sadly deteriorated house for more than 150 years.

Pre-design services included the preparation of a historic structure report. Of special interest to the University was learning how the house had grown from the original one-room structure to its current 6,000 SF. Extensive research and physical investigation determined that it had evolved over a 65-year period as the builder and his heirs added to it during 6 separate building campaigns. In the 1970s, a final addition was constructed on the rear.

The historic structure report also included a history of the family, a condition assessment with recommended treatment plan, paint and wallpaper analysis, dendrochronology, and master planning of the site that included restoration/rehabilitation of the house and the remaining outbuildings, the addition of a visitors center and a maintenance building, and landscaping of the five-acre site including a partial restoration of the formal gardens. In addition to the HSR, an interpretive master plan for the house, the visitor center, and the site was developed.

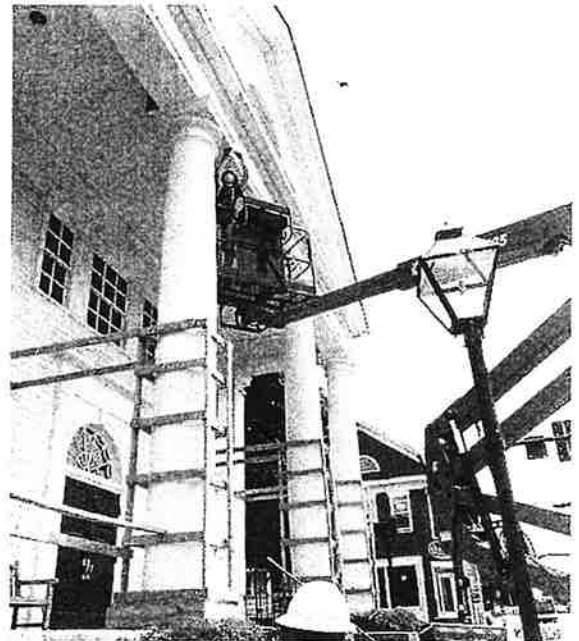
The design for the house, for which the HSR served as a basis, called for restoration of the original portion which is open as a historic house museum. The newer addition is converted into work space and classroom space for the academic program. Archaeology played a major role from monitoring of ground disturbing activities to the discovery of the historic detached kitchen and site features.

Construction was accomplished in three successive phases as dictated by the time of funding grants. A fourth and final phase included a large addition to the visitor center parking lot and other site improvements.

# FAIRFAX OLD TOWN HALL

FAIRFAX, VIRGINIA

JOHN MILNER ASSOCIATES  
Preservation • a division of MTEA



## PROJECT SUMMARY

### RELEVANCE

Listed on National Register  
Treatment Plan  
Condition Assessment  
Construction Documents  
Cost Estimate

### PRINCIPAL CONTACT PERSON

Andrew Marshall, RA, LEED AP

### CLIENT

City of Fairfax  
Rick Thoesen, Project Manager  
703-975-0138  
Rick.Thoesen@fairfaxva.gov

The Old Town Hall is one of the principal public buildings in the City of Fairfax. It was designed in a Classical Revival style and constructed in 1899. Joseph E. Willard donated the Town Hall to serve as a community gathering space for the town of Fairfax, as it was then known. The refinement of the Old Town Hall stands in stark contrast to many other town hall buildings from the period. Throughout its history, the building served as the quarters of the local Masonic Lodge, the town's first public library, and held numerous community events. Today the building continues to function as a public hall.

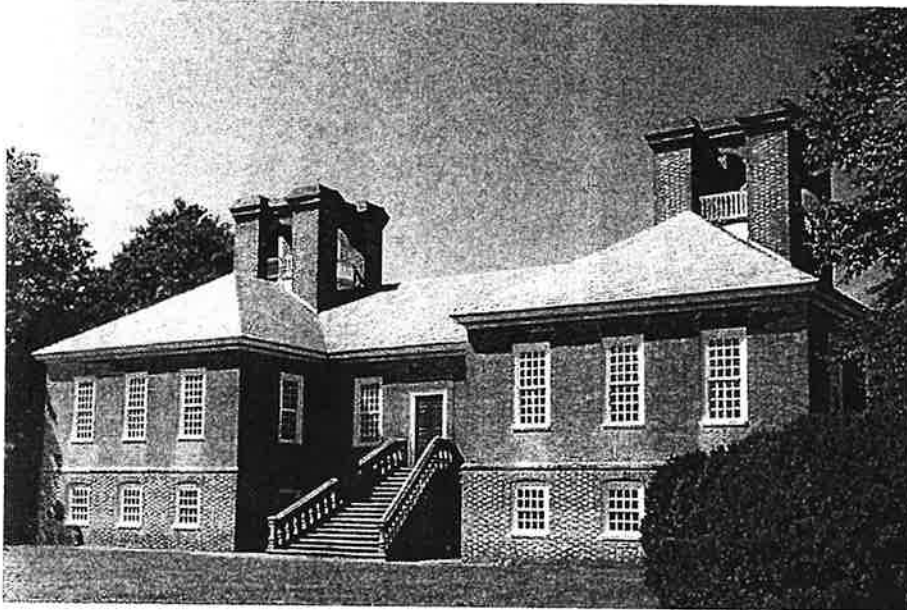
In August 2020, one of the front portico columns failed and collapsed onto the adjacent sidewalk. JMA Preservation was selected by the City of Fairfax to determine the cause of the column failure and to assess the three standing columns, porch floor, foundation walls, and other portico elements. To facilitate this assessment, JMA Preservation performed historic research to document changes to the building over its history. Pairing archival research with extensive hands-on investigation of the historic fabric, JMA Preservation prepared an assessment report which included treatment recommendations for all components of the portico. Our investigation found that moisture-related deterioration at the column base caused the column to sink and then slip free from the capital, ultimately causing its collapse. The remaining columns were suffering from the same issue, but with the recommended repairs they can be reused for years to come. Other recommendations included the replacement of the failing 1960s concrete porch floor and stair with a historically accurate wood porch floor and stair.

After collaboration with the city's building committee and presentations to the local Board of Architectural Review, JMA Preservation prepared construction documents for these repairs and other improvements, including a new stair and ADA ramp. Construction will commence in the fall of 2021.

# STRATFORD HALL PLANTATION

STRATFORD, VIRGINIA

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA



## PROJECT SUMMARY

### RELEVANCE

Condition Assessment  
Treatment Plan  
Reconstruction  
On-call Contract  
Located in Virginia  
Listed on the National Register

### PRINCIPAL CONTACT PERSON

John K. Mott, FAIA

### CLIENT

Phil Mark, Director of Preservation  
Stratford Hall  
483 Great House Road  
Stratford, VA 22558  
804-493-8038

The Great House at Stratford Hall is one of the great houses of American history. Its magnificent setting on a bluff above the Potomac River and its bold architectural style set it apart from other colonial houses. Built by the Lee family beginning in c.1738, they lived in it until 1822. After years of private ownership and steady deterioration, Stratford was purchased by the Robert E. Lee Memorial Association in 1929 and was restored by the noted restoration architect, Fiske Kimball in the period between 1930 and 1945.

By the end of the century increased deferred maintenance was seriously affecting the buildings and the site and JMA Preservation was retained to carry out a detailed condition assessment of all buildings and site structures in the historic area, to develop a preservation plan for the next five years complete with prioritized tasks and estimated costs. The goal was to compensate for years of deferred maintenance and to preserve the 1,600 acre plantation.

Following presentation of the preservation plan, JMA Preservation was put under contract to carry out the recommended projects of the plan plus other tasks deemed desirable or necessary. At the conclusion of each year the firm's "Stratford Team" was to carry out an annual condition assessment and update the preservation plan as necessary. Projects during the period included moisture abatement at the dependencies; masonry, plaster, and wood restoration; restoration of the smokehouse; restoration of the Payne Cabin; repair and restoration of garden walks and walls; reroofing of the Octagon; installation of a sprinkler system in the Great House; repair of the grist mill's raceway; an ADA compliance survey; preparation of measured drawings; and mapping of all archeological investigations over a 75-year period.

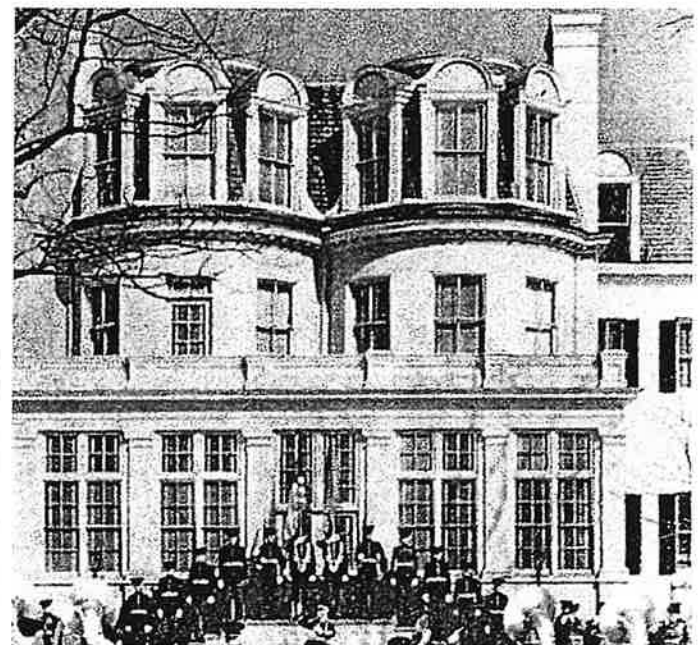
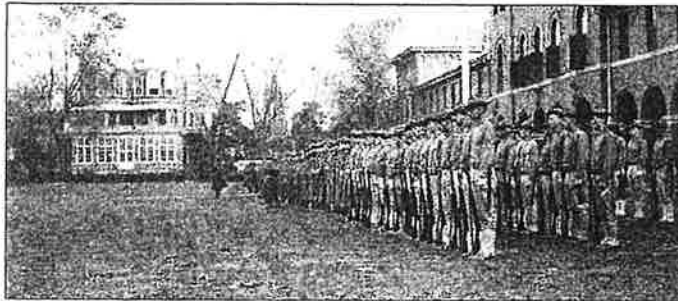
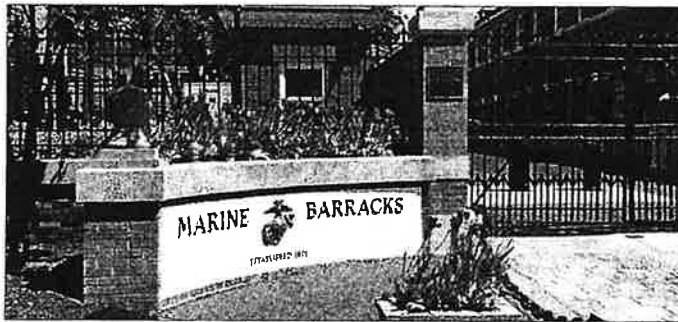
A recommendation included in each year's update of the condition was that Stratford Hall would benefit from having a preservation specialist on staff. At the end of the 11th year the budget was sufficient to do this and JMA Preservation's tenure came to an end. Our last project was the research and reconstruction of a stairway that had been removed during the 1930s restoration.



# NAVFAC | WASHINGTON MARINE BARRACKS

WASHINGTON, DC

JOHN MILNER ASSOCIATES  
Preservation • a division of MTEA



## PROJECT SUMMARY

### RELEVANCE

Documentation Review  
Architectural History  
Condition Assessment  
Preservation Plan  
Maintenance Plan  
Cost Estimate

### PRINCIPAL CONTACT PERSON

Amanda Edwards, P-AIC

### CLIENT

NAVFAC  
Thomas Johnson, RA, LEED AP  
Thomas.b.johnson2@navy.mil  
202-685-8286

Established in 1801, the Marine Barracks Washington is a National Historic Landmark and the oldest post in the United States Marine Corps. Situated at the northern end of the post is the oldest continually occupied public building in Washington, DC—the Commandant's House. Constructed in 1806, the Commandant's House is the official residence of the highest-ranking officer of the US Marine Corps.

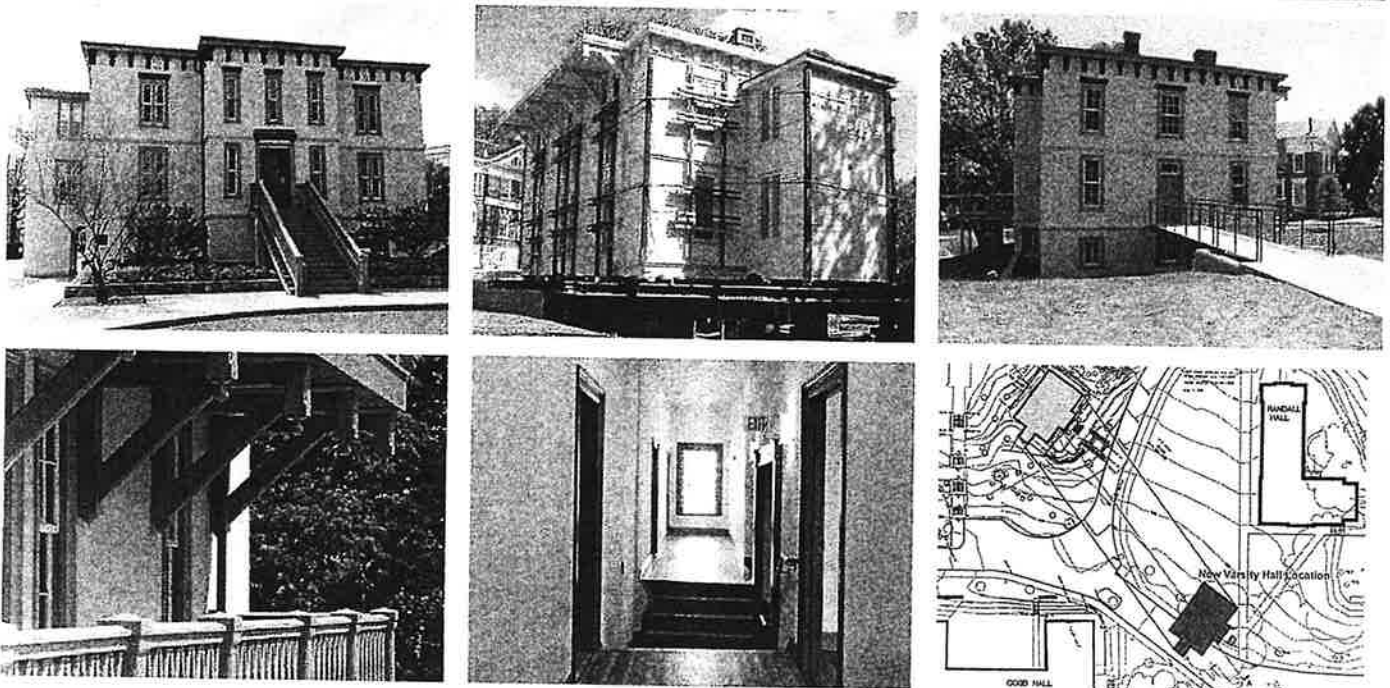
We were asked to prepare the guiding document for Marine Barracks Washington personnel to use in performing work on the historic buildings. The Long-Range Maintenance Plan document provides detailed technical procedures for the repair and maintenance of the buildings' historic materials along with the full documentation of their architectural significance and maintenance history.

The report includes a narrative on each building's architectural history, an inventory of character-defining features that establish integrity, and preservation zone plans to illustrate which areas should be preserved or renovated. The condition assessment section of the report outlines the existing conditions of the buildings' envelope, systems, and finishes. All treatment recommendations are prioritized to address life-safety concerns, maintenance repairs, and long-term solutions. A number of investigations to confirm materials, conditions, and effectiveness of previous repairs were performed including roofing probes, structural probes, mortar analysis, paint analysis, brick materials analysis, and lift surveys. The report addressed engineering considerations addressed including mechanical, electrical, plumbing, fire protection, anti-terrorism force protection, and hazardous materials.

In the next phase of this project, our team will lead the full building renovation of the 1806 Commandant's House, including the production of construction documents and performance of construction administration duties.

# **VARSITY HALL | UNIVERSITY OF VIRGINIA** CHARLOTTESVILLE, VIRGINIA

Train Architects



## **PROJECT SUMMARY**

### **RELEVANCE**

Historic Preservation  
 Located in Virginia

### **PRINCIPAL CONTACT PERSON**

William H. Adams, AIA

### **CLIENT**

The University of Virginia  
 The Office of the Architect for the  
 University (OAU)  
 Brian E. Hogg  
 Senior Historic Preservation  
 Planner  
 beh9ef@virginia.edu  
 434-924-4356

Constructed in 1858 as the country's first purpose-built college infirmary, it later functioned as a fraternity house, dormitory, faculty residence, and headquarters for the Air Force ROTC. In disrepair, the decision was made to rehabilitate the building as the headquarters of the Batten School of Leadership and Public Policy. Train & Partners was selected as the architect with JMA Preservation serving as the team's preservation architect.

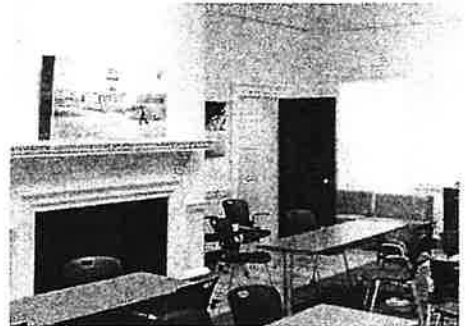
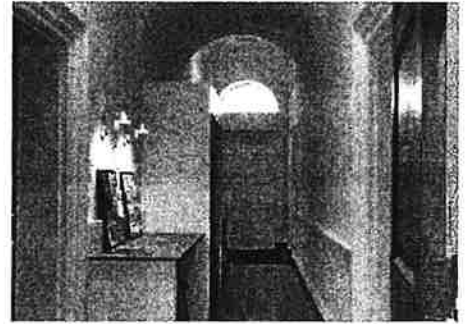
Pre-design work included moving the building to a site adjacent to its original location because of a large construction job on the campus. JMA Preservation consulted on site location as well as the physical move. Prior to the move, JMA Preservation prepared a complete set of level 1 HABS drawings of the building. Other pre-design work included an analysis of the stucco coating as well as a mortar analysis.

Rehabilitation work incorporated new HVAC, electrical, plumbing, and sprinkler systems while preserving the building's distinctive historic features. To provide handicapped accessibility, a new pedestrian bridge was constructed. The front entry and rear balconies are recreations of the originals. The original floor plan of patient rooms adapted easily to new uses as offices and conference rooms. Historic plaster finishes, heart pine wood floors, and woodwork have all been preserved, repaired and refinished. Original paint colors, both exterior and interior, were utilized.

# HOTEL A | UNIVERSITY OF VIRGINIA

CHARLOTTESVILLE, VIRGINIA

Train Architects



## PROJECT SUMMARY

### RELEVANCE

Restoration  
Renovation  
Located in Virginia

### PRINCIPAL CONTACT PERSON

William H. Adams, AIA

### CLIENT

The University of Virginia  
The Office of the Architect for the  
University (OAU)  
Brian E. Hogg  
Senior Historic Preservation  
Planner  
beh9ef@virginia.edu  
434-924-4356

Hotel A, constructed in 1828, is located within the UVA's Academical Village, a World Heritage Site. The renovation allowed the building to become the home for the Center for Global Inquiry and Innovation, which is part of the Office of the Executive Vice-President and Provost.

The scope of work included a new ADA accessible entrance to the main floor, restoration of the basement to a habitable condition for office use, new MEP and fire protection systems, coordination with furniture and interiors, and remedies to structural and moisture issues identified in the Historic Structures Report.

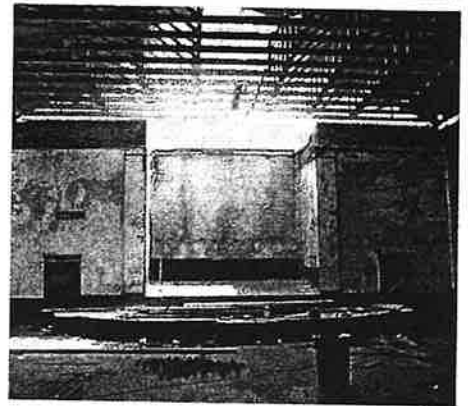
Train worked closely with the University's historic preservation team to ensure that proposed work minimized damage to historic fabric.

Estimated Total Budget | \$1.1 M

# LEXINGTON PRESBYTERIAN CHURCH

LEXINGTON, VIRGINIA

Train Architects



## PROJECT SUMMARY

### RELEVANCE

Restoration  
Renovation  
Master Planning  
Located In Virginia

### PRINCIPAL CONTACT PERSON

William H. Adams, AIA

### CLIENT

William Klein (retired)  
540-463-3873

### AWARDS

Excellence in Historic Preservation  
Honor Award | Virginia AIA | 2007

In 1843, a Presbyterian congregation from the Shenandoah Valley town of Lexington hired Thomas Ustick Walter to draw up plans for its sanctuary. Walter, a lecturer at the Franklin Institute, was to become famous as the Architect of the United States Capitol. For churches, Walter recommended a Greek-inspired design that would serve Lexington Presbyterian Church for 157 years.

On July 18, 2000, a paint stripper accidentally kindled a fire in the church roof destroying the church, leaving only the exterior brick bearing walls and the front porch. The congregation hired Train Architects to research the building's history, measure what remained of it, recommend measures to conserve it, and produce the documents necessary to rebuild it. Ultimately that restoration effort came to include a renovation of the sanctuary to accommodate a new pipe organ.

Train Architects was subsequently asked to develop a master plan for the entire church complex. The church's immediate needs included accessibility, organization and renovation of support spaces- the parish hall, kitchen, bathrooms, classrooms, childcare, community outreach programs. The master plan was broken into three phases of work, each with a projection of probable cost.

Following the completion of the master plan, Train was engaged to design and administer the construction contract for the first phase of work.

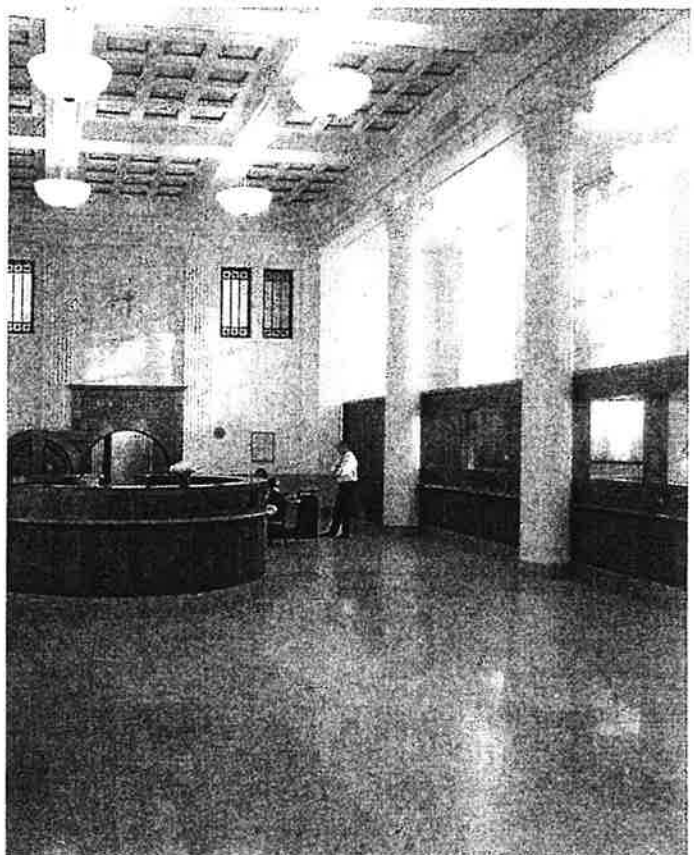
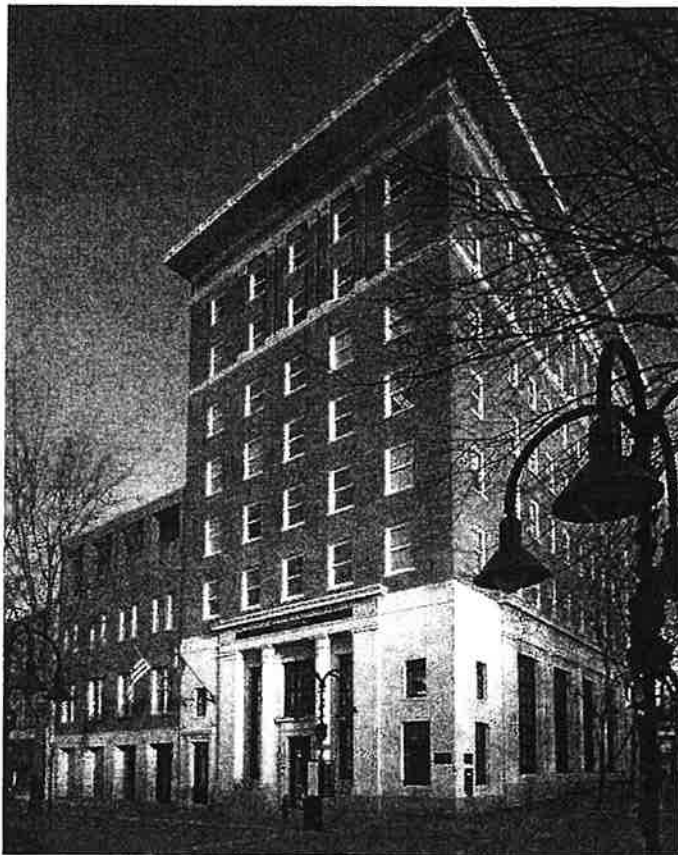
Estimated Total Budget | \$7.5 M



# WACHOVIA REGION | HEADQUARTERS

CHARLOTTESVILLE, VIRGINIA

Train Architects



## PROJECT SUMMARY

### RELEVANCE

Restoration  
Renovation  
Addition  
Located in Virginia

### PRINCIPAL CONTACT PERSON

William H. Adams, AIA

### CLIENT

Kenton McCartney  
919-967-9356  
kentonandcarol@aol.com

### AWARDS

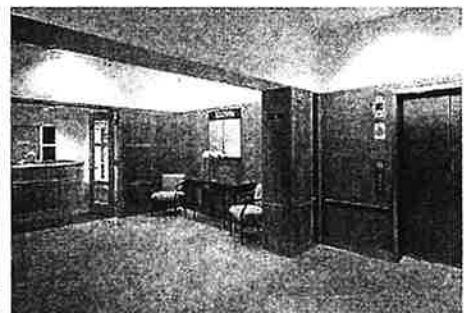
Central Virginia AIA | 2000 Honor  
Award for Design Excellence  
City of Charlottesville | 2000

## PROJECT DESCRIPTION

Considered one of the finest urban parks in the country, the downtown mall in Charlottesville is home to a vibrant collection of shops and restaurants along an historic walking corridor on old Main Street. In this project for Wachovia Bank, Train Architects renovated the interior, restored the exterior, and added a four-story annex to the 1920 National Bank Tower.

The project respected the historic context of the building while presenting a flexible, modern interior for Wachovia's current needs and future plans. The new annex design was carefully articulated and proportioned to fit the scale, rhythm, and character of the historic downtown mall district. The project thoughtfully reestablished the dignity of this Charlottesville landmark.

Estimated Total Budget | Withheld by owner



## VIRGINIA PROJECTS

## Train Architects

Per RFP , p. 5, Section 5) Proposal Presentation, (6) Representative Projects —The following projects were completed within the last (2) years in the Commonwealth of Virginia.

### UNIVERSITY OF MARY WASHINGTON | VIRGINIA HALL RENOVATION

**OWNER/ CLIENT:** University of Mary Washington

**CONTACT:** Gary Hobson, Director, Capital Planning & Construction; 540-654-1292 | ghobson@umw.edu

**BRIEF DESCRIPTION:** Virginia Hall is a historic three story building located on the campus of the University of Mary Washington. The building was built in three phases 1914, 1926, and 1934; it has functioned as residence hall continuously since its construction. Over the years the building has gone through several renovations, none of which significantly changed the its original well-designed floor plans. As a result this residence has been the focal point of campus tours for prospective students. The goal of the our renovation project is to provide all new MEP/FS systems, to make the building fully accessible, add an elevator, update the hall bathrooms, and abate asbestos. Like the Willard Hall project the University conceives of this renovation as an opportunity to redefine the building as a living-learning community. Where we can, on all floors, we are inserting shared academic spaces, collaborative learning spaces; a maker space is being introduced in a former basement storeroom.

### UNIVERSITY OF MARY WASHINGTON | WILLARD HALL RENOVATION

**OWNER/ CLIENT:** University of Mary Washington

**CONTACT:** Gary Hobson, Director, Capital Planning & Construction; 540-654-1292 | ghobson@umw.edu

**BRIEF DESCRIPTION:** Willard Hall is a historic three story building located on the campus of the University of Mary Washington. The building was built in 1910 and has functioned as residence hall continuously since its construction. Over the years that building has gone through several reconfigurations and renovations, including transforming the large open dining room on the first floor into student rooms. The most significant and detrimental renovation was the last one, completed in 1979. The goal of the our renovation project was to provide all new MEP/FS systems and restore the building to its original successful floor plan configuration. Train worked with representatives of UMW and DEB to come up with a proposed procurement and construction strategy to return the building to a configuration that utilizes the best features of, and closely resembles, the original 1910 plan.

### SOUTHWEST VIRGINIA HIGHER EDUCATION CENTER | SERVICE CORRIDOR / STORAGE & OFFICE ADDITION / GENERATOR REPLACEMENT

**OWNER/ CLIENT:** University of Virginia

**CONTACT:** Dave Paley | Project Manager | dap3n@virginia.edu | 434-982-2853 office | (434) 953-5497 cell

**BRIEF DESCRIPTION:** The 96,000 square foot Southwest Virginia Higher Education Center (SWVHEC) hosts college classes, faculty/administrative offices, and an exhibition hall. The Service Corridor / Storage & Office Addition / Generator Replacement Project is a 6,229 square foot 2-story addition along the rear service corridor to provide additional storage and office areas. The project also includes a new service elevator, new canopy over the rear service loading area, and an additional natural gas backup generator. The addition is constructed with brick exterior, storefront windows, and steel structural frame to match the existing SWVHEC.

### SOUTHWEST VIRGINIA HIGHER EDUCATION CENTER | OFFICE & MAKER SPACE RENOVATIONS

**OWNER/ CLIENT:** University of Virginia

**CONTACT:** Dave Paley | Project Manager | dap3n@virginia.edu | 434-982-2853 office | (434) 953-5497 cell

**BRIEF DESCRIPTION:** The Office & Maker Space Renovations Project converts an existing kitchen area to a maker space and reconfigures office areas to better meet the needs of the Higher Education Center.

## VIRGINIA PROJECTS

JOHN MILNER ASSOCIATES  
Preservation • a division of MTEA

Per RFP, p. 5, Section 5) Proposal Presentation, (6) Representative Projects — The following projects were completed within the last (2) years in the Commonwealth of Virginia.

### FAIRFAX OLD TOWN HALL

**OWNER/ CLIENT:** City of Fairfax

**CONTACT:** Rick Thoesen, Project Manager; 703-975-0138 | Rick.Thoesen@fairfaxva.gov

**BRIEF DESCRIPTION:** Prime architect for the repair of damaged exterior columns and the restoration of the portico of the historic Town Hall constructed in 1900.

### UNIVERSITY OF MARY WASHINGTON | VIRGINIA HALL

**OWNER/ CLIENT:** U of Mary Washington

**CONTACT:** Gary Hobson, Director, Capital Planning & Construction; 540-654-1292 | ghobson@umw.edu

**BRIEF DESCRIPTION:** Rehabilitation of an early 20th century dormitory for continued reuse. Preservation consultants to Train Architects.

### RAPPAHANNOCK COUNTY COURTHOUSE

**OWNER/ CLIENT:** Rappahannock County, VA

**CONTACT:** Garrey W. Curry, Jr., P.E., County Administrator; 540-675-5330; gwcurry@rappahannockcountyva.gov

**BRIEF DESCRIPTION:** Condition assessment of the brick masonry exterior walls of the historic courthouse built in 1834 along with the adjoining historic Treasurer's Office and Revenue Office. Preservation consultants to Wiley|Wilson.

### FAIRFAX COUNTY PUBLIC SCHOOLS | FOX MILL ELEMENTARY SCHOOL

**OWNER/ CLIENT:** Fairfax County Public Schools

**CONTACT:** Eric Brunner, PE- Coordinator, Capital Projects, 703-930-2149 | ecbrunner@fcps.edu

**BRIEF DESCRIPTION:** Complete renovation, including the addition of a classroom; new front entrance with a new street presence and identity.

### LOUDOUN COUNTY PUBLIC SCHOOLS | LIGHTRIDGE HIGH SCHOOL

**OWNER/ CLIENT:** Loudoun County Public Schools

**CONTACT:** Melissa Tello; 571-439-9911

**BRIEF DESCRIPTION:** Design, construction documents, and construction administration for a new high school.

306,000 SF new high school in Loudoun County designed to have a student capacity of 1,850. The design includes interior courtyards and curtain-wall facades to provide broad access to natural light and flexible outdoor space.

### GEORGE MASON UNIVERSITY TERM CONTRACT

**OWNER/ CLIENT:** George Mason University

**CONTACT:** Thomas H. Olund, RA, Project Manager; 703-993-2515; tolund@gmu.edu

**BRIEF DESCRIPTION:** Design, construction documents, and construction administration for multiple task order projects for exterior envelope and interior renovations required throughout the Fairfax and Arlington campuses.

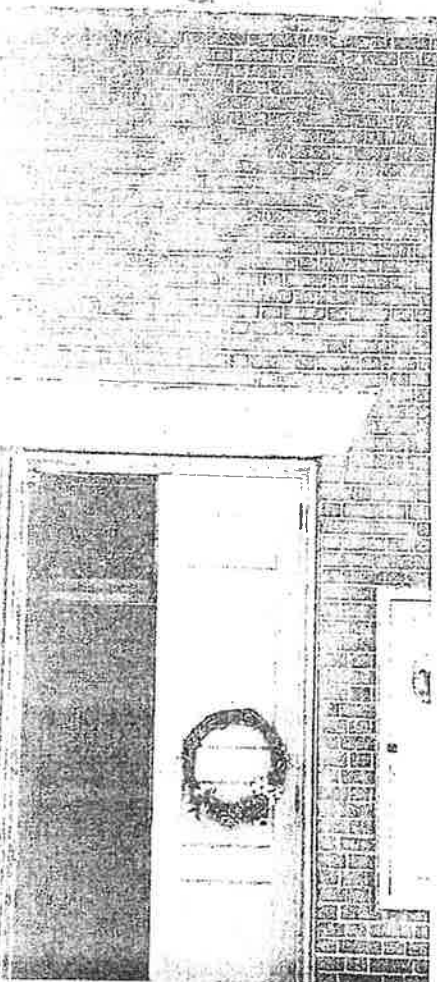
### ARLINGTON COUNTY TERM CONTRACT

**OWNER/ CLIENT:** Arlington County

**CONTACT:** Cynthia Wilson, Project Manager; 703-228-4438

**BRIEF DESCRIPTION:** Currently under a three-year contract with Arlington County to provide multi-disciplinary architectural services for multiple projects as requested. First awarded this term contract in 2006 and under contract ever since. Renovations and additions to Arlington County parks and office buildings.

## 7 | EFFECTIVE CONTROLS

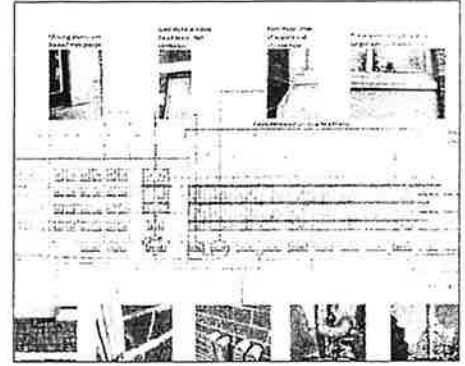
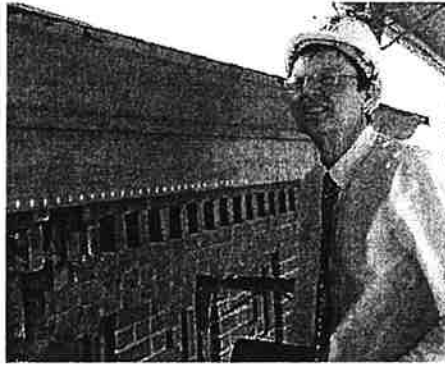
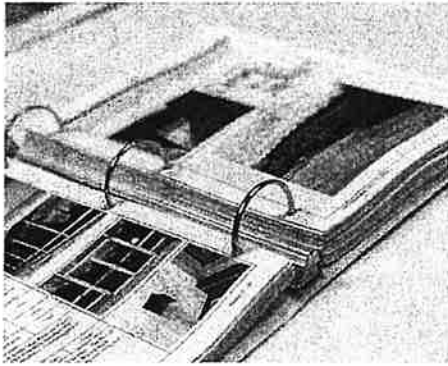


Train Architects

JOHN MILNER ASSOCIATES



## 7 | EFFECTIVE CONTROLS



### COST CONTROL

At JMA Preservation, we understand that **effective cost control** is an essential component to the service we provide our clients. Several aspects of this contract will require careful coordination with county staff and stakeholders to identify any areas of concern as they arise. During the contract negotiation, we will propose a fee that aligns with the proposed scope. Establishing a confirmed scope that aligns with the county's budget and the project goals is also essential to cost management. Historic structure reports incur significantly lower risk in comparison to full-scale construction projects. However, it is these reports which set the cost expectations of those subsequent repair and restoration efforts. Accordingly, one of the most important areas of cost control for HSRs extends from the thoroughness of the recommendations and the collaboration with the cost estimator to establish viable cost expectations for our public clients to use in their appropriations and outside funding pursuits.

### DOCUMENTATION, TRACKING & REPORTING SYSTEM

At JMA Preservation, we have **established methodologies** which facilitate our historic preservation work. These tools include systems for field work, report preparation, and documentation drawings—many of which have been derived from joint meetings at the National Park Service's Denver Service Center, and from our own decades of combined experience. These internal standards allow our team to collaborate efficiently and effectively across projects. Our firm also employs common computer programs for word processing, graphic layout, computer-aided drafting, project scheduling, among other aspects of our work. We are capable of accommodating client demands for the use of specific systems and programs.

### QUALITY CONTROL

The HSR will be subject to our firm's **quality control plan**. This rigorous review process oversees the production of all documents via review for content and quality by senior staff as are all our projects. They will ensure that all documents conform to applicable standards and communicate information clearly and efficiently. Regular internal team meetings will facilitate our preparedness for the monthly meetings with the county's project managers and submission deadlines.

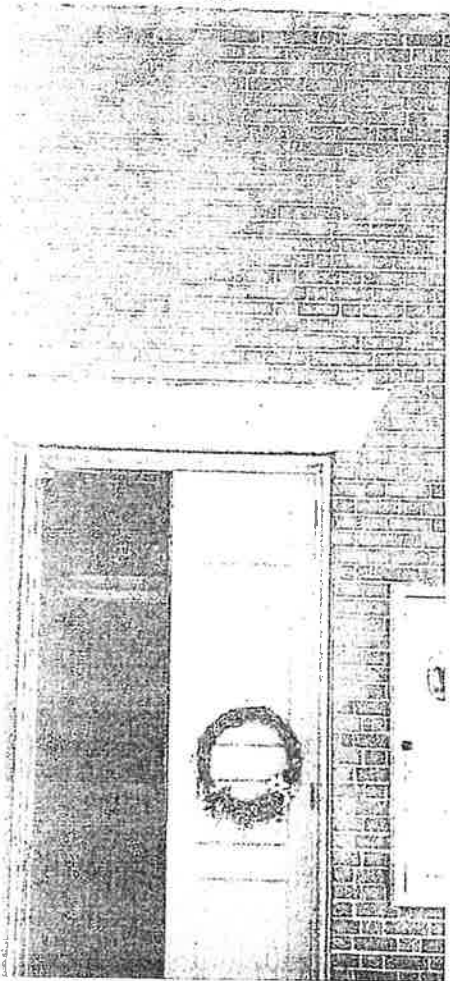
### PROJECT SCHEDULES

We are capable of meeting your schedule expectations, be it a fast-track project or a more deliberative approach we deliver our projects on-time. For a project similar to the Fluvanna County Historic Courthouse HSR, we typically expect to issue a draft report to our clients within 120 to 150 days of the notice to proceed. The schedule will depend on the number of materials investigations and the extent of available archival sources. Then, allowing two-to-four weeks for your review of the draft, we would seek to finalize the report around 60 days from the submission of the draft report.

We know from experience that **scheduling for a historic structure report**, and sticking to the schedule, is a matter of following a few simple rules.

- When developing the schedule make certain that the consultants are involved and, during contract negotiations, come to agreement with the client on a reasonable schedule which allows for some flexibility.
- Allow sufficient time in the schedule for quality control. QC should not be rushed.
- Utilize a scheduling software program to allow progress to be tracked easily.
- Commit sufficient qualified staff to the project to allow the schedule to be maintained without having to resort to unusual methods.
- Include a discussion of the schedule at each meeting of the team and client. Should issues arise that affect the schedule, discuss them thoroughly and come to agreement on the results.

## 8 | OTHER REQUIREMENTS



Train Architects

JOHN MILNER ASSOCIATES

## ADDENDUM NO. 1

proposed by each Offeror in terms of a draft HSR, and timeliness in responding to any requests for revisions made by the County. Any offered response times will be considered in this portion of the evaluation.

- iii. Ability to control costs can be demonstrated in other projects where a budget was maintained, and by other relevant information provided by the Offeror. However, the Proposal shall not include costs of services or estimated project costs. At the discussion stage, the County may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Please also refer to Section 6, and specifically to 6(f), of the RFP.
- o. Will paint analysis and mortar testing be expected for the report, or is it only required to identify where such testing may prove helpful?
  - i. Yes, this would be a requirement.
- p. Has the documentation from the 1973 restoration been located or is it expected to be located?
  - i. The County believes it has located partial documentation of the restoration; it is attached hereto as Exhibit 1 and made a material part of this Addendum.
- q. Is the stated \$25-30,000 budget comprised exclusively of design fee for the winning bidder, or is there something else that the budget covers?
  - i. The public records of the County identify that up to \$30,000 is budgeted for the Historic Structures Report which is the subject of this RFP. The Proposal shall not include costs of services or estimated project costs. At the discussion stage, the County may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Please also refer to Section 6, and specifically to 6(f), of the RFP.

**Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.**

Very truly yours,

Cyndi Toler, Purchasing Officer  
Fluvanna County, Virginia  
132 Main Street  
Palmyra, VA 22963  
(434) 591-1930

Name of Firm: JMA Preservation, a division of MTFA Architecture

BY: James P. Clark  
Signature of duly authorized representative

Title: Principal

Date: July 29, 2021

Redacted

Financial

Information

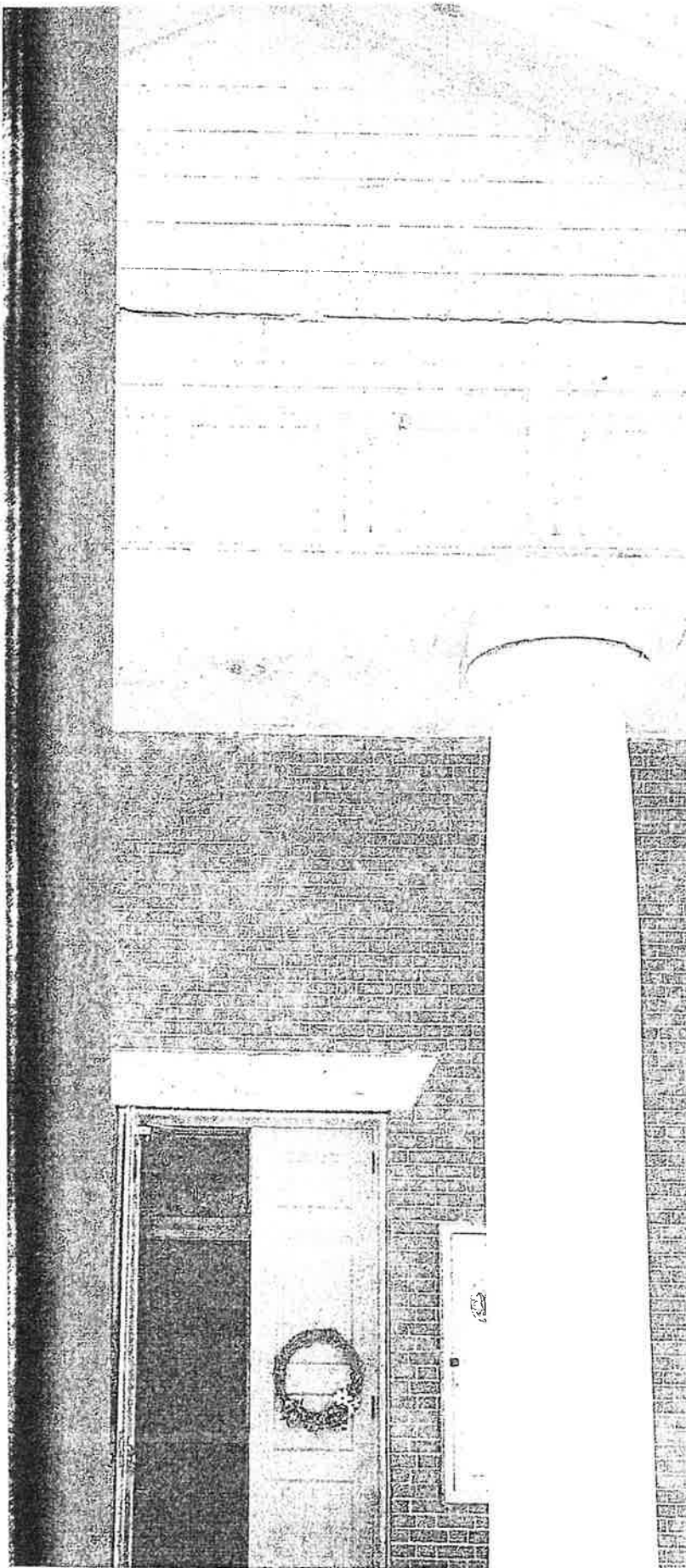
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Train Architects

JOHN MILNER ASSOCIATES

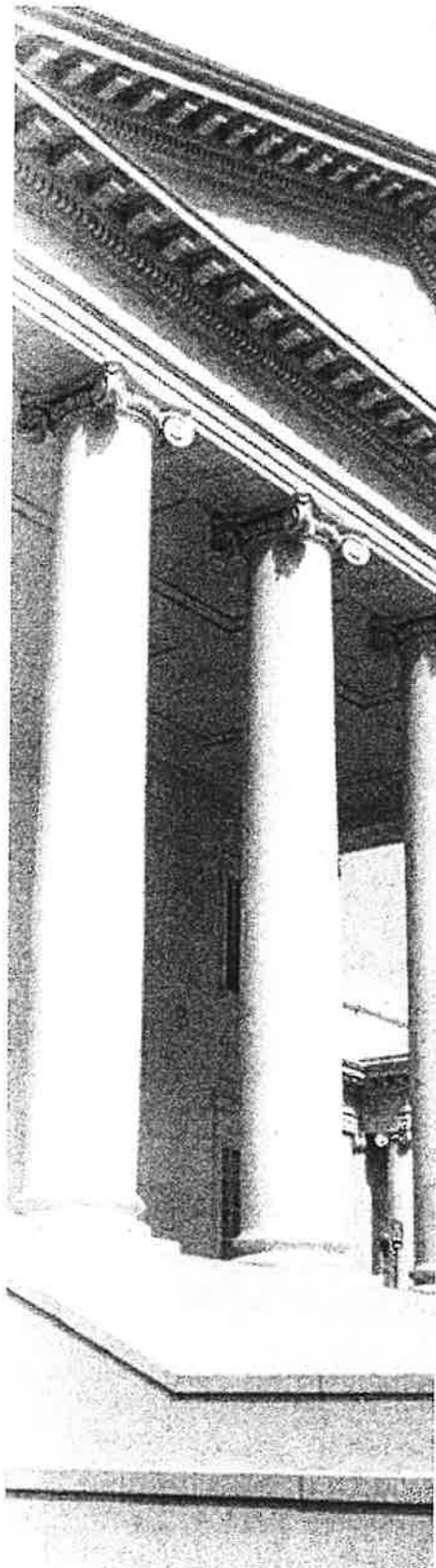
# NATIONAL REGISTER OF HISTORIC PLACES

**JOHN MILNER ASSOCIATES**  
Preservation • a division of MTF

Our experience with significant historic buildings is extensive—more than 150 of our projects are buildings that are on the National Register of Historic Places, of which 69 are National Historic Landmarks.

## National Register of Historic Places Projects in Virginia:

- Fairmount Historic District, Richmond
- Virginia State Capitol, Richmond
- Lewis Powell Federal Courthouse, Richmond
- University of Virginia Historic District, Charlottesville
- Blenheim, Fairfax
- Colvin Run Mill, Great Falls
- DC Workhouse & Reformatory Historic District, Lorton
- Huntley, Alexandria
- Pohick Church, Lorton
- Stabler-Leadbeater Apothecary Shop, Alexandria
- Uptown-Parker Grey Historic District, Alexandria
- Camp No. 4 Theatre, Triangle
- Clarke County Courthouse, Berryville
- Fairfax Old Town Hall, Fairfax
- The Tuleyries, White Post
- Newsome House, Newport News
- Phoenix Bank of Nansemond, Suffolk
- Terminal A, Reagan Washington National Airport, Arlington
- Christ Church, Alexandria
- Carr's Hill, Charlottesville
- Varsity Hall, University of VA, Charlottesville
- Garrett Hall University of VA, Charlottesville
- Westover, Charles City
- Matthew Fontaine Maury School, Fredericksburg
- Kenmore, Fredericksburg
- Virginia Military Institute Historic District, Lexington
- Washington & Lee University Historic District, Lexington
- Arcola Slave Quarters, Arcola
- Janelia Farm, Ashburn
- Mt. Zion Old School Baptist Church, Aldie
- Oatlands, Leesburg
- Hustings Courthouse, Petersburg
- Portsmouth Naval Hospital, Portsmouth
- Quantico Marine Corps Base Historic District, Quantico
- Williams Ordinary, Dumfries
- Cathedral of the Sacred Heart, Richmond
- John Marshall House, Richmond
- Monumental Church, Richmond
- Tredegar Iron Works, Richmond
- Maggie L. Walker House, Richmond
- Phoenix Bank of Nansemond, Suffolk
- Stratford Hall, Lerty
- Yeocomico Church, Tucker Hill



*Virginia State Capitol, Richmond, VA*

## AWARDS & RECOGNITION

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA



MTFA was awarded the AIA Virginia Fitz-Gibbon Architecture Firm Award in 2018 which is the highest honor bestowed to a Virginia-based architecture firm that has consistently produced distinguished architecture for at least 10 years. MTFA has received numerous design awards over the past 25 years including from the following: AIA Virginia Award for Excellence in Historic Preservation, AIA Virginia Honor Awards, Signatures of Loudoun Design Excellence Program, AIA Northern Virginia Design Awards, Urban Land Institute Washington Design Award, Louisiana Trust for Historic Preservation Honor Award, AIA Liveable Communities Awards, AIA DC Honor Awards, Fairfax County Exception Design Awards, Virginia Business Best Places to Work, National Preservation Honor Award, Joint Operations Command Recognition Award, and more!

We reach accomplishments beyond expectations. Architecture is not just our day job – our firm includes three AIA Fellows, past component AIA presidents, a Women in Architecture chair, a municipal planning commissioner, and an AIA Champion for the National Mall. Expertise development inside the office is just as broad and complementary, combining architecture, planning, interiors, historic preservation, and materials conservation. Exceptional client reviews, strong recommendations and repeat business demonstrate our commitment to outstanding service to our clients. We take pride in bringing success to all those who work with us.

*"I never officially thanked you for your work on the project. We could not have ended up with such a lovely building without your attention to detail and persistence in getting things done right. It was a pleasure to work with such dedicated, accommodating professionals."*

- Maria Del Rosso, Director  
Fauquier County Public Library

December 3, 2021

**JOHN MILNER ASSOCIATES**  
Preservation • a division of MTFA

County of Fluvanna, Virginia  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963

ATTN: Cyndi Toler, VCO, VCA  
Purchasing Agent  
Submitted by e-mail: [ctoler@fluvannacounty.org](mailto:ctoler@fluvannacounty.org)

RE: *County of Fluvanna, Request for Proposal #2021-05: Historic Structure Report, Fluvanna County Historic Courthouse*

Dear Ms. Toler:

We are pleased to submit a revised fee proposal for the Historic Structure Report of the Fluvanna County Historic Courthouse in Palmyra, Virginia. Our fixed fee is based on the scope of services as stipulated below.

Our team will prepare a historic structure report (HSR) which will include the information included in the RFP dated June 11, 2021, as revised by Addendum #1 dated July 8, 2021, and further modified by ~~responses to our scope clarification questions received via email in September 2021, via phone on October 10, 2021, and via video call on November 22, 2021.~~ The purpose of the HSR is to prepare a statement of significance, investigate the building, determine the existing conditions that affect the building fabric, develop treatment plan to accomplish any needed repairs, and to develop a report that will assist Fluvanna County in future fundraising and restoration efforts.

JPC  
County MTFA

#### Scope of Work

1. Meet with the Fluvanna County project management team to review the project goals and schedule, including proposed dates and extent of field work. At this meeting our team will seek to learn of all known present deficiencies and extent of existing documentation. This meeting will occur immediately prior to the fieldwork kick-off meeting to be scheduled on the same day.
2. Utilizing the three-dimensional building scan completed by Will Roark of the University of Virginia, the team will prepare measured drawings. Measurements of the building scan will be confirmed via measurements taken on-site during an initial site visit. The following measured drawings will be prepared: three floor plans, roof plan, four elevations and two sections.
3. Receive archival documentation on the building provided by Fluvanna County and the Fluvanna County Historical Society. This potentially includes the recent structural evaluation of the roof framing by Craig Swift, PE and the 1973 renovation drawings of the building by Grigg, Wood & Browne.
4. Preparation of a concise and compelling statement of significance. To the extent documented by the records provided by Fluvanna County, the report will also include a record of changes to building over its lifespan and historic images and photographs.

Exhibit 3

## Fluvanna County Historic Courthouse HSR – Fee Proposal

5. Carry out a general condition assessment of the interior and exterior of the building and its architectural and structural systems. The primary purpose of the investigation and assessment is to determine the condition of the areas, materials and the systems where, and on which, repair or restoration work is required to preserve the building. The recommendations will be specific as to the areas that require treatment and will provide clear and concise direction with regard to the appropriate repairs for the various elements and materials. Recommendations will be prioritized and arranged into phases at the direction of Fluvanna County. The team will obtain photographs to accompany the condition assessment, to assist the cost estimator, and to illustrate the report.
  - a. The structural assessment of the building will include a description of the structural system and a determination of the physical condition of the structural members plus any obvious problems. This does not include an analysis of the system's design.
  - b. The roof will be surveyed via drone photography and ladder. If Fluvanna County cannot provide a ladder, then JMAP will provide one.
6. If problematic issues are identified during our survey, we will immediately notify the County and, following consultation with the County, bring in such experts as may be needed for additional investigation and/or recommendations.
7. Determine type and quantity of work required and organize information for use by the cost estimator. A professional cost estimator will prepare a cost estimate based on the condition assessment and treatment plan. The cost estimate is to be an order of magnitude estimate allowing for market fluctuations, unforeseen conditions, and the pre-design stage of the project.
8. Submit a draft of the HSR for review by Fluvanna County and then meet with the County to review draft comments. Following revisions, submit the final report of the HSR to the County.
9. Submit digital versions of draft report for review. Submit twelve (12) hard copies and a digital version of the final report.

### Assumptions:

1. Provisions will be made by Fluvanna County for JMA Preservation to access the building on agreed upon days when there will be no visitors present.
2. Fluvanna County will collect existing documentation materials and provide to JMA Preservation at the kick-off meeting. No additional archival research is included in the scope of work.
3. No materials analysis is included in the base proposal. Any materials/items which require additional investigation will be identified and recommendations for testing or ongoing field monitoring will be included in the report.
4. No destructive testing or removals for the purpose of gaining access to hidden conditions is included.
5. No limitations on operation of drone photography in the immediate vicinity of the historic courthouse building.
6. As outlined in the schedule below, we have included (3) meetings total for the project: #1) in-person project kick-off meeting with JMAP and Fluvanna County, #2) in-person fieldwork kick-off meeting with A/E team and Fluvanna County, and #3) remote draft HSR review meeting. Meetings #1) and #2) are budgeted so as to be held on the same day. Additional meetings can be held as additional services.
7. Assessment of the mechanical system is not included within the base proposal. The cost to perform this work is identified as an alternate below. If the mechanical assessment is not performed as a part of this project, such an investigation will be included in the report recommendations.



## Fluvanna County Historic Courthouse HSR – Fee Proposal

8. Construction detail drawings and specifications are not required as a part of the treatment recommendations.
9. An accessibility analysis of the existing building is excluded from the scope of work.
10. A hazardous materials report is excluded from the scope of work.

### Schedule:

Based on discussions during the interview, JMA Preservation estimates a six-month project schedule from the date of the Notice to Proceed. A project schedule will be confirmed with Fluvanna County upon receipt of the Notice to Proceed.

The project schedule will consist of the following activities:

- Field investigation
  - o Analysis of the existing building and documentation provided by Fluvanna County.
  - o An in-person kick-off meeting will be held with Fluvanna County and JMA Preservation on the same date as the first day of field work to allow for the project team to review the project and schedule. Immediately following this meeting, the Fluvanna County project team and the full A/E team will meet at the building to review pertinent items. All documentation is to be provided to the JMA Preservation team at the kick-off meeting.
  - o The field investigation effort will include photographic survey via drone.
- Draft HSR
  - o Preparation of draft Historic Structure Report.
  - o Submission of digital version of draft HSR to Fluvanna County.
  - o Remote meeting with JMA Preservation and Fluvanna County to review draft HSR.
- Final Submission
  - o Incorporation of comments and edits per Draft Review meeting.
  - o Submission of digital and hard copies of report.

### Compensation

We have calculated our total fee for the work outlined in the Scope of Work described above as a lump sum fee of Forty Thousand Seven-Hundred Fifty-Nine Dollars and Zero Cents (\$40,759.00).

In addition to the base proposal noted above, indicated below are additional services as requested by Fluvanna County. If these services are desired, the contract amount will be adjusted to include the fees for the corresponding service.

Additional Services	Fee
Materials Analysis	See Attached
Mechanical Assessment	\$3,400.00

option 2 \$9,200

~~Invoices will be made monthly for work and expenses accrued during the past month. Additional services, if requested and authorized by Fluvanna County will be billed on an hourly basis at JMA Preservation's regular labor schedule.~~

~~All invoices will be due and payable within thirty (30) days of receipt and will carry an interest charge of 1.5% per month for any unpaid balance after thirty (30) days. If a dispute over an invoice has not been~~

## Fluvanna County Historic Courthouse HSR – Fee Proposal

~~identified within thirty (30) days, the invoice shall not be subject to dispute pertaining to authorization, design or delivery of service.~~

*\* See Section 47 of the County's General Terms, Conditions and Instructions to Bidders & Contractors attached to the RFP as Appendix I (the "General Terms").*

Professional Services:

~~Services and documents provided are for information and use for the location listed herein only. We retain the copyright ownership of all documents and information produced. Such documents or information shall not be used by any entity other than the client listed herein or for any location other than this without prior written approval.~~

*\*no, see Section 35 and 36 of the General Terms.*

## Limitations of Liability

~~To the fullest extent allowed by law, the total liability related to this project from any cause or causes shall not exceed one third of the total compensation received under this agreement excluding reimbursable expenses.~~

*\*no, see Sec. 54 of the General Terms.*

## Jurisdiction

This agreement will be governed by the laws of the Commonwealth of Virginia.

If this proposal is acceptable and reflects accurately our mutual understanding of the project, please sign and return this letter. We appreciate this opportunity to be of service to you and look forward to working with you on this and other projects in the future.

Sincerely,

*James P. Clark*

James P. Clark, FAIA  
Principal  
MTFA Architecture, PLLC

Accepted,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Attachment (1)

Materials Analysis Additional Services Fee Proposal

## Fluvanna County Historic Courthouse HSR

### **Materials Analysis Additional Services Fee Proposal**

#### Paint Analysis

Paint analysis requires taking representative samples of each painted surface such as pediment trim, fascia, windows, doors, shutter, soffits, columns, capitals etc. to determine the primary paint coating on the substrate. The samples are collected with scalpels and include a full stratigraphy to the substrate. The samples are mounted in resin, polished, and examined under a microscope in cross-section. The analyst will examine the paint layers in visible and UV light to detect all paint layers. Each layer will be color-matched to the Munsell system and compared to reveal a chromochronology of each element. Using experience and color-theory research, the analyst can make recommendation for a period color-scheme for the elements that matches the historic intent. The report will include photomicrographs of each sample, a written chromochronology of each layer, interpretation of the results and paint color recommendations.

#### Mortar Analysis

JMAP will collect mortar samples that represent the original mortar (some replacement mortars may be present) and use visual observation to select the appropriate mortar for further analysis. One sample will be sent to a qualified lab for Petrographic Analysis in accordance with ASTM C1324 Standard Test Method for Examination and Analysis of Hardened Masonry Mortar. Petrographic analysis is a microscopic evaluation of a thin-section of the mortar in transmitted light. Used by geologists to microscopically examine rocks, this method permits positive identification of the minerals in the sand, and better assessment of grain shape (related to the source of the sand). Petrographic analysis can also provide semi-quantitative data on the volume proportions of the sand, binder and voids through a technique called modal analysis. The results of this testing will provide recommendations for mortar replication mixes including ratios of lime and/or cement and sand. Repointing is often the first line of defense against water infiltration and having the right mortar mix that is compatible with the original mortar will allow the building envelope to function as designed.

#### OPTION 1

##### Scope of work:

- Travel to site to collect samples
  - o (60) paint samples collected / (30) to be processed
  - o (3) mortar samples collected / (1) to be processed (\$2,200 laboratory fee)
- Attend kick-off meeting
- Review Archival Materials
- Process collected samples and prepare chromachronology report material
- Travel reimbursables for (1) trip

Total fee for Materials Analysis Option 1: \$14,400.00

#### OPTION 2

The scope of work for paint analysis can be reduced to include only the paint sampling and chromochronology in a simple report that identifies paint colors using the Munsell color notation. The

JPC  
XXXXXX  
COUNTY MTPA



## Materials Analysis Additional Services Fee Proposal

analysis will pinpoint the primary layers of paint above the substate, up to 5 layers maximum for each sample. This effort will not include interpretation of the results, the context of the historic decorative trends, or recommendations for paint scheme replications. The reduced effort will simply be a recording of the paint colors found on the samples.

### Scope of Work

- Travel to site to collect samples
  - o (60) paint samples collected / (30) to be processed
  - o (3) mortar samples collected / (1) to be processed (\$2,200 laboratory fee)
  - o Attend kick-off meeting
- Process collected samples and prepare basic paint color report
- Travel reimbursables for (1) trip

**Total fee for Materials Analysis Option 2: \$9,200.00**

# JOHN MILNER ASSOCIATES

preservation

a division of MJFA Architecture

Fluvanna County Courthouse HSR  
Palmyra, Virginia

## Scope of Work Questions

---

1. The RFP calls for measured drawings to include 3 floor plans, roof plan, 4 elevations and 2 sections. Please confirm that having seen of what can be produced from the scan hasn't changed this requirement. No changes
2. With a paint analysis you can get either 1) the color of the first paint layer, or 2) a full chromachronology which is the color of all paint layers. We're assuming you want to know the complete history of paint in the building, but wanted to ask because that costs more than just the original color. Full history
3. The RFP said that evaluation of mechanical, electrical, plumbing systems; fire detection and suppression systems; and security systems were not required. Please confirm that this is still correct. Evaluate the mechanical to determine if it is adequate to the longevity of the building
4. The addendum to the RFP added a structural evaluation to the scope of work. What is generally included in an HSR is a description of the structural system and a determination of the physical condition of the structural members plus any obvious problems noted like deflection, etc. Our question is whether the county would, in addition, like to have a structural analysis of the wood trusses consisting of calculations to determine if the original design of the system was adequate and if anything has happened to affect the original design? No
5. During our presentation a comment was made that documentation in the possession of the Fluvanna County Historical Society would be made available to the selected architect. That was also included in the RFP. Can you give us a general idea of what kind of materials will be available?  
The Historical Society's holdings are substantial but by no means exhaustive. They will include historic images, articles, correspondence, etc. More important, the FHS will have or can facilitate access to other holdings, including those held by the Cocke descendent family still residing at Bremo.
6. Can the structural evaluation of the roof frame prepared by Craig Swift, PE, of Charlottesville be made available to us as part of the materials referenced in Item 5 above? If the document can be located it will be made available
7. In discussing the extent of the condition survey, the RFP said the interior should be investigated to a lesser degree. Can anyone tell us what is meant by "lesser?" In other words, what would we not investigate? No paint analysis needed on interior
8. Can we assume that the future use of the building will remain generally the same? Yes
9. How many hard copies of the final report will be required? One dozen plus electronic copy.

Exhibit 4



BOS2022-08-03 p.303/354  
**Fluvanna County Historical Society**

Post Office Box Eight  
Palmyra, Virginia 22963-0008

434-589-7910

December 23, 2021

Ms. Cyndi Toler, Purchasing Agent  
Fluvanna County  
PO Box 540  
Palmyra, Virginia 22963

Dear Ms. Toler:

Following up on our recent meetings and discussions of the pending contract for an Historic Structure Report (HSR) for our historic courthouse, I am writing to share with you and the Board of Supervisors the Historical Society's on-going enthusiastic support for and commitment to this critical project. The restoration of the courthouse, a symbol of Fluvanna's identity, pride, and history, is the most important historic preservation undertaking in the modern history of the county. The work is as well a milestone for Virginia and the Nation in light of the courthouse being one of the earliest public buildings in the Greek Revival form in this country. We wish to thank you and Calvin Hickman for assisting us throughout this process as well as Kathleen Kilpatrick, Fluvanna resident and former Director of the Virginia Department of Historic Resources.

In an effort to reduce the cost of the report, the Society has offered to write a key contextual and background part of the HSR in house, thus saving thousands of dollars from the pending contract. This would provide a history of the building, a statement of significance, and, where possible, a chronology of previous changes and rehabilitation efforts. This undertaking would be led by Kathleen Kilpatrick; Tricia Johnson, Executive Director of Society; and the Society's many volunteers. It would clearly outline and document the national architectural and historical importance of the courthouse.

In order to move the courthouse restoration effort forward, the Society has decided to increase its funding commitment to the county as outlined below. In addition, I am personally committed to raising money for the actual restoration of the courthouse once the HSR is completed. The report would include the findings of a careful physical analysis, a listing of priorities to be addressed, treatment plans, including methodology, and estimated costs. Fundraising for the project would be very difficult absent a completed HSR, an essential step to such an important undertaking. The current bid proposal from the selected vendor is for a total project cost of \$53,359, which includes the basic contract as well as two options, both of which we feel are vital for planning and ultimately accomplishing an orderly restoration. The options are \$3,400 for a mechanical assessment and a materials analysis (including paint analysis) for \$9,200. The county has committed \$20,000 for

Exhibits

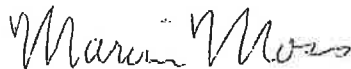
the HSR, and the Society initially promised to provide \$10,000. With two recent commitments of \$10,000 from grants and interested parties, we now would like to increase our commitment to \$25,000 leaving a balance of \$8,359 to be covered by the county. HSR 2012-013 p.304/354

Please also remember the digital scans of the courthouse done by Will Rourk of UVA and his students; their efforts added greatly to our understanding of the structure and its restoration needs. This work came about through Mr. Rourk's association with our organization and saved the project thousands of dollars.

Completion of the restoration would once again be a prime example of the public/private partnerships the Society and Fluvanna County have mutually completed over the last two decades. We cannot overemphasize the importance of this building to almost every aspect of life in Fluvanna County since it was completed in 1831. The Society has increased its funding in order to move the project to fruition and to ensure that this majestic symbol of our county receives the attention it so badly needs.

With best regards, I am

Sincerely yours,



Marvin F. Moss

President

**COUNTY OF FLUVANNA, VIRGINIA**  
**1<sup>ST</sup> AMENDMENT TO HISTORICAL STRUCTURES REPORT CONTRACT**

This 1<sup>st</sup> Amendment ("Amendment") is made this this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the County of Fluvanna, a political subdivision of the Commonwealth of Virginia ("**County**"), and MTFA Architecture, P.L.L.C., a Virginia limited liability company ("**Contractor**") to amend that Historical Structure Report Contract dated March 3, 2022 (the "**Contract**"). Defined terms in the Contract shall have the same meaning when used herein unless the context requires otherwise.

**WITNESSETH:**

Now therefore, the Contractor and the County, in consideration of the mutual covenants, promises and agreements herein contained, the sufficiency of which is hereby confirmed, agree as follows:

**I. BACKGROUND.** The Contractor by email dated July 11, 2022, to Calvin Hickman, County Director of Public Works, has requested a 30-day extension of time for final report submission to delay that deadline to August 20, 2022, from the prior deadline of July 21, 2022, to allow the Contractor to address the County's comments on the draft report;

**II. PROJECT SCHEDULE AND AMENDMENT.** As required by the Contract, the Contractor submitted a tentative project schedule to the County and the Contractor certifies that attached hereto as Exhibit 1 is the final Project Schedule which was approved by the County. Per the Contractor's request, the County agrees that the Project Schedule is hereby modified such that the deadline for completion of the final report submission to the County by the Contractor shall be extended to August 20, 2022, for the express purpose of allowing the Contractor to incorporate the County's comments to the draft report. No other deadlines in the Project Schedule are modified hereby.

**III. MISCELLANEOUS.** The headings of the sections of this Amendment are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only may extend and be applied to several persons or things as well as to one person or thing; and a word importing the plural number only may extend and be applied to one person or thing, as well as to several persons or things. This Amendment may be executed in multiple counterparts each of which shall be deemed an original and together which shall constitute the Amendment. This Amendment may be executed in duplicate originals, any of which shall be equally authentic. In addition to allowing electronic signatures upon an electronic copy of this Amendment, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Amendment, together with exhibit(s) hereto, contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Amendment. **Except as specifically amended hereby, the Contract remains in full force and effect.**

IN WITNESS WHEREOF, the Parties hereto agree to the above terms and have caused this Amendment to be executed and sealed in their names by their duly authorized officers.

<b>Fluvanna County:</b> <b>County's Signature</b>  _____ (SEAL) Eric M. Dahl, County Administrator  Date _____  Approved as to form:	<b>MTFA Architecture, P.L.L.C.</b> <b>Contractor's Signature</b>  _____ (SEAL)  Print Name _____  Print Title _____  Date _____
--	--

Fluvanna County Attorney

**COUNTY OF FLUVANNA, VIRGINIA**  
**1<sup>ST</sup> AMENDMENT TO HISTORICAL STRUCTURES REPORT CONTRACT**

**Exhibit 1 – Project Schedule**



**FLUVANNA COUNTY HISTORIC COURTHOUSE  
HISTORIC STRUCTURE REPORT  
Palmyra, Virginia**

*REVISED July 18th, 2022*

**PROJECT SCHEDULE**

DESIGN MILESTONES	DURATION	DATE
Executed Contract		<b>Tuesday, March 1, 2022</b>
<b>Field Investigation &amp; On-Site Meeting</b>		
On-site meeting w/ Fluvanna Co.	30 days after contract	<b>10am @ Thursday, March 31, 2022</b>
Architecture + Structural + MEP		<b>Thursday, March 31, 2022</b>
FCHS/LE/2RW submit progress draft	53 days after survey	<b>Monday, May 23, 2022</b>
<b>Submit Draft Report</b>	14 days after progress draft	<b>Monday, June 6, 2022</b>
<b>Draft Review Meeting (virtual)</b>	15 days after report submission	<b>Tuesday, June 21, 2022</b>
Comments due Friday, June 18th		
<b>Submit Final Draft Report</b>	30 days after meeting	<b>Thursday, July 21, 2022</b>
Comments due Thursday, August 4th		
<b>Submit Final Report</b>	21 days after report submission	<b>Thursday, August 11, 2022</b>
<b>Final Report Review (virtual)</b>	14 days after report submission	<b>Thursday, August 25, 2022</b>

177 calendar days





**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**AGENDA ITEM STAFFREPORT**

**TAB O**

<b>MEETING DATE:</b>	August 3, 2022				
<b>AGENDA TITLE:</b>	Phone System Maintenance for E911 - Amendment to the End-User Agreement With Centurylink Communications, LLC				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the Amendment to End User Agreement between the County of Fluvanna, Virginia, and CenturyLink Communications, LLC, to modify the End User Agreement relating to a software upgrade, firewall and installation at a total cost of \$20,907.60 but subject to a discount of \$12,312.45 as more particularly set out in the Amendment, and further authorize the County Administrator to approve reasonable modifications thereto in consultation with the County Attorney and execute the final agreement subject to approval as to form by the County Attorney.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Donna Allen, Purchasing Officer; Michael Grandstaff, Director of Communications				
<b>PRESENTER(S):</b>	Donna Allen, Purchasing Officer				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>May 26, 2020, the board approved the End User Agreement with CenturyLink for a PSAP call system</li> <li>We do not anticipate this new system being fully completed and installed in 2022 due to implementation schedules and the Grant has been extended</li> <li>August 19, 2020, the Board approved an amendment adding maintenance to the End User Agreement.</li> <li>This Amendments covers a software upgrade, firewall and installation. The installation was anticipated to occur under the End User Agreement in 2020, however such had to be moved to a later date due to delays with another party. The Grant has been extended owing to such delays.</li> <li>The total cost of \$20,907.60 is for: \$2,048.00 for the Software Upgrade; \$10,076.50 those Firewall; and \$8,783.10 for the Integration Install.</li> <li>The County is receiving a discount from the Contract Price under the End User Agreement of \$12,312.45. CenturyLink provided the following discounts to the County against amounts owed under the Contract: (i) \$8,783.10 for removal of labor hours associated with SMS/NG911 which the parties agreed would be done at a later date (the "Integration Install"); and (ii) \$3,529.35 for discount from Motorola bundle (which was already applied against the amounts owed under the End User Agreement but had not been documented.)</li> <li>Anticipated completion now no later than June 1, 2023, unless extended by Virginia Department of Emergency Management (Grant agency)</li> </ul>				

<b>FISCAL IMPACT:</b>	\$20,907.60 less \$12,312.45 credit to be covered under the FY23 E911 Telecommunications budget				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Amendment to End User Agreement Between The County of Fluvanna, Virginia, and Centurylink Communications, LLC				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>	<b>X</b>	<b>X</b>		<b>X-E911</b>

## AMENDMENT TO END-USER AGREEMENT

This **Amendment to the End-User Agreement** (the “**Amendment**”) is between **CenturyLink Communications, LLC**, a Delaware limited liability company authorized to transact business in Virginia, f/k/a Qwest Communications Company, LLC, a wholly owned subsidiary of CenturyLink, Inc. and (“**CenturyLink**” or “**Contractor**”) and **Fluvanna County** together with the **Fluvanna County Sheriff’s Office** (collectively referred to as “**County**”), a public entity organized under the laws of the Commonwealth of Virginia, to amend that End-User Agreement (the “**End-User Agreement**”) dated June 4, 2020 to add certain services and support and is made this \_\_\_\_ day of \_\_\_\_\_, 2022 (“**Effective Date**”). CenturyLink and County are sometimes referred to herein as the “**parties**”, or each as a “**party**”. Any terms defined in the End-User Agreement shall have the same meaning when used herein unless the context requires otherwise.

**WHEREAS**, the parties previously entered into that purchase order under and modification of the End User Agreement pursuant to Quote Number VA-CTL3460594 fully executed on September 3, 2020 (the “**2020 Modification**”). The End User Agreement as modified by 2020 Modification is referred to herein collectively as the “**Contract**”;

**WHEREAS**, CenturyLink provided the following discounts to the County against amounts owed under the Contract: (i) \$8,783.10 for removal of labor hours associated with SMS/NG911 which the parties agreed would be done at a later date (the “**Integration Install**”); and (ii) \$3,529.35 for discount from Motorola bundle. See email between the parties attached hereto as Exhibit 1 and made a material part hereof which outlines such discounts and payments. The parties agree that after applying such discount credits all amounts to be paid under the Contract, Section 9(a), 9(c) and 9(d), have been paid and all annual maintenance fees (under Section 9(b) of the End-User Agreement) are current and paid to date;

**WHEREAS**, the parties have agreed to add certain additional services including the following: (i) those services identified in Quote Number 58438739 briefly described as “Upgrade the existing Motorola VESTA solution to Rel 7.8 Hf1 to interconnect with the AT&T Nextgen911 ESInet”, with such quote attached hereto as Exhibit 1 and incorporated herein as a material part hereof (the “**Software Upgrade Quote**”); (ii) those services identified in Quote Number 58438739 briefly described as “Install a 60F firewall to support remote access”, with such quote attached hereto as Exhibit 2 and incorporated herein as a material part hereof (the “**Firewall Quote**”); and (iii) those services identified in Quote Number 58463666 briefly described as “1403806 Add back labor for MOTO EIM SMS” which is the Integration Install the parties previously agreed to do at a later time, with such quote attached hereto as Exhibit 3 and incorporated herein as a material part hereof (the “**Integration Install Quote**”). Collectively the Software Upgrade Quote, the Firewall Quote and the Integration Install Quote are referred to herein as the “**Quotes**”. Collectively the labor, work, warranties, software, hardware, installation, equipment, materials, products and services described in the Quotes or related thereto is referred to herein as the “**2022 Products and Services**”;

Now therefore, for mutual consideration and the promises contained herein, the sufficiency of which is hereby acknowledged the parties agree as follows:

1. Recitations and Background. The foregoing recitations are hereby made a material part of this Amendment. The 2022 Products and Services detailed in the Quotes are covered by grant funds pursuant to a Virginia Infrastructure Technologies Agency PSAP grant (the “**Grant**”). The County is a member of HGAC and may cooperatively procure 2022 Products and Services from the HGAC Contract pursuant to Virginia Code Section 2.2-4304. The County desires to purchase the 2022 Products and Services off of the HGAC Contract as more specifically identified in the Quotes. CenturyLink represents and warrants that all Products and Services are offered pursuant to the HGAC Contract at prices consistent with the HGAC Contract.
  
2. Products and Services. CenturyLink will provide and County will purchase the 2022 Products and Services described in the Quotes; and CenturyLink will install the same. All 2022 Products and Services are made a part of the “Products and Services” as defined in the End-User Agreement, Section 4.. The Contractor understands the Products and Services are integral to the County’s Public Safety program, and agrees to install the same in such a way as to provide a seamless integration of the Products and Services with existing equipment, and to work with the County to coordinate installation and related services. The Contractor understands and acknowledges that the County must always have a functional call system. The Contractor will schedule the installation and related activities of the products at a time and place convenient for the County in advance.
  
3. Delivery Location. Delivery of Products and Services shall be to the following address: Fluvanna County Sheriff, 160 Commons Blvd, Palmyra, VA 22963.
  
4. Performance. CenturyLink will deliver and install the Products and Services related hereto with reasonable promptness and due diligence and any n no event no later than June 1, 2023 (Grant deadline is currently July 1, 2023); except if the Grant deadlines are extended by the Virginia Department of Emergency Management then the Products and Services will be delivered and installed at least thirty (30) days prior to any new Grant deadline applicable to the Products and Services under the County’s Grant. Any warranties, maintenance or other guarantees related to the Products and Services shall begin on the Completion Date (as defined in Section 5 below) and continue for the applicable term thereof, including any renewals.
  
5. Additional Compensation. Consistent with the Quotes, the Contractor shall be paid the following amounts for the 2022 Products and Services:
  - a. **\$2,048.00** for those 2022 Products and Services set forth in the **Software Upgrade Quote**;
  - b. **\$10,076.50** those 2022 Products and Services set forth in the **Firewall Quote**; and
  - c. **\$8,783.10** those 2022 Products and Services set forth in the **Integration Install Quote**.
  
6. Miscellaneous. The headings of the sections of this Amendment are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only may extend and be applied to several persons or things as well as to one person or thing; and a word importing the plural number only

may extend and be applied to one person or thing, as well as to several persons or things. This Amendment may be executed in multiple counterparts each of which shall be deemed an original and together which shall constitute the Amendment. This Amendment may be executed in duplicate originals, any of which shall be equally authentic. In addition to allowing electronic signatures upon an electronic copy of this Amendment, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Amendment, together with exhibit(s) hereto, contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Amendment. **Except as specifically amended hereby, the Contract remains in full force and effect.**

Witness the following duly authorized signatures and seals as of the dates set forth below:

**Fluvanna County, a political subdivision of the  
Commonwealth of Virginia**

**CenturyLink Communications, LLC**

(SEAL)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name Typed or Printed

Eric M. Dahl

\_\_\_\_\_  
Name Typed or Printed

\_\_\_\_\_  
Title

County Administrator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Fluvanna County Sheriff's Office

\_\_\_\_\_  
Eric Hess, Fluvanna County Sheriff

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

Approved as to Form:

\_\_\_\_\_  
Kristina M. Hofmann, Assistant Fluvanna County Attorney

**From:** [Michael Grandstaff](#)  
**To:** [Agnew, William](#)  
**Cc:** [Pursel, Tina M](#); [Cyndi Toler](#)  
**Subject:** Re: CenturyLink Information  
**Date:** Wednesday, August 18, 2021 9:36:08 AM

---

The only question that may come up is which part of the \$8783.10 that will be charged after go live with NG911 and SMS will be for which portion of the contract. We are having to file reimbursement forms with VDEM for the project and they have it broken down into that 3 portions of the contract CPE, SMS, and NG911.

Thank you,

Michael

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---

**From:** Agnew, William <William.Agnew@lumen.com>  
**Sent:** Wednesday, August 18, 2021 9:28:35 AM  
**To:** Michael Grandstaff <mgrandstaff@fluvannasheriff.com>  
**Cc:** Pursel, Tina M <Tina.Pursel@lumen.com>; Cyndi Toler <ctoler@fluvannacounty.org>  
**Subject:** RE: CenturyLink Information

Thank You....

If you have additional questions let me know

The logo for LUMEN, featuring the word "LUMEN" in a bold, sans-serif font. The letter "U" is stylized with a blue horizontal bar above it.

**William Agnew**  
Client Support Manager Senior  
Fort Myers, FL  
Tel: 239-237-4818 Cell: 717-386-1911  
[William.agnew@lumen.com](mailto:William.agnew@lumen.com)

---

**From:** Michael Grandstaff <mgrandstaff@fluvannasheriff.com>  
**Sent:** Wednesday, August 18, 2021 9:27 AM  
**To:** Agnew, William <William.Agnew@lumen.com>  
**Cc:** Pursel, Tina M <Tina.Pursel@lumen.com>; Cyndi Toler <ctoler@fluvannacounty.org>  
**Subject:** Re: CenturyLink Information

Yes sir, thank you. I have processed the invoices and turned them over to finance for review and payment.

Thank you again.

Michael

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---

**From:** Agnew, William <[William.Agnew@lumen.com](mailto:William.Agnew@lumen.com)>  
**Sent:** Wednesday, August 18, 2021 8:45:10 AM  
**To:** Michael Grandstaff <[mgrandstaff@fluvannasheriff.com](mailto:mgrandstaff@fluvannasheriff.com)>  
**Cc:** Pursel, Tina M <[Tina.Pursel@lumen.com](mailto:Tina.Pursel@lumen.com)>; Cyndi Toler <[ctoler@fluvannacounty.org](mailto:ctoler@fluvannacounty.org)>  
**Subject:** RE: CenturyLink Information

Michael

I am having the Late Fees Removed. They will be removed from the account and will drop off once the invoices are paid less the Late Fees.  
Let me know if that works for you.

TY  
Bill



**William Agnew**  
Client Support Manager Senior  
Fort Myers, FL  
Tel: 239-237-4818 Cell: 717-386-1911  
[William.agnew@lumen.com](mailto:William.agnew@lumen.com)

---

**From:** Michael Grandstaff <[mgrandstaff@fluvannasheriff.com](mailto:mgrandstaff@fluvannasheriff.com)>  
**Sent:** Tuesday, August 17, 2021 11:42 AM  
**To:** Agnew, William <[William.Agnew@lumen.com](mailto:William.Agnew@lumen.com)>  
**Cc:** Pursel, Tina M <[Tina.Pursel@lumen.com](mailto:Tina.Pursel@lumen.com)>; Cyndi Toler <[ctoler@fluvannacounty.org](mailto:ctoler@fluvannacounty.org)>  
**Subject:** RE: CenturyLink Information

Thank you for reviewing.

Can you please remove the late fees that have been billed to the account. I received an additional invoice yesterday for another \$1386.93.

Thank you

Michael R. Grandstaff, SAA  
Director of Communications and Technology

---

**From:** Agnew, William <[William.Agnew@lumen.com](mailto:William.Agnew@lumen.com)>  
**Sent:** Tuesday, August 17, 2021 11:36 AM  
**To:** Michael Grandstaff <[mgrandstaff@fluvannasheriff.com](mailto:mgrandstaff@fluvannasheriff.com)>  
**Cc:** Pursel, Tina M <[Tina.Pursel@lumen.com](mailto:Tina.Pursel@lumen.com)>; Agnew, William <[William.Agnew@lumen.com](mailto:William.Agnew@lumen.com)>  
**Subject:** CenturyLink Information

Michael

Tina and I have completed our review of the original contract and the invoices sent by CenturyLink. We are confident the invoices are correct and reflect the amounts that are owed.

No additional amounts will be invoiced. You will note below is listed the two credits that were applied which is why the invoices are not the same as the original quoted amount.

Let me know if you have any additional questions.

Contract Info

CPE:	\$159,639.06
SMS:	\$24,331.78
NG911:	\$12,792.64
<b>TOTAL:</b>	<b>\$196,763.48</b>

Discounts:                   -\$8783.10 - Credit for Removal of Labor hours associated with SMS/NG911  
                                      -\$3529.35 - Credit for Discount provided from Motorola Bundle

**New Contract Total:   \$184,451.03**

Invoice 70602998	\$91,988.55
Invoice 101165897	\$92,462.48
<b>TOTAL:</b>	<b>\$184,451.03</b>

Centurion Service Contract 5 Years:   \$30,526.70  
 Invoice 101165644 – CenturyLink Centurion Service   Year 1 of 5 years = \$6105.34

Thank You  
 Bill

**LUMEN®**

**William Agnew**  
**Client Support Manager Senior**  
**Fort Myers, FL**  
**Tel: 239-237-4818 Cell: 717-386-1911**  
[William.agnew@lumen.com](mailto:William.agnew@lumen.com)

This communication is the property of Lumen Technologies and may contain confidential or privileged information. Unauthorized use of this communication is strictly prohibited and may be unlawful. If you have received this communication in error, please immediately notify the sender by reply e-mail and destroy all copies of the communication and any attachments.

This communication is the property of Lumen Technologies and may contain confidential or privileged information. Unauthorized use of this communication is strictly prohibited and may be unlawful. If you have received this communication in error, please immediately notify the sender by reply e-mail and destroy all copies of the communication and any attachments.

This communication is the property of Lumen Technologies and may contain confidential or privileged information. Unauthorized use of this communication is strictly prohibited and may be unlawful. If you have received this communication in error, please immediately notify the sender by reply e-mail and destroy all copies of the communication and any attachments.





**Quote Number:** 58438739  
**Customer:** Fluvanna County 911 Center  
**Lumen Products:** CPE  
**Lumen Installation:** Yes  
**Lumen Maintenance:** No Maintenance  
**Created On:** 6/4/2022  
**Expiration Date:** 8/15/2022  
**Account Manager:** Tina Pursel  
**Sales Engineer:** James McLeod  
**Pramata #:**

**Customer Notes:**

This quote provides cost to upgrade the existing Motorola VESTA solution to Rel 7.8 Hf1 to interconnect with the AT&T Nextgen911 ESInet.

Catalog Number	Description	Unit Price	Qty	Total Price	Service Term (Months)
<b>LOCATION: Main Site</b>					
<b>Materials</b>					
870899-0104R7.8U	V911 R7.8 DOC/MED UPG	\$ -	1	\$ -	
870890-77103	V911 ESXI 6.5 MANUAL UPG KIT	\$ -	1	\$ -	
870890-75001	VIRTUAL MEDIA SET R7.0 015E	\$ -	1	\$ -	
809800-52005	PROSVC VESTA 911 REMOTE UPGD	\$ 125.00	16	\$ 2,000.00	
<b>Shipping and Handling</b>					
Shipping & Handling	Shipping & Handling	\$ 48.00	1	\$ 48.00	
Materials Total				<b>\$2,000.00</b>	
Shipping and Handling Total				<b>\$48.00</b>	
Grand Total Price to Customer				<b>\$2,048.00</b>	

### Terms and Conditions Governing This Order

**1.** This Order is non-binding until accepted by Lumen. Lumen is defined for purposes of this Order as Centurylink Communications, LLC d/b/a Lumen Technologies Group and its affiliate entities provided services under this Order. This Order is subject to the End-User Agreement entered into between the two parties on June 4th 2020.

Customer Representative: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

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

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



**Quote Number:** 58438739  
**Customer:** Fluvanna County 911 Center  
**Lumen Products:** CPE  
**Lumen Installation:** Yes  
**Lumen Maintenance:** Centurion On-Site Maintenance  
**Created On:** 7/22/2022  
**Expiration Date:** 8/15/2022  
**Account Manager:** Tina Pursel /SW8G  
**Sales Engineer:** James Mcleod  
**Pramata #:**

This quote provides cost to install  
a 60F firewall to support remote  
access.

**Customer Notes:**

Catalog Number	Description	Unit Price	Qty	Total Price	Service Term (Months)
<b>LOCATION: Main site</b>					
<b>Materials</b>					
03800-03070	FIREWALL 60F	\$ 753.42	1	\$ 753.42	
04000-00400	M&R NETWORK/IP AGENT LIC	\$ 104.81	1	\$ 104.81	
<b>Support</b>					
03800-03075	WARR FIREWALL 60F 5YR	\$ 822.40	1	\$ 822.40	36
809800-16347	M&R IP DEVICE SRVC 5YR	\$ 2,003.38	1	\$ 2,003.38	36
	Lumen Onsite Support	\$ 1,750.00	1	\$ 1,750.00	60
<b>Implementation</b>					
QINTR-VESTA SOLUTIONS INC.	Integration	\$ 2,857.94	1	\$ 2,857.94	
809800-00201	VPN CFG SVCS	\$ 253.16	1	\$ 253.16	
809800-17006	FIELD ENG-EXPRESS	\$ 92.41	16	\$ 1,478.56	
<b>Shipping and Handling</b>					
Shipping & Handling	Shipping & Handling	\$ 52.83	1	\$ 52.83	
Materials Total				<b>\$858.23</b>	
Support Services Total				<b>\$4,575.78</b>	
Implementation Total				<b>\$4,589.66</b>	
Shipping and Handling Total				<b>\$52.83</b>	
Grand Total Price to Customer				<b>\$10,076.50</b>	

**Terms and Conditions Governing This Order**

**1.** This Order is non-binding until accepted by Lumen. Lumen is defined for purposes of this Order as Centurylink Communications, LLC d/b/a Lumen Technologies Group and its affiliate entities provided services under this Order. This Order is subject to the End-User Agreement entered into between the two parties on June 4th 2020.

Customer Representative: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

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

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



**Quote Number:** 58463666  
**Customer:** Fluvanna County 911 Center  
**Lumen Products:** CPE  
**Lumen Installation:** Yes  
**Lumen Maintenance:** No Maintenance  
**Created On:** 6/20/2022  
**Expiration Date:** 8/15/2022  
**Account Manager:** Tina Pursel/DHQU  
**Sales Engineer:** James McLeod  
**Pramata #:** 1403806  
 add back labor for Moto EIM SMS

**Customer Notes:**

Catalog Number	Description	Unit Price	Qty	Total Price
<b>LOCATION: Main Site</b>				
<b>Implementation</b>				
QINTR-VESTA SOLUTIONS INC.	Integration - SMS	\$ 3,258.90	1	\$ 3,258.90
QINTR-VESTA SOLUTIONS INC.	Integration - NG911 EIM	\$ 5,524.20	1	\$ 5,524.20
	Implementation Total			<b>\$8,783.10</b>
	Grand Total Price to Customer			<b>\$8,783.10</b>

### **Terms and Conditions Governing This Order**

**1.** This Order is non-binding until accepted by Lumen. Lumen is defined for purposes of this Order as Centurylink Communications, LLC d/b/a Lumen Technologies Group and its affiliate entities provided services under this Order. This Order is subject to the End-User Agreement entered into between the two parties on June 4th 2020.

Customer Representative: \_\_\_\_\_  
 Customer Signature: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB P**

<b>MEETING DATE:</b>	August 3, 2022				
<b>AGENDA TITLE:</b>	Closed Landfill Environmental Monitoring Programs				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors to approve Project Agreement #10 between Fluvanna County and Draper Aden Associates to continue the Environmental Monitoring Programs of the Fluvanna County closed Landfill not to exceed \$26,200, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		<b>x</b>			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>xx</b>	
<b>STAFF CONTACT(S):</b>	Donna Allen, Purchasing Officer				
<b>PRESENTER(S):</b>	Donna Allen, Purchasing Officer				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Project agreement #10 is to have Draper Aden continue the Environmental Monitoring Programs they have previously provided us at the closed Land Fill               <ul style="list-style-type: none"> <li>○ TASK 1 GW sampling event 2022 S2 \$7,900</li> <li>○ TASK 2 2022 Annual Groundwater Report \$3,900 lump sum</li> <li>○ TASK 3 GW sampling event 2023 S1 \$9,300 lump sum</li> <li>○ TASK 4 Gas Monitoring (July, 2022 to June, 2023) \$3,600 lump sum</li> <li>○ TASK 5 Quarterly Site Insp. (July, 2022 to June, 2023 ) \$1,500 lump sum</li> </ul> </li> <li>• Total not-to exceed expenditure under this proposal = \$26,200</li> <li>• [TASK 6] – Regulatory Compliance (July, 2022 - June, 2023) – Will be added at a later date only if deemed necessary ∅ There has been no change price changes from FY22</li> </ul>				
<b>FISCAL IMPACT:</b>	Total not – to- exceed expenditure under this proposal = \$26,200, which is included in the FY23 Budget.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Project Agreement #10 and exhibits thereto				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>x</b>		<b>x</b>		



**PROJECT AGREEMENT # 10**  
**TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR**  
**PROFESSIONAL SERVICES**  
**FLUVANNA COUNTY CLOSED LANDFILL**

This Project Agreement #10 (the "Project Agreement") made this 22 day of July, 2022, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Draper Aden Associates, LLC (the "Consultant"), a Virginia limited liability company, and is an addendum to that TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES dated the 22nd day of October, 2018 (including all exhibits thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning in this Project Agreement unless the context used herein requires otherwise. Consultant was formerly known as Draper Aden, Inc., converted to Draper Aden Associates, LLC, after the filing Articles of Conversion of Draper Aden Associates, Inc., effective as of April 21, 2022.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Consultant as services are needed;

Whereas the Agreement is for a term of one-year beginning on the date the County executed the Agreement, and subject to (4) additional one-year renewals by the County pursuant to the Agreement;

Whereas the Consultant submitted a Proposal for "Fluvanna County Closed Landfill, Environmental Monitoring Programs, Proposal: FY 2022-2023 (July, 2022 to June, 2023), DEQ Permit No. 429, DAA Project No. PENDING [TASKS 1 TO 6]" dated July 19, 2022, ("the Proposal") which is attached hereto as **Exhibit 1** and incorporated by reference herein as a material part of this Project Agreement;

Whereas, the County desires that the Consultant complete those services listed in the Proposal as: TASK 1 – Groundwater Sampling Event 2022 S2 (October, 2022), TASK 2 – 2022 Annual Groundwater Report, TASK – 3 Groundwater Sampling Event 2023 S1 (April, 2023), TASK 4 – Gas Monitoring Services (July, 2022 – June, 2023), and TASK 5 – Quarterly Site Inspections (July, 2022 – June, 2023), and any other services, inspections, testing, reports, deliverables or work required or related thereto as detailed therein (each referred to as a "Task" and collectively the Tasks are referred to as the "Services" which includes the "Subconsultant Services" as defined below);

Whereas, the parties desire that upon written request to the Consultant, the County may request any of those additional services set forth in the Proposal as "Supplemental Services" including without limitation, TASK 6 - Regulatory Compliance (July, 2022 - June, 2023) – Upon Request, and such Supplemental Services requested shall include any other services, inspections, testing, reports, deliverables or work required or related thereto as detailed therein (the "Supplemental Services");

Whereas, the Consultant desires to accept the work and complete the Services and all work necessary and related thereto (collectively the "Task Orders").

For good and valuable consideration, the parties hereby agree as follows:

## **ARTICLE I: THE AGREEMENT**

The foregoing recitations are incorporated by reference into this Project Agreement.

This Project Agreement is an addendum to and made a material part of the Agreement. The parties hereto agree that except as specifically and expressly modified hereby that Agreement remains in full force and effect and the provisions of the Agreement are incorporated herein and are a material part hereof.

## **ARTICLE II: TASK ORDERS**

Consultant shall provide all work and services necessary or desired to complete the Task Orders consistent with all provisions of this Project Agreement, Exhibit 1 and the Agreement.

The County's project manager for technical inquiries relating to this Project Agreement shall be:

Mr. Calvin Hickman  
Director of Public Works  
197 Main Street  
Palmyra, VA 22963  
Phone: (434) 591-1910  
E-mail: [calvin.hickman@fluvannacounty.org](mailto:calvin.hickman@fluvannacounty.org)

Billing inquiries should be directed to Donna Allen, Purchasing Officer, whose contact information appears below in Article VI.

The parties hereby agree to the following modification to the Proposal: (i) every survey, plat, document, study, report or deliverable of every kind required pursuant to this Agreement shall be provided to the County in at minimum one (1) hard copy format, one (1) electronic format, and in any other format required to be provided under the Proposal.

## **ARTICLE III: EXHIBITS AND RESOLVING CONFLICTS**

The rights and duties of the County and Consultant applicable to the County's projects under this Project Agreement are set forth in the following Agreement Documents:

- (i) This Project Agreement;
- (ii) Exhibit 1 hereto, being the Proposal;
- (iii) Exhibit 2 hereto, being the "2018 Bill Rate Schedule" which is the controlling pricing as required by the Agreement;
- (iv) The Agreement including exhibits thereto.

Whenever possible, the terms of the above Agreement Documents shall be read together, however in the event of a conflict, the order of preference above shall govern which Agreement Document will control. In other words, (i) shall control over (ii) to (iii) above, and (ii) shall control over (iii).



#### ARTICLE IV: FEES

All pricing and billing under this Proposal must be consistent with the Agreement and the Compensation section of the Proposal (see specifically the 2018 Bill Rate Schedule which controls all hourly pricing). The work on the Services shall be billed hourly based on those rates set out in the 2018 Bill Rate Schedule attached as Exhibit 2 hereto. The Consultant shall bill based on the hourly rates set out in its Agreement (unless its current rate schedule provides for any lower hourly rate(s) as required under the General Terms), but shall complete all work on the Task Orders for not to exceed fee for each Task consistent with the Compensation section of the Proposal and the Agreement as follows:

\$7,900.00 for all services or work on TASK 1 – Groundwater Sampling Event 2022 S2 (October, 2022);

\$3,900.00 for all services or work on TASK 2 – 2022 Annual Groundwater Report;

\$9,300.00 for all services or work on TASK 3 – Groundwater Sampling Event 2023 S1 (April, 2023);

\$3,600.00 for all services or work on TASK 4 – Gas Monitoring Services (July, 2022 – June, 2023); and

\$1,500.00 for all services or work on TASK 5 – Quarterly Site Insp. (July, 2022 – June, 2023).

All work on the Services, except for the Subconsultant Services, shall be billed hourly based on the 2018 Bill Rate Schedule attached as Exhibit 2 hereto, except any standard billing rates which are lower shall control. The Subconsultant Services must be billable to the County **AT COST WITH NO MARK UP OF ANY KIND AS REQUIRED BY VIRGINIA LAW**. The Consultant may invoice the County for no more than the hours actually worked on each Task; and the not to exceed cost for each Task is a maximum cost for the Services on each Task. The above fees add up to a total not-to-exceed fee of TWENTY-SIX THOUSAND TWO HUNDRED AND NO/100 DOLLARS (\$26,200.00) for all work on the Services on all of the Task Orders, being Task 1, 2, 3, 4, and 5, described in the Proposal and this Project Agreement. The Consultant agrees to complete all work related or necessary for the Services and Task orders for no more than \$26,200.00 even if its hourly billing, costs of any kind and the fees for the Subconsultant Services exceeds such amount. All hourly Services work shall be billable to the County in increments of a quarter of an hour or less if that is the standard practice of Consultant. The minimum charge shall be a quarter of an hour or less if that is the standard practice of the Consultant. Consultant cannot charge for administrative costs, copies, printing, travel time, lunch or other non-working time.

The payment for each Task up to the not to exceed fee shall be payable by the County upon proper invoice by the Consultant as described herein. No invoice may be provided by the Consultant to the County until a Task is complete and all items or services purchased have been delivered to, inspected by and accepted by the County, including but not limited to, that deliverable described in the Proposal as the report. The Consultant may invoice the County only when an entire Task is complete. The Consultant will be paid within forty-five (45) days of receipt of a proper invoice following final acceptance of all work on each Task Order by the County in its sole discretion. The flat fee includes all fees, costs and charges of any kind to perform all the services and work, including supplying at its own cost and expense any necessary tools, equipment or materials, necessary or desirable for completion of the task specified.

If the County notifies the Consultant in writing that it requires the Consultant to perform any of the Supplemental Services, then an amendment to this Project Agreement shall be issued and the Consultant shall perform such Supplemental Services for no more than that not to exceed fee set forth for the same in such amendment consistent with the Proposal and in a manner consistent with all of the provisions and requirements of this Project Agreement.

#### **ARTICLE V: TERM**

Consultant shall with due diligence and dispatch assiduously pursue these Task Orders to completion, but in any event such Services and work being a part of the Task Orders must be completed to the sole satisfaction of the County:

for Task 1: on or before the 30th day of November, 2022;  
for Task 2: on or before the 31st day of March, 2023;  
for Task 3: on or before the 30th day of April, 2023;  
for Task 4: on or before the 30th day of June, 2023; and  
for Task 5: on or before the 30th day of June, 2023.

If the County requests any Supplemental Services, then for Task 6: on or before the 30th day of June, 2022 or other date(s) agreed to in an amendment for such additional Supplemental Services.

#### **ARTICLE VI: MISCELLANEOUS**

As appropriate to the context, the singular will include the plural and vice versa, and reference to one gender will include the others. This Project Agreement may be executed in one or more counterparts, each of which will be considered the Project Agreement for all purposes of proof. In addition to allowing electronic signatures upon an electronic copy of this Project Agreement, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Project Agreement contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Project Agreement. This Project Agreement will be binding upon and inure to the benefit of the respective parties and their successors. This Project Agreement is not assignable by either party, except by operation of law. The legal address for the County and for the Consultant and the addresses for delivery of Notices and other documents related to the administration of this Project Agreement are as follows:

County

ATTN: Donna Allen, Purchasing Officer  
Fluvanna County  
P.O. Box 540  
Palmyra, VA 22963  
Telephone (434) 591-1937  
FAX (434) 591-191

Consultant

ATTN: Deborah K. Flippo  
Draper Aden Associates, LLC  
250 Main Street, Suite 200  
Charlottesville, VA 22902  
Telephone: (540) 552-0444  
Facsimile: (540) 552-0291

Any party may substitute another address for the one set forth above by giving a notice in the manner required. Any notice given by mail will be deemed to be received on the fifth (5<sup>th</sup>) day after deposit in the United States mail. Any notice given by hand will be deemed to be received when delivered. Notice by courier will be deemed to have been received on the date shown on any certificate of delivery.

**In witness whereof the undersigned duly authorized representatives have executed this Project Agreement on the dates set forth beside their respective signatures.**

Consultant:  
Draper Aden Associates, LLC  
formerly Draper Aden Associates, Inc.

County:  
Fluvanna County

By: <u>Thomas R. Etoughtin</u>	Date: <u>7/27/22</u>	By: _____	Date: _____
Name: <u>Thomas R. Etoughtin</u>		Name: _____	
Title: <u>Senior Associate</u>		Title: _____	

Approved as to form:


\_\_\_\_\_  
Fluvanna County Attorney, by Kristina M. Hofmann, Deputy Fluvanna County Attorney



1030 Wilmer Avenue, Suite 100  
 Richmond, Virginia 23227  
 www.daa.com

# MEMORANDUM

TO: Mr. Calvin Hickman  
 Fluvanna County

FROM: Thomas R. Laughlin   
 Environmental Services Division

DATE: 07-19-22

SUBJECT: **Fluvanna County Closed Landfill**  
 Environmental Monitoring Programs  
 Proposal: FY 2022-2023 (July, 2022 to June, 2023)

DEQ Permit No. 429  
 DAA Project No. PENDING [TASKS 1 TO 6]

Draper Aden Associates (DAA; a TRC company) proposes to provide professional engineering and environmental services to Fluvanna County in accordance with the existing Services Agreement between Fluvanna County and DAA (Project Agreement #6; dated October 22, 2018).

The subject proposal is intended to encompass services that will be provided during the 12-month period between *July 1, 2022 to June 31, 2023 (FY 2022-2023)*.

More specifically, DAA shall provide the following services pertaining to environmental programs at solid waste facilities operated by Fluvanna County:

## **[TASK 1] - Groundwater Sampling Event 2022 S2 (October, 2022)**

**Task.** Draper Aden Associates proposes to obtain groundwater samples from monitoring wells at the Fluvanna County closed landfill (groundwater sampling event 2022 S2, scheduled to occur during October, 2022), chemically analyze the groundwater samples, and prepare a report suitable for direct submission to DEQ. More specifically, Draper Aden Associates proposes to:

- Obtain groundwater samples from monitoring wells MW-02R, MW-03R, and MW-04R and have them analyzed for VSWMR Table 3.1, Column A constituents.
- Obtain groundwater samples from monitoring wells MW-07R, MW-08, and MW-09 and have them analyzed for VSWMR Table 3.1, Column A constituents, plus

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previously detected Table 3.1, Column B constituents, including tin; 2-chlorophenol; bis(2-ethylhexyl)phthalate; dichlorodifluoromethane, diethyl phthalate; and di-n-octyl phthalate.

**Budget.** The cost of the referenced task shall be **\$7,900** (*lump sum*).

- The cost of environmental services (Draper Aden Associates = **\$5,700**) is based upon a review of the costs associated with past sampling events.
- The cost of chemical analyses (**\$2,200**) is based on a fee schedule previously provided by the contracted laboratory. Laboratory services are provided in accordance with a contract between Draper Aden and the laboratory. Laboratory fees shall be billed at cost.

**Deliverables.** DAA will provide *one digital copy* of the report to Fluvanna County (Adobe Acrobat or functional equivalent) and *one digital copy* of the report to DEQ.

## **[TASK 2] - 2022 Annual Groundwater Report**

**Task.** Draper Aden Associates proposes to prepare the Annual Groundwater Monitoring Report pertaining to the Fluvanna County closed landfill for the year 2022 (due **120 days** from the completion of sampling and analysis for the second semi-annual groundwater sampling event conducted for the calendar year).

**Budget.** The cost of the referenced task shall be **\$3,900** (*lump sum*). The cost of the proposed services is based upon a review of the effort associated with preparing prior Annual Groundwater Monitoring Reports for similar facilities.

**Deliverables.** DAA will provide *one digital copy* of the report to Fluvanna County (Adobe Acrobat or functional equivalent) and *one digital copy* of the report to DEQ.

## **[TASK 3] - Groundwater Sampling Event 2023 S1 (April, 2023)**

**Task.** Draper Aden Associates proposes to obtain groundwater samples from monitoring wells at the Fluvanna County closed landfill (groundwater sampling event 2023 S1, scheduled to occur during April, 2023), chemically analyze the groundwater samples, and prepare a report suitable for direct submission to DEQ. More specifically, Draper Aden Associates proposes to:

- obtain groundwater samples from monitoring wells MW-2R, MW-3R, and MW-4R and have them analyzed for VSWMR Table 3.1, Column A constituents

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- obtain groundwater samples from monitoring wells MW-7R, MW-8, and MW-9 and have them analyzed for *VSWMR* Table 3.1, Column B constituents

**Budget.** The cost of the referenced task shall be **\$9,300** (*lump sum*).

- The cost of environmental services (Draper Aden Associates = **\$6,200**) is based upon a review of the costs associated with past sampling events.
- The cost of chemical analyses (**\$3,100**) is based on a fee schedule previously provided by the contracted laboratory. Laboratory services are provided in accordance with a contract between Draper Aden and the laboratory. Laboratory fees shall be billed at cost.

**Deliverables.** DAA will provide *one digital copy* of the report to Fluvanna County (Adobe Acrobat or functional equivalent) and *one digital copy* of the report to DEQ.

#### **[TASK 4] - Gas Monitoring Services (July, 2022 - June, 2023)**

**Scope of services.** Draper Aden Associates proposes to measure landfill gases (using a LANDTEC gas analyzer, or functional equivalent), on *four* occasions, at *six* gas probes and *five* on-site structures at the Fluvanna County closed landfill, prepare data tables, and prepare a report of findings (to include an assessment of regulatory compliance) during the period between July, 2022, to June, 2023 (inclusive; second half of calendar year 2022 = first half of FY 2022-2023; includes *four monitoring events*).

**Schedule.** The inspections shall occur during the following intervals:

- **third quarter 2022:** between July and September, 2022
- **fourth quarter 2022:** between October and December, 2022
- **first quarter 2023:** between January and March, 2023
- **second quarter 2023:** between April and June, 2023

**Budget.** The cost of the referenced task shall be **\$3,600** (*lump sum / includes four monitoring events*).

The cost of professional environmental services is based upon a review of the costs associated with past gas monitoring events.

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**Comment.** The facility is currently required to monitor landfill gases on a **quarterly** schedule; however, if concentrations of methane are found to be greater than 80% of its lower explosive limit (LEL) during any monitoring event, then the County may have to revert to a **monthly** monitoring schedule. In the event that concentrations of methane exceed 80% of the LEL at the property boundary during the referenced monitoring period, we will prepare a *revised* cost estimate to accommodate monthly monitoring.

**Deliverables.** DAA will provide one *digital* copy of each report to the Fluvanna County (Adobe Acrobat or functional equivalent) and will provide one *digital* copy of each report to DEQ.

#### **[TASK 5] - Quarterly Site Inspections (July, 2022 - June, 2023)**

**Scope of services.** Draper Aden Associates proposes to conduct *four quarterly site inspections* meeting the Post-Closure Care Plan requirements at the Fluvanna County closed landfill during the period between July, 2022, and June, 2023 (inclusive; second half of calendar year 2022 = first half of FY 2022-2023; includes *four site inspections*).

**Schedule.** The inspections shall occur during the following intervals:

- **third quarter 2022:** between July and September, 2022
- **fourth quarter 2022:** between October and December, 2022
- **first quarter 2023:** between January and March, 2023
- **second quarter 2023:** between April and June, 2023

**Budget.** The cost of the referenced task shall be **\$1,500** (*lump sum / includes four quarterly events*).

The cost of the proposed services is based upon a review of the costs associated with past inspection events. The proposed fee is based upon the assumption that we will be able to inspect the facility while performing other work at that location.

**Deliverables.** DAA will provide one *digital* copy (Adobe Acrobat or functional equivalent) of each inspection report to Fluvanna County.

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**[TASK 6] – Regulatory Compliance (July, 2022 - June, 2023) – Upon Request**

**Scope of services.** *[required, but cost is not well constrained]*. DAA will respond to “unanticipated” issues concerning regulatory compliance (for example, responding to DEQ comments pertaining to the Annual Groundwater Report) that may arise at the Fluvanna County Closed Landfill during the period between July 1, 2022 and July 31, 2023 (inclusive).

**Budget.** The cost of the referenced task shall be **\$2,200** (*time and materials*).

**Deliverables.** DAA will provide one *digital* copy (Adobe Acrobat or functional equivalent) of each response letter to Fluvanna County.

⊕                      ⊕                      ⊕

**EXCLUSIONS.** Deliverables do not include digital source files used in preparing documents (for example, MS Word, MS Excel, AutoCad files).

**OWNER’S RESPONSIBILITIES.** Owner shall provide access to DAA personnel to enter the landfill during normal operating hours, or on other days or times as mutually agreed, in order to provide the field services associated with the tasks outlined above.

⊕                      ⊕                      ⊕

**COMPENSATION.** DAA shall be compensated for performing the above Services as follows.

<b>TASK</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>FEE STRUCTURE</b>
TASK 1	GW Sampling Event 2022 S2	\$7,900	lump sum
TASK 2	2022 Annual Groundwater Report	\$3,900	lump sum
TASK 3	GW Sampling Event 2023 S1	\$9,300	lump sum
TASK 4	Gas Monitoring (FY22-23)	\$3,600	lump sum
TASK 5	Post-Closure Insp. (FY22-23)	\$1,500	lump sum
TASK 6	Regulatory Compliance (FY22-23)	\$2,200	T&M

Total not-to exceed expenditure under this proposal = **\$28,400**



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July 19, 2022  
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**AUTHORIZATION TO PROCEED**  
**FY2022 - 2023**

\_\_\_\_\_  
for Fluvanna County

\_\_\_\_\_  
date



FACILITY: FLUVANNA COUNTY CLOSED LANDFILL				update: 07-19-2022			DAA WORK ORDER = Pending												
FY 2022-2023	DAA	DAA		summary			YEAR 2022						YEAR 2023						
task				project no.	task no.	Status	DAA	others	DAA + others	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
groundwater monitoring																			
sampling event 2022 S2 (Table 3.1 Column A)		TASK 1		\$5,700	\$2,200	\$7,900													
annual report 2022		TASK 2		\$3,900	\$0	\$3,900													
sampling event 2023 S1 (Table 3.1 Column B)		TASK 3		\$6,200	\$3,100	\$9,300													
landfill gas																			
gas mon event		TASK 4		\$3,600	\$0	\$3,600													
engineering services																			
post closure inspection		TASK 5		\$1,500	\$0	\$1,500													
supplemental services																			
regulatory compliance - (if necessary)		TASK 6		\$2,200	\$0	\$2,200													
verification event 2022 S2 - (if necessary)		PENDING		\$980	\$106														
additional chemistry Table 3.1 Column B (MW-2R, 3R, 4R) (if necessary)		PENDING		\$0	\$1,808														
verification event 2023 S1 - (if necessary)		PENDING		\$980	\$106														
column totals =		TASK column		\$25,060	\$7,320	\$28,400													
NOTES: \$ black = DAA fees \$ red = fees paid to others (laboratory, well driller)																			



Page ( 1 of 1)



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
MEETING PACKAGE ATTACHMENTS**

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input checked="" type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input checked="" type="checkbox"/>	ARPA Fund Balance Memo
<input type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input checked="" type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	







# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

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[www.fluvannacounty.org](http://www.fluvannacounty.org)

## MEMORANDUM

**Date:** August 3, 2022  
**From:** Tori Melton – Management Analyst/Acting Finance Director  
**To:** Board of Supervisors  
**Subject:** FY23 BOS Contingency Balance

The FY23 BOS Contingency line balance is as follows:

<b>Beginning Original Budget:</b>	<b>\$162,000</b>
<b>Available:</b>	<b>\$162,000</b>



**BUILDING INSPECTIONS MONTHLY REPORT**

County of Fluvanna

Building Official:

Andrew Wills

Period:

June, 2022

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>BUILDING PERMITS ISSUED</b>														
NEW - Single Family Detached (incl. Trades permits)	2018	8	3	15	11	13	17	13	10	8	8	6	9	121
	2019	8	10	14	9	12	9	10	14	13	2	11	7	119
	2020	12	13	22	14	8	18	19	17	15	20	22	11	191
	2021	15	9	19	20	16	22	15	11	8	22	12	8	177
	2022	17	11	20	11	18	31	0	0	0	0	0	0	108
NEW - Single Family Attached	2018	0	0	0	0	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	1	6	0	0	6	0	0	5	18
	2021	6	0	0	0	0	0	0	0	0	0	0	0	6
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0
NEW - Mobil Homes	2018	0	0	1	1	0	0	0	0	0	0	0	0	2
	2019	0	0	0	0	0	0	0	0	1	0	0	0	3
	2020	0	0	1	0	0	1	0	0	1	0	0	0	3
	2021	0	0	0	0	0	0	0	0	0	0	1	0	1
	2022	0	0	0	0	0	1	0	0	0	0	0	0	1
Additions and Alterations	2018	19	6	10	19	8	13	26	25	32	42	22	21	243
	2019	35	33	37	27	38	38	44	34	34	36	35	31	422
	2020	37	38	23	30	30	22	27	20	30	34	35	23	349
	2021	28	14	43	39	31	40	30	29	26	30	35	33	378
	2022	33	48	60	45	47	50	0	0	0	0	0	0	283
* Trade permits count not in .														
Accessory Buildings	2018	2	3	3	6	2	1	4	2	1	2	2	2	30
	2019	2	4	6	4	4	3	3	8	2	8	4	4	52
	2020	2	4	4	4	5	5	1	7	8	3	5	1	49
	2021	1	3	3	6	3	6	1	3	2	4	4	2	38
	2022	3	4	13	6	5	2	0	0	0	0	0	0	33
Swimming Pools	2018	0	1	1	1	0	1	2	0	1	2	0	0	9
	2019	0	0	0	3	2	2	0	1	0	1	0	1	10
	2020	0	1	3	3	1	2	3	1	1	0	0	0	15
	2021	0	0	7	1	5	2	3	4	1	0	1	2	26
	2022	0	2	4	4	1	0	0	0	0	0	0	0	11
Commercial/ Industrial Build/Cell Towers	2018	0	0	0	0	0	2	0	0	0	0	0	0	2
	2019	0	0	1	1	0	2	0	0	0	0	0	0	4
	2020	0	0	1	0	1	0	0	3	0	0	2	0	7
	2021	1	0	1	0	0	0	1	0	0	0	2	0	5
	2022	0	0	0	0	0	2	0	0	0	0	0	0	2
TOTAL BUILDING PERMITS	2018	29	13	30	38	23	34	45	37	42	54	30	33	408
	2019	45	47	58	44	56	54	57	57	50	48	50	43	609
	2020	51	56	54	51	46	54	50	48	63	57	54	40	624
	2021	51	26	73	66	55	70	50	47	37	56	55	45	631
	2022	54	65	97	66	71	86	0	0	0	0	0	0	439
* Trade permits count not included as in previous years														
<b>BUILDING VALUES FOR PERMITS ISSUED</b>														
TOTAL BUILDING VALUES	2018	\$2,451,433	\$1,075,551	\$3,544,096	\$2,153,241	\$3,834,995	\$5,693,348	\$3,156,593	\$4,929,005	\$3,637,992	\$1,791,222	\$2,169,284	\$2,421,169	\$ 37,107,929
	2019	\$1,991,054	\$2,502,719	\$5,639,238	\$4,695,173	\$3,057,597	\$3,228,152	\$3,360,952	\$3,926,015	\$3,457,214	\$2,636,194	\$3,148,369	\$2,960,579	\$ 40,603,256
	2020	\$2,292,161	\$3,206,055	\$7,238,708	\$2,997,448	\$2,245,441	\$4,389,903	\$3,644,002	\$5,555,492	\$5,271,906	\$4,201,357	\$3,513,834	\$2,954,193	\$ 47,506,500
	2021	\$5,397,000	\$1,687,484	\$2,506,869	\$4,952,702	\$3,473,256	\$5,766,891	\$2,885,146	\$2,053,053	\$2,046,134	\$3,637,390	\$4,633,868	\$2,712,396	\$ 41,734,789
	2022	\$5,073,054	\$3,017,155	\$5,012,175	\$2,937,240	\$5,654,955	\$9,371,750	\$0	\$0	\$0	\$0	\$0	\$0	\$ 31,066,329

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
LAND DISTURBING PERMITS ISSUED														
LAND DISTURBING PERMITS	2018	10	4	16	13	11	17	13	7	9	6	7	8	121
	2019	8	12	16	9	14	10	12	14	13	2	11	8	129
	2020	11	10	26	13	8	24	13	19	20	19	13	16	192
	2021	22	10	18	20	18	22	16	11	4	23	13	8	185
	2022	16	13	19	11	18	34	0	0	0	0	0	0	111
INSPECTIONS COMPLETED														
TOTAL INSPECTIONS	2018	163	148	173	186	215	176	164	220	144	221	154	141	2,105
	2019	237	207	232	297	305	246	324	332	295	298	204	216	3,193
	2020	213	197	302	369	371	304	434	368	439	464	407	412	4,280
	2021	430	349	465	431	402	426	333	355	419	453	422	356	4,841
	2022	304	414	551	449	439	486	0	0	0	0	0	0	2,643
FEES COLLECTED														
Building Permits	2018	\$8,988	\$4,311	\$9,939	\$14,765	\$13,796	\$23,633	\$14,993	\$8,748	\$10,826	\$12,613	\$9,556	\$14,570	\$ 146,738
	2019	\$11,377	\$13,617	\$14,005	\$14,308	\$11,228	\$16,260	\$13,778	\$18,772	\$14,375	\$8,468	\$14,747	\$11,059	\$ 161,994
	2020	\$12,863	\$15,468	\$18,152	\$16,803	\$13,147	\$28,068	\$23,193	\$28,887	\$24,237	\$19,359	\$15,359	\$15,871	\$ 231,407
	2021	\$18,733	\$15,400	\$15,654	\$21,333	\$16,184	\$23,031	\$27,000	\$11,923	\$9,144	\$20,620	\$15,563	\$9,211	\$ 203,766
	2022	\$21,100	\$19,347	\$23,488	\$15,404	\$19,739	\$23,621	\$0	\$0	\$0	\$0	\$0	\$0	\$ 122,699
Land Disturbing Permits	2018	\$1,450	\$5,975	\$1,890	\$1,625	\$1,625	\$2,850	\$1,625	\$1,175	\$1,125	\$875	\$10,675	\$2,150	\$ 33,040
	2019	\$1,000	\$1,500	\$1,625	\$1,125	\$3,553	\$1,250	\$2,975	\$6,556	\$1,920	\$250	\$1,375	\$1,125	\$ 24,251
	2020	\$1,375	\$1,250	\$6,365	\$1,625	\$1,000	\$3,000	\$2,125	\$8,369	\$2,500	\$2,375	\$4,294	\$1,875	\$ 36,153
	2021	\$5,678	\$1,250	\$14,463	\$2,500	\$2,250	\$2,750	\$13,581	\$2,824	\$500	\$4,848	\$1,625	\$1,000	\$ 53,268
	2022	\$2,000	\$2,050	\$9,963	\$1,375	\$2,250	\$10,014	\$0	\$0	\$0	\$0	\$0	\$0	\$ 27,652
Zoning Permits/ Proffers	2018	\$1,400	\$800	\$1,750	\$1,600	\$1,400	\$2,200	\$2,050	\$1,400	\$1,050	\$1,400	\$700	\$1,400	\$ 17,150
	2019	\$1,200	\$1,800	\$2,200	\$1,550	\$2,050	\$1,350	\$1,950	\$2,300	\$1,700	\$1,150	\$1,450	\$1,400	\$ 20,100
	2020	\$1,650	\$1,600	\$3,000	\$1,700	\$15,550	\$3,050	\$2,350	\$2,300	\$2,900	\$2,850	\$1,600	\$1,700	\$ 26,250
	2021	\$2,150	\$1,150	\$3,650	\$2,950	\$2,650	\$3,400	\$2,450	\$1,850	\$1,300	\$2,900	\$1,900	\$1,150	\$ 27,500
	2022	\$1,900	\$1,400	\$3,900	\$1,650	\$2,300	\$3,900	\$0	\$0	\$0	\$0	\$0	\$0	\$ 15,050
TOTAL FEES	2018	\$11,838	\$11,086	\$13,579	\$17,990	\$16,821	\$28,683	\$18,668	\$11,323	\$13,001	\$14,888	\$20,931	\$14,120	\$ 196,928
	2019	\$13,577	\$16,917	\$17,830	\$16,983	\$16,831	\$18,860	\$18,703	\$27,628	\$17,995	\$9,868	\$15,028	\$13,584	\$ 203,804
	2020	\$15,888	\$18,318	\$27,517	\$20,128	\$15,697	\$34,118	\$27,668	\$39,556	\$29,637	\$24,584	\$24,584	\$19,446	\$ 293,810
	2021	\$26,561	\$17,800	\$33,767	\$26,783	\$21,084	\$29,181	\$43,031	\$16,597	\$10,944	\$28,368	\$24,584	\$11,361	\$ 290,061
	2022	\$25,001	\$22,797	\$37,351	\$18,429	\$24,289	\$37,535	\$0	\$0	\$0	\$0	\$0	\$0	\$ 165,402



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## MEMORANDUM

**Date:** August 3, 2022  
**From:** Tori Melton – Management Analyst/Acting Finance Director  
**To:** Board of Supervisors  
**Subject:** FY23 Capital Reserve Balances

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The FY23 Capital Reserve account balances are as follows:

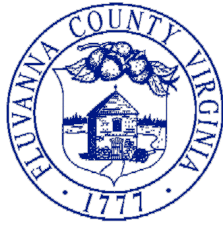
### County Capital Reserve:

FY22 Carryover	\$512,518
<b>FY23 Budget Allocation:</b>	<b>\$250,000</b>
Less: Fluvanna County District Court Microphone System Replacement	-5,963
<b>FY23 Available:</b>	<b>\$756,555</b>

### Schools Capital Reserve:

FY22 Carryover	\$387,600
<b>FY23 Budget Allocation:</b>	<b>\$250,000</b>
Less: FCHS Tennis Court Repair	-63,100
Less: Emergency Radios for FCPS School and Departments	-23,910
<b>FY23 Available:</b>	<b>\$550,590</b>





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## MEMORANDUM

**Date:** August 3, 2022  
**From:** Tori Melton – Management Analyst  
**To:** Board of Supervisors  
**Subject:** ARPA Fund Balance

<b>ARPA Fund Total Appropriation: \$5,296,878 – 100% received</b>	<b>\$5,296,878</b>
Less: FUMA Wastewater Treatment Plant Evaluation 08.04.21	-\$39,870
Less: FUSD Morris and Omohundro Well Rehabilitation 09.01.21	-290,250
Less: Sheriff's Office Hazard Pay One-Time Bonus 10.06.21	-41,983.50
Less: E911 – Hazard Pay One-Time Bonus 10.06.21	-16,954.88
Less: Premium Pay – Staff One-Time Bonus 12.15.21	-173,585.63
Less: FireFly Broadband VATI Grant 04.20.22	-601,500
<b>Current ARPA Fund Balance</b>	<b>\$4,132,733.99</b>







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# COUNTY OF FLUVANNA

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## MEMORANDUM

**Date:** August 3, 2022  
**From:** Tori Melton – Management Analyst/Acting Finance Director  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

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<b>*FY22 Year End (Unaudited) Unassigned Fund Balance:</b>	<b>\$13,835,655</b>
<b>Current (Unaudited) Unassigned Fund Balance:</b>	<b>\$13,835,655</b>

\*Audited FY22 Year End Unassigned Fund Balance will be available upon  
Completion of the FY22 Comprehensive Annual Financial Report



**VDOT Call Center – 1-800-367-ROAD**
**FLUVANNA COUNTY**

June 2022

MAINTENANCE	
<p><b>The Palmyra and Zions Crossroads Area Headquarters for the month of June 2022.</b></p> <ul style="list-style-type: none"> <li>• Repaired potholes /surface treatment prep on Routes 53, 601, 616.</li> <li>• Placed shoulder stone on various routes throughout the county.</li> <li>• Repaired drainage issue on Routes 6, 608, 620, 637.</li> <li>• Placed mail box stone for various secondary routes.</li> <li>• Performed incident response traffic control for high water (Route 640), mud in road (Route 6), down tree (Route 6).</li> <li>• Picked up Adopt A Highway bags for various primary and secondary routes.</li> <li>• Replaced entrance culvert pipes on.</li> <li>• Removed downed trees and limbs: storm debris.</li> <li>• Mowed various routes throughout the county.</li> </ul>	
LAND DEVELOPMENT & PERMITS	Mark Wood, P.E.
<p><b>Plans with outstanding comments or under review (Activity within last 90 days)</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Plans found acceptable</b></p> <ul style="list-style-type: none"> <li>• Zion Crossroads Industrial Park</li> <li>• Dominion Energy Grape Vine Substation “Birchhead” &amp; “Bunch” Plats</li> <li>• Robert &amp; Melanie Lewis Subdivision Plat</li> <li>• Dominion Energy Grape Vine Substation Development Plan</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Robert &amp; Melanie Lewis Subdivision Plat: Review Complete- Revision Required</li> <li>• Christian Associates Contractors Storage Yard: Review Complete- Revision Required</li> <li>• Tiger Fuel- Zion Station Lot 4 Site Development Plan: Review Complete- Revision Required</li> </ul> <p><b>LUP Permits Issued and Completed:</b></p> <ul style="list-style-type: none"> <li>• VDOT issued 10 permits in June 2022.</li> <li>• VDOT closed 1 permits in June 2022.</li> </ul>	

## CONSTRUCTION

### Bridge Projects:

- **On-Call Bridge Maintenance Contract BRDG-967-457,N501 (UPC 115014) –**  
Scope: Bridge Maintenance (Various locations)  
Estimated Contract Completion Date: October 23, 2022 (Term 3)
- **BRDG-967-540, B607-B610 (UPC 120367) –** Recoat exsisting structure at Route 637 over Hardware River complete.  
NTP: April 22, 2022  
Scope: Steel spot painting  
Estimated contact completion date: Nov 15, 2022.

### Road Projects:

- **ADA Compliance 9999-967-317, N01 (UPC 119781)** various locations. Contract executed 02-07-2022  
NTP: Specific to task orders  
Scope: On call ADA compliance  
Estimated contract completion date: January 01, 2023 (T1)
- **On-Call District Signal Contract 9999-967-527, C501 (119130)–** Various Locations  
Scope: Specific to each Task order  
Estimated Contract Completion Date: December 22, 2023 (T1)

### Schedules:

- **ST7A-967-F22, P401 (UPC 119529)**  
NTP: March 15, 2022  
Scope: Plant Mix  
Estimated contract completion date: October 15, 2022
- **LM7A-967-F22, P401 (UPC 119727)**  
NTP: February 25, 2022  
Scope: Plant Mix  
Estimated contract completion date: October 15, 2022  
Latex installation complete. Permanent paving markings work in progress.
- **PM7T-967-F22, P401 (UPC 118882)**  
NTP: Waiting on contract execution  
Scope: Plant Mix  
Estimated contract completion date: November 15, 2022

**TRAFFIC STUDIES/ SPECIAL REQUESTS**

- Marking requested on Route 659; passing zone.  
Status: Full installation pending new 'small messages and signing' contract.
- Signage adjustment requested on Route 676; Center stop sign adjustment.  
Installation request received on 6/13/2022  
Status: Pending removal/installation.
- Speed limit signage installation requested @ Nahor Village Subdivision.  
Request received on 3/1/2022  
Status: Sign was installed 6/22/2022
- Signage installation requested on Route 604; Curve warning signs and chevrons between Route 601 and 610.  
Request received on 4/25/2022 & updated on 6/25/2022  
Status: Pending review.

