



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

August 3, 2016, at 4:00 pm

TAB AGENDA ITEMS

1 – CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE

2 – ADOPTION OF AGENDA

3 – COUNTY ADMINISTRATOR'S REPORT

4 – BOARD OF SUPERVISORS' UPDATES

5 – PUBLIC COMMENTS #1 (5 minutes each)

6 – PUBLIC HEARING

None.

7 – ACTION MATTERS

- P Ambulance Restocking Agreement for Cost Recovery (Revised)—Cheryl Elliott, Emergency Services Coordinator
- Q E911 Radio Project: Project Management Addendum (Black & Veatch)—Cheryl Elliott, Emergency Services Coordinator
- R Ground Survey Services for Zion Crossroads Water and Sewer System—Cyndi Toler, Purchasing Officer
-

8 – PRESENTATIONS (normally not to exceed 10 minutes each)

- S Crofton Park Master Plan Proposal — Aaron Spitzer, Director of Parks and Recreation
- T Palmyra Rescue Building Facility Requirements — Cheryl Elliott, Emergency Services Coordinator
-

9 – CONSENT AGENDA

- U Minutes of the July 6, 2016—Kelly Belanger Harris, Clerk to the Board
- V AP Report , June 2016—Eric Dahl, Deputy County Administrator & Finance Director
- W FY17 Supplemental Appropriation Request for Families Learning Together (FLT) Program — Ed Breslauer, FCPS Finance Director
- XYZ FY16 Aid to Localities Funding – Fire Department—Martin Brookhart, Management Analyst
- A FY17 Schools Cafeteria Fund Supplemental Appropriation — Ed Breslauer, FCPS Finance Director
- B CRM - FCHS Equipment Shed — Martin Brookhart, Management Analyst
- C CRM – FCPS Floor Scrubber — Martin Brookhart, Management Analyst
- D FY16 Department of Social Services Share of the Cost Allocation Funds — Martin Brookhart, Management Analyst
- E FY17 Library State Aid Budget Supplement — Martin Brookhart, Management Analyst
- F Replacement of Thermal Imaging Cameras for Fire and Rescue—Cyndi Toler, Purchasing Officer
- G Closed Landfill Gas Monitoring—Cyndi Toler, Purchasing Officer
- H Closed Landfill Groundwater Monitoring Program—Cyndi Toler, Purchasing Officer

I Closed Landfill Quarterly Site Inspection—Cyndi Toler, Purchasing Officer

J FY16 Voluntary Contributions—Martin Brookhart, Management Analyst

10 – UNFINISHED BUSINESS

TBD

11 – NEW BUSINESS

TBD

12 – PUBLIC COMMENTS #2 (5 minutes each)

13 – CLOSED MEETING

TBD

14 – ADJOURN



Eric Dahl, Acting County Administrator Review

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.

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 abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
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.

PUBLIC HEARING RULES OF PROCEDURE

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.



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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

2016-2017 STRATEGIC INITIATIVES AND ACTIONS

Strategic Initiative A -- SERVICE DELIVERY

- A1** - Create a local Broadband Task Force to: assess our current status county-wide, determine our gaps and needs, develop alternatives and options for improvement, and to identify potential funding sources for broadband expansion.
- A2** - Perform Process Improvement Review of Planning and Zoning Processes.
- A3** - Perform Process Improvement Review of Building Inspection Processes.
- A4** - Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.
- A5** - Update, format, and improve web-accessibility of all County Personnel Policies.
- A6** - Create Fluvanna County Data Website Dashboard with key metrics.
- A7** - Perform a comprehensive review and update of all ordinances, rules, policies, and practices relating to junk cars, trash and litter, waste tires, condemnation of structures, etc.
- A8** - Create an improved system for managing and tracking of SUPs and Subdivisions (Bond status, project status, etc.).

Strategic Initiative B -- COMMUNICATION

- B1** - Create a Community Impact Awards Program.
- B2** - Hold an Elected Official Breakfast for our State Representatives in Spring 2016
- B3** - Collect and analyze the results of the local Business Climate Survey.
- B4** - Hold a Local Business Forum - Subtitle: "The Future of Fluvanna's 250 Corridor"
- B5** - Create a local Business Support Action Plan.
- B6** - Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.
- B7** - Expand County Website to receive, answer, and post questions from residents.
- B8** - Improve communication and collaboration with the School Board to improve understanding of school system funding needs and better plan future budgets.
- B9** - Create a brief, easy to understand tax impact message showing Fluvanna advantages for both residential and business.

Strategic Initiative C -- PROJECT MANAGEMENT

- C1** - Investigate the use of Technology or other types of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development aims.
- C2** - Create a County-wide overlay map showing utilities and other key features that support business growth and development.
- C3** - Investigate all options for GIS system delivery and management to support needs of all County departments.
- C4** - Develop and adopt a Fluvanna County Master Water and Sewer Service Plan and implementation schedule.
- C5** - Successfully oversee and manage Fluvanna County aspects of the James River Water project.

- C6** - Finalize locations and fund installation of Fire Hydrants in the Columbia District along the route of the Louisa County Water Authority raw water pipeline.
- C7** - Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.
- C8** - Successfully oversee and manage the County's E911 Emergency Communications System Project.
- C9** - Proceed with the Pleasant Grove Farm Museum design.
- C10** - Investigate opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.

Strategic Initiative D -- ECONOMIC DEVELOPMENT AND TOURISM

- D1** - Create EDTAC - Economic Development and Tourism Advisory Council.
- D2** - Plan for Fluvanna County activities to celebrate the Virginia Business Appreciation Month in May 2016.
- D3** - Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.
- D4** - Create separate Tourism and Business information pages for the County website.
- D5** - Create a Fluvanna County "triangle" tourism brochure describing a Monticello, Pleasant Grove House & Museum, Old Stone Jail, Historic Courthouse, and Montpelier history and tourism route.
- D6** - Create a "Faces and Places of Fluvanna" Poster and Rack Card to market Fluvanna County as a destination for tourism and recreational activities.
- D7** - Create a "New Residents Guide" package for distribution to local Real Estate agents.
- D8** - Develop a "This is Fluvanna County" video message to be shared with county citizens and businesses as well as use with county economic development initiatives.
- D9** - Investigate and pursue with State offices the installation of select Boat Ramps along the Rivanna and James Rivers to support additional recreational and tourism opportunities.
- D10** - Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities in Fluvanna (e.g., Crofton Park, LMOA river access areas, Town of Columbia flood plain/potential park, etc.).
- D11** - Support local businesses and entrepreneurs by establishing a focused business appreciation and expansion program.

Strategic Initiative E -- FINANCIAL STEWARDSHIP AND EFFICIENCY

- E1** - Identify all sources of revenue the county can use to finance local government programs and services and determine which sources Fluvanna County should utilize.
- E2** - Investigate creation of a "Capital Depreciation Fund" that would be funded within the tax rate each fiscal year to save for future capital needs.
- E3** - Update, format, and improve web-accessibility of all County Financial Policies.
- E4** - Review, update, and approve new Fluvanna County Proffer Guidelines.
- E5** - Reduce the County's reliance on creating and mailing paper checks for payments and to implement ACH/EFT transaction options.
- E6** - Research and provide samples of Monthly Treasurer Report options and formats so that the Board can decide what they would like to see on a recurrent basis (e.g., what reports are provided in other counties?). Create report for inclusion in Board package each month, as well as a quarterly in-person briefing on the data.

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

MEETING DATE:	August 3, 2016				
AGENDA TITLE:	Ambulance Restocking Agreement for Cost Recovery				
MOTION(s):	I move the Board of Supervisors approve the Ambulance Restocking Agreement between the Rector and Visitors of the University of Virginia on behalf of its Medical Center and the County of Fluvanna, documenting the relationship among the Medical Center, the Rescue Squads and the County with regard to restocking of ambulance pharmaceutical and medical supplies, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		XX			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Cheryl J. Elliott, Emergency Services Coordinator				
PRESENTER(S):	Cheryl J. Elliott, Emergency Services Coordinator				
RECOMMENDATION:	APPROVAL				
TIMING:	IMMEDIATE				
DISCUSSION:	<p><i>The Board of Supervisors approved a draft of this agreement in January 2016 that UVa returned with some additional changes.</i></p> <p>For jurisdictions that do NOT bill for ambulance services, both UVa Medical Center and Martha Jefferson Hospital do not charge squads to refill drug boxes on ambulances, as a community service. However, UVa Medical Center will begin billing for pharmaceutical and medical supplies since our cost recovery program is in place. (Martha Jefferson will continue to provide these supplies free of charge.)</p> <p>The county's transport fees are based on level of service and involve a flat fee. Patients are not charged directly for these supplies. Since the County receives the revenue from the transports, this agreement allows UVa to send these charges directly to the County instead of billing the rescue squads individually.</p>				
FISCAL IMPACT:	These charges will be more than covered by cost recovery revenue. We estimate monthly charges to be between \$300-500/month.				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Ambulance Restocking Agreement (REVISED)				

REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX				

**AMBULANCE RESTOCKING AGREEMENT
BETWEEN**

**THE RECTOR AND VISITORS OF THE UNIVERSITY OF VIRGINIA
ON BEHALF OF ITS MEDICAL CENTER
AND
THE COUNTY OF FLUVANNA, VIRGINIA**

This Agreement (“Agreement”) is entered and made effective as of **January 1, 2016**, by and between **THE RECTOR AND VISITORS OF THE UNIVERSITY OF VIRGINIA** (the “University”) on behalf of its **Medical Center** (the "Medical Center") and the **COUNTY of FLUVANNA, VIRGINIA**, (hereinafter referred to as the “the County”).

WITNESSETH:

I. Overview & Purpose

The purpose of this document is to document the relationship between the Medical Center and the County with regard to restocking pharmaceutical and medical supplies. The County that is made party to this agreement provide emergency medical services (“EMS”) to various other hospitals in the region under agreement with The Fluvanna Rescue Squad and the Lake Monticello Volunteer Fire Department and Rescue Squad (collectively, ”the Rescue Squads”). Such other hospitals likewise participate in restocking agreements with the County, thereby providing a community benefit for all EMS providers in the region.

The County bills patients and third party insurers for services rendered by the County through the Rescue Squads. In order to accommodate the County’s desire to bill for these services, the Medical Center shall provide restocking for a fee, as further described below.

II. Ambulance Restocking

The Medical Center agrees to restock all the County’s ambulance transports to its facilities, whether they are emergent or non-emergent transports, with all items listed on Exhibits A and B which are attached hereto and incorporated herein by reference. The County agrees to reimburse the Medical Center for the restocked items, listed on Exhibit A, at the prices set forth on Exhibit A. The Medical Center agrees to restock the items on Exhibit B at no cost to the County. The Medical Center reserves the right to modify the prices set forth on Exhibit A with thirty days prior written notice to the County. Such pricing modifications will not require formal amendments to this Agreement.

III. Limitations

The Medical Center will not restock any items other than those listed on Exhibits A and B.

IV. Term and Termination of the Agreement

1. This Agreement is effective January 1, 2016 through June 30, 2017.
2. Either party shall have the right to terminate this Agreement by ninety (90) days' advance written notice to the other party. In addition, either party may terminate this Agreement for cause upon thirty (30) days written notice to the other party if there is a material violation of any term or condition of this Agreement by such other party which remains uncured for thirty (30) days after such party's receipt of written notice of such violation. Furthermore, this contract will automatically terminate if the County engages in billing practices which either violate the regulations of any governmental health care program or which the Medical Center deems to be in violation of such regulations.

V. Billing and Payment

1. The Medical Center will bill the County monthly for the items it restocked the prior month. Invoices will be submitted to the address below. The County agrees to pay all invoices within 15 days of receipt of each invoice.

The billing address is:

Fluvanna County Emergency Services
c/o Cheryl J. Elliott
PO Box 540
Palmyra, VA 22963

2. The County agrees to abide by all billing regulations applicable to their business, including but not limited to the Medicare and Medicaid programs, and agree to provide written notice to the Medical Center within five days of discovering any potential violations of such regulations.

VI. Record of Services Rendered

All medications and supplies used by the Rescue Squads will be documented on the agency "call report" and a copy provided to the receiving hospital. Minimum information includes the patient's name, date of service (transport) and pertinent medications and/or supplies exchanged.

VII. General Conditions

1. This Agreement shall be governed in all respects by the laws of the Commonwealth of Virginia. The County and the Rescue Squads must comply with all applicable Federal and State rules and regulations.
2. The Medical Center and will incur no obligations pertaining to this Agreement as a result of any promise, representation, or statement by anyone without the actual authority to do so.
3. No waiver, alteration, or modification of the provisions in this Agreement shall be binding unless in writing and mutually agreed upon.
4. This Agreement, together with any amendment or modification that may hereafter be agreed to by the parties in accordance with the provisions herein, constitutes the entire understanding between the parties with respect to the subject-matter hereof and supersedes any and all prior understandings and agreements, oral or written, relating hereto.
5. Any notice required to be given under this Agreement, and any communications associated with the performance of this Agreement shall, unless otherwise provided herein, be deemed made if given by registered or certified mail, postage prepaid, and addressed to either the address given below or to such other address as may hereafter be specified in writing by the parties.

If to the Medical Center:

Milton Dunlap, Director
Contract Management
University of Virginia Medical Center
PO Box 800778
Charlottesville, Virginia 22908

With a copy not constituting notice to:

Administrator, Pre-Hospital Emergency Services
University of Virginia Health System
PO Box 800683
Charlottesville, VA 22908

If to the County or the Rescue Squads:

Cheryl J. Elliott
Fluvanna County Emergency Services Coordinator
PO Box 540
Palmyra, VA 22963

With copies not constituting notice to:

James Stafford, President
Fluvanna Rescue Squad, Inc.
C/o Fluvanna County Emergency Services
PO Box 540
Palmyra, VA 22963

Leonard Bozza, President
Lake Monticello Volunteer Fire Department and Rescue
Squad, Inc.
C/o Fluvanna County Emergency Services
PO Box 540
Palmyra, VA 22963

IN WITNESS WHEREOF, the parties have hereunto signed this Agreement in their official capacities effective as of the date first set forth above.

**THE RECTOR AND VISITORS
OF THE UNIVERSITY OF VIRGINIA**

Larry L. Fitzgerald
Chief Finance and Business Development Officer
University of Virginia Health System

COUNTY OF FLUVANNA

Steven M. Nichols
County Administrator
Fluvanna County

SIGNATURES CONTINUE ON THE FOLLOWING PAGE

The following entities are made signatories to this Agreement for the limited purpose of acknowledging their agreement to, and intention to abide by, the provisions of Sections VI and VII.2 hereof:

FLUVANNA RESCUE SQUAD, INC.

James Stafford, President

**LAKE MONTICELLO VOLUNTEER FIRE DEPARTMENT
AND RESCUE SQUAD, INC.**

Leonard Bozza, President

ATTACHMENT A 2016

Adenosine 6mg/2mL vials	\$2.86
Albuterol 2.5mg/3 mL unit dose	\$0.08
Amiodarone 150 mg/3mL vial	\$0.81
Aspirin 81 mg tablets, can be unit dose or small bottle	\$0.05
Atropine 1mg/10mL O-Ject	\$8.54
Benadryl (Diphenhydramine) 50mg/mL vials	\$0.65
Calcium Chloride 1gram/10mL	\$8.54
Dextrose 50% syringe 25gram/50mL	\$5.77
Dopamine (Intropin) 200mg/5mL vials with IV drip label	\$2.04
Epinephrine 1:10,000 1mg/10mL O-Ject	\$5.69
Epinephrine 1:1000 1mg/mL ampules or vials	\$2.71
Etomidate 20 mg	\$5.11
Fentanyl 100mcg/2mL	\$1.42
Glucagon 1mg with Diluent	\$161.55
Haldol 5mg/mL vial	\$0.83
Ipratropium (Atrovent) 0.5/mL unit dose	\$0.18
Ketamine 200mg/20mL	14.23
Lidocaine 20 mg/mL (2mL) without preservative	\$2.41
Methylprednisolone (Solu-Medrol) 125mg/2mL vial	\$6.86
Metoprolol (Lopressor) 5mg/5mL ampules or vials	\$0.53
Midazolam (Versed) 5mg/mL vials	\$0.84
Morphine 10mg/mL vial	\$1.69
Narcan (Naloxone) 2mg/2mL vial	\$31.30
Nitro Paste packets 1 inch pre-measured	\$1.90
Nitro tablets 1/150 grain, small bottle	\$22.50
Ondansetron 4 mg SL tablets	\$0.17
Ondansetron 4 mg/2mL vial	\$0.51
Prednisone 20 mg tablets	\$0.38
Sodium Bicarbonate 50 mEq/50mL	\$7.75
Succinylcholine 200 mg	21.34
Tranexamic Acid 1 gram vial	\$25.73
Vecuronium 10 mg	\$6.25
Cefazolin 1 gram	\$1.36

*Prices on this list are subject to change during the term of this contract based on changes in prices charged by vendors to the Medical Center.

ATTACHMENT B 2016

Supplies:

- (2) 2x2 gauze pads
- (2) 4x4 gauze pads
- (1) 3 way stopcock
- (8) Alcohol preps
- (2) Short Arm boards
- (1) Biohazard bag
- (2) D5W 250ml 4.83
- (2) Pair Large Gloves
- (1) Gray Top Tube]
- (1) Vacutainer Holder
- (1) Vacutainer Adaptor
- (2) 14 g IV Catheters
- (2) 14 g Catheters (2 ¼" FOR CHEST DECOMPRESSION)
- (2) 16 g IV Catheters
- (3) 18 g IV Catheters
- (3) 20 g IV Catheters
- (2) 22 g IV Catheters
- (2) 24 g IV Catheters
- (2) Macrodrip Tubing with Ports
- (2) Micridrip Tubing with Ports
- (2) Normal Saline 1000cc 1.73
- (2) 10 cc Sterile Normal Saline 0.61
- (1) Sharps container
- (2) 18 or 19 g Needles
- (4) Filter Needles
- (4) 1cc Syringes with 25 g Needle
- (2) 3 cc Syringes with 21 g Needle
- (2) 5 cc Syringes
- (2) 10 cc Syringes
- (2) 30 or 35 cc Syringes
- (2) Tourniquets
- (1) Transpore tape
- (2) Carpuject, injector
- (1) Drug Box Contents List
- (1) Problem Interception Report
- (1) Medication Added Label
- (2) Braun Ultrasite valve for injection
- (2) IV Extension set Braun female luer lock adaptor with 2 Ultrasite injection ports
- (1) D5W 100mL bag 1.44
- (1) Handheld nebulizer
- (1) Non-rebreather mask
- (1) Nasal cannula
- (1) Set of monitor electrodes
- (1) Immobilization collar
- (2) MAD devices

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

MEETING DATE:	August 3, 2016				
AGENDA TITLE:	E911 Radio Project: Management Addendum (Black & Veatch)				
MOTION(s):	I move the Board of Supervisors approve the “Second Addendum to Agreement for Emergency Communication Radio System Project Management and System Implementation Support Services” with Black & Veatch, with \$0 price adjustment for this modification, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):	C8	
	XX				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Cheryl J. Elliott, Emergency Services Coordinator				
PRESENTER(S):	Cheryl J. Elliott, Emergency Services Coordinator				
RECOMMENDATION:	APPROVAL				
TIMING:	IMMEDIATE, to stay on schedule				
DISCUSSION:	<p>This addendum for Emergency Communications Radio System Project Management and System Implementation Support Services is required to outline the changes with Black & Veatch, related to the subsequent Motorola Contract Amendments and Modifications:</p> <ul style="list-style-type: none"> a) Second Amendment and Modification: Columbia School Tower b) Third Amendment and Modification: Sheriff’s Office E&S Tasks c) Fourth Amendment and Modification: R56 Pre-Audit & Corrections <p>There are no price adjustments from Black & Veatch for any of these modifications to the project.</p>				
FISCAL IMPACT:	NONE				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Second Addendum to Agreement for Emergency Communication Radio System Project Management and System Implementation Support Services <i>(Appendices not attached)</i>				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX	XX	XX		

This Second Addendum (“Addendum”) is made the ____ day of _____, 2016 by and between the County of Fluvanna, a political subdivision of the Commonwealth of Virginia (“County”), and Black & Veatch Corporation, a Delaware corporation authorized to transact business in Virginia, (the “Consultant”) and modifies that **AGREEMENT FOR EMERGENCY COMMUNICATION RADIO SYSTEM PROJECT MANAGEMENT AND SYSTEM IMPLEMENTATION SUPPORT SERVICES** (the “Agreement”) between the County and the Consultant, dated the 24th day of September, 2015. When used in this Addendum, any terms defined in the Agreement have such defined meaning.

WHEREAS, the parties wish clarify and supplement the requirements of the Agreement relating to scope of work for Part 2 of the Project and wish to formalize their agreement in this Addendum;

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

The foregoing recitals are incorporated herein by reference.

The Project has been modified by the following Amendments and Modifications to the **COMMUNICATIONS SYSTEM AGREEMENT** (together with all exhibits thereto, the “Motorola Amendment”) by and between Motorola Solutions, Inc. and the County:

- a) Second Amendment and Modification dated the ____ day of June, 2016 (Appendix A);
- b) Third Amendment and Modification dated the ____ day of June, 2016 (Appendix B);
and
- c) Fourth Amendment and Modification dated the ____ day of June, 2016 (Appendix C).

Each Motorola Amendment and exhibits thereto is attached hereto as **Appendices** (as indicated above) and made a material provision hereof and incorporated herein by reference.

These Addenda are intended to modify the definition of “Project” under the Agreement to add and include those “Additional Services,” as defined in the Motorola Amendments, to the Project; and to modify the scope of the Project as described in the Motorola Amendments. The Consultant shall perform all the services and work, laid out in Article 2, Section A “Specific Scope of Work for Part 2 of the Project” for the Project as modified by the Motorola Amendments. All references to the “Project” in the Agreement shall hereinafter mean to the Project as modified hereby. **There is no price adjustment for these modifications.** Except as specifically amended hereby, the Agreement as previously modified by the First Addendum to the Agreement, dated the ____ day of _____, 2016; is hereby ratified and confirmed and remains in full force and effect.

[SIGNATURE PAGE TO FOLLOW.]

Witness the following duly authorized signatures and seals:

Black & Veatch Corporation:

County of Fluvanna, Virginia

Print Name: _____

Steven M. Nichols, County Administrator

Print Title: _____

Date: _____

Date: _____

Approved As to Form:

Fluvanna County Attorney

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

MEETING DATE:	8/3/16																																																				
AGENDA TITLE:	Ground survey services for Zion Crossroads Water and Sewer System																																																				
MOTION(s):	<p>#1. I move the Board of Supervisors approve a supplemental appropriation for \$30,000 from Uncommitted Fund Balance to the Zion Crossroads Water and Sewer System project budget with the funds necessary to complete the 65% preliminary design phase of the project.</p> <p>#2. I move the Board of Supervisors to approve Task Order #3 between Fluvanna County and Bowman Consulting Group LTD to complete the ground surveying services for the Zion Crossroads Water & Sewer System totaling \$92,000.00, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.</p>																																																				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):	C7																																																	
	X																																																				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																																																
		xx																																																			
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer																																																				
PRESENTER(S):	Cyndi Toler, Purchasing Officer																																																				
RECOMMENDATION:	Approve																																																				
TIMING:	Routine																																																				
DISCUSSION:	<p>This Task Order #3 with Bowman Consulting Group, LTD. is to complete the surveying services for the Water and Sewer System at Zion Crossroads in Fluvanna County. The services included in this task order are the following:</p>																																																				
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Task</th> <th>Description</th> <th>Fee</th> <th>Fee</th> <th>Qty</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Establish Supplemental GPS Control</td> <td>\$9,500</td> <td>Lump</td> <td>1</td> <td>\$9,500</td> </tr> <tr> <td>2</td> <td>Courthouse Research, ROW, Prop Recon</td> <td>\$54,400</td> <td>Lump</td> <td>1</td> <td>\$54,400</td> </tr> <tr> <td>3</td> <td>Easement Plat for Recordation</td> <td>\$12,800</td> <td>Unit</td> <td>1</td> <td>\$12,800</td> </tr> <tr> <td>4</td> <td>Boundary Survey Map # 5-A-55X</td> <td>\$3,400</td> <td>Lump</td> <td>1</td> <td>\$3,400</td> </tr> <tr> <td>5</td> <td>Boundary Survey Map # 5-7-9</td> <td>\$4,800</td> <td>Lump</td> <td>1</td> <td>\$4,800</td> </tr> <tr> <td>6</td> <td>Boundary Survey Map (Portion of) # 4-A-97</td> <td>\$7,100</td> <td>Lump</td> <td>1</td> <td>\$7,100</td> </tr> <tr> <td colspan="5">Total Estimated Fee</td> <td>\$92,000</td> </tr> </tbody> </table> <p>The design and other initial related services have already been awarded to Dewberry Engineers Inc. and the aerial surveying was awarded to Bowman Consulting Group, LTD. The additional amount to complete the final design with Dewberry Engineers is \$47,870.</p>						Task	Description	Fee	Fee	Qty	Total	1	Establish Supplemental GPS Control	\$9,500	Lump	1	\$9,500	2	Courthouse Research, ROW, Prop Recon	\$54,400	Lump	1	\$54,400	3	Easement Plat for Recordation	\$12,800	Unit	1	\$12,800	4	Boundary Survey Map # 5-A-55X	\$3,400	Lump	1	\$3,400	5	Boundary Survey Map # 5-7-9	\$4,800	Lump	1	\$4,800	6	Boundary Survey Map (Portion of) # 4-A-97	\$7,100	Lump	1	\$7,100	Total Estimated Fee				
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	<p>Timeline of Prior Events:</p> <table border="1" data-bbox="516 216 1442 436"> <thead> <tr> <th data-bbox="516 216 672 254">Date</th> <th data-bbox="672 216 1230 254">Description</th> <th data-bbox="1230 216 1442 254">Budget - \$575,000</th> </tr> </thead> <tbody> <tr> <td data-bbox="516 254 672 291">Mar 2015</td> <td data-bbox="672 254 1230 291">RK&K Preliminary Engineering Report (PER)</td> <td data-bbox="1230 254 1442 291">-\$46,000</td> </tr> <tr> <td data-bbox="516 291 672 329">Nov 2015</td> <td data-bbox="672 291 1230 329">Dewberry Design Services</td> <td data-bbox="1230 291 1442 329">-\$430,695</td> </tr> <tr> <td data-bbox="516 329 672 367">Dec 2015</td> <td data-bbox="672 329 1230 367">Bowman Aerial Surveying</td> <td data-bbox="1230 329 1442 367">-\$34,560</td> </tr> <tr> <td data-bbox="516 367 672 405">Aug 2016</td> <td data-bbox="672 367 1230 405">Bowman Ground Surveying</td> <td data-bbox="1230 367 1442 405">-\$92,000</td> </tr> <tr> <td data-bbox="516 405 672 436"></td> <td data-bbox="672 405 1230 436" style="text-align: right;">Budget Shortage:</td> <td data-bbox="1230 405 1442 436">-\$28,255</td> </tr> </tbody> </table>					Date	Description	Budget - \$575,000	Mar 2015	RK&K Preliminary Engineering Report (PER)	-\$46,000	Nov 2015	Dewberry Design Services	-\$430,695	Dec 2015	Bowman Aerial Surveying	-\$34,560	Aug 2016	Bowman Ground Surveying	-\$92,000		Budget Shortage:	-\$28,255
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FISCAL IMPACT:	The FY17 Zion Crossroads Water and Sewer System budget will increase \$30,000 in both revenues and expenditures with motion #1 above.																						
POLICY IMPACT:	N/A																						
LEGISLATIVE HISTORY:	N/A																						
ENCLOSURES:	Task Order #3- Proposal to provide Surveying services																						
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other																		
		X	X																				

This Project Agreement #3 (the Project Agreement”) made this ____ day of _____, 201__ , between Fluvanna County, Virginia (the “County”), a political subdivision of the Commonwealth of Virginia, and Bowman Consulting Group, LTD.(“A/E”) (the “Consultant”), a Virginia corporation, is an addendum to that TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES dated the 5th day of September, 2013 (including all exhibits thereto the “Agreement”). All defined terms in the Agreement shall have the same meaning in this Project Agreement.

Whereas, pursuant to the Agreement, which is attached hereto as Exhibit 2, the County shall issue written task orders to the Contractor as services are needed;

Whereas the Agreement was automatically renewed on September 6th, 2014, and again on September 6th, 2015 and the current renewal term of the Agreement ends on September 5, 2016 and may be renewed by the County pursuant to the Agreement;

The Contractor did not notify the County of an increase in hourly rates and the hourly rates identified in the Agreement control;

Whereas, the County desires that the Contractor complete surveying work related to the Zion Crossroads Water & Sewer System Design/Services (the “Services”) as specifically described in Exhibit 1 attached hereto and incorporated herein by reference as a material part of this Project Agreement; and

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

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 ORDER

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

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

Mr. Wayne Stephens
Director of Public Works
197 Main Street
Palmyra, VA 22963
Phone: (434) 591-1925
E-mail: wstephens@fluvannacounty.org

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

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 including exhibits hereto;
- (ii) The Agreement including exhibits thereto; and
- (iii) The County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors, being a portion of Attachment 1 which is attached to and a part of the Agreement.

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

The Contractor shall receive flat fees of:

NINE THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$9,500.00) for that portion of the Services described as #1 Establish Supplemental GPS Control and Traverse, as more specifically described in Exhibit 1 hereto;

FIFTY FOUR THOUSAND FOUR HUNDRED AND NO/100 DOLLARS (\$54,400.00) for that portion of the Services described #2 Courthouse Research, Right of Way and Property Reconnaissance and Location, as more specifically described in Exhibit 1 hereto;

TWELVE THOUSAND EIGHT HUNDRED AND NO/100 DOLLARS (\$12,800.00) for that portion of the Services described as #3 Easement Plat for Recordation, as more specifically described in Exhibit 1 hereto;

THREE THOUSAND FOUR HUNDRED AND NO/100 DOLLARS (\$3,400.00) for that portion of the Services described as #4 Boundary Survey Map # 5-A-55X, 5.789 Acres, Zoned B-1, owned by Macon Properties LLC, as more specifically described in Exhibit 1 hereto;

FOUR THOUSAND EIGHT HUNDRED AND NO/100 DOLLARS (\$4,800.00) for that portion of the Services described as #5 Boundary Survey on a portion of Map # 5-7-9, 19.5 Acres, Zoned B-1, owner B Properties II, LLC, as more specifically described in Exhibit 1 hereto; and

SEVEN THOUSAND ONE HUNDRED AND NO/100 DOLLARS (\$7,100.00) for that portion of the Services described as #6 Boundary Survey Map (Portion of) # 4-A-97, 107.98 Acres, Zoned A-1, owned by Commonwealth of VA, as more specifically described in Exhibit 1 hereto;

each of the above being a subpart of the Task Order, which flat fees shall be payable by the County upon proper invoice by the Consultant as described herein. No invoice may be provided by the Contractor to the County until the subpart of the Task Order is complete and all items or services purchased have been delivered to, inspected by and accepted by the County. The Contractor may invoice the County as work on each subpart of the Task Order or may wait to invoice the County until the entire Task Order is complete. The Contractor will be paid within forty-five (45) days of receipt of a proper invoice following final acceptance of all work by the County. 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.

ARTICLE V: TERM

Contractor shall with due diligence and dispatch assiduously pursue this Task Order to completion, but in any event such task order shall be completed to the sole satisfaction of the County on or before the ___ day of _____, 2016. 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 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: Cyndi Toler, Purchasing Officer
Fluvanna County
P.O. Box 540
Palmyra, VA 22963
Telephone (434) 591-1930
FAX (434) 591-1911

Consultant

Bowman Consulting Group, LTD.
ATTN: Kenneth M. Baybutt
460 McLaws Circle, Suite 120
Williamsburg, VA 23185
Telephone (757) 229-1776
FAX (757) 229-4683

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 (5th) 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 Agreement on the dates set forth beside their respective signatures.

Bowman Consulting Group, LTD.	County: Fluvanna County
By: _____ Date: _____	By: _____ Date: _____
Name: _____	Name: _____
Title: _____	Title: _____

Approved as to form:

Fluvanna County Attorney

Revised July 15, 2016

June 8, 2016

J. Wayne Stephens, PE
Fluvanna County
197 Main Street, PO Box 540
Palmyra, VA 22963

**Re: Zion Crossroads Water and Sewer (the “Project”)
Proposal to provide Surveying services (the “Proposal”)**

Dear Mr. Stephens:

We are pleased to submit this *revised* Proposal to provide Surveying services for the above referenced Project. Upon verbal or written direction to proceed with performance of the services described herein, this Proposal, along with all attachments thereto will constitute a binding agreement (the “Agreement”) between Bowman Consulting Group, Ltd. (“BCG”) and Fluvanna County (the “Client”).

Bowman Consulting Group has the resources and experience to make your project a success. In addition to Surveying services, BCG also provides Engineering, 3D Laser Scanning, Planning, Environmental, Transportation, and Landscape Architecture services to clients across the nation.

The project is located at Zion Crossroads in Fluvanna County, Virginia. It is our understanding the project consists of courthouse research, establishing additional horizontal and vertical control, property recovery and location, improvement locations and creating permanent and temporary easements for the utility lines along the proposed waterline and sanitary sewer force main alignments. Both alignments generally run along State Route 250 starting from the Commonwealth of Virginia State Prison property to the intersection of Route 15 and ties back into Route 15 approximately 2,000 feet south of the intersection of Route 250, involving approximately 68 land owners.

SCOPE OF SERVICES AND FEES

The scope of services (the “Scope”) and associated fees shall be as follows:

- 1. Establish Supplemental GPS Control and Traverse:**
 - Establish supplemental secondary and working GPS control on NAD 83 horizontal and NAVD88 vertical control based upon the existing aerial control completed in January 2016. Survey control will be oriented to Virginia State Grid South. GPS control pairs will be established in areas where tree cover does not interfere with the satellite signals. All control pair(s) will serve as the benchmarks/project control through construction.
 - Establish additional conventional traverse control as needed.

This control survey will not represent a Boundary and/or an ALTA/ACSM Survey.

FEE: Lump Sum of \$9,500.00

2. **Courthouse Research, Right of Way and Property Reconnaissance and Location:**

Prepare a route survey for the proposed utility alignments. This task includes the following:

- Coordination with Fluvanna County and Dewberry.
- Research for existing right of way plans, and deeds that will determine the existing road right of ways. The courthouse research will also include approximate 68 properties and the CVEC electrical easement.
- Build property deed mosaic in CAD.
- Recover right-of-way monumentation and establish existing road right of ways.
- Property corner recovery and location survey as necessary to orient the property deed mosaic to the property corner evidence located in the field.
- Prepare development plans and easements along the final waterline and sanitary sewer force main routes.
- As-builts on storm sewer along the alignments, and other visible utilities.
- Annotate aerial topography by others along the proposed utility alignments.
- Locate utility crossings as marked by others.
- A Miss Utility Ticket will be called in once authorization to proceed has been issued.
- Final deliverable is an AutoCAD base file for engineering design.

FEE: Lump Sum of \$54,400.00

3. **Easement Plat for Recordation:**

Computations and preparation of a multiple parcel easement exhibit for recordation, prepared in accordance with Fluvanna County requirements to include sanitary sewer force main, and waterline easements. The plat will contain the proposed utility alignments, exiting road right of ways, property lines of owners affected by the alignments, tabulated property owners affected by the alignments and the area of easement for each property, bearings, distances and width of the proposed easements. This plat will be on 18" X 24" sheets to be recorded in Fluvanna County plat cabinet. Estimating approximately 8 to 9 sheets at scale 1" = 100'. This task does not include preparation of individual plats, but will be beneficial if Fluvanna County does require individual plats for recordation. Preparation of individual plats will be considered additional services, and offered under a separate change order.

FEE: Unit Price of \$12,800.00/Plat

4. **Boundary Survey Map # 5-A-55X, 5.789 Acres, Zoned B-1, owned by Macon Properties LLC:**

Perform a field run boundary survey on Map # 5-A-55X, 5.789 Acres, Zoned B-1, currently owned by Macon Properties LLC and prepare a plat showing improvements from the aerial mapping and supplemental survey on the property in accordance with state and local code. This task is not an ALTA Survey.

FEE: Lump Sum of \$3,400.00

5. **Boundary Survey on a portion of Map # 5-7-9, 19.5 Acres, Zoned B-1, owner B Properties II, LLC:**

Perform a field run boundary survey on Map # 5-7-9, 19.5 Acres, Zoned B-1, currently owned by B Properties II, LLC and prepare a plat showing improvements from the aerial mapping and supplemental survey on the property in accordance with state and local code. This task is not an ALTA Survey.

FEE: Lump Sum of \$4,800.00

6. **Survey a Portion of Map # 4-A-97, 107.98 Acres, Zoned A-1, owned by Commonwealth of VA:**

Perform a field run survey along the western property line to the existing pump station on Map # 4-A-97, 107.98 Acres, Zoned A-1, owned by Commonwealth of Virginia, State Women's Prison, improvements and topography will be taken from the aerial mapping and supplemental topographic survey beyond the aerial mapping limits to the existing pump station. The existing pump station access road will be located. Not all physical improvements on the property will be located or shown. This task is not a complete boundary or ALTA Survey.

FEE: Lump Sum of \$7,100.00

SUMMARY MATRIX

Task	Description	Fee	Fee Type	Qty	Total
1	Establish Supplemental GPS Control & Traverse	\$9,500.00	Lump Sum	1	\$9,500.00
2	Courthouse Research, ROW, Prop Recon	\$54,400.00	Lump Sum	1	\$54,400.00
3	Easement Plat for Recordation	\$12,800.00	Unit Price	1	\$12,800.00
4	Boundary Survey Map # 5-A-55X	\$3,400.00	Lump Sum	1	\$3,400.00
5	Boundary Survey Map # 5-7-9	\$4,800.00	Lump Sum	1	\$4,800.00
6	Boundary Survey Map (Portion of) # 4-A-97	\$7,100.00	Lump Sum	1	\$7,100.00
Total Estimated Fee					\$92,000.00

ASSUMPTIONS

The fees quoted above are based on work being performed in a systematic, orderly and progressive manner. If this is impossible because of circumstances peculiar to the particular operations, lump sum fees listed shall not apply, and instead work will be billed in accordance with our prevailing hourly rate schedule. The following circumstance, among others will necessitate charges being based on hourly rates:

- Any additional work requested that is not specifically covered in the above scope of work.
- BCG will be provided with the final waterline and sanitary sewer force main alignments before easements will be created.

EXCLUSIONS

The following services are specifically excluded from the scope of this agreement and may be performed as contract addendums upon request:

- Obscured area topography
- Property owner right of entry notifications
- Private subsurface utility investigation
- All Archaeological Survey
- All Environmental Reports and/or Permitting
- ALTA/NSPS Land Title Survey
- Bio-Retention Filters
- Construction Administration Services
- Construction Staking Services
- Color Renderings
- Exhibits other than described herein
- Final Building Location
- Final Cost Estimates
- Geotechnical Report
- Hardscape Design and Layout
- Monitoring and/or Testing
- Off-site Design services other than those described
- Permits
- Services other than described herein
- Site Design
- Submission Fees
- Topography Survey other than items listed
- Tree Survey

REIMBURSABLE EXPENSES

Reimbursable expenses shall include actual expenditures made by BCG in the interest of the Project and will be invoiced at the actual cost to BCG plus fifteen percent (15%) for handling and indirect costs. Reimbursable expenses shall include but not be limited to costs of the following:

- Mailing, shipping, and out-source delivery (i.e. DHL, FedEx) costs
- Fees and expenses of special consultants as authorized by the Client

REPROGRAPHIC, COURIER AND OTHER CHARGES

Reprographic, plotting, in-house courier, and archive retrieval services will be invoiced in accordance with Schedule A attached hereto.

CLIENT RESPONSIBILITIES

The Client shall be responsible for obtaining permission for BCG, its employees, agents and subcontractors to enter onto the subject property and any properties in the vicinity as reasonably necessary for BCG to perform the services described herein. By either countersigning this Proposal or verbally authorizing BCG to proceed, the Client warrants and represents that it has obtained such permission. The Client shall provide the following items upon request of BCG in a timely manner and at no expense to BCG:

- Obtaining any required property owner right of entry notifications

OTHER TERMS

This proposal is based on the scope of services indicated herein and the information available at the time of the proposal preparation. If any additional services are required due to unforeseen circumstances and/or conditions, client or regulatory requested revisions, additional meetings, regulatory changes, etc, BCG will notify the client that additional scope of work and fees are required and will obtain the client’s written approval prior to proceeding with any additional work.

Bowman Consulting Group’s Standard Terms and Conditions and Hourly Rate Schedule are attached hereto and incorporated into this Proposal by reference. You should read these standard terms and conditions and assure yourself that you understand them prior to accepting this proposal or authorizing BCG to proceed with the performance of the services described herein.

In the event you wish to accept this proposal, please execute, and return a copy to us. The individual executing this proposal represents and warrants that he has the authority to sign on behalf of Fluvanna County.

Sincerely,
BOWMAN CONSULTING GROUP, LTD.
3951 Westerre Parkway, Suite 150
Richmond, VA 23233

Richard Fralin, LS, PLS
Survey Team Leader

Charles Powell, LS
Principal

Fluvanna County hereby accepts all terms and conditions of this Proposal (including the Standard Terms and Conditions) and authorizes BCG to proceed with the Project.

FLUVANNA COUNTY

By: _____
(Signature)

Printed Name: _____

Title: _____

Date: _____

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Bowman

CONSULTING

TERMS AND CONDITIONS

These Terms and Conditions are incorporated by reference into the Proposal (the "Proposal") from Bowman Consulting Group, Ltd., a Virginia Corporation ("BCG") to Fluvanna County ("Client") for performance of services described in the Proposal and associated with the project described in the Proposal (the "Project") and in any subsequent approved Change Order related to the Project. These Terms and Conditions, the accepted Proposal and any Change Orders or other amendments thereto, shall constitute a final, complete, and binding agreement (the "Agreement") between BCG and the Client.

1. Scope of Services: BCG will provide the services expressly described in the Proposal (the "Scope"). If in BCG's professional judgment the Scope must be expanded or revised, BCG will forward a change order agreement to the Client that describes the revision to the Scope (the "Change Order") and the increased fee associated therewith. The Client may approve a Change Order in writing, by electronic verification, or orally pursuant to Section 3 below.

2. Standard of Care: The standard of care for all services performed by BCG for the Client shall be the care and skill ordinarily used by members of the applicable profession practicing under similar circumstances at the same time and locality of the Project. The Client shall not rely upon the correctness or completeness of any design or document prepared by BCG unless such design or document has been properly signed and sealed by a licensed professional on behalf of BCG.

3. Client's Oral Decisions: The Client or any of its employees or agents with apparent authority may orally and with the express written consent of BCG: (a) make decisions relating to BCG's services under this Agreement, (b) authorize a Change Order and increased fee associated therewith, (c) direct BCG to forward information related to the Project to a third party, or (d) direct BCG to take any reasonable action in the interest of the Project. The Client may, from time to time, limit the authority of any or all persons to act orally on its behalf by providing seven (7) days notice to BCG. If BCG submits a Change Order by giving Notice to the Client then the Change Order shall be deemed accepted by Client unless the Client gives Notice to BCG that it rejects the Change Order not later than 10 business days after the Client receives the proposed Change Order.

4. Fees by Hourly Rate Schedule: If the Client requests BCG to perform services not included in the Proposal or an approved Change Order (including without limitation attending meetings and conferences on an as needed basis with public agencies), Client shall compensate BCG for such services in accordance with the Hourly Rate Schedule attached to and made a part of the Agreement. Expert witness testimony or participation at legal discussions, hearings

or depositions, including necessary preparation time, will be charged at 150% of the quoted rates. If the Project extends beyond the calendar year in which the Proposal is dated, BCG may revise its Hourly Rate Schedule in January of each subsequent year.

5. Client Duties and Responsibilities: The Client shall inform BCG of any special criteria or requirements related to the Project or BCG's services and shall, in a timely manner and at its cost, furnish any and all information in its possession relating to the Project, including reports, plans, drawings, surveys, deeds, topographical information or title reports. BCG shall bear no responsibility for errors, omissions or additional costs arising out of its reliance upon such information supplied by the Client. Some services included in the Scope may, in BCG's discretion, require a current title report and if so the Client shall timely and at its cost provide such a current title report to BCG. If the Scope includes preparation of plats to be recorded in the land records of the jurisdiction in which the Project is situated, the Client shall be responsible for timely preparation, submission and recordation of necessary deeds and for all fees associated with such deeds and plats. All off-site easements are the responsibility of the Client. Client shall indemnify and hold harmless BCG from and against any and all claims, demands, losses, costs, and liabilities, including without limitation, reasonable attorney fees and expenses incurred by BCG and arising out of (a) Client's breach of this Agreement or (b) an action by Client or a third party with respect to any matter not included in the Scope or that is excluded from the responsibility of BCG pursuant to this Agreement.

6. Exclusions from Scope: By way of illustration and not limitation BCG has no obligation or responsibility for the following unless specifically included in the Scope:

- a. Favorable or timely comment or action by any governmental entity.
- b. Taking into account off-site conditions or circumstances that are not clearly visible or reasonably ascertainable by the performance of on-site services.

c. The accurate location or characteristics of any subsurface utility or feature that is not clearly and entirely visible from the surface.

d. Structural design (including but not limited to structural design of retaining wall(s) or of special drainage structure(s)).

7. Payment Terms: BCG will invoice the Client monthly or more frequently based on a percentage of the work completed for lump sum tasks, number of units completed for unit tasks, and actual hours spent that month for hourly tasks. Invoices are due and payable in full upon receipt without offset of any kind or for any reason. Client agrees to pay a finance charge of one and one-half percent (1.5%) per month from the invoice date on any unpaid balance not received by BCG within thirty (30) days of the invoice date. Payment of invoices is subject to the following further terms and conditions.

(a) If any invoice is not paid in full within forty-five (45) days of the invoice date and the Client has not timely and in good faith disputed the invoice as provided below, BCG shall have the right at its election by giving notice to Client to either (i) suspend the performance of further services under this Agreement and, at its sole discretion, suspend the performance of further services on other projects which are being performed by BCG on behalf of the Client or any related Client entities, until all invoices are paid in full and BCG has received a retainer in such amount as BCG deems appropriate to be held as described in Section 8 below, or (ii) deem Client to be in material breach of this Agreement and proceed pursuant to Section 11 below. Client agrees to pay any and all charges, costs or fees incurred in collection of unpaid invoices, including reasonable attorneys' fees and costs. If BCG elects its rights under (a)(i) above BCG shall bear no liability to Client or any other person or entity for any loss, liability or damage resulting from any resulting delay, and any schedule for the performance of services hereunder prepared previously shall be deemed void, and any future schedule for the performance of services shall require the approval of both Client and BCG.

(b) If Client disputes any invoices submitted to it the Client shall give written notice to BCG within thirty (30) days of the invoice date detailing the dispute. If no written notice of a dispute is provided to BCG within that time period, the invoice shall then be conclusively deemed good and correct. If part of an invoice is disputed, then the Client shall remain liable to timely pay the undisputed portion of the invoice in accordance with the terms of this Agreement. Client and BCG shall promptly negotiate in good faith to resolve any disputed portion of an invoice,

8. Retainer. Should (a) the Proposal require a Retainer or (b) BCG have exercised its right to require a Retainer prior to continuing work as provided in Section 7(a)(i) above, the Client shall deliver to BCG by

good check a retainer to be held by BCG as an advance against future billings (the "Retainer"). This Retainer is not intended as the regular source of payment for invoices issued under to this Agreement. Instead the parties intend that the Retainer be applied to the final invoice for the services described in the Agreement, or against any other unpaid amounts owed BCG under this Agreement should Client fail to timely pay invoices in accordance with Paragraph 7. If the retainer is applied during the course of the Agreement Client agrees to promptly replenish the retainer upon request of BCG. Upon the conclusion of this Agreement, or its earlier termination, then (i) the portion of the Retainer, if any, that exceeds the amount owed BCG shall be returned to Client upon request, or (ii) any amount owed BCG in excess of the Retainer shall be paid immediately to BCG by Client. The Retainer shall not be required to be held in a separate account nor shall it bear interest, and the Retainer may include other amounts paid to BCG by Client with respect to the Project or other projects.

9. Insurance. BCG and its employees are protected by workman's compensation, commercial general liability, automobile liability, and professional liability insurance policies. Upon request of Client BCG shall provide a certificate of insurance to Client evidencing such coverage and shall attempt to include Client as an additional insured on such coverage. Client acknowledges it has been offered the opportunity to review the current limits of such coverage and finds them satisfactory, and further agrees that in no event shall BCG's liability to Client or any party claiming through Client be greater than the limits of such insurance. From time to time BCG may, without notice to Client, amend the carriers, conditions, exclusions, deductibles or limits of any such insurance; provided that prior to any decrease in any insurance limit becoming effective BCG shall give notice thereof to Client.

10. Potential Liability of BCG. The following provisions shall operate with respect to any potential liability of BCG arising under the Agreement.

(a) Client agrees that should it wish to assert that there is a breach, defect, error, omission or negligence in the services performed by BCG that Client believes creates liability on the part of BCG the Client must give written notice to BCG not later than the first to occur of (i) the beginning of any corrective work or (ii) thirty days after Client had knowledge of the existence of the breach, defect, error, omission or negligence. BCG shall have the opportunity to participate in decisions regarding the corrective work, and the Client shall insure that corrective action is taken at the lowest reasonable expense under the circumstances.

(b) Notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of BCG

and of its officers, directors, partners, employees, agents, and consultants, to Client and anyone claiming through Client shall not in any manner whatsoever exceed the direct losses incurred by Client (to the extent of and in proportion to BCG's comparative degree of fault) that resulted from the error, omission or negligent act of BCG in the performance of services under this Agreement.

(c) To the fullest extent permitted by law BCG and BCG's officers, directors, partners, employees, agents, and sub-consultants shall not be liable to Client or anyone claiming through Client for any special, incidental, indirect, or consequential damages whatsoever arising out of, resulting from, or in any way related to the Project or this Agreement, regardless of whether such damages are alleged to be caused by the negligence, professional errors or omissions, strict liability, breach of contract, or breach of express or implied warranty.

11. Termination: Either party may terminate the provision of further services by BCG under this Agreement for convenience with thirty (30) days advance notice to the other party. In addition, following a material breach by the other party the provision of further services under this Agreement may be immediately terminated by the non-breaching party giving notice to the other party, and such notice may be given at any time after such material breach (including less than thirty (30) days after notice of termination for convenience). Client acknowledges that its failure to timely pay undisputed invoices is a material breach. After a termination for convenience the Client shall immediately following the termination date pay BCG for all services performed through the termination date; including reasonable costs of transitioning the Project to a new design professional designated by Client, if applicable. Following any termination BCG shall have the right to withhold from the Client the use or possession of drawings or documents prepared by BCG for the Client under this or any other agreement with the Client, until all outstanding invoices are paid in full. Following any termination by BCG following a material breach by Client BCG shall have the right to withdraw any plans, applications or other documents filed with any governmental agency by BCG in its name on behalf of the Client.

12. Assignment: This Agreement may not be assigned by one party without the express written consent of the other party. Notwithstanding the forgoing, BCG may employ consultants, sub-consultants, or subcontractors, as it deems necessary to perform the services described in the scope. Also, BCG may assign its right to receive payments under this agreement.

13. Ownership of Documents and other Rights of BCG: (a) All reports, plans, specifications, computer

files, field data, notes and other documents and instruments prepared by BCG as instruments of service shall remain the property of BCG up until such time as all monies due to BCG have been paid in full. At such time as all monies due to BCG have been paid in full, the Client may take possession of plans, documents and specifications prepared under this Agreement. If requested by BCG the Client (and Client's new design professional if applicable) shall execute BCG's standard Electronic File Transfer Agreement or such other similar agreement as the parties shall in good faith negotiate. If the Client or a party acting on the Client's behalf modifies the plans and specifications or reuses them on a different project the Client agrees to indemnify and hold BCG harmless from any claim, liability or cost (including reasonable attorneys' fees and defense costs) arising therefrom. Client acknowledges that if BCG provides Client with plans, information and specifications in an electronic or digital format ("Electronic Data") the Client is responsible for cross checking the Electronic Data with the applicable paper document for full conformance and consistency between such paper document and the Electronic Data. The Client and BCG shall jointly retain all common law, statutory, and other reserved rights, including the copyright to all reports, plans, specifications, computer files, field data, notes and other documents prepared by BCG.

(b) BCG reserves the right to include photographs and descriptions of the Project in its promotional, marketing, and professional materials. Client grants its consent to BCG for BCG to install reasonable signage at the Project equivalent to that which is or could be installed by other vendors to the Project.

14. Covenants Benefiting Third Parties: BCG and Client acknowledge that from time to time third parties may request BCG to execute documents which benefit that third party. These documents may include certifications, consent of assignment, and waiver of certain of BCG's rights under this Agreement ("Requested Covenant"). Client acknowledges that execution of Requested Covenants is beyond the Scope, is at BCG's sole discretion, and if BCG decides to so execute a Requested Covenant the language, terms and conditions of such Requested Covenant must be acceptable to BCG, at BCG's sole discretion.

15. Applicable Law: This Agreement shall be governed and interpreted in accordance with the laws of the Commonwealth of Virginia, without giving effect to conflicts of laws principles thereof.

16. Severability: If any provision of this Agreement shall be held invalid, illegal or unenforceable, the other provisions of this Agreement shall remain in full force and effect.

17. Entire Agreement and Modification: This Agreement and the attachments hereto contains the entire agreement of BCG and Client in respect to the transactions contemplated hereby and supersedes any and all prior agreements, arrangements, and understandings among the parties relating to the subject matter hereof. Except for Change Orders authorized by Client either orally or by electronic verification this agreement may be amended, modified, or supplemented, but only in writing signed by all parties hereto. Signature by email transmission is permitted hereunder.

18. Waivers: The failure of a party to enforce any provision hereof shall not affect its right at a later time to enforce same. A waiver by a party of any condition or breach hereunder must be in writing to be effective and unless that writing provides otherwise shall waive only one instance of that condition or breach.

19. Notices: Any notice, request, instruction, or other document to be given hereunder by a party hereto shall be in writing and shall be deemed to have been given (a) when received when given in person or by a courier or a courier service, (b) on the date of transmission (or the next business day if the date of transmission is not a business day) if sent by facsimile, or (c) five business days after being deposited in the mail, certified or registered postage prepaid:

If to Client, addressed to the individual signing this Agreement at the address, facsimile number, or e-mail address noted on the Proposal;

If to BCG, to the address set forth in the proposal; provided that for any notice given by Client pursuant to Paragraphs 10 or 11 a copy shall be sent to:

Bowman Consulting Group, Ltd.
3863 Centerview Drive; Suite 300
Chantilly, Virginia 20151
Facsimile number: (703) 481-1490
Attn: Robert A. Hickey
Email: rhhickey@bowmancg.com

Or to such other individual or address as a party hereto may designate for itself by notice given as herein provided.

20. No Third Party Beneficiaries: This Agreement is solely for the benefit of the parties hereto and, to the extent provided herein, their respective affiliates, directors, officers, employees, agents and representatives, and no provision of this Agreement shall be to confer upon third parties any remedy, claim, liability, reimbursement, cause of action, or other right.

21. Headings, Counterparts, Certain Rules of Construction: The headings in this Agreement are for convenience and identification purposes only, are not an integral part of this Agreement, and are not to be considered in the interpretation of any part hereof. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. References in this agreement to any gender shall include references to all genders. Unless the context otherwise requires, references in the singular include references in the plural and vice versa. The words "include", "including", or "includes" shall be deemed to be followed by the phrase "without limitation". The individual who signs this Agreement warrants that he has the authority to sign as, or on behalf of the Client and to bind the Client to all of the terms and conditions of this Agreement. To the extent that they are inconsistent or contradictory, the terms of the Proposal or an authorized Change Order shall supersede these Terms and Conditions.

22. Early Bid Documents. The Client acknowledges that if it requests submission of early bid documents to contractors for bid purposes prior to full completion of construction documents by BCG and all other design disciplines, or prior to governmental approval, the potential exists for additional design and construction costs arising from required subsequent revisions, additions and corrections to BCG design documents so as to conform to those of other design disciplines and/or governmental agencies.

23. Estimates: Any cost, timing or quantity estimates provided as a part of the Scope are estimates only and reflect BCG's judgment as a design professional familiar with the construction industry. Estimates do not represent a guarantee that proposals, bids or the construction cost will not vary from the estimates prepared by BCG. Client acknowledges that BCG has no control over contractors as to cost, timing or quantity matters, and further acknowledges that if Client desires greater accuracy as to construction costs it has the opportunity to employ an independent cost estimator.

24. Use of Work Prepared by Others: If the Scope requires BCG to use work prepared by other parties (e.g. drawings, surveys, computations, calculations, specifications) then unless otherwise disclosed by the Client in writing to BCG the Client warrants and represents that the Client has obtained the full and unconditioned prior written consent from such other party. If the Client discloses that it has not obtained such prior consent then the Client, at its expense, shall use its best efforts to obtain such consent, which consent shall be in a form that, in BCG's reasonable discretion, does not violate any applicable law, regulation, or code of ethics. Unless the Scope specifically provides otherwise, BCG shall

not be responsible for the accuracy, completeness, or correctness of work prepared by others.

25. Construction Means and Methods: Client acknowledges that BCG shall not have control of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for any safety precautions in connection with the Project or for the acts or omissions of any contractor, subcontractor or any other person or entity performing work for the Project.

26. Shop Drawing Review: If specifically included in the Scope BCG shall review and check the contractor's shop drawings, product data, and samples, but only for the limited purpose of checking for general conformance with the intent of such contract documents. Client acknowledges that such review is not for the purpose of determining or substantiating the accuracy and completeness of other details such as dimensions or quantities or for substantiating instructions for installation or performance of equipment or systems designed by the contractor. BCG's review shall not constitute approval of safety precautions, construction means, methods, techniques, schedules, sequences or procedures, or of structural features. Client shall provide BCG with sufficient time in BCG's professional judgment to permit adequate review.

27. Plan and Permit Processing: If the Scope includes preparation of plans and/or plats for review and approval by public agencies, submission and processing of such plans and plats in a manner consistent with a normal course of business is included within the Scope. If the Client requests BCG to expedite the plan review process by attending meetings, hand carrying plans and documents from agency to agency, or performing other such services, these services will be performed by BCG at Client's request and as hourly rate services under Section 4 above. Except as described otherwise in the Scope, preparation and processing of permit applications (including but not limited to building permit applications, grading permit applications, bond applications, entrance permit applications, etc.) will be performed at the Client's request and treated as hourly rate services under Section 4 above.

28. Building Plan Coordination: If the Scope includes preparation of site plans, site grading plans, subdivision plans, or similar plans that involve coordination with building plans (including architectural, mechanical, structural, or plumbing plans) to be prepared by others, the Client shall provide such building plans to BCG by such date and in such state as BCG reasonably deems necessary to timely perform its services hereunder. If the Client fails to so provide building plans to BCG then BCG may make reasonable assumptions regarding building characteristics in order to timely perform its services

and any later revisions to BCG plans required to properly coordinate them with building plans will require a Change Order subject to an additional fee.

Bowman

CONSULTING

SCHEDULE "A"

BOWMAN CONSULTING GROUP, LTD SCHEDULE OF RATES FOR REPROGRAPHIC, PLOTTING, COURIER, AND ARCHIVE RETRIEVAL SERVICES

Reprographic and Plotting Services

Blueprinting	\$0.34/sq.ft.	Bond Paper CAD Plots	\$5.75/sq.ft.
Digital Paper Copying	\$0.34/sq.ft.	Vellum CAD Plots	\$6.50/sq.ft.
Mylar or Vellum Copying	\$3.00/sq.ft.	Mylar CAD Plots	\$7.00/sq.ft.
B&W Photo Copies	\$0.34/sq.ft.	Color CAD Plots	\$8.50/sq.ft.
Color Photo Copies	\$0.50/sq.ft.	Surcharge for folded sets	\$10.00/Set

Copying of Plans or Plots that have been archived in storage are subject to minimum archive retrieval fee of \$50 plus applicable reprographic and/or plotting fees set forth above.

Outsourced courier service (i.e. Federal Express, DHL, etc.) per the Proposal and Terms & Conditions.

In house courier services are \$2.00 per mile (one way) subject to a minimum \$20.00 charge for standard delivery during our normal business hours. Rush services and times outside normal business hours are subject to a minimum \$20.00 surcharge.

BOWMAN CONSULTING GROUP, LTD.

**SCHEDULE "B"
2016 SCHEDULE OF HOURLY RATES**

Expert Research, Prep & Testimony.....	\$285.00/hour	Staff Soil Scientist.....	\$125.00/hour
Principal.....	\$250.00/hour	Staff Geologist.....	\$125.00/hour
Department Executive.....	\$200.00/hour	Soil Technician.....	\$75.00/hour
Branch Manager.....	\$200.00/hour	Senior Environmental Scientist.....	\$150.00/hour
Department Manager.....	\$190.00/hour	Environmental Scientist 1.....	\$130.00/hour
Senior Project Manager.....	\$180.00/hour	Environmental Scientist 2.....	\$120.00/hour
Project Manager.....	\$150.00/hour	Environmental Scientist 3.....	\$110.00/hour
Assistant Project Manager.....	\$140.00/hour	Senior Geologist.....	\$175.00/hour
Licensed Surveyor.....	\$135.00/hour	Senior Traffic Engineer.....	\$175.00/hour
Engineer 1.....	\$130.00/hour	Traffic Engineer 1.....	\$150.00/hour
Engineer 2.....	\$120.00/hour	Traffic Engineer 2.....	\$135.00/hour
Engineer 3.....	\$100.00/hour	Traffic Engineer 3.....	\$110.00/hour
Land Planner 1.....	\$125.00/hour	Traffic Technician.....	\$95.00/hour
Land Planner 2.....	\$115.00/hour	Traffic Counter.....	\$50.00/hour
Land Planner 3.....	\$100.00/hour	Right of Way Specialist 1.....	\$175.00/hour
Designer 1.....	\$120.00/hour	Right of Way Specialist 2.....	\$140.00/hour
Designer 2.....	\$110.00/hour	Right of Way Specialist 3.....	\$110.00/hour
Designer 3.....	\$90.00/hour	Right of Way Technician.....	\$75.00/hour
Computer Tech 1.....	\$110.00/hour	Utility Coordinator.....	\$135.00/hour
Computer Tech 2.....	\$95.00/hour	Survey Field Crew-2man.....	\$140.00/hour
Computer Tech 3.....	\$85.00/hour	Survey Field Crew-1man.....	\$100.00/hour
Landscape Architect 1.....	\$110.00/hour	Additional Field Crew Member.....	\$50.00/hour
Landscape Architect 2.....	\$100.00/hour	Field Coordinator.....	\$130.00/hour
Landscape Architect 3.....	\$90.00/hour	Clerical.....	\$65.00/hour
Junior Landscape Architect.....	\$75.00/hour		
Certified Arborist.....	\$135.00/hour		
CADD Drafter 1.....	\$110.00/hour		
CADD Drafter 2.....	\$100.00/hour		
CADD Drafter 3.....	\$90.00/hour		
CADD Drafter 4.....	\$75.00/hour		
Senior GIS Specialist.....	\$160.00/hour		
GIS Technician.....	\$110.00/hour		
Senior Soil Scientist.....	\$190.00/hour		



Schedule C – Request for Information

Accounts Payable Contact:

Point of Contact: _____
Phone: _____
Fax: _____
E-Mail: _____

Billing Information:

Billing Entity: _____

Billing Address: Same as Proposal
 If Different, Please Provide.....

Billing Requirements:

Invoice Due Date: _____

Requirements/Attachments: _____

Transmit Invoices Via: Mail Hardcopies to the Billing Address Above
 Transmit Electronic Copies to: _____

Offer ACH Direct Deposit: Yes, Contact: _____
 Not Sure, Contact our Office
 Not at this Time

**TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER
FOR PROFESSIONAL SERVICES**

This Term Contract Between COUNTY and Architect/Engineer for Professional Services (the "Contract") dated this 5th day of September, 2013 is between the COUNTY OF FLUVANNA (the "COUNTY"), a political subdivision of the Commonwealth of Virginia and BOWMAN CONSULTING GROUP, LTD. ("A/E"), a Virginia corporation, and is binding among and between these parties as of the date of the COUNTY's signature.

RECITALS:

1. The legal address for the COUNTY and for the A/E and the addresses for delivery of Notices and other documents related to the administration of this Contract are as follows:

COUNTY:

ATTN: County Administrator
Fluvanna County
P.O. Box 540
Palmyra, VA 22963
Telephone: (434) 591-1910
Facsimile: (434) 591-1911

A/E:

ATTN: Kenneth M. Baybutt
Bowman Consulting Group, Ltd.
460 McLaws Circle
Suite 120
Williamsburg, VA 23185
Telephone: (757) 229-1776
Facsimile: (757) 229-4683

2. On May 20, 2013, the COUNTY issued Request for Proposals #2013-01 (the "RFP") for qualified professional architectural and engineering services on an as-needed task order approach as more specifically set out in such RFP attached hereto as Attachment 1. All the provisions and requirements, including, but not limited to, the purpose and scope, of the RFP are incorporated herein by reference. Task orders shall be issued by the COUNTY to a provider of such services as services are needed and may include civil engineering and design, architectural design, site planning, construction phase services, inspection services, and associated surveying, environmental, geotechnical and architectural services. The purposes, functions, criteria and general requirements for the scope of work on the task order or particular project will be set forth in a Project Agreement executed by the COUNTY and the A/E.

3. The rights and duties of the COUNTY and A/E applicable to the COUNTY's projects under this Contract are set forth in the following Contract Documents: (i) this Contract, to include the RFP and all of the terms of the County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors, being pages 8 to 21 of Attachment 1 hereto; (ii) the original submittal by the A/E to the RFP; and (iii) all Project Agreements executed under this Contract. In the event of any conflict between the terms of the original submittal by the A/E to the RFP and this Contract, the terms of this Contract shall control.

4. One or more Project Agreements may be entered into with the A/E during the Contract Term. Although the potential exists for multiple projects during the Contract Term, the COUNTY does not represent or guarantee that the A/E will receive one or more Project Agreements during the Contract Term. The COUNTY has no obligation to enter into any Project Agreement(s) with the A/E.

5. The COUNTY specifically reserves the right to procure services that fall within the scope of this Contract from other sources. Without limiting the procurement procedures that may be followed by the COUNTY, the COUNTY may (i) issue RFP's for similar work and other projects as the need may occur; (ii) specifically reserves the right to enter into other term agreements for architectural and/or engineering services similar to this Contract; and (iii) specifically reserves the right to enter into Project Agreements with other A/E's under Term contracts based on its evaluation of each A/E's qualifications, expertise, current workload, capabilities, performance record, locations or distance to the project and other factors as may be pertinent to the particular project.

THEREFORE, in consideration of the Recitals set forth above, and good and valuable consideration as set forth below, the parties agree as follows:

1. Recitals: The Recitals are incorporated herein by reference.

2. Scope of Services: The A/E agrees that he is willing and able during the Contract term to provide professional services on an "as needed" basis during the Contract term. The work may include, but is not limited to, investigations, studies, reports, small project designs, inspection services, and similar services as more specifically described in the RFP. The purposes, functions, criteria and general requirements for the scope of work on the task or particular project will be set forth in a purchase order issued to the A/E.

3. Project Agreements; Limitation: Individual projects will be negotiated at a lump sum amount or based on hourly rates as set forth in Attachment 2, which is attached hereto and incorporated herein by reference. The hourly rates set forth in Attachment 2 shall control for all Project Agreements entered into within two (2) years of the date that the COUNTY signs this Contract. Project Agreements shall be entered into for each individual project, specifying additional contract terms applicable to the individual project, including but not limited to the following: (i) detailed scope of work for the project; (ii) pricing of the project; (iii) billing schedule for the project (whether periodic or on completed project basis); (iv) timing requirements for project performance; (v) identification of the COUNTY's project manager for the project, to whom invoices and other contacts regarding the specific project shall be directed. In accordance with

the provisions of Virginia Code Section 2.2-4301, the project fee of any single project under this Contract shall not exceed \$100,000.00 and the sum of all projects performed under this Contract in one contract term shall not exceed \$500,000.00.

4. Additional Terms: The County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors included as pages 8 to 21 of the RFP, being Attachment 1 hereto, are specifically incorporated herein by reference. Where any of the General Terms Conditions and Instructions to Bidders and Contractors conflicts with any of the specific terms of this Contract, this Contract shall control.

5. Contract Term: This Contract shall be in effect from the date of signature by the COUNTY for a one (1) year period, or until the cumulative total project fees under this Contract reach the maximum cost set forth in paragraph 3 above, whichever is earlier. This Agreement shall automatically renew thereafter for four (4) additional one (1) year terms unless the COUNTY notifies the A/E prior to the end of the current term that it does not intend to renew this Contract, or until the cumulative total project fees in any term under this Contract reach the maximum cost set forth in paragraph 3 above, whichever is earlier. After the initial term and one renewal term, the A/E's hourly rates set forth in Attachment 2 may be increased by no more than two and one half percent (2.5%) over the prior year per renewal year. The A/E must provide written notice to the COUNTY of any such increase prior to the automatic renewal date for the same to be effective in the upcoming renewal year. If no such notice is provided prior to the automatic renewal, then the hourly rates for that renewal term shall be the same as the hourly rates for the immediately preceding term.

In witness whereof the undersigned duly authorized representatives have executed this Contract on the dates set forth beside their respective signatures:

A/E:
Bowman Consulting Group, Ltd.

COUNTY:
County of Fluvanna, a political subdivision of the
Commonwealth of Virginia

By: Kenneth M. Baybutt Date: 9/5/13 By: SMN Date: 9/4/13
Name: Kenneth M. Baybutt Name: Steven M. Nichols
Title: Branch Manager Title: County Administrator
Fluvanna County

APPROVED AS TO FORM:

Kristina M. Hoffmann
Fluvanna County Attorney
By Kristina M. Hoffmann,
Assistant County Attorney 3

**COUNTY OF FLUVANNA, VIRGINIA
REQUEST FOR PROPOSAL #2013-01
GENERAL PROFESSIONAL ENGINEERING & ARCHITECTURAL SERVICES**

ISSUE DATE: May 20, 2013

DUE DATE: June 6, 2013

TIME: 2:00 P.M.

RFP #: 2013-01

ISSUING DEPARTMENT: County of Fluvanna, Virginia
Finance Department
Attn: Joe Rodish, Purchasing Officer
132 Main Street
P.O. Box 540
Palmyra, VA 22963

PROCUREMENT CONTACT: Joe Rodish
Purchasing Officer
Phone: (434) 591-1930 ext. 1124
Email: jrodish@fluvannacounty.org

TECHNICAL INQUIRIES: Joe Rodish
Purchasing Officer
Phone: (434) 591-1930 ext. 1124
Email: jrodish@fluvannacounty.org

The Fluvanna County Board of Supervisors invites qualified firms to submit sealed proposals for Professional General Engineering & Architectural Services for potential projects for Fluvanna County, VA. This Request for Proposal and resulting contract(s) shall be consistent with and governed by the Fluvanna County Procurement Policy and the Virginia Public Procurement Act.

Sealed proposals, One (1) original and four (4) copies, should be submitted by 2:00 P.M. local prevailing time on Thursday, June 6th, 2013 to the Fluvanna County Finance Office located at: 132 Main Street, Palmyra, Virginia 22963. Proposals submitted after this date and time will not be accepted. Proposals shall be evaluated for the purpose of selecting the most qualified Offeror(s) as described by the evaluation criteria.

Table of Contents

Cover Page..... 1

Table of Contents 2

Introduction..... 3

Background 3

Purpose..... 3-4

Scope of Work..... 4

Proposal Format..... 4-5

Submittal Instructions 5-6

Evaluation & Selection Criteria..... 6

Timeline 6

Contract Award..... 7

General Conditions & Instructions (Return this page)..... 8-21

Vendor Data Sheet (Return this page)..... 22

Proof of Authority to Transact Business in Virginia (Return this page)..... 23

Non – Collusion Statement (Return this page) 24

Offeror Statement (Return this page) 25

I. Introduction

- a. The Fluvanna County Board of Supervisors invites qualified firms to submit sealed proposals for Professional General Engineering & Architectural Services for potential projects for Fluvanna County, VA. This Request for Proposal and resulting contract(s) shall be consistent with and governed by the Fluvanna County Procurement Policy and the Virginia Public Procurement Act. Sealed proposals, One (1) original and four (4) copies, should be submitted by 2:00 P.M. local prevailing time on Thursday, June 6th, 2013 to the Fluvanna County Finance Office located at: 132 Main Street, Palmyra, Virginia 22963.
- b. Any communications pertaining to the scope of work, the preparation or submittal of a proposal, and all other communications regarding this Request for Proposal must be made in writing to:
 - i. Joe Rodish, Purchasing Officer
County of Fluvanna, Virginia
132 Main Street
P.O. Box 540
Palmyra, VA 22963
(434) 591-1930 ext. 1124
jrodish@fluvannacounty.org

II. Background

- a. Fluvanna County, also referred to herein as "the County" is located in Central Virginia at the foothills of the Blue Ridge Mountains. The County serves an area of 290 square miles with a population of approximately 26,000. The County Seat is located in the Town of Palmyra with its County Administration Building located at 132 Main Street. The County's fiscal year begins on July 1 and ends on June 30.
- b. The County uses the traditional board form of government with a County Administrator. The County is governed by an elected five member Board of Supervisors.
- c. The Professional Engineering & Architectural Firm's principal contact with the County of Fluvanna will be the Director of Public Works, or a designated representative, who will coordinate with the Professional Engineering & Architectural Firm to provide assistance to the County on an as needed basis.
 - i. Wayne Stephens, Director of Public Works
197 Main Street
P.O. Box 540
Palmyra, Virginia 22963
Phone number: (434) 591-1925
Fax Number: (434) 591-1924
E-mail: wstephens@fluvannacounty.org

III. Purpose

- a. The County desires to engage the services of qualified Professional Engineering & Architectural Firm(s) to perform a variety of Professional Engineering & Architectural Services using a Task Order approach. Task Orders shall be issued by the County Administrator as professional services are needed and may include civil engineering & design; architectural design; site planning; construction phase services; inspection services; and associated surveying, environmental, geotechnical, and architectural

services. The awarded firm(s) may also be expected to assist the County with review of 3rd party plans and specifications, as needed.

IV. Scope of Work

- a. The County is seeking written proposals relating to Professional Engineering & Architectural Services for multiple projects. Typical projects may include but are not limited to: evaluation and design of water and sewer facilities (including rehabilitation options); design of improvements to wastewater pumping and water booster pump stations and well facilities (including water storage tanks); water and sewer system modeling; professional services associated with design and operation of solid waste facilities; regulatory issues and coordination with regulatory agencies; site plan engineering and surveying related to site grading, environmental engineering, storm water drainage, traffic impact analysis, road design, erosion and sediment control measures and storm water management facilities; geotechnical services; construction administration; grants administration, and inspection services associated with capital improvement projects.

V. Proposal Format

- a. 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.
- b. The County is not responsible for failure to locate, consider and evaluate qualification factors presented outside his format. The following paragraphs provide guidelines to each Offeror for information to include in the proposal:
- c. **Cover Letter** - Provide a cover letter cover letter that confirms the Offeror's understanding; of this Request for Proposal and a general understanding of the project.
- d. **Overview** - The purpose of this section is to provide Fluvanna County with an overview of the history, qualifications and abilities of the Offeror's firm and for the Offeror to demonstrate the specific qualifications of the staff the Offeror will assign to this project if selected. At a minimum, the proposal should:
 - i. Designate a Project Manager and indicate office location.
 - ii. Include the organization chart, functional discipline, and responsibilities of project team members.
- e. **Resumes** - Provide a concise resume or description of each team member's education, relevant professional experience, length of time employed by the Offeror and/or sub-consultant, and professional license.
- f. **Demonstrated History of Successful Projects** - Discuss the Offeror's ability to work in harmonious, non-adversarial relationships with Fluvanna County and their agents.
 - i. The personnel named in the proposal shall remain assigned to the project throughout the period of the contract unless requested to be replaced by the County. If the County requests an individual to be replaced (including any personnel of any sub-contractor), the Offeror shall do so within 30 days of the request, and without any additional charge to Fluvanna County. No replacement

may be made without submission of a resume of the proposed replacement for approval by The County.

- g. **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).
- h. **Project Approach - Offeror's Project and Management Approach:**
 - i. The purpose of this section is to provide Fluvanna County with the Offerors understanding and proposed approach to typical projects. The Offeror should discuss in detail the proposed management and project approach for performing any project awarded during the term of the Agreement.
- i. **Representative Projects:**
 - i. This section of the Offeror's Proposal should list and describe representative clients currently served focusing on general engineering projects. 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.
- j. **Effective Cost Control** - Demonstrated history of effective control of project costs and ability to accomplish work in a timely manner:
 - i. Describe the Offeror's cost control methodology
 - ii. Describe the approach for reducing project costs
 - iii. Describe the documentation, tracking and reporting system
 - iv. Describe the program for quality control.
- k. **References:**
 - i. Provide the current name, address, and telephone number of at least five (5) references the Offeror has served either currently or in the past three (3) years; preferably those where one or more of the project team members provided the same or similar services as requested herein. Indicate the Scope of Services provided to each reference.

VI. Submittal Instructions

- a. Each Offeror shall submit one (1) original and four (4) copies of its proposal.
 - i. 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.
 - ii. 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. The proposal should contain a table of contents, which cross-

references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

iii. 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.

b. Offerors shall not submit estimated man-hours or cost for services with their proposals.

VII. Evaluation & Selection Criteria

a. All proposals received shall be evaluated based upon the evaluation criteria listed below.

- i. Project team qualifications and experience (25 pts.)
- ii. Offeror's project and management approach (20 pts.)
- iii. Representative projects (10 pts.)
- iv. Ability to control project costs (25 pts.)
- v. References (5 pts.)
- vi. Proximity and availability to Fluvanna County (15 pts.)

b. Fluvanna County may arrange for discussions with Offerors submitting proposals for the purpose of obtaining additional information or clarification if needed.

c. The Selection Committee may make such reasonable investigations as it deems proper and necessary to determine the ability of the Offeror to perform the work.

d. Based on the consensus rankings, the highest ranked Offeror(s) will be invited to engage in discussions with the Selection Committee that may include, but are not necessarily limited to:

- i. Explanations of the proposed approach
- ii. Work plan
- iii. Non-binding cost estimates
- iv. Qualifications of the Offeror(s)

e. Fluvanna 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, in the sole opinion of Fluvanna County, Fluvanna County reserves the right to reject the proposal

VIII. Timeline

a. Request for Proposal issued		05/13/2013
b. Proposals due by		06/06/2013
c. Selected Firm/s Interviewed	(Approximately)	06/20/2013
d. Contract Award	(Approximately)	07/04/2013

IX. Contract Award

- a. Awards shall be made to as many Bidders/Offerors as deemed necessary to fulfill the anticipated requirements of the County.
- b. In accordance with §2.2-4301.3.a of the Code of Virginia, the agreement shall be for an initial one (1) year term from the date of execution. Upon mutual consent, the County shall have the option to renew the contract up to four (4) additional one (1) year terms contingent upon need and availability of funds.
- c. Under the terms of agreement(s) made pursuant to this RFP, no individual Task Order fee shall exceed \$100,000. The aggregate total of fees for all Task Orders issued during the any term of the A/E Contract shall not exceed \$500,000.
- d. The Owner may, at its sole discretion, renew the Contract for an additional one-year Contract Term provided the option to renew was indicated in the RFP. If the Owner exercises its option to renew, the next Contract Term shall begin one year from the date of the execution of this Contract, or previous renewal, or the date that the Owner notifies the A/E that the option to renew is being exercised, whichever occurs first. A new aggregate limit of \$500,000 shall apply to the second Contract Term, without regard to the dollar amounts of Project Orders issued during the first year of the Contract. Any unused amounts from the first Contract Term are forfeited and shall not carry forward to the next Contract Term. Subsequent renewals up to a maximum of four (4) one year renewals shall follow the same procedures. The maximum number of renewals is stated in §2.2-4301, *Competitive Negotiations*.
- e. The Offeror shall provide Fluvanna County with original documents, bound and suitable for distribution. In addition, all electronic copies of documents shall be provided in a format compatible with Fluvanna County's word processing and AutoCAD hardware and software. All documents, including computer disks, shall become the property of Fluvanna County upon final payment of all fees to the Consultant as forth for in the contract. The County reserves the right to alter the documents and/or specifications for its purposes, but will provide a properly initialed revision block showing County responsibility for such changes.
- f. The County intends to enter into a contract with the selected firm(s). The County provides no guarantee of the amount of work to be assigned to the selected firm(s) and shall utilize other engineering firms for consulting work.

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 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", "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 Minority Business Enterprise. 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 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:
- Cost estimates relating to a proposed procurement transaction prepared by or for the County shall not be open to public inspection;
 - 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;
 - 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;
 - 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;
 - 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
 - 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 non-responsibility, 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-responsive 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 132 Main Street, 2nd 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 expense, 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 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. Pluvanna 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 uncopyrighted 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.

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

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

CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of _____, does hereby certify in connection with the procurement and bid to which this Certification 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 18.2 Code of Virginia, 1950 as amended (&&18.2-498.1 atseq.)

Signature of Company Representative

Name of Company

Date

ACKNOWLEDGEMENT

STATE OF VIRGINIA
FLUVANNA COUNTY, to wit:

The foregoing Certification of No Collusion bearing the signature of _____ and dated _____ was subscribed and sworn to before the undersigned notary public by _____ on _____.

Notary Public

My commission expires: _____

CODE OF VIRGINIA

& 18.2-498.4. Duty to provide certified statement:

A. The Commonwealth, or any department or agency thereof, and any local government or any department or agency thereof, may require that any person seeking, offering or agreeing to transact business or commerce with it, or seeking, offering or agreeing to receive any portion of the public funds or moneys, submit a certification that the offer or agreement or any claim resulting thereon is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce, or any act of fraud punishable under this article.

Any person required to submit a certified statement as provided in paragraph A, above who knowingly makes a false statement shall be guilty of a Class 6 felony. (1980, c.472)

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

OFFEROR STATEMENT

Undersigned Bidder hereby certifies that he/she has carefully examined all conditions and specifications of this invitation for Bid and hereby submits this bid pursuant to such instructions and instructions.

Type or Print Name & Title of Authorized Person

Signature of Authorized Person Submitting This Bid

Date

SUBSCRIBED AND SWORN to before me by the above named

_____ on the ____ day of _____, 2013

Notary Public in and for the State of _____

My commission expires: _____

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

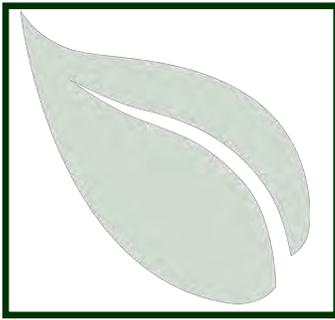
BOWMAN CONSULTING GROUP, LTD.

**SCHEDULE "B"
2013 SCHEDULE OF HOURLY RATES**

Expert Research, Prep & Testimony.....	\$285.00/hour	Senior Geologist.....	\$160.00/hour
Principal.....	\$230.00/hour	Staff Geologist.....	\$120.00/hour
Vice President – BDA....	\$230.00/hour	Soil Technician.....	\$ 65.00/hour
Branch Manager.....	\$190.00/hour	Certified Arborist.....	\$130.00/hour
Department Executive.....	\$190.00/hour	Senior GIS Specialist.....	\$160.00/hour
Department Manager.....	\$170.00/hour	GIS Technician.....	\$110.00/hour
Team Leader....	\$160.00/hour	Senior Environmental Scientist.....	\$130.00/hour
Senior Project Manager.....	\$160.00/hour	Environmental Scientist 1.....	\$120.00/hour
Project Coordinator....	\$130.00/hour	Environmental Scientist 2.....	\$110.00/hour
Project Manager.....	\$130.00/hour	Environmental Scientist 3.....	\$ 95.00/hour
Assistant Project Manager.....	\$117.00/hour	Senior Traffic Engineer.....	\$160.00/hour
Engineer 1.....	\$120.00/hour	Traffic Engineer 1.....	\$140.00/hour
Engineer 2.....	\$110.00/hour	Traffic Engineer 2.....	\$120.00/hour
Engineer 3.....	\$ 95.00/hour	Traffic Engineer 3.....	\$100.00/hour
Designer 1.....	\$100.00/hour	Traffic Technician.....	\$ 90.00/hour
Designer 2.....	\$ 85.00/hour	Traffic Counter.....	\$ 40.00/hour
Designer 3.....	\$ 75.00/hour	Right of Way Specialist 1.....	\$150.00/hour
Licensed Surveyor.....	\$130.00/hour	Right of Way Specialist 2.....	\$120.00/hour
Computer Tech 1.....	\$110.00/hour	Right of Way Specialist 3.....	\$ 95.00/hour
Computer Tech 2.....	\$ 85.00/hour	Right of Way Technician.....	\$ 65.00/hour
Computer Tech 3.....	\$ 65.00/hour	Architect III.....	\$ 80.00/hour
CADD Drafter 1.....	\$100.00/hour	Utility Coordinator.....	\$130.00/hour
CADD Drafter 2.....	\$ 85.00/hour	Survey Field Crew.....	\$135.00/hour
CADD Drafter 3.....	\$ 70.00/hour	Survey Field Crew-1man.....	\$100.00/hour
CADD Drafter 4.....	\$ 60.00/hour	Field Coordinator.....	\$125.00/hour
Land Planner 1.....	\$120.00/hour	3D Laser Scanning....	\$110.00/hour
Land Planner 2.....	\$110.00/hour	Scanning Office Technician	\$110.00/hour
Land Planner 3.....	\$ 95.00/hour	Clerical.....	\$ 60.00/hour
Landscape Architect 1.....	\$105.00/hour		
Landscape Architect 2.....	\$ 95.00/hour		
Landscape Architect 3.....	\$ 80.00/hour		
Junior Landscape Architect.....	\$ 64.00/hour		
Senior Soil Scientist.....	\$190.00/hour		
Staff Soil Scientist.....	\$120.00/hour		

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

MEETING DATE:	August 3, 2016				
AGENDA TITLE:	"Crofton Park" Master Plan Proposal				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		x			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			x		
STAFF CONTACT(S):	Aaron Spitzer, Director of Parks and Recreation				
PRESENTER(S):	Steven M. Nichols				
RECOMMENDATION:					
TIMING:	Current				
DISCUSSION:	This presentation is for Land Planning & Design Associates, Inc via the Heritage Trail Foundation to have access to County owned property to map out a trail master plan for "Crofton Park".				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Crofton Park Master Plan Proposal information from Land Planning and Design Associates, Inc				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					x



CROFTON PARK

MASTER PLAN PROPOSAL

Fluvanna Heritage Trail Foundation

June 28, 2016



Submitted by



1006 E. Jefferson Street, Suite B
Charlottesville, VA 22902

Cover Letter

June 23, 2016

Marvin Moss, President
Fluvanna Heritage Trail Foundation
PO Box 501
Palmyra, VA 22963



Re: Response to RFP for Crofton Park Master Plan

Mr. Moss:

Land Planning and Design Associates, Inc. (LPDA) is pleased to respond to the Foundation's Request for Proposal for the Crofton Park Master Plan. We are excited about the opportunity to continue our work with the Heritage Trail Foundation on this property that is significant to our Commonwealth's history.

We have provided similar master planning services on a range of parks and trails projects with unique historic components. We truly enjoy assisting organizations in master planning and implementing "green infrastructure". We are passionate about this work and it has become our specialty.

It is important the Foundation selects a consultant team with proven experience in planning park amenities within the context of environmental, financial, and organizational objectives. We will meet your objectives with the highest level of professionalism and service possible. We will work closely with you to ensure these goals are met and that the County's tradition as a place of opportunity and choice continues for many years to come.

We appreciate your consideration and we look forward to personally discussing our qualifications further.

Sincerely,

A handwritten signature in black ink that reads "Mark Lieberth". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mark Lieberth, PLA, LEED AP
Land Planning and Design Associates
434-296-2108

FEIN: 54-0923245
A Corporation organized under the laws of the Commonwealth of Virginia

About Our Firm

To meet the project objectives, the Crofton Park Master Plan will require a talented group of individuals who are experienced in parks and recreation planning and implementation. LPDA offers experience with physical conditions analysis, program development, budgeting, park master planning, and construction implementation. We understand recreation system construction from beginning to end. We are confident that our team will be best suited to advise the Foundation to create a unique park that reflects the history and environmental resources of the site.

We understand that this project is about meeting needs, leveraging partnerships, maximizing utilization of current assets, and defining a sustainable path forward for future work. The Foundation understands that there is a public demand for recreational facilities. This project will have three major components that will be critical to its success. These include inventory of the site, development of a program of improvements, and producing a visionary creative design.

Our firm can accomplish the tasks required during the master planning stage and in future recreation facility design and construction phases. LPDA offers these services on an as needed basis. Our full service approach creates a custom level of service based on your specific needs and budget.

Project Management, Public Facilitation and Park Planning

LPDA is an experienced landscape architecture and planning firm that specializes in parks and recreation projects. We have led many parks master planning, interpretation, and design efforts. LPDA will lead this project from our regional office in Charlottesville, Virginia. Our staff will be responsible for project management, meeting coordination, inventories, analysis and design. We are close by, very familiar with Fluvanna, and are the appropriate firm to lead this project.



By using our wealth of knowledge and expertise, LPDA is able to offer the highest level of project planning and design with a community-based focus. We are able to bring your parks system improvements from vision to reality. We look forward to working with the Foundation.



Organization of Consultant Team

The staff assigned to this project have been carefully chosen based on the Foundation's request for proposal document, the scope of services required and the specific experience required to meet your objectives, schedules and budgets. The following chart summarizes assigned staff, their office location, role and experience. Resumes for each staff member follow which highlight specific experience for each.

Staff	Office Location	Staff Role	Years Exp.
LPDA			
Mark Lieberth, PLA	Charlottesville, VA	Main point of contact, process and deliverables review, site analysis, overall design, meeting coordination	18
Jessica Mauzy, PLA	Charlottesville, VA	Site analysis, base mapping, environmental and historic resource coordination, project production oversight	10

Mark Lieberth, ASLA, LEED AP, will be the Project Manager and main contact on the project. Mark has over eighteen years of experience in projects across the nation and has been with LPDA for twelve years. He will oversee all day to day activities associated with the planning process. His duties will include:

- Coordination with the Foundation, including meetings and phone/conference calls
- Attendance of project update meetings
- Overall vision for the future park
- Oversight of the production of analysis, graphics and reporting
- Preparation of reports and planning documents

Jessica Mauzy, ASLA, LEED AP, will support our project management and production staff, providing analysis of the site, trail routing, and design support. Jessica will serve as a secondary contact for the client and will be available to coordinate and manage tasks as needed in order to facilitate the smooth execution of project tasks and deliverables. Jessica has over ten years experience in landscape architecture, historic resource interpretation, park planning and construction initiatives. She is working on Parks Comprehensive Master Plans, needs analysis, and the implementation of several community parks in Charlottesville, Culpeper, and Warren County, Virginia.

Both Mark and Jessica are licensed Landscape Architects and hold multiple degrees from accredited universities.

Qualifications

MARK LIEBERTH, PLA, ASLA, LEED AP

Landscape Architect



Mark brings a broad range of experience to our team. Working professionally as a Landscape Architect for eighteen years, he has been project manager for commercial, institutional, parks, neo-traditional housing, streetscape, and downtown revitalization related projects. Mark has extensive experience with digital media including GIS, photographic simulations, AutoCAD, and PhotoShop.

Education

Bachelor of Science in Landscape Architecture,
Ball State University, 1997
Bachelor of Arts in History, Ball State University, 1997

Registration

Virginia Registered Landscape Architect
LEED Accredited Professional

Professional Organizations

American Society of Landscape Architects
Virginia Biological Farmers Association

Select Project Experience

Fluvanna County Master Planning, Fluvanna County, Virginia

Mark was Project Manager responsible for leading a team to produce a space planning study and conceptual design for the building and site surrounding a new Human Services Building. Working with a steering committee of Human Service Providers including the Department of Social Services, the Jefferson Area Board of Aging, the County Extension Agency, the Health Department and Region 10, the committee worked to produce a building and site program. The project began with two separated options for the proposed site. The options were refined as the project progressed.

Conceptual plans included:

- Code required parking, and site circulation
- Connection to the county trail system
- Conceptual grading, building locations, utilities plan, and storm water management
- Plaza spaces for community and agency use

Miller Park Master Plan, Lynchburg, Virginia

The historic Miller Park in mid-town Lynchburg has undergone a community-focused master planning effort, led by Mark. The park has been neglected for the past several years, and needs renovation. Through both conservation and renovation, the park's history will be preserved while still accommodating the needs of users today.

Pleasant Grove House, Fluvanna County, Virginia

Mark is the Project Manager working with Fluvanna County on the improvements to the Pleasant Grove property. The original Pleasant Grove House, formerly known as the Haden House, will be renovated and enlarged into a community center. This National Registrar of Historic Places structure will be made ADA accessible, office space will added, bathrooms, a warming kitchen, and interpretive center will all be part of the improved structure. Outside, the grounds will serve as wedding gardens, and a main focal point, a starting point, for the visiting entire property. The renovations are being done with TEA-21 money and private grant funding. The structure will be renovated per the Virginia Department of Historic Resources guidelines.

Fluvanna Mill Park, Palmyra, Virginia

Working with LPDA and Project Manager Mark Lieberth, Fluvanna County has developed a revised conceptual plan for a riverfront park just outside the town of Palmyra. Adjacent to the site, an old bridge over the Rivanna River is being replaced with a new structure. The focus of the proposed park is an old mill site and lock, both of which are to be stabilized with walking paths connecting them, to allow park users to see up close the ruins. The park is the terminus of the Fluvanna Heritage Trail. LPDA helped Fluvanna County prepare a grant application for funding, which when judged, was awarded the highest rank in the district. Construction is anticipated to begin late 2008.

Western Trailhead Pleasant Grove, Palmyra, Virginia

Mark completed the design of a trailhead at the historic Pleasant Grove House that allows visitors access to the property's vast network of trails. The TEA-21 funded project added trail connections, parking, and an interpretive center to this historic property.

W.O. Riley Park, Woodstock, Virginia

Mark was the Project Manager and worked with Town staff and Council to develop a master plan and improvement budget for the park. The plan included additions and upgrades to the tennis facility, playground, bathhouse, event lawn, stormwater, paths and pool area. Mark managed the production of construction documents, permits and approvals. The final construction documentation package covered two phases of construction.

Qualifications

Jessica Mauzy, PLA, ASLA

Landscape Architect

Project Manager

Jessica is an award-winning landscape architect committed to exploring the symbiotic relationship of creative design and environmental stewardship. She has worked on a diverse range of projects with a focus on ecologically-sensitive areas, recreational facilities and trails, pedestrian landscapes, historic sites, and culturally-significant landscapes. Jessica has worked with a full range of clients, from Federal entities such as the National Park Service and the Bureau of Land Management, to County governments and local municipalities. She is proficient in coordinating the work of multi-disciplinary teams and is skilled at community involvement, AutoCAD, InDesign, Illustrator, and PhotoShop.

Education

Master of Landscape Architecture, Virginia Polytechnic and State University, 2007

Bachelor of Science, Botany, Colorado State University, 2001

Sustainable Development Studies, The School for Field Studies, Atenas, Costa Rica, 2001

Registration

Virginia

Professional Organizations

American Society of Landscape Architects

Select Project Experience:

Poquoson Historical and Cultural Museum Foundation, Great Marsh Experience Trail, Poquoson, Virginia. Jessica was a Landscape designer for a community museum which required an ecologically sensitive design for an interpretive trail to traverse the entire site.

Fredericksburg and Spotsylvania National Military Park General Management Plan and Environmental Impact Statement, Fredericksburg, Virginia. Jessica was a Landscape designer for the planning and environmental compliance services in support of the GMP/EIS for the group of Civil War battlefields that are managed by the National Park Service collectively as the a National Military Park. The GMP/EIS develops alternatives, assesses the affected environment and environmental consequences of future management alternatives that respond to the visual intrusion and loss of cultural and natural resources due to the local development patterns adjacent to the battlefields



Alleghany County, Jackson River Trail Masterplan, Alleghany County, Virginia. Jessica was a Landscape designer for the masterplan of the Jackson River Trail, a 17-mile trail which runs from Covington, Virginia to Lake Moomaw. The trail, which was developed from an old railroad bed, provides access to many natural, historic and scenic resources.

Carl Sandburg Home National Historic Site Amphitheater Relocation, Flat Rock, North Carolina. Jessica was the Project Landscape Architect and project manager for the design of a 250-seat amphitheater for the National Park Service. The design includes accessible trails, tree preservation, amphitheater seating, stage access, and special attention to minimized grade disturbance while achieving optimal sight lines and vegetated buffers.

Caroline County Historical Society, Linchester Mill Vision Plan, Caroline County, Maryland. Jessica was the Landscape designer for the former site of a large recreational pond, a working grain mill, and mill race. The scope of this project for the Caroline County Historical Society was to investigate reestablishing the mill pond, as well as providing recreational and educational facilities on the historic site.

Maymont Foundation, Maymont Park, Richmond, Virginia. Jessica was the Landscape designer for an historic site that includes the house, gardens, and grounds of a Gilded Age estate that was willed to the City of Richmond in 1925 for use as a city park. A Phase 1 master planning effort included collecting the research, analysis and planning information completed for the site, preparing a new base map for the park, and undertaking new mapping analysis in order to assist the Maymont Foundation with its long-term facility, strategic and interpretive planning.

Potomac Yard, LLC, Potomac Yard Park, Alexandria, Virginia. Jessica was the Landscape designer for this 27-acre park and greenway that is both a recreation destination for Alexandria and also a critical link in the regional trails network. The plan features pathways, play areas, and fountains that trace the lines of the former railroad tracks in this Brownfield regeneration.

Culpeper Park and Recreation Master Plan. Jessica is the Project Manager responsible for facilities conditions inventory, cost estimating and reporting.

Experience with Similar Projects and References

Appomattox Heritage Recreational Trail

Appomattox County, Virginia

County of Appomattox

Johnnie Roark

153A Morton Lane

Appomattox, VA 24522

(434) 352-8183

Summary of Services Provided:

- Master Planning
- Design Development
- TEA Grant
- Interpretive Elements
- Construction Administration



LPDA worked with Appomattox County to design approximately 2 miles of trail. The trail connects a park and an historic house site owned by the National Park Service. In the future, the trail will extend to the Appomattox Courthouse National Historical Park. The trail is partially funded with IS-TEA grant money thereby necessitating VDOT involvement and review.

LPDA and their consultants reviewed archaeological findings, wetland data, and existing site conditions to route the trail in a manner that was sensitive to environmental and cultural resources. LPDA also worked with the local Planning District Commission to route part of the trail over Wal-Mart-owned property.

The resulting trail met the needs of the County, followed all VDOT standards, was ADA-accessible, and introduced a new recreational opportunity for the region's residents.



Experience with Similar Projects and References

Eastham Park and Trail System

Warren County, Virginia

County of Warren Parks & Recreation

Dan Lenz, Director

**Santmyers Youth Center
200 E. 8th Street
Front Royal, Virginia 22630**

(540) 635-7750

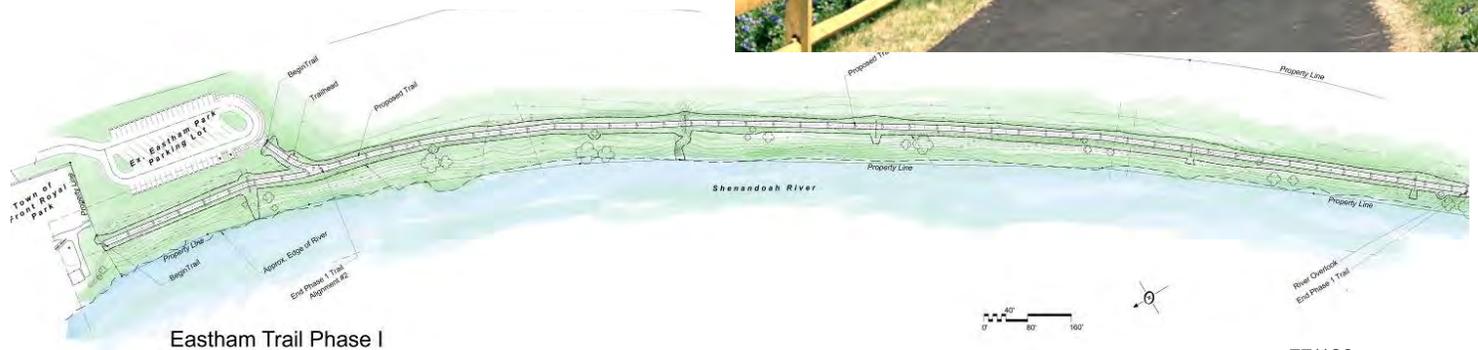
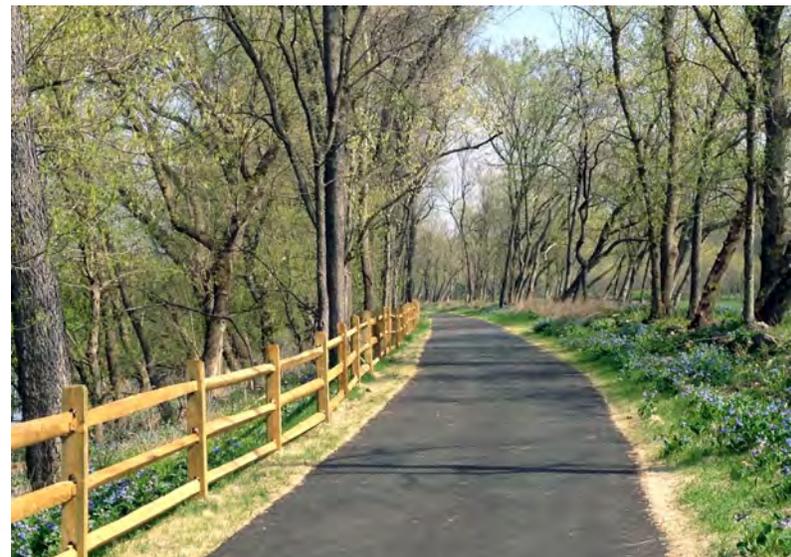
Dlenz@warrencountyva.net

Summary of Services Provided:

- Master Planning
- Submitting and Permitting Coordination
- Interpretive Elements
- Design Development
- Construction Documents
- Bid Documents

LPDA is providing landscape architectural services for this mixed-use hard surface pedestrian trail that skirts the bank of the Shenandoah River just south of Front Royal and provides a connection to Skyline High School. LPDA provided design development drawings, construction documents, coordinated with the client and VDOT, assisted the client with the bid phase, and undertook construction administration activities to ensure the trail was installed per plans. LPDA assisted Warren County with their TEA applications for all three phases by preparing planning & routing graphics and cost estimates.

LPDA's services included presentation and participation at neighborhood, Planning Commission, and City Council meetings. Multiple community and commission meetings are integral to the design process to gain input from the surrounding neighborhoods and ensure the development of a community greenway project.



Experience with Similar Projects and References

Rockland Park

Warren County, Virginia

County of Warren Parks & Recreation

Dan Lenz, Director

**Santmyers Youth Center
200 E. 8th Street
Front Royal, Virginia 22630**

(540) 635-7750

Dlenz@warrencountyva.net

Summary of Services Provided:

- Planning studies
- Submitting and Permitting Coordination
- Interpretive Elements
- Design Development
- Construction Documents
- Bid Documents

LPDA provided comprehensive master planning for this 219 acre district park in Warren County, Virginia.

Leading a team of architects and civil engineers, LPDA prepared a detailed site master plan that included a needs analysis, infrastructure analysis, environmental analysis, public input sessions, programming, conceptual stormwater and grading, cost estimating, funding strategies and implementation planning.

The proposed program and land plan included:

- 2 softball fields, 1 baseball field, & 3 multiuse fields
- Event stage and grass seating
- Disc golf
- Multiple trail systems
- Canoe launch
- 60,000 sf. recreation center
- 600 student elementary school

LPDA is currently working with the County to implement a hiking trail system, disc golf course, Isopod Conservation Area educational trail, preliminary grading for the athletic complex, picnic shelters, and parking areas.

Size: 219 acres



Experience with Similar Projects and References

Mill Park

Palmyra, Virginia

County of Fluvanna

PO Box 540

Palmyra, Virginia

(434) 591-1910

Summary of Services Provided:

- Needs assessment
- Public input and surveys
- Custom level of service planning
- Grant Applications
- Design standards and implementation



LPDA developed a conceptual plan for this riverfront park just outside the Town of Palmyra. Adjacent to the site, an old bridge over the Rivanna River was replaced with a new structure. The park is the terminus of the Fluvanna Heritage Trail.

The focus of the park was an old mill site and lock, both of which were stabilized for interpretation purposes. LPDA’s concept proposed walking paths that would connect the historic features and allow park users to see the ruins up close without directly impacting the resources.

LPDA also assisted Fluvanna County with the preparation of a grant application for funding; the application was subsequently awarded the highest rank in the district.



Experience with Similar Projects and References

Pleasant Grove House Site

Fluvanna County, Virginia

County of Fluvanna Parks Department

PO Box 128

Fork Union, Virginia

(434) 842-3150

Summary of Services Provided:

- Master Plan
- Integration of park-wide trails
- Custom level of service planning
- Grant Applications
- Design standards and implementation
- Construction Drawings

LPDA prepared a master plan and construction drawings for the site surrounding the 1850's-era Pleasant Grove House. The Parks & Recreation Department wanted a plan that was reminiscent of typical sites of the period but could be used extensively for public and private events.

The resulting plan drew from an historical and native plant and materials palette to be compatible with the historic house yet allow for new uses. The cruciform walkway provided access to the planting beds and lawn space for events such as weddings and fundraisers. The main walkway from the parking lot provides universal access to the building. The garden plots created space for the Master Gardeners to grow plants and vegetables for educational and cooking purposes. Small shelters provided visual termini and shady escape from the southern Virginia summer sun.

The plan also included a new entrance drive and turn-around at the front of the house to allow for service access.

The plan was done in conjunction with rehabilitation of the historic house, integration of a park-wide trail system, and design of a trailhead; LPDA was involved in all three projects.



Experience with Similar Projects and References

Tobacco Heritage Trail

Southside Virginia

Roanoke River Rails to Trails

Robyn Fowler

Southside Planning District Commission

200 South Mecklenburg Avenue

South Hill, Virginia

(434) 447-7101

LPDA and the consultant team provided overall master planning for the complete 150 mile trail corridor, as well as detailed design plans for the phase I portion of Tobacco Heritage Trail. Phase I included five miles of multi-use trail with trailheads, road crossings and multiple bridge restorations for trail use.

The Tobacco Heritage Trail is envisioned as a multi-use trail system linking counties within Southside Virginia. This project was funded through several Federal and State Grants.

Specific tasks included:

- Master planning for the overall master plan
- Detailed design plans for phase I
- Construction administration for phase I

Summary of Services Provided:

Master Planning

Phase I Design

Phase I Construction Administration

Signage



Tobacco in Southern Virginia





Southern Virginia has been a regional center for tobacco production since 1613, when English colonist John Rolfe began growing the crop in order to provide the new Virginia colonies with a source of income. Rolfe's investment in a sweeter strain of West Indian-grown Spanish tobacco—rather than the harsh native variety—proved to be highly insightful as it became a primary source of wealth for Virginia for more than 300 years.

The counties through which the Tobacco Heritage Trail passes have traditionally produced bright leaf, or flue-cured, tobacco because of the soils and climate specific to this region. Bright tobacco leaves are picked on their stems, beginning with the bottom leaves first. Because this requires multiple trips through the fields, tobacco harvesting is very labor intensive. The amount of manual labor required to harvest tobacco was one of the major reasons slavery flourished in Virginia prior to the Civil War.

Tobacco production also led to the boom of small Virginia towns. Towns such as South Hill and Lawrenceville, where tobacco warehouses and auctions attracted growers and buyers alike, prospered as centers of commerce. The construction of railroads through the region in the late 19th century brought even more prosperity as tobacco producers utilized rail freight services to ship their product farther afield.

The influence of tobacco upon Southern Virginia, while still present, eventually began to decline. New roads bypassed smaller towns; while this allowed tobacco to be shipped more efficiently from warehouses located on the outskirts of town, growers and buyers no longer came downtown to spend their money. The 1950s marked the beginning of known health risks for tobacco users, which ultimately led to major financial settlements in the 1980s and 1990s. Lastly, manufacturers are importing tobacco from foreign countries who can produce it more cheaply, thus reducing sale costs.



Land Planning & Design Associates, Inc.
 1006 E. Jefferson Street, Suite B
 Charlottesville, VA 22902
 (434)-296-2108 81/180 296-2109

Experience with Similar Projects and References

Ivy Creek Park

Lynchburg, Virginia

Lynchburg Parks & Recreation

Kay Frazier

301 Grove Street

Lynchburg, VA 24501

(434) 847-1640

kay.frazier@lynchburgva.gov

Summary of Services Provided:

Environmental Documentation
 Coordination with City and Stakeholders
 Community Input
 Design Development
 Construction Documentation
 Bid Documents
 Submittal and Permitting Coordination

LPDA and our team of architects and engineers provided environmental documentation, coordination, design and construction documentation. The process addressed site technical issues as well as community needs, requiring close coordination with the City and stakeholders.

The park plans included the entire park property and incorporated all park program elements into the design. Park sections and sketches were prepared, including plans and elevations of park architectural elements. The design team also provided a detailed cost break down of all program elements within the park plan. The Park Design and Park Program included:

- Integration of park entrance, roadway, and parking design
- ADA trail system
- Play Equipment
- Compost/Refuse Station
- Thematic garden areas
- Site amenities/furnishings
- Signage including park entrance, park rules, and kiosk
- ADA Fishing/Exploration Pier
- Wetland boardwalks
- Picnic Pavilions
- Restroom
- Storage Building/Concession and Canoe/Boat Storage along the lake edge



Experience with Similar Projects and References

Waynesboro Constitution Park

Waynesboro, Virginia

City of Waynesboro

Dwayne Jones

413 Port Republic Road

Waynesboro, Virginia

(540) 942-6735

Summary of Services Provided:

Master Planning

Grant funding

River greenway trail extension

LPDA, Inc. provided comprehensive master planning services for Constitution Park and Phase I Final Design services for this CDGB (State Funded) project. LPDA prepared the conceptual (master plan) for the north and south components for Constitution Park, as well as provided assistance with the current farmer’s market venue and future event programs. The park planning also integrated the design and extension of the river greenway trail.



Experience with Similar Projects and References

Virginia Blue Ridge Railway Trail

Nelson County, Virginia

County of Nelson Parks and Recreation

Emily Harper

PO Box 336

Lovington, Virginia

(434) 263-7090

LPDA developed master plans, site plans and construction drawings for this TEA-21 trail project. LPDA also prepared and submitted environmental and permitting document including permits through VMRC for river edge construction and bridge restoration.

This seven-mile trail is multi-use and serves equestrians, pedestrians and cyclists. When fully complete, the trail will connect the James River to the Blue Ridge Parkway. The first phase of construction was completed in 2003, with the second phase completed in 2008.

Summary of Services Provided:

Master Planning
Environmental
Interpretive Elements
Design Development
Construction Documents
Bid Documents



Experience with Similar Projects and References

Yorktown Victory Center Outdoor

Yorktown, Virginia

Jamestown-Yorktown

Freda Rosa

200 Hawks Nest Drive

Williamsburg, Virginia

(757) 847-3132

Summary of Services Provided:

Master Planning

Public Spaces

Interpretive Elements

Design Development

The Yorktown American Revolution Museum chronicles the entire Revolutionary period, from colonial unrest to the formation of the new nation. A long standing need to modernize and expand the exhibits required a new museum and extensive reconstruction of the outdoor exhibits.

LPDA worked closely with the project Architect and JTYTF to prepare final layouts for the outdoor living history museum. Our focus was on the design and detailing of exhibit areas, public spaces and amenities. This included entry areas, walk widths, amenity areas, grading, and materials palette. LPDA was responsible for selection and specification of materials for hardscape and landscape, refinement of applicable details, developing native plant materials lists, coordinating low impact storm water features and preparing graphic exhibits.

Visitors will be able to explore a re-created Continental Army encampment and 1780's farm, complete with a house, kitchen, tobacco barn, crop fields, and vegetable garden. Modern amenities, including a visitor pavilion, comfort station, and site furnishings, facilitate the visitor experience.



Master Plan Approach

Task 1 Project Initiation

Kick-off Meeting

LPDA will meet with the Fluvanna Heritage Trail Foundation representatives to review the project goals, objectives, priorities and overall vision for the proposed park and trail system. At this meeting we will also set an initial park program listing activities, needs, and interpretive opportunities that may be included in the park design.

Base Mapping & Data Gathering

Prior to the kickoff meeting, LPDA will gather appropriate base information including GIS information (tax map parcels, topography, rights of way, utilities, pavements) and aerial photography. LPDA will review pertinent information and compile a base map suitable for the planning effort. LPDA will work with Fluvanna County to provide all available GIS data with the help of the Foundation.

LPDA will work to understand and document the environmental site conditions. A desk top review will be performed to compile these available data bases related to the site including historic resources (DHR VCRIS), wetlands and waterways, flood plains and flood ways, soils, threatened and endangered species and HAZMATS. The known conditions will be added to the project base map to create field maps for reconnaissance. This is not intended to be an elaborate field or Phase 1 study, but suitable review for master planning purposes.

Deliverables include:

- Working group meeting
- Preliminary park program
- Coordination with Fluvanna County and the Foundation to obtain available GIS mapping
- Known environmental features included on the base map
- Project base map

Task 2 Field Reconnaissance and Analysis

LPDA will conduct a field reconnaissance of the 80 acres with representatives of the Foundation. We will walk the site, conduct a detailed field review of potential trail routes, and investigate key features, environmental concerns, access points and connections. Field notes and photographs will be collected.

All findings will be summarized with analysis maps and written narrative. The analysis will identify environmental and physical constraints, opportunities for connectivity and amenities and other relevant information.

Deliverables include:

- Site reconnaissance field trip
- Opportunities and constraints mapping
- Brief report to supplement opportunities and constraints mapping

Task 3 Draft Master Plan

LPDA will prepare an overall master plan showing all existing site features, including planned locations for proposed program items such as new trails, picnic areas, access roads, parking and other amenities. The plans are intended to illustrate what potential program elements might fit the site and how they would relate to each other.

Master Plan Approach

A detailed cost estimate will be prepared by phase for the proposed park improvements. The cost estimates will outline costs for the park broken into logical construction projects such as entrance and parking, trails, interpretation, etc. so budget items can be cleanly derived from the information. The master plan will include:

- Location of all program elements showing type, location and general layout.
- Conceptual storm water management locations.
- Location of roads and trails.
- Location and size of any site structures.
- Location, size and style of any pedestrian bridges.
- One site plan rendering.

Deliverables include:

- 1 Draft site master plan
- 1 Preliminary interpretative signage plan – showing style and locations
- 1 Preliminary opinion of cost (cost estimate)
- 1 Perspective sketch of an key element in the proposed park

Task 4 Working Group Meeting

LPDA will meet with the Foundation to review the master plan for the park and the opinion of cost. Feedback from the Foundation will be incorporated and the plan will be revised to form the final master plan outlined below.

Deliverables include:

- Attendance of 1 working group meeting to review the draft plan

Task 5 Final Master Plan

One revised concept master plan drawing will be prepared. The master plan drawing will be prepared at an appropriate scale. The plan will include an overall site plan showing master plan element layout. The plan will be prepared based on true dimensional requirements of proposed facilities and general grading requirements of program elements.

Deliverables include:

- 1 Final site master plan
- 1 Final interpretative signage plan – showing style and locations
- 1 Final Opinion of Cost (cost estimate)
- 1 Perspective sketch of an key element in the proposed park
- Outline recommendations for future work to implement the plan including:
 - Future survey area
 - Future environmental investigations

SCOPE EXCLUSIONS:

This scope does not include the following tasks, although these can be added as amendments:

Additional meetings beyond those defined above
 Revisions to documents beyond those defined above
 Site survey
 Environmental surveys or delineation
 Engineering of any kind
 Individual interpretive sign panel text and graphic design
 Construction drawings

Proposed Fee and Staff Rates

The fee estimate below is based on careful consideration of the RFP, project requirements and our experience on similar projects. It is important to note that the fee is negotiable and may vary based on the exact deliverables desired by the Foundation as well as the ability to facilitate and manage appropriate tasks.

Fee Estimate

Task	Description	Fee
Task 1	Project Initiation	\$900
Task 2	Field Reconnaissance	\$710
Task 4	Working Group Meeting	\$2,250
Task 5	Public Meetings and Presentations	\$240
Task 6	Final Master Plan	\$1,060
Expenses		\$200
Total Fee		\$5,360

LPDA Staff Billing Rates

Bill Mechnick (Senior Landscape Architect)	\$ 160.00
Mark Lieberth (Landscape Architect)	\$ 120.00
Julie Basic (Landscape Architect)	\$ 105.00
Jessica Mauzy (Landscape Architect)	\$ 95.00
Tristan Cleveland (Project Designer)	\$ 70.00
Jason Owen (Project Designer)	\$ 70.00



“CROFTON PARK” MASTER PLAN PROPOSAL

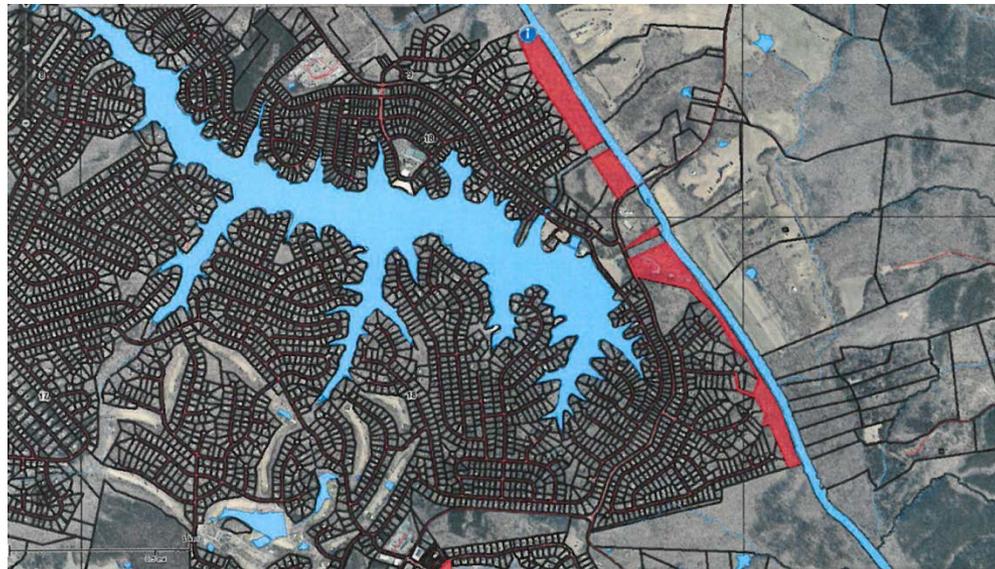
August 3, 2016



“Crofton Park”

- The Heritage Trail Foundation (HTF) is seeking permission for Land Planning & Design Associates, Inc. (LPDA) to have access to County owned property to map out a trail master plan for Crofton Park
- The HTF board has agreed to spend \$5,360 for LPDA to do this work (see “Crofton Park” Master Plan Proposal attachment)

County-owned
“Crofton Park”
marked in red





“Crofton Park”

- **Granting LPDA visitation approval, the County will be able to see a draft site master plan with a preliminary interpretative signage plan**
- **LPDA will also provide a working group meeting, coordination between Fluvanna County and the Heritage Trails Foundation to obtain available GIS mapping, known environmental features, and a project base map**
- **This loop trail system would be a great addition to a section of the County that has 43% of its residents without a current trail system**
- **There is also hope that this trail system will connect to the trail system at Pleasant Grove Park and Albemarle County in the future**



Possible Expenses/Landmarks

- The overall expenses for this project will not be known until after the master plan is finalized
- The HTF has committed to raising funds to complete the Master Plan if it is adopted by the County and will continue to make an effort to raise money from outside sources
- Expenses associated with the completed project include:
 - Bridges, signage, gates, a parking lot, bathroom facility rental, and ongoing trail/park maintenance needs



UPPER LOCK

- just one of the historical landmarks found at "Crofton Park"



Questions?

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

MEETING DATE:	August 3, 2016				
AGENDA TITLE:	Palmyra Rescue Building Facility Requirements				
MOTION(s):					
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Cheryl J. Elliott, Emergency Services Coordinator				
PRESENTER(S):	Cheryl J. Elliott, Emergency Services Coordinator				
RECOMMENDATION:	That the County provides habitable and safe working facility for volunteers and contract crews.				
TIMING:	IMMEDIATE				
DISCUSSION:	<p>At the FRA Work Session in June 2015, the Board and FRA listed 10 short-term steps to meet the EMS Goals for Fluvanna (Provide adequate ALS coverage 24/7 for county residents; Decide on a structural form that will best serve citizen and volunteer needs; Appropriately support volunteers who serve; and Eliminate unnecessary infrastructure (buildings/vehicles), if any):</p> <ol style="list-style-type: none"> 1. Maintain “current operations” <ul style="list-style-type: none"> • Continue 24/7 contract crew; admin through Fluvanna Rescue • Fluvanna Rescue Volunteers run 2-4 nights/month, as available 2. Seek community volunteers to help reinvigorate Fluvanna Rescue Board of Directors to better support organizational requirements and volunteer providers 3. Consolidate all resources to ST1 (Palmyra) <ul style="list-style-type: none"> • To serve as base for Supplies, equipment, records, etc. 4. Update/renovate Rescue Station 1 (Palmyra) facility 5. Maintain four Fluvanna Rescue ambulances 6. Work to develop MOU with Kents Store and Fork Union Fire Companies to house a Fluvanna Rescue (or County) ambulance 7. Mothball and/or sell ST2 (Fork Union) and ST3 (Kents Store) 8. Realign “first due” map lines to better utilize resources 9. Implement robust, realistic volunteer recruitment & retention program, with training component 10. Develop plan for future volunteer/career/ contract structure in collaboration with existing county agencies 				

	<p>This presentation will discuss the options for #4: Update/renovate Rescue Station (Palmyra) facility.</p> <p>Since this meeting in June 2015, Fluvanna Rescue, who owns the building, doesn't have the man power to keep up with the maintenance on the building, and the building has become increasingly uninhabitable for the crews (volunteer and contract). Public Works has recently addressed a number of "life safety" issues at the building for ~\$5,000, but numerous other issues remain if the contract crew and volunteers are to remain at this facility.</p> <p>This presentation will present a number of options for the board's consideration to provide a safe, habitable working environment for the County's contract crew and also to rebuild a positive setting to recruit/maintain new Fluvanna Rescue volunteers.</p>				
FISCAL IMPACT:	\$75,000-\$100,000				
POLICY IMPACT:	<p>The County gives operational funding to Fluvanna Rescue to provide EMS service, including facility/fleet maintenance dollars. Due to the dwindling volunteer numbers, Fluvanna Rescue has not been able to adequately maintain the ambulance fleet nor its facilities. If the Palmyra Station becomes a county facility, similar to the three Fluvanna Fire stations where the County maintains the facility, then the volunteers can focus on operations and providing EMS care. This change will require a new MOU (again similar to the County's MOU with Fluvanna Fire) and additional maintenance responsibility by Public Works for the facility.</p>				
LEGISLATIVE HISTORY:	n/a				
ENCLOSURES:	none				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		XX			XX

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 3, 2016

AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, July 6, 2016 Regular Meeting, be adopted.				
CATEGORY	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft minutes for July 6, 2016				
REVIEWS	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING AND REGULAR MEETING MINUTES
Circuit Court Room
July 6, 2016
Regular Meeting 4:00 pm & 7:00 pm

MEMBERS PRESENT: Mike Sheridan, Columbia District, Chair
Mozell Booker, Fork Union District, Vice Chair
Patricia Eager, Palmyra District
Tony O'Brien, Rivanna District (*arrived at 4:02pm*)
Donald W. Weaver, Cunningham District

MEMBERS ABSENT: None.

ALSO PRESENT: Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Kelly Belanger Harris, Clerk to the Board of Supervisors

CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Chair Sheridan called to order the Regular Meeting of Wednesday, July 6, 2016, at 4:00pm, in the Circuit Courtroom in Palmyra, Virginia. After the Pledge of Allegiance was recited, Chair Sheridan called for a moment of silence.

ADOPTION OF AGENDA

MOTION

Mrs. Booker moved to accept the Agenda, as amended, for the July 6, 2016, Regular Meeting of the Board of Supervisors. Mr. Weaver seconded and the Agenda was adopted with a vote of 4-0. AYE: Sheridan, Booker, Eager, and Weaver. NAY: None. ABSENT: O'Brien.

COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Staff Stars and Community Efforts:
 - SANDRA PARRISH celebrated 40 Years of dedication and service to Fluvanna County and the Circuit Court Clerk's Office
 - New Recreation Program Specialist at P&R: Alyson Pieno – Starts work July 11th, FLUCO graduate and 2016 Graduate from Radford University with BS in Exercise Sports and Health Education
 - Bike Station at Pleasant Grove Park- Donated "In Loving Memory of Colonel Jim "Beebo" Bryan" by his family, Located at the trail head near the pole barn at Pleasant Grove Park, Tools available at the bike station include wrenches, screwdrivers, flat bar, and pump
 - Eagle Scout Bridge Project at Pleasant Grove Park--Eagle Scout Shjon Best, Project completed June 26th, Bridge built in the Quail Meadow trail system, Will help with erosion control and allow for easier trail access, 9 volunteers assisted on the project
 - Library
 - Summer Reading programs are going great at the Library - On Your Mark, Get Set - READ!
 - Wednesday Programs: June 15 - Wes Iseli - Party Magic – 240, June 22 - Chris Campbell - Music for Kids – 170, June 29 - Peter McCory - One Man Band – 136, Board Game night had 19 participants and everyone loved the life size games of Jenga, Scrabble and Sorry; Saturday, July 9 at 11 a.m. for a play of The Wizard of Oz - fun for the whole family
 - Workshops have been keeping them hopping: STEM-themed workshops are the most popular and registration is full with waiting lists, Makers Camp starts this week and the kids will be making Robotic Hands, Solar Ovens, Marble Runs, Hovercrafts, Rubberband Helicopters, Rockets and more. Special Thanks for all the great volunteers and Library Assistant Liz McIver who is spearheading the workshops!
- Community Business Spotlight - Red Rocker Candy
 - Owner Sue Charney traveling by road, rail and air to showcase Red Rocker Candy to wholesale customers attending events in New York City, Atlanta, Philadelphia and Chicago through mid-August
- Virginia Public Records Act (VPRA) and the Virginia Freedom of Information Act (FOIA) - Changes in effect July 1, 2016
 - VPRA: Records Officer-- coordinate record inventories, destruction schedules, and ensure records retention complies with the State Code. Clerk to the Board will serve as Records Officer for departments falling under County Administration--each department will appoint a Records Coordinator; Constitutional Officers and Agencies will appoint a Records Officer from within their respective department.
 - FOIA: Clerk to the Board, FOIA Officer, Constitutional Officers and Agencies appointing FOIA Officers from their offices. County Administration is in compliance with legislative changes.
- VDOT bridge crews are planning to replace two Fluvanna County structures later this summer and fall: 1) Route 652 -- Academy Road (Near FUMA); Replace the steel beams and timber deck with new galvanized steel and new timber deck. Substructures will also require major rehabilitation; Plan to close the structure in July and open again late August. 2) Route 629 -- Deep Creek Rd (near Dogwood Drive); Replace the steel beams and timber deck with new galvanized steel and new timber deck; Plan to close the structure in November and open before January;

Schedules and detour routes will be shared when finalized; VDOT will also coordinate with area schools and EMS for impacted routes.

- How is your Internet Service?
 - RUOnlineVA -- Virginia residents in need of Internet service are asked to reply to a very short information gathering survey. Responses will be aggregated, mapped, and shared with policy makers and the public to stimulate broadband policy and funding discussions throughout the remainder of the administration. The survey will run through early August; To participate, go online to RUOnline.virginia.gov and answer a few simple questions regarding where they live and what level of connectivity they have.
- Jefferson Centre Dam Repair: Emergency repairs to the storm water basin dam at Jefferson Centre. Temporary vegetative cover is emerging and looking good for a late season planting; Per LMOA General Manager: Bridlewood properties - improved water flow after the last storm.
- EMS Tower project underway at the Sheriff's Office
- Next Meetings:
 - Wed, Aug 3--4:00PM, Regular Meeting, Courtroom
 - Wed, Aug 17--4:00 PM, Work Session, Courtroom, 7:00 PM, Regular Meeting, Courtroom
 - Wed, Sep 7--4:00 PM, Regular Meeting, Courtroom

BOARD OF SUPERVISORS UPDATE

Booker—Rivanna River Basin Commission.

Eager—Social Services Board.

O'Brien—Cunningham Creek Winery, July 4 Naturalization Service at Monticello, met with Bill Shelton, State Department of Housing.

Sheridan—reported that George Vest, husband of Chief Deputy Treasurer Gloria Vest, passed away Tuesday, July 5, 2016.

Weaver—None.

PUBLIC COMMENTS #1

At 4:20, Chair Sheridan opened the first round of Public Comment.

Emily Daidone, JABA, gave an update of the happenings at JABA.

There being no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:24pm.

PUBLIC HEARINGS

None.

ACTION MATTERS

Appointment/Reappointment – Parks & Recreation Advisory Board – Steven M. Nichols, County Administrator

With no discussion:

MOTION

Mrs. Eager moved to reappoint David Wood, Walter Hussey, Jerry Custer, and appoint Wendy Edwards to the Parks and Recreation Advisory Board, with terms to begin July 1, 2016 and to terminate June 30, 2019. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Appointment/Reappointment – Region Ten Board of Directors – Steven M. Nichols, County Administrator

With no discussion,

MOTION

Mrs. Eager moved to reappoint Jerry Swiggett to the Region Ten Board of Directors, with a term to begin immediately and to terminate June 30, 2018. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Appointment/Reappointment – Ag/Forestry Committee – Steven M. Nichols, County Administrator

With no discussion,

MOTION

Mrs. Eager moved to reappoint Laura Lee and appoint Richard Talley to the Agricultural/Forestry Advisory Committee, with terms to begin immediately and to terminate June 30, 2020. Mr. Weaver gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Appointment – Economic Development and Tourism Advisory Council (EDTAC) Business, Chamber, EDA Members, Historical Society—Steven M. Nichols, County Administrator

With no discussion,

MOTION

Mrs. Eager moved to appoint the following persons to the Economic Development and Tourism Advisory Council (EDTAC):

- Rudy Garcia as a Fluvanna County Business Representative
- Pam Dempsey as the Fluvanna County Chamber of Commerce Representative
- Curtis Putnam as the Economic Development Authority Representative
- Tricia Johnson as the Fluvanna County Historical Society Representative

with terms to begin July 1, 2016 and to terminate June 30, 2019. Mr. O'Brien offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Appointment – Economic Development and Tourism Advisory Council (EDTAC) –District Appointments – Steven M. Nichols, County Administrator

With no discussion,

MOTION

Mrs. Eager moved to appoint:

- Andy Sorrell, Columbia District,
- Dave Sagarin, Fork Union District,
- Linda Bernick, Palmyra District,
- And Mike Feazel, Rivanna District

to the Economic Development and Tourism Advisory Council (EDTAC), with a term to begin July 1, 2016 and to terminate June 30, 2019. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Appointment/Reappointment – Youth Advisory Council – Steven M. Nichols, County Administrator

With no discussion,

MOTION

Mrs. Booker moved to reappoint William Hughes to the Youth Advisory Council (YAC), with a term to begin July 1, 2016 and to terminate June 30, 2018. Mr. Weaver offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Supplemental Appropriation for the Farm Heritage Museum FY16 CIP Budget – Eric Dahl, Deputy County Administrator and Finance Director, presented a request to approve supplemental appropriations for the Farm Heritage Museum. Mr. Dahl remarked that on November 18, 2015, the Board approved a FY16 budget of \$128,299 for the Farm Heritage Museum. This amount included \$15,000 in funding from proffers with an additional \$113,299 funded by grants and other local resources. This supplemental appropriation is requested to account for additional funding from the following resources:

- \$5,025.73 additional funds in the Historical Society's Charlottesville Area Community Foundation account
- \$35,000 from the Mary Morton Parsons Foundation Grant
- \$5,000 from an anonymous pledge
- \$2,500 Old Farm Day proceeds

No additional county money is requested for this appropriation.

MOTION

Mr. O'Brien moved the Board of Supervisors approve the supplemental appropriation of \$47,525.73 in the FY16 CIP Farm Heritage Museum budget to account for funding from grants and other local sources. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Public Works Department Position Upgrades – Gail Parrish, HR Manager, brought forward a request to upgrade and revise Public Works positions descriptions. Noting that a review of positions was made following the retirement of a long-time FUSD employee, Ms. Parrish recommended upgrading several Public Works position descriptions with appropriate pay band changes.

With little discussion,

MOTION

Mrs. Booker moved to approve the following position description revisions and grade changes:

- FROM: Utilities Technician, Pay Band 09, \$30,771
TO: Utilities System Operator Trainee, Pay Band 09, \$30,771
- FROM: Assistant Water Operator, Pay Band 07, \$29,360
TO: Utilities System Operator Trainee, Pay Band 09, \$30,681
- FROM: Water Operator, Pay Band 11 (Vacant)
TO: Utilities System Operator, Pay Band 11 (Vacant)

With funding for reclassifications to come from the FY17 approved pay plan. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

PRESENTATIONS

Strategic Initiatives Update—Dr. Jacqueline Meyers, CSA Coordinator gave an update on Strategic Initiatives. Among items discussed at length:

- Credit card processing
- Palmyra Streetscape
- Treasurer's Report
- Land Use Program

CONSENT AGENDA

The following items were discussed before approval:

Minutes of June 15, 2016—Kelly Belanger Harris, Clerk to the Board.

Mr. Weaver asked for clarification regarding the status of items from the June 15, 2016 Work Session. Discussion centered on Land Use.

The following items were approved under the Consent Agenda:

Minutes of June 15, 2016—Kelly Belanger Harris, Clerk to the Board

Ratification of FY16 Columbia Hazard Mitigation Grant Program – Eric Dahl, Deputy County Administrator

Resolution Recognizing Nicholas Paul Lackey, Eagle Scout—Kelly Belanger Harris, Clerk to the Board

Future Farm Heritage Museum Survey And Site Plan—Cyndi Toler, Purchasing Officer

FY16 Cell Tower Applications Budget Supplement – Martin Brookhart, Management Analyst
FY16 Library State Aid Budget Supplement – Martin Brookhart, Management Analyst
FY16 Sheriff's Department Budget Transfer – Martin Brookhart, Management Analyst
Proclamation Recognizing National Night Out—Andrea Gaines, Director of Communications
FY16 Social Services Insurance Claim – 2015 Ford Focus VIN 6315 – Martin Brookhart, Management Analyst

MOTION

Mrs. Booker moved to approve the items on the Consent Agenda for July 6, 2016. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, & Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Land Use. Mr. O'Brien raised questions of how the Land use program is defined and administered and indicated a desire to have an open discussion on the definitions, merits, and enforcement options available to the County. Chair Sheridan indicated that he would like to invite Dr. Gordon Groover, Associate Professor and Extension Program Leader, to a Work Session to discuss the Land Use Program.

PUBLIC COMMENTS #2

At 5:47pm, Chair Sheridan opened the floor for the second round of public comments.

Mr. Mel Sheridan, Commissioner of the Revenue, 87 Covered Bridge Road, spoke regarding several points that were made during the preceding discussion, namely definitions regarding Agricultural Land Use.

With no one else wishing to speak, Chair Sheridan closed the second round of public comments at 5:53pm.

CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 5:54pm, Mr. Weaver moved 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.6, and A.19, of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Legal Matters, and Public Safety. Mr. O'Brien seconded and the motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

7:03pm MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 7:03pm, Mr. Weaver moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED to the best of my 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." Mrs. Booker seconded. The motion carried, with a roll call vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

PUBLIC HEARINGS

Motion for Waiver of Fees Ordinance - Proposed Ordinance to Amend Section 5-2-2 of the Fluvanna County Code – James Newman, Acting Senior Planner, brought forward a request to amend Section 5-2-2 of the Fluvanna County Code in order to exempt County-owned and County-operated properties and projects.

At 7:07pm Chair Sheridan opened the Public Hearing.

With no one wishing to speak, Chair Sheridan closed the Public Hearing at 7:07pm.

There being no discussion by the Board,

MOTION

Mr. O'Brien moved that the Board of Supervisors approve an ordinance to amend Chapter 5, Article 2, Section 2, of the Fluvanna County Code to exempt County owned and operated properties from Building Fees Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

And

Mr. O'Brien moved that the Board of Supervisors approve an ordinance to amend Chapter 6, Article 1, Section 5, of the Fluvanna County Code to exempt County owned and operated properties from Fees for Grading and Land Disturbing permits, Plans, and related Reviews. Mrs. Eager second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

ZTA 16:01– Amendment of the Fluvanna County Zoning Ordinance Subsections 22-20-1 – James Newman, Acting Senior Planner, brought forward a request to amend the County Code. The proposed amendment amends the Fluvanna County Zoning Ordinance. These amendments streamline the permitting process for County projects, which is in the interest of Staff and the Fluvanna populace.

At 7:08pm, Chair Sheridan opened the Public Hearing.

There being no one desiring to speak, Chair Sheridan closed the Public Hearing at 7:08pm.

With no discussion by the Board,

MOTION

Mrs. Eager moved that the Board of Supervisors approve ZTA 16:01, an amendment to the Fluvanna County Zoning Ordinance entitled "AN ORDINANCE TO AMEND AND REENACT CHAPTER 22, ARTICLE 20 OF THE FLUVANNA

COUNTY CODE BY CERTAIN AMENDMENTS TO SECTIONS AND SUBSECTIONS 22-20-1, THEREOF, AMENDING AND REENACTING THE FLUVANNA COUNTY ZONING ORDINANCE TO CONFORM TO THE CURRENT ENABLING LEGISLATION, AS AMENDED.” Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, and Weaver. NAY: None. ABSENT: None.

SUP 16:05, Dominion Virginia Power – James Newman, Acting Senior Planner, brought forward a request for a special use permit to relocate a private microwave communications tower, with respect to 91.05 acres of Tax Map 59, Section 7, Parcel 1. The affected property is located on Bremono Road, roughly 1 mile west of the intersection of Bremono Road and Glenarvon Drive, and is just north of the James River. The property is located in the Fork Union Election District and is within the Rural Residential Planning Area. The proposed tower is a 390 ft tall self-support lattice tower that will replace a 325 foot tall guyed-tower structure from 1970s. This is a private tower not used for commercial purposes; however it is a collocation site for Fluvanna EMS.

In response to Mr. Newman’s request for questions from the Board, Mr. Weaver noted that neither the letter sent to adjoining property owners, nor the motion include the height of the proposed tower. Mr. Weaver would like to have seen the tower specifications, including the height, included in both the letter to property owners and in the motion.

At 7:18pm Chair Sheridan opened the Public Hearing.

With no wishing to speak, Chair Sheridan closed the Public Hearing at 7:18pm.

Chair Sheridan asked for discussion by the Board.

Mrs. Booker asked for the location of the proposed replacement tower.

With no further discussion,

MOTION

Mrs. Eager moved that the Board of Supervisors approve SUP 16:05, a request for a special use permit to relocate a private microwave communications tower, with respect to 91.05 acres of Tax Map 59, Section 7, Parcel 1, subject to the eleven (11) conditions listed in the staff report. Booker offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, and Weaver. NAY: None. ABSENT: None.

Conditions:

- 1) The structural height of the tower, including antennae, will not exceed 390 feet. This does not preclude lightning rods or lighting fixtures.
- 2) The applicant secures all necessary permits required, and submits structural design and certification by a Virginia Registered Professional Engineer that the proposed facility, as built, will comply with EIA/TIA 222-G for the wind zone for Fluvanna County; Virginia;
- 3) Prior to issuance of building permits the applicant shall submit satisfactory SHPO and NEPA documentation;
- 4) The applicant shall provide space, rent-free, on the tower for the County’s Public Safety antennas and feed lines at the negotiated designed elevation. Space for ground level propane tanks and equipment facilities will be provided within the fenced compound;
- 5) The facility when completed shall be accessible only to authorized personnel;
- 6) The tower shall be a self-support lattice tower, and shall be engineered with breakpoint technology;
- 7) The applicant shall install the required landscaping buffer;
- 8) If the structures should no longer be needed, the applicant shall remove them, and restore the grounds to the prior condition;
- 9) The tower shall be in the same location as shown in the application;
- 10) Violation of any condition of this permit shall be grounds for revocation of this permit, and;
- 11) The Board of Supervisors, or their representative, has the right to inspect the property for compliance with these conditions at any time.

ZMP 16:03– Columbia Floodplain Ordinance Adoption – James Newman, Acting Senior Planner presented a request to consider a request to amend the Fluvanna County Zoning map to include within the Special Flood Hazard Districts of the Flood Plain Overlay District the area within the limits of the former Town of Columbia. This amendment is required by the Virginia Department of Environmental Quality so that property owners in the former Town of Columbia may continue to receive or apply for Federal Flood Insurance. The purpose of the amendment is to ensure that the existing zoning ordinance continues to conform to federal flood insurance regulations and county Code requirements, such as section 22-17-8A, et seq.

With no questions from the Board, Chair Sheridan opened the Public Hearing at 7:22pm.

There being no one wishing to speak, the Public Hearing was closed at 7:22pm.

With no discussion,

MOTION

Mr. O’Brien moved that the Board of Supervisors approve ZMP 16:03, an ordinance to amend the Fluvanna County Zoning Map to include within the Special Flood Hazard Districts of the Flood Protection Overlay District the area within the limits of the former Town of Columbia, pursuant to County Code Section 22-17-8A et seq., Weaver gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, and Weaver. NAY: None. ABSENT: None.

CLOSED SESSION

MOTION TO ENTER INTO A CLOSED MEETING

At 7:23pm, Mr. Weaver moved 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.6, and A.19, of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Legal Matters, and Public Safety. Mrs. Booker seconded and the motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

9:16pm MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 9:16pm, Mr. Weaver moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED to the best of my 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." Mr. O'Brien seconded. The motion carried, with a roll call vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

ADJOURN

MOTION:

At 9:17pm, Mrs. Booker moved to adjourn the meeting of Wednesday, July 6, 2016. Mr. Weaver seconded and the motion carried with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair

DRAFT



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 25-2016

**A RESOLUTION RECOGNIZING NICHOLAS PAUL LACKEY
AWARD OF EAGLE SCOUT STATUS**

The Fluvanna County Board of Supervisors adopted the following resolution on Wednesday, July 6, 2016:

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, Nicholas Paul Lackey has completed all the requirements for becoming an Eagle Scout; and

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

WHEREAS, Boy Scout Troop 138 will be convening an Eagle Scout Court of Honor on July 9, 2016 at 2:00 p.m. at Saints Peter and Paul Catholic 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 Nicholas’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 6th of July, 2016, by the following vote:

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

A Copy, teste:

Kelly Belanger Harris, Clerk
Board of Supervisors
Fluvanna County, Virginia

John M. Sheridan, Chair
Board of Supervisors
Fluvanna County



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

PROCLAMATION FOR NATIONAL NIGHT OUT

WHEREAS, the National Association of Town Watch (NATW) sponsors a national community-building campaign on August 2nd, 2016 entitled “National Night Out, America’s Night Out Against Crime”; and

WHEREAS, the National Night Out event provides an opportunity for neighbors in Fluvanna County, Virginia to join 38 million people in over 16,121 communities from all 50 states, U.S. territories, Canadian cities, and military bases worldwide; and

WHEREAS, National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, better places to live; and

WHEREAS, neighbors in Fluvanna County assist the Fluvanna County Sheriff’s Office through joint community-building efforts and support National Night Out 2016; and

WHEREAS, it is essential that all neighbors of Fluvanna County come together with police and work together to build a safer, better community; and

NOW, THEREFORE the Fluvanna County Board Of Supervisors, does hereby call upon all neighbors of Fluvanna County to join the Fluvanna County Sheriff’s Office and National Association of Town Watch in support for National Night Out on Tuesday, August 2nd, 2016, from 5:00pm-8:00pm.

FURTHER, LET IT BE RESOLVED that the Fluvanna County Board of Supervisors does hereby **PROCLAIM** Tuesday, August 2nd, 2016 as “National Night Out” in Fluvanna County.

Passed and adopted this 6th day of July, 2016.

Kelly Belanger Harris, Clerk
Fluvanna County Board of Supervisors

John M. Sheridan, Chair
Fluvanna County Board of Supervisors

COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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

MEMORANDUM

Date: August 3, 2016
From: Finance Department
To: Board of Supervisors
Subject: **Accounts Payable Report for June 2016**

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

CATEGORY	AMOUNT
General	\$650,447.09
Capital Improvements	\$713,287.21
Debt Service	\$1,400.00
Sewer	\$1,299.22
Fork Union Sanitary District	\$14,668.14
TOTAL AP EXPENDITURES	\$1,381,101.66
Payroll	\$ 779,589.69
TOTAL	\$2,160,691.35

MOTION

I move the Accounts Payable and Payroll be ratified for **June 2016** in the amount of **\$2,160,691.35**

Encl:
 AP Report

	A	B	C	D	F	G	H	J	
1	County of Fluvanna		From Date: 6/1/2016						
2	Accounts Payable List		To Date: 6/30/2016						
3									
4									
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
7	Fund # - 100 GENERAL FUND								
8	GENERAL FUND								
9	FIRST FINANCIAL ADMINISTRATORS, INC.	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 060316	000000043627	6/2/2016	6/24/2016	2,534.16		
10	FIRST FINANCIAL ADMINISTRATORS, INC.	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 061716	000000044036	6/16/2016	6/24/2016	2,699.04		
11	HERBERT L BESKIN, TRUSTEE	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 061716	000000044033	6/16/2016	6/24/2016	395.00		
12	HERBERT L BESKIN, TRUSTEE	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 060316	000000043624	6/2/2016	6/24/2016	444.00		
13	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 060316	000000043625	6/2/2016	6/24/2016	118.55		
14	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 061716	000000044034	6/16/2016	6/24/2016	140.66		
15	NEW YORK LIFE INSURANCE CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 060316	000000043622	6/2/2016	6/24/2016	69.41		
16	NEW YORK LIFE INSURANCE CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 061716	000000044031	6/16/2016	6/24/2016	69.41		
17	TREASURER OF VIRGINIA	SHERIFF'S FEE PAY TO C/W	SHERIFF'S FEES	78203	6/1/2016	6/1/2016	869.16		
18	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 060316	000000043626	6/2/2016	6/24/2016	302.34		
19	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 061716	000000044035	6/16/2016	6/24/2016	335.68		
20								Total:	\$7,977.41
21									
22	REAL ESTATE TAXES								
23	FREEDOM MORTGAGE	R E 2016 - 1ST	RE 2016 18A-3-217	44078	6/21/2016	6/24/2016	214.07		
24	RYAN HOMES	R E 2016 - 1ST	RE 2016 9-12-146	44079	6/21/2016	6/24/2016	160.48		
25	STONEGATE MORTGAGE CORP	R E 2016 - 1ST	RE 2016 18A-4-392	44077	6/21/2016	6/24/2016	1,311.64		
26								Total:	\$1,686.19
27									
28	PERSONAL PROPERTY TAXES								
29	ESTES, JIMMIE DALE	P P 2016 - 1ST	PP 2016 824	44080	6/21/2016	6/24/2016	139.96		
30								Total:	\$139.96
31									
32	OTHER LOCAL TAXES								
33	FRANKE, FRITZ ROYDEN	ADMIN FEE VEHICLE LICENSE	PP 2016 227702	44081	6/21/2016	6/24/2016	85.53		
34	LONG, DANIEL WADE	ADMIN FEE VEHICLE LICENSE	PP 2016 220587	44082	6/21/2016	6/24/2016	169.70		
35	MCQUALE, BRETT EBERT	ADMIN FEE VEHICLE LICENSE	PP 2016 1790	44083	6/21/2016	6/24/2016	2.70		
36	SITES, MELISSA ELAINE	ADMIN FEE VEHICLE LICENSE	PP 2016 228782	44084	6/21/2016	6/24/2016	81.70		
37								Total:	\$339.63
38									
39	CHARGES FOR SERVICES								
40	PATRICIA JOHNSON	RECREATION PROGRAM	REFUND ON DEPOSIT TABLE RENTAL	060116	5/16/2016	6/3/2016	14.00		
41	DONNA STEPHENS	RECREATION PROGRAM	REFUND FOR TEAM CAMP CANCELED	060316	6/1/2016	6/10/2016	350.00		
42								Total:	\$364.00
43									
44	BOARD OF SUPERVISORS								
45	BANK OF AMERICA	ADVERTISING	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	149.95		
46	E.W. THOMAS	OTHER OPERATING	BOS SNACKS AND DINNER	061016	6/3/2016	6/17/2016	67.81		

	A	B	C	D	F	G	H	J				
1	County of Fluvanna Accounts Payable List								From Date: 6/1/2016 To Date: 6/30/2016			
2												
3												
4												
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount					
47	FLUVANNA DEPARTMENT OF SOCIAL SERVICES	OTHER OPERATING	LINDA'S RETIREMENT	060716	6/1/2016	6/10/2016	145.33					
48	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	051816	5/18/2016	6/3/2016	6.47					
49	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	062116	6/23/2016	6/24/2016	29.18					
50	VEPGA	DUES OR ASSOCIATION	ASSESSMENT	039839	5/23/2016	6/3/2016	160.00					
51	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9765685944	5/23/2016	6/3/2016	219.87					
52								Total:	\$778.61			
53												
54	COUNTY ADMINISTRATOR											
55	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	47.00					
56	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	158.70					
57	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	10.67					
58	KODIAK, LLC.	LEASE/RENT	SHRED	57072	6/1/2016	6/3/2016	35.00					
59	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	051816	5/18/2016	6/3/2016	24.89					
60	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	062116	6/23/2016	6/24/2016	3.71					
61	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER AND RENTAL	F3464300-16	6/1/2016	6/10/2016	58.30					
62	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	47.94					
63	STEVEN NICHOLS	MILEAGE ALLOWANCES	MILEAGE REIMBURSEMENT	051616	6/1/2016	6/10/2016	68.04					
64	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	10.16					
65	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18788876	5/23/2016	6/3/2016	218.40					
66	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	STAPLER FINISHER	18831970	6/1/2016	6/10/2016	47.59					
67								Total:	\$730.40			
68												
69	COUNTY ATTORNEY											
70	PAYNE & HODOUS, LLP.	PROFESSIONAL SERVICES	LEGAL FEES	117275	6/1/2016	6/10/2016	16,947.50					
71								Total:	\$16,947.50			
72												
73	COMMISSIONER OF THE REVENUE											
74	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	17.79					
75	COMMISSIONERS OF THE REVENUE	CONVENTION AND	DISTRICT MEETING	01 516	6/10/2016	6/10/2016	40.00					
76	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	053116	6/1/2016	6/10/2016	39.07					
77	KODIAK, LLC.	LEASE/RENT	SHRED	57072	6/1/2016	6/3/2016	15.00					
78	MATTHEW BENDER & CO INC	OFFICE SUPPLIES	SUPPLIES	83295712	6/1/2016	6/10/2016	115.43					
79	SHENANDOAH VALLEY WATER	OFFICE SUPPLIES	WATER AND RENTAL	F4232210-16	6/1/2016	6/10/2016	30.46					
80	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	57.21					
81	STONEWALL TECHNOLOGIES	PROFESSIONAL SERVICES	VAMANET PUBLIC SITE	8647	6/1/2016	6/10/2016	300.00					
82	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	15.69					
83	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9765685944	5/23/2016	6/3/2016	49.92					
84								Total:	\$680.57			
85												
86	REASSESSMENT											

	A	B	C	D	F	G	H	J
1	County of Fluvanna		From Date: 6/1/2016					
2	Accounts Payable List		To Date: 6/30/2016					
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount	
87	BLUE RIDGE MASS APPRAISAL	PROFESSIONAL SERVICES	PARCELS	70486	5/25/2016	6/3/2016	23,261.70	
88	BLUE RIDGE MASS APPRAISAL	PROFESSIONAL SERVICES	TOTAL PARCELS	70490	6/23/2016	6/24/2016	29,981.05	
89							Total:	\$53,242.75
90								
91	TREASURER							
92	BUSINESS DATA OF VA, INC.	PROFESSIONAL SERVICES	CONSULTING	1486-2016	6/23/2016	6/24/2016	150.00	
93	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	21.36	
94	KODIAK, LLC.	LEASE/RENT	SHRED	57072	6/1/2016	6/3/2016	35.00	
95	M & W PRINTERS, INC.	PRINTING AND BINDING	POSTAGE METER	102476	5/16/2016	6/3/2016	3,667.35	
96	PITNEY BOWES	LEASE/RENT	LEASE CHARGES	3300526836	6/1/2016	6/10/2016	1,080.00	
97	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER AND RENTAL	F3464500-16	6/3/2016	6/17/2016	40.50	
98	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	10.99	
99	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	23.49	
100	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	500.73	
101	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	4.81	
102	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9765685944	5/23/2016	6/3/2016	276.15	
103	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18831971	6/1/2016	6/10/2016	131.38	
104							Total:	\$5,941.76
105								
106	INFORMATION TECHNOLOGY							
107	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	8.00	
108	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	14.99	
109	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	19.99	
110	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	39.98	
111	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	40.00	
112	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	156.28	
113	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	164.12	
114	BANK OF AMERICA	ADP SERVICES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	447.00	
115	BANK OF AMERICA	ADP SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	38.99	
116	BANK OF AMERICA	ADP SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	52.64	
117	BANK OF AMERICA	ADP SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	209.40	
118	BANK OF AMERICA	ADP SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	315.89	
119	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	42.99	
120	CDW GOVERNMENT, INC.	EDP EQUIPMENT	DELL CTO PE	DGP5791	6/1/2016	6/10/2016	4,645.78	
121	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	7.12	
122	DELL MARKETING, L.P.	EDP EQUIPMENT	600 GB 15K HOT PLUG DRIVE	XJXR5F5K4	6/23/2016	6/24/2016	2,474.94	
123	SHAREFILE	ADP SERVICES	BANDWIDTH OVERAGE	84052	6/23/2016	6/24/2016	16.19	
124	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	1,992.26	
125	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9765685944	5/23/2016	6/3/2016	139.85	
126							Total:	\$10,826.41

	A	B	C	D	F	G	H	J	
1	County of Fluvanna		From Date: 6/1/2016						
2	Accounts Payable List		To Date: 6/30/2016						
3									
4									
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
127									
128	FINANCE								
129	BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	93.24		
130	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	17.79		
131	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	BOOKS	053116	6/1/2016	6/10/2016	125.43		
132	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	051816	5/18/2016	6/3/2016	109.99		
133	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	062116	6/23/2016	6/24/2016	102.04		
134	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	10.27		
135	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18788877	5/23/2016	6/3/2016	169.45		
136							Total:	\$628.21	
137									
138	REGISTRAR/ELECTORAL BOARD								
139	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	MONTHLY CHARGE	072374	5/25/2016	6/3/2016	155.00		
140	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	(\$11.54)		
141	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	25.61		
142	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	44.40		
143	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	77.28		
144	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	121.92		
145	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	940.00		
146	PROTECT YOUTH SPORTS	PROFESSIONAL SERVICES	BACKGROUND CHECK	433484	5/18/2016	6/3/2016	44.00		
147	SAM'S CLUB	CONTRACT SERVICES	MEMBERSHIP FEES	052316	6/1/2016	6/10/2016	100.00		
148	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER	F4031010-16	6/1/2016	6/10/2016	18.47		
149	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	(\$3.26)		
150	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	3.26		
151	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	4.89		
152	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	113.08		
153	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	2.80		
154	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9765685944	5/23/2016	6/3/2016	49.92		
155	VRAV	CONVENTION AND	2016 ANNUAL MEETING	060116	5/23/2016	6/3/2016	165.00		
156	VRAV	CONVENTION AND	2016 ANNUAL MEETING	062216	6/23/2016	6/24/2016	165.00		
157							Total:	\$2,015.83	
158									
159	HUMAN RESOURCES								
160	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	3.56		
161	E.W. THOMAS	EMPLOYEE RECOGNITION	MISC PURCHASES	060816 1	6/3/2016	6/17/2016	459.56		
162	FLUVANNA REVIEW	RECRUITMENT	EMPLOYMENT AD	2016F24-11	6/23/2016	6/24/2016	309.00		
163	PROTECT YOUTH SPORTS	RECRUITMENT	BACKGROUND CHECK	433484	5/18/2016	6/3/2016	7.95		
164	THE DAILY PROGRESS	RECRUITMENT	JOB ADVERTISEMENT	3427122 5/16	6/1/2016	6/10/2016	1,048.00		
165	TYLER TECHNOLOGIES	PROFESSIONAL SERVICES	IMPLEMENTATION	045-162372	6/1/2016	6/10/2016	1,275.00		
166	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18803887	5/23/2016	6/3/2016	44.80		

	A	B	C	D	F	G	H	J
1	County of Fluvanna		From Date: 6/1/2016					
2	Accounts Payable List		To Date: 6/30/2016					
3								
4								
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount	
167								Total: \$3,147.87
168								
169	GENERAL DISTRICT COURT							
170	CENTURYLINK	TELECOMMUNICATIONS	DISTRICT COURT	309871364 5/16	5/16/2016	6/3/2016	229.30	
171	SHENANDOAH VALLEY WATER	MAINTENANCE CONTRACTS	WATER AND RENTAL	F70017350-16	6/1/2016	6/10/2016	33.25	
172	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	15.90	
173	VIRGINIA BUSINESS SYSTEMS	MAINTENANCE CONTRACTS	COPIER	18813262	6/1/2016	6/10/2016	161.51	
174								Total: \$439.96
175								
176	COURT SERVICE UNIT							
177	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	14.23	
178	DENNIS CRONIN	MILEAGE ALLOWANCES	MILEAGE REIMBURSEMENT	060116	5/23/2016	6/3/2016	268.38	
179	DENNIS CRONIN	MILEAGE ALLOWANCES	MILEAGE	062116	6/23/2016	6/24/2016	211.14	
180	DONNA L. COLE	MILEAGE ALLOWANCES	MILEAGE	060916	6/3/2016	6/17/2016	27.00	
181	POSTMASTER	POSTAL SERVICES	STAMPS	060216	6/1/2016	6/3/2016	46.00	
182	QUILL	OFFICE SUPPLIES	SUPPLIES	6019328 & 6011545	6/1/2016	6/3/2016	130.94	
183	QUILL	OFFICE SUPPLIES	OFFICE SUPPLIES	6531125	6/23/2016	6/24/2016	49.31	
184	SHENANDOAH VALLEY WATER	LEASE/RENT	RENTAL AND WATER	F5790520-16	6/1/2016	6/10/2016	19.25	
185	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	12.02	
186	VJJA	CONVENTION AND	DUES	060116	6/3/2016	6/17/2016	40.00	
187								Total: \$818.27
188								
189	CLERK OF THE CIRCUIT COURT							
190	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	28.47	
191	CHARLOTTESVILLE OFFICE MACHINE COMPANY	PRINTING AND BINDING	TONER	671146	6/23/2016	6/24/2016	70.00	
192	FLUVANNA CO CIRCUIT COURT	CONTRACT SERVICES	BANK SERVICE CHARGE	061516	6/23/2016	6/24/2016	62.72	
193	KODIAK, LLC.	LEASE/RENT	SHRED	57072	6/1/2016	6/3/2016	15.00	
194	KOFILE PRESERVATION INC	RECORD PRESERVATION	LIBRARY OF VA GRANT	215078	6/1/2016	6/3/2016	13,356.00	
195	LOGAN SYSTEMS, INC.	PRINTING AND BINDING	3 HOLE PUNCH	48261	6/23/2016	6/24/2016	84.75	
196	LOGAN SYSTEMS, INC.	PROFESSIONAL SERVICES	PROFESSIONAL SERVICES PER	48205	6/23/2016	6/24/2016	2,541.67	
197	PINNACLE INTEGRATED SYSTEMS, INC.	PROFESSIONAL SERVICES	CAMERA SYSTEM	061016	6/3/2016	6/17/2016	2,244.00	
198	PITNEY BOWES	LEASE/RENT	LEASING CHARGES	3300551156	6/3/2016	6/17/2016	150.00	
199	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	9.48	
200	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	10.20	
201	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	10.79	
202	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	14.33	
203	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	26.85	
204	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	36.55	
205	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	52.49	
206	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	70.25	

	A	B	C	D	F	G	H	J	
1	County of Fluvanna		From Date: 6/1/2016						
2	Accounts Payable List		To Date: 6/30/2016						
3									
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
207	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	386.45		
208	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	17.11		
209	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18901861	6/23/2016	6/24/2016	197.33		
210							Total:	\$19,384.44	
211									
212	CIRCUIT COURT JUDGE								
213	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	18.72		
214	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	10.67		
215	K-LOG	FURNITURE & FIXTURES	FURNITURE	Q16-158190	6/23/2016	6/24/2016	450.04		
216	ONE-TIME JUROR	COMPENSATION-	JURY DUTY	78169	5/10/2016	6/8/2016	30.00		
217	ONE-TIME JUROR	COMPENSATION-	JURY DUTY	78176	5/10/2016	6/8/2016	30.00		
218	ONE-TIME JUROR	COMPENSATION-	JURY DUTY	78178	5/10/2016	6/8/2016	30.00		
219	ONE-TIME JUROR	COMPENSATION-WITNESS	WITNESS BUS TICKET	78201	5/20/2016	6/8/2016	372.15		
220	SHENANDOAH VALLEY WATER	OFFICE SUPPLIES	WATER AND RENTAL	F24843500-16	6/1/2016	6/10/2016	46.55		
221	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	2.76		
222							Total:	\$990.89	
223									
224	COMMONWEALTH ATTY								
225	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	11.61		
226	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	330.46		
227	BANK OF AMERICA	OTHER OPERATING	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	80.00		
228	BRIGHT IDEAS, LLC	OTHER OPERATING	SUPPLIES	24082-1 24083-1	6/23/2016	6/24/2016	407.42		
229	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	17.79		
230	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	062116	6/23/2016	6/24/2016	12.73		
231	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	26.71		
232	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	117.50		
233	TREASURER OF VIRGINIA	DUES OR ASSOCIATION	ANNUAL STATE BAR DUES	062216	6/23/2016	6/24/2016	275.00		
234	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	13.00		
235	VALLEY BUSINESS FORMS	OTHER OPERATING	PAPER ITEMS	060616	6/1/2016	6/10/2016	289.00		
236	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9765685944	5/23/2016	6/3/2016	49.92		
237							Total:	\$1,631.14	
238									
239	SHERIFF								
240	AARON HURD	SUBSISTENCE & LODGING	MEAL REIMBURSEMENT	052416	6/1/2016	6/3/2016	83.72		
241	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER	7306614667380	5/25/2016	6/3/2016	5.97		
242	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER	7306616868235	6/23/2016	6/24/2016	3.49		
243	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER	7306616759231	6/23/2016	6/24/2016	5.97		
244	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	PARTS	7306616733974	6/23/2016	6/24/2016	87.90		
245	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	PARTS	7306616868237	6/23/2016	6/24/2016	149.79		
246	AT&T 286-3642	TELECOMMUNICATIONS	ACCT 7305055828001	050616	5/25/2016	6/3/2016	55.55		

	A	B	C	D	F	G	H	J
1	County of Fluvanna Accounts Payable List		From Date: 6/1/2016 To Date: 6/30/2016					
2								
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount	
247	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	29.60	
248	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	104.96	
249	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	31.40	
250	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	39.51	
251	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	45.00	
252	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	89.00	
253	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	247.08	
254	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	247.69	
255	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	447.56	
256	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	599.00	
257	BANK OF AMERICA	POLICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	818.00	
258	BANK OF AMERICA	POSTAL SERVICES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	13.36	
259	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	12.30	
260	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	67.40	
261	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	81.94	
262	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	101.82	
263	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	316.12	
264	BANK OF AMERICA	TELECOMMUNICATIONS	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	50.00	
265	BANK OF AMERICA	VEHICLES REP & MAINT	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	66.95	
266	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	MOUNT/BALANCE TIRES	060116	5/23/2016	6/3/2016	80.00	
267	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	28.47	
268	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309797542	051616	5/23/2016	6/3/2016	157.39	
269	CENTURYLINK	TELECOMMUNICATIONS	ACCT 310191749	051616 3	5/23/2016	6/3/2016	939.22	
270	CENTURYLINK	TELECOMMUNICATIONS	PHONE BILL	309903768 0616	6/23/2016	6/24/2016	305.12	
271	DONNA'S NEEDLEWORK & CRAFT	UNIFORM/WEARING APPAREL	PATCH	060116	6/1/2016	6/3/2016	16.00	
272	DONNA'S NEEDLEWORK & CRAFT	UNIFORM/WEARING APPAREL	PATCHES	042716	5/16/2016	6/3/2016	64.00	
273	DONNA'S NEEDLEWORK & CRAFT	UNIFORM/WEARING APPAREL	PATCHES	060216	6/1/2016	6/10/2016	24.00	
274	DONNA'S NEEDLEWORK & CRAFT	UNIFORM/WEARING APPAREL	PATCHES	061316	6/23/2016	6/24/2016	8.00	
275	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	VEHICLE MAINTENANCE	7256	6/23/2016	6/24/2016	2,172.08	
276	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	VEHICLE MAINTENANCE	7254	6/23/2016	6/24/2016	6,089.87	
277	EVIDENT CRIME SCENE PRODUCTS	POLICE SUPPLIES	SUPPLIES	105764A	5/16/2016	6/3/2016	167.00	
278	EVIDENT CRIME SCENE PRODUCTS	UNIFORM/WEARING APPAREL	POLICE SUPPLIES	1057690A	6/1/2016	6/10/2016	153.96	
279	FISHER AUTO PARTS, INC.	VEHICLE/POWER EQUIP	PART	015-298105	6/23/2016	6/24/2016	1.91	
280	FISHER AUTO PARTS, INC.	VEHICLE/POWER EQUIP	AIR FILTER	015-298217	6/23/2016	6/24/2016	24.42	
281	FLUVANNA ACE HARDWARE	OFFICE SUPPLIES	SINGLE CUT KEY	53475	6/23/2016	6/24/2016	10.00	
282	FLUVANNA ACE HARDWARE	POLICE SUPPLIES	SUPPLIES	53001	6/1/2016	6/3/2016	119.47	
283	GALLS, LLC.	CLOTHING ALLOWANCE	UNIFORMS	005542414	6/23/2016	6/24/2016	290.83	
284	GALLS, LLC.	POLICE SUPPLIES	SUPPLIES	005387349	5/16/2016	6/3/2016	15.62	
285	GALLS, LLC.	POLICE SUPPLIES	SUPPLIES	005387350	5/16/2016	6/3/2016	528.87	
286	GALLS, LLC.	POLICE SUPPLIES	POLICE UNIFORM	005427210	6/1/2016	6/3/2016	1,260.00	

	A	B	C	D	F	G	H	J
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287	GALLS, LLC.	POLICE SUPPLIES	FIRST AID KIT	005474800	6/1/2016	6/10/2016	166.55	
288	GALLS, LLC.	POLICE SUPPLIES	UNIFORMS	005520356	6/23/2016	6/24/2016	309.65	
289	GALLS, LLC.	UNIFORM/WEARING APPAREL	UNIFORM	005406677	6/1/2016	6/3/2016	66.00	
290	GALLS, LLC.	UNIFORM/WEARING APPAREL	POLICE UNIFORM	005405981	6/1/2016	6/3/2016	102.00	
291	GALLS, LLC.	UNIFORM/WEARING APPAREL	POLICE UNIFORM	005426874	6/1/2016	6/3/2016	138.00	
292	GALLS, LLC.	UNIFORM/WEARING APPAREL	BADGE	005485743	6/1/2016	6/10/2016	75.58	
293	GALLS, LLC.	UNIFORM/WEARING APPAREL	BADGE	005485744	6/1/2016	6/10/2016	75.58	
294	GALLS, LLC.	UNIFORM/WEARING APPAREL	BADGE	005485747	6/1/2016	6/10/2016	151.16	
295	GALLS, LLC.	UNIFORM/WEARING APPAREL	UNIFORM	005445165	6/1/2016	6/10/2016	206.00	
296	GALLS, LLC.	UNIFORM/WEARING APPAREL	BADGES	005485741	6/1/2016	6/10/2016	330.68	
297	GALLS, LLC.	UNIFORM/WEARING APPAREL	UNIFORMS	005525030	6/23/2016	6/24/2016	715.19	
298	GE CAPITAL	LEASE/RENT	COPIER	64894716	6/1/2016	6/3/2016	77.73	
299	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	053116	6/1/2016	6/10/2016	4,023.68	
300	JEFFERSON ENGRAVING & AWARDS, INC.	OFFICE SUPPLIES	PLAQUE AND ENGRAVING	144020	6/23/2016	6/24/2016	1,030.50	
301	JOHN E REID & ASSOC INC	CONVENTION AND	INVESTIGATIVE INTERVIEWING	166001	5/16/2016	6/3/2016	550.00	
302	KODIAK, LLC.	LEASE/RENT	SHRED	57072	6/1/2016	6/3/2016	35.00	
303	KUSTOM SIGNALS, INC.	POLICE SUPPLIES	EAGLE IIX GOLDEN	527857	5/16/2016	6/3/2016	1,694.00	
304	KUSTOM SIGNALS, INC.	POLICE SUPPLIES	EAGLE IIX GOLDEN	528662	6/3/2016	6/17/2016	1,644.00	
305	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	STATE INSPECTION	0025676	6/1/2016	6/10/2016	16.00	
306	MEDEXPRESS URGENT CARE	PROFESSIONAL SERVICES	EMPLOYMENT PHYSICAL	559041C3908	6/1/2016	6/10/2016	80.00	
307	NWG SOLUTIONS, LLC.	COMMUNICATIONS	UBIQUITI ACCESS POINTS	38162	6/23/2016	6/24/2016	711.84	
308	NWG SOLUTIONS, LLC.	COMMUNICATIONS	DELL LATITUDE 14	38163	6/23/2016	6/24/2016	779.09	
309	NWG SOLUTIONS, LLC.	OFFICE SUPPLIES	DELL LATITUDE	37909	5/16/2016	6/3/2016	2,038.09	
310	PALMYRA AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	59754	5/16/2016	6/3/2016	28.00	
311	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	053016	6/1/2016	6/3/2016	339.99	
312	POSITIVE PROMOTIONS, INC.	POLICE SUPPLIES	SUPPLIES	05495684	6/23/2016	6/24/2016	509.08	
313	PSYCHOLOGICAL HEALTH ROANOKE PC	PROFESSIONAL SERVICES	PSYCH TESTING	S-C-7603	6/23/2016	6/24/2016	85.00	
314	PSYCHOLOGICAL HEALTH ROANOKE PC	PROFESSIONAL SERVICES	PSYCH TESTING	W-C7685	6/23/2016	6/24/2016	85.00	
315	PUBLIC ENGINES INC	MAINTENANCE CONTRACTS	SUBSCRIPTION RENEWAL	23348	6/1/2016	6/10/2016	1,794.00	
316	ROCIC	VEHICLES REP & MAINT	SERVICE FEE	0036927-IN	6/1/2016	6/10/2016	300.00	
317	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER AND RENTAL	F3547800-16	6/1/2016	6/10/2016	34.55	
318	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER AND RENTAL	F3822710-16	6/1/2016	6/10/2016	170.75	
319	SOUTHEAST ENERGY INC	VEHICLE FUEL	SER PRO 5W30	0139313-IN	6/1/2016	6/10/2016	130.60	
320	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	(\$13.35)	
321	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	10.79	
322	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	12.39	
323	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	30.75	
324	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	1,026.16	
325	TASER INTERNATIONAL	POLICE SUPPLIES	POLICE SUPPLIES	SI1439960	6/1/2016	6/10/2016	2,003.60	
326	TOWN GUN SHOP, INC.	POLICE SUPPLIES	SLUG	R79991	5/18/2016	6/3/2016	190.40	

	A	B	C	D	F	G	H	J	
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327	TOWN GUN SHOP, INC.	POLICE SUPPLIES	SUPPLIES	R79783	5/18/2016	6/3/2016	267.60		
328	TOWN GUN SHOP, INC.	POLICE SUPPLIES	POLICE SUPPLIES	R79995	5/18/2016	6/3/2016	679.70		
329	TOWN GUN SHOP, INC.	POLICE SUPPLIES	POLICE SUPPLIES	R80013	6/1/2016	6/10/2016	679.70		
330	TOWN GUN SHOP, INC.	POLICE SUPPLIES	POLICE SUPPLIES	R80052	6/23/2016	6/24/2016	6,546.10		
331	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	474.08		
332	VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	COPIER	160607-0014	6/1/2016	6/10/2016	74.61		
333	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	PHONE BILL	09518553	5/23/2016	6/3/2016	18.91		
334	VERIZON	TELECOMMUNICATIONS	PHONE BILL	9766720951	6/23/2016	6/24/2016	930.67		
335	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18852332	6/1/2016	6/10/2016	77.72		
336	VIRGINIA CENTER FOR POLICING INNOVATION	CONVENTION AND	COURSE REGISTRATION	1539	6/1/2016	6/10/2016	150.00		
337	VIRGINIA DEPT. OF MOTOR VEHICLES	POLICE SUPPLIES	SPECIAL ID	16152685	6/1/2016	6/10/2016	20.00		
338	VIRGINIA SHERIFF'S ASSOCIATION	DUES OR ASSOCIATION	DUES	201731	6/1/2016	6/10/2016	2,016.00		
339	VIRGINIA WHOLESALE TIRE	VEHICLE/POWER EQUIP	TIRES	364077	5/23/2016	6/3/2016	4,596.72		
340	WATCH GUARD	MAINTENANCE CONTRACTS	EXTENDED FACTORY WARRANTY	WARNINV001342	6/23/2016	6/24/2016	6,090.00		
341	WITMER PUBLIC SAFETY GROUP, INC	UNIFORM/WEARING APPAREL	LOGO EMBROIDER	1704283	6/3/2016	6/17/2016	257.99		
342	WITMER PUBLIC SAFETY GROUP, INC	UNIFORM/WEARING APPAREL	LOGO EMBROIDER	1693258	6/3/2016	6/17/2016	1,144.99		
343	YOUR MAN FRIDAY	BLDGS EQUIP REP & MAINT	SECURITY DESK AT COURT	JJB1 JJB2 JJB3	6/1/2016	6/10/2016	5,800.00		
344								Total:	\$67,836.13
345									
346	E911								
347	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	210.67		
348	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	(\$5.78)		
349	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	5.49		
350	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	5.78		
351	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	19.99		
352	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	3.56		
353	CENTURYLINK	TELECOMMUNICATIONS	ACCT 310214091	051916	5/23/2016	6/3/2016	960.80		
354	CENTURYLINK	TELECOMMUNICATIONS	WIRELINE	310042302 5/16	5/16/2016	6/3/2016	1,837.72		
355	EXECUTIVE SYSTEMS INC	OFFICE SUPPLIES	SUPPLIES	159294	6/1/2016	6/3/2016	523.95		
356	JOEL A. ZELINSKY	E911 NEW ROAD SIGNS	SIGNS/ POST	2621	6/1/2016	6/3/2016	2,218.80		
357	JOEL A. ZELINSKY	E911 NEW ROAD SIGNS	INSTALLATION OF 911 ADDRESS PLATES	2633	6/23/2016	6/24/2016	81.90		
358	JOEL A. ZELINSKY	E911 NEW ROAD SIGNS	4X10 ADDRESS PLATE	2632	6/23/2016	6/24/2016	409.50		
359	NWG SOLUTIONS, LLC.	CONTRACT SERVICES	MANAGED SERVICES	38038	6/1/2016	6/3/2016	975.00		
360	NWG SOLUTIONS, LLC.	CONTRACT SERVICES	BLOCK TIME	37918	5/16/2016	6/3/2016	2,300.00		
361	NWG SOLUTIONS, LLC.	CONTRACT SERVICES	BLOCK TIME	38127	6/1/2016	6/10/2016	925.00		
362	NWG SOLUTIONS, LLC.	CONTRACT SERVICES	BLOCK TIME	38132	6/1/2016	6/10/2016	925.00		
363	NWG SOLUTIONS, LLC.	CONTRACT SERVICES	BLOCK TIME	38131	6/1/2016	6/10/2016	2,500.00		
364	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	12.19		
365	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	13.89		
366	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	16.48		

	A	B	C	D	F	G	H	J	
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367	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	29.09		
368	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	46.42		
369	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	52.69		
370	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	0.15		
371	VERIZON	TELECOMMUNICATIONS	PHONE BILL	9766720951	6/23/2016	6/24/2016	249.97		
372	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18852332	6/1/2016	6/10/2016	77.73		
373							Total:	\$14,395.99	
374									
375	CORRECTION AND DETENTION								
376	COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT - BRJDC	FY 2015-2016 JUNE	FY2016-00001155	6/23/2016	6/24/2016	14,907.77		
377	E.W. THOMAS	FOOD SUPPLIES	INMATE'S MEAL	060816	6/1/2016	6/10/2016	6.87		
378							Total:	\$14,914.64	
379									
380	BUILDING INSPECTIONS								
381	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	41.14		
382	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	14.23		
383	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	053116	6/1/2016	6/10/2016	129.19		
384	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	051816	5/18/2016	6/3/2016	9.43		
385	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	062116	6/23/2016	6/24/2016	5.51		
386	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	19.10		
387	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	26.06		
388	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	1.94		
389	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9765685944	5/23/2016	6/3/2016	443.00		
390							Total:	\$689.60	
391									
392	EMERGENCY MANAGEMENT								
393	ANDREW PULLEN	CONVENTION AND	EVOC COURSE	060316	6/1/2016	6/10/2016	725.00		
394	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	1,277.17		
395	BRIAN SCOTT CARPENTER	CONVENTION AND	DRIVER AERIAL OPERATOR	061016	6/1/2016	6/10/2016	1,050.00		
396	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	3.56		
397	EMS MANAGEMENT & CONSULTANTS, INC	CONTRACT SERVICES	TOTAL COLLECTIONS AND A/R MANAGED	027746	6/3/2016	6/17/2016	3,239.30		
398	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	053116	6/1/2016	6/10/2016	77.48		
399	NANCY L. SHREWSBURY	CONVENTION AND	INSTRUCTOR FEE	061016	6/1/2016	6/10/2016	4,000.00		
400	RECTOR & VISITORS OF THE UNIVERSITY OF	PROFESSIONAL SERVICES	MAY EMS COVERAGE	051016	6/3/2016	6/17/2016	47,717.31		
401	STAPLES CONTRACT & COMMERCIAL, INC.	CONVENTION AND	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	66.39		
402	STAPLES CONTRACT & COMMERCIAL, INC.	CONVENTION AND	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	701.50		
403							Total:	\$58,857.71	
404									
405	ANIMAL CONTROL								
406	BANK OF AMERICA	VEHICLES REP & MAINT	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	799.98		

	A	B	C	D	F	G	H	J	
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407	FLUVANNA SPCA	PASS-THRU SPAY & NEUTER	ANIMAL FRIENDLY FEES PASS THROUGH	062116	6/23/2016	6/24/2016	976.14		
408	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	053116	6/1/2016	6/10/2016	513.68		
409	UPSTATE WHOLESALE SUPPLY, INC.	VEHICLES REP & MAINT	VEHICLE MAINTENANCE	INV67005	6/1/2016	6/10/2016	2,800.00		
410	VERIZON	TELECOMMUNICATIONS	PHONE BILL	9766720951	6/23/2016	6/24/2016	99.84		
411								Total:	\$5,189.64
412									
413	FACILITIES								
414	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	371.35		
415	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	450.00		
416	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	498.00		
417	BETTER LIVING, INC.	GENERAL MATERIALS AND	SUPPLIES	053116	6/1/2016	6/10/2016	176.92		
418	BROWN MOTOR PARTS, INC.	VEHICLE/POWER EQUIP	PARTS	5621-72242	6/1/2016	6/10/2016	487.29		
419	BUDGET ELECTRICAL & MECHANICAL, LLC.	BLDGS EQUIP REP & MAINT	INSTALL EMERGENCY CIRCUIT	0494	6/23/2016	6/24/2016	634.26		
420	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	TIRE DISPOSAL	060616	6/1/2016	6/10/2016	353.95		
421	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	TIRES	060316	6/3/2016	6/17/2016	180.00		
422	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	14.23		
423	CHARLOTTESVILLE GLASS AND MIRROR	BLDGS EQUIP REP & MAINT	REPAIRS	F130190	6/23/2016	6/24/2016	540.00		
424	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 2497	9301	5/16/2016	6/3/2016	238.08		
425	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 2410	9286	5/16/2016	6/3/2016	277.45		
426	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 2411	9287	5/16/2016	6/3/2016	385.64		
427	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 2521	9388	6/23/2016	6/24/2016	283.60		
428	CII SERVICE	BLDGS EQUIP REP & MAINT	WO# 2548	9453	6/23/2016	6/24/2016	721.29		
429	CII SERVICE	BLDGS EQUIP REP & MAINT	WO#2518	9386	6/23/2016	6/24/2016	805.87		
430	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394759274	5/16/2016	6/3/2016	140.33		
431	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394761277	6/1/2016	6/10/2016	140.33		
432	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394763224	6/3/2016	6/17/2016	140.33		
433	CINTAS	LAUNDRY AND DRY	DRY CLEANERS	394765237	6/23/2016	6/24/2016	140.33		
434	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394767207	6/23/2016	6/24/2016	146.86		
435	COMMUNITY INTERFACE	AGRICULTURAL SUPPLIES	5 LOADS	061616	6/23/2016	6/24/2016	2,200.00		
436	E.W. THOMAS	BLDGS EQUIP REP & MAINT	SUPPLIES	060716	6/3/2016	6/17/2016	9.50		
437	E.W. THOMAS	JANITORIAL SUPPLIES	SUPPLIES	060716	6/3/2016	6/17/2016	26.93		
438	E.W. THOMAS	SUBSISTENCE & LODGING	SUPPLIES	060716	6/3/2016	6/17/2016	7.17		
439	FLUVANNA ACE HARDWARE	BLDGS EQUIP REP & MAINT	SUPPLIES	053116	6/1/2016	6/10/2016	84.67		
440	FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND	SUPPLIES	053116	6/1/2016	6/10/2016	124.97		
441	GARDENKEEPERS OF VIRGINIA, LLC.	CONTRACT SERVICES	YARD WORK/ CONVENIENCE CENTER	6866	6/1/2016	6/3/2016	780.00		
442	GARDENKEEPERS OF VIRGINIA, LLC.	CONTRACT SERVICES	YARD WORK	6896	6/23/2016	6/24/2016	390.00		
443	GARDENKEEPERS OF VIRGINIA, LLC.	CONTRACT SERVICES	MATERIALS, EQUIPMENT, AND LABOR	6905	6/23/2016	6/24/2016	617.00		
444	GARDENKEEPERS OF VIRGINIA, LLC.	CONTRACT SERVICES	YARD WORK	6759	6/23/2016	6/24/2016	3,950.00		
445	GARY OSTEEN PLUMBING	CONTRACT SERVICES	REPAIRS	060716	6/1/2016	6/10/2016	795.00		
446	GARY OSTEEN PLUMBING	CONTRACT SERVICES	REPAIRS	061516	6/23/2016	6/24/2016	450.00		

	A	B	C	D	F	G	H	J
1	County of Fluvanna Accounts Payable List		From Date: 6/1/2016 To Date: 6/30/2016					
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount	
447	GARY OSTEEEN PLUMBING	CONTRACT SERVICES	REPAIRS	061716	6/23/2016	6/24/2016	504.00	
448	GARY OSTEEEN PLUMBING	CONTRACT SERVICES	INSTALL NEW HYDRANT/REPAIRED	061716 1	6/23/2016	6/24/2016	1,020.00	
449	GARY OSTEEEN PLUMBING	CONTRACT SERVICES	EMERGENCY REPAIRS	061016	6/23/2016	6/24/2016	12,784.00	
450	HAI SLIP CONSTRUCTION INC	CONTRACT SERVICES	SEEDING	052816	6/1/2016	6/10/2016	2,200.00	
451	HAI SLIP CONSTRUCTION INC	CONTRACT SERVICES	REPAIRS	001	6/23/2016	6/24/2016	2,300.00	
452	INBODEN ENVIRONMENTAL SERVICES, INC.	CONTRACT SERVICES	WASTEWATER	59577	6/23/2016	6/24/2016	297.00	
453	INBODEN ENVIRONMENTAL SERVICES, INC.	CONTRACT SERVICES	WASTEWATER MONITORING	59576	6/23/2016	6/24/2016	327.00	
454	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	053116	6/1/2016	6/10/2016	930.60	
455	JONES AUTOMOTIVE/ALL STAR AUTO PARTS	BLDGS EQUIP REP & MAINT	PARTS	053116	6/1/2016	6/10/2016	521.57	
456	JONES AUTOMOTIVE/ALL STAR AUTO PARTS	GENERAL MATERIALS AND	PARTS	053116	6/1/2016	6/10/2016	38.10	
457	JONES AUTOMOTIVE/ALL STAR AUTO PARTS	VEHICLES REP & MAINT	PARTS	053116	6/1/2016	6/10/2016	521.12	
458	LEGACY SIGNS & GRAPHICS	BLDGS EQUIP REP & MAINT	CUSTOM WORK	2014-203	6/3/2016	6/17/2016	367.00	
459	LEGACY SIGNS & GRAPHICS	BLDGS EQUIP REP & MAINT	CUSTOM SIGNS WITH POSTS	2014-202	6/3/2016	6/17/2016	1,315.00	
460	LOWE'S	GENERAL MATERIALS AND	SUPPLIES	052516	6/1/2016	6/10/2016	77.98	
461	LOWE'S	OTHER OPERATING	SUPPLIES	052516	6/1/2016	6/10/2016	362.32	
462	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	STATE INSPECTION	0025672	6/1/2016	6/3/2016	16.00	
463	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	TRAILER INSPECTION	0025698	6/1/2016	6/10/2016	68.64	
464	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	SAFETY INSPECTION/NSTALL WIRE	0025696	6/1/2016	6/10/2016	181.79	
465	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	PARTS AND LABOR/ STATE INSPECTION	0025729	6/3/2016	6/17/2016	759.12	
466	MARYLAND BIOCHEMICAL CO., INC.	CONTRACT SERVICES	WASTEWATER TREATMENT	6JJ1031	6/23/2016	6/24/2016	1,905.65	
467	RICH MASONRY, INC.	BLDGS EQUIP REP & MAINT	NEW WALK LABOR AND MATERIALS	417	6/1/2016	6/10/2016	2,940.00	
468	RICH MASONRY, INC.	BLDGS EQUIP REP & MAINT	CONCRETE REPLACEMENT	416	6/1/2016	6/10/2016	2,980.00	
469	RICH MASONRY, INC.	BLDGS EQUIP REP & MAINT	CONCRETE WALK AT CARYSBROOK	415	6/1/2016	6/10/2016	3,000.00	
470	STATEWIDE FIRE PROTECTION, LLC.	BLDGS EQUIP REP & MAINT	HOOD SYSTEM INSPECTION	24261	6/1/2016	6/3/2016	220.00	
471	TRACTOR HILL EQUIPMENT, LLC.	MACHINERY AND EQUIPMENT	EQUIPMENT	23980	6/1/2016	6/3/2016	9,735.00	
472	TRACTOR HILL EQUIPMENT, LLC.	VEHICLES REP & MAINT	REPAIRS	24110	6/1/2016	6/3/2016	2.40	
473	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	3.20	
474	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9765685944	5/23/2016	6/3/2016	424.21	
475	W & H RESOURCES, INC	BLDGS EQUIP REP & MAINT	REPAIR AT SOCIAL SERVICES	5724	6/23/2016	6/24/2016	654.00	
476	WAGNER'S MOBILE GLASS & MIRROR	BLDGS EQUIP REP & MAINT	MAINTENANCE	5273	6/23/2016	6/24/2016	370.00	
477						Total:	\$63,387.05	
478								
479	GENERAL SERVICES							
480	AQUA VIRGINIA, INC.	WATER SERVICES	ACCT 792931 0552932	09072535 060316	6/3/2016	6/17/2016	21.36	
481	AQUA VIRGINIA, INC.	WATER SERVICES	ACCT 000797074 0556855	09072537 060316	6/3/2016	6/17/2016	22.86	
482	AQUA VIRGINIA, INC.	WATER SERVICES	ACCT 000792930 0552931	09072559 060316	6/3/2016	6/17/2016	40.81	
483	AQUA VIRGINIA, INC.	WATER SERVICES	ACCT 001530185 0550900	09072534 060316	6/3/2016	6/17/2016	44.55	
484	AQUA VIRGINIA, INC.	WATER SERVICES	ACCT 000780010 0540828	29549879 060316	6/3/2016	6/17/2016	107.93	
485	ARTHURS SEPTIC SERVICE	MAINTENANCE CONTRACTS	PUMPED CARYSBROOK BALL FIELD	060816	6/3/2016	6/17/2016	325.00	
486	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 2133-003	C122-1A 0524	5/23/2016	6/3/2016	28.39	

	A	B	C	D	F	G	H	J
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487	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 275904-008	CEAB66-8-6 0516	5/23/2016	6/3/2016	40.56	
488	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 275904-002	CEAB66-8-5-4 0516	5/23/2016	6/3/2016	96.31	
489	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	CUNNINGHAM	2133-005 0516	6/1/2016	6/10/2016	501.61	
490	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	214 COMMONS	275906-001 0516	6/1/2016	6/10/2016	1,394.08	
491	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	160 COMMONS	85473-002 0516	6/1/2016	6/10/2016	1,977.02	
492	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 2133-003	C122-1A 0616	6/23/2016	6/24/2016	28.39	
493	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 105221-006	CA10-2 0616	6/23/2016	6/24/2016	28.39	
494	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 203061-001	C5 0616	6/23/2016	6/24/2016	28.69	
495	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 85473-003	C22UG-3-1 0616	6/23/2016	6/24/2016	29.93	
496	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 105221-007	CA10-3-1	6/23/2016	6/24/2016	30.39	
497	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 105221-002	CA10-6 0616	6/23/2016	6/24/2016	30.39	
498	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 105221-008	CA10-7UG-2 0616	6/23/2016	6/24/2016	30.39	
499	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 105221-009	CA9 0616	6/23/2016	6/24/2016	30.39	
500	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 105221-003	CA10-5	6/23/2016	6/24/2016	32.48	
501	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 275904-006	CA10-7UG-1	6/23/2016	6/24/2016	39.48	
502	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 275904-008	CEAB66-8-6 0616	6/23/2016	6/24/2016	40.56	
503	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 105221-004	CA10-2UG-1.5	6/23/2016	6/24/2016	45.64	
504	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 275904-002	CEAB66-8-5-4 0616	6/23/2016	6/24/2016	85.32	
505	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 105221-001	CA10-2UG-2 0616	6/23/2016	6/24/2016	157.17	
506	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	ACCT 275904-004	CA10-3-1 0616	6/23/2016	6/24/2016	292.40	
507	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	51 KENTS STORE	275907-002 0616	6/23/2016	6/24/2016	434.11	
508	CENTRAL VA ELECTRIC COOP	STREET LIGHTS	ACCT 85473-001	C22UG-1-1 0616	6/23/2016	6/24/2016	157.78	
509	CENTURYLINK 589-8525	TELECOMMUNICATIONS	PAYPHONE BILLING	A356805	5/23/2016	6/3/2016	50.00	
510	CENTURYLINK	TELECOMMUNICATIONS	PUBLIC WORKS	309428096 5/16	5/16/2016	6/3/2016	38.84	
511	CENTURYLINK	TELECOMMUNICATIONS	PUBLIC WORKS	309697981 5/16	5/16/2016	6/3/2016	48.83	
512	CENTURYLINK	TELECOMMUNICATIONS	CIRCUIT COURT	310338742 5/16	5/16/2016	6/3/2016	49.13	
513	CENTURYLINK	TELECOMMUNICATIONS	PERFORMING ARTS	309898636 5/16	5/16/2016	6/3/2016	58.51	
514	CENTURYLINK	TELECOMMUNICATIONS	PUBLIC WORKS	309363296 5/16	5/16/2016	6/3/2016	490.81	
515	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	658.81	
516	CII SERVICE	MAINTENANCE CONTRACTS	SERVICE CONTRACT	9410	6/23/2016	6/24/2016	2,437.00	
517	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OLD JAIL MUSEUM	1424085007 0516	5/23/2016	6/3/2016	7.87	
518	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LG BALLFIELD	3023889169 0516	5/23/2016	6/3/2016	71.02	
519	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PERFORMING ART	4144237502 0516	5/23/2016	6/3/2016	82.39	
520	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUMP HOUSE	4501632147 0516	5/23/2016	6/3/2016	147.66	
521	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HISTORIC COURTHOUSE	1144090006 0516	5/23/2016	6/3/2016	183.18	
522	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	GYMNASIUM	0084297506 0516	5/23/2016	6/3/2016	260.15	
523	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STATION	1005898992 0516	5/23/2016	6/3/2016	355.30	
524	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMUNITY CENTER	4331888158 0516	6/1/2016	6/3/2016	460.04	
525	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	TREASURER OFFICE	1024205005 0516	6/1/2016	6/3/2016	531.19	
526	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FORK UNION FIRE STATION	4834680458	6/1/2016	6/3/2016	584.70	

	A	B	C	D	F	G	H	J	
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527	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	ADMIN BLDG	1404067504 0516	6/1/2016	6/3/2016	824.09		
528	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SOCIAL SERVICES	0074032509 0516	6/1/2016	6/3/2016	1,386.79		
529	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COURTS BLDG	8895892548 0516	6/1/2016	6/3/2016	3,321.05		
530	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	181 MAIN ST	6274752663 516	6/1/2016	6/10/2016	200.47		
531	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BUS GARAGE	9974215007 053116	6/3/2016	6/17/2016	7.00		
532	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CSA OFFICE	1124090000 053116	6/3/2016	6/17/2016	13.03		
533	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HOUSING OFFICE	1134080009 053116	6/3/2016	6/17/2016	18.11		
534	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER	5699060132 053116	6/3/2016	6/17/2016	41.73		
535	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	51 COURT BLDG #5	1114097502 053116	6/3/2016	6/17/2016	66.65		
536	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LG BALL FIELD #52	0692200942 053116	6/3/2016	6/17/2016	77.46		
537	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	211 MAIN ST	1284152509	6/3/2016	6/17/2016	116.19		
538	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SM BALLFIELD #51	0274195007 053116	6/3/2016	6/17/2016	138.53		
539	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8880 JAMES MADISON HWY	2554330007 053116	6/3/2016	6/17/2016	141.60		
540	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	197 MAIN ST	1304130006 053116	6/3/2016	6/17/2016	199.59		
541	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	15704 W RIVER RD	8866300000 053116	6/3/2016	6/17/2016	292.03		
542	DOMINION VIRGINIA POWER	STREET LIGHTS	COLUMBIA STREET LIGHTS	4210122349	6/1/2016	6/10/2016	201.16		
543	DOMINION VIRGINIA POWER	STREET LIGHTS	PALMYRA VILLAGE	3595578927	6/1/2016	6/10/2016	471.00		
544	DOMINION VIRGINIA POWER	STREET LIGHTS	BESIDE POST OFFICE	7080078962	6/3/2016	6/17/2016	70.26		
545	DOMINION VIRGINIA POWER	STREET LIGHTS	NEAR MASONIC LODGE	9609027314 053116	6/3/2016	6/17/2016	75.59		
546	GENERATOR SERVICE COMPANY	MAINTENANCE CONTRACTS	SERVICE CALL FOR GENERATOR	15634	6/1/2016	6/10/2016	113.50		
547	REPUBLIC SERVICES #410	MAINTENANCE CONTRACTS	TRASH	0410-000606879	6/3/2016	6/17/2016	1,289.85		
548	SHENANDOAH VALLEY WATER	WATER SERVICES	WATER AND RENTAL	F3807110-16	6/1/2016	6/10/2016	22.65		
549	SHENANDOAH VALLEY WATER	WATER SERVICES	WATER AND RENTAL	F24842500-16	6/1/2016	6/10/2016	32.65		
550	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	TANK RENT	20241	6/3/2016	6/17/2016	13.00		
551	TIGER FUEL COMPANY	HEATING SERVICES	HEATING OIL	941801	6/23/2016	6/24/2016	786.52		
552	TREASURER, FLUVANNA CO	SEWER SERVICES	ACCT 201100-575	25899	5/23/2016	6/3/2016	10.00		
553	TREASURER, FLUVANNA CO	SEWER SERVICES	ACCT 201300-577	25901	5/23/2016	6/3/2016	10.00		
554	TREASURER, FLUVANNA CO	SEWER SERVICES	ACCT 201000-574	25898	5/23/2016	6/3/2016	19.18		
555	TREASURER, FLUVANNA CO	SEWER SERVICES	ACCT 200200-565	25891	5/23/2016	6/3/2016	32.19		
556	TREASURER, FLUVANNA CO	SEWER SERVICES	ACCT 206000-592	25911	5/23/2016	6/3/2016	40.60		
557	TREASURER, FLUVANNA CO	SEWER SERVICES	ACCT 206100-593	25912	5/23/2016	6/3/2016	40.60		
558	TREASURER, FLUVANNA CO	SEWER SERVICES	ACCT 200300-567	25892	5/23/2016	6/3/2016	52.08		
559	TREASURER, FLUVANNA CO	WATER SERVICES	ACCT 26246	26246	5/23/2016	6/3/2016	21.00		
560	TREASURER, FLUVANNA CO	WATER SERVICES	ACCT 11266-3955	26314	5/23/2016	6/3/2016	21.00		
561	TREASURER, FLUVANNA CO	WATER SERVICES	ACCT 11259-3956	26315	5/23/2016	6/3/2016	21.00		
562	TREASURER, FLUVANNA CO	WATER SERVICES	ACCT 11121-139	26316	5/23/2016	6/3/2016	51.80		
563	TREASURER, FLUVANNA CO	WATER SERVICES	ACCT 11260-143	26099	5/23/2016	6/3/2016	155.20		
564	TREASURER, FLUVANNA CO	WATER SERVICES	ACCT 11265-131	26100	5/23/2016	6/3/2016	550.10		
565							Total:	\$23,583.06	
566									

	A	B	C	D	F	G	H	J	
1	County of Fluvanna		From Date: 6/1/2016						
2	Accounts Payable List		To Date: 6/30/2016						
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567	PUBLIC WORKS								
568	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	14.23		
569	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	053116	6/1/2016	6/10/2016	47.05		
570	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9765685944	5/23/2016	6/3/2016	99.84		
571	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18831972	6/1/2016	6/10/2016	240.19		
572								Total:	\$401.31
573									
574	CONVENIENCE CENTER								
575	BFI - FLUVANNA TRANSFER STATION	CONTRACT SERVICES	TRASH	4347-000005827	6/23/2016	6/24/2016	3,028.12		
576	CAMPBELL EQUIPMENT, INC.	BLDGS EQUIP REP & MAINT	TIRE DISPOSAL	060616	6/1/2016	6/10/2016	200.98		
577	CENTURYLINK	TELECOMMUNICATIONS	LANDFILL	310392717 5/16	5/16/2016	6/3/2016	60.17		
578	FAIRBANKS SCALES, INC.	BLDGS EQUIP REP & MAINT	TEST/INSPECTION	1280884	6/23/2016	6/24/2016	736.00		
579	FAIRBANKS SCALES, INC.	BLDGS EQUIP REP & MAINT	MAINTENANCE	1280894	6/23/2016	6/24/2016	3,317.71		
580	GARDENKEEPERS OF VIRGINIA, LLC.	CONTRACT SERVICES	YARD WORK/ CONVENIENCE CENTER	6866	6/1/2016	6/3/2016	1,916.00		
581	HERITAGE CRYSTALCLEAN, LLC	BLDGS EQUIP REP & MAINT	USED OIL SERVICE	14086612	6/23/2016	6/24/2016	272.50		
582	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	053116	6/1/2016	6/10/2016	58.74		
583	MO-JOHNS, INC.	LEASE/RENT	PORTABLE TOILET	91213	6/3/2016	6/17/2016	60.00		
584	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9765685944	5/23/2016	6/3/2016	30.44		
585								Total:	\$9,680.66
586									
587	HEALTH								
588	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	156.57		
589	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	7.91		
590								Total:	\$164.48
591									
592	CSA								
593	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	8.00		
594	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	7.12		
595	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	051816	5/18/2016	6/3/2016	43.21		
596	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	062116	6/23/2016	6/24/2016	78.01		
597								Total:	\$136.34
598									
599	CSA PURCHASE OF SERVICES								
600	ALLIED INSTRUCTIONAL SERVICES	POS MANDATED SPED-		P05000785101	5/31/2016	6/17/2016	150.00		
601	BARRETT EARLY LEARNING CENTER, INC.	COMM SVCS		P05919139912	5/31/2016	6/17/2016	770.00		
602	BEAUTIFUL GATE MINISTRY, INC	COMM SVCS		P05919137421	5/31/2016	6/17/2016	330.00		
603	BLUE RIDGE RESOLUTIONS, PLLC	COMM SVCS		P05919145918	5/31/2016	6/17/2016	250.00		
604	CENTRA HEALTH, INC.	EDUC SVCS CONG CARE		P05000797209	5/31/2016	6/24/2016	3,675.00		
605	CENTRA HEALTH, INC.	RES. CONG. CARE		P12000798522	12/31/2015	6/10/2016	111.00		
606	CENTRA HEALTH, INC.	RES. CONG. CARE		P02000798523	2/29/2016	6/10/2016	1,073.00		

	A	B	C	D	F	G	H	J
1	County of Fluvanna		From Date: 6/1/2016					
2	Accounts Payable List		To Date: 6/30/2016					
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount	
607	CENTRA HEALTH, INC.	RES. CONG. CARE		P04000798521	4/30/2016	6/10/2016	1,110.00	
608	CENTRA HEALTH, INC.	RES. CONG. CARE		P01000798524	1/31/2016	6/10/2016	1,147.00	
609	CENTRA HEALTH, INC.	RES. CONG. CARE		P03000798525	3/31/2016	6/10/2016	1,147.00	
610	CENTRA HEALTH, INC.	RES. CONG. CARE		P05000798511	5/31/2016	6/24/2016	1,147.00	
611	CENTRA HEALTH, INC.	RES. CONG. CARE		P05000797312	5/31/2016	6/24/2016	10,815.59	
612	CHILD CONNECTION DEVELOPMENT CENTER,	COMM SVCS		P05919140113	5/31/2016	6/17/2016	770.00	
613	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P04919138708	4/30/2016	6/10/2016	1,020.00	
614	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P04000792303	4/30/2016	6/24/2016	1,200.00	
615	COMPASS YOUTH & FAMILY SERVICES	COMM SVCS		P05000798405	5/31/2016	6/24/2016	1,515.00	
616	DETOUR MENTORING	COMM SVCS		P05919144411	5/31/2016	6/10/2016	500.00	
617	DETOUR MENTORING	COMM SVCS		P05000791813	5/31/2016	6/10/2016	650.00	
618	DETOUR MENTORING	COMM SVCS		P05000791714	5/31/2016	6/10/2016	1,000.00	
619	DETOUR MENTORING	COMM SVCS		P05000793815	5/31/2016	6/10/2016	1,000.00	
620	DETOUR MENTORING	COMM SVCS		P05919146012	5/31/2016	6/10/2016	1,000.00	
621	DETOUR MENTORING	COMM SVCS		P05000792910	5/31/2016	6/10/2016	1,150.00	
622	DETOUR MENTORING	COMM SVCS		P05000781117	5/31/2016	6/10/2016	1,500.00	
623	DETOUR MENTORING	COMM SVCS		P05000791616	5/31/2016	6/10/2016	1,500.00	
624		POS MANDATED FFOP		P05919138126	5/31/2016	6/17/2016	448.00	
625		POS MANDATED FFOP		P05919126824	5/31/2016	6/17/2016	541.00	
626		POS MANDATED FFOP		P05919138025	5/31/2016	6/17/2016	672.00	
627		POS MANDATED FFOP		P05919126627	5/31/2016	6/17/2016	686.00	
628	DISCOVERY SCHOOL	RES. CONG. CARE		P05000791020	5/31/2016	6/10/2016	5,270.00	
629	DISCOVERY SCHOOL	RES. CONG. CARE		P05000794126	5/31/2016	6/10/2016	5,890.00	
630	DISCOVERY SCHOOL	RES. CONG. CARE		P05000797630	5/31/2016	6/17/2016	4,860.00	
631	DISCOVERY SCHOOL	RES. CONG. CARE		P05000798329	5/31/2016	6/17/2016	5,580.00	
632	ELK HILL	POS MANDATED SPED-		P04000789125	4/30/2016	6/3/2016	3,120.00	
633	ELK HILL	POS MANDATED SPED-		P04000789026	4/30/2016	6/3/2016	3,400.00	
634	ELK HILL	POS MANDATED SPED-		P05000784801	5/31/2016	6/24/2016	3,230.00	
635	ELK HILL	POS MANDATED SPED-		P05919146402	5/31/2016	6/24/2016	3,570.00	
636	ELK HILL	RES. CONG. CARE		P05919145810	5/31/2016	6/24/2016	5,270.00	
637	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P05000795816	5/31/2016	6/17/2016	15.00	
638	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P05000796615	5/31/2016	6/17/2016	20.00	
639	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P05000795914	5/31/2016	6/17/2016	25.00	
640	FLUVANNA CO SCHOOL SYSTEM	COMM SVCS		P05919146117	5/31/2016	6/17/2016	25.00	
641	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE		P04000796927	4/30/2016	6/3/2016	5,005.00	
642	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE		P04000782523	4/30/2016	6/17/2016	4,860.00	
643	GRAFTON INTERGRATED HEALTH	EDUC SVCS CONG CARE		P12000799608	12/31/2015	6/24/2016	65.00	
644	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE		P04000796729	4/30/2016	6/3/2016	585.00	
645	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE		P04000796830	4/30/2016	6/3/2016	1,830.00	
646	GRAFTON INTERGRATED HEALTH	RES. CONG. CARE		P04000782428	4/30/2016	6/17/2016	455.00	

	A	B	C	D	F	G	H	J	
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2									To Date: 6/30/2016
3									
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647	INTERCEPT YOUTH SERVICE	RES. CONG. CARE		P05000793931	5/31/2016	6/17/2016	2,368.44		
648		COMM SVCS		P05000787720	5/31/2016	6/17/2016	300.00		
649		COMM SVCS		P05919143922	5/31/2016	6/17/2016	200.00		
650	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P05000793601	5/31/2016	6/10/2016	3,900.00		
651	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P05000778807	5/31/2016	6/10/2016	5,460.00		
652	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P05000778902	5/31/2016	6/10/2016	5,460.00		
653	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P05000782105	5/31/2016	6/10/2016	5,460.00		
654	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P05000782204	5/31/2016	6/10/2016	5,460.00		
655	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P05000787006	5/31/2016	6/10/2016	5,460.00		
656	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P05000787103	5/31/2016	6/10/2016	5,460.00		
657	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P05000779002	5/31/2016	6/17/2016	4,940.00		
658	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P05000786903	5/31/2016	6/17/2016	5,460.00		
659	PEOPLE PLACES, INC.	COMM SVCS		P02919126509	2/29/2016	6/10/2016	400.00		
660	PEOPLE PLACES, INC.	COMM SVCS		P05919121819	5/31/2016	6/17/2016	1,194.38		
661	PEOPLE PLACES, INC.	TFC LIC. RES CONG CARE		P02919121327	2/29/2016	6/10/2016	3,971.49		
662	PRANA OT LLC	COMM SVCS		P05919152206	5/31/2016	6/24/2016	380.00		
663		POS MANDATED FFOP		P05919146218	5/31/2016	6/10/2016	910.00		
664		POS MANDATED FFOP		P05919146319	5/31/2016	6/10/2016	910.00		
665	THE FAISON SCHOOL FOR AUTISM, INC.	POS MANDATED SPED-		P05000785304	5/31/2016	6/17/2016	5,145.00		
666	THE FAISON SCHOOL FOR AUTISM, INC.	POS MANDATED SPED-		P05000785405	5/31/2016	6/17/2016	6,675.00		
667	UNITED METHODIST FAMILY SERVICES, INC.	TFC LIC. RES CONG CARE		P05919121632	5/31/2016	6/17/2016	3,394.91		
668	UNITED METHODIST FAMILY SERVICES, INC.	TFC LIC. RES CONG CARE		P05919122214	5/31/2016	6/24/2016	3,190.00		
669	VA HOME FOR BOYS & GIRLS	COMM SVCS		P02000793104	2/29/2016	6/24/2016	638.00		
670	VA HOME FOR BOYS & GIRLS	COMM SVCS		P05000793107	5/31/2016	6/24/2016	899.00		
671	VA HOME FOR BOYS & GIRLS	EDUC SVCS CONG CARE		P04000793428	4/30/2016	6/3/2016	3,800.00		
672	VA HOME FOR BOYS & GIRLS	RES. CONG. CARE		P04000796432	4/30/2016	6/3/2016	870.00		
673	VA HOME FOR BOYS & GIRLS	RES. CONG. CARE		P04000793731	4/30/2016	6/3/2016	6,856.80		
674	VA HOME FOR BOYS & GIRLS	RES. CONG. CARE		P05000786813	5/31/2016	6/24/2016	7,085.36		
675	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P05000795408	5/31/2016	6/17/2016	312.50		
676	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P05000787310	5/31/2016	6/17/2016	687.50		
677	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P05000779511	5/31/2016	6/17/2016	7,896.00		
678	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P05000791909	5/31/2016	6/17/2016	7,896.00		
679	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P05000787206	5/31/2016	6/17/2016	8,021.00		
680	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P05000782007	5/31/2016	6/17/2016	8,771.00		
681						Total:	\$219,784.97		
682									
683	PARKS & RECREATION								
684	ASHLEIGH MORRIS	PROFESSIONAL SERVICES	DOGGIE CLASS	33 5/16	6/1/2016	6/10/2016	420.00		
685	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	14.99		
686	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	40.00		

	A	B	C	D	F	G	H	J
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687	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	240.00	
688	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	1.05	
689	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	3.28	
690	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	3.40	
691	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	4.49	
692	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	6.20	
693	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	17.35	
694	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	20.83	
695	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	23.66	
696	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	24.00	
697	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	25.40	
698	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	26.21	
699	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	40.63	
700	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	50.26	
701	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	481.08	
702	BRIAN COFFIELD	CONVENTION AND	MILEAGE REIMBURSEMENT	060116	5/25/2016	6/3/2016	120.75	
703	CAMP FRIENDSHIP	PROFESSIONAL SERVICES	TENNIS	37	6/23/2016	6/24/2016	35.00	
704	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309373828	051616 1	5/23/2016	6/3/2016	603.76	
705	DEVI PETERSON	PROFESSIONAL SERVICES	YOGA	36	6/3/2016	6/17/2016	176.00	
706	E.W. THOMAS	RECREATIONAL SUPPLIES	MISC PURCHASES	060816 1	6/3/2016	6/17/2016	282.84	
707	FLUVANNA CO PUBLIC SCHOOLS	PROFESSIONAL SERVICES	VOLLEYBALL CLINIC	061016	6/3/2016	6/17/2016	714.00	
708	IMAGE DESIGNERS, INC.	RECREATIONAL SUPPLIES	UNIFORMS	062355	6/23/2016	6/24/2016	310.26	
709	IMAGE DESIGNERS, INC.	UNIFORM/WEARING APPAREL	CAMP STAFF SHIRTS	062955	6/1/2016	6/10/2016	263.15	
710	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	053116	6/1/2016	6/10/2016	198.30	
711	MO-JOHNS, INC.	CONTRACT SERVICES	PORTABLE TOILETS	060616	6/1/2016	6/10/2016	420.00	
712	NICOLE HACKENBERG	PROFESSIONAL SERVICES	VOLLEYBALL CLINIC	35	6/3/2016	6/17/2016	1,999.60	
713	PRINCE WILLIAM COUNTY	PRINTING AND BINDING	PARKS AND REC ENVELOPES	2021	6/23/2016	6/24/2016	91.58	
714	SAMARA C. KINGSTON	PROFESSIONAL SERVICES	BALLROOM DANCING	34	6/3/2016	6/17/2016	567.00	
715	SHENANDOAH VALLEY WATER	CONTRACT SERVICES	EQUIPMENT RENT	F3442800-16	6/1/2016	6/10/2016	9.00	
716	SHENANDOAH VALLEY WATER	CONTRACT SERVICES	WATER AND RENTAL	F3445700-16	6/1/2016	6/10/2016	99.85	
717	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	4.17	
718	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	PHONE BILL	09518553	5/23/2016	6/3/2016	18.91	
719	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9765685944	5/23/2016	6/3/2016	49.92	
720	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18803888	5/23/2016	6/3/2016	32.80	
721	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18803885	5/23/2016	6/3/2016	135.78	
722	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18867691	6/3/2016	6/17/2016	344.52	
723						Total:	\$7,920.02	
724								
725	LIBRARY							
726	AMAZON.COM	BOOKS/PUBLICATIONS	ACCT 6045787810121901	061016	6/23/2016	6/24/2016	461.62	

	A	B	C	D	F	G	H	J	
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2	Accounts Payable List		To Date: 6/30/2016						
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727	AMAZON.COM	BOOKS/PUBLICATIONS	ACCT 6045787810121901	061016	6/23/2016	6/24/2016	4,246.03		
728	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	11.80		
729	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	11.86		
730	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	11.99		
731	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	13.57		
732	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	22.97		
733	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	180.24		
734	CENTURYLINK	TELECOMMUNICATIONS	LIBRARY	309647441 5/16	5/16/2016	6/3/2016	2,073.24		
735	EBSCO INFORMAITON SERVICES	BOOKS/PUBLICATIONS	SUBSCRIPTION RENEWAL	2555	6/23/2016	6/24/2016	1,938.36		
736	GALE	BOOKS/PUBLICATIONS	BOOKS	57902673	6/1/2016	6/10/2016	16.79		
737	CAROL OWEN	OFFICE SUPPLIES	KEY	11-5724	6/1/2016	6/10/2016	30.01		
738	OVERDRIVE	BOOKS/PUBLICATIONS	EBOOK	3100000103390-061516	6/23/2016	6/24/2016	14.97		
739	SHENANDOAH VALLEY WATER	LEASE/RENT	WATER AND RENTAL	F5329010-16	6/3/2016	6/17/2016	10.00		
740	SHENANDOAH VALLEY WATER	MAINTENANCE CONTRACTS	WATER AND RENTAL	F5329010-16	6/3/2016	6/17/2016	48.35		
741	THE LIBRARY CORPORATION	OFFICE SUPPLIES	BARCODE LABELS	60490	6/1/2016	6/10/2016	428.00		
742								Total:	\$9,519.80
743									
744	COUNTY PLANNER								
745	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	150.00		
746	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	17.79		
747	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	053116	6/1/2016	6/10/2016	16.35		
748	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	051816	5/18/2016	6/3/2016	96.09		
749	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	062116	6/23/2016	6/24/2016	7.14		
750	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	11.33		
751	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	21.03		
752	TIMMONS GROUP	CONTRACT SERVICES	PARCEL MAINTENANCE	181149	6/3/2016	6/17/2016	600.00		
753	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	17.50		
754	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9765685944	5/23/2016	6/3/2016	99.84		
755	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	COPIER	18803886	5/23/2016	6/3/2016	404.31		
756								Total:	\$1,441.38
757									
758	PLANNING COMMISSION								
759	FLUVANNA REVIEW	ADVERTISING	DOMINION POWER VA	2016F22-19	6/1/2016	6/10/2016	63.00		
760	FLUVANNA REVIEW	ADVERTISING	PUBLIC HEARING	2016F23-11	6/3/2016	6/17/2016	507.00		
761	FLUVANNA REVIEW	ADVERTISING	PUBLIC HEARING	2016F24-12	6/23/2016	6/24/2016	444.00		
762	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	051816	5/18/2016	6/3/2016	96.98		
763	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	062116	6/23/2016	6/24/2016	549.50		
764								Total:	\$1,660.48
765									
766	ECONOMIC DEVELOPMENT								

	A	B	C	D	F	G	H	J	
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2	Accounts Payable List		To Date: 6/30/2016						
3									
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767	BANK OF AMERICA	CONVENTION AND	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	55.00		
768	BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	54.13		
769	BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	56.90		
770	BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	391.40		
771	BANK OF AMERICA	PRINTING AND BINDING	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	10.00		
772	BANK OF AMERICA	PRINTING AND BINDING	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	101.19		
773	BANK OF AMERICA	PROFESSIONAL SERVICES	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	81.86		
774	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD PURCHASES	053116	5/31/2016	6/17/2016	252.46		
775	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	3.56		
776	E.W. THOMAS	OFFICE SUPPLIES	BOS SNACKS AND DINNER	061016	6/3/2016	6/17/2016	235.59		
777	FLUVANNA COUNTY CHAMBER OF COMMERCE	FLU CHAMBER OF COMM	GUIDE AD	1519	6/1/2016	6/10/2016	345.00		
778	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	051816	5/18/2016	6/3/2016	0.92		
779	STAPLES CONTRACT & COMMERCIAL, INC.	OFFICE SUPPLIES	OFFICE SUPPLIES	8039461087	6/1/2016	6/10/2016	92.49		
780	TRISTANA TREADWAY	FURNITURE & FIXTURES	DESKS	042016	6/1/2016	6/10/2016	300.00		
781	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9765685944	5/23/2016	6/3/2016	49.92		
782							Total:	\$2,030.42	
783									
784	VA COOPERATIVE EXTENSION								
785	CENTURYLINK	TELECOMMUNICATIONS	ACCT 309762613	051616 2	5/23/2016	6/3/2016	17.79		
786	E.W. THOMAS	CONTRACT SERVICES	BAGGED LUNCHES AND DRINKS	00125	6/1/2016	6/10/2016	102.86		
787	FLUVANNA CO PUBLIC SCHOOLS	OTHER OPERATING	TRANSPORTATION	051216	6/1/2016	6/10/2016	976.86		
788	JOHN THOMPSON	CONTRACT SERVICES	SUPPLIES	060316	6/1/2016	6/10/2016	39.71		
789	KIMBERLY MAYO	CONTRACT SERVICES	NATIONAL 4-H CONFERENCE	062116	6/23/2016	6/24/2016	834.20		
790	MODESTO FARMS GREENHOUSE	CONTRACT SERVICES	PATIO POTS	05120161	6/1/2016	6/10/2016	90.00		
791	QUILL	CONTRACT SERVICES	SUPPLIES	4219941	5/18/2016	6/3/2016	393.55		
792	QUILL	CONTRACT SERVICES	OFFICE SUPPLIES	5737634	6/1/2016	6/10/2016	239.90		
793	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	13.60		
794	VIRGINIA COOPERATIVE EXTENSION	CONTRACT SERVICES	FY 2016 4TH QUARTER	060216	6/1/2016	6/10/2016	17,433.14		
795							Total:	\$20,141.61	
796									
797							100 GENERAL FUND	Fund Total:	\$650,447.09
798	Fund # - 302 CAPITAL IMPROVEMENT								
799	E911 CAPITAL PROJECT								
800	NWG SOLUTIONS, LLC.	CONTRACT SERVICES	DELL POWER EDGE R930	37911	6/1/2016	6/10/2016	34,967.21		
801							Total:	\$34,967.21	
802									
803	FACILITIES CAP PROJ								
804	BETTER LIVING, INC.	CONTRACT SERVICES	SUPPLIES	053116	6/1/2016	6/10/2016	222.54		
805	CHARLOTTESVILLE GLASS AND MIRROR	CONTRACT SERVICES	REPAIRS/MAINT	F130201	6/23/2016	6/24/2016	1,346.00		
806	FLUVANNA ACE HARDWARE	CONTRACT SERVICES	SUPPLIES	053116	6/1/2016	6/10/2016	218.78		

	A	B	C	D	F	G	H	I	J	
1	County of Fluvanna		From Date: 6/1/2016							
2	Accounts Payable List		To Date: 6/30/2016							
3										
4										
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount			
807	GARY OSTEEEN PLUMBING	CONTRACT SERVICES	INSTALL WATER SUPPLY LINES	051316	5/16/2016	6/3/2016	6,400.00			
808	LOWE'S	CONTRACT SERVICES	SUPPLIES	052516	6/1/2016	6/10/2016	372.97			
809	UNITED PAINTING PLUS, INC.	CONTRACT SERVICES	LABOR, EQUIPMENT AND MATERIALS	2050	6/3/2016	6/17/2016	2,400.00			
810							Total:	\$10,960.29		
811										
812	PUBLIC WORKS CAPITAL PROJECT									
813	DEWBERRY ENGINEERS INC.	CONTRACT SERVICES	PER VALIDATION	1307122	6/23/2016	6/24/2016	4,510.00			
814	JAMES RIVER WATER AUTHORITY	PROFESSIONAL SERVICES	FLUVANNA COUNTY PUMP STATION	61716	6/3/2016	6/17/2016	525,039.00			
815							Total:	\$529,549.00		
816										
817	SCHOOL OPS & MAINT CAP PROJ									
818	BLUE RIDGE BUILDERS SUPPLY, INC.	CONTRACT SERVICES	FMS BAND ROOM FLOORING	1605-079057 & 079058	6/1/2016	6/10/2016	1,843.49			
819	PRECISION INSTALLATIONS, INC	CONTRACT SERVICES	BLEACHER REPAIR	P-5234	6/3/2016	6/17/2016	1,500.00			
820	TRANE U.S., INC.	CONTRACT SERVICES	FMS HVAC	36489903	6/3/2016	6/17/2016	134,467.22			
821							Total:	\$137,810.71		
822										
823							302 CAPITAL IMPROVEMENT	Fund Total:	\$713,287.21	
824	Fund # - 401 DEBT SERVICE									
825	DEBT SERVICE - COUNTY									
826	REGIONS BANK	ADMINISTRATIVE FEES	ESCROW AGENT FEES	48233	6/3/2016	6/17/2016	500.00			
827	REGIONS BANK	ADMINISTRATIVE FEES	ESCROW AGENT FEES	48234	6/3/2016	6/17/2016	500.00			
828	US BANK, NA	ADMINISTRATIVE FEES	BOND SERIES	4305187	6/1/2016	6/10/2016	400.00			
829							Total:	\$1,400.00		
830										
831							401 DEBT SERVICE	Fund Total:	\$1,400.00	
832	Fund # - 502 SEWER									
833	UTILITY OPERATIONAL EXPENSES									
834	CENTURYLINK	TELECOMMUNICATIONS	WASTEWATER	310089744 0516	5/16/2016	6/3/2016	42.66			
835	CENTURYLINK	TELECOMMUNICATIONS	WASTEWATER	309433290 5/16	5/16/2016	6/3/2016	57.05			
836	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394759275	5/16/2016	6/3/2016	9.53			
837	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394761278	6/1/2016	6/10/2016	9.53			
838	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394763225	6/3/2016	6/17/2016	9.53			
839	CINTAS	LAUNDRY AND DRY	DRY CLEANERS	394765238	6/23/2016	6/24/2016	9.53			
840	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394767208	6/23/2016	6/24/2016	9.53			
841	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SEWER PLANT	7129524547 0516	6/1/2016	6/3/2016	764.30			
842	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SW PUMP STATION	7712348080 516	6/1/2016	6/10/2016	51.73			
843	INBODEN ENVIRONMENTAL SERVICES, INC.	CONTRACT SERVICES	WASTEWATER	59578	6/23/2016	6/24/2016	297.00			
844	LOWE'S	GENERAL MATERIALS AND	SUPPLIES	052516	6/1/2016	6/10/2016	38.83			
845							Total:	\$1,299.22		
846										

	A	B	C	D	F	G	H	J	
1	County of Fluvanna		From Date: 6/1/2016						
2	Accounts Payable List		To Date: 6/30/2016						
3									
4									
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
847					502 SEWER	Fund Total:	\$1,299.22		
848	Fund # - 505 FORK UNION SANITARY DISTRICT								
849	FORK UNION SANITARY DISTRICT								
850	USDA RURAL DEVELOPMENT	RDA BOND PAYABLE	MONTHLY DEBT PAYMENT	JUN-16	6/29/2016	6/29/2016	3,097.45		
851							Total:	\$3,097.45	
852									
853	FUSD OPERATIONAL EXPENSES								
854	ANDERSON TIRE COMPANY	BLDGS EQUIP REP & MAINT	F/C ADJUSTMENT	R060034 0516	6/23/2016	6/24/2016	62.72		
855	CAMPBELL EQUIPMENT, INC.	BLDGS EQUIP REP & MAINT	TUBE INSTALLATION	060816	6/23/2016	6/24/2016	19.99		
856	CENTURYLINK	TELECOMMUNICATIONS	SANITARY	309719161 5/16	5/16/2016	6/3/2016	183.23		
857	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394759275	5/16/2016	6/3/2016	35.22		
858	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394761278	6/1/2016	6/10/2016	35.22		
859	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394763225	6/3/2016	6/17/2016	35.22		
860	CINTAS	LAUNDRY AND DRY	DRY CLEANERS	394765238	6/23/2016	6/24/2016	35.22		
861	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394767208	6/23/2016	6/24/2016	35.22		
862	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OWENS WELL	9004200003 0516	5/23/2016	6/3/2016	318.03		
863	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MORRIS WELL	9501772108 0516	6/1/2016	6/3/2016	1,496.08		
864	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	W BOTTOM WELL	7224360003 516	6/1/2016	6/10/2016	57.26		
865	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OMOHUNDRO WELL	9346182505 516	6/1/2016	6/10/2016	1,259.05		
866	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MELTON WELL	9594215007 053116	6/3/2016	6/17/2016	66.77		
867	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BREMO WELL	8434345008 053116	6/3/2016	6/17/2016	145.02		
868	E.W. OWEN	LEASE/RENT	WELL RENT	06012016	6/1/2016	6/3/2016	150.00		
869	FERGUSON ENTERPRISES, INC	GENERAL MATERIALS AND	SUPPLIES	3743172	6/23/2016	6/24/2016	173.60		
870	FERGUSON ENTERPRISES, INC	GENERAL MATERIALS AND	SUPPLIES	3737670	6/23/2016	6/24/2016	1,752.53		
871	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	053116	6/1/2016	6/10/2016	340.51		
872	MO-JOHNS, INC.	PURCHASE OF SERVICES	PORTABLE TOILET	91214	6/3/2016	6/17/2016	60.00		
873	PAYNE & HODOUS, LLP.	PROFESSIONAL SERVICES	LEGAL FEES	116847	6/3/2016	6/17/2016	633.00		
874	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	051816	5/18/2016	6/3/2016	268.77		
875	PITNEY BOWES PURCHASE PWR	POSTAL SERVICES	POSTAGE	062116	6/23/2016	6/24/2016	26.97		
876	REPUBLIC SERVICES #410	PROFESSIONAL SERVICES	TRASH	0410-000606738	6/23/2016	6/24/2016	1,679.94		
877	SCHNEIDER LABRATORIES INC	PURCHASE OF SERVICES	SOLIDS	170128	6/1/2016	6/10/2016	30.00		
878	UNITED RENTALS, INC.	GENERAL MATERIALS AND	TRENCHER	138141402-001	6/23/2016	6/24/2016	283.64		
879	USDA RURAL DEVELOPMENT	REDEMPTION OF INTEREST	MONTHLY DEBT PAYMENT	JUN-16	6/29/2016	6/29/2016	1,862.55		
880	VA INFORMATION TECHNOLOGIES AGENCY	TELECOMMUNICATIONS	LONG DISTANCE CHARGES	T299406	5/23/2016	6/3/2016	84.59		
881	VERIZON BUSINESS/MCI COMM SERVICE	TELECOMMUNICATIONS	PHONE BILL	09518553	5/23/2016	6/3/2016	18.89		
882	VERIZON	TELECOMMUNICATIONS	WIRELESS BILL	9765685944	5/23/2016	6/3/2016	421.45		
883							Total:	\$11,570.69	
884									
885							505 FORK UNION SANITARY DISTRICT	Fund Total:	\$14,668.14
886							Total Expenditures by Fund:	\$1,381,101.66	

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

MEETING DATE:	August 3, 2016				
AGENDA TITLE:	FY17 Supplemental Appropriation Request for Families Learning Together (FLT) Program				
MOTION(S):	I move the Board of Supervisors approve the supplemental appropriation of \$18,000 in the FY17 Fluvanna County Public Schools budget for additional Families Learning Together (FLT) Grant Funds from other local sources.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Martin Brookhart, Management Analyst				
PRESENTER(S):	Ed Breslauer, Schools Director of Finance				
RECOMMENDATION:	I recommend approval of the supplemental appropriation listed above.				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • Fluvanna County Public Schools has received \$18,000 in additional grant funds for the Families Learning Together Program. • Grant funds are from the following organizations: <ul style="list-style-type: none"> ○ \$7,000 BAMA Works Fund of Dave Matthews Band in Charlottesville Area Community Foundation (CACF) ○ \$10,000 Dollar General ○ \$1,000 The Junior League of Charlottesville • These funds will be used to support the operation of Fluvanna’s adult education program. • This will increase the schools Other Revenue Sources funding from \$779,600 to \$797,600. • This will increase the schools overall budget from \$38,278,423 to \$38,296,423. 				
FISCAL IMPACT:	This supplemental appropriation would authorize staff to appropriate the additional revenue and expense. There is no local match required.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

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

MEETING DATE:	August 3, 2016				
AGENDA TITLE:	FY16 Aid to Localities Funding – Fire Department				
MOTION(s):	I move the Board of Supervisors approve the supplemental appropriation of \$19,815 to the FY16 State Fire Program’s Aid to Localities pass-through funding.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Martin Brookhart, Management Analyst				
PRESENTER(S):	Martin Brookhart, Management Analyst				
RECOMMENDATION:	I recommend approval of the following action.				
TIMING:	Effective June 30, 2016				
DISCUSSION:	<ul style="list-style-type: none"> • Each locality in the Commonwealth receives annual funding to be passed on to the Fire Departments. • Aid to Localities funding is a formula based allocation. So the amount allocated is different each year. • The Commonwealth sends this funding to the County as a direct pass through to the Fire Departments. • For FY16, the funding amount is \$81,425 which is \$19,815 over the budgeted amount of \$61,610. 				
FISCAL IMPACT:	This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

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

MEETING DATE:	August 3, 2016				
AGENDA TITLE:	FY17 Schools Cafeteria Fund Supplemental Appropriation				
MOTION(s):	I move the Board of Supervisors approve the supplemental appropriation of \$54,331 in the FY17 Fluvanna County Public Schools Cafeteria budget.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Martin Brookhart, Management Analyst				
PRESENTER(S):	Ed Breslauer, Schools Director of Finance				
RECOMMENDATION:	I recommend approval of the supplemental appropriation listed above.				
TIMING:	Routine				
DISCUSSION:	<p>The School Cafeteria Fund initial appropriation for FY17 is \$1,478,168 which is the same as was appropriated for FY16.</p> <p>The School Board’s adopted Cafeteria budget for FY17 is \$1,532,499, an increase from FY16 of \$54,331 which accommodates the projected increase due to compensation related increases such as salary, VRS employer rate, health insurance increases, as well as the cost of food supplies and operating materials.</p> <p>Revenue for the School Cafeteria Fund derives from the sale of meals, USDA program reimbursement, and state funds.</p>				
FISCAL IMPACT:	This supplemental appropriation will increase the Schools FY17 Cafeteria Budget from \$1,478,168 to \$1,532,499 and will authorize staff to appropriate the additional revenue and expense. There is no local match required.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



Capital Reserve Maintenance Fund Request

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to: purchase an equipment storage shed for the athletic facility at FCHS in the amount of \$5,400.

Section 1 - REQUEST

Requesting Department/Agency	Dept/Agency Contact	Date of Request
FCPS	Chuck Winkler	2016/06/27
Phone	Fax	Fiscal Year
434-589-8208	(434) 589-2248	FY17

Reserve Fund Purpose Category: Other one-time, minor capital projects less than \$20,000

Description of Project/Repair	Qty	Unit Price	Total Price
Storage Shed	1	\$5,400.00	\$5,400.00
Total Request:			\$5,400.00

Description and justification for proposed use.
 The storage facility at FCHS that houses the football and track equipment is not large enough. We were recently cited by the state fire marshal to remove much of the existing equipment due to possible hazards. Suggestions were made by the inspector and others to place another storage area near the main building that will house only equipment.

Department/Agency Head Name	Signature	Date
Operations - Winkler/Morris	Chuck Winkler <small>Digitally signed by Chuck Winkler DN: cn=Chuck Winkler, o=Fluvanna County Public Schools, ou, email=wwinkler@fcps.k12.va.us, cn=15 Date: 2016.06.27 12:25:12 -04'00'</small>	2016/06/27

Section 2 - REVIEW

Recommended?	County Finance Director	Date
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	 Digitally signed by Eric Dahl Date: 2016.07.06 13:23:46 -04'00'	
Recommended?	County Administrator	Date
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	 Steven M. Nichols 2016.07.06 14:47:12 -04'00'	

Section 3 - BOARD OF SUPERVISORS

Approved?	Decision Date	Comments
<input type="checkbox"/> Yes <input type="checkbox"/> No		



Capital Reserve Maintenance Fund Request

MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request to: approve \$11,300 for the purchasing of a replacement scrubber for FCPS (Central and West Central).

Section 1 - REQUEST

Requesting Department/Agency	Dept/Agency Contact	Date of Request
Chuck Winkler	FCPS	2016/07/19
Phone	Fax	Fiscal Year
(434) 589-8208	(434) 589-2248	FY17

Reserve Fund Purpose Category: Unexpected facility repairs or replacements

Description of Project/Repair	Qty	Unit Price	Total Price
Floor Scrubber	1	\$11,300.00	\$11,300.00
Total Request:			\$11,300.00

Description and justification for proposed use.
 The floor scrubber for Central and West Central is no longer operational and has reached term of usage. Repair cost have been allocated at over \$2000 within the last year and it is broken again. Parts are also harder to find (If at all). A new scrubber is needed to maintain the building(s).

Department/Agency Head Name	Signature	Date
Chuck Winkler	Chuck Winkler <small>Digitally signed by Chuck Winkler DN: cn=Chuck Winkler, o=Fluvanna County Public Schools, ou, email=chuckw@fcps.fcps.k12.va.us Date: 2016.07.19 11:58:18 -04'00'</small>	2016/07/19

Section 2 - REVIEW

Recommended?	County Finance Director	Date
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	 Digitally signed by Eric Dahl Date: 2016.07.21 09:09:53 -04'00'	
Recommended?	County Administrator	Date
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	 Steven M. Nichols 2016.07.21 07:16:11 -04'00'	

Section 3 - BOARD OF SUPERVISORS

Approved?	Decision Date	Comments
<input type="checkbox"/> Yes <input type="checkbox"/> No		

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

MEETING DATE:	August 3, 2016																																		
AGENDA TITLE:	FY16 Department of Social Services Share of the Cost Allocation Funds																																		
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation to the FY16 General Fund in the amount of \$5,099.03 to reflect the annual cost allocation payment to Social Services Special Welfare Fund.																																		
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):																																
		X																																	
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																														
				X																															
STAFF CONTACT(S):	Martin Brookhart, Management Analyst and Kim Mabe, Social Services Director																																		
PRESENTER(S):	Martin Brookhart, Management Analyst																																		
RECOMMENDATION:	I recommend approval of the motion as stated above.																																		
TIMING:	Effective June 30, 2016																																		
DISCUSSION:	<ul style="list-style-type: none"> Annually the County has a Cost Allocation Plan (CAP) prepared for the purpose of accounting for the indirect overhead costs the County incurs for the Department of Social Services. The CAP allows a locality to receive some federal reimbursement for a portion of allowable costs that benefit programs administered by the local Department of Social Services. In March 1997, the Board of Supervisors agreed to share the CAP funds in the percentage of 33 1/3% with the Department of Social Services to be deposited into the Special Welfare fund. The table below represents the CAP funds received and the 33 1/3% share given to the Department of Social Services: <table border="1" data-bbox="602 1205 1409 1566"> <thead> <tr> <th>FY</th> <th>CAP Funds Received</th> <th>33 1/3% Share to DSS</th> </tr> </thead> <tbody> <tr> <td>2008</td> <td align="right">\$61,158</td> <td align="right">\$20,390</td> </tr> <tr> <td>2009</td> <td align="right">\$69,074</td> <td align="right">\$23,029</td> </tr> <tr> <td>2010</td> <td align="right">\$73,679</td> <td align="right">\$24,564</td> </tr> <tr> <td>2011</td> <td align="right">\$58,147</td> <td align="right">\$19,384</td> </tr> <tr> <td>2012</td> <td align="right">\$72,443</td> <td align="right">\$24,145</td> </tr> <tr> <td>2013</td> <td align="right">\$56,362</td> <td align="right">\$18,787</td> </tr> <tr> <td>2014</td> <td align="right">\$55,764</td> <td align="right">\$18,588</td> </tr> <tr> <td>2015</td> <td align="right">\$78,596</td> <td align="right">\$26,198</td> </tr> <tr> <td>2016</td> <td align="right">\$90,297</td> <td align="right">\$30,099</td> </tr> </tbody> </table> <ul style="list-style-type: none"> For the FY16 budget, the County estimated a payment amount of \$25,000. This appropriation is requested to cover the remaining \$5,099. 					FY	CAP Funds Received	33 1/3% Share to DSS	2008	\$61,158	\$20,390	2009	\$69,074	\$23,029	2010	\$73,679	\$24,564	2011	\$58,147	\$19,384	2012	\$72,443	\$24,145	2013	\$56,362	\$18,787	2014	\$55,764	\$18,588	2015	\$78,596	\$26,198	2016	\$90,297	\$30,099
FY	CAP Funds Received	33 1/3% Share to DSS																																	
2008	\$61,158	\$20,390																																	
2009	\$69,074	\$23,029																																	
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2014	\$55,764	\$18,588																																	
2015	\$78,596	\$26,198																																	
2016	\$90,297	\$30,099																																	
FISCAL IMPACT:	A budget supplement as requested by the Department of Social Services would increase the FY16 General Fund revenues and expenditures by \$5,099.03.																																		
POLICY IMPACT:	N/A																																		
LEGISLATIVE HISTORY:	The Board of Supervisors adopted a "Resolution – Distribution of Cost Allocation Funds" on March 5, 1997.																																		
ENCLOSURES:	<ol style="list-style-type: none"> Resolution – Distribution of Cost Allocation Funds Reimbursement Notice from Kim Mabe, Social Services Director 																																		
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other																														
		X																																	

Resolution
Distribution of Cost Allocation Funds

Whereas, the Social Services Board has requested the Board of Supervisors consider the distribution of a percent of the cost allocation funds for use by the Social Services Board in the Special Welfare fund; and

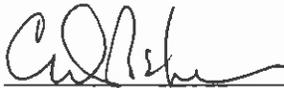
Whereas, the funds are to be used for special issues which the Social Services Board has the need for certain discretionary funds; and

Whereas, the cost allocation funds are federal and state reimbursement for costs of government to support the Social Services Board and are periodically received by the County General Fund.

Now, therefore be it resolved by the Board of Supervisors of Fluvanna County that 33 1/3% of the funds received for cost allocation reimbursement be distributed to the Department of Social Services for deposit with the Treasurer into the Special Welfare fund.

Further be it resolved that effective July 1, 1997 the Social Services Board shall budget within its administration funds the cost of monthly payment for Social Services Board members.

adopted this 5th day of March 1997



Clerk Board of Supervisors

c: Director of Social Services
 Treasurer
 Director of Finance



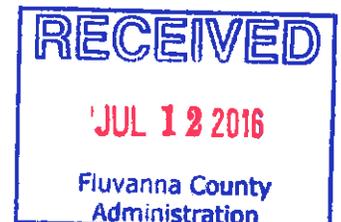
Department of Social Services
Carysbrook Complex
P. O. Box 98
Fork Union, VA 23055
(434) 842-8221
Fax (434) 842-2776

KA
FINANCE

TO: Steven Nichols, County Administrator
Eric Dahl, Deputy County Administrator/Finance Director
FROM: Kim Mabe, Social Services Director *KM*
SUBJECT: Cost Allocation Reimbursement
DATE: July 12, 2016

On April's reimbursement from the State, you will notice that Fluvanna received \$90,297.09 in cost allocation funding from the feds. Per our agreement in 1997 with the Board of Supervisors, the Fluvanna County Social Services Board is to receive 1/3 of the total reimbursement or \$30,099.03.

Please give me a call if you have any questions. Thank you for your assistance in this and all matters relating to the Social Services Department.



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

MEETING DATE:	August 3, 2016				
AGENDA TITLE:	FY17 Library State Aid Budget Supplement				
MOTION(s):	I move the Board of Supervisors approve the supplemental appropriation of \$6,550 for the FY17 Library State Aid budget.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Martin Brookhart, Management Analyst				
PRESENTER(S):	Martin Brookhart, Management Analyst				
RECOMMENDATION:	I recommend approval of the supplemental appropriation as stated above.				
TIMING:	Routine				
DISCUSSION:	The County received notification of the final funding appropriation from the Library of Virginia after the FY17 budget had been adopted. This action will increase both the revenue and expenditures budget to reflect the additional funding. The adopted amount in FY17 totaled \$71,600, which is \$6,550 over the budgeted amount of \$65,050.				
FISCAL IMPACT:	This supplemental appropriation would authorize staff to appropriate the additional revenue and expenditures.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

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

MEETING DATE:	8/3/16				
AGENDA TITLE:	Replacement of Thermal Imaging Cameras for Fire and Rescue				
MOTION(s):	I move the Board of Supervisors approve a purchase order to Atlantic Emergency Solutions, Inc. in the amount of \$50,000 for the replacement of the Thermal Imaging Cameras for Fire and Rescue, which is approved in the FY17 CIP Budget and further authorize the County Administrator to execute the purchase order.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	As part of the FY17 CIP budget under Fire and Rescue, \$50,000 was approved to replace and update their Thermal Imaging Cameras. Each Fire Company (Lake Monticello, Palmyra, Kents Store & Fork Union) will be getting 2 new Thermal Imaging Cameras with this purchase. After trading in the old cameras for \$4,000, the total cost is \$54,120.00, which \$4,120.00 more than was approved. Atlantic Emergency Solutions, Inc. will be billing each fire company directly for the difference.				
FISCAL IMPACT:	None, the FY17 CIP Budget included \$50,000.00 for this purchase.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Atlantic Emergency Solutions, Inc. Quote				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X	X		

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

MEETING DATE:	8/3/16				
AGENDA TITLE:	Closed Landfill Gas Monitoring				
MOTION(s):	I move the Board of Supervisors to approve Task Order #11 between Fluvanna County and Draper Aden Associates to continue the Gas Monitoring of the Fluvanna County closed Landfill totaling \$1,086, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		XX			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Wayne Stephens, Director of Public Works; Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	As required by DEQ, the county must perform quarterly testing and inspections of the closed landfill. Draper Aden has been doing these required items and we wish to continue with their services.				
FISCAL IMPACT:	Budgeted for FY2017				
POLICY IMPACT:	NA				
LEGISLATIVE HISTORY:					
ENCLOSURES:	PROJECT AGREEMENT # 11-TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES/ FLUVANNA COUNTY CLOSED LANDFILL GAS MONITORING				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX		XX		

This Project Agreement #11 (the "Project Agreement") made this ____ day of _____, 2016, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Draper Aden Associates, Inc., doing business as Draper Aden Associates (the "Consultant"), a Virginia corporation, is an addendum to that TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES dated the 5th day of September, 2013 (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.

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

Whereas the Agreement was automatically renewed on September 6th, 2014, and again on September 6th, 2015 and the current renewal term of the Agreement ends on September 5, 2016 and may be renewed by the County pursuant to the Agreement;

Whereas the Consultant submitted a Proposal for "Proposal: Gas Monitoring Services (July – December, 2016), Draper Aden Associates Project No.: 21816-64, DEQ Permit No. 429" dated July 6, 2016, ("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 all those services listed in the Proposal, including, but not limited to, obtaining groundwater samples from Monitoring wells to analyze and provide a report suitable for direct submission to DEQ and

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

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 ORDER

Consultant shall provide all work and services necessary or desired to complete the Task Order 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. Wayne Stephens
Director of Public Works
197 Main Street
Palmyra, VA 22963
Phone: (434) 591-1925
E-mail: wstephens@fluvannacounty.org

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

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;
- (iii) The Agreement including exhibits thereto; and
- (iv) The County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors, being a portion of Attachment 1 which is attached to and a part of the Agreement.

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

The Consultant shall receive flat fees consistent with the Budget section of the Proposal as follows:

ONE THOUSAND EIGHTY-SIX AND NO/100 DOLLARS (\$1,086.00) for all of the Services on the Task Order described in the Proposal.

The flat 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 the Task Order 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 the entire Task Order 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 the 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.

ARTICLE V: TERM

Consultant shall with due diligence and dispatch assiduously pursue this Task Order to completion, but in any event such Services and work being a part of the Task Order must be completed to the sole satisfaction of the County on or before the 31 day of December, 2016.

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: Cyndi Toler, Purchasing Officer
Fluvanna County
P.O. Box 540
Palmyra, VA 22963
Telephone (434) 591-1930
FAX (434) 591-1911

Consultant

Draper Aden Associates, Inc.
ATTN: Julia Skare
700 Harris Street, Suite E
Charlottesville, VA 22903
Telephone (434) 295-0700
FAX (434) 295-2105

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 (5th) 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:

County:

Draper Aden Associates, Inc.

Fluvanna County

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

Approved as to form:

Fluvanna County Attorney

RECEIVED
JUL 15 2016

TO: Mr. J. Wayne Stephens
Fluvanna County

FROM: Thomas R. Laughlin *TRL*
Environmental Services Division

DATE: 07-06-16

SUBJECT: **Fluvanna County Closed Landfill
Proposal: Gas Monitoring Services (July - December, 2016)**

DEQ Permit No. 429
DAA Project No. 21816-64

In order to precisely track the costs associated with multifaceted projects (such as solid waste facilities), we offer a task-oriented system of project management. Task-oriented project management consists of the following steps:

- develop the scope of services for a specific task
- develop a budget for that specific task
- establish a project task number
- invoice by that project task number

Task. Draper Aden Associates proposes to measure landfill gases (using a LANDTEC gas analyzer, or functional equivalent), on *two* 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, and December, 2016 (inclusive; second half of calendar year 2016 = first half of FY 2016-2017; includes *two* monitoring events).

Budget. The cost of the referenced task shall be **\$1,086** (lump sum / includes two monitoring events). The need to implement this task was anticipated and, therefore, an estimated cost was included within the budget previously prepared for fiscal year FY 2016-2017.

The cost of professional environmental services is based upon a review of the costs associated with past gas monitoring events and the standard billing rates that became effective on *January 1, 2016*.

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

MEETING DATE:	8/3/16				
AGENDA TITLE:	Closed Landfill Groundwater Monitoring Program				
MOTION(s):	I move the Board of Supervisors to approve Task Order #10 between Fluvanna County and Draper Aden Associates to continue the Groundwater Monitoring Program of the Fluvanna County closed Landfill totaling \$7,200, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		XX			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Wayne Stephens, Director of Public Works; Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	As required by DEQ, the county must perform quarterly testing and inspections of the closed landfill. Draper Aden has been doing these required items and we wish to continue with their services.				
FISCAL IMPACT:	Budgeted for FY2017				
POLICY IMPACT:	NA				
LEGISLATIVE HISTORY:					
ENCLOSURES:	PROJECT AGREEMENT # 10-TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES/ FLUVANNA COUNTY CLOSED LANDFILL GROUND WATER MONITORING				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX		XX		

This Project Agreement #10 (the "Project Agreement") made this ____ day of _____, 2016, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Draper Aden Associates, Inc., doing business as Draper Aden Associates (the "Consultant"), a Virginia corporation, is an addendum to that TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES dated the 5th day of September, 2013 (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.

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

Whereas the Agreement was automatically renewed on September 6th, 2014, and again on September 6th, 2015 and the current renewal term of the Agreement ends on September 5, 2016 and may be renewed by the County pursuant to the Agreement;

Whereas the Consultant submitted a Proposal for "Groundwater Monitoring Program, Proposal: Sampling Event 2016 S2, Draper Aden Associates Project No.: 21816-63, DEQ Permit No. 429" dated July 5, 2016, ("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 all those services listed in the Proposal, including, but not limited to, obtaining groundwater samples from Monitoring wells to analyze and provide a report suitable for direct submission to DEQ and

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

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 ORDER

Consultant shall provide all work and services necessary or desired to complete the Task Order 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. Wayne Stephens
Director of Public Works
197 Main Street
Palmyra, VA 22963
Phone: (434) 591-1925
E-mail: wstephens@fluvannacounty.org

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

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;
- (iii) The Agreement including exhibits thereto; and
- (iv) The County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors, being a portion of Attachment 1 which is attached to and a part of the Agreement.

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

The Consultant shall receive flat fees consistent with the Budget section of the Proposal as follows:

FOUR THOUSAND TWO HUNDRED AND FIFTY-FIVE NO/100 DOLLARS (\$4,255.00) for that portion of the Services on the Task Order described in the Proposal as Environmental Services; and

TWO THOUSAND NINE HUNDRED FORTY-FIVE AND NO/100 DOLLARS (\$2,945.00) for that portion of the Services on the Task Order described in the Proposal as Chemical Analyses.

Each of the above being a subpart of the Task Order, which flat fees 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 the subpart of the Task Order 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 as work on each subpart of the Task Order is complete or may wait to invoice the County until the entire Task Order is complete. The Consultant will be paid within forty-five (45)

days of receipt of a proper invoice following final acceptance of all work included on the invoice (either a subpart, or the entire 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.

ARTICLE V: TERM

Consultant shall with due diligence and dispatch assiduously pursue this Task Order to completion, but in any event such Services and work being a part of the Task Order must be completed to the sole satisfaction of the County on or before the _____ day of _____, 2016. The groundwater sampling is to occur on or about October, 2016. 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 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: Cyndi Toler, Purchasing Officer
Fluvanna County
P.O. Box 540
Palmyra, VA 22963
Telephone (434) 591-1930
FAX (434) 591-1911

Consultant

Draper Aden Associates, Inc.
ATTN: Julia Skare
700 Harris Street, Suite E
Charlottesville, VA 22903
Telephone (434) 295-0700
FAX (434) 295-2105

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 (5th) 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, Inc.

County:
Fluvanna County

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

Approved as to form:

Fluvanna County Attorney

RECEIVED
JUL 15 2016

8090 Villa Park Drive
Richmond, Virginia 23228
(804) 264-2228 • Fax (804) 264-8773
www.daa.com

TO: Mr. J. Wayne Stephens
Fluvanna County

FROM: Thomas R. Laughlin *TRL*
Environmental Services Division

DATE: 07-05-16

SUBJECT: **Fluvanna County Closed Landfill
Groundwater Monitoring Program
Proposal: Sampling Event 2016 S2 (October, 2016)**

DEQ Permit No. 429
DAA Project No. 21816-63

In order to precisely track the costs associated with multifaceted projects (such as solid waste facilities), we offer a task-oriented system of project management. Task-oriented project management consists of the following steps:

- develop the scope of services for a specific task
- develop a budget for that specific task
- establish a project task number
- invoice by that project task number

Task. Draper Aden Associates proposes to obtain groundwater samples from monitoring wells at the Fluvanna County closed landfill (groundwater sampling event 2016 S2, scheduled to occur during October, 2016), 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 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 **\$7,200 (lump sum)**. The cost of this task was anticipated and, therefore, was included within the budget developed for FY 2016-2017.

Mr. J. Wayne Stephens
July 5, 2016
Page 2 of 2

- The cost of environmental services (Draper Aden Associates = **\$4,255**) is based upon a review of the costs associated with past sampling events and the standard billing rates that became effective on *January 1, 2016*.
- The cost of chemical analyses (Air, Water, and Soil Laboratories, Inc. = **\$2,945**) 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 Air, Water, and Soil Laboratories, Inc.

Deliverables. DAA will prepare *one printed copy* of the report, which will be delivered to Fluvanna County. DAA will also provide *one digital copy* of the report to Fluvanna County (Adobe Acrobat or functional equivalent) and *one digital copy* of the report to DEQ.

Exclusions. The proposed task does not include responding to comments that DEQ may offer at some future date. Deliverables do not include digital source files used in preparing the report (for example, MS Word, MS Excel, AutoCad files).

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.

⊕ ⊕ ⊕

In order to authorize initiation of the proposed work, please sign/date this proposal and return one copy to our office. Meanwhile, if you have any questions, please contact me by e-mail (tlaughlin@daa.com) or telephone (804.264.2228).

AUTHORIZATION TO PROCEED
Fluvanna County Closed Landfill - Groundwater Event 2016 S1
[in accordance with this proposal and an existing agreement]

for Fluvanna County

date

cc: Mr. Ken Bannister (DAA - Environmental Services)

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

MEETING DATE:	8/3/16				
AGENDA TITLE:	Closed Landfill Quarterly Site Inspections				
MOTION(s):	I move the Board of Supervisors to approve Task Order #12 between Fluvanna County and Draper Aden Associates to continue the quarterly site inspections of the Fluvanna County closed Landfill totaling \$508, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		XX			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Wayne Stephens, Director of Public Works; Cyndi Toler, Purchasing Officer				
PRESENTER(S):	Cyndi Toler, Purchasing Officer				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	As required by DEQ, the county must perform quarterly testing and inspections of the closed landfill. Draper Aden has been doing these required items and we wish to continue with their services.				
FISCAL IMPACT:	Budgeted for FY2017				
POLICY IMPACT:	NA				
LEGISLATIVE HISTORY:					
ENCLOSURES:	PROJECT AGREEMENT # 12-TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES/ FLUVANNA COUNTY CLOSED LANDFILL QUARTERLY SITE INSPECTIONS				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX		XX		

This Project Agreement #12 (the "Project Agreement") made this ____ day of _____, 2016, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Draper Aden Associates, Inc., doing business as Draper Aden Associates (the "Consultant"), a Virginia corporation, is an addendum to that TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES dated the 5th day of September, 2013 (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.

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

Whereas the Agreement was automatically renewed on September 6th, 2014, and again on September 6th, 2015 and the current renewal term of the Agreement ends on September 5, 2016 and may be renewed by the County pursuant to the Agreement;

Whereas the Consultant submitted a Proposal for "Proposal: Quarterly site Inspections (July – December, 2016), Draper Aden Associates Project No.: 21816-65, DEQ Permit No. 429" dated July 7, 2016, ("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 all those services listed in the Proposal, including, but not limited to, obtaining groundwater samples from Monitoring wells to analyze and provide a report suitable for direct submission to DEQ and

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

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 ORDER

Consultant shall provide all work and services necessary or desired to complete the Task Order 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. Wayne Stephens
Director of Public Works
197 Main Street
Palmyra, VA 22963
Phone: (434) 591-1925
E-mail: wstephens@fluvannacounty.org

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

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;
- (iii) The Agreement including exhibits thereto; and
- (iv) The County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors, being a portion of Attachment 1 which is attached to and a part of the Agreement.

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

The Consultant shall receive flat fees consistent with the Budget section of the Proposal as follows:

FIVE HUNDRED EIGHT AND NO/100 DOLLARS (\$508.00) for all of the Services on the Task Order described in the Proposal. =

The flat 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 the Task Order is complete and all items or services purchased have been delivered to, inspected by and accepted by the County, including but not limited to, third and fourth quarter inspections and that deliverable described in the Proposal as the reports. The Consultant may invoice the County only when the entire Task Order 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 the 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.

ARTICLE V: TERM

Consultant shall with due diligence and dispatch assiduously pursue this Task Order to completion, but in any event such Services and work being a part of the Task Order must be completed to the sole satisfaction of the County on or before the 31 day of December, 2016.

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: Cyndi Toler, Purchasing Officer
Fluvanna County
P.O. Box 540
Palmyra, VA 22963
Telephone (434) 591-1930
FAX (434) 591-1911

Consultant

Draper Aden Associates, Inc.
ATTN: Julia Skare
700 Harris Street, Suite E
Charlottesville, VA 22903
Telephone (434) 295-0700
FAX (434) 295-2105

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 (5th) 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:

County:

Draper Aden Associates, Inc.

Fluvanna County

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

Approved as to form:

Fluvanna County Attorney

RECEIVED
JUL 15 2016

TO: Mr. J. Wayne Stephens
Fluvanna County

FROM: Thomas R. Laughlin *TRL*
Environmental Services Division

DATE: 07-07-16

SUBJECT: **Fluvanna County Closed Landfill
Proposal: Quarterly Site Inspections (July - December, 2016)**

DEQ Permit No. 429
DAA Project No. 21816-65

In order to precisely track the costs associated with multifaceted projects (such as solid waste facilities), we offer a task-oriented system of project management. Task-oriented project management consists of the following steps:

- develop the scope of services for a specific task
- develop a budget for that specific task
- establish a project task number
- invoice by that project task number

Scope of services. Draper Aden Associates proposes to conduct *two quarterly site inspections* meeting the Post-Closure Care Plan requirements at the Fluvanna County closed landfill during the period between July, and December, 2016 (inclusive; second half of calendar year 2016 = first half of FY 2016-2017; includes *two site inspections*).

Schedule. The inspections shall occur during the following intervals:

- **third quarter:** between July and September, 2016
- **fourth quarter:** between October and December, 2016

Budget. The cost of the referenced task shall be **\$508** (lump sum / includes two quarterly events). The need to implement this task was anticipated and, therefore, an estimated cost was included within the budget previously prepared for fiscal year FY 2016-2017.

The cost of the proposed services is based upon a review of the costs associated with past inspection events and the standard billing rates that became effective on *January 1, 2016*. The proposed fee is based upon the assumption that we will be able to inspect the facility while performing other work at that location.

Mr. J. Wayne Stephens
July 7, 2016
Page 2 of 2

Deliverables. DAA will provide one *printed* copy of each inspection report to Fluvanna County. DAA will also provide one *digital* copy (Adobe Acrobat or functional equivalent) of each inspection report to Fluvanna County.

Exclusions. Deliverables do *not* include digital source files used in preparing the report (for example, MS Word, MS Excel, AutoCad files).

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.

⊕ ⊕ ⊕

In order to authorize initiation of the proposed work, please sign/date this proposal and return one copy to our office. Meanwhile, if you have any questions, please contact me by e-mail (tlaughlin@daa.com) or telephone (804.264.2228).

AUTHORIZATION

**[Fluvanna County Closed Landfill - Landfill Inspections - July to December, 2016]
[in accordance with this proposal and an existing agreement]**

For Fluvanna County

date

cc: Mr. Ken Bannister (DAA - Environmental Services)

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

MEETING DATE:	August 3, 2016				
AGENDA TITLE:	FY16 Voluntary Contributions				
MOTION(s):	<p>I move the Board of Supervisors approve the following supplemental appropriation for FY16 Voluntary Contributions:</p> <ul style="list-style-type: none"> • \$432.50 – Transfer to Sheriff’s Office: Police Supplies Expense • \$1,707 – Transfer to Parks & Rec. Dept.: Rec. Supplies Expense • \$2,100 – Transfer to Parks & Rec. Dept.: Site Improvements Expense 				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Martin Brookhart, Management Analyst				
PRESENTER(S):	Martin Brookhart, Management Analyst				
RECOMMENDATION:	I recommend approval of the motion as stated above.				
TIMING:	Effective June 30, 2016				
DISCUSSION:	The Board of Supervisors approved the “Fluvanna County Voluntary Contributions Program Policy” on August 7 th , 2013, with the program to become effective September 1 st , 2013				
FISCAL IMPACT:	This supplemental appropriation would authorize staff to appropriate the revenue to the specific donation general ledger account and expenditures as indicated above.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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

MEMORANDUM

Date: August 3, 2016
From: Martin Brookhart – Management Analyst
To: Board of Supervisors
Subject: FY17 Capital Reserve Balances

The FY17 Capital Reserve account balances are as follows:

County Capital Reserve:

FY16 Carryover	\$14,370.00
FY17 Beginning Budget:	\$200,000.00
Available:	\$214,370.00

Schools Capital Reserve:

FY16 Carryover	\$193,243.00
FY17 Beginning Budget:	\$100,000.00
Available:	\$293,243.00

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MEMORANDUM

Date: August 3, 2016
From: Martin Brookhart – Management Analyst
To: Board of Supervisors
Subject: FY17 BOS Contingency Balance

The FY17 BOS Contingency line balance is as follows:

Beginning Budget:	\$150,000.00
Available:	\$150,000.00