



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING AGENDA**

Circuit Courtroom, Fluvanna Courts Building

January 23, 2019

Budget Work Session – Non Profit Presentations 4:00pm

Regular Meeting 7:00 pm

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**TAB AGENDA ITEMS**

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**A – CALL TO ORDER**

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**B – PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

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**C – NON-PROFIT PRESENTATIONS**

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Piedmont Housing Alliance - Virginia Leary

Central Virginia Small Business Development Center - Betty Hoge

Fluvanna County Chamber of Commerce - Rudy Garcia

Hospice of the Piedmont - Adam Winter

Jefferson Area Board of Aging (JABA) - Donna Baker

Jefferson Area CHIP - Jon Nafziger

Monticello Area Community Action Agency (MACAA) - Peter Hawes

Piedmont Virginia Community College (PVCC)—Mr. Kim McManus

Region Ten – Aisha Williams-Cusano

Rivanna Conservation Alliance - Lisa Wittenborn

Sexual Assault Resource Agency (SARA) – Sheri Owen

SERCAP--Lauren Mason

Thomas Jefferson Soil & Water Conservation District - Anne Coates

OAR - Jefferson Area Community Corrections - Ross Carew

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**D – CLOSED MEETING AND DINNER RECESS**

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TBD

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**RECESS – DINNER BREAK**

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**RECONVENE @ 7:00pm**

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**1 - CALL TO ORDER**

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**2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

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**3 – ADOPTION OF AGENDA**

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**4 – COUNTY ADMINISTRATOR’S REPORT**

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**5 – PUBLIC COMMENTS #1 (5 minutes each)**

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**6 – PUBLIC HEARING**

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None.

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

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**7 – ACTION MATTERS**

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None.

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**7A – APPOINTMENTS**

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None.

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

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None

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**9 – CONSENT AGENDA**

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- A Minutes of December 19, 2018—Kelly Belanger Harris, Clerk to the Board
  - B Minutes of January 9, 2019—Kelly Belanger Harris, Clerk to the Board
  - C Accounts Payable Report – December 2018—Eric Dahl, Deputy County Administrator/Finance Director
  - D Economic Development Coordinator Position Description Reclassification – Jessica Rice, HR Manager
  - E Sheriff’s Office Vehicle Insurance Claim – Eric Pollitt & Sheriff Eric Hess
  - F FCPS Supplemental Appropriation – Brenda Gilliam
  - G FY19 Fork Union Light Pole Insurance Claim – Eric Pollitt & Cyndi Toller
  - H ZXR Project Agreement #12 – Dewberry—Eric Dahl, Deputy County Administrator/Finance Director
  - I ZXR Project Agreement #13 - Dewberry—Eric Dahl, Deputy County Administrator/Finance Director
  - J ZXR Project Agreement #14 – Dewberry—Eric Dahl, Deputy County Administrator/Finance Director
  - K ZXR Project Agreement #15 - Dewberry—Eric Dahl, Deputy County Administrator/Finance Director
  - L ZXR Project Agreement #16 - Dewberry—Eric Dahl, Deputy County Administrator/Finance Director
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**10 – UNFINISHED BUSINESS**

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TBD

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**11 – NEW BUSINESS**

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TBD

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

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**13 – CLOSED MEETING**

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TBD

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**14 – ADJOURN**

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Digitally signed by Steven M. Nichols  
Date: 2019.01.16 16:12:41 -05'00'

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County Administrator Review

*Fluvanna County...The heart of Virginia and your gateway to the future!*

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## **PLEDGE OF ALLEGIANCE**

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

## **GENERAL RULES OF ORDER**

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

## **RULES OF PROCEDURE FOR PUBLIC HEARINGS**

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

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# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

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

## 2018-2019 STRATEGIC INITIATIVES AND ACTIONS

A SERVICE DELIVERY	
A1	Work with FRA to identify support options for Fire and Rescue volunteers.
A2	Continue to research and evaluate county-wide broadband expansion opportunities.
A3	Hold review meeting on ordinance enforcement (trash, buildings, vehicles) with Health Dept., Planning, Building Inspections, Public Works, and County Attorney.
A4	Perform strategic review of existing and needed partnerships with local area support and other non-profit groups. (Needed? Effective? Consolidate resource contributions?)
A5	Improve partnership with the school system for shared use of county and school owned facilities.
A6	Identify and assess resident concerns about roadway and public safety issues, and coordinate with VDOT for appropriate actions.
A7	Initiate comprehensive review of the Hwy 53 corridor from Lake Monticello Road to Ruritan Lake Road (e.g., Safety improvements at LM Monish Gate; 3-way stoplight at Food Lion; sight improvement at Ruritan Lake Road and Hwy 53; etc.)
B COMMUNICATION	
B1	Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.
B2	Marketing campaign to let residents know about accomplishments and where their tax dollars go.
B3	Meet with local Pastors to discuss effective communications and community support.
B4	Promote tax due dates, public hearings, etc., in FAN Mail.
B5	Expand County Website to receive, answer, and post questions from residents.
B6	Hold an Elected Official's Breakfast for our State Representatives in Fall of 2018
B7	Hold an Elected Official's Breakfast for our State Representatives in Fall of 2019
B8	Conduct 2019 Fluvanna County Residents Survey and analyze results.
C PROJECT MANAGEMENT	
C1	Continue Columbia area renewal efforts including improved enforcement of County/State codes and Health Department regulations.
C2	Complete a Master Water and Sewer (Plan Phase I) to identify sources for the county's long-term water needs; particularly for each of its community planning areas.
C3	Incorporate well-drilling logs provided by the Fluvanna Health Dept. into the county's geographic information system (GIS).
C4	Create master report and marketing plan regarding County tower assets and rental options.
C5	Investigate the use of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development.

<b>C6</b>	Create a County-wide overlay map showing utilities and other key features that support business growth and development.
<b>C7</b>	Review and pursue opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.
<b>C8</b>	Successfully oversee and manage Fluvanna County aspects of the James River Water Project.
<b>C9</b>	Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.
<b>C10</b>	Pursue Phase II of Fork Union streetscape project.
<b>D</b>	<b>ECONOMIC DEVELOPMENT AND TOURISM</b>
<b>D1</b>	Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.
<b>D2</b>	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.
<b>D3</b>	Coordinate development activity at Fluvanna’s northern border with Louisa County, including possible natural gas line along 250 and discussing “shared” parcels.
<b>D4</b>	Conduct 2018 local Business Climate Survey and analyze results.
<b>D5</b>	Hold an Economic Development Discussion Forum for local businesses with planning, zoning, building inspections, infrastructure components.
<b>D6</b>	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.
<b>D7</b>	Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities
<b>D8</b>	Investigate allowing large lot subdivisions in A-1 as alternative to current cluster subdivisions. (Amend the zoning and subdivision ordinances to allow for varying lot sizes, from small clustered lots to large parcels suitable for continued farming and rural living.)
<b>D9</b>	Review higher density options between PDA and R4.
<b>D10</b>	Review options, pros, cons, costs, etc., of creating a “teaching farm” at PG Park,
<b>E</b>	<b>FINANCIAL STEWARDSHIP AND EFFICIENCY</b>
<b>E1</b>	Review local business license/registration options and pros/cons.
<b>E2</b>	Reduce the County’s reliance on creating and mailing paper checks for payments and implement expanded ACH/EFT transaction options.
<b>E3</b>	Create monthly Treasurer’s Report for BOS Package and quarterly in-person briefing on the data.
<b>E4</b>	Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.
<b>E5</b>	Expand Fluvanna County Website Data Dashboard with key metrics.
<b>E6</b>	Implement easy to access electronic format code of ordinances (MuniCode or similar).

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

**TAB A**

<b>MEETING DATE:</b>	Jan 23, 2019				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors Dec 19, 2018 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, December 19, 2018, be adopted.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Draft Minutes for December 19, 2018				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**Circuit Court Room**  
**December 19, 2018**  
**Budget Work Session 4:00pm**  
**Regular Meeting 7:00pm**

**MEMBERS PRESENT:** John M. (Mike) Sheridan, Columbia District, Chair  
Mozell Booker, Fork Union District, Vice Chair (*arrived at 4:13pm*)  
Patricia Eager, Palmyra District  
Tony O'Brien, Rivanna District  
Donald W. Weaver, Cunningham District

**ABSENT:** None.

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

**WORK SESSION – CALL TO ORDER**

At 4:06pm Chair Sheridan called to order the Budget Work Session of December 19, 2018. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**NON-PROFIT ORGANIZATION PRESENTATIONS**

- Central Virginia Partnership for Economic Development – Helen Cauthen
- Virginia Career Works - Piedmont Region (*formerly Piedmont Workforce Network*) – Helen Cauthen
- Fluvanna County Arts Council - Adele Schaefer
- Fluvanna Leadership Development Program – Mike Feazel
- Fluvanna/Louisa Housing Foundation – Dan Burke
- Foothills Child Advocacy Center – Cathee Johnson Phillips
- Hospice of the Piedmont – Adam Wagner - **Rescheduled**
- JAUNT Regional Transportation – Karen Davis
- Legal Aid Justice Center (LAJC) – Elaine Poon
- Sexual Assault Resource Agency (SARA) – Becky Weybright - **Rescheduled**
- Thomas Jefferson Planning District Commission (TJPDC) – Chip Boyles

**RECESS FOR DINNER AND CLOSED SESSION**

**MOTION TO ENTER INTO A CLOSED MEETING**

At 5:38pm, Mr. O'Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.5, A.6, A.7, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Prospective Industry, Investment of Funds, Litigation, & Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

**MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION**

At 7:05pm, Mr. O'Brien moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting." Mr. Weaver seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

**1 – RECONVENE, CALL TO ORDER, & PLEDGE OF ALLEGIANCE**

At 7:04pm Chair Sheridan called to order the Regular Meeting of December 19, 2018. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

Mr. Nichols requested the inclusion of Unfinished Business: *Additional Handheld Radios for Fluvanna County Sheriff's Office Communications Department*.

Mr. O'Brien requested the inclusion of considering support for the One Virginia 2021 Resolution, but this item was deferred until the January 9, 2019 Board of Supervisors meeting.

**MOTION**

Mr. Weaver moved to accept the Agenda, as amended, for the December 19, 2018 Regular Meeting of the Board of Supervisors. Mrs. Booker seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

**4 - COUNTY ADMINISTRATOR'S REPORT**

Mr. Nichols reported on the following topics:

- Community and County Staff Recognitions
  - Southeast Rural Community Assistance Project (SERCAP) - Dedicated another "Rebuilt" Home for a Fluvanna Resident on November 29<sup>th</sup>
  - Fluvanna County's 4-H Livestock Club won the Virginia Farm Bureau's annual Hay Bale Decorating Contest this year - Both "Best Agri-Business, FFA or 4-H Display" category and overall "Convention Favorite"; Beat over 35 entries from across the state, including Virginia Tech's! Trophies presented to the club Dec 7 by Fluvanna Farm Bureau representatives Joan Talley and Sandy Hopkins. Winning display is at the Fluvanna Community Center in Fork Union.
- County Administrator Retirement
  - Mr. Nichols announced his retirement, effective July 5, 2019. The timing will allow 6 months to recruit a replacement, and by setting the July 5<sup>th</sup> date, the new County Administrator will have a full month before their first BOS Meeting.
- Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	Jan 9	4:00 PM	Regular Meeting	Courtroom
Wed	Jan 23	4:00 PM 7:00 PM	Budget Work Session – Non-Profit Presentations Regular Meeting	Courtroom
Wed	Feb 6	4:00 PM 7:00 PM	Regular Meeting County Administrator's FY 20 Budget Proposal	Courtroom
Wed	Feb 13	7:00 PM	Budget Work Session – Constitutional Officers	Morris Room

**5 - PUBLIC COMMENTS #1**

At 7:13pm Chair Sheridan opened the first round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:13pm.

**6 - PUBLIC HEARING**

None.

**7 - ACTION MATTERS**

*VATI Grant for Broadband in Underserved Areas* – Eric Dahl, Deputy County Administrator/Finance Director, requested the Board ratify the submission of an application for the Virginia Telecommunications Initiative (VATI) Grant Program. The primary objective of VATI is to provide financial assistance to supplement construction costs by private sector broadband service providers, in partnership with local governments to extend service to areas that presently are unserved by any broadband provider.

Virginia Department of Housing and Community Development (DHCD) requirements:

- Application by a unit of government with a private sector provider(s) as a co-applicant - Fluvanna will be partnering with CVEC on this grant application to further the broadband expansion in southeastern Fluvanna County;
- Advertisement of solicitation of Public Comment for at least a fifteen (15) day period before application submission - The County advertised notice of the period of Public Comment in the Fluvanna Review in the November 29, 2018 and December 6, 2018 editions;
- Eligible projects will be owned and operated by the private sector co-applicant.

The general project area will begin at 911 Stage Junction Road north of Columbia and extend to Shepherds Store; from Shepherds Store the area will extend north to 4011 Cedar Lane Road; from Shepherds Store northwest along Wilmington Road to Wilmington and then west along Courthouse Road to the intersection with Stoneleigh Road and Georges Mill Road. The project area will also cover the southern portions of Georges Mill Road, Oak Creek Road and Venable Road.

Mr. Weaver inquired about the requested ratification rather than approval to submit the application; Mr. Nichols noted that the County was unable to get the application approved by the BOS prior to the submission deadline of December 14, 2018 and is therefore requesting ratification of the application that has been submitted by Staff. Mr. Nichols reminded the Board that they will have the opportunity to turn down the funds if granted, in the event that the Board chooses not to move forward with the project.

With little additional discussion,

**MOTION**

Mrs. Eager moved the Board of Supervisors ratify the advertisement seeking public comment and the application submission for the Virginia Telecommunications Initiative (VATI) Grant Program administered by the Virginia Department of Housing and Community Development (DHCD) in the

amount of \$641,967 for expanding broadband in a portion the underserved areas of southeastern Fluvanna County. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

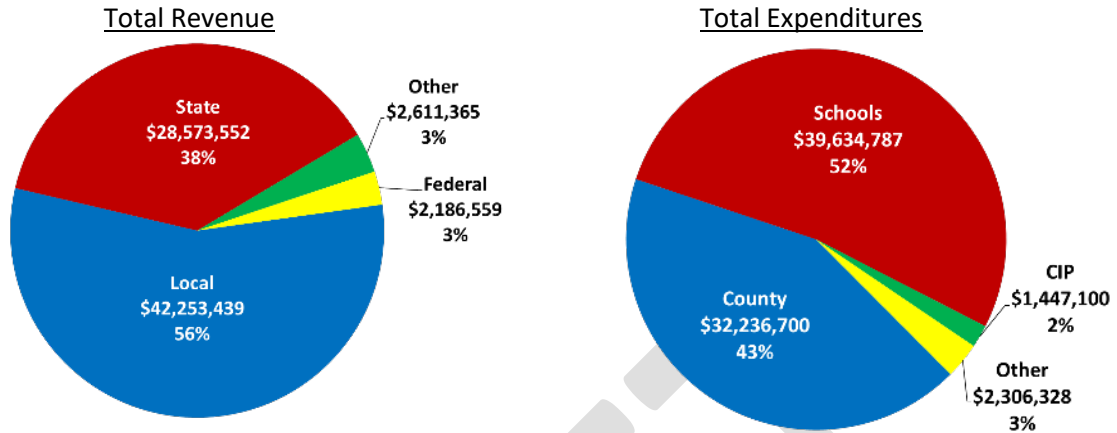
**7A – BOARDS AND COMMISSIONS**

None.

**8 – PRESENTATIONS**

2018 Comprehensive Annual Financial Report (CAFR)—Eric Dahl, Deputy County Administrator/Finance Director and Dave Foley, Robinson, Farmer, and Cox presented the 2018 Comprehensive Annual Financial Report (CAFR).

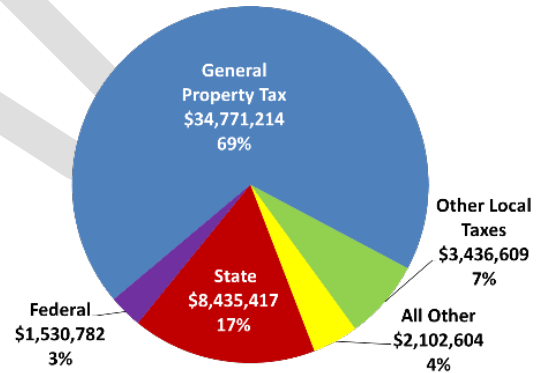
**Budget Summary - FY18 Adopted Budget - \$75,624,915**



**Comprehensive Annual Financial Report**

**FY18 General Fund Revenues**

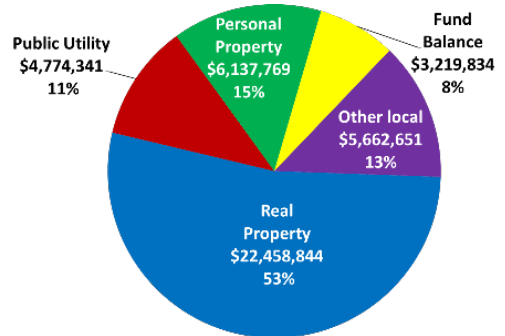
A	B	C	D	E	F
Revenue Source	FY17 Actual	FY18 Amended Budget	FY18 Actual	Over/(Under) Budget	FY17 to FY18 Inc/Dec
General Property Taxes	\$33,035,019	\$33,726,954	\$34,771,214	\$1,044,260	5.26%
Other local taxes	3,436,609	3,127,300	3,639,617	\$512,317	5.91%
Permits and fees	325,604	295,200	325,260	\$30,060	-0.11%
Fines and forfeitures	52,335	20,000	55,563	\$35,563	6.17%
Use of money	51,892	76,500	103,468	\$26,968	99.39%
Charges for services	760,809	780,700	906,672	\$125,972	19.17%
Miscellaneous	113,059	148,863	568,690	\$419,827	403.00%
Recovered Cost	116,344	151,858	142,951	(\$8,907)	22.87%
Commonwealth	8,491,421	8,611,602	8,435,417	(\$176,185)	-0.66%
Federal	1,150,400	1,455,088	1,530,782	\$75,694	33.07%
<b>Total</b>	<b>\$47,533,492</b>	<b>\$48,394,065</b>	<b>\$50,479,634</b>	<b>\$2,085,569</b>	<b>6.20%</b>



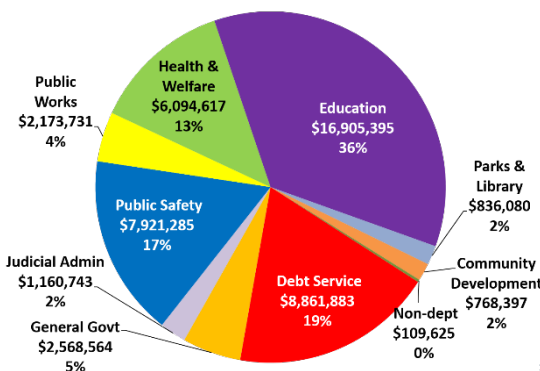
**FY18 Top 4 Local Revenues**

A	B	C	D	E	F	G
Revenue Source	FY14	FY15	FY16	FY17	FY18	FY17 to FY18 Inc/Dec
Real Estate Taxes	\$19,002,826	\$20,289,353	\$21,511,249	\$22,171,385	\$22,614,196	2.0%
Personal Property Taxes	4,825,586	4,949,139	5,404,855	5,897,231	6,204,439	5.2%
Public Service Corporation	4,259,048	4,653,744	4,981,936	4,451,833	5,363,122	20.5%
Local Sales Taxes	1,403,062	1,413,860	1,518,328	1,696,819	1,783,287	5.1%

**Revenue, local sources only**



**FY18 General Fund Expenditures**



A	B	C	D	E	F
Expenditure	FY17 Actual	FY18 Amended Budget	FY18 Actual	Over/(Under) Budget	FY17 to FY18 Inc/Dec
General Govt	\$2,571,167	\$2,726,990	\$2,568,564	(\$158,426)	-0.10%
Judicial Admin	1,140,751	1,230,159	1,160,743	(\$69,416)	1.75%
Public Safety	6,870,756	8,456,683	7,921,285	(\$535,398)	15.29%
Public Works	1,842,047	2,183,482	2,173,731	(\$9,751)	18.01%
Health & Welfare	6,047,790	6,334,690	6,094,617	(\$240,073)	0.77%
Education	15,623,059	17,332,927	16,905,395	(\$427,532)	8.21%
Parks, Rec. & Library	824,491	900,152	836,080	(\$64,072)	1.41%
Comm. Development	779,505	800,975	768,397	(\$32,578)	-1.43%
Non-departmental	25,699	195,765	109,625	(\$86,140)	326.57%
Debt Service	7,658,707	8,869,009	8,861,883	(\$7,126)	15.71%
<b>Total</b>	<b>\$43,383,972</b>	<b>\$49,030,832</b>	<b>\$47,400,320</b>	<b>(\$1,630,512)</b>	<b>9.26%</b>

**FY18 General Fund**

Year Ended June 30, 2018	
Revenue	\$ 50,479,634
Expenditures	(47,400,320)
Excess of revenues over expenditures	3,079,314
Transfers out (CIP & Sewer)	(4,988,835)
Change in fund balance	(1,909,521)
Fund balance beginning of year	22,683,348
Fund balance at end of year	\$ 20,773,827

As of June 30, 2018	
Non-spendable (Prepaid expenses, N.R.)	\$78,606
Restricted (e.g., FUSD Debt Reserve)	\$59,520
Committed (e.g., CIP Projects)	\$6,103,010
Assigned (Prior obligations)	\$0
Unassigned	\$14,532,691
Total	\$20,773,827
<b>Unassigned Fund Balance Target per Policy</b>	<b>\$8,687,777</b>
<b>Excess Above Target</b>	<b>\$5,844,914</b>

**Debt & Capital Leases**

A	B	C	D
Outstanding Debt	2017	2018	FY17 to FY18 Inc/Dec
General Obligation Bonds	\$ 81,948,878	\$78,238,142	-5%
Literary Fund Loans	1,549,256	0	-100%
State Moral Obligation Bonds	2,835,000	2,480,000	-13%
Qualified Energy Conservation Bond	7,653,740	7,417,740	0%
Capital Leases	8,223,125	7,126,966	-13%
Water/Sewer Bonds	1,055,463	8,607,626	716%
<b>Total</b>	<b>\$103,265,462</b>	<b>\$103,870,474</b>	<b>1%</b>

*FUSD Update*—Eric Dahl, Deputy County Administrator/Finance Director provided an update on the status of the loan to the Fork Union Sanitary District. Mr. Dahl discussed the year-end FY18 financial position for FUSD and go over the following options:

- Continue to allow annual payments for the FUSD note from the County
  - Board of Supervisors as the governing body of the Fork Union Sanitary District authorizes the issuance of a refunding bond for 2019 to the County - Appear on the January 9, 2018 BOS Meeting Agenda for consideration/action
  - Board of Supervisors approves the refunding of the \$67,100.00 remaining balance of the note of the District for the 2019 calendar year - Appear on the January 9, 2018 BOS Meeting Agenda for consideration/action
  - The Board of Supervisors as the governing body of the Fork Union Sanitary District can determine future repayment amounts - \$15,000 is budgeted for FY19; FY20 has not been determined yet
- Pay the note in full in the current fiscal year
  - Pay the note in full now (\$67,100) - The County would mark the Refunding Bond, R-4 (2018) as Paid in Full and Released.
- FUSD Loans & Balances FY10-FY18

Fiscal Year	Loan	Principal Paid	Cash Balance
2010	40,000	-	28,149
2011	-	-	19,991
2012	-	-	3,018
2013	30,000	-	589
2014	39,000	-	5,838
2015	9,000	-	498
2016	-	18,000	14,629
2017	-	17,867	55,791
2018	-	15,033	118,178
2019 (11/30)	-	-	140,140
<b>Total</b>	<b>118,000</b>	<b>50,900</b>	
<b>Loan Balance June 30, 2018</b>		<b>67,100</b>	

Following brief discussion, the Board directed Staff to pay the loan in full. Mr. Dahl indicated that the Board does not need to take action, staff will make the necessary adjustments.

**9 - CONSENT AGENDA**

The following items were discussed before approval:

*Accounts Payable Report*—Eric Dahl, Deputy County Administrator/Finance Director

The following items were approved under the Consent Agenda for December 19, 2018:

*Minutes of December 5, 2018*—Kelly Belanger Harris, Clerk to the Board

*Accounts Payable Report*—Eric Dahl, Deputy County Administrator/Finance Director

*Colonial Circle Application Fees Refund Request*—Brad Robinson, Senior Planner

*CRMF Request –Domestic Water Tank at FCHS Repair and Cleaning—Don Stribling, FCPS Executive Director*  
*CRMF Request- FCPS/FMS Fire Alarms—Don Stribling, FCPS Executive Director*  
*FY19 Emergency Management Budget Transfer—Eric Pollitt, Management Analyst*  
*Open Space Contract for Steven D. & Victoria P. Melton—Andrew M. Sheridan, Commissioner of the Revenue*  
*FY19 Sheriff’s Department Insurance Claim – 2012 Dodge Charger VIN 2942—Eric Pollitt, Management Analyst*  
*Fluvanna Partnership for Aging By-Laws Revision—Aaron Spitzer, Director of Parks and Recreation*

**MOTION**

Mr. Weaver moved to approved the consent agenda, for the December 19, 2018 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for November 2018, in the amount of \$4,119,345.46. Mr. O’Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

**10 - UNFINISHED BUSINESS**

*Additional Handheld Radios for Fluvanna County Sheriff’s Office Communications Department—Steven M. Nichols, County Administrator, requested approval of a budget transfer to purchase additional handheld radios for the Sheriff’s Office. Fluvanna County has five assigned State Troopers and one conservation police officer; routinely 2-3 of these officers are on duty daily between 6:00am and 10:00pm. When the Fluvanna communications system was upgraded, the budget only allowed for three radios to be purchased for Trooper/CPO use; these radios are routinely kept in the communications center and issued on a daily basis if the troopers/CPO are able to pick them up during their shift. The purchase of additional radios would allow for each of these individuals to have an assigned radio for in-car communications with the Sheriff’s Office any time they are on duty. This initiative will significantly improve office safety by effectively doubling the number of officers able to respond to in-County calls reducing the time required for additional units on scene.*

With no discussion,

**MOTION**

Mrs. Booker moved to approve a transfer of \$12,000 from FY19 Board Contingency to the FY19 E911 Professional Services budget for the purchase of three additional handheld radios to allow locally assigned state troopers and conservation police officers to have an assigned radio for in-car communications with the Sheriff’s Office while on duty and for off duty emergency response. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver.

**11 - NEW BUSINESS**

None.

**12 - PUBLIC COMMENTS #2**

At 8:15pm Chair Sheridan opened the second round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 8:15pm.

**MOTION TO ENTER INTO A CLOSED MEETING**

At 8:15pm, Mr. O’Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.5, A.6, A.7 & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Prospective Industry, Investment of Funds, Litigation, & Legal Matters. Mr. Weaver seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O’Brien, and Weaver. NAY: None. ABSENT: None.

**MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION**

At 10:28pm, Mr. O’Brien moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.” Mr. Weaver seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

**14 - ADJOURN**

**MOTION:**

At 10:28pm Mrs. Booker moved to adjourn the regular meeting of Wednesday, December 19, 2018. Mr. Weaver seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

---

Kelly Belanger Harris  
Clerk to the Board

---

John M. Sheridan  
Chair

DRAFT

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

**TAB B**

<b>MEETING DATE:</b>	Jan 23, 2019				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors Jan 9, 2019 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, January 9, 2019, be adopted.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Draft Minutes for January 9, 2019				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Circuit Court Room  
January 9, 2019  
Regular Meeting 4:00pm**

**MEMBERS PRESENT:** John M. (Mike) Sheridan, Columbia District, Chair  
Mozell Booker, Fork Union District, Vice Chair  
Patricia Eager, Palmyra District  
Tony O’Brien, Rivanna District  
Donald W. Weaver, Cunningham District

**ABSENT:** None.

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

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

At 4:00pm Mr. Steven M. Nichols, County Administrator, called to order the 2019 Organizational Meeting. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**2019 Organizational Meeting of the Fluvanna County Board of Supervisors**

*Election of Chair* - This action will elect a Chair to the Board of Supervisors for 2019. Mr. Steven M. Nichols, County Administrator, called for nominations.

**NOMINATION:** Supervisor Sheridan

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

Following the election of Chair, Mr. Nichols turned the gavel, and the meeting, over to Chair Sheridan.

*Election of Vice-Chair* - This action will elect a new Vice-Chairperson to the Board of Supervisors for 2019. Chair Sheridan opened the floor for nominations for Vice-Chair.

**NOMINATION:** Supervisor O’Brien

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

Supervisors O’Brien was elected Vice Chair, and the nomination/voting process was complete.

*Resolution Entitled “Organizational Meeting of the Fluvanna County Board of Supervisors 2019”* - The Code of Virginia requires an annual organizational meeting of the Board of Supervisors for the election of officers and the conduct of such other business as to meeting times and dates.

**MOTION:** To adopt the Resolution entitled “*Organizational Meeting of the Fluvanna County Board of Supervisors 2019*” which designates the location, day, and time of meetings.

Meeting Place: Circuit Courtroom of the Fluvanna County Courts Building  
Meeting Times: Day Meetings begin at 4:00 p.m. and end at 8:00 p.m., unless extended;  
Night Meetings begin at 7:00 p.m. and end at 11:00 p.m., unless extended;  
When scheduled, Work Sessions begin at 4:00 p.m. prior to the evening meeting.

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

*Selection of Dates for the Board Meetings* - This action will adopt the Board of Supervisors 2019 Regular Meeting Calendar.

MOTION: To adopt the Board of Supervisors 2019 Regular Meeting Calendar as presented.

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

*Adoption of Board By-Laws and Rules of Practice and Procedures* - This action will adopt the Fluvanna County Board of Supervisors By-Laws and Rules of Practice and Procedures.

MOTION: To adopt the Board of Supervisors By-Laws and Rules of Practice and Procedure.

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

**3 - ADOPTION OF AGENDA**

MOTION

Mrs. Booker moved to accept the Agenda, for the January 9, 2019 Regular Meeting of the Board of Supervisors, as presented. Mr. Weaver seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

**4 - COUNTY ADMINISTRATOR'S REPORT**

Mr. Nichols reported on the following topics:

- Community and County Staff Recognitions
- National Frame Building Association (NFBA) selected Fluvanna County Farm Heritage Museum Barn Project as 2018 2nd Place winning entry in the Institutional Buildings (\$0-6M) category
- Includes churches, schools, nonprofit organization offices, government buildings, other public buildings. Congratulations to:
  - Contractor: Fuog Interbuild
  - Fluvanna Historical Society and Mr. Marvin Moss for extraordinary fundraising efforts and design assistance
  - Staff Departments: Public Works, Parks & Recreation, and Finance
- Announcements and Updates
- FUSD Loan - An Internal Transfer for the outstanding principal balance of \$67,100.00 was made to the County. Effective December 15, 2018, the FUSD Note to the County is Paid in Full and Released
- VPSA Series 2012 Actual Escrow Earnings - Credit of \$311,179 applied to Jan 2019 debt service payment
- Wheelin' Sportsman harvested 5 deer at Pleasant Grove on Jan 4th
- Convenience Center Rain Shelter completed
- JABA and JAUNT Historical Funding Levels
- Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	Jan 23	4:00 PM 7:00 PM	Budget Work Session – Non-Profit Presentations Regular Meeting	Courtroom
Wed	Feb 6	4:00 PM 7:00 PM	Regular Meeting County Administrator's FY 20 Budget Proposal	Courtroom
Wed	Feb 13	7:00 PM	Budget Work Session – Constitutional Officers	Morris Room
Wed	Feb 20	4:00 PM 7:00 PM	FCPS FY20 Adopted Budget Work Session Regular Meeting	Courtroom
Wed	Feb 27	7:00 PM	Budget Work Session – Agency Briefs Set Maximum RE Tax Rate for Advertising	Morris Room

**5 - PUBLIC COMMENTS #1**

At 4:26pm Chair Sheridan opened the first round of Public Comments.

- Marshall Tomlin, 3422 Zion Rd, solicited help with noise along the 250 corridor from Zion Crossroads to the Fluvanna/Albemarle County line. Mr. Tomlin stated that the noise is generated by Cavalier Container.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:29pm.

**6 - PUBLIC HEARING**

None.

**7 - ACTION MATTERS**

*One Virginia 2021 Resolution of Support*—Steven M. Nichols, County Administrator and Joe Shaver, One Virginia 2021 Representative, requested support for a Resolution in Support of Redistricting Reform in Virginia. Mr. Shaver reported that Senators Hanger, Locke, and Lewis have proposed Senate Joint Resolution 274, “Proposing an amendment to Section 6 of Article II of the Constitution of Virginia and proposing an amendment to the Constitution of Virginia by adding in Article II a section numbered 6-A, relating to apportionment; criteria for legislative and congressional districts; Virginia Citizens Redistricting Commission.” The Board agreed to modify the Resolution to include language to specifically support 2019 General Assembly Senate Joint Resolution 274. Following general discussion,

MOTION

Mrs. Eager moved the Board of Supervisors approve Resolution No. 02–2019 entitled “A RESOLUTION IN SUPPORT OF REDISTRICTING REFORM IN VIRGINIA,” as amended. On a second by Mrs. Booker, the motion passed 4-0-1. AYE: Sheridan, O’Brien, Booker, Eager. NAY: None. ABSENT: None. ABSTAIN: Weaver.

*Preventive Maintenance and On-Call Repair and Emergency Services for Generators*—Cyndi Toler, Purchasing Officer, presented a request to approve a contract with GenServ, LLC in order to maintain and service County-owner generators.

Mrs. Toler provided the following background information:

- An Invitation for Bid (IFB) issued in October 2018
- Three Bids were received
- GenServ LLC was the low bid
- Preventative Maintenance Costs for all county generators (22), including at all E911 Tower sites, will be \$16,400 annually for quarterly preventative maintenance
- Additional charges for on call and emergency repairs:
  - Flat Rate Fee for Travel (per occurrence, if applicable) \$200.00
  - Mechanic Hourly Rate, Normal Time, 8 A.M. – 5 P.M. \$85.00
  - Electrician Hourly Rate, Normal Time, 8 A.M. – 5 P.M. \$85.00
  - Mechanic Overtime Hourly, After 5 P.M. & Holidays \$127.50
  - Electrician Overtime Hourly, After 5 P.M. & Holidays \$127.50
- Our prior generator service contract, signed in 2016, included one annual preventative maintenance visit for a flat fee of \$335 per generator. This has been inadequate service with multiple generator failures.

Chair Sheridan asks if this contract covers the Kents Store Rescue Building. Mrs. Toler indicated that Kents Store Rescue is not currently included in this contract; Mr. Nichols noted that staff will research the inclusion.

MOTION

Mr. O’Brien moved the Board of Supervisors approve the Preventive Maintenance and On-Call Repair and Emergency Services for Generators Contract with GenServ, LLC, authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, O’Brien, Booker, Eager, & Weaver. NAY: None. ABSENT: None.

*Zion Crossroad Elevated Water Storage Tank Contract*—Cyndi Toler, Purchasing Officer brought forward a request to award a contract to CB&I, LLC in order to construct an elevated water storage tank as part of the Zion Crossroads Water and Sewer Project. Mr. Nichols reminded the Board that awarding the contracts does not constitute a Notice to Proceed.

Mrs. Toler noted that this was budgeted in the ZXR Water system project and provided the following background:

- May 2018: IFB’s issued for Construction
- Bid Opening on October 9, 2018 at the Fluvanna Community Center
- Bids Received
  - 2018-03 Water and Sewer System- 6 Bids
  - 2018-04 Elevated Water Tank- 4 Bids
  - 2018-05 Water Booster Station and Wastewater Pump Station- 6 Bids
- Low bids have been reviewed and approved by Dewberry Engineers and the County Attorney’s office.

	Estimated Construction Cost	Final Low Bid	Bidder	Bid to Estimate Difference
Elevated Water Storage Tank	\$2,239,400			
<b>Elevated Water Storage Tank Subtotal</b>	<b>\$2,239,400</b>	<b>\$1,991,000</b>	<b>CBI</b>	<b>(\$248,400)</b>

CB&I LLC is a 130 year old company, with extensive experience in designing, fabricating, and erecting storage tanks and has designed and built over 25,000 elevated water storage tanks. As part of the bidding documents, CB&I submitted a proposed revision to the design of the base cone to a diameter of 29’ – 9”; Dewberry engineers and former Director of Public Works, Wayne Stevens reviewed the revision and found it to be an acceptable change.

Following general discussion,

**MOTION**

Mrs. Eager moved the Board of Supervisors approve the Zion Crossroad Elevated Water Storage Tank Contract with CB&I LLC in the amount of \$1,991,000.00, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. On a second by Mr. Weaver, the motion passed 5-0. AYE: Sheridan, O’Brien, Booker, Eager, & Weaver. NAY: None. ABSENT: None.

*ZXR Sargent Water Booster Station and Wastewater Pump Station* —Cyndi Toler, Purchasing Officer presented a request to award a contract to Sargent Corporation in order to construct a water booster station and wastewater pump station as part of the Zion Crossroads Water and Sewer Project.

Mrs. Toler reminded the Board that this was budgeted in the ZXR Water system project and provided the following background:

- May 2018: IFB’s issued for Construction
- Bid Opening on October 9, 2018 at the Fluvanna Community Center
- Bids Received
  - 2018-03 Water and Sewer System- 6 Bids
  - 2018-04 Elevated Water Tank- 4 Bids
  - 2018-05 Water Booster Station and Wastewater Pump Station- 6 Bids
- Low bids have been reviewed and approved by Dewberry Engineers and the County Attorney’s office.

	Estimated Construction Cost	Final Low Bid	Bidder	Bid to Estimate Difference
Water Booster Station	\$642,600			
Wastewater Pump Station	\$888,000			
<b>Water Booster &amp; Wastewater Pump Station Subtotal</b>	<b>\$1,530,600</b>	<b><u>\$1,900,000</u></b>	<b>Sargent Corp.</b>	<b>\$369,400</b>

- Sargent Corp has been in business since 1927 and has a long, successful history of similar and more extensive projects.

Following brief discussion,

**MOTION**

Mr. O’Brien moved the Board of Supervisors approve the Zion Crossroads Water Booster Station and Wastewater Pump Station Contract with Sargent Corporation in the amount of \$1,900,000.00, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. On a second by Mrs. Booker, the motion passed 5-0. AYE: Sheridan, O’Brien, Booker, Eager, & Weaver. NAY: None. ABSENT: None.

**7A – BOARDS AND COMMISSIONS**

**MOTION**

Mrs. Booker moved and Mr. Weaver seconded, that the Board of Supervisors recommend, to the Circuit Court, appointment to:

Board of Zoning Appeals	Peter Von Keyserling	Jan 1, 2019	De 31, 2022
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**8 - PRESENTATIONS**

*Community Volunteer Update* – Carol Tracy Carr, Community Volunteer Coordinator provided an update on Fluvanna Community Volunteers.

Highlights of accomplishments in 2018 were recounted by Ms. Carr:

- Initial Steps Taken in 2018
  - Met with the county agencies that utilize volunteers
  - Contacted organizations in original database
  - Published updated volunteer opportunity database
  - Researched best methods to broadcast information to the County
  - Formed an Community Volunteer Coordinator Advisory Group
  - Participated in 2019 Virginia Governor’s Volunteerism and Community Service Awards
- Updated the Existing Database of Volunteer Opportunities

- 29 organizations - Primarily in Fluvanna and County-supported
- Identifying best ways to broadcast opportunities
  - County Website
  - Newspaper publications
  - Email Distribution List (Fan Mail)
  - Social Media
  - Attending meetings of County organizations
  - Brief presentations at community meetings
- Creation of the Volunteer Coordinator Advisory Group
- Proposed Initiatives for the Coming Year
  - Launch the community outreach on a broader scale
  - Explore opportunities for increased student involvement in volunteer activities in the community
  - Explore collaboration with the newly formed FLDP Alumni Group
  - Discuss possible coordination of information sharing between food organizations in the County
  - Explore possibility of a Speakers Bureau for the County
  - Develop mechanisms for recognition and valuation of County volunteers

## **9 - CONSENT AGENDA**

The following items were discussed before approval:

*CRMF Request – Historic Courthouse Repairs*—Steven M. Nichols, County Administrator

The following items were approved under the Consent Agenda for January 9, 2019:

*Approval of Open Space Contract Renewal for Ginger Smith Johnson*—Andrew M. Sheridan, Commissioner of the Revenue

*Public Works Director Salary* – Jessica Rice, HR Manager

*CRMF Request – Historic Courthouse Repairs*—Steven M. Nichols, County Administrator

*CRMF Request – Social Services Building Heat Pump*—Steven M. Nichols, County Administrator

### **MOTION**

Mr. Weaver moved to approved the consent agenda, for the January 9, 2019 Board of Supervisors meeting. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

## **10 - UNFINISHED BUSINESS**

None.

## **11 - NEW BUSINESS**

None.

## **12 - PUBLIC COMMENTS #2**

At 5:18pm Chair Sheridan opened the second round of Public Comments.

- Bob Livengood, 124 Mead Lane, representing Budget Electrical, approached the Board to solicit support for an electrician apprenticeship program in Fluvanna County Schools.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 5:20pm.

## **13 - CLOSED MEETING**

### **MOTION TO ENTER INTO A CLOSED MEETING**

At 5:20pm, Mr. O'Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.5, A.6, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, and Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

### **MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION**

At 7:34pm, Mr. O'Brien moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting." Mrs. Booker seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

## **14 - ADJOURN**

MOTION:

At 7:35pm Mr. O'Brien moved to adjourn the regular meeting of Wednesday, Date. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_

Kelly Belanger Harris  
Clerk to the Board

\_\_\_\_\_

John M. Sheridan  
Chair

DRAFT

## MEMORANDUM

**Date:** January 23, 2019  
**From:** Finance Department  
**To:** Board of Supervisors  
**Subject:** **Accounts Payable Report for December 2018**

TAB C

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

CATEGORY	AMOUNT
General	\$750,769.90
Capital Improvements	\$155,298.75
Debt Service	\$775.00
Sewer	\$1,257.92
Fork Union Sanitary District	\$8,948.38
Zion Crossroads Water & Sewer	\$113,674.68
<b>TOTAL AP EXPENDITURES</b>	<b>\$1,030,724.63</b>
Payroll	\$843,196.57
<b>TOTAL</b>	<b>\$1,873,921.20</b>


### **MOTION**


I move the Accounts Payable and Payroll be ratified for **December 2018** in the amount of **\$1,873,921.20**.


Encl:  
AP Report







	A	B	C	D	F	G	H	J				
1	<b>County of Fluvanna</b> <b>Accounts Payable List</b>								<b>From Date: 12/1/2018</b> <b>To Date: 12/31/2018</b>			
2												
3												
4												
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount					
7	<b>Fund # - 100 GENERAL FUND</b>											
8	<b>GENERAL FUND</b>											
9	NATIONAL COMMUNICATION	PLANNING ESCROW	EROSION & SOIL BOND (REFUND)	121318	12/13/2018	12/14/2018	2,357.00					
10	BETHEL BUILDERS, LLC	PLANNING ESCROW	EROSION & SOIL BOND (REFUND)	278	12/13/2018	12/14/2018	2,000.00					
11	ZIONS CROSSROADS, LLC	PLANNING ESCROW	ESBOND - EROSION & SOIL CASH BOND	122018	12/20/2018	12/27/2018	10,253.00					
12	VACORP	CLEARING ACCOUNT-	HYBRID DISABILITY	65469	12/3/2018	12/4/2018	541.36					
13	VACORP	CLEARING ACCOUNT-	DISABLITY FOR HYBRID	65700	12/3/2018	12/4/2018	604.92					
14							<b>Total:</b>	<b>\$15,756.28</b>				
15												
16	<b>REAL ESTATE TAXES</b>											
17	ACHMAD, HENRY & GUZMAN, GLADYS	R E 2018 - 1ST	Lockbox Payment Refund	66423	12/12/2018	12/14/2018	851.21					
18	ALMOND, DEREK & RANDI	R E 2018 - 1ST	RE 2018 16-A-24G	66700	12/21/2018	12/27/2018	380.77					
19	BRAXTON, VENUS D.	R E 2018 - 1ST	RE 2018 20-A-38	66701	12/21/2018	12/27/2018	126.77					
20	CARROLL LIVING TRUST	R E 2018 - 1ST	RE 2018 48-A-57	66427	12/12/2018	12/14/2018	278.06					
21	CLOSURE TITLE SETTLEMENT	R E 2018 - 1ST	RE 2018 18A-8-196	66452	12/12/2018	12/14/2018	119.48					
22	CROSON, TYLER	R E 2018 - 1ST	Lockbox Payment Refund	66437	12/12/2018	12/14/2018	355.74					
23	DITECH FINANCIAL LLC	R E 2018 - 1ST	RE 2018 18A-5-554	66424	12/12/2018	12/14/2018	969.98					
24	DOWELL, PHILLIP D & SUZANNE G	R E 2018 - 1ST	RE 2018 36-A-41A	66702	12/21/2018	12/27/2018	61.13					
25	DYE, CRAIG T & JANET E	R E 2018 - 1ST	Lockbox Payment Refund	66431	12/12/2018	12/14/2018	1,191.12					
26	FICKES, E. DONALD & BARBARA A.	R E 2018 - 1ST	Lockbox Payment Refund	66432	12/12/2018	12/14/2018	2,338.58					
27	FIFTH THIRD BANK	R E 2018 - 1ST	RE 2018 18A-4-313	66450	12/12/2018	12/14/2018	828.67					
28	FREEDOM MORTGAGE	R E 2018 - 1ST	RE 2018 18A-8-250	66441	12/12/2018	12/14/2018	559.65					
29	GUIFF, SUZANNE	R E 2018 - 1ST	RE 2018 48-7-2	66704	12/21/2018	12/27/2018	5.31					
30	HAMSHAR, LEILANI L	R E 2018 - 1ST	RE 2018 36-2-C1	66705	12/21/2018	12/27/2018	28.98					
31	HANNAH, ELAINE E	R E 2018 - 1ST	Lockbox Payment Refund	66430	12/12/2018	12/14/2018	1,044.60					
32	HIGGINBOTHAM, JAMES E & LINDA M	R E 2017 - 1ST	RE 2017 4-35-7	66320	12/6/2018	12/14/2018	653.95					
33	HIGGINBOTHAM, JAMES E & LINDA M	R E 2017 - 2ND	RE 2017 4-35-7	66320	12/6/2018	12/14/2018	653.94					
34	HIGGINBOTHAM, JAMES E & LINDA M	R E 2018 - 1ST	RE 2018 4-35-7	66321	12/6/2018	12/14/2018	677.02					
35	HIGGINBOTHAM, JAMES E & LINDA M	R E 2018 - 2ND	RE 2018 4-35-7	66321	12/6/2018	12/14/2018	677.02					
36	INNSBROOK LAW GROUP	R E 2017 - 1ST	RE 2017 52-19-5	66484	12/12/2018	12/14/2018	1,359.80					
37	JOHNSON, PAMELA T.	R E 2018 - 1ST	Lockbox Payment Refund	66434	12/12/2018	12/14/2018	372.53					
38	LOANCARE	R E 2018 - 1ST	RE 2018 40-7-1	66426	12/12/2018	12/14/2018	681.15					
39	LOANCARE	R E 2018 - 1ST	RE 2018 18A-8-35	66428	12/12/2018	12/14/2018	9.00					
40	LOANCARE	R E 2018 - 1ST	RE 2018 18A-2-284	66445	12/12/2018	12/14/2018	652.13					
41	MARKS, EDWIN D. & AGNES J.	R E 2018 - 1ST	RE 2018 23-A-33	66706	12/21/2018	12/27/2018	50.89					
42	MARKS, MARY E	R E 2018 - 1ST	RE 2018 21-12-5	66707	12/21/2018	12/27/2018	96.25					
43	MARTINELLI, MICHAEL D	R E 2018 - 1ST	RE 2018 18A-10-178	66703	12/21/2018	12/27/2018	585.94					

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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount			
44	MARVIN JACKSON JR	R E 2018 - 1ST	RE 2018 18-A-50	66436	12/12/2018	12/14/2018	152.23			
45	MOORE, AMELIA	R E 2018 - 1ST	Lockbox Payment Refund	66440	12/12/2018	12/14/2018	2,325.91			
46	NUNEMAKER, KELLY L ET AL	R E 2018 - 1ST	Lockbox Payment Refund	66442	12/12/2018	12/14/2018	724.44			
47	ONDEK, ANDREW J & AMY ANNE	R E 2018 - 1ST	Lockbox Payment Refund	66438	12/12/2018	12/14/2018	1,539.18			
48	PAYNE, WILLIAM C & TERESA	R E 2018 - 1ST	Lockbox Payment Refund	66443	12/12/2018	12/14/2018	888.77			
49	POWELL, PHILLIP M & MARY J	R E 2018 - 1ST	Lockbox Payment Refund	66444	12/12/2018	12/14/2018	28.17			
50	QUICKEN LOANS	R E 2018 - 1ST	RE 2018 18A-3-444	66422	12/12/2018	12/14/2018	851.21			
51	SITES, JOSHUA ANDREW & LAUREN	R E 2018 - 1ST	RE 2018 18A-11-33	66708	12/21/2018	12/27/2018	799.17			
52	SMITH, E. VERNON, JR. & LINDA	R E 2018 - 1ST	Lockbox Payment Refund	66446	12/12/2018	12/14/2018	294.85			
53	STANLEY, BECKY	R E 2018 - 1ST	RE 2018 11-A-82C	66709	12/21/2018	12/27/2018	93.81			
54	STOUGH, RONALD EDWARD &	R E 2018 - 1ST	RE 2018 18A-9-199	66448	12/12/2018	12/14/2018	895.82			
55	TAPSCOTT, HARVEY & BARBARA	R E 2018 - 1ST	RE 2018 37-10-13	66449	12/12/2018	12/14/2018	1,328.16			
56	UNION BANK & TRUST	R E 2018 - 1ST	RE 2018 8-A-30C	66421	12/12/2018	12/14/2018	8,630.82			
57	US BANK HOME MORTGAGE	R E 2018 - 1ST	RE 2018 18A-5-490	66425	12/12/2018	12/14/2018	558.23			
58	US BANK HOME MORTGAGE	R E 2018 - 1ST	RE 2018 18A-9-317	66429	12/12/2018	12/14/2018	1,165.30			
59	VIRGINIA HOUSING DEVELOPMENT	R E 2018 - 1ST	RE 2018 18A-12-365	66435	12/12/2018	12/14/2018	13.00			
60	VIRGINIA HOUSING DEVELOPMENT	R E 2018 - 1ST	RE 2018 24-A-9E	66451	12/12/2018	12/14/2018	171.50			
61	VIRGINIA HOUSING DEVELOPMENT	R E 2018 - 1ST	RE 2018 10-23-41	66453	12/12/2018	12/14/2018	487.15			
62	VIRGINIA HOUSING DEVELOPMENT	R E 2018 - 1ST	RE 2018 18A-1-130	66454	12/12/2018	12/14/2018	672.26			
63	WALKER, KYLE R	R E 2018 - 1ST	Lockbox Payment Refund	66455	12/12/2018	12/14/2018	178.66			
64	WELLS FARGO REAL ESTATE TAX	R E 2018 - 1ST	RE 2018 18A-1-241	66439	12/12/2018	12/14/2018	429.60			
65	WELLS FARGO REAL ESTATE TAX	R E 2018 - 1ST	RE 2018 36-22-2	66447	12/12/2018	12/14/2018	474.41			
66	WELLS FARGO	R E 2018 - 1ST	RE 2018 50-14-7	66433	12/12/2018	12/14/2018	333.34			
67							<b>Total:</b>	<b>\$38,645.66</b>		
68										
69	<b>REAL &amp; PERSONAL PUBLIC SERV</b>									
70	CONTERRA ULTRA BROADBAND, LLC	PS CORP 2018 - 1ST	RE 2018 6918	66218	12/5/2018	12/6/2018	311.52			
71							<b>Total:</b>	<b>\$311.52</b>		
72										
73	<b>PERSONAL PROPERTY TAXES</b>									
74	ACAR LEASING LTD	P P 2018 - 1ST	PP 2018 49	66221	12/5/2018	12/6/2018	833.14			
75	ACAR LEASING LTD	P P 2018 - 2ND	PP 2018 49	66221	12/5/2018	12/6/2018	833.13			
76	BOURNE, DAVID LEE	P P 2018 - 1ST	PP 2018 199229	66713	12/21/2018	12/27/2018	16.65			
77	CASTLE, WILLARD	P P 2018 - 1ST	PP 2018 3777	66462	12/12/2018	12/14/2018	85.70			
78	DOWELL, PHILIP	P P 2018 - 1ST	PP 2018 229314	66717	12/21/2018	12/27/2018	0.67			
79	FLEMING, KAITLIN REED	P P 2018 - 1ST	PP 2018 13290	66222	12/5/2018	12/6/2018	160.60			
80	HALEY, KAYLA NICOLE	P P 2018 - 1ST	PP 2018 13435	66223	12/5/2018	12/6/2018	8.38			

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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount			
81	HARRINGTON, DWIGHT ANTHONY	P P 2018 - 1ST	PP 2018 203942	66224	12/5/2018	12/6/2018	227.94			
82	HARRINGTON, DWIGHT ANTHONY	P P 2018 - 2ND	PP 2018 203942	66224	12/5/2018	12/6/2018	227.94			
83	HERNDON, ROGER DEAN	P P 2018 - 1ST	PP 2018 204293	66470	12/12/2018	12/14/2018	43.55			
84	JACKSON, MARGARET ALMA	P P 2017 - 1ST	PP 2017 10073	66219	12/5/2018	12/6/2018	151.73			
85	KNOLL, ANDREW JAY	P P 2018 - 1ST	PP 2018 228114	66323	12/6/2018	12/14/2018	24.24			
86	MCCARTHY, MICHELE CHROIANAM	P P 2018 - 1ST	PP 2018 7228	66225	12/5/2018	12/6/2018	12.47			
87	MCGHEE, ROBERT BRUCE	P P 2018 - 1ST	PP 2018 15483	66226	12/5/2018	12/6/2018	183.27			
88	MILLS, CARL KENNETH	P P 2018 - 1ST	PP 2018 1846	66227	12/5/2018	12/6/2018	2.18			
89	MILLS, CARL KENNETH	P P 2018 - 1ST	PP 2018 1846	66227	12/5/2018	12/6/2018	5.88			
90	MILLS, CARL KENNETH	P P 2018 - 1ST	PP 2018 1846	66227	12/5/2018	12/6/2018	6.09			
91	MILLS, CARL KENNETH	P P 2018 - 2ND	PP 2018 1846	66227	12/5/2018	12/6/2018	2.17			
92	MILLS, CARL KENNETH	P P 2018 - 2ND	PP 2018 1846	66227	12/5/2018	12/6/2018	5.87			
93	MILLS, CARL KENNETH	P P 2018 - 2ND	PP 2018 1846	66227	12/5/2018	12/6/2018	6.09			
94	MONAHAN, LISA MARIE	P P 2018 - 1ST	PP 2018 4587	66474	12/12/2018	12/14/2018	2.61			
95	NARINE, SARAH LOUISE	P P 2017 - 1ST	PP 2017 7384	66322	12/6/2018	12/14/2018	244.30			
96	NARINE, SARAH LOUISE	P P 2017 - 2ND	PP 2017 7384	66322	12/6/2018	12/14/2018	73.70			
97	PARMLY, SHERRY REARDON	P P 2018 - 1ST	PP 2018 7467	66324	12/6/2018	12/14/2018	113.32			
98	PARMLY, SHERRY REARDON	P P 2018 - 2ND	PP 2018 7467	66324	12/6/2018	12/14/2018	113.32			
99	POWELL, AMANDA KAYE	P P 2018 - 1ST	PP 2018 228549	66325	12/6/2018	12/14/2018	170.78			
100	SCAMPOLI, RICHARD	P P 2018 - 1ST	PP 2018 4918	66479	12/12/2018	12/14/2018	2.17			
101	SIDWELL, BRADLEY NATHANIEL	P P 2018 - 1ST	PP 2018 231401	66326	12/6/2018	12/14/2018	99.51			
102	SPILLMAN, RYAN ALARIC	P P 2017 - 1ST	PP 2017 231466	66220	12/5/2018	12/6/2018	13.05			
103	SPILLMAN, RYAN ALARIC	P P 2017 - 2ND	PP 2017 231466	66220	12/5/2018	12/6/2018	13.05			
104	SPILLMAN, RYAN ALARIC	P P 2018 - 1ST	PP 2018 231466	66228	12/5/2018	12/6/2018	13.05			
105	STINNIE, PHILLIP RANDOLPH	P P 2018 - 1ST	PP 2018 15739	66229	12/5/2018	12/6/2018	147.48			
106	<b>Total:</b>							<b>\$3,844.03</b>		
107										
108	<b>PROPERTY TAX PENALTIES &amp; INT</b>									
109	NARINE, SARAH LOUISE	INTEREST-ALL PROPERTY	PP 2017 7384	66322	12/6/2018	12/14/2018	1.93			
110	NARINE, SARAH LOUISE	INTEREST-ALL PROPERTY	PP 2017 7384	66322	12/6/2018	12/14/2018	14.25			
111	NARINE, SARAH LOUISE	PENALTIES-ALL PROPERTY	PP 2017 7384	66322	12/6/2018	12/14/2018	41.76			
112	NARINE, SARAH LOUISE	PENALTIES-ALL PROPERTY	PP 2017 7384	66322	12/6/2018	12/14/2018	112.65			
113	STINNIE, PHILLIP RANDOLPH	INTEREST-ALL PROPERTY	PP 2018 15739	66229	12/5/2018	12/6/2018	1.10			
114	STINNIE, PHILLIP RANDOLPH	INTEREST-ALL PROPERTY	PP 2018 15739	66229	12/5/2018	12/6/2018	8.21			
115	STINNIE, PHILLIP RANDOLPH	PENALTIES-ALL PROPERTY	PP 2018 15739	66229	12/5/2018	12/6/2018	110.21			
116	<b>Total:</b>							<b>\$290.11</b>		
117										

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1	<b>County of Fluvanna</b> <b>Accounts Payable List</b>								<b>From Date: 12/1/2018</b> <b>To Date: 12/31/2018</b>	
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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount			
118	<b>OTHER LOCAL TAXES</b>									
119	ACAR LEASING LTD	ADMIN FEE VEHICLE	PP 2018 49	66221	12/5/2018	12/6/2018	33.00			
120	ACREE, ANTHONY AARON	ADMIN FEE VEHICLE	PP 2018 5365	66458	12/12/2018	12/14/2018	60.50			
121	ARNDT, PATRICIA ROSEMARIE	ADMIN FEE VEHICLE	PP 2018 217172	66459	12/12/2018	12/14/2018	256.55			
122	BACHMAN, CHRISTINA LAWRENCE	ADMIN FEE VEHICLE	PP 2018 12657	66710	12/21/2018	12/27/2018	12.07			
123	BASZCZEWSKI, JEAN ALEXANDER	ADMIN FEE VEHICLE	PP 2018 5880	66460	12/12/2018	12/14/2018	472.00			
124	BECKER, AMY VIRGINIA	ADMIN FEE VEHICLE	PP 2018 7404	66712	12/21/2018	12/27/2018	66.01			
125	BURNETT, SHERRY LYNN	ADMIN FEE VEHICLE	PP 2018 12879	66461	12/12/2018	12/14/2018	265.03			
126	CANINE CONCIERGE AND EQUINE	ADMIN FEE VEHICLE	PP 2018 427	66714	12/21/2018	12/27/2018	22.42			
127	CANINE CONCIERGE AND EQUINE	ADMIN FEE VEHICLE	PP 2018 12920	66715	12/21/2018	12/27/2018	51.49			
128	CHWAN JR, JOHN	ADMIN FEE VEHICLE	PP 2018 200553	66463	12/12/2018	12/14/2018	55.17			
129	CLARK, CHARLES LEROY	ADMIN FEE VEHICLE	PP 2018 6198	66464	12/12/2018	12/14/2018	31.20			
130	D L PETERSON TRUST	ADMIN FEE VEHICLE	PP 2018 225226	66465	12/12/2018	12/14/2018	131.97			
131	DAVIS, CHAD MICHAEL	ADMIN FEE VEHICLE	PP 2018 650	66466	12/12/2018	12/14/2018	304.48			
132	DORSEY, TONY ANGELO	ADMIN FEE VEHICLE	PP 2018 11598	66716	12/21/2018	12/27/2018	3.21			
133	DOWELL, PHILIP DAVID	ADMIN FEE VEHICLE	PP 2018 201843	66718	12/21/2018	12/27/2018	57.31			
134	DOWELL, SUZANNE GUIFF	ADMIN FEE VEHICLE	PP 2018 3953	66719	12/21/2018	12/27/2018	2.66			
135	FIRER, ARLYSS MICHAEL	ADMIN FEE VEHICLE	PP 2018 217717	66720	12/21/2018	12/27/2018	4.08			
136	FLEMING, KAITLIN REED	ADMIN FEE VEHICLE	PP 2018 13290	66222	12/5/2018	12/6/2018	33.00			
137	FLUVANNA COUNTY FOOD SERVICES	ADMIN FEE VEHICLE	PP 2017 706	66456	12/12/2018	12/14/2018	45.00			
138	GORSKI, THOMAS ANDREW	ADMIN FEE VEHICLE	PP 2018 1024	66721	12/21/2018	12/27/2018	52.47			
139	GORSKI, THOMAS ANDREW	ADMIN FEE VEHICLE	PP 2018 224637	66722	12/21/2018	12/27/2018	6.96			
140	GRAY, PATRICK DAVID	ADMIN FEE VEHICLE	PP 2018 6633	66467	12/12/2018	12/14/2018	75.86			
141	GROOMES, JOYCE MILLS	ADMIN FEE VEHICLE	PP 2018 13414	66468	12/12/2018	12/14/2018	2.44			
142	HARLOWE, MELANIE BISHOP	ADMIN FEE VEHICLE	PP 2018 1134	66469	12/12/2018	12/14/2018	145.49			
143	HARRIS, EMMA LOUISE	ADMIN FEE VEHICLE	PP 2018 203977	66723	12/21/2018	12/27/2018	5.27			
144	HELLINGER, RICHARD BOSWORTH	ADMIN FEE VEHICLE	PP 2018 13527	66724	12/21/2018	12/27/2018	5.33			
145	HENDRICKSON, CAROL GAIL	ADMIN FEE VEHICLE	PP 2018 15629	66725	12/21/2018	12/27/2018	14.03			
146	HENDRICKSON, CAROL GAIL	ADMIN FEE VEHICLE	PP 2018 204226	66726	12/21/2018	12/27/2018	6.85			
147	HENDRICKSON, HOLLIE ELIZABETH	ADMIN FEE VEHICLE	PP 2018 227917	66727	12/21/2018	12/27/2018	8.21			
148	HENDRICKSON, MICHAEL W	ADMIN FEE VEHICLE	PP 2018 204228	66728	12/21/2018	12/27/2018	6.31			
149	HERRING, RANDOLPH O'NEIL	ADMIN FEE VEHICLE	PP 2018 4256	66729	12/21/2018	12/27/2018	115.66			
150	HERRING, RANDOLPH O'NEIL	ADMIN FEE VEHICLE	PP 2018 215258	66730	12/21/2018	12/27/2018	30.07			
151	HESTER JR, GLENN MORRIS	ADMIN FEE VEHICLE	PP 2018 13552	66731	12/21/2018	12/27/2018	10.28			
152	HOCKMAN, JASON EDWARD	ADMIN FEE VEHICLE	PP 2018 1266	66471	12/12/2018	12/14/2018	222.01			
153	HOLMBERG, MABEL SPROUSE	ADMIN FEE VEHICLE	PP 2018 217036	66472	12/12/2018	12/14/2018	12.06			
154	HOLMES III, CLAYTON ERNEST	ADMIN FEE VEHICLE	PP 2018 6834	66732	12/21/2018	12/27/2018	24.14			


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155	HOLMES, RHONDA MICHELLE	ADMIN FEE VEHICLE	PP 2018 220299	66733	12/21/2018	12/27/2018	13.43			
156	JACKSON, MARGARET ALMA	ADMIN FEE VEHICLE	PP 2017 10073	66219	12/5/2018	12/6/2018	33.00			
157	JENSEN, JOY ELIZABETH	ADMIN FEE VEHICLE	PP 2018 1379	66473	12/12/2018	12/14/2018	244.67			
158	JOHNSON, JENNIFER ARLEEN	ADMIN FEE VEHICLE	PP 2018 220368	66734	12/21/2018	12/27/2018	3.32			
159	KNOLL, ANDREW JAY	ADMIN FEE VEHICLE	PP 2018 228114	66323	12/6/2018	12/14/2018	18.00			
160	MARKS, AGNES CECELIA	ADMIN FEE VEHICLE	PP 2018 206773	66735	12/21/2018	12/27/2018	2.39			
161	MARKS, MARY ELIZABETH	ADMIN FEE VEHICLE	PP 2018 1697	66736	12/21/2018	12/27/2018	27.13			
162	MCGHEE, ROBERT BRUCE	ADMIN FEE VEHICLE	PP 2018 15483	66226	12/5/2018	12/6/2018	33.00			
163	NARINE, SARAH LOUISE	ADMIN FEE VEHICLE	PP 2017 7384	66322	12/6/2018	12/14/2018	33.00			
164	PALMER, GREGORY SCOTT	ADMIN FEE VEHICLE	PP 2017 208552	66457	12/12/2018	12/14/2018	45.00			
165	PALMER, GREGORY SCOTT	ADMIN FEE VEHICLE	PP 2018 208552	66475	12/12/2018	12/14/2018	45.00			
166	POWELL, AMANDA KAYE	ADMIN FEE VEHICLE	PP 2018 228549	66325	12/6/2018	12/14/2018	33.00			
167	PROVENCHER, COLIN CHRISTOPHER	ADMIN FEE VEHICLE	PP 2018 14314	66737	12/21/2018	12/27/2018	8.86			
168	REESE, WILLIAM LARRY	ADMIN FEE VEHICLE	PP 2018 209597	66476	12/12/2018	12/14/2018	234.50			
169	REYES, VINCENT JOHN	ADMIN FEE VEHICLE	PP 2018 2274	66477	12/12/2018	12/14/2018	48.94			
170	RUCKMAN, GRAHAM LESLIE	ADMIN FEE VEHICLE	PP 2018 5328	66478	12/12/2018	12/14/2018	74.42			
171	SEARCY, FOY DAVID	ADMIN FEE VEHICLE	PP 2018 210402	66480	12/12/2018	12/14/2018	29.23			
172	SHINER, TAMMY SHIFLETT	ADMIN FEE VEHICLE	PP 2018 4970	66481	12/12/2018	12/14/2018	662.20			
173	SIDWELL, BRADLEY NATHANIEL	ADMIN FEE VEHICLE	PP 2018 231401	66326	12/6/2018	12/14/2018	33.00			
174	SMITH, MELISSA SUE	ADMIN FEE VEHICLE	PP 2018 230829	66711	12/21/2018	12/27/2018	14.41			
175	STINNIE, PHILLIP RANDOLPH	ADMIN FEE VEHICLE	PP 2018 15739	66229	12/5/2018	12/6/2018	33.00			
176	STULL, ELIZABETH YINGST	ADMIN FEE VEHICLE	PP 2018 12045	66482	12/12/2018	12/14/2018	74.55			
177	TILMAN, RODNEY WARREN	ADMIN FEE VEHICLE	PP 2018 212039	66738	12/21/2018	12/27/2018	10.39			
178	TILMAN, TAMMIE LYNN	ADMIN FEE VEHICLE	PP 2018 14750	66739	12/21/2018	12/27/2018	2.50			
179	VCFS AUTO LEASING COMPANY	ADMIN FEE VEHICLE	PP 2018 2792	66483	12/12/2018	12/14/2018	172.26			
180	WASHBURN, HEATHER LYNN	ADMIN FEE VEHICLE	PP 2018 14847	66740	12/21/2018	12/27/2018	19.36			
181							<b>Total:</b>	<b>\$4,599.15</b>		
182										
183	<b>PERMITS/FEES/LICENSES</b>									
184	COLLINS ENGINEERING	SITE PLAN REVIEW	MAJOR SITE DEVELOPMENT PLAN -	SDP18:0006	12/4/2018	12/14/2018	1,100.00			
185							<b>Total:</b>	<b>\$1,100.00</b>		
186										
187	<b>CHARGES FOR SERVICES</b>									
188	EMS MANAGEMENT & CONSULTANTS,	EMS COST RECOVERY	NPP LETTERS	034738	11/30/2018	12/27/2018	(\$1,525.02)			
189							<b>Total:</b>	<b>(\$1,525.02)</b>		
190										
191	<b>BOARD OF SUPERVISORS</b>									

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1	<b>County of Fluvanna</b> <b>Accounts Payable List</b>								<b>From Date: 12/1/2018</b> <b>To Date: 12/31/2018</b>
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192	BANK OF AMERICA	OTHER OPERATING	P-CARD	113018	11/30/2018	12/18/2018	36.10		
193	BANK OF AMERICA	OTHER OPERATING	P-CARD	113018	11/30/2018	12/18/2018	72.35		
194	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	113018	11/30/2018	12/18/2018	623.21		
195	FLUVANNA REVIEW	ADVERTISING	PUBLIC HEARING AD	2018F47-8	11/28/2018	12/6/2018	128.78		
196	FLUVANNA REVIEW	ADVERTISING	PUBLIC HEARING ADS	2018F46-9	11/15/2018	12/6/2018	207.50		
197	FLUVANNA REVIEW	ADVERTISING	BROADBAND EXPANSION AD	2018F49-13	12/6/2018	12/21/2018	103.00		
198	SCARLETT'S FLOWERS & GIFT	OTHER OPERATING	DENNIS BRENT - FUNERAL	004786	12/6/2018	12/14/2018	100.00		
199	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	141.38		
200								<b>Total:</b>	<b>\$1,412.32</b>
201									
202	<b>COUNTY ADMINISTRATOR</b>								
203	BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD	113018	11/30/2018	12/18/2018	347.88		
204	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	78.18		
205	BANK OF AMERICA	OTHER OPERATING	P-CARD	113018	11/30/2018	12/18/2018	7.68		
206	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	113018	11/30/2018	12/18/2018	317.48		
207	PITNEY BOWES	LEASE/RENT	QUARTERLY LEASE CHARGE	3307616492	12/1/2018	12/6/2018	595.68		
208	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8052347148	12/1/2018	12/21/2018	344.60		
209	THE SUPPLY ROOM	FURNITURE & FIXTURES	OFFICE FURNITURE	3509345-0	12/5/2018	12/14/2018	1,057.90		
210	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	40.72		
211	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	50.18		
212	VIRGINIA ASSOCIATION OF GOVT	DUES OR ASSOCIATION	MEMBERSHIP RENEWAL- INDIVIDUAL	01782	12/12/2018	12/14/2018	20.00		
213	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	STAPLER FINISHER	23811130	11/30/2018	12/14/2018	95.18		
214								<b>Total:</b>	<b>\$2,955.48</b>
215									
216	<b>COUNTY ATTORNEY</b>								
217	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL-	LEGAL FEES	133811	12/5/2018	12/14/2018	10,000.00		
218	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL-	LEGAL FEES	133811	12/5/2018	12/14/2018	3,803.00		
219	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL-	LEGAL FEES	133811	12/5/2018	12/14/2018	1,735.25		
220								<b>Total:</b>	<b>\$15,538.25</b>
221									
222	<b>COMMISSIONER OF THE REVENUE</b>								
223	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	MONTHLY COPIER CHARGES	084162	11/30/2018	12/6/2018	2,709.10		
224	BANK OF AMERICA	CONVENTION AND	P-CARD	113018	11/30/2018	12/18/2018	6.00		
225	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	9.30		
226	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	76.36		
227	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	120318	12/3/2018	12/14/2018	19.85		
228	PITNEY BOWES	LEASE/RENT	QUARTERLY LEASING CHARGES	3307617612	12/1/2018	12/14/2018	458.88		





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6	<b>Vendor Name</b>	<b>Charge To</b>	<b>Description</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Check Date</b>	<b>Check Amount</b>		
229	STONEWALL TECHNOLOGIES	PROFESSIONAL SERVICES	VAMANET MEMBERSHIP FEE	9145	11/30/2018	12/14/2018	300.00		
230	THE SUPPLY ROOM	OFFICE SUPPLIES	OFFICE SUPPLIES	3525409-0	12/7/2018	12/21/2018	120.45		
231	THE SUPPLY ROOM	OFFICE SUPPLIES	TISSUES	3528794-0	12/13/2018	12/27/2018	24.40		
232	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	31.30		
233	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	50.18		
234							<b>Total:</b>	<b>\$3,805.82</b>	
235									
236	<b>REASSESSMENT</b>								
237	PEARSON'S APPRAISAL SERVICE INC	PROFESSIONAL SERVICES	2019 ADMINISTRATIVE REVIEW	4	12/6/2018	12/14/2018	35,875.00		
238							<b>Total:</b>	<b>\$35,875.00</b>	
239									
240	<b>TREASURER</b>								
241	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	7.74		
242	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	50.18		
243	VIRGINIA DEPT. OF MOTOR VEHICLES	DMV-ONLINE	DMV STOPS	546001282025	12/1/2018	12/6/2018	2,350.00		
244							<b>Total:</b>	<b>\$2,407.92</b>	
245									
246	<b>INFORMATION TECHNOLOGY</b>								
247	B&H PHOTO-VIDEO	ADP SUPPLIES	NETWORK ACCESS POINT AND POR	150956626	12/4/2018	12/14/2018	154.47		
248	BANK OF AMERICA	ADP SERVICES	P-CARD	113018	11/30/2018	12/18/2018	(\$19.95)		
249	BANK OF AMERICA	ADP SERVICES	P-CARD	113018	11/30/2018	12/18/2018	(\$1.06)		
250	BANK OF AMERICA	ADP SERVICES	P-CARD	113018	11/30/2018	12/18/2018	12.01		
251	BANK OF AMERICA	ADP SERVICES	P-CARD	113018	11/30/2018	12/18/2018	19.95		
252	BANK OF AMERICA	ADP SERVICES	P-CARD	113018	11/30/2018	12/18/2018	25.00		
253	BANK OF AMERICA	ADP SERVICES	P-CARD	113018	11/30/2018	12/18/2018	49.99		
254	BANK OF AMERICA	ADP SERVICES	P-CARD	113018	11/30/2018	12/18/2018	446.25		
255	BANK OF AMERICA	ADP SERVICES	P-CARD	113018	11/30/2018	12/18/2018	471.00		
256	BANK OF AMERICA	ADP SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	142.50		
257	BANK OF AMERICA	ADP SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	307.50		
258	MICROSOFT AZURE	ADP SERVICES	USAGE CHARGES 11/15/18 - 12/14/18	E08007A9W4	12/16/2018	12/21/2018	148.13		
259	SUMMIT BUSINESS ASSOC., INC.	ADP SERVICES	12 MONTH MAINTENANCE	2018479	12/3/2018	12/6/2018	2,516.00		
260	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	2,139.20		
261	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	140.37		
262							<b>Total:</b>	<b>\$6,551.36</b>	
263									
264	<b>FINANCE</b>								
265	BANK OF AMERICA	POSTAL SERVICES	P-CARD	113018	11/30/2018	12/18/2018	6.70		





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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount			
266	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	113018	11/30/2018	12/18/2018	317.48			
267	EMS MANAGEMENT & CONSULTANTS,	CONTRACT SERVICES	NPP LETTERS	034738	11/30/2018	12/27/2018	3,724.13			
268	ERIC DAHL	SUBSISTENCE & LODGING	VACO CONFERENCE PER DIEM	111818	11/18/2018	12/6/2018	37.00			
269	FORMAX	CONTRACT SERVICES	SERVICE CONTRACT FOR FOLDER/SEALER	92948	12/1/2018	12/21/2018	823.00			
270	GOVERNMENT FINANCE	DUES OR ASSOCIATION	MEMBERSHIP DUES	0141823 2018	10/30/2018	12/6/2018	225.00			
271	HANEBERG HURLBERT PLC	PROFESSIONAL SERVICES	LEGAL FEES	112918	11/29/2018	12/14/2018	1,989.00			
272	MILLIMAN, INC.	PROFESSIONAL SERVICES	PROFESSIONAL SVCS RELATING TO	863-DEC/18-FLUV	11/29/2018	12/27/2018	13,000.00			
273	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8052347148	12/1/2018	12/21/2018	116.60			
274	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	6.02			
275	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	50.18			
276							<b>Total:</b>	<b>\$20,295.11</b>		
277										
278	<b>REGISTRAR/ELECTORAL BOARD</b>									
279	ANTIOCH BAPTIST CHURCH	CONTRACT SERVICES	2018 ANNUAL PAYMENT FOR PRECINCT	113018	11/30/2018	12/6/2018	100.00			
280	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	COPIER MONTHLY CHARGES	084032	11/29/2018	12/6/2018	155.00			
281	BANK OF AMERICA	CONVENTION AND	P-CARD	113018	11/30/2018	12/18/2018	469.00			
282	BANK OF AMERICA	POSTAL SERVICES	P-CARD	113018	11/30/2018	12/18/2018	1.42			
283	BANK OF AMERICA	POSTAL SERVICES	P-CARD	113018	11/30/2018	12/18/2018	8.88			
284	CATHERINE E. HOBBS	MILEAGE ALLOWANCES	MILEAGE REIMBURSEMENTS - ELECTIONS	110618	12/5/2018	12/6/2018	67.04			
285	CATHERINE E. HOBBS	SUBSISTENCE & LODGING	REFRESHMENTS FOR OFFICERS OF	120418	12/4/2018	12/6/2018	143.28			
286	CENTURYLINK	TELECOMMUNICATIONS	REGISTRARS OFFICE	459837240 112018	11/20/2018	12/6/2018	166.50			
287	JOYCE PACE	MILEAGE ALLOWANCES	MILEAGE REIMBURSEMENT	121118	12/11/2018	12/14/2018	69.22			
288	JOYCE PACE	SUBSISTENCE & LODGING	PER DIEM ADVANCE FOR JEOLC	010919	11/29/2018	12/6/2018	190.00			
289	PATRICIA HASTINGS	MILEAGE ALLOWANCES	MILEAGE REIMBURSEMENT - ELECTION	102618	12/1/2018	12/6/2018	161.35			
290	PATRICIA HASTINGS	SUBSISTENCE & LODGING	FOOD FOR TRAINING AND ELECTION	102618A	12/4/2018	12/6/2018	77.54			
291	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	7.06			
292	VEBA	DUES OR ASSOCIATION	2019 MEMBERSHIP AND DUES	121118	12/11/2018	12/14/2018	180.00			
293	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	50.18			
294							<b>Total:</b>	<b>\$1,846.47</b>		
295										
296	<b>HUMAN RESOURCES</b>									
297	BANK OF AMERICA	CONVENTION AND	P-CARD	113018	11/30/2018	12/18/2018	349.00			
298	BANK OF AMERICA	RECRUITMENT	P-CARD	113018	11/30/2018	12/18/2018	50.00			
299	BANK OF AMERICA	RECRUITMENT	P-CARD	113018	11/30/2018	12/18/2018	175.00			
300	DOGWOOD RESTAURANT	EMPLOYEE RECOGNITION	COUNTY EMPLOYEE HOLIDAY PARTY	122118	12/13/2018	12/14/2018	1,625.00			
301	MCLAUGHLIN YOUNG EMPLOYEE	PROFESSIONAL SERVICES	EMPLOYEE ASSISTANCE PROGRAM -	50174	9/17/2018	12/6/2018	251.22			
302	MCLAUGHLIN YOUNG EMPLOYEE	PROFESSIONAL SERVICES	EAP FOR THE MONTH OF JAN 2019	51228	12/15/2018	12/21/2018	251.22			





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3																									
4																									
6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount																		
303	PIERCE GROUP BENEFITS	PROFESSIONAL SERVICES	BROKER FEE & ENROLLMENT SYSTEM FEE	30 FLUVANNA	12/1/2018	12/14/2018	1,348.00																		
304	SAM'S CLUB	EMPLOYEE RECOGNITION	HOLIDAY LUNCHEON SUPPLIES	ACCT 9179	12/14/2018	12/21/2018	145.50																		
305	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8052347148	12/1/2018	12/21/2018	211.20																		
306								<b>Total:</b>	<b>\$4,406.14</b>																
307																									
308	<b>GENERAL DISTRICT COURT</b>																								
309	CENTURYLINK	TELECOMMUNICATIONS	DISTRICT COURT	309871364 111618	11/16/2018	12/6/2018	234.49																		
310	CLAUDE WORRELL	CONVENTION AND	FLIGHTS TO NAT'L CONF ON JUVENILE	121218	12/5/2018	12/14/2018	481.41																		
311	PITNEY BOWES	MAINTENANCE CONTRACTS	LEASING CHARGES	3307615152	12/1/2018	12/21/2018	170.76																		
312	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	13.89																		
313	VIRGINIA BUSINESS SYSTEMS	MAINTENANCE CONTRACTS	KONICA BIZHUB MONTHLY CHARGES	23769021	11/22/2018	12/6/2018	161.51																		
314								<b>Total:</b>	<b>\$1,062.06</b>																
315																									
316	<b>COURT SERVICE UNIT</b>																								
317	DENNIS CRONIN	MILEAGE ALLOWANCES	MILEAGE FOR NOVEMBER 2018	120318	12/3/2018	12/6/2018	69.55																		
318	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	12.64																		
319								<b>Total:</b>	<b>\$82.19</b>																
320																									
321	<b>CLERK OF THE CIRCUIT COURT</b>																								
322	LOGAN SYSTEMS, INC.	PROFESSIONAL SERVICES	PROFESSIONAL SERVICES PER CONTRACT	51792	12/15/2018	12/21/2018	2,541.67																		
323	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8052347148	12/1/2018	12/21/2018	13.98																		
324	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	16.83																		
325								<b>Total:</b>	<b>\$2,572.48</b>																
326																									
327	<b>CIRCUIT COURT JUDGE</b>																								
328	JEFFREY STEWART DIXON	EDP EQUIPMENT	REPAIR CONNECTIVITY ISSUE	3455	12/13/2018	12/21/2018	175.00																		
329	DONNA STEPHENS	COMPENSATION-GRAND	GRAND JURY SERVICE 12/18/18	GJ122018-4	12/18/2018	12/21/2018	30.00																		
330	HORACE J. SCRUGGS, III	COMPENSATION-GRAND	GRAND JURY SERVICE 12/18/18	GJ122018-3	12/18/2018	12/21/2018	30.00																		
331	MARTHA WASHINGTON BLAND	COMPENSATION-GRAND	GRAND JURY SERVICE 12/18/18	GJ122018-1	12/18/2018	12/21/2018	30.00																		
332	RHONDELL A. WALLS	COMPENSATION-GRAND	GRAND JURY SERVICE 12/18/18	GJ122018-6	12/18/2018	12/21/2018	30.00																		
333	SARA TONEY	COMPENSATION-GRAND	GRAND JURY SERVICE 12/18/18	GJ122018-5	12/18/2018	12/21/2018	30.00																		
334	VAN BIELKE RAFALY	COMPENSATION-GRAND	GRAND JURY SERVICE 12/18/18	GJ122018-2	12/18/2018	12/21/2018	30.00																		
335	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	0.37																		
336								<b>Total:</b>	<b>\$355.37</b>																
337																									
338	<b>COMMONWEALTH ATTY</b>																								
339	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	25.71																		


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340	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	99.00					
341	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	VA CRIM BENCHBK JUDGE & LAWYER	06856306	11/30/2018	12/21/2018	351.31					
342	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	VA CRIM LAW & PROC 2018 S2 SUPP	07403437	12/13/2018	12/27/2018	134.43					
343	MATTHEW BENDER & CO INC	MAINTENANCE CONTRACTS	LEXIS NEXIS (NOVEMBER 2018)	3091774116	11/30/2018	12/6/2018	136.00					
344	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8052347148	12/1/2018	12/21/2018	62.77					
345	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	22.79					
346	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	50.18					
347												
348												
349	<b>SHERIFF</b>											
350	AARON HURD	CONVENTION AND	MOTOROLA FLEX USER'S CONF TRAVEL	111818	11/18/2018	12/6/2018	22.00					
351	AARON HURD	SUBSISTENCE & LODGING	MOTOROLA FLEX USER'S CONF TRAVEL	111818	11/18/2018	12/6/2018	280.00					
352	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER	7306827566177	10/3/2018	12/27/2018	3.50					
353	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER	7306833255464	11/28/2018	12/27/2018	4.59					
354	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER	7306833468053	11/30/2018	12/27/2018	5.51					
355	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER	7306832467829	11/20/2018	12/27/2018	5.97					
356	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER	7306829554386	10/22/2018	12/27/2018	6.43					
357	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER	7306829554383	10/22/2018	12/27/2018	6.61					
358	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER	7306833255483	11/28/2018	12/27/2018	7.35					
359	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER	7306834068296	12/6/2018	12/27/2018	7.35					
360	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	OIL FILTER & OIL	7306830935276	11/5/2018	12/27/2018	14.87					
361	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	BRAKE PADS	7306833267955	11/28/2018	12/27/2018	31.19					
362	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	BRAKE PADS	7306830935295	11/5/2018	12/27/2018	34.44					
363	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	CONTROL ARM W/BALL JOINT	7306829934607	10/26/2018	12/27/2018	90.99					
364	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	BATTERIES	7306827666185	10/3/2018	12/27/2018	115.12					
365	AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING	ARMOR SKIN	00052759	12/6/2018	12/14/2018	76.70					
366	AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING	ARMOR SKINS	52642	11/26/2018	12/14/2018	80.08					
367	AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING	VEST CARRIER	00052760	12/6/2018	12/14/2018	83.27					
368	AMERICAN UNIFORM SALES, INC	UNIFORM/WEARING	L/S SHIRT, ARMOR SKIN	52976	12/13/2018	12/21/2018	133.84					
369	AT&T 286-3642	TELECOMMUNICATIONS	LONG DISTANCE	7305055828001	11/6/2018	12/6/2018	74.08					
370	AT&T 286-3642	TELECOMMUNICATIONS	LONG DISTANCE MONTHLY CHARGES	7305055828001	12/6/2018	12/21/2018	92.69					
371	AT&T MOBILITY	TELECOMMUNICATIONS	WIRLESS MONTHLY CHARGE	287284406274X112	11/26/2018	12/14/2018	2.00					
372	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	94.47					
373	BANK OF AMERICA	OFFICE SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	429.32					
374	BANK OF AMERICA	POLICE SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	66.30					
375	BANK OF AMERICA	POLICE SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	428.49					
376	BANK OF AMERICA	POLICE SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	1,904.51					
						<b>Total:</b>	<b>\$882.19</b>					


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377	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	113018	11/30/2018	12/18/2018	11.29					
378	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	113018	11/30/2018	12/18/2018	20.00					
379	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	113018	11/30/2018	12/18/2018	25.84					
380	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	113018	11/30/2018	12/18/2018	117.44					
381	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	113018	11/30/2018	12/18/2018	632.00					
382	BMS DIRECT	READMIT ANIMAL	DOG TAGS	129143	10/26/2018	12/6/2018	990.00					
383	BRENT COMER	VEHICLE FUEL	FUEL REIMBURSEMENT	121418	12/14/2018	12/21/2018	26.17					
384	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	MOUNT/BALANCE AND DISPOSE TIRES	112818A	11/28/2018	12/14/2018	96.00					
385	CENTURYLINK	TELECOMMUNICATIONS	MONTHLY CHARGES	309903768 120718	12/7/2018	12/21/2018	157.52					
386	CLEAR COMMUNICATIONS AND	VEHICLES REP & MAINT	TUNING FORKS	117920	12/3/2018	12/14/2018	36.00					
387	COMSONICS INC	VEHICLES REP & MAINT	PRO LASER	848245	11/30/2018	12/14/2018	158.00					
388	CREATIVE PRODUCT SOURCING INC	COMMUNITY EDUCATION	DAREN BADGE T-SHIRTS	120899	12/14/2018	12/21/2018	2,368.76					
389	FLUVANNA ACE HARDWARE	POLICE SUPPLIES	SPRY MARKING RED	71976	12/7/2018	12/14/2018	6.49					
390	FORK UNION ANIMAL CLINIC	CONTRACT SERVICES	EXAMINATION/CONSULTATION	170472	12/6/2018	12/21/2018	41.25					
391	JAMES C. LILLEY	CONVENTION AND	FIRST LINE SUPERVISION CLASS - LACORIE	2018434	12/13/2018	12/21/2018	295.00					
392	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	120318	12/3/2018	12/14/2018	6,210.98					
393	MALLOY CHARLOTTESVILLE, LLC.	VEHICLES REP & MAINT	TIRE ROTATE, BALANCE AND ALIGNMENT	6013747/1	10/30/2018	12/14/2018	139.90					
394	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL INVOICE 11/16/18 - 11/30/18	SQLCD-465694	12/4/2018	12/6/2018	75.23					
395	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL CHARGES 12/1/18 - 12/15/18	SQLCD-468296	12/17/2018	12/21/2018	181.39					
396	MATHIAS VARGA	SUBSISTENCE & LODGING	SRO TRAINING MILEAGE REIMBURSEMENT	102118	10/21/2018	12/6/2018	151.51					
397	MIDLOTHIAN BUSINESS FORMS	POLICE SUPPLIES	WARRENT ENVELOPES	2137	11/29/2018	12/14/2018	720.29					
398	PALMYRA AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	76659	12/3/2018	12/14/2018	14.00					
399	PITNEY BOWES	LEASE/RENT	QUARTERLY LEASING CHARGES	3307618938	12/1/2018	12/14/2018	192.00					
400	PUBLIC ENGINES INC	MAINTENANCE CONTRACTS	COMMAND CENTRAL ANALYTICS	26324	12/1/2018	12/14/2018	1,794.00					
401	SAFARILAND LLC	CONVENTION AND	TRAINING REGISTRATION - IMPACT	118-114688	11/19/2018	12/14/2018	275.00					
402	SEAN BRENNAN	SUBSISTENCE & LODGING	PER DIEM REIMBURSEMENT FOR TACTICAL	112618	11/26/2018	12/14/2018	137.00					
403	SEAN BRENNAN	SUBSISTENCE & LODGING	PER DIEM REIMBURSEMENT FOR BREATH	110518	11/5/2018	12/14/2018	139.00					
404	SEAN PETERSON	CONVENTION AND	DISTRACTED DRIVER CONF.	091818	9/18/2018	12/21/2018	403.23					
405	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL FILTER	10019314	11/20/2018	12/14/2018	14.00					
406	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	10019316	11/28/2018	12/14/2018	14.00					
407	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE	10019318	12/6/2018	12/14/2018	14.00					
408	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	OIL CHANGE, INSPECTION, REAR BRAKE	10019315	11/28/2018	12/14/2018	60.00					
409	SHULL'S AUTOMOTIVE, INC.	VEHICLES REP & MAINT	FRONT & REAR BRAKES	10019317	12/4/2018	12/14/2018	60.00					
410	THOMAS JEFFERSON HEALTH	PROFESSIONAL SERVICES	VACCINES	136011738 113018	11/30/2018	12/14/2018	316.29					
411	TREASURER OF VIRGINIA	PROFESSIONAL SERVICES	MEDICAL EXAMINER	110718	11/7/2018	12/14/2018	20.00					
412	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	229.36					
413	VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	COPIER MONTHLY CHARGES 11/9/18 -	547355	12/6/2018	12/14/2018	48.10					

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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount			
414	VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	COPIER MONTHLY CHARGES 11/9/18 -	547356	12/6/2018	12/14/2018	51.85			
415	VALLEY OFFICE MACHINES, INC.	MAINTENANCE CONTRACTS	COPIER MONTHLY CHARGES 12/12/18 -	547354	12/6/2018	12/14/2018	119.98			
416	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES 11/9/18 - 12/8/18	9819910678	12/8/2018	12/21/2018	605.44			
417	WELLS FARGO VENDOR FIN SERV	MAINTENANCE CONTRACTS	COPIER MONTHLY CHARGES 12/21/18 -	69103353	12/9/2018	12/21/2018	289.90			
418	WEST RIVER AUTO	VEHICLES REP & MAINT	CAR REPAIRS	35611	12/4/2018	12/14/2018	122.89			
419	WEST RIVER AUTO	VEHICLES REP & MAINT	TRANSMISSION REPAIR	35710	12/11/2018	12/14/2018	133.87			
420	WEST RIVER AUTO	VEHICLES REP & MAINT	OIL, OIL FILTER	35398	8/27/2018	12/27/2018	17.65			
421	WEST RIVER AUTO	VEHICLES REP & MAINT	OIL, OIL FILTER, ROTATION	35499	9/24/2018	12/27/2018	36.65			
422										
423										
424	<b>E911</b>									
425	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD	113018	11/30/2018	12/18/2018	17.98			
426	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD	113018	11/30/2018	12/18/2018	79.81			
427	BANK OF AMERICA	CONVENTION AND	P-CARD	113018	11/30/2018	12/18/2018	20.00			
428	BANK OF AMERICA	CONVENTION AND	P-CARD	113018	11/30/2018	12/18/2018	21.00			
429	BANK OF AMERICA	CONVENTION AND	P-CARD	113018	11/30/2018	12/18/2018	25.00			
430	BANK OF AMERICA	CONVENTION AND	P-CARD	113018	11/30/2018	12/18/2018	26.75			
431	BANK OF AMERICA	CONVENTION AND	P-CARD	113018	11/30/2018	12/18/2018	32.24			
432	BANK OF AMERICA	CONVENTION AND	P-CARD	113018	11/30/2018	12/18/2018	54.00			
433	BANK OF AMERICA	CONVENTION AND	P-CARD	113018	11/30/2018	12/18/2018	67.83			
434	BANK OF AMERICA	CONVENTION AND	P-CARD	113018	11/30/2018	12/18/2018	632.00			
435	BANK OF AMERICA	IT SERVICES	P-CARD	113018	11/30/2018	12/18/2018	716.82			
436	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD	113018	11/30/2018	12/18/2018	25.00			
437	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD	113018	11/30/2018	12/18/2018	31.00			
438	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD	113018	11/30/2018	12/18/2018	188.26			
439	BANK OF AMERICA	MAINTENANCE CONTRACTS	P-CARD	113018	11/30/2018	12/18/2018	362.52			
440	BANK OF AMERICA	TELECOMMUNICATIONS	P-CARD	113018	11/30/2018	12/18/2018	431.36			
441	CENTURYLINK	TELECOMMUNICATIONS	E911 MONTHLY CHARGES	310214091 111918	11/19/2018	12/14/2018	144.21			
442	CENTURYLINK	TELECOMMUNICATIONS	WIRELINE BILLING	310042302 121018	12/10/2018	12/27/2018	2,695.00			
443	CLEAR COMMUNICATIONS AND	PROFESSIONAL SERVICES	RADIO & ANTENNA INSTALL	117872	11/30/2018	12/14/2018	179.08			
444	COMCAST CORPORATION	TELECOMMUNICATIONS	MONTHLY CHARGES	0046933 120318	12/3/2018	12/21/2018	95.51			
445	GENSERV	BLDGS EQUIP REP & MAINT	SHERIFF'S OFFICE GENERATOR FALSE	3079	12/1/2018	12/14/2018	200.00			
446	MOTOROLA SOLUTIONS, INC.	PROFESSIONAL SERVICES	TDMA Flash Upgrade	16024165	11/29/2018	12/14/2018	181.30			
447	MOTOROLA SOLUTIONS, INC.	PROFESSIONAL SERVICES	RADIO FOR LAKE MONTICELLO PD	16022272	11/29/2018	12/14/2018	215.75			
448	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	229.36			
449										
450										
						<b>Total:</b>	<b>\$21,670.94</b>			
						<b>Total:</b>	<b>\$6,671.78</b>			


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451	<b>FIRE AND RESCUE SQUAD</b>											
452	ANDREW PULLEN	CONVENTION AND	FIRE ATTACK/FF1 COURSE	121118	12/11/2018	12/21/2018	1,325.00					
453	IDACO RISK ADVISORS	GENERAL LIABILITY	CYBER LIABILITY - RENEW POLICY	205346	12/11/2018	12/21/2018	1,570.00					
454	IDACO RISK ADVISORS	GENERAL LIABILITY	SELECTIVE INSURANCE CO. OF AME	204762	11/16/2018	12/21/2018	18,156.00					
455	IDACO RISK ADVISORS	VEHICLE INSURANCE	SELECTIVE INSURANCE CO. OF AME	204762	11/16/2018	12/21/2018	17,367.51					
456	LAKE MONTICELLO FIRE & RESCUE	FIRE & RESCUE CAPITAL	LM BRUSH TRUCK	122118	12/21/2018	12/27/2018	175,000.00					
457	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	560.14					
458								<b>Total:</b>	<b>\$213,978.65</b>			
459												
460	<b>BUILDING INSPECTIONS</b>											
461	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	120318	12/3/2018	12/14/2018	119.79					
462	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL CHARGES 12/1/18 - 12/15/18	SQLCD-468296	12/17/2018	12/21/2018	56.34					
463	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	0.44					
464	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	180.40					
465								<b>Total:</b>	<b>\$356.97</b>			
466												
467	<b>EMERGENCY MANAGEMENT</b>											
468	BANK OF AMERICA	EMERGENCY SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	78.57					
469	BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD	113018	11/30/2018	12/18/2018	19.98					
470	BANK OF AMERICA	FURNITURE & FIXTURES	P-CARD	113018	11/30/2018	12/18/2018	952.42					
471	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	113018	11/30/2018	12/18/2018	104.48					
472	DELTA RESPONSE TEAM LLC	CONTRACT SERVICES	NOVEMBER 2018 EMS STAFFING	201812001	12/1/2018	12/6/2018	36,500.00					
473	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	120318	12/3/2018	12/14/2018	83.11					
474	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL INVOICE 11/16/18 - 11/30/18	SQLCD-465694	12/4/2018	12/6/2018	21.24					
475	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL CHARGES 12/1/18 - 12/15/18	SQLCD-468296	12/17/2018	12/21/2018	68.78					
476	RECTOR & VISITORS OF THE	CONTRACT SERVICES	ANNUAL BILLING RATE FOR OMD SERVICES	112918	11/29/2018	12/14/2018	10,000.00					
477	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	50.18					
478								<b>Total:</b>	<b>\$47,878.76</b>			
479												
480	<b>FACILITIES</b>											
481	ALLIED CONCRETE COMPANY	BLDGS EQUIP REP & MAINT	WELL CASING LID	00074022	11/29/2018	12/6/2018	73.12					
482	AMELIA OVERHEAD DOOR	BLDGS EQUIP REP & MAINT	DOOR REPAIR - PALMYRA FIRE HOUSE	122148	10/10/2018	12/27/2018	6,114.00					
483	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	P-CARD	113018	11/30/2018	12/18/2018	76.00					
484	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	113018	11/30/2018	12/18/2018	(\$17.44)					
485	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	113018	11/30/2018	12/18/2018	17.44					
486	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	113018	11/30/2018	12/18/2018	19.82					
487	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	113018	11/30/2018	12/18/2018	29.78					


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488	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	113018	11/30/2018	12/18/2018	197.64					
489	BANK OF AMERICA	GENERAL MATERIALS AND	P-CARD	113018	11/30/2018	12/18/2018	298.95					
490	BANK OF AMERICA	VEHICLE/POWER EQUIP	P-CARD	113018	11/30/2018	12/18/2018	185.00					
491	BANK OF AMERICA	VEHICLE/POWER EQUIP	P-CARD	113018	11/30/2018	12/18/2018	1,299.00					
492	BANK OF AMERICA	VEHICLES REP & MAINT	P-CARD	113018	11/30/2018	12/18/2018	27.29					
493	BFPE INTERNATIONAL	BLDGS EQUIP REP & MAINT	DETECTOR TROUBLE - LABOR	2280774	11/28/2018	12/6/2018	190.00					
494	BFPE INTERNATIONAL	BLDGS EQUIP REP & MAINT	LIBRARY - SMOKE DETECTOR	2288677	12/17/2018	12/27/2018	445.51					
495	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	CLEANING SUPPLIES	7358569	11/29/2018	12/6/2018	1,025.20					
496	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	BAG FILTER	7366446	12/5/2018	12/14/2018	35.84					
497	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	SPRAYBUFF FLOOR POLYMER	7364713	12/3/2018	12/14/2018	35.91					
498	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	CLEANING SUPPLIES	7370377	12/20/2018	12/27/2018	157.34					
499	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	CLEANING SUPPLIES	7368077	12/13/2018	12/27/2018	412.79					
500	BROWN MOTOR PARTS, INC.	GENERAL MATERIALS AND	AUTO PARTS, INSPECTION, AIR FILTER	95787, 95811,	11/30/2018	12/14/2018	62.96					
501	BROWN MOTOR PARTS, INC.	VEHICLES REP & MAINT	AUTO PARTS, INSPECTION, AIR FILTER	95787, 95811,	11/30/2018	12/14/2018	50.95					
502	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	TIRE REPAIR	112818	11/28/2018	12/6/2018	15.00					
503	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	TIRE BALANCE	121418	12/14/2018	12/27/2018	8.00					
504	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	MOUNT/ BALANCE TIRE	120618	12/6/2018	12/27/2018	80.00					
505	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	TIRES AND DISPOSAL	121118	12/11/2018	12/27/2018	171.98					
506	CII SERVICE	BLDGS EQUIP REP & MAINT	TREASURER'S OFFICE DEFROST CONTROL	44185	11/30/2018	12/14/2018	741.70					
507	CII SERVICE	BLDGS EQUIP REP & MAINT	SOCIAL SERVICES T-STAT & CONTROLS	44182	11/30/2018	12/14/2018	862.38					
508	CII SERVICE	BLDGS EQUIP REP & MAINT	PUBLIC SAFETY BLDG - HP #5 REPAIRS	44247	11/30/2018	12/27/2018	1,095.08					
509	CII SERVICE	BLDGS EQUIP REP & MAINT	FLUVANNA GYM - BOILER REPAIR	44248	11/30/2018	12/27/2018	1,181.80					
510	CINTAS	LAUNDRY AND DRY	DRY CLEANING & MATS	394266707	11/29/2018	12/6/2018	108.97					
511	CINTAS	LAUNDRY AND DRY	MATS & DRY CLEANING	394268586	12/6/2018	12/14/2018	110.36					
512	CINTAS	LAUNDRY AND DRY	DRY CLEANING & MATS	394272405	12/20/2018	12/27/2018	110.36					
513	CINTAS	LAUNDRY AND DRY	DRY CLEANING & MATS	394270496	12/13/2018	12/27/2018	117.01					
514	CINTAS	PROFESSIONAL SERVICES	DRY CLEANING & MATS	394266707	11/29/2018	12/6/2018	4.63					
515	CINTAS	PROFESSIONAL SERVICES	MATS & DRY CLEANING	394268586	12/6/2018	12/14/2018	4.63					
516	CINTAS	PROFESSIONAL SERVICES	DRY CLEANING & MATS	394270496	12/13/2018	12/27/2018	4.63					
517	CINTAS	PROFESSIONAL SERVICES	DRY CLEANING & MATS	394272405	12/20/2018	12/27/2018	4.63					
518	FERGUSON ENTERPRISES, INC	BLDGS EQUIP REP & MAINT	PIPES	5354200	11/30/2018	12/14/2018	1,298.47					
519	FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND	ASST. SUPPLIES	127 113018	11/30/2018	12/14/2018	525.17					
520	FLUVANNA ACE HARDWARE	VEHICLE/POWER EQUIP	ASST. SUPPLIES	127 113018	11/30/2018	12/14/2018	122.80					
521	GARY OSTEEN PLUMBING	BLDGS EQUIP REP & MAINT	PUBLIC BATHROOM	121118	12/11/2018	12/14/2018	972.50					
522	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	120318	12/3/2018	12/14/2018	975.94					
523	JONES AUTOMOTIVE/ALL STAR AUTO	GENERAL MATERIALS AND	AUTO PARTS	113018	11/30/2018	12/14/2018	235.51					
524	JONES AUTOMOTIVE/ALL STAR AUTO	GENERAL MATERIALS AND	AUTO PARTS	631, 885, 524, 519	11/30/2018	12/27/2018	32.08					

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525	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLE/POWER EQUIP	AUTO PARTS	113018	11/30/2018	12/14/2018	378.31					
526	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLE/POWER EQUIP	AUTO PARTS	631, 885, 524, 519	11/30/2018	12/27/2018	60.84					
527	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	AUTO PARTS	113018	11/30/2018	12/14/2018	187.24					
528	JONES AUTOMOTIVE/ALL STAR AUTO	VEHICLES REP & MAINT	AUTO PARTS	631, 885, 524, 519	11/30/2018	12/27/2018	23.89					
529	LOWE'S	GENERAL MATERIALS AND	SUPPLIES	99000330383	11/25/2018	12/14/2018	997.26					
530	LOWE'S	JANITORIAL SUPPLIES	SUPPLIES	99000330383	11/25/2018	12/14/2018	72.19					
531	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FUEL CHARGES 12/1/18 - 12/15/18	SQLCD-468296	12/17/2018	12/21/2018	18.06					
532	MAPP'S AC EQUIPMENT, LLC	BLDGS EQUIP REP & MAINT	LIFT REPAIR	14195	9/25/2018	12/6/2018	303.00					
533	MIDWEST MOTOR SUPPLY CO. INC.	GENERAL MATERIALS AND	TOOLS	6802402	12/13/2018	12/27/2018	2,103.89					
534	MJC DESIGNS, LLC.	BLDGS EQUIP REP & MAINT	6 CUSTOM SIGNS	3034	11/13/2018	12/14/2018	602.33					
535	QUALITY WELDING, INC	GENERAL MATERIALS AND	PLATES, FLAT BARS AND CORNER PLATES	42143	11/30/2018	12/6/2018	252.86					
536	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	PLEASANT GROVE - HEATER REPAIR	8162	12/4/2018	12/14/2018	75.00					
537	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	TREASURER'S OFFICE - REPAIR LIGHT	8160	12/4/2018	12/14/2018	112.50					
538	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	COURTHOUSE - HDMI CABLES & BOLLARD	8165	12/6/2018	12/14/2018	285.00					
539	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	COMMUNITY CENTER	8166	12/6/2018	12/14/2018	502.00					
540	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	SOCIAL SERVICES REPAIRS & ADDITIONS	8164	12/6/2018	12/14/2018	2,426.50					
541	RAFALY ELECTRICAL CONTRACTORS,	BLDGS EQUIP REP & MAINT	ADMIN BLDG - NEW WALL PACKS, HEATERS	8163	12/6/2018	12/14/2018	5,364.52					
542	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8052347148	12/1/2018	12/21/2018	142.02					
543	THE HARBOR SALES COMPANY INC	BLDGS EQUIP REP & MAINT	SIGNS	2343110	11/14/2018	12/6/2018	256.41					
544	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	3.93					
545	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	595.31					
546	W & H RESOURCES, INC	BLDGS EQUIP REP & MAINT	ELEVATOR REPAIR	18134	11/30/2018	12/27/2018	292.50					
547	W.W. GRAINGER INC	GENERAL MATERIALS AND	STORAGE TANK	9022531686	12/4/2018	12/14/2018	672.30					
548	WINCHESTER EQUIPMENT COMPANY	VEHICLE/POWER EQUIP	TRACK LOADER REPAIR	S12362	11/29/2018	12/6/2018	746.50					
549							<b>Total:</b>	<b>\$35,995.09</b>				
550												
551	<b>GENERAL SERVICES</b>											
552	AQUA VIRGINIA, INC.	WATER SERVICES	REGISTRAR'S OFFICE	7970740556855012	12/6/2018	12/27/2018	18.28					
553	AQUA VIRGINIA, INC.	WATER SERVICES	COMMONWEALTH ATTY OFFICE	15301850550900	12/6/2018	12/27/2018	20.53					
554	AQUA VIRGINIA, INC.	WATER SERVICES	PUBLIC WORKS	7929310552932	12/6/2018	12/27/2018	31.75					
555	AQUA VIRGINIA, INC.	WATER SERVICES	NORTH GREEN - HISTORIC COURTHOUSE	7929300552931	12/6/2018	12/27/2018	36.98					
556	AQUA VIRGINIA, INC.	WATER SERVICES	ADMINISTRATIVE OFFICE	7800100540828	12/6/2018	12/27/2018	85.41					
557	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	KENTS STORE FIRE STATION	275907-002 120318	12/3/2018	12/14/2018	318.27					
558	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	LIBRARY	275906-001 112918	11/29/2018	12/14/2018	2,167.88					
559	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PUBLIC SAFETY BLDG	085473-002 112918	11/29/2018	12/14/2018	3,094.68					
560	CENTURYLINK 589-8525	TELECOMMUNICATIONS	PAYPHONE	A420525	11/26/2018	12/6/2018	50.00					
561	CINTAS	MAINTENANCE CONTRACTS	FIRST AID SUPPLIES	8403947429	12/14/2018	12/27/2018	84.42					

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562	CINTAS	MAINTENANCE CONTRACTS	FIRST AID SUPPLIES	5012434575	12/13/2018	12/27/2018	102.27					
563	CINTAS	MAINTENANCE CONTRACTS	FIRST AID SUPPLIES	5012434573	12/13/2018	12/27/2018	280.32					
564	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER @ FIRE STATION	5699060132 112818	11/28/2018	12/6/2018	8.49					
565	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	51 COURT SQUARE	1114097502 112818	11/28/2018	12/6/2018	12.15					
566	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8880 JAMES MADISON HWY	7048771633 112818	11/28/2018	12/6/2018	15.22					
567	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HOUSING OFFICE	1134080009 112818	11/28/2018	12/6/2018	22.85					
568	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OLD STONE JAIL	1424085007 112718	11/27/2018	12/6/2018	48.49					
569	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LARGE BALLFIELD - CONCESSIONS	692200942 112818	11/28/2018	12/6/2018	62.56					
570	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LARGE BALLFIELD - LIGHTS	3023889169 112618	11/26/2018	12/6/2018	78.92					
571	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	REGISTRAR'S OFFICE	1284152509 112818	11/28/2018	12/6/2018	88.59					
572	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SMALL BALLFIELD - CONCESSIONS	274195007 112818	11/28/2018	12/6/2018	89.10					
573	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUBLIC WORKS OFFICE	1304130006 112818	11/28/2018	12/6/2018	112.62					
574	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEAVER BUILDING	1124090000 112818	11/28/2018	12/6/2018	137.60					
575	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER @ 1038 BREMO BLUFF	6260822157 112818	11/28/2018	12/6/2018	151.37					
576	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUBLIC WORKS MAINTENANCE SHOP	2554330007 112818	11/28/2018	12/6/2018	219.11					
577	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CARYSBROOK GYM & PUMP STATION	84297506 112618	11/26/2018	12/6/2018	251.63					
578	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	RESCUE SQUAD - PALMYRA	4894115007 112618	11/26/2018	12/6/2018	252.26					
579	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMONWEALTH'S ATTORNEY	6274752663 112818	11/28/2018	12/6/2018	255.65					
580	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FUSD OFFICE	8866300000 112819	11/28/2018	12/6/2018	330.28					
581	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STATION PALMYRA	1005898992 112618	11/26/2018	12/6/2018	392.39					
582	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STATION - FORK UNION	4834680458 112618	11/26/2018	12/6/2018	429.91					
583	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HISTORIC COURTHOUSE	1144090006 112618	11/26/2018	12/6/2018	498.11					
584	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	TREASURER'S OFFICE	1024205005 112618	11/26/2018	12/6/2018	642.91					
585	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PREFORMING ARTS CENTER	4144237502 112618	11/26/2018	12/6/2018	657.64					
586	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMUNITY CTR & EXTENSION OFFICE	4331888158 112618	11/26/2018	12/6/2018	1,275.81					
587	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	ADMINISTRATION BLDG	1404067504 112618	11/26/2018	12/6/2018	1,333.31					
588	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COURTS BLDG	8895892548 112618	11/26/2018	12/6/2018	1,854.95					
589	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SOCIAL SERVICES BUILDING	74032509 112618	11/26/2018	12/6/2018	2,083.26					
590	DOMINION VIRGINIA POWER	STREET LIGHTS	FORK UNION STREET LIGHTS - NORTH	7080078962 112818	11/28/2018	12/6/2018	81.15					
591	DOMINION VIRGINIA POWER	STREET LIGHTS	FORK UNION STREET LIGHTS - SOUTH	9609027314 112818	11/28/2018	12/6/2018	96.32					
592	DOMINION VIRGINIA POWER	STREET LIGHTS	COLUMBIA STREET LIGHTS	4210122349 112818	11/28/2018	12/6/2018	207.82					
593	DOMINION VIRGINIA POWER	STREET LIGHTS	PALMYRA VILLAGE - STREET LIGHTING	3595578927 112818	11/28/2018	12/6/2018	485.32					
594	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY SERVICE - FORK UNION	1032761	12/3/2018	12/6/2018	28.00					
595	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY SERVICE - PLEASANT GROVE	1032778	12/3/2018	12/6/2018	32.00					
596	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY SERVICE - PUBLIC SAFETY	1032756	12/3/2018	12/6/2018	58.00					
597	INTRASTATE PEST	MAINTENANCE CONTRACTS	MONTHLY SERVICE - PALMYRA VILLAGE	1032764	12/3/2018	12/6/2018	109.00					
598	REPUBLIC SERVICES #410	MAINTENANCE CONTRACTS	WASTE CONTAINERS PICKUP SVC	0410-000666457	11/30/2018	12/27/2018	1,769.71					





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599	TECHNIRAIN LIGHTING AND	MAINTENANCE CONTRACTS	WINTERIZE PLEASANT GROVE BALL FIELDS	1802	11/2/2018	12/27/2018	502.50					
600	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	FUEL TANK - EMS TOWER	5495664	12/3/2018	12/6/2018	21.00					
601	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	REGISTRAR'S OFFICE	5461676	12/6/2018	12/14/2018	218.83					
602	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	FIRE STATION KENTS STORE	5512386	12/6/2018	12/14/2018	1,076.40					
603	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	FIRE STATION PALMYRA	5461606	12/5/2018	12/14/2018	1,922.97					
604	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	PROPANE - FORK UNION FIRE HOUSE	5512413	12/10/2018	12/27/2018	1,525.19					
605	TIGER FUEL COMPANY	HEATING SERVICES	CARYSBROOK SHED- HEATING OIL	838039	11/29/2018	12/6/2018	612.10					
606	TIGER FUEL COMPANY	HEATING SERVICES	NEW COURTHOUSE - HEATING OIL	838432	11/29/2018	12/6/2018	1,289.66					
607	TIGER FUEL COMPANY	HEATING SERVICES	COURTHOUSE - HEATING OIL	838406	11/29/2018	12/6/2018	1,333.93					
608	TIGER FUEL COMPANY	HEATING SERVICES	SEWAGE PUMP STATION GENERATOR	844847	12/6/2018	12/14/2018	49.16					
609	TIGER FUEL COMPANY	HEATING SERVICES	COURTHOUSE GENERATOR	844900	12/6/2018	12/14/2018	50.03					
610	TIGER FUEL COMPANY	HEATING SERVICES	CARYSBROOK MAINTENANCE SHOP	844801	12/6/2018	12/14/2018	264.47					
611	TIGER FUEL COMPANY	HEATING SERVICES	CARYSBROOK GYM	845747	12/6/2018	12/14/2018	1,894.41					
612	TIGER FUEL COMPANY	HEATING SERVICES	MAINTENANCE SHOP HEATING OIL	855799	12/17/2018	12/27/2018	100.69					
613	TIGER FUEL COMPANY	HEATING SERVICES	PUBLIC WORKS OFFICE HEATING OIL	855816	12/17/2018	12/27/2018	268.75					
614	TIGER FUEL COMPANY	HEATING SERVICES	MAINTENANCE SHOP HEATING OIL	851930	12/13/2018	12/27/2018	409.28					
615	TIGER FUEL COMPANY	HEATING SERVICES	CARYSBROOK GYM HEATING OIL	856755	12/17/2018	12/27/2018	531.87					
616	TIGER FUEL COMPANY	HEATING SERVICES	CARYSBROOK GYM HEATING OIL	851926	12/13/2018	12/27/2018	819.33					
617	TREASURER, FLUVANNA CO	SEWER SERVICES	REGISTRAR	40433	12/14/2018	12/27/2018	12.30					
618	TREASURER, FLUVANNA CO	SEWER SERVICES	COMMONWEALTH ATTORNEY	40430	12/14/2018	12/27/2018	15.36					
619	TREASURER, FLUVANNA CO	SEWER SERVICES	SAFETY BLDG	40441	12/14/2018	12/27/2018	17.65					
620	TREASURER, FLUVANNA CO	SEWER SERVICES	LIBRARY	40442	12/14/2018	12/27/2018	17.65					
621	TREASURER, FLUVANNA CO	SEWER SERVICES	PLEASANT GROVE HOUSE	40451	12/14/2018	12/27/2018	21.48					
622	TREASURER, FLUVANNA CO	SEWER SERVICES	COURTS BUILDING	40423	12/14/2018	12/27/2018	25.30					
623	TREASURER, FLUVANNA CO	SEWER SERVICES	PUBLIC WORKS	40431	12/14/2018	12/27/2018	25.30					
624	TREASURER, FLUVANNA CO	SEWER SERVICES	ADMIN BUILDING	40424	12/14/2018	12/27/2018	49.78					
625	TREASURER, FLUVANNA CO	WATER SERVICES	CARYSBROOK SOFTBALL FIELD	40330	12/14/2018	12/27/2018	21.00					
626	TREASURER, FLUVANNA CO	WATER SERVICES	CARYSBROOK BASEBALL FIELD	40331	12/14/2018	12/27/2018	21.00					
627	TREASURER, FLUVANNA CO	WATER SERVICES	FLUVANNA COUNTY FIRE HOUSE	40332	12/14/2018	12/27/2018	21.00					
628	TREASURER, FLUVANNA CO	WATER SERVICES	FLUVANNA GYM	40157	12/14/2018	12/27/2018	24.30					
629	TREASURER, FLUVANNA CO	WATER SERVICES	FORK UNION FIRE HOUSE	40282	12/14/2018	12/27/2018	25.40					
630	TREASURER, FLUVANNA CO	WATER SERVICES	CARYSBROOK BLDG	40158	12/14/2018	12/27/2018	47.40					
631												
632												
633	<b>PUBLIC WORKS</b>											
634	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8052347148	12/1/2018	12/21/2018	209.98					
635	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	100.36					
						<b>Total:</b>	<b>\$33,698.78</b>					


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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount					
636	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	LARGE FORMAT PRINTER - PUBLIC WORKS	23795231	11/27/2018	12/6/2018	93.04					
637	VIRGINIA CORRECTIONAL	OFFICE SUPPLIES	BUISINESS CARDS	9549508	11/30/2018	12/14/2018	35.00					
638								<b>Total:</b>	<b>\$438.38</b>			
639												
640	<b>CONVENIENCE CENTER</b>											
641	BFI - FLUVANNA TRANSFER STATION	CONTRACT SERVICES	TRASH	4347-000006218	11/30/2018	12/14/2018	4,462.50					
642	CENTRAL VA ELECTRIC COOP	CONTRACT SERVICES	CONSTRUCTION COST FOR NEW LIGHTS AT	102339	12/11/2018	12/18/2018	82.00					
643	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	ENVIRONMENTAL MONITORING PROGRAM	2018110536	11/30/2018	12/27/2018	8,064.68					
644	HERITAGE CRYSTALCLEAN, LLC	BLDGS EQUIP REP & MAINT	USED OIL SERVICE	15437760	12/4/2018	12/14/2018	75.00					
645	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	120318	12/3/2018	12/14/2018	50.15					
646	RUHLMAN'S HAULING	BLDGS EQUIP REP & MAINT	LANDFILL/ WATER TANK RT 671 HAUL	121018	12/10/2018	12/27/2018	399.21					
647	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	95.64					
648								<b>Total:</b>	<b>\$13,229.18</b>			
649												
650	<b>PUBLIC UTILITIES</b>											
651	BANK OF AMERICA	CONVENTION AND	P-CARD	113018	11/30/2018	12/18/2018	100.00					
652	BANK OF AMERICA	OUTSIDE ANALYTICAL	P-CARD	113018	11/30/2018	12/18/2018	472.48					
653	BANK OF AMERICA	VEHICLE/POWER EQUIP	P-CARD	113018	11/30/2018	12/18/2018	77.56					
654	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	TIRES AND DISPOSAL	120518	12/5/2018	12/27/2018	595.96					
655	CENTURYLINK	TELECOMMUNICATIONS	PALMYRA WASTEWATER TREATMENT	309433290 111918	11/19/2018	12/6/2018	74.29					
656	CINTAS	LAUNDRY AND DRY	DRY CLEANING	394266705	11/29/2018	12/6/2018	39.62					
657	CINTAS	LAUNDRY AND DRY	MATS & DRY CLEANING	394268586	12/6/2018	12/14/2018	39.62					
658	CINTAS	LAUNDRY AND DRY	DRY CLEANING & MATS	394272405	12/20/2018	12/27/2018	39.62					
659	CINTAS	LAUNDRY AND DRY	DRY CLEANING & MATS	394270496	12/13/2018	12/27/2018	46.27					
660	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUMP HOUSE - COURTS BLDG WELL	4501632147 112618	11/26/2018	12/6/2018	197.24					
661	INBODEN ENVIRONMENTAL	OUTSIDE ANALYTICAL	WASTEWATER MONITORING -	66003	11/29/2018	12/6/2018	100.00					
662	INBODEN ENVIRONMENTAL	OUTSIDE ANALYTICAL	WASTEWATER MONITORING - PALMYRA	66001	11/29/2018	12/6/2018	200.00					
663	INBODEN ENVIRONMENTAL	OUTSIDE ANALYTICAL	WASTEWATER MONITORING - CENTRAL	66002	11/29/2018	12/6/2018	260.00					
664	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	120318	12/3/2018	12/14/2018	268.99					
665	LOWE'S	GENERAL MATERIALS AND	SUPPLIES	99000330383	11/25/2018	12/14/2018	64.05					
666	RUHLMAN'S HAULING	BLDGS EQUIP REP & MAINT	LANDFILL/ WATER TANK RT 671 HAUL	121018	12/10/2018	12/27/2018	268.80					
667	RUHLMAN'S HAULING	BLDGS EQUIP REP & MAINT	LANDFILL/ WATER TANK RT 671 HAUL	121018	12/10/2018	12/27/2018	643.20					
668	USABLUEBOOK	CHEMICAL SUPPLIES	CHEMICALS	748343	11/28/2018	12/27/2018	119.80					
669	USABLUEBOOK	CHEMICAL SUPPLIES	CLEANING SUPPLIES	745458	11/26/2018	12/27/2018	165.03					
670	USABLUEBOOK	CHEMICAL SUPPLIES	THERMOMETER, TEST KITS, PUMP	748256	11/28/2018	12/27/2018	282.95					
671	USABLUEBOOK	GENERAL MATERIALS AND	THERMOMETER, TEST KITS, PUMP	748256	11/28/2018	12/27/2018	31.95					
672	USABLUEBOOK	GENERAL MATERIALS AND	GLASSES W/EARPLUGS	752713	12/4/2018	12/27/2018	58.26					

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673	USABUEBOOK	GENERAL MATERIALS AND	BOLT CUTTER/FUSES	754572	12/5/2018	12/27/2018	157.64		
674	USABUEBOOK	GENERAL MATERIALS AND	CLEANING SUPPLIES	745458	11/26/2018	12/27/2018	342.70		
675	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	335.47		
676									
677									
678	<b>HEALTH</b>								
679	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	10.94		
680									
681									
682	<b>VJCCCA</b>								
683	FRANCES E. INGRAM	PROFESSIONAL SERVICES	HBC - ANA	NOVEMBER 2018	12/19/2018	12/21/2018	760.00		
684									
685									
686	<b>CSA</b>								
687	BRYAN MOELLER	SUBSISTENCE & LODGING	RURAL CSA LUNCH PER DIEM	120518	12/5/2018	12/27/2018	14.00		
688									
689									
690	<b>CSA PURCHASE OF SERVICES</b>								
691	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P10919730528	10/31/2018	12/6/2018	1,125.00		
692	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P11919730526	11/30/2018	12/6/2018	1,125.00		
693	BELIEVE IN ME YOUTH & FAMILY	COMM SVCS		P12919730590	12/31/2018	12/27/2018	1,125.00		
694	BELIEVE IN ME YOUTH & FAMILY	FF4E-COMM SVCS		P11919734840	11/30/2018	12/6/2018	1,125.00		
695	BELIEVE IN ME YOUTH & FAMILY	FF4E-COMM SVCS		P11919735039	11/30/2018	12/6/2018	1,125.00		
696	BELIEVE IN ME YOUTH & FAMILY	FF4E-COMM SVCS		P12919734896	12/31/2018	12/27/2018	1,125.00		
697	BELIEVE IN ME YOUTH & FAMILY	FF4E-COMM SVCS		P12919735095	12/31/2018	12/27/2018	1,125.00		
698	C.M. MENTORING SERVICES LLC	COMM SVCS		P12000926791	12/31/2018	12/27/2018	1,250.00		
699	C.M. MENTORING SERVICES LLC	COMM SVCS		P12000927092	12/31/2018	12/27/2018	1,500.00		
700		POS MANDATED FFOP		P11919714858	11/30/2018	12/14/2018	1,143.00		
701		POS MANDATED FFOP		P11919705757	11/30/2018	12/14/2018	1,591.00		
702		POS MANDATED FFOP		P11919735259	11/30/2018	12/14/2018	2,039.00		
703	CHRISTINE BOWERS LMFT, LLC	COMM SVCS		P11919729727	11/30/2018	12/6/2018	375.00		
704	COMMONWEALTH CATHOLIC	FF4E-COMM SVCS		P07919733683	7/31/2018	12/21/2018	80.00		
705	COMMONWEALTH CATHOLIC	FF4E-COMM SVCS		P08919733682	8/31/2018	12/21/2018	80.00		
706	COUNSELING ALLIANCE OF VA, LLC	COMM SVCS		P09919729378	9/30/2018	12/21/2018	64.00		
707	COUNSELING ALLIANCE OF VA, LLC	COMM SVCS		P11919729367	11/30/2018	12/21/2018	128.00		
708	COUNSELING ALLIANCE OF VA, LLC	COMM SVCS		P11919728868	11/30/2018	12/21/2018	150.00		
709	COUNSELING ALLIANCE OF VA, LLC	COMM SVCS		P10919729374	10/31/2018	12/21/2018	256.00		



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710	DETOUR MENTORING	FF4E-COMM SVCS		P11919738841	11/30/2018	12/6/2018	220.00			
711		POS MANDATED FFOP		P11919719747	11/30/2018	12/6/2018	1,820.00			
712		POS MANDATED FFOP		P11919733248	11/30/2018	12/6/2018	1,820.00			
713	DISCOVERY SCHOOL OF VA, INC	EDUC SVCS CONG CARE		P10000925681	10/31/2018	12/21/2018	574.00			
714	DISCOVERY SCHOOL OF VA, INC	EDUC SVCS CONG CARE		P11000925680	11/30/2018	12/21/2018	2,460.00			
715	DISCOVERY SCHOOL OF VA, INC	RES. CONG. CARE		P10000925586	10/31/2018	12/21/2018	770.00			
716	DISCOVERY SCHOOL OF VA, INC	RES. CONG. CARE		P11000925585	11/30/2018	12/21/2018	3,300.00			
717	ED MURPHY & ASSOCIATES	EDUC SVCS CONG CARE		P11000921294	11/30/2018	12/27/2018	3,570.00			
718	EXTRA SPECIAL PARENTS, INC.	POS MANDATED WSS		P11000923188	11/30/2018	12/21/2018	600.00			
719		COMM SVCS		P11000919993	11/30/2018	12/27/2018	300.00			
720	INTERCEPT YOUTH SERVICE	COMM SVCS		P07919703954	7/31/2018	12/14/2018	5,805.37			
721	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P11000916825	11/30/2018	12/6/2018	4,720.00			
722	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P11000925450	11/6/2018	12/14/2018	295.00			
723	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P11000921651	11/30/2018	12/14/2018	2,550.00			
724	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P11000921952	11/30/2018	12/14/2018	4,720.00			
725	LAFAYETTE SCHOOL, INC.	POS MANDATED SPED-		P10000921953	10/31/2018	12/14/2018	6,490.00			
726	LIONHEART RESORT LLC	EDUC SVCS CONG CARE		P09919725732	9/30/2018	12/6/2018	680.00			
727	LIONHEART RESORT LLC	EDUC SVCS CONG CARE		P11919725730	11/21/2018	12/6/2018	2,550.00			
728	LIONHEART RESORT LLC	EDUC SVCS CONG CARE		P10919725731	10/31/2018	12/6/2018	3,910.00			
729	LIONHEART RESORT LLC	POS MAND FC LIC RES CONG		P09919725837	9/30/2018	12/6/2018	1,500.00			
730	LIONHEART RESORT LLC	POS MAND FC LIC RES CONG		P08919725633	8/31/2018	12/6/2018	2,250.00			
731	LIONHEART RESORT LLC	POS MAND FC LIC RES CONG		P11919725835	11/21/2018	12/6/2018	5,250.00			
732	LIONHEART RESORT LLC	POS MAND FC LIC RES CONG		P09919725638	9/24/2018	12/6/2018	6,000.00			
733	LIONHEART RESORT LLC	POS MAND FC LIC RES CONG		P10919725836	10/31/2018	12/6/2018	7,750.00			
734		POS MANDATED FFOP		P11919705942	11/30/2018	12/6/2018	1,815.00			
735		POS MANDATED FFOP		P11919706243	11/30/2018	12/6/2018	1,815.00			
736	PEOPLE PLACES, INC.	COMM SVCS		P10919734575	10/31/2018	12/21/2018	201.25			
737	PEOPLE PLACES, INC.	COMM SVCS		P11919734569	11/30/2018	12/21/2018	201.25			
738	PEOPLE PLACES, INC.	COMM SVCS		P11919734170	11/30/2018	12/21/2018	416.88			
739	PEOPLE PLACES, INC.	FF4E-COMM SVCS		P11919730384	11/30/2018	12/21/2018	500.00			
740	PEOPLE PLACES, INC.	POS MAND THER FC 4E		P11919730287	11/30/2018	12/21/2018	3,600.00			
741	REDEMPTION YOUTH MENTORING	COMM SVCS		P10000925076	10/31/2018	12/21/2018	1,200.00			
742	REDEMPTION YOUTH MENTORING	COMM SVCS		P11000925072	11/30/2018	12/21/2018	1,200.00			
743	REDEMPTION YOUTH MENTORING	COMM SVCS		P10000924077	10/31/2018	12/21/2018	1,335.00			
744	REDEMPTION YOUTH MENTORING	COMM SVCS		P11000925771	11/30/2018	12/21/2018	1,365.00			
745	REDEMPTION YOUTH MENTORING	COMM SVCS		P11000924073	11/30/2018	12/21/2018	1,485.00			
746	REGION TEN	POS MANDATED WSS		P10000921349	10/31/2018	12/6/2018	1,278.55			

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6	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount			
747	SECURE CHILD IN- HOME PROGRAM	COMM SVCS		P11919721355	11/30/2018	12/14/2018	1,660.00			
748	SECURE CHILD IN- HOME PROGRAM	COMM SVCS		P09919701479	9/30/2018	12/21/2018	400.00			
749		COMM SVCS		P11919721256	11/30/2018	12/14/2018	1,495.00			
750		POS MANDATED FFOP		P11919702645	11/30/2018	12/6/2018	448.00			
751		POS MANDATED FFOP		P11919702544	11/30/2018	12/6/2018	700.00			
752	THE DISCOVERY SCHOOL OF VA FOR	EDUC SVCS CONG CARE		P07919719329	7/31/2018	12/6/2018	2,465.00			
753	THE DISCOVERY SCHOOL OF VA FOR	POS MAND FC LIC RES CONG		P07919704734	7/31/2018	12/6/2018	3,393.00			
754	THE FAISON CENTER	POS MANDATED SPED-		P11000923460	11/30/2018	12/21/2018	5,200.00			
755	THE FAISON CENTER	POS MANDATED SPED-		P11000917461	11/30/2018	12/21/2018	6,200.00			
756	THE FAISON CENTER	POS MANDATED SPED-		P11000917362	11/30/2018	12/21/2018	6,620.00			
757	THE FAISON CENTER	POS MANDATED SPED-		P11000922463	11/30/2018	12/21/2018	9,815.00			
758	THE FAISON CENTER	POS MANDATED SPED-		P08000917289	8/24/2018	12/27/2018	4,965.00			
759		POS MANDATED FFOP		P11919706346	11/30/2018	12/6/2018	2,716.00			
760	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P11000922664	11/30/2018	12/21/2018	8,567.00			
761	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P11000922865	11/30/2018	12/21/2018	8,723.00			
762	VIRGINIA INSTITUTE OF AUTISM	POS MANDATED SPED-		P11000922766	11/30/2018	12/21/2018	8,879.00			
763						<b>Total:</b>	<b>\$175,094.30</b>			
764										
765	<b>PARKS &amp; RECREATION</b>									
766	ASHLEIGH MORRIS	PROFESSIONAL SERVICES	DOG CLASSES	17 121318	12/13/2018	12/21/2018	896.00			
767	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	COPIER MONTHLY CHARGES	84034	11/29/2018	12/6/2018	29.46			
768	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	MONTHLY COPIER CHARGES	84035	11/29/2018	12/6/2018	129.00			
769	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	15.75			
770	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	32.53			
771	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	34.64			
772	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	74.32			
773	BANK OF AMERICA	RECREATIONAL SUPPLIES	P-CARD	113018	11/30/2018	12/18/2018	302.34			
774	BANK OF AMERICA	SUBSISTENCE & LODGING	P-CARD	113018	11/30/2018	12/18/2018	458.88			
775	CENTURYLINK	TELECOMMUNICATIONS	PARKS & RECREATION	309373828 111618	11/16/2018	12/6/2018	310.27			
776	CINTAS	CONTRACT SERVICES	FIRST AID SUPPLY CABINET	5012434576	12/13/2018	12/21/2018	39.64			
777	CINTAS	CONTRACT SERVICES	FIRST AID BOX SUPPLIES	5012434577	12/13/2018	12/21/2018	196.63			
778	FLUVANNA ACE HARDWARE	RECREATIONAL SUPPLIES	ASST. SUPPLIES	127 113018	11/30/2018	12/14/2018	47.01			
779	FUN EXPRESS LLC	RECREATIONAL SUPPLIES	ACTIVITY KITS	693149084-01	11/19/2018	12/6/2018	363.11			
780	HAROLD BOYD	PROFESSIONAL SERVICES	LITTLE TYKES & MIGHTY MITES B-BALL	16	12/11/2018	12/14/2018	1,050.00			
781	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	120318	12/3/2018	12/14/2018	185.00			
782	MO-JOHNS, INC.	CONTRACT SERVICES	EQUESTIRAN FIELD - PORTABLE TOLIET	114561	11/30/2018	12/6/2018	60.00			
783	MO-JOHNS, INC.	CONTRACT SERVICES	POLE BARN - PORTABLE TOLIET	114562	11/30/2018	12/6/2018	60.00			

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784	MALINDA PAYNE	RECREATIONAL SUPPLIES	REIMBURSEMENT FOR HOLIDAY	120518	12/5/2018	12/6/2018	30.71					
785	POSTMASTER	POSTAL SERVICES	500 FIRST CLASS STAMPS	120718	12/7/2018	12/14/2018	250.00					
786	RANGLAND GLO-WRAP	RECREATIONAL SUPPLIES	MEDALS WITH RIBBONS	3591	12/7/2018	12/21/2018	86.71					
787	SAM'S CLUB	RECREATIONAL SUPPLIES	SENIOR LUNCHEON SUPPLIES	ACCT 9179	12/14/2018	12/21/2018	167.80					
788	STORE SUPPLY WAREHOUSE	SITE IMPROVEMENTS	DISPLAY CASES	6997901-00	11/26/2018	12/6/2018	985.96					
789	UPS	POSTAL SERVICES	2ND DAY AIR LETTER	Y7646Y498	12/8/2018	12/21/2018	5.00					
790	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	3.18					
791	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	200.72					
792	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	MURATEC COPIER	23769020	11/22/2018	12/6/2018	28.54					
793	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	KONICA BIZHUB COPIER	23769019	11/22/2018	12/6/2018	132.20					
794	VIRGINIA CORRECTIONAL	PRINTING AND BINDING	BUISINESS CARDS	9549508	11/30/2018	12/14/2018	55.00					
795												
796												
797	<b>LIBRARY</b>											
798	BANK OF AMERICA	BOOKS/PUBLICATIONS	P-CARD	113018	11/30/2018	12/18/2018	49.53					
799	CENTURYLINK	TELECOMMUNICATIONS	LIBRARY	309647441 111618	11/16/2018	12/6/2018	2,075.89					
800	DEMCO	OFFICE SUPPLIES	BOOK SUPPLIES	6511279	12/11/2018	12/21/2018	293.24					
801	EDGEWAVE	MAINTENANCE CONTRACTS	IPRISM APPLIANCE & MAINTENANCE	I-0206539	12/6/2018	12/14/2018	6,790.00					
802	VA INFORMATION	TELECOMMUNICATIONS	LONG DISTANCE	T419901	11/29/2018	12/6/2018	6.20					
803												
804												
805	<b>COUNTY PLANNER</b>											
806	ATLANTIC TECHNOLOGY	PROFESSIONAL SERVICES	GENERAL CONSULTING SVCS - WATER	1555	12/3/2018	12/6/2018	1,800.00					
807	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD	113018	11/30/2018	12/18/2018	50.00					
808	BANK OF AMERICA	DUES OR ASSOCIATION	P-CARD	113018	11/30/2018	12/18/2018	95.00					
809	HOLLY STEELE	MILEAGE ALLOWANCES	MILEAGE REIMBURSEMENT - ESC EXAM	121918	12/19/2018	12/21/2018	57.77					
810	JAMES RIVER SOLUTIONS	VEHICLE FUEL	FUEL	120318	12/3/2018	12/14/2018	107.21					
811	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	OFFICE SUPPLIES	8052347148	12/1/2018	12/21/2018	89.82					
812	THE SUPPLY ROOM	OFFICE SUPPLIES	PLOTTER INK	3516668-0	11/30/2018	12/14/2018	447.60					
813	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	5.05					
814	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018	150.54					
815	VIRGINIA BUSINESS SYSTEMS	LEASE/RENT	LARGE FORMAT PRINTER - PLANNING	23795232	11/27/2018	12/6/2018	93.04					
816												
817												
818	<b>PLANNING COMMISSION</b>											
819	ATLANTIC TECHNOLOGY	PROFESSIONAL SERVICES	APPLICATION REVIEW	1550	11/28/2018	12/6/2018	900.00					
820	FLUVANNA REVIEW	ADVERTISING	DEC 11 PUBLIC HEARING AD	2018F49-15	12/6/2018	12/21/2018	128.75					

**Total: \$6,230.40**

**Total: \$9,214.86**

**Total: \$2,896.03**

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821							<b>Total:</b>	<b>\$1,028.75</b>	
822									
823	<b>ECONOMIC DEVELOPMENT</b>								
824	BANK OF AMERICA	CONVENTION AND	P-CARD	113018	11/30/2018	12/18/2018		111.75	
825	BANK OF AMERICA	MARKETING	P-CARD	113018	11/30/2018	12/18/2018		11.57	
826	BANK OF AMERICA	MARKETING	P-CARD	113018	11/30/2018	12/18/2018		20.95	
827	BANK OF AMERICA	MARKETING	P-CARD	113018	11/30/2018	12/18/2018		28.69	
828	VERIZON	TELECOMMUNICATIONS	MONTHLY CHARGES	9820629494	12/19/2018	12/27/2018		50.18	
829	VIRGINIA CORRECTIONAL	PRINTING AND BINDING	BUISINESS CARDS	9549508	11/30/2018	12/14/2018		35.00	
830							<b>Total:</b>	<b>\$258.14</b>	
831									
832	<b>VA COOPERATIVE EXTENSION</b>								
833	D.M. JEFFERS COMPANY INC	MACHINERY AND	COMMUNITY KITCHEN	0120174	11/30/2018	12/21/2018		12,766.77	
834	FLUVANNA REVIEW	AGRICULTURAL SUPPLIES	CAMP AD X 4	2018F47-146	12/3/2018	12/14/2018		299.25	
835	POSTMASTER	LEASE/RENT	PO BOX 518 RENTAL	120318	12/3/2018	12/14/2018		116.00	
836	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018		14.91	
837							<b>Total:</b>	<b>\$13,196.93</b>	
838									
839	<b>NON PROFITS</b>								
840	E.W. THOMAS	YOUTH ADVISORY COUNCIL	SNACKS FOR TERRIFIC TUESDAYS	1016 111318	12/6/2018	12/14/2018		95.63	
841							<b>Total:</b>	<b>\$95.63</b>	
842									
843									
844	<b>Fund # - 302 CAPITAL IMPROVEMENT</b>						<b>100 GENERAL FUND</b>	<b>Fund Total:</b>	<b>\$750,769.90</b>
845	<b>IT CAPITAL PROJECT</b>								
846	B&H PHOTO-VIDEO	CONTRACT SERVICES	NETWORK ACCESS POINT AND POR	150956626	12/4/2018	12/14/2018		519.97	
847	B&H PHOTO-VIDEO	CONTRACT SERVICES	NETWORK SWITCH	150940301	12/3/2018	12/14/2018		923.54	
848	VERTICAL COMMUNCATIONS, INC.	CONTRACT SERVICES	INSTALL OF PHONE SYSTEM/HARDWARE &	2078918	9/30/2018	12/21/2018		88,691.66	
849							<b>Total:</b>	<b>\$90,135.17</b>	
850									
851	<b>PUBLIC SAFETY CAPITAL PROJ</b>								
852	CLEAR COMMUNICATIONS AND	VEHICLE	VEHICLE EQUIPMENT	117993	12/13/2018	12/21/2018		2,914.84	
853	CLEAR COMMUNICATIONS AND	VEHICLE	VEHICLE EQUIPMENT	118060	12/18/2018	12/27/2018		2,430.32	
854	DOMINION OF BEDFORD	VEHICLE	SHERIFF VEHICLES	16586	10/25/2018	12/6/2018		23,517.00	
855							<b>Total:</b>	<b>\$28,862.16</b>	
856									
857	<b>FACILITIES CAP PROJ</b>								








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895	REPUBLIC SERVICES #410	BLDGS EQUIP REP & MAINT	WASTE CONTAINER/RENTAL FEE	0410-000666035	11/30/2018	12/27/2018	286.49		
896	SCHNEIDER LABRATORIES INC	PURCHASE OF SERVICES	SUSPENDED SOLIDS TESTING	288550	11/14/2018	12/6/2018	30.00		
897	USABLUEBOOK	BLDGS EQUIP REP & MAINT	CLEANING SUPPLIES	745458	11/26/2018	12/27/2018	169.95		
898	USABLUEBOOK	CHEMICAL SUPPLIES	CLEANING SUPPLIES	745458	11/26/2018	12/27/2018	22.45		
899	USABLUEBOOK	CHEMICAL SUPPLIES	THERMOMETER, TEST KITS, PUMP	748256	11/28/2018	12/27/2018	423.94		
900	USDA RURAL DEVELOPMENT	REDEMPTION OF INTEREST	FUSD DEBT SERVICE	122518	12/25/2018	12/25/2018	3,465.54		
901	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY CHARGES	T419814	11/29/2018	12/14/2018	87.91		
902						<b>Total:</b>	<b>\$7,453.92</b>		
903									
904									
905	<b>Fund # - 510 ZION XR WATER &amp; SEWER</b>								
906	<b>ZION XR W&amp;S EXPENSES</b>								
907	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	ZXR W&S TASK 10 BIDDING SRVS.	1616424	11/30/2018	12/21/2018	7,728.00		
908	AMBER HILL, L.L.C.	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	1	11/30/2018	12/3/2018	500.00		
909	HEATHER L. REID AND MICHAEL T.	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	35	11/30/2018	12/3/2018	300.00		
910	JAMES E. WILLS AND JOANNE G.	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	15	11/30/2018	12/3/2018	300.00		
911	JAMES MASON HARLOWE AND	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	24	11/30/2018	12/3/2018	900.00		
912	JAMES MASON HARLOWE AND	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	25	11/30/2018	12/3/2018	2,200.00		
913	JEFFREY R. KNIGHTINGALE	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	27	11/30/2018	12/3/2018	1,400.00		
914	NELLIE MAE GARDNER	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	6	11/30/2018	12/3/2018	600.00		
915	ROBERT B. MCGHEE AND MARILYN B.	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	26	11/30/2018	12/3/2018	500.00		
916	ROGER C. ISENHOUR AND TERRI L.	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	21	11/30/2018	12/3/2018	500.00		
917	ROGER C. ISENHOUR AND TERRI L.	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	20	11/30/2018	12/3/2018	400.00		
918	SHIRLEY BOURNE SHIPP	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	17	11/30/2018	12/3/2018	600.00		
919	SIGNORA C. HUBERT	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	54	11/30/2018	12/3/2018	5,000.00		
920	CHARLOTESVILLE SETTLEMENT	LAND	TITLE INSURANCE ON PARCEL 85	85B	12/14/2018	12/14/2018	436.90		
921	COMMONWEALTH BUILDING	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	82	12/14/2018	12/14/2018	15,000.00		
922	ELLERSON R. OVERTON AND	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	71	12/14/2018	12/14/2018	800.00		
923	ELLERSON R. OVERTON AND	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	70	12/14/2018	12/14/2018	800.00		
924	ELLERSON R. OVERTON AND	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	62	12/14/2018	12/14/2018	1,200.00		
925	HARRY S. GOODWIN, JR. AND JANE G.	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	61	12/14/2018	12/14/2018	800.00		
926	HARRY S. GOODWIN, JR. AND JANE G.	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	60	12/14/2018	12/14/2018	1,300.00		
927	JUNE B. DUDLEY	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	13	12/14/2018	12/14/2018	1,200.00		
928	MACON PROPERTIES, LLC	LAND	ATTORNEY'S FEES & REIMBURSEMENT OF	85A	12/14/2018	12/14/2018	1,519.52		
929	MAURICE G. CONRAD, JR.	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	59	12/14/2018	12/14/2018	1,500.00		
930	MICHAEL A. DUKE	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	57	12/14/2018	12/14/2018	1,800.00		
931	ROGER M. DEANE AND SHERRY S.	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	34	12/14/2018	12/14/2018	4,800.00		
						<b>505 FORK UNION SANITARY</b>	<b>Fund Total:</b>	<b>\$8,948.38</b>	



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932	WAYNE WILLIAM COLLINS	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	8	12/14/2018	12/14/2018	900.00									
933	WILLIAMS HERITAGE, L.L.C.	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	51	12/14/2018	12/14/2018	700.00									
934	WILLIAMS HERITAGE, L.L.C.	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	52	12/14/2018	12/14/2018	800.00									
935	ANTHONY N. SMITH	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	12	12/21/2018	12/21/2018	1,200.00									
936	HAZEL C. WOODSON	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	28	12/21/2018	12/21/2018	400.00									
937	WILLIE O. HILL, SR.	LAND	ZXR PURCHASE OF EASEMENTS AND/OR	42	12/21/2018	12/21/2018	500.00									
938	WHITE OAK LANDING, LLC	PERMITS AND FEES	WETLAND MITIGATION CREDITS FOR	121918	12/19/2018	12/19/2018	24,300.00									
939	PAYNE & HODOUS, LLP.	COUNTY ATTY LEGAL- REAL	LEGAL FEES	133811	12/5/2018	12/14/2018	32,779.84									
940	UPS	POSTAL SERVICES	2ND DAY LETTER	Y7646Y508	12/15/2018	12/27/2018	10.42									
941							<b>Total:</b>	<b>\$113,674.68</b>								
942																
943							<b>510 ZION XR WATER &amp; SEWER</b>	<b>Fund Total:</b>	<b>\$113,674.68</b>							
944							<b>Total Expenditures by Fund:</b>	<b>\$1,030,724.63</b>								

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

**TAB D**

<b>MEETING DATE:</b>	January 23, 2019				
<b>AGENDA TITLE:</b>	Position Description Reclassification				
<b>MOTION(s):</b>	<b>I move to approve the Economic Development Coordinator's position description and reclassification from Pay Band 21 to Pay Band 19.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Jessica Rice, Human Resources Manager				
<b>PRESENTER(S):</b>	Jessica Rice, Human Resources Manager				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	Our Economic Development Coordinator departed in Dec 2018. As is the usual practice, we evaluated the position description for re-advertising and made a number of changes/updates. This resulted in a reclassification of the position from Pay Band 21 to Pay Band 19 to more appropriately fit with the County's other classified positions and levels of responsibility.				
<b>FISCAL IMPACT:</b>	Expected budget savings of \$5 to 12K annually based on prior ED Coordinator salary.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Revised position description: #2450 - Economic Development Coordinator				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
				XX	





Fluvanna County, Virginia  
Department of Administration  
Job Description

**ECONOMIC DEVELOPMENT COORDINATOR**

<b>Job Class #:</b>	2450
<b>Pay Grade:</b>	<del>1921</del>
<b>Category:</b>	Full-Time (with benefits)
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Director of Community Development

**SUMMARY**

Under the general supervision of the Director of Community Development, serves as the County’s primary liaison for business recruitment, development, and expansion. This role is focused on increasing the County’s business base, employment opportunities, and future revenues. The incumbent performs ~~difficult~~ professional and responsible administrative work developing and administering County economic development activities, and other related work as required.

**ESSENTIAL FUNCTIONS**

The essential function of the position is to develop, implement, and manage an aggressive and comprehensive economic development program in order to diversify and grow the County’s business base, job market, and tax base. The position requires a focus on strategic marketing, and ability to build strong relationships with both existing businesses, and potential new business prospects, with a strong emphasis on developing new commerce.

- Serves as primary County contact for persons inquiring or requesting business development or tourism assistance and information.
- Promotes, communicates and reinforces the Board of Supervisor’s goals and objectives to create growth and enhance the community.
- Develops, recommends, and implements effective strategies, plans, and programs for economic growth within the County.
- Administers, supervises and monitors community and economic development activities, property inventories and projects.
- ~~Ensures compliance with applicable laws and ordinances.~~
- Conducts ~~statistical and subject-related research~~ necessary for the creation and maintenance of ~~statistical information databases~~ and for special projects.
- Identifies and promotes resources and opportunities for growth including the attraction of new commercial and industrial investment and infrastructure.
- ~~Analyzes, researches, and evaluates current and potential county economic development programs and systems to improve efficiency and effectiveness.~~
- ~~Researches, establishes and maintains inventory of available industrial and business sites, as well as an up to date database of demographic/statistical County info.~~
- Manages the content of the Economic Development pages on the Fluvanna County website.
- Coordinates business events, meetings, training, and business appreciation events.
- Delivers presentations to County officials, prospective business owners, and the general public

- Conducts site visits for prospective investor clients.
- Cooperates and coordinates with other local, regional and state economic development partners including the Virginia Economic Development Partnership, the Fluvanna County Economic Development Authority, Fluvanna County Planning Commission, and the Virginia Department of Housing and Community Development, among others.
- ~~Participates in Represents the County at~~ state and regional economic development and tourism meetings/conferences, ~~and a-~~
- Attends selected workshops and seminars to maintain proficiency in areas of responsibility.
- ~~Actively seeks to create opportunities for the promotion of Fluvanna County's initiatives and programs.~~
- Attends and participates in meetings as required by specific Boards and Commissions.
- Serves as liaison to Economic Development Authority and Chamber of Commerce.
- Along with the Director of Parks & Recreation, supports and guides the County's Economic Development and Tourism Advisory Council (EDTAC).
- Performs related tasks as required, and other duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Modern principles and practices of business and economic development, and tourism.
- ~~Principles and practices of public and business administration.~~
- Laws, ordinances and structural considerations relating to County government.
- ~~Strong U~~nderstanding of business and industry location strategies, and facility, logistics, financial, labor, and business service needs.
- ~~Demonstrated knowledge of E~~ffective economic development programs and proven ability to plan, develop and implement strategic business plans.

##### Skills in:

- Strong skills in communication and building professional relationships..
- Writing clear and concise directives, reports, memoranda and letters.
- Preparing and delivering presentations to elected officials, ~~senior corporate~~ executives, and at public ~~meetingshearings~~.
- Operation and use of common office equipment including personal computers and copiers.
- Preparation of comprehensive reports, correspondence, and plans involving detail, statistical and other data, or instructions.

##### Ability to:

- ~~Demonstrate leadership in M~~anaging projects independently.
- Utilize cost-benefit analyses in decisions.
- Prepare clear and comprehensive financial and administrative reports.
- Communicate ideas clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with County and State officials, associates and the general public.
- Analyze complex problems and develop goal oriented solutions.
- ~~Establish and maintain effective working relationships with the Board of Supervisors, other department heads, and the public.~~
- ~~Discuss and resolve conflicts with members of the public.~~

#### ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Four-year degree specializing in economic development, community planning, business administration/public administration, marketing, or other closely related field from an accredited college. Master's Degree is preferred.

- Minimum of three (3) years of experience related to economic development, community business development, ~~or~~ marketing.
- Certified Economic Developer credentials preferred.
- Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Must possess an appropriate driver’s license valid in the Commonwealth of Virginia.
- Local travel is required for meetings and presentations.

**POST OFFER REQUIREMENTS**

- Background Check
- Valid driver’s license.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	<u>Jan 3, 2019</u> <del>July 23, 2018</del>	<u>Jan 3, 2019</u> <del>July 23, 2018</del>	<u>Aug 1, 2018</u> <del>Pending</del>





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

**TAB E**

<b>MEETING DATE:</b>	January 23, 2019				
<b>AGENDA TITLE:</b>	FY19 Sheriff's Department Insurance Claim – 2017 Ford Explorer VIN 3545				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a supplemental appropriation of \$23,225 to the FY19 CIP Sheriff's Vehicle Replacement Budget to reflect reimbursement from a VACORP insurance claim.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				x	
<b>STAFF CONTACT(S):</b>	Eric Pollitt, Management Analyst				
<b>PRESENTER(S):</b>	Eric Pollitt, Management Analyst				
<b>RECOMMENDATION:</b>	I recommend approval of the following action.				
<b>TIMING:</b>	Routine.				
<b>DISCUSSION:</b>	<p>A 2017 Ford Explorer VIN (3545) was in an accident with a box truck on 11/08/2018 and declared to be a total loss by VACORP. The amount determined by S&amp;S Appraisal Services was \$23,600. The recovered amount for the vehicle on 12/26/2018 after the \$500 deductible is \$23,100. The \$125 reimbursement for towing brings to total to \$23,225. The Sheriff's Office determined the money would be better applied towards the CIP Vehicle Budget.</p> <p>This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.</p>				
<b>FISCAL IMPACT:</b>	This action will increase the FY19 Sheriff's CIP Vehicle Budget by \$23,225.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Copy of VACORP Letter & Check.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			





**VACORP**

December 26, 2018

Fluvanna County  
Attention: Cyndi Toler  
PO Box 540  
Palmyra, VA 22963

Virginia Association of Counties Self-Insurance Risk Pool  
Member: Fluvanna County  
Claim Number: 0322018232557  
Date of Loss: 11/8/2018

Dear Ms. Toler:

Enclosed please find a VACORP property damage check in the amount of \$23,225 to cover the total loss of the 2017 Ford Explorer, VIN# 3545. This amount was determined by the S&S Appraisal Services estimate that shows the value in the amount of \$23,600 after the \$500 policy deductible was applied. I have also applied the \$125 towing invoice.

If you should have any questions regarding this payment, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in cursive script that reads "Tammy H. Windle".

Tammy H. Windle  
Claims Specialist

Enclosure - Check

**VACORP CLAIMS**  
1316 Franklin Road SW  
Roanoke, VA 24016-4607  
540-345-8500

66-183/514  
412

**PAY TO THE ORDER OF** Twenty-Three Thousand Two Hundred Twenty-Five and 00/100 Dollars\*\*\*\*\*

DATE	CHECK NO.
1/2/2019	338706
AMOUNT	
\$ **23,225.00**	

Fluvanna County  
Attention: Cyndi Toler  
PO Box 540  
Palmyra, VA 22963

*Steve L. Rawlings*

**AUTHORIZED ACCOUNT SIGNER**  
**TWO SIGNATURES REQUIRED OVER \$30,000**

SECURITY FEATURES INCLUDED. DETAILS ON BACK

⑈ 338706 ⑈ ⑆ 0531120391 ⑆ 130900050480 ⑈

**REMITTANCE STATEMENT - PLEASE DETACH BEFORE DEPOSITING**

Description	From Date	To Date	Invoice #	Invoice Amt	Amount
Auto Collision	12/26/2018	12/26/2018	2017 Ford Explorer	\$23,600.00	\$23,600.00
Auto Collision	12/26/2018	12/26/2018	Deductible	(\$500.00)	(\$500.00)
Auto Collision	12/26/2018	12/26/2018	Towing	\$125.00	\$125.00

Claim Number: 0322018232557 Claimant: Fluvanna County Payee: Fluvanna County  
Check Number: 338706 Total Check Amt: \$23,225.00 Event Date: 11/8/2018 Department: 032 Fluvanna Date of Check: 1/2/2019  
Memo: Cover Letter

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB F

<b>MEETING DATE:</b>	January 23, 2019				
<b>AGENDA TITLE:</b>	FY19 FCPS Grants Supplemental Appropriation				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a supplemental appropriation of \$47,833.23 to the Fluvanna County Public Schools FY19 budget for funds received from Federal, State and Other Local sources.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Eric Dahl, Deputy County Administrator/Finance Director Eric Pollitt, Management Analyst Brenda Gilliam, Executive Director for Instruction and Finance				
<b>PRESENTER(S):</b>	Brenda Gilliam, Executive Director for Instruction and Finance				
<b>RECOMMENDATION:</b>	I recommend approval of the motion as stated above.				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>					
	<b>Revenue Category</b>	<b>FY19 Adopted</b>	<b>FY19 Revised</b>	<b>FY19 Request</b>	<b>FY19 Revised (NEW Total)</b>
	<b>Local - County</b>	17,427,579	17,427,579	0	17,427,579
	<b>Other Local</b>	907,708	1,098,610	2,500	1,101,110
	<b>State</b>	20,943,446	21,170,569	0	21,170,569
	<b>Federal</b>	1,254,200	1,671,783	45,333	1,717,116
	<b>TOTAL</b>	40,532,933	41,368,542	47,833	41,416,375

	Expenditure Category	FY19 Adopted	FY19 Revised	FY19 Request	FY19 Revised (NEW Total)
	Instruction	31,092,511	31,359,818	47,833	31,407,651
	Admin, Attendance & Health	1,779,639	1,779,639		1,779,639
	Pupil Transportation	2,848,784	2,848,784		2,848,784
	Operation & Maintenance	3,003,719	3,083,719		3,083,719
	Technology	1,808,280	2,296,582		2,296,582
	<b>TOTAL</b>	<b>40,532,933</b>	<b>41,368,542</b>	<b>47,833</b>	<b>41,416,375</b>
<b>FISCAL IMPACT:</b>	<p>Approval of this supplemental appropriation will authorize staff to increase the Revenue and Expenditures by \$47,833.23 as outlined in the above tables.</p> <p>There is no local County match required for these funds. In addition, this request is not for County Local funding carryover.</p>				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	FCPS Supplemental Appropriation Request				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



## FLUVANNA COUNTY PUBLIC SCHOOLS

14455 JAMES MADISON HIGHWAY  
PALMYRA, VIRGINIA 22963

Phone: (434) 589-8208 Fax: (434) 589-2248

TO: Eric Dahl, Deputy County Administrator/Finance Director, Fluvanna County

FROM: Brenda Gilliam, Executive Director for Instruction and Finance *BGG*

Cc: Steven M. Nichols, County Administrator, Fluvanna County  
Chuck Winkler, Superintendent Fluvanna County Public Schools

DATE: December 14, 2018

RE: Supplemental Appropriation Request

Fluvanna County Public Schools has received grants from Federal, State, and Other Local revenue sources that were not included in the FY2019 budget.

It is requested the funds be appropriated to the Schools as an increase in funds as outlined below:

Federal- \$45,333.23  
Other Local- \$2,500.00  
**Total= \$47,833.23**

Funding Source	Year	Type	Category	Amount	Expiration
Title I	2019	Federal	Instruction	\$31,620.32	9/30/2020
Title VI B	2019	Federal	Instruction	\$9,856.00	9/30/2020
Adult Ed- Wal-Mart	2019	Other Local	Instruction	\$2,500.00	6/30/2019
Perkins	2019	Federal	Instruction	\$3,183.91	6/30/2019
Title VI B Pre-School	2019	Federal	Instruction	\$673.00	9/30/2020
<b>TOTAL</b>				<b>\$47,833.23</b>	

The Fluvanna County School Board is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, or any other characteristic protected by law. This commitment will prevail in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. Mr. Don Stribling, Executive Director, is designated as the responsible person (Compliance Officer) regarding assurances of nondiscrimination. Any complaint alleging discrimination based on a disability shall be directed to Ms. Jennifer Valentine, Director of Special Education (the Section 504 Coordinator). Both may be reached at the following address: 14455 James Madison Highway, Palmyra, VA 22963; telephone (434) 589-8208. The Fluvanna County School Board is an Equal Opportunity Employer.





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

**TAB G**

<b>MEETING DATE:</b>	January 23, 2019				
<b>AGENDA TITLE:</b>	FY19 Fork Union Light Pole Insurance Claim				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a supplemental appropriation of \$10,129.00 to the FY19 Facilities Budget to reflect reimbursement from the party at fault's insurance.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				x	
<b>STAFF CONTACT(S):</b>	Eric Pollitt, Management Analyst				
<b>PRESENTER(S):</b>	Eric Pollitt, Management Analyst				
<b>RECOMMENDATION:</b>	I recommend approval of the following action.				
<b>TIMING:</b>	Routine.				
<b>DISCUSSION:</b>	<p>Delivery Driver vehicle backed into one of our light pole at Fork Union. The party at fault's insurance company paid for insurance repairs in full. This was received on September 18<sup>th</sup>, 2018.</p> <p>The reason it is now just being moved is the pole had to be special ordered and just recently had been repaired.</p> <p>This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.</p>				
<b>FISCAL IMPACT:</b>	This action will increase revenue and expenditures by \$10,129.00.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



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

**TAB H**

<b>MEETING DATE:</b>	January 23, 2019				
<b>AGENDA TITLE:</b>	Zion Crossroads Water & Sewer System Project Agreement #12				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve Project Agreement #12 between Fluvanna County and Dewberry Engineers Inc. for additional services associated with Water and Sewer Lines – Construction Administration Year 1 totaling \$62,510, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>	C9	
	X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Project Agreement #12 with Dewberry Engineers Inc. is required to complete Construction Administration for the ZXR Water project</li> <li>• Construction Administration Includes: <ul style="list-style-type: none"> <li>○ Attendance at Pre-construction meeting</li> <li>○ Shop drawing review</li> <li>○ Consulting during construction - 12 month duration</li> <li>○ Monthly site visits (1 per month) - 12 month duration</li> <li>○ Monthly progress meetings (1 per month) - 12 month duration</li> <li>○ Record drawings</li> <li>○ Substantial completion inspection and prepare punch list</li> </ul> </li> </ul>				
<b>FISCAL IMPACT:</b>	Budgeted in the ZXR Project				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Project Agreement #12				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X	X	X		



**PROJECT AGREEMENT #12**  
**TERM AGREEMENT FOR PROFESSIONAL SERVICES**  
**ZION CROSSROADS WATER & SEWER SYSTEM DESIGN/SERVICES**

This Project Agreement #12 and Agreement Amendment (the "Project Agreement") made this \_\_\_\_ day of \_\_\_\_\_, 201\_\_, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Dewberry Engineers Inc. (the "Contractor"), a New York corporation authorized to transact business in Virginia, is an addendum to that TERM AGREEMENT FOR PROFESSIONAL SERVICES dated the \_\_\_\_ day of \_\_\_\_\_, 201\_\_ (including all exhibits and prior addenda thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning as in this Project Agreement except for terms specifically defined herein.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Contractor as services are needed which are all a material part of the Agreement;

Whereas, the Contractor submitted a detailed Summary of its proposals "RE: Zion Crossroads Water and Sewer System, RFP#2015-03, Professional Engineering Services Scope of Work and Fee Proposal Summary" for the Construction Phase Year 1 and Construction Phase Year 2 services based on revised designs and a revised Project schedule in a letter to the County dated December 13, 2018, attached hereto as **Exhibit 1 (the "Summary Letter")** and made a material part hereof;

Whereas, the County desires that the Contractor complete the work set forth in the Summary Letter as "Water and Sewer Lines – Construction Administration (Lump Sum)", as more specifically detailed in a letter dated November 12, 2018 "RE: Zion Crossroads Water and Sewer System, RFP#2015-03, Construction Administration Services Scope of Work and Fee Proposal – Year 1" attached hereto as **Exhibit 2 (the "Services Letter")** and made a material part hereof, and as described in the Agreement and, without limitation, as specifically described in Section 14 of the Fee Proposal, pages 17-18 (the services described in the Summary Letter, Services Letter, and Agreement described in this paragraph are collectively referred to as the "Task Order"); and

Whereas, the Contractor desires to accept the Task Order and complete all work and services necessary and related thereto.

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.

The Agreement is hereby modified as follows:

1. The last paragraph of Article IV of the Contract is replaced with the following: "In accordance with the provisions of Virginia Code 2.2-4303.1, the Project fee of any single Project under this Agreement shall not exceed \$150,000.00 and the sum of all Projects performed under this Agreement in one Agreement term year shall not exceed \$750,000.00"
2. The second sentence of Article V of the Agreement is modified Pursuant to Virginia Code Section 2.2-4303.1, and is replaced with the following: "This Agreement shall be renewable for four (4) additional one-year terms at the option of the County."

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**

Contractor 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 as modified hereby.

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

Mr. Steven Nichols  
County Administrator  
132 Main Street  
Palmyra, VA 22963  
Phone: (434) 591-1910  
E-mail: [snichols@fluvannacounty.org](mailto:snichols@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 Contractor applicable to the County's projects under this Project Agreement are set forth in the following Agreement Documents:

- (i) All Project Agreements under this Agreement, including exhibits thereto;
- (ii) The Agreement as amended,
- (iii) the County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors, being pages 10 to 22 of Exhibit 1 to the Agreement;
- (iv) the Fee Proposal, being Exhibit 3 to the Agreement;
- (v) the Proposal, being Exhibit 2 to the Agreement; and
- (vi) the RFP, being Exhibit 1 to 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 (vi) above, (ii) shall control over (iii) to (vi) above, etc. In resolving any conflicts between Project Agreements, the Project Agreements execute most recently shall control over older Project Agreements.

## **ARTICLE IV: FEES**

The Contractor shall receive a flat fee of SIXTY-TWO THOUSAND FIVE HUNDRED TEN and NO/100 (\$62,510.00); which shall be payable by the County in five equal installments of TWELVE THOUSAND FIVE HUNDRED TWO and NO/100 (\$12,502.00) upon proper invoice

by the Contractor as described herein. The Contractor shall submit invoices to the County of Fluvanna for services on the Task Order when the Task Order is 20%, 40%, 60%, 80% and finally complete. The invoice shall describe the services rendered to date with specificity. The Contractor will be paid within forty-five (45) days of receipt of a valid invoice following final acceptance of all work by the County of Fluvanna.” No invoice may be provided by the Contractor to the County until the items or services purchased have been delivered to, inspected by and accepted by the County. In no event shall the fees due under this Project Agreement exceed \$62,510.00.

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, and the services on the Task Order shall continue for at least the first full year of construction of the waterline, defined as follows: beginning on or before the date the County issues a notice to proceed to the construction contractor on the Zion Crossroads Water & Sewer Line and continuing for at least one (1) year from the date the County issues said Notice to Proceed (the “End of Year 1”) or until all work on the Task Order is complete and accepted by the County. Notwithstanding the foregoing, the Contractor must complete all work on this Task Order to the sole satisfaction of the County within sixty (60) days of the End of Year 1.

#### **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 Contractor 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

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

Contractor

Dewberry Engineers Inc.  
ATTN: David S. Maxwell, Vice President  
4805 Lake Brook Drive  
Suite 200  
Glen Allen, VA 23060  
Telephone (804) 290-7957  
FAX (804) 290-7928

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

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

ARCHITECT/ENGINEER		County:	
Dewberry Engineers Inc.		Fluvanna County	
By: _____	Date: _____	By: _____	Date: _____
Name: _____		Name: _____	
Title: _____		Title: _____	

Approved as to form:

\_\_\_\_\_  
Fluvanna County Attorney





Dewberry Engineers Inc. | 804.290.7957  
4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax  
Glen Allen, VA 23060 | www.dewberry.com

December 13, 2018

Mr. Wayne Stephens  
Director of Public Works  
County of Fluvanna  
132 Main Street  
Palmyra, Virginia 22963

VIA E-MAIL

**RE: Zion Crossroads Water and Sewer System  
RFP # 2015-03  
Professional Engineering Services Scope of Work and Fee Proposal Summary**

Dear Mr. Stephens:

The following is a summary of the proposals that were submitted to you for approval that include Engineering, Design, Bidding, Construction Administration, and Construction Inspection Services for the following projects:

- Zion Crossroads Water and Sewer System
- Zion Crossroads Elevated Water Storage Tank
- Zion Crossroads Water Booster Pump Station & Waste Water Pump Station

**Engineering, Design, Bidding**

1. PER Validation .....	\$22,550
2. Geotechnical Engineering for Water and Sewer Lines .....	\$49,800
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<b>SUBTOTAL – Engineering, Design, Bidding (Lump Sum).....</b>	<b>\$497,885</b>

**Construction Phase Year 1**

14. Water and Sewer Lines – Construction Administration (Lump Sum) .....	\$62,510
15. Water and Sewer Lines – Construction Inspection (Time and Materials) .....	\$99,125
16. Elevated Water Storage Tank – Construction Administration (Lump Sum) and Inspection (Time and Materials) .....	\$98,440
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<b>SUBTOTAL – Construction Phase Year 1 (Lump Sum and Time and Materials) .....</b>	<b>\$459,155</b>

Mr. Wayne Stephens  
Zion Crossroads Water and Sewer System  
Construction Administration and Inspection Services Proposal Summary  
December 13, 2018  
Page 2 of 2

**Construction Phase Year 2**

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20. Water and Sewer Lines and WWPS – Construction Inspection (Time and Materials) .....	\$78,000
21. WBPS and WWPS – Construction Administration (Lump Sum) .....	\$68,520
<b>SUBTOTAL – Construction Phase Year 2 (Lump Sum and Time and Materials) .....</b>	<b>\$188,380</b>

**GRAND TOTAL FOR ALL SERVICES (Lump Sum and Time and Materials) .....\$1,145,420**

If you have any questions regarding this letter, or if you require any additional information, please feel free to contact us.

Sincerely,  
Dewberry Engineers Inc.



Danylo A. Villhauer, PE  
Associate

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Dewberry Engineers Inc. | 804.290.7957  
4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax  
Glen Allen, VA 23060 | www.dewberry.com

November 12, 2018

Mr. Wayne Stephens  
Director of Public Works  
County of Fluvanna  
132 Main Street  
Palmyra, Virginia 22963

**VIA E-MAIL**

**RE: Zion Crossroads Water & Sewer System  
RFP # 2015-03  
Construction Administration Services Scope of Work and Fee Proposal – Year 1**

Dear Mr. Stephens:

Dewberry Engineers Inc. (Dewberry) is pleased to submit our proposal to provide professional engineering services for construction administration services required for the Zion Crossroads Water and Sewer System project. Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on our discussions with the County. The Work will be performed in accordance with RFP # 2015-03 for Zion Crossroads Water and Sewer System Design Services, including the General Terms, Conditions, and Instructions to Bidders and Contractors, and Dewberry's proposal response dated July 9, 2015.

## **PROJECT UNDERSTANDING**

Dewberry understands that Fluvanna County (OWNER) is seeking construction administration services for the Zion Crossroads Water and Sewer System Project. Construction is anticipated to begin in early 2019 and construction duration is anticipated to be eighteen (18) months. Construction Notice to Proceed is anticipated in December 2018. This proposal will cover services for the first year (12 months) of construction.

## **SCOPE OF SERVICES**

### **1. Construction Administration**

- 1.1 Conduct a pre-construction meeting with the OWNER, CONTRACTOR, and all affected agencies. Dewberry will take meeting minutes and provide a written copy to all in attendance.
- 1.2 Review and approve all shop drawings, equipment drawings, and material standards submitted by the CONTRACTOR and provide copies of each to the OWNER.
- 1.3 Furnish consulting services during construction to answer any construction or contractual problems and determine that the work is proceeding in accordance with contract documents.
- 1.4 Visit the site during construction, once per month after the monthly progress meeting, reviewing the work in detail with the CONTRACTOR and inspector.

*Mr. Wayne Stephens  
Zion Crossroads Water & Sewer System  
Construction Administration Services  
November 12, 2018  
Page 2 of 3*

- 1.5 Review and approve monthly and final payments to the CONTRACTOR. Attend monthly progress/pay request meetings to discuss the status of the work.
- 1.6 Transfer field notes from the inspector and CONTRACTOR to the original drawings and provide one (1) copy of digital record drawings and three (3) printed paper sets of Record Drawings.
- 1.7 Attend substantial completion inspection, prepare punchlist, and prepare substantial completion certificate for Phase 1 of the project.

#### **FEE (LUMP SUM)**

Dewberry will provide the scope of services outlines in this proposal for a lump sum fee of **\$62,510**. A copy of our man-hour breakout estimate is included as Attachment A.

#### **CLARIFICATIONS**

This proposal covers services through the first year of construction, therefore, an additional proposal is anticipated to cover the remaining required services at the end of the initial 12 months of construction. Should the duration of the construction contract change, Dewberry's fee for construction administration will be modified accordingly. Construction Inspection Services for this project are provided under a separate proposal.

Aspects of the waterline that will require an Operations and Maintenance Manual will be contained in the Zion Crossroads Water System Operations and Maintenance Manual. This work is under the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station Construction Administration proposal.

Aspects of the force main that will require an Operations and Maintenance Manual will be contained in the Zion Crossroads Sewer System Operations and Maintenance Manual. This work is anticipated to be outside of the scope of this proposal timeframe of 12 months.

Mr. Wayne Stephens  
Zion Crossroads Water & Sewer System  
Construction Administration Services  
November 12, 2018  
Page 3 of 3

## EXCLUSIONS

The following services are specifically excluded from the scope of services, but could be provided by Dewberry as additional services if authorized in writing by the OWNER.

1. Services resulting from significant changes in the general scope, extent or character of the project or its design including, changes in size, complexity, schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to their preparation, or are due to any other causes beyond Dewberry's control.
2. Assistance in connection with bid protests, re-bidding or renegotiating contracts for construction, materials, equipment or services.
3. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.
4. Additional or extended services during construction resulting from significant delays, changes or price increases occurring as a direct or indirect result of the CONTRACTOR's material, equipment, labor or energy shortages, work damaged by fire or other causes during construction, a significant amount of defective or neglected work of any CONTRACTOR, acceleration of the schedule involving services beyond normal working hours, and default by any CONTRACTOR.

## TERMS AND CONDITIONS

Services under this agreement will be provided in accordance with the General Terms, Conditions, and Instructions to Bidders and Contractors, which was attached to Fluvanna County's RFP #2015-03 for Zion Crossroads Water & Sewer System Design Services, and is incorporated into this proposal by reference.

We look forward to the opportunity to serve Fluvanna County on this project. If you have any questions regarding our proposal, or if you require any additional information, please feel free to contact us.

Sincerely,

Dewberry Engineers Inc.



Danylo A. Villhauer, PE  
Associate

Attachment A: Manpower and Fee Estimate Breakout

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**FLUVANNA COUNTY**

**ZION CROSSROADS WATER & SEWER SYSTEM**

**FEE ESTIMATE FOR CONSTRUCTION ADMINISTRATION SERVICES - YEAR 1**

**NOVEMBER 12, 2018**

PROJECT TASKS	HOURS DEDICATED TO SUBTASK										REIMBURSABLE	TOTAL COST	
	CONTRACT MANAGER	PROJECT MANAGER	PROJECT ENGINEER	STAFF ENGINEER	DESIGNER	CADD TECHNICIAN	ADMIN PROF	SURVEYOR	SURVEY PARTY	CONST INSPECTOR			
	205.00	175.00	140.00	110.00	100.00	85.00	60.00	120.00	150.00	65.00			
<b>1. Construction Administration</b>													
Pre-construction meeting (1.1)		4	8										
Shop drawing review (1.2)		16	40										
Consulting during construction - 12 month duration (1.3)		24	120										
Monthly site visits (1 per month) - 12 month duration (1.4)		12	12										
Monthly progress meetings (1 per month) - 12 month duration (1.5)		48	60									\$1,000	
Record drawings (1.6)		2	16	40								\$200	
Substantial completion and punchlist (1.7)		8	8										
<b>Subtotal (Item 1)</b>	<b>0</b>	<b>114</b>	<b>264</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$1,200</b>	<b>\$62,510</b>
<b>TOTAL FOR ALL SERVICES (LUMP SUM)</b>	<b>0</b>	<b>114</b>	<b>264</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$1,200</b>	<b>\$62,510</b>

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

**TAB I**

<b>MEETING DATE:</b>	January 23, 2019				
<b>AGENDA TITLE:</b>	Zion Crossroads Water & Sewer System Project Agreement #13				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve Project Agreement #13 between Fluvanna County and Dewberry Engineers Inc. for additional services associated with Water and Sewer Lines – Construction Inspection Year 1 Not to exceed \$99,125.00, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>	C9	
	X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Project Agreement #13 with Dewberry Engineers Inc. is required to complete Construction inspections for the ZXR Water project</li> <li>• Construction Inspection <ul style="list-style-type: none"> <li>○ Provide full-time construction inspection services, 40 hours per week for the first 12 months of construction to monitor the Contractor’s work and verify compliance with the contract documents.</li> <li>○ Services specifically exclude special geotechnical inspections, which will be provided by the CONTRACTOR per the terms of the Project Manual.</li> <li>○ This portion of the provided services will be billed using a Time and Materials fee structure.</li> </ul> </li> </ul>				
<b>FISCAL IMPACT:</b>	Budgeted in the ZXR Project				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Project Agreement #13				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X	X	X		





**PROJECT AGREEMENT #13**  
**TERM AGREEMENT FOR PROFESSIONAL SERVICES**  
**ZION CROSSROADS WATER & SEWER SYSTEM DESIGN/SERVICES**

This Project Agreement #13 and Agreement Amendment (the Project Agreement”) made this \_\_\_\_ day of \_\_\_\_\_, 201\_\_ , between Fluvanna County, Virginia (the “County”), a political subdivision of the Commonwealth of Virginia, and Dewberry Engineers Inc. (the “Contractor”), a New York corporation authorized to transact business in Virginia, is an addendum to that TERM AGREEMENT FOR PROFESSIONAL SERVICES dated the \_\_\_\_ day of \_\_\_\_\_, 201\_\_ (including all exhibits and prior addenda and amendments thereto the “Agreement”). All defined terms in the Agreement shall have the same meaning as in this Project Agreement except for terms specifically defined herein.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Contractor as services are needed which are all a material part of the Agreement;

Whereas, the Contractor submitted a detailed Summary of its proposals “RE: Zion Crossroads Water and Sewer System, RFP#2015-03, Professional Engineering Services Scope of Work and Fee Proposal Summary” for the Construction Phase Year 1 and Construction Phase Year 2 services based on revised designs and a revised Project schedule in a letter to the County dated December 13, 2018, attached hereto as **Exhibit 1 (the “Summary Letter”)** and made a material part hereof;

Whereas, the County desires that the Contractor complete the work set forth in the Summary Letter as “Water and Sewer Lines – Construction Inspection (Time and Materials)”, as more specifically detailed in a letter dated November 12, 2018 “RE: Zion Crossroads Water and Sewer System, RFP#2015-03, Construction Inspection Services Scope of Work and Fee Proposal – Year 1” attached hereto as **Exhibit 2 (the “Services Letter”)** and made a material part hereof, and as described in the Agreement and, without limitation, as specifically described in Section 18 of the Fee Proposal, pages 19 (the services described in the Summary Letter, Services Letter, and Agreement described in this paragraph are collectively referred to as the “Task Order”); and

Whereas, the Contractor desires to accept the Task Order and complete all work and services necessary and related thereto.

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.

The Agreement means the original Agreement as was modified by prior amendments including without limitation the amendments set forth in Project Agreement #12.

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**

Contractor 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 as modified hereby.

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

Mr. Steven Nichols  
County Administrator  
132 Main Street  
Palmyra, VA 22963  
Phone: (434) 591-1910  
E-mail: [snichols@fluvannacounty.org](mailto:snichols@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 Contractor applicable to the County's projects under this Project Agreement are set forth in the following Agreement Documents:

- (i) All Project Agreements under this Agreement, including exhibits thereto;
- (ii) The Agreement as amended,
- (iii) the County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors, being pages 10 to 22 of Exhibit 1 to the Agreement;
- (iv) the Fee Proposal, being Exhibit 3 to the Agreement;
- (v) the Proposal, being Exhibit 2 to the Agreement; and
- (vi) the RFP, being Exhibit 1 to 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 (vi) above, (ii) shall control over (iii) to (vi) above, etc. In resolving any conflicts between Project Agreements, the Project Agreements execute most recently shall control over older Project Agreements.

### **ARTICLE IV: FEES**

The Contractor will receive up to a not-to-exceed fee of: NINETY-NINE THOUSAND ONE HUNDRED TWENTY-FIVE and NO/100 (\$99,125.00) based on actual time worked and materials; which shall be payable by the County in five installments of up to a not to exceed amount of NINETEEN THOUSAND EIGHT HUNDRED TWENTY-FIVE and NO/100 (\$19,825.00) upon proper invoice by the Contractor as described herein. The Contractor shall submit invoices to the County of Fluvanna for services on the Task Order when the Task Order is approximately 20%, 40%, 60%, 80% and finally complete. The invoice shall describe the services rendered to date with specificity. The Contractor will be paid within forty-five (45) days of receipt of a valid invoice following final acceptance of all work by the County of Fluvanna." No invoice may be provided by the Contractor to the County until the items or services purchased have been

delivered to, inspected by and accepted by the County. In no event shall the fees due under this Project Agreement exceed \$99,125.00 and the Contractor agrees to complete all work on the Task Order for such not to exceed total even if the time and materials totals exceeds such amount.

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, and the services on the Task Order shall continue for at least the first full year of construction of the waterline, defined as follows: beginning on or before the date the County issues a notice to proceed to the construction contractor on the Zion Crossroads Water & Sewer Line and continuing for at least one (1) year from the date the County issues said Notice to Proceed (the "End of Year 1") or until all work on the Task Order is complete and accepted by the County. Notwithstanding the foregoing, the Contractor must complete all work on this Task Order to the sole satisfaction of the County within sixty (60) days of the End of Year 1.

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County

ATTN: Cyndi Toler, Purchasing Officer  
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P.O. Box 540  
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Telephone (434) 591-1930  
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Contractor

Dewberry Engineers Inc.  
ATTN: David S. Maxwell, Vice President  
4805 Lake Brook Drive

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

ARCHITECT/ENGINEER		County:	
Dewberry Engineers Inc.		Fluvanna County	
By: _____	Date: _____	By: _____	Date: _____
Name: _____		Name: _____	
Title: _____		Title: _____	

Approved as to form:

\_\_\_\_\_  
Fluvanna County Attorney



Dewberry Engineers Inc. | 804.290.7957  
4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax  
Glen Allen, VA 23060 | www.dewberry.com

December 13, 2018

Mr. Wayne Stephens  
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Mr. Wayne Stephens  
Zion Crossroads Water and Sewer System  
Construction Administration and Inspection Services Proposal Summary  
December 13, 2018  
Page 2 of 2

**Construction Phase Year 2**

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**GRAND TOTAL FOR ALL SERVICES (Lump Sum and Time and Materials) .....\$1,145,420**

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Sincerely,  
Dewberry Engineers Inc.



Danylo A. Villhauer, PE  
Associate

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Dewberry Engineers Inc. | 804.290.7957  
4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax  
Glen Allen, VA 23060 | www.dewberry.com

November 12, 2018

Mr. Wayne Stephens  
Director of Public Works  
County of Fluvanna  
132 Main Street  
Palmyra, Virginia 22963

**VIA E-MAIL**

**RE: Zion Crossroads Water & Sewer System  
RFP # 2015-03  
Construction Inspection Services Scope of Work and Fee Proposal – Year 1**

Dear Mr. Stephens:

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## **SCOPE OF SERVICES**

### **1. Construction Inspection**

- 1.1 Provide full-time construction inspection services, 40 hours per week for the first 12 months of construction to monitor the Contractor's work and verify compliance with the contract documents.
- 1.2 Services specifically exclude special geotechnical inspections, which will be provided by the CONTRACTOR per the terms of the Project Manual.
- 1.3 This portion of the provided services will be billed using a Time and Materials fee structure.
- 1.4 For the purposes of this proposal, Dewberry anticipates a construction duration of 18 months for this project. This proposal covers services through the first year (12 months) of construction, therefore, an additional proposal is anticipated to cover the remaining required services at the end of the initial 12 months of construction. Should the duration of the

Mr. Wayne Stephens  
Zion Crossroads Water & Sewer System  
Construction Inspection Services  
November 12, 2018  
Page 2 of 3

construction contract change, Dewberry's fee for construction administration will be modified accordingly.

### **FEE (TIME AND MATERIALS BUDGET)**

Dewberry will provide the services outlines in this proposal on a time and materials basis with a budget of **\$99,125**. A copy of our man-hour breakout estimate is included as Attachment A.

### **CLARIFICATIONS**

This proposal includes services through the first year of construction. A subsequent proposal will be submitted for approval towards the conclusion of the first year of construction. Construction Administration Services for this project are provided under a separate proposal.

### **EXCLUSIONS**

The following services are specifically excluded from the scope of services, but could be provided by Dewberry as additional services if authorized in writing by the OWNER.

1. Special inspections are not included in this proposal.
2. Services resulting from significant changes in the general scope, extent or character of the project or its design including, changes in size, complexity, schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to their preparation, or are due to any other causes beyond Dewberry's control.
3. Assistance in connection with bid protests, re-bidding or renegotiating contracts for construction, materials, equipment or services.
4. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.
5. Additional or extended services during construction resulting from significant delays, changes or price increases occurring as a direct or indirect result of the CONTRACTOR's material, equipment, labor or energy shortages, work damaged by fire or other causes during construction, a significant amount of defective or neglected work of any CONTRACTOR, acceleration of the schedule involving services beyond normal working hours, and default by any CONTRACTOR.



*Mr. Wayne Stephens  
Zion Crossroads Water & Sewer System  
Construction Inspection Services  
November 12, 2018  
Page 3 of 3*

## **TERMS AND CONDITIONS**

Services under this agreement will be provided in accordance with the General Terms, Conditions, and Instructions to Bidders and Contractors, which was attached to Fluvanna County's RFP #2015-03 for Zion Crossroads Water & Sewer System Design Services, and is incorporated into this proposal by reference.

We look forward to the opportunity to serve Fluvanna County on this project. If you have any questions regarding our proposal, or if you require any additional information, please feel free to contact us.

Sincerely,

Dewberry Engineers Inc.



Danylo A. Villhauer, PE  
Associate

### **Attachment A: Manpower and Fee Estimate Breakout**

Q:\PROPOSAL\2018\Fluvanna County\Zion Crossroads ConA\2018.11.12 Zion xroads W&S Inspection scope and fee proposal.docx

FLUVANNA COUNTY

ZION CROSSROADS WATER & SEWER SYSTEM

FEE ESTIMATE FOR CONSTRUCTION INSPECTION SERVICES - YEAR 1

NOVEMBER 12, 2018

BOS Packet 2019-01-23 p.76/115

PROJECT TASKS	HOURS DEDICATED TO SUBTASK										REIMBURSABLE	TOTAL COST
	CONTRACT MANAGER	PROJECT MANAGER	PROJECT ENGINEER	STAFF ENGINEER	DESIGNER	CADD TECHNICIAN	ADMIN PROF	SURVEYOR	SURVEY PARTY	CONST INSPECTOR		
	205.00	175.00	140.00	110.00	100.00	85.00	60.00	120.00	150.00	65.00		
<b>1. Construction Inspection</b>												
Full-time construction inspection (up to 1525 hours)										1525		
<b>Subtotal (Item 1)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1525</b>	<b>\$0</b>	<b>\$99,125</b>
<b>TOTAL FOR ALL SERVICES (TIME AND MATERIALS BUDGET)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1525</b>	<b>\$0</b>	<b>\$99,125</b>

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

**TAB J**

<b>MEETING DATE:</b>	January 23, 2019				
<b>AGENDA TITLE:</b>	Zion Crossroads Water & Sewer System Project Agreement #14				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve Project Agreement #14 between Fluvanna County and Dewberry Engineers Inc. for additional services associated with Elevated Water Storage Tank – Construction Services year 1 totaling \$98,440.00, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>	C9	
	X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Project Agreement #14 with Dewberry Engineers Inc. is required to complete both Construction Administration and Construction inspections for the ZXR Elevated Water Storage Tank</li> <li>• Construction Administration (Lump Sum) <ul style="list-style-type: none"> <li>○ Pre-construction meeting</li> <li>○ Shop drawing review</li> <li>○ Consulting during construction - 12 month duration</li> <li>○ Monthly site visits (1 per month) - 12 month duration</li> <li>○ Monthly progress meetings (1 per month) - 12 month duration</li> <li>○ Record drawings</li> <li>○ Substantial completion and punchlist</li> <li>○ Final inspection</li> <li>○ Completion letter to VDH</li> <li>○ Closeout documents</li> </ul> </li> <li>• Construction Inspection (Time and Materials) <ul style="list-style-type: none"> <li>○ Full-time construction inspection (up to 585 hours)</li> </ul> </li> </ul>				
<b>FISCAL IMPACT:</b>	Budgeted in the ZXR Project				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Project Agreement #14				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X	X	X		



**PROJECT AGREEMENT #14**  
**TERM AGREEMENT FOR PROFESSIONAL SERVICES**  
**ZION CROSSROADS WATER & SEWER SYSTEM DESIGN/SERVICES**

This Project Agreement #14 and Agreement Amendment (the Project Agreement”) made this \_\_\_\_ day of \_\_\_\_\_, 201\_\_ , between Fluvanna County, Virginia (the “County”), a political subdivision of the Commonwealth of Virginia, and Dewberry Engineers Inc. (the “Contractor”), a New York corporation authorized to transact business in Virginia, is an addendum to that TERM AGREEMENT FOR PROFESSIONAL SERVICES dated the \_\_\_\_ day of \_\_\_\_\_, 201\_\_ (including all exhibits and prior addenda and amendments thereto the “Agreement”). All defined terms in the Agreement shall have the same meaning as in this Project Agreement except for terms specifically defined herein.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Contractor as services are needed which are all a material part of the Agreement;

Whereas, the Contractor submitted a detailed Summary of its proposals “RE: Zion Crossroads Water and Sewer System, RFP#2015-03, Professional Engineering Services Scope of Work and Fee Proposal Summary” for the Construction Phase Year 1 and Construction Phase Year 2 services based on revised designs and a revised Project schedule in a letter to the County dated December 13, 2018, attached hereto as **Exhibit 1 (the “Summary Letter”)** and made a material part hereof;

Whereas, the County desires that the Contractor complete the work set forth in the Summary Letter as “Elevated Water Storage Tank – Construction Services Scope of Work and Fee Proposal”, as more specifically detailed in a letter dated November 12, 2018 “RE: Zion Crossroads Elevated Water Storage Tank, RFP#2015-03, Construction Services Scope of Work and Fee Proposal” attached hereto as **Exhibit 2 (the “Services Letter”)** and made a material part hereof, and as described in the Agreement and, without limitation, as specifically described in Section 15 and 19 of the Fee Proposal, pages 18 and 19 (the services described in the Summary Letter, Services Letter, and Agreement described in this paragraph are collectively referred to as the “Task Order”); and

Whereas, the Contractor desires to accept the Task Order and complete all work and services necessary and related thereto.

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.

The Agreement means the original Agreement as was modified by prior amendments including without limitation the amendments set forth in Project Agreement #12.

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**

Contractor 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 as modified hereby.

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

Mr. Steven Nichols  
County Administrator  
132 Main Street  
Palmyra, VA 22963  
Phone: (434) 591-1910  
E-mail: [snichols@fluvannacounty.org](mailto:snichols@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 Contractor applicable to the County's projects under this Project Agreement are set forth in the following Agreement Documents:

- (i) All Project Agreements under this Agreement, including exhibits thereto;
- (ii) The Agreement as amended,
- (iii) the County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors, being pages 10 to 22 of Exhibit 1 to the Agreement;
- (iv) the Fee Proposal, being Exhibit 3 to the Agreement;
- (v) the Proposal, being Exhibit 2 to the Agreement; and
- (vi) the RFP, being Exhibit 1 to 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 (vi) above, (ii) shall control over (iii) to (vi) above, etc. In resolving any conflicts between Project Agreements, the Project Agreements execute most recently shall control over older Project Agreements.

### **ARTICLE IV: FEES**

The Contractor shall receive a flat fee of: SIXTY THOUSAND FOUR HUNDRED FIFTEEN (\$60,415.00) for Construction Administration (Lump Sump) portion of the work on the Task Order; which shall be payable by the County in five equal installments of TWELVE THOUSAND EIGHTY-THREE and NO/100 (\$12,083.00) upon proper invoice by the Contractor as described herein. The Contractor shall submit invoices to the County of Fluvanna for services on the Task Order when the Task Order is 20%, 40%, 60%, 80% and finally complete. The invoice shall describe the services rendered to date with specificity.

The Contractor will receive up to a not-to-exceed fee of: THIRTY-EIGHT THOUSAND

TWENTY-FIVE AND NO/100 DOLLARS (\$38,025.00) based on actual time worked and materials for Construction Inspection (Time and Materials Budget) portion of the work on the Task Order; which shall be payable by the County in five installments of up to a not to exceed amount of SEVEN THOUSAND SIX HUNDRED FIVE and NO/100 (\$7,605.00) upon proper invoice by the Contractor as described herein. The Contractor shall submit invoices to the County of Fluvanna for services on the Task Order when the Task Order is approximately 20%, 40%, 60%, 80% and finally complete. The invoice shall describe the services rendered to date with specificity. In no event shall the fees due under this Project Agreement for Construction Inspection (Time and Materials Budget) portion of the work on the Task Order exceed \$38,025.00 and the Contractor agrees to complete all work on this portion of the Task Order for such not to exceed total even if the time and materials totals exceeds such amount.

The Contractor will be paid within forty-five (45) days of receipt of a valid invoice following final acceptance of all work by the County of Fluvanna.” No invoice may be provided by the Contractor to the County until the items or services purchased have been delivered to, inspected by and accepted by the County. In no event shall the fees for the Task Order due under this Project Agreement exceed \$98,440.00 and the Contractor agrees to complete all work on the Task Order for such not to exceed total.

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, and the services on the Task Order shall continue for at least the first full year of construction of the waterline, defined as follows: beginning on or before the date the County issues a notice to proceed to the construction contractor on the Zion Crossroads Elevated Water Storage Tank and continuing for at least one (1) year from the date the County issues said Notice to Proceed (the “End of Year 1”) or until all work on the Task Order is complete and accepted by the County. Notwithstanding the foregoing, the Contractor must complete all work on this Task Order to the sole satisfaction of the County within sixty (60) days of the End of Year 1.

#### **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 Contractor and the addresses for delivery of Notices and other documents related to the administration of this Project Agreement are as follows:

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

County

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

Contractor

Dewberry Engineers Inc.  
ATTN: David S. Maxwell, Vice President  
4805 Lake Brook Drive  
Suite 200  
Glen Allen, VA 23060  
Telephone (804) 290-7957  
FAX (804) 290-7928

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

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

ARCHITECT/ENGINEER	County:
Dewberry Engineers Inc.	Fluvanna County
By: _____ Date: _____	By: _____ Date: _____
Name: _____	Name: _____
Title: _____	Title: _____

Approved as to form:

\_\_\_\_\_  
Fluvanna County Attorney





Dewberry Engineers Inc. 804.290.7957
4805 Lake Brook Drive, Suite 200 804.290.7928 fax
Glen Allen, VA 23060 www.dewberry.com

December 13, 2018

Mr. Wayne Stephens
Director of Public Works
County of Fluvanna
132 Main Street
Palmyra, Virginia 22963

VIA E-MAIL

RE: Zion Crossroads Water and Sewer System
RFP # 2015-03
Professional Engineering Services Scope of Work and Fee Proposal Summary

Dear Mr. Stephens:

The following is a summary of the proposals that were submitted to you for approval that include Engineering, Design, Bidding, Construction Administration, and Construction Inspection Services for the following projects:

- Zion Crossroads Water and Sewer System
Zion Crossroads Elevated Water Storage Tank
Zion Crossroads Water Booster Pump Station & Waste Water Pump Station

Engineering, Design, Bidding

Table with 2 columns: Item description and Amount. Includes items 1-13 and a subtotal of \$497,885.

Construction Phase Year 1

Table with 2 columns: Item description and Amount. Includes items 14-18 and a subtotal of \$459,155.

Mr. Wayne Stephens  
Zion Crossroads Water and Sewer System  
Construction Administration and Inspection Services Proposal Summary  
December 13, 2018  
Page 2 of 2

**Construction Phase Year 2**

19. Water and Sewer Lines – Construction Administration (Lump Sum) .....	\$41,860
20. Water and Sewer Lines and WWPS – Construction Inspection (Time and Materials) .....	\$78,000
21. WBPS and WWPS – Construction Administration (Lump Sum) .....	\$68,520
<b>SUBTOTAL – Construction Phase Year 2 (Lump Sum and Time and Materials) .....</b>	<b>\$188,380</b>

**GRAND TOTAL FOR ALL SERVICES (Lump Sum and Time and Materials) .....\$1,145,420**

If you have any questions regarding this letter, or if you require any additional information, please feel free to contact us.

Sincerely,  
Dewberry Engineers Inc.



Danylo A. Villhauer, PE  
Associate

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Dewberry Engineers Inc. | 804.290.7957  
4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax  
Glen Allen, VA 23060 | www.dewberry.com

November 12, 2018

Mr. Wayne Stephens  
Director of Public Works  
County of Fluvanna  
132 Main Street  
Palmyra, Virginia 22963

**VIA E-MAIL**

**RE: Zion Crossroads Elevated Water Storage Tank  
RFP # 2015-03  
Construction Services Scope of Work and Fee Proposal**

Dear Mr. Stephens:

Dewberry Engineers Inc. (Dewberry) is pleased to submit our proposal to provide professional engineering services for construction administration and construction inspection services required for the Zion Crossroads Elevated Water Storage Tank project. Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on our discussions with the County. The Work will be performed in accordance with RFP # 2015-03 for Zion Crossroads Water and Sewer System Design Services, including the General Terms, Conditions, and Instructions to Bidders and Contractors, and Dewberry's proposal response dated July 9, 2015.

### **PROJECT UNDERSTANDING**

Dewberry understands that Fluvanna County (OWNER) is seeking construction administration services and construction inspection services for the Zion Crossroads Water and Sewer System Project. Construction Notice to Proceed is anticipated in December 2018. Construction is anticipated to begin in the beginning of 2019 and construction duration is anticipated to be twelve (12) months. This proposal will cover services for 12 months of construction.

### **SCOPE OF SERVICES**

#### **1. Construction Administration**

- 1.1 Conduct a pre-construction meeting with the OWNER, CONTRACTOR, and all affected agencies. Dewberry will take meeting minutes and provide a written copy to all in attendance.
- 1.2 Review and approve all shop drawings, equipment drawings, and material standards submitted by the CONTRACTOR and provide copies of each to the OWNER.
- 1.3 Furnish consulting services during construction to answer any construction or contractual problems and determine that the work is proceeding in accordance with contract documents.
- 1.4 Visit the site during construction, once per month after the monthly progress meeting, reviewing the work in detail with the CONTRACTOR and inspector.

Mr. Wayne Stephens  
Zion Crossroads Elevated Water Storage Tank  
Construction Administration and Inspection Services  
November 12, 2018  
Page 2 of 4

- 1.5 Review and approve monthly and final payments to the CONTRACTOR. Attend monthly progress/pay request meetings to discuss the status of the work.
- 1.6 Transfer field notes from the inspector and CONTRACTOR to the original drawings and provide one (1) copy of digital record drawings and three (3) printed paper sets of Record Drawings.
- 1.7 Attend substantial completion inspection, prepare punchlist, and prepare substantial completion certificate for Phase 1 of the project.
- 1.8 Complete final inspection to verify punch list has been completed.
- 1.9 Provide statement of completion letter to the Virginia Department of Health.
- 1.10 Coordinate with contractor for closeout documents.

## **2. Construction Inspection**

- 2.1 For construction inspection services for the elevated water storage tank, provide construction inspection to monitor the Contractor's work and verify compliance with the contract documents. For the anticipated 12 month construction schedule, it is assumed that only 9 months of inspection will be required due to equipment/material lead times. We have based our proposal on the understanding that one (1) inspector will be needed on a full-time basis to split inspection time between the Elevated Water Storage Tank, Water Booster Station, and Sewage Pump Station projects. Should the duration of the construction contract or inspection requirements change, Dewberry's fee for construction inspection will be modified accordingly.
- 2.2 This portion of the provided services will be billed using a Time and Materials fee structure.
- 2.3 In addition to the inspector outlined in Section 2.1, an additional third party specialized inspector will be required for the inspection of the tank erection to include inspection of structural aspects of the tank as well as coating inspection. These services will be outlined under a separate proposal and are not to be considered part of this proposal.

Mr. Wayne Stephens  
Zion Crossroads Elevated Water Storage Tank  
Construction Administration and Inspection Services  
November 12, 2018  
Page 3 of 4

**FEE**

Dewberry’s fee for these services is broken out by task as follows. A copy of our man-hour breakout estimate is included as Attachment A.

**Construction Phase Services:**

1. Construction Administration (Lump Sum) .....	\$60,415
2. Construction Inspection (Time and Materials Budget).....	\$38,025
<b>TOTAL FOR ALL SERVICES – Year 1 .....</b>	<b>\$98,440</b>

**CLARIFICATIONS**

An Operation and Maintenance Manual for the Elevated Water Storage Tank site will be included as part of the Zion Crossroads Water System Operation and Maintenance Manual which is included under the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station Construction Administration Proposal.

For the purposes of this proposal, Dewberry anticipates a construction duration of 12 months for the elevated water storage tank. Should the duration of the construction contract change, Dewberry’s fee for construction administration will be modified accordingly.

**EXCLUSIONS**

The following services are specifically excluded from the scope of services, but could be provided by Dewberry as additional services if authorized in writing by the OWNER.

1. Services resulting from significant changes in the general scope, extent or character of the project or its design including, changes in size, complexity, schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to their preparation, or are due to any other causes beyond Dewberry’s control.
2. Assistance in connection with bid protests, re-bidding or renegotiating contracts for construction, materials, equipment or services.
3. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.
4. Additional or extended services during construction resulting from significant delays, changes or price increases occurring as a direct or indirect result of the CONTRACTOR’s material, equipment, labor or energy shortages, work damaged by fire or other causes during construction, a significant amount of defective or neglected work of any CONTRACTOR, acceleration of the schedule involving services beyond normal working hours, and default by any CONTRACTOR.

*Mr. Wayne Stephens  
Zion Crossroads Elevated Water Storage Tank  
Construction Administration and Inspection Services  
November 12, 2018  
Page 4 of 4*

## **TERMS AND CONDITIONS**

Services under this agreement will be provided in accordance with the General Terms, Conditions, and Instructions to Bidders and Contractors, which was attached to Fluvanna County's RFP #2015-04 for Zion Crossroads Elevated Water Storage Tank Design Services, and is incorporated into this proposal by reference.

We look forward to the opportunity to serve Fluvanna County on this project. If you have any questions regarding our proposal, or if you require any additional information, please feel free to contact us.

Sincerely,

Dewberry Engineers Inc.



Danylo A. Villhauer, PE  
Associate

Attachment A: Manpower and Fee Estimate Breakout

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**FLUVANNA COUNTY**

**ZION CROSSROADS ELVATED WATER STORAGE TANK CONSTRUCTION SERVICES**

BOS Packet 2019-01-23 p.88/115

**FEE ESTIMATE FOR CONSTRUCTION SERVICES - YEAR 1**

November 12, 2018

PROJECT TASKS	CONTRACT MANAGER	PROJECT MANAGER	PROJECT ENGINEER	HOURS DEDICATED TO SUBTASK							CONST INSPECTOR	REIMBURSABLE	TOTAL COST
				STAFF ENGINEER	DESIGNER	CADD TECHNICIAN	ADMIN PROF	SURVEYOR	SURVEY PARTY				
	205.00	175.00	140.00	110.00	100.00	85.00	60.00	120.00	150.00	65.00			
<b>1. Construction Administration (Lump Sum)</b>													
Pre-construction meeting (1.1)		4	8										
Shop drawing review (1.2)		16	32										
Consulting during construction - 12 month duration (1.3)		24	96										
Monthly site visits (1 per month) - 12 month duration (1.4)		12	12										
Monthly progress meetings (1 per month) - 12 month duration (1.5)		48	72									\$1,000	
Record drawings (1.6)		2	8	24								\$200	
Substantial completion and punchlist (1.7)		8	12									\$200	
Final inspection (1.8)		4	4									\$200	
Completion letter to VDH (1.9)		1	2										
Closeout documents (1.10)		2	4										
<b>Subtotal (Item 1)</b>	<b>0</b>	<b>121</b>	<b>250</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$1,600</b>	<b>\$60,415</b>
<b>2. Construction Inspection (Time and Materials)</b>													
Full-time construction inspection (up to 585 hours)											585		
<b>Subtotal (Item 2)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>585</b>	<b>\$0</b>	<b>\$38,025</b>
<b>GRAND TOTAL FOR ALL SERVICES</b>	<b>0</b>	<b>121</b>	<b>250</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>585</b>	<b>\$1,600</b>	<b>\$98,440</b>





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

TAB K

<b>MEETING DATE:</b>	January 23, 2019				
<b>AGENDA TITLE:</b>	Zion Crossroads Water & Sewer System Project Agreement #15				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve Project Agreement #15 between Fluvanna County and Dewberry Engineers Inc. for additional services associated with Zion Crossroads Water Booster Pump Station and Wastewater Pump Station – Construction Administration Services year 1 totaling \$99,630.00, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>	C9	
	X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Project Agreement #15 with Dewberry Engineers Inc. is required to complete both Construction Administration for the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station</li> <li>• Construction Administration <ul style="list-style-type: none"> <li>○ Pre-construction meeting</li> <li>○ Shop drawing review</li> <li>○ Consulting during construction - 12 month duration</li> <li>○ Monthly site visits (1 per month) - 12 month duration</li> <li>○ Monthly progress meetings (1 per month) - 12 month duration</li> <li>○ Record drawings</li> <li>○ O&amp;M Manual</li> <li>○ Substantial completion and punch list</li> </ul> </li> </ul>				
<b>FISCAL IMPACT:</b>	Budgeted in the ZXR Project				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Project Agreement #15				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X	X	X		



**PROJECT AGREEMENT #15**  
**TERM AGREEMENT FOR PROFESSIONAL SERVICES**  
**ZION CROSSROADS WATER & SEWER SYSTEM DESIGN/SERVICES**

This Project Agreement #15 and Agreement Amendment (the "Project Agreement") made this \_\_\_\_ day of \_\_\_\_\_, 201\_\_, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Dewberry Engineers Inc. (the "Contractor"), a New York corporation authorized to transact business in Virginia, is an addendum to that TERM AGREEMENT FOR PROFESSIONAL SERVICES dated the \_\_\_\_ day of \_\_\_\_\_, 201\_\_ (including all exhibits and prior addenda thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning as in this Project Agreement except for terms specifically defined herein.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Contractor as services are needed which are all a material part of the Agreement;

Whereas, the Contractor submitted a detailed Summary of its proposals "RE: Zion Crossroads Water and Sewer System, RFP#2015-03, Professional Engineering Services Scope of Work and Fee Proposal Summary" for the Construction Phase Year 1 and Construction Phase Year 2 services based on revised designs and a revised Project schedule in a letter to the County dated December 13, 2018, attached hereto as **Exhibit 1 (the "Summary Letter")** and made a material part hereof;

Whereas, the County desires that the Contractor complete the work set forth in the Summary Letter as "WBPS and WWPS – Construction Administration (Lump Sum)", as more specifically detailed in a letter dated November 12, 2018 "RE: Zion Crossroads Water Booster Pump Station and Wastewater Pump Station, RFP#2015-03, Construction Administration Services Scope of Work and Fee Proposal – Year 1" attached hereto as **Exhibit 2 (the "Services Letter")** and made a material part hereof, and as described in the Agreement and, without limitation, as specifically described in Section 16 and 17 of the Fee Proposal, pages 18-19 (the services described in the Summary Letter, Services Letter, and Agreement described in this paragraph are collectively referred to as the "Task Order"); and

Whereas, the Contractor desires to accept the Task Order and complete all work and services necessary and related thereto.

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.

The Agreement means the original Agreement as was modified by prior amendments including without limitation the amendments set forth in Project Agreement #12.

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

Contractor 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 as modified hereby.

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

Mr. Steven Nichols  
County Administrator  
132 Main Street  
Palmyra, VA 22963  
Phone: (434) 591-1910  
E-mail: [snichols@fluvannacounty.org](mailto:snichols@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 Contractor applicable to the County's projects under this Project Agreement are set forth in the following Agreement Documents:

- (i) All Project Agreements under this Agreement, including exhibits thereto;
- (ii) The Agreement as amended,
- (iii) the County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors, being pages 10 to 22 of Exhibit 1 to the Agreement;
- (iv) the Fee Proposal, being Exhibit 3 to the Agreement;
- (v) the Proposal, being Exhibit 2 to the Agreement; and
- (vi) the RFP, being Exhibit 1 to 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 (vi) above, (ii) shall control over (iii) to (vi) above, etc. In resolving any conflicts between Project Agreements, the Project Agreements execute most recently shall control over older Project Agreements.

## ARTICLE IV: FEES

The Contractor shall receive a flat fee of NINETY-NINE THOUSAND SIX HUNDRED THIRTY AND NO/100 (\$99,630.00); which shall be payable by the County in five equal installments of NINETEEN THOUSAND NINE HUNDRED TWENTY-SIX and NO/100 (\$19,926.00) upon proper invoice by the Contractor as described herein. The Contractor shall submit invoices to the County of Fluvanna for services on the Task Order when the Task Order is 20%, 40%, 60%, 80% and finally complete. The invoice shall describe the services rendered to date with specificity. The Contractor will be paid within forty-five (45) days of receipt of a valid invoice following final acceptance of all work by the County of Fluvanna." No invoice may be

provided by the Contractor to the County until the items or services purchased have been delivered to, inspected by and accepted by the County. In no event shall the fees due under this Project Agreement exceed \$99,630.00.

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, and the services on the Task Order shall continue for at least the first full year of construction of the water booster pump station and wastewater pump station, defined as follows: beginning on or before the date the County issues a notice to proceed to the construction contractor on the Zion Crossroads Water Booster Pump Station & Wastewater Pump Station and continuing for at least one (1) year from the date the County issues said Notice to Proceed (the "End of Year 1") or until all work on the Task Order is complete and accepted by the County. Notwithstanding the foregoing, the Contractor must complete all work on this Task Order to the sole satisfaction of the County within sixty (60) days of the End of Year 1.

#### **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 Contractor 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

Contractor

Dewberry Engineers Inc.  
ATTN: David S. Maxwell, Vice President

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

4805 Lake Brook Drive  
Suite 200  
Glen Allen, VA 23060  
Telephone (804) 290-7957  
FAX (804) 290-7928

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

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

ARCHITECT/ENGINEER  
Dewberry Engineers Inc.

County:  
Fluvanna County

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

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

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

Approved as to form:

\_\_\_\_\_  
Fluvanna County Attorney



Dewberry Engineers Inc. 804.290.7957
4805 Lake Brook Drive, Suite 200 804.290.7928 fax
Glen Allen, VA 23060 www.dewberry.com

December 13, 2018

Mr. Wayne Stephens
Director of Public Works
County of Fluvanna
132 Main Street
Palmyra, Virginia 22963

VIA E-MAIL

RE: Zion Crossroads Water and Sewer System
RFP # 2015-03
Professional Engineering Services Scope of Work and Fee Proposal Summary

Dear Mr. Stephens:

The following is a summary of the proposals that were submitted to you for approval that include Engineering, Design, Bidding, Construction Administration, and Construction Inspection Services for the following projects:

- Zion Crossroads Water and Sewer System
Zion Crossroads Elevated Water Storage Tank
Zion Crossroads Water Booster Pump Station & Waste Water Pump Station

Engineering, Design, Bidding

Table with 2 columns: Item description and Amount. Includes items 1-13 and a subtotal of \$497,885.

Construction Phase Year 1

Table with 2 columns: Item description and Amount. Includes items 14-18 and a subtotal of \$459,155.

Mr. Wayne Stephens  
Zion Crossroads Water and Sewer System  
Construction Administration and Inspection Services Proposal Summary  
December 13, 2018  
Page 2 of 2

**Construction Phase Year 2**

19. Water and Sewer Lines – Construction Administration (Lump Sum) .....	\$41,860
20. Water and Sewer Lines and WWPS – Construction Inspection (Time and Materials) .....	\$78,000
21. WBPS and WWPS – Construction Administration (Lump Sum) .....	\$68,520
<b>SUBTOTAL – Construction Phase Year 2 (Lump Sum and Time and Materials) .....</b>	<b>\$188,380</b>

**GRAND TOTAL FOR ALL SERVICES (Lump Sum and Time and Materials) .....\$1,145,420**

If you have any questions regarding this letter, or if you require any additional information, please feel free to contact us.

Sincerely,  
Dewberry Engineers Inc.



Danylo A. Villhauer, PE  
Associate

Q:\PROPOSAL\2018\Fluvanna County\Zion Crossroads ConA\2018.12.11 Zion xroads ConA and Inspection Summary - REVISED.docx





Dewberry Engineers Inc. | 804.290.7957  
4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax  
Glen Allen, VA 23060 | www.dewberry.com

November 12, 2018

Mr. Wayne Stephens  
Director of Public Works  
County of Fluvanna  
132 Main Street  
Palmyra, Virginia 22963

**VIA E-MAIL**

**RE: Zion Crossroads Water Booster Pump Station and Wastewater Pump Station  
RFP # 2015-03  
Construction Administration Services Scope of Work and Fee Proposal – Year 1**

Dear Mr. Stephens:

Dewberry Engineers Inc. (Dewberry) is pleased to submit our proposal to provide construction administration services required for the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station project for the first year of construction. Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on our discussions with the County. The Work will be performed in accordance with RFP # 2015-03 for Zion Crossroads Water and Sewer System Design Services, including the General Terms, Conditions, and Instructions to Bidders and Contractors, and Dewberry's proposal response dated July 9, 2015.

## **PROJECT UNDERSTANDING**

Dewberry understands that Fluvanna County (OWNER) is seeking construction administration services for the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station Project. Construction is anticipated to begin in early 2019 and construction duration is anticipated to be twelve (12) months for the Water Booster Pump Station and eighteen (18) months for the Waste Water Pump Station. Construction Notice to Proceed is anticipated in December 2018. This proposal will cover services for the first year (12 months) of construction.

## **SCOPE OF SERVICES**

### **CONSTRUCTION ADMINISTRATION SERVICES**

#### **1. Construction Administration**

- 1.1 Conduct a pre-construction meeting with the OWNER, CONTRACTOR, and all affected agencies. Dewberry will take meeting minutes and provide a written copy to all in attendance.
- 1.2 Review and approve all shop drawings, equipment drawings, and material standards submitted by the CONTRACTOR and provide copies of each to the OWNER.
- 1.3 Furnish consulting services during construction to answer any construction or contractual problems and determine that the work is proceeding in accordance with contract documents.

Mr. Wayne Stephens  
 Zion Crossroads WBPS & WWPS  
 Construction Administration Services  
 November 12, 2018  
 Page 2 of 3

- 1.4 Visit the site during construction, once per month after the monthly progress meeting, reviewing the work in detail with the CONTRACTOR and inspector.
- 1.5 Review and approve monthly and final payments to the CONTRACTOR. Attend monthly progress/pay request meetings to discuss the status of the work. It is assumed that the monthly progress meeting for the Water Booster Pump Station will occur on the same day as the Waste Water Pump Station and therefore, the travel time required for this meeting is split between the two projects.
- 1.6 Transfer field notes from the inspector and CONTRACTOR to the original drawings and provide one (1) copy of digital record drawings and three (3) printed paper sets of Record Drawings.
- 1.7 Attend substantial completion inspection, prepare punchlist, and prepare substantial completion certificate for Phase 1 of the project.
- 1.8 Prepare an Operation and Maintenance Manual for the Zion Crossroads Water System which will include the Water Booster Pump Station site and Elevated Water Storage Tank.

#### **FEE (LUMP SUM)**

Dewberry will provide the scope of services outlined in this proposal for a lump sum fee of **\$99,630**. A copy of our man-hour breakout estimate is included as Attachment A.

#### **CLARIFICATIONS**

This proposal includes services through the first year of construction. A subsequent proposal will be submitted for approval towards the conclusion of the first year of construction. Construction Inspection Services for this project are provided under a separate proposal.

The water booster station is combined with the sewage pump station in one construction package. Construction administration services for the water booster station and sewage pump station construction package will be provided concurrently.

For the purposes of this proposal, Dewberry anticipates a construction duration of 12 months for the water booster station. Should the duration of the construction contract change, Dewberry's fee for construction administration will be modified accordingly.

For the purposes of this proposal, Dewberry anticipates a construction duration of 18 months for the wastewater pump station. This proposal covers services through the first year (12 months) of construction, therefore, an additional proposal is anticipated to cover the remaining required services at the end of the initial 12 months of construction.

Due to the longer anticipated construction for the wastewater pump station, items such as record drawing creation, substantial completion, and final completion items are not included under this proposal and will be included in a future proposal that will cover the remaining work beyond the 12 month time frame of this proposal.

Mr. Wayne Stephens  
Zion Crossroads WBPS & WWPS  
Construction Administration Services  
November 12, 2018  
Page 3 of 3

## EXCLUSIONS

The following services are specifically excluded from the scope of services, but could be provided by Dewberry as additional services if authorized in writing by the OWNER.

1. Services resulting from significant changes in the general scope, extent or character of the project or its design including, changes in size, complexity, schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to their preparation, or are due to any other causes beyond Dewberry's control.
2. Assistance in connection with bid protests, re-bidding or renegotiating contracts for construction, materials, equipment or services.
3. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.
4. Additional or extended services during construction resulting from significant delays, changes or price increases occurring as a direct or indirect result of the CONTRACTOR's material, equipment, labor or energy shortages, work damaged by fire or other causes during construction, a significant amount of defective or neglected work of any CONTRACTOR, acceleration of the schedule involving services beyond normal working hours, and default by any CONTRACTOR.

## TERMS AND CONDITIONS

Services under this agreement will be provided in accordance with the General Terms, Conditions, and Instructions to Bidders and Contractors, which was attached to Fluvanna County's RFP #2015-03 for Zion Crossroads Water & Sewer System Design Services, and is incorporated into this proposal by reference.

We look forward to the opportunity to serve Fluvanna County on this project. If you have any questions regarding our proposal, or if you require any additional information, please feel free to contact us.

Sincerely,

Dewberry Engineers Inc.



Danylo A. Villhauer, PE  
Associate

Attachment A: Manpower and Fee Estimate Breakout

Q:\PROPOSAL\2018\Fluvanna County\Zion Crossroads ConA\2018.11.12 Zion xroads WBPS WWPS ConA scope and fee proposal.docx

FLUVANNA COUNTY

ZION CROSSROADS WATER BOOSTER PUMP STATION AND WASTE WATER PUMP STATION

BOS Packet 2019-01-23 p.99/115

FEE ESTIMATE FOR CONSTRUCTION ADMINISTRATION SERVICES - YEAR 1

NOVEMBER 12, 2018

PROJECT TASKS	HOURS DEDICATED TO SUBTASK										REIMBURSABLE	TOTAL COST
	CONTRACT MANAGER	PROJECT MANAGER	PROJECT ENGINEER	STAFF ENGINEER	DESIGNER	CADD TECHNICIAN	ADMIN PROF	SURVEYOR	SURVEY PARTY	CONST INSPECTOR		
	205.00	175.00	140.00	110.00	100.00	85.00	60.00	120.00	150.00	65.00		
<b>1. Construction Administration</b>												
Pre-construction meeting (1.1)		4	8									
Shop drawing review (1.2)		32	64									
Consulting during construction - 12 month duration (1.3)		24	96									
Monthly site visits (1 per month) - 12 month duration (1.4)		24	24									
Monthly progress meetings (1 per month) - 12 month duration (1.5)		48	72								\$1,000	
Record drawings (1.6)		6	20	12							\$200	
O&M Manual (1.7)		16	72	160							\$200	
Substantial completion and punchlist (1.8)		8	8									
<b>GRAND TOTAL FOR ALL SERVICES (LUMP SUM)</b>	<b>0</b>	<b>162</b>	<b>364</b>	<b>172</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$1,400</b>	<b>\$99,630</b>

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

**TAB L**

<b>MEETING DATE:</b>	January 23, 2019				
<b>AGENDA TITLE:</b>	Zion Crossroads Water & Sewer System Project Agreement #16				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve Project Agreement #16 between Fluvanna County and Dewberry Engineers Inc. for additional services associated with Zion Crossroads Water Booster Pump Station and Wastewater Pump Station – Construction Inspection Services year 1 totaling \$99,630.00, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>	C9	
	X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Project Agreement #16 with Dewberry Engineers Inc. is required to complete 6 Construction Inspection for the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station</li> <li>• Construction Inspection <ul style="list-style-type: none"> <li>○ Provide construction inspection to monitor the Contractor's work and verify compliance with the contract. For the anticipated 12 month construction schedule, it is assumed that only 9 months of inspection will be required due to equipment/material lead times. one (1) inspector will be needed on a full-time basis to split inspection time between the Elevated Water Storage Tank (site work), Water Booster Station, and Wastewater Pump Station projects.</li> <li>○ This portion of the provided services will be billed using a Time and Materials fee structure.</li> </ul> </li> </ul>				
<b>FISCAL IMPACT:</b>	Budgeted in the ZXR Project				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Project Agreement #16				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X	X	X		



**PROJECT AGREEMENT #16**  
**TERM AGREEMENT FOR PROFESSIONAL SERVICES**  
**ZION CROSSROADS WATER & SEWER SYSTEM DESIGN/SERVICES**

This Project Agreement #16 and Agreement Amendment (the "Project Agreement") made this \_\_\_\_ day of \_\_\_\_\_, 201\_\_, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Dewberry Engineers Inc. (the "Contractor"), a New York corporation authorized to transact business in Virginia, is an addendum to that TERM AGREEMENT FOR PROFESSIONAL SERVICES dated the \_\_\_\_ day of \_\_\_\_\_, 201\_\_ (including all exhibits and prior addenda thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning as in this Project Agreement except for terms specifically defined herein.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Contractor as services are needed which are all a material part of the Agreement;

Whereas, the Contractor submitted a detailed Summary of its proposals "RE: Zion Crossroads Water and Sewer System, RFP#2015-03, Professional Engineering Services Scope of Work and Fee Proposal Summary" for the Construction Phase Year 1 and Construction Phase Year 2 services based on revised designs and a revised Project schedule in a letter to the County dated December 13, 2018, attached hereto as **Exhibit 1 (the "Summary Letter")** and made a material part hereof;

Whereas, the County desires that the Contractor complete the work set forth in the Summary Letter as "WBPS and WWPS – Construction Inspection (Time and Materials)", as more specifically detailed in a letter dated November 12, 2018 "RE: Zion Crossroads Water Booster Pump Station and Wastewater Pump Station, RFP#2015-03, Construction Inspection Services Scope of Work and Fee Proposal – Year 1" attached hereto as **Exhibit 2 (the "Services Letter")** and made a material part hereof, and as described in the Agreement and, without limitation, as specifically described in Section 20 and 21 of the Fee Proposal, pages 19-20 (the services described in the Summary Letter, Services Letter, and Agreement described in this paragraph are collectively referred to as the "Task Order"); and

Whereas, the Contractor desires to accept the Task Order and complete all work and services necessary and related thereto.

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.

The Agreement means the original Agreement as was modified by prior amendments including without limitation the amendments set forth in Project Agreement #12.

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

Contractor 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 as modified hereby.

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

Mr. Steven Nichols  
County Administrator  
132 Main Street  
Palmyra, VA 22963  
Phone: (434) 591-1910  
E-mail: [snichols@fluvannacounty.org](mailto:snichols@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 Contractor applicable to the County's projects under this Project Agreement are set forth in the following Agreement Documents:

- (i) All Project Agreements under this Agreement, including exhibits thereto;
- (ii) The Agreement as amended,
- (iii) the County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors, being pages 10 to 22 of Exhibit 1 to the Agreement;
- (iv) the Fee Proposal, being Exhibit 3 to the Agreement;
- (v) the Proposal, being Exhibit 2 to the Agreement; and
- (vi) the RFP, being Exhibit 1 to 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 (vi) above, (ii) shall control over (iii) to (vi) above, etc. In resolving any conflicts between Project Agreements, the Project Agreements execute most recently shall control over older Project Agreements.

## ARTICLE IV: FEES

The Contractor will receive up to a not-to-exceed fee of: NINETY-NINE THOUSAND FOUR HUNDRED FIFTY AND NO/100 (\$99,450.00); based on actual time worked and materials; which shall be payable by the County in five installments of up to a not to exceed amount of NINETEEN THOUSAND EIGHT HUNDRED NINETY and NO/100 (\$19,890.00) upon proper invoice by the Contractor as described herein. The Contractor shall submit invoices to the County of Fluvanna for services on the Task Order when the Task Order is approximately 20%, 40%, 60%, 80% and finally complete. The invoice shall describe the services rendered to date with specificity. The Contractor will be paid within forty-five (45) days of receipt of a valid



invoice following final acceptance of all work by the County of Fluvanna.” No invoice may be provided by the Contractor to the County until the items or services purchased have been delivered to, inspected by and accepted by the County. In no event shall the fees due under this Project Agreement exceed \$99,450.00 and the Contractor agrees to complete all work on the Task Order for such not to exceed total even if the time and materials totals exceeds such amount.

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, and the services on the Task Order shall continue for at least the first full year of construction of the water booster pump station and wastewater pump station, defined as follows: beginning on or before the date the County issues a notice to proceed to the construction contractor on the Zion Crossroads Water Booster Pump Station & Wastewater Pump Station and continuing for at least one (1) year from the date the County issues said Notice to Proceed (the “End of Year 1”) or until all work on the Task Order is complete and accepted by the County. Notwithstanding the foregoing, the Contractor must complete all work on this Task Order to the sole satisfaction of the County within sixty (60) days of the End of Year 1.

#### **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 Contractor 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

Contractor

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

Dewberry Engineers Inc.  
ATTN: David S. Maxwell, Vice President  
4805 Lake Brook Drive  
Suite 200  
Glen Allen, VA 23060  
Telephone (804) 290-7957  
FAX (804) 290-7928

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

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

ARCHITECT/ENGINEER

County:

Dewberry Engineers Inc.

Fluvanna County

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

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

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

Approved as to form:

\_\_\_\_\_  
Fluvanna County Attorney



Dewberry Engineers Inc. | 804.290.7957  
 4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax  
 Glen Allen, VA 23060 | www.dewberry.com

December 13, 2018

Mr. Wayne Stephens  
 Director of Public Works  
 County of Fluvanna  
 132 Main Street  
 Palmyra, Virginia 22963

**VIA E-MAIL**

**RE: Zion Crossroads Water and Sewer System  
 RFP # 2015-03  
 Professional Engineering Services Scope of Work and Fee Proposal Summary**

Dear Mr. Stephens:

The following is a summary of the proposals that were submitted to you for approval that include Engineering, Design, Bidding, Construction Administration, and Construction Inspection Services for the following projects:

- Zion Crossroads Water and Sewer System
- Zion Crossroads Elevated Water Storage Tank
- Zion Crossroads Water Booster Pump Station & Waste Water Pump Station

**Engineering, Design, Bidding**

1. PER Validation .....	\$22,550
2. Geotechnical Engineering for Water and Sewer Lines .....	\$49,800
3. Environmental Investigation and Permitting Services – Entire Project .....	\$25,210
4. Utility Designation along Route 250 and at the Women’s Prison .....	\$57,530
5. Water and Sewer Lines – Preliminary Design (through 65%) .....	\$64,380
6. Water and Sewer Lines – Final Design .....	\$47,870
7. Water and Sewer Lines – Bidding Services .....	\$6,640
8. Elevated Water Storage Tank - Design .....	\$86,865
9. Elevated Water Storage Tank – Bidding Services .....	\$6,640
10. Water Booster Station - Design .....	\$54,475
11. Water Booster Station – Bidding Services .....	\$3,020
12. Sewage Pump Station - Design .....	\$69,885
13. Sewage Pump Station – Bidding Services .....	\$3,020
<b>SUBTOTAL – Engineering, Design, Bidding (Lump Sum).....</b>	<b>\$497,885</b>

**Construction Phase Year 1**

14. Water and Sewer Lines – Construction Administration (Lump Sum) .....	\$62,510
15. Water and Sewer Lines – Construction Inspection (Time and Materials) .....	\$99,125
16. Elevated Water Storage Tank – Construction Administration (Lump Sum) and Inspection (Time and Materials) .....	\$98,440
17. WBPS and WWPS – Construction Administration (Lump Sum) .....	\$99,630
18. WBPS and WWPS – Construction Inspection (Time and Materials) .....	\$99,450
<b>SUBTOTAL – Construction Phase Year 1 (Lump Sum and Time and Materials) .....</b>	<b>\$459,155</b>

Mr. Wayne Stephens  
Zion Crossroads Water and Sewer System  
Construction Administration and Inspection Services Proposal Summary  
December 13, 2018  
Page 2 of 2

**Construction Phase Year 2**

19. Water and Sewer Lines – Construction Administration (Lump Sum) .....	\$41,860
20. Water and Sewer Lines and WWPS – Construction Inspection (Time and Materials) .....	\$78,000
21. WBPS and WWPS – Construction Administration (Lump Sum) .....	\$68,520
<b>SUBTOTAL – Construction Phase Year 2 (Lump Sum and Time and Materials) .....</b>	<b>\$188,380</b>

**GRAND TOTAL FOR ALL SERVICES (Lump Sum and Time and Materials) .....\$1,145,420**

If you have any questions regarding this letter, or if you require any additional information, please feel free to contact us.

Sincerely,  
Dewberry Engineers Inc.



Danylo A. Villhauer, PE  
Associate

Q:\PROPOSAL\2018\Fluvanna County\Zion Crossroads ConA\2018.12.11 Zion xroads ConA and Inspection Summary - REVISED.docx



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November 12, 2018

Mr. Wayne Stephens  
Director of Public Works  
County of Fluvanna  
132 Main Street  
Palmyra, Virginia 22963

**VIA E-MAIL**

**RE: Zion Crossroads Water Booster Pump Station and Wastewater Pump Station  
RFP # 2015-03  
Construction Inspection Services Scope of Work and Fee Proposal – Year 1**

Dear Mr. Stephens:

Dewberry Engineers Inc. (Dewberry) is pleased to submit our proposal to provide construction inspection services required for the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station project for the first year of construction. Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on our discussions with the County. The Work will be performed in accordance with RFP # 2015-03 for Zion Crossroads Water and Sewer System Design Services, including the General Terms, Conditions, and Instructions to Bidders and Contractors, and Dewberry's proposal response dated July 9, 2015.

## **PROJECT UNDERSTANDING**

Dewberry understands that Fluvanna County (OWNER) is seeking construction inspection services for the Zion Crossroads Water Booster Pump Station and Wastewater Pump Station Project. Construction is anticipated to begin in early 2019 and construction duration is anticipated to be twelve (12) months for the Water Booster Pump Station and eighteen (18) months for the Waste Water Pump Station. Construction Notice to Proceed is anticipated in December 2018. This proposal will cover services for the first year (12 months) of construction.

## **SCOPE OF SERVICES**

### **1. Construction Inspection**

- 1.1 For construction inspection services for the water booster station, provide construction inspection to monitor the Contractor's work and verify compliance with the contract documents. For the anticipated 12 month construction schedule, it is assumed that only 9 months of inspection will be required due to equipment/material lead times. We have based our proposal on the understanding that one (1) inspector will be needed on a full-time basis to split inspection time between the Elevated Water Storage Tank (site work), Water Booster Station, and Wastewater Pump Station projects. Should the duration of the construction contract or inspection requirements change, Dewberry's fee for construction inspection will be modified accordingly.
- 1.2 This portion of the provided services will be billed using a Time and Materials fee structure.

Mr. Wayne Stephens  
Zion Crossroads WBPS & WWPS  
Construction Inspection Services  
November 12, 2018  
Page 2 of 3

## **FEE (TIME AND MATERIALS BUDGET)**

Dewberry will provide the scope of services outline in this proposal on a time and materials basis with a budget of **\$99,450**. A copy of our man-hour breakout estimate is included as Attachment A.

## **CLARIFICATIONS**

This proposal includes services through the first year of construction. A subsequent proposal will be submitted for approval towards the conclusion of the first year of construction. Construction Administration Services for this project are provided under a separate proposal.

Following the first year of inspection, it is assumed that one (1) inspector will then be needed on a part-time basis for the remaining six (6) months of the Wastewater Pump Station Project. This proposal covers services through the first year of construction, therefore, an additional proposal is anticipated to cover the remaining required services at the end of the initial 12 months of construction. Should the duration of the construction contract or inspection requirements change, Dewberry's fee for construction inspection will be modified accordingly.

## **EXCLUSIONS**

The following services are specifically excluded from the scope of services, but could be provided by Dewberry as additional services if authorized in writing by the OWNER.

1. Special inspections are not included in this proposal.
2. Services resulting from significant changes in the general scope, extent or character of the project or its design including, changes in size, complexity, schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to their preparation, or are due to any other causes beyond Dewberry's control.
3. Assistance in connection with bid protests, re-bidding or renegotiating contracts for construction, materials, equipment or services.
4. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.
5. Additional or extended services during construction resulting from significant delays, changes or price increases occurring as a direct or indirect result of the CONTRACTOR's material, equipment, labor or energy shortages, work damaged by fire or other causes during construction, a significant amount of defective or neglected work of any CONTRACTOR, acceleration of the schedule involving services beyond normal working hours, and default by any CONTRACTOR.

*Mr. Wayne Stephens  
Zion Crossroads WBPS & WWPS  
Construction Inspection Services  
November 12, 2018  
Page 3 of 3*

## **TERMS AND CONDITIONS**

Services under this agreement will be provided in accordance with the General Terms, Conditions, and Instructions to Bidders and Contractors, which was attached to Fluvanna County's RFP #2015-03 for Zion Crossroads Water & Sewer System Design Services, and is incorporated into this proposal by reference.

We look forward to the opportunity to serve Fluvanna County on this project. If you have any questions regarding our proposal, or if you require any additional information, please feel free to contact us.

Sincerely,

Dewberry Engineers Inc.



Danylo A. Villhauer, PE  
Associate

### **Attachment A: Manpower and Fee Estimate Breakout**

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FLUVANNA COUNTY

ZION CROSSROADS WATER BOOSTER PUMP STATION AND WASTE WATER PUMP STATION

BOS Packet 2019-01-23 p.110/115

FEE ESTIMATE FOR CONSTRUCTION INSPECTION SERVICES - YEAR 1

November 12, 2018

PROJECT TASKS	CONTRACT MANAGER	PROJECT MANAGER	PROJECT ENGINEER	HOURS DEDICATED TO SUBTASK							CONST INSPECTOR	REIMBURSABLE	TOTAL COST
				STAFF ENGINEER	DESIGNER	CADD TECHNICIAN	ADMIN PROF	SURVEYOR	SURVEY PARTY				
	205.00	175.00	140.00	110.00	100.00	85.00	60.00	120.00	150.00	65.00			
<b>1. Construction Inspection</b>													
Full-time construction inspection (up to 1530 hours)										1530			
<b>GRAND TOTAL FOR ALL SERVICES (TIME AND MATERIALS BUDGET)</b>	0	0	0	0	0	0	0	0	0	1530	\$0	<b>\$99,450</b>	



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
MEETING PACKAGE ATTACHMENTS**

Y/N	Item
Y	Unassigned Fund Balance Report
Y	BOS Contingency Balance Report
Y	Capital Reserve Balances Memo
	Fluvanna County Bank Balances
	Building Inspections Report
	VDOT Monthly Report



## MEMORANDUM

**Date:** January 23, 2019  
**From:** Eric Pollitt – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY19 BOS Contingency Balance

The FY19 BOS Contingency line balance is as follows:

<b>Beginning Budget:</b>	<b>\$150,000.00</b>
Less: FY19 Non-Profit Budget Allocations Change – 05.16.18	-\$14,180.00
Less: FY19 C.A.R.E. Task Force Container for Clean Up Day – 09.19.18	-\$500.00
Less: FY19 Building & Program Feasibility Study – 11.20.18	-\$10,690.00
Less: FY19 Additional Public Safety Radios for St. Troopers – 12.19.18	-\$12,000.00
<b>Available:</b>	<b>\$112,630.00</b>



## MEMORANDUM

**Date:** January 23, 2019  
**From:** Eric Pollitt – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY19 Capital Reserve Balances

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The FY19 Capital Reserve account balances are as follows:

### County Capital Reserve:

<b>FY19 Budget Allocation:</b>	<b>\$0</b>
FY18 Carryover	\$67,256
FY18 Closed Out Projects	\$163,865
<b>Total FY19 Budget:</b>	<b>\$231,121</b>
Less: I.T. Air Conditioning Unit – 09.19.18	-\$7,000
Less: FSPCA Building Renovations – 10.17.18	-\$45,000
Less: Palmyra Rescue Squad Building Renovations – 10.17.18	-\$15,000
Less: Historic Courthouse Oil Furnace Replacement – 01.09.19	-\$8,948
Less: Social Services Heat Pump – 01.09.19	-\$6,061
<b>FY19 Available:</b>	<b>\$149,112</b>

### Schools Capital Reserve:

<b>FY19 Budget Allocation:</b>	<b>\$150,000</b>
FY18 Carryover	\$116,308
FY18 Closed Out Projects	\$13,046
<b>Total FY19 Budget:</b>	<b>\$266,308</b>
Plus: BOS Unassigned Fund Balance: Middle School Debt Proceeds – 09.19.18	\$72,001

Less: Abrams Abatement: Classroom & Crawl Space – 09.19.18	-\$72,001
Less: Carysbrook & Central Elementary Blacktop Repair – 09.19.18	-\$10,650
Less: Central Elementary School Partition – 09.19.18	-\$12,000
Less: Bus 21 Engine/ Motor Replacement – 11.07.18	-\$22,500
Less: FCHS Water Tank – 12.19.18	-\$2,450
Less: FMS Fire Alarm Install, Removal, and Replacement – 12.19.18	-\$4,422
<b>FY19 Available:</b>	<b>\$227,332</b>

## MEMORANDUM

**Date:** January 23, 2019  
**From:** Eric Pollitt – Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

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<b>FY18 Year End Audited Total Unassigned Fund Balance:</b>	<b>\$14,532,691</b>
<b>Unassigned Fund Balance – 12% Target Per Policy:</b>	<b>\$8,687,777</b>
<b>Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>\$5,844,914</b>
Less: FY19 Abrams Abatement Classroom and Crawl Space – 09.19.18	-\$72,001
Less: FY19 Fire Hydrant Installation (JRWA) – 10.17.18	-\$142,500
Less: FY18-19 Various Carryover Requests – 11.20.18	-\$240,700
<b>Current FY19 Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>\$5,389,713</b>